

123rd MEETING OF THE CANADIAN ENGINEERING QUALIFICATIONS BOARD

Tuesday, July 18, 2023

1:00pm – 3:00pm ET

Virtual Meeting held via Zoom

AGENDA

	Agenda item	Scheduled time	Presenter
1	Opening of the meeting	1:00 p.m.	Frank Collins
1.1	Call to order and introduction of attendees	1:05 p.m.	Frank Collins
1.2	Approval of the agenda		Frank Collins
	<i>Motion: That the agenda for the 123rd meeting of the Qualifications Board be approved as distributed.</i>		
1.3	Declaration of conflict of interest (attachment 1.3)		Frank Collins
2	Consent agenda (Attachment 2.2 to 2.5)	1:20 p.m.	Frank Collins
2.1	CEQB members may request that an item be removed from the consent agenda for debate and deliberation. THAT the consent agenda motions listed below (i.e. 2.2 to 2.5) be approved in one motion.		
2.2	Approval of minutes of the previous meeting (attachment 2.2)		
	<i>Motion: That the minutes from the 122nd meeting of the Qualifications Board held on April 1, 2023, be approved as distributed.</i>		
2.3	Approval of the draft revised Guideline on conflict of interest		
	<i>Motion: That the draft revised Guideline on conflict of interest be approved for regulator consultation.</i>		
2.4	Approval of the draft revised Guideline on code of ethics		
	<i>Motion: That the draft revised Guideline on code of ethics be approved for regulator consultation.</i>		
2.5	Approval of the draft General direction for a Guideline on fitness to practice		
	<i>Motion: That the draft General direction for a Guideline on fitness to</i>		

	<i>practice be approved for regulator consultation.</i>		
3	Review of action items from last meeting	1:30 p.m.	Ryan Melsom
4	2024 CEQB Priorities (attachments 4.1 & 4.2)	1:35 p.m.	Frank Collins
	<i>Motion: That the 2024 priorities be sent to the Engineers Canada Board for review and approval.</i>		
5	Response to APEGS program proposal	2:35 p.m.	Frank Collins
6	Items added to the agenda		Frank Collins
7	Future meetings <i>CEQB Fall meeting: September 17-18, 2023 (Edmonton)</i> <i>CEQB Teleconference call: January 2024 (Date to be determined by Doodle poll)</i> <i>CEQB Spring meeting: April 6-7, 2024 (Ottawa)</i> <i>CEQB Teleconference call: July 2024 (Date to be determined by Doodle poll)</i>	2:50 p.m.	Frank Collins
8	Review of action items of the 123rd Qualifications Board meeting	2:55 p.m.	Ryan Melsom
9	Conclusion	3:00 p.m.	Frank Collins

MINUTES OF THE 123rd MEETING

1. Opening of the meeting

The chair welcomed everyone to the meeting.

1.1. Call to order and introduction of attendees:

<u>Canadian Engineering Qualifications Board Members</u>	Frank Collins, FEC, P.Eng.	Chair
	Samer Inchasi, P.Eng., PMP	Vice-chair
	Margaret Anne Hodges, FEC, FGC (Hon.), P.Eng., PMP	Past chair
	Anil Gupta, FEC, FGC (Hon.), P.Eng.	Alberta Representative
	Amy Hsiao, PhD, MBA, P.Eng.	Atlantic Provinces Representative

	Marcie Cochrane, MBA, P.Eng.	Member-at-Large Representative
	Kamran Behdinan, PhD, FAAAS, FASME, FCAE, FEIC, P.Eng.	Member-at-Large Representative
	Farzad Rayegani, Ph.D., FEC, P.Eng.	Ontario Representative
	Nadia Lehoux, ing., PhD	Québec Representative
	Carol MacQuarrie, FEC, P.Eng.	Member-at-Large Representative
	Karen Savage, FEC, P.Eng.	British Columbia Representative
	Adam Wallace, P. Eng.	Northern Representative
	Qing Zhao, PhD, P.Eng.	Member-at-Large Representative
Engineers Canada Board Appointee	Marisa Sterling, FEC, P. Eng.	
	Tim Kirby, FEC, P.Eng.	
Engineers Canada Board	John Van der Put, FEC, FGC (Hon.), P. Eng.	
	Sudhir Jha, M.Eng., FEC, P.Eng.	
	Marlo Rose, MBA, FEC, P.Eng.	
Canadian Engineering Accreditation Board	Allan Stewart P. Eng.	
Engineers Canada Staff	Stephanie Price, P.Eng., CAE	Executive Vice President, Regulatory Affairs
	Ryan Melsom, PhD	Manager, Qualifications and CEQB Secretary
	Isabelle Flamand	Specialist, Qualifications
	Alison Peverley	Coordinator, Qualifications
National Admissions Officials Group	Amit Banerjee P. Eng.	APEGA
	Jason Ong	Engineers and Geoscientists BC
National Discipline & Enforcement Officials Group	Patrick Marcoux, ing.	OIQ
National Practice Officials Group	Delee Silvius, MBA, P.Eng., PMP	APEGS
Observers:	Adam Waiser, P.Eng.	PEO
	David Smith, P. Eng.	PEO
	Stephanie Doucet-Landry, FEC, P.Eng.	APEGNB
	Stamatia Baker, M.A., FEC (Hon.), FGC (Hon.)	APEGNB
	Jason Ong, FEC (Hon.), P.Eng.	EGBC
	Natasha Skea P. Eng.	APEGS

	Shanice Bryce	Engineers Nova Scotia
	Allison Smith	APEGA
	Bill Hunt, GSP, FEC, P. Eng.	PEGNL
	Kris Dove, MBA, FEC. P. Eng.	Engineers NS
	Heather Appleby, FEC, P.Eng.	PEGNL
	Vicki Charman, M.Sc., FGS	EGBC
Regrets:	Ian Sloman, M.Eng., P.Eng.	Saskatchewan, Manitoba Representative

1.2 Approval of the agenda

Motion: THAT the agenda of the 123rd Meeting of the Qualifications Board be approved as distributed was moved by Anil Gupta and seconded by Kamran Behdinan. None were opposed. The agenda was approved.

1.3 Conflict of interest

CEQB members have an ongoing obligation to conduct themselves in an ethical, professional, and lawful manner, and to identify and disclose actual, reasonably perceived, and potential conflicts of interest. These obligations are set out in case law and are also codified in statute, under the *Canada Not-for-profit Corporations Act* ("CNCA"). Members that cannot act in the best interests of Engineers Canada or are conflicted should recuse themselves from the relevant part of the meeting, and they shall not vote on the decision at hand. Members must support the legitimacy and authority of CEQB decisions, regardless of their personal position on the issue, and shall not publicly discuss the varying opinions of individual members.

2. Consent agenda (attachments 2.2-2.5)

Motion: THAT the consent agenda motions listed below (2.2) be approved in one motion was moved by Karen Savage and seconded by Anil Gupta. None were opposed. The motion carried.

2.2 Approval of minutes of the previous meeting

Motion: THAT the minutes from the 122nd meeting of the Qualifications Board held on April 1st, 2023, be approved as distributed.

2.3 Approval of the draft revised Guideline on conflict of interest for regulator consultation.

Motion: THAT the draft revised Guideline on conflict of interest be approved for regulator consultation

Send the draft revised conflict of interest guideline for regulator consultation (**action item 123.1**).

2.4 Approval of the draft revised Guideline on code of ethics for regulator consultation.

Motion: THAT the draft revised Guideline on code of ethics be approved for regulator consultation.

Send the draft revised code of ethics guideline for regulator consultation (**action item 123.2**).

2.5 Approval of the draft General direction for a Guideline on fitness to practice be approved for regulator consultation.

Motion: THAT the draft General direction for a Guideline on fitness to practice be approved for regulator consultation

Send the draft General direction for a Guideline on fitness to practice for regulator consultation (**action item 123.3**).

3. Review of action items from last meeting

Action item		Assigned to	Status
122.1	PUBLISH chemical, complementary, and mechatronics syllabi on the website.	Secretariat	Complete
122.2	CORRECT item 1.12 in the Complementary studies feedback table.	Secretariat	Complete
122.3	DISTRIBUTE documents requested at the meeting, where available: Regulators guideline on the use of syllabi; Managing transitions guideline; Washington Accord information; 30 by 30 virtual session sign up; Engineers Canada paper on autonomous systems; Benchmarking accreditation report; Current and Emerging Practices in Engineering Education.	Secretariat	Complete
122.4	Syllabus Committee to: CONSIDER Improving process around finding French textbooks. DISCUSS syllabus reflection at next committee meeting.	Secretariat	Complete
122.5	REQUEST that the Software task force identify gaps to be considered in the software paper's next revision.	Secretariat	In-progress
122.6	KEEP A RECORD of past workplan proposal items going forward.	Secretariat	Complete
122.7	DISTRIBUTE slides prior to the meeting going forward.	Secretariat	Complete
122.8	INCLUDE reference numbers on agenda book documents.	Secretariat	Complete
122.9	SEND 2024 CEQB work plan priorities for consultation.	Secretariat	Complete

4. 2023 CEQB Priorities

Frank Collins, CEQB Chair, presented:
CEQB work plan consultation process completed:

- Feedback provided by admissions, practice, and discipline & enforcement officials groups
- Was subsequently reviewed by the Executive in June and submitted to CEOG for their feedback
- The proposed work plan balances regulator feedback, resources, and current work load

Regulators expressed interest in the CEQB proceeding on six work items next year:

- A New public Guideline on the use of new technologies in engineering
- Reviews of:
 - 2012 Public guideline on the practice of professional engineering
 - 2018 Regulators guideline on academic assessment of non-CEAB applicants
 - 2016 Naval Architectural engineering syllabus
 - 2017 Computer engineering syllabus
 - 2018 Mining and mineral processing engineering syllabus

Key dates:

July 18, 2023: Work plan approved by CEQB

October 2023: Work plan presented at Engineers Canada Board meeting for comments

December 2023: Work plan approved by Engineers Canada Board

Motion: THAT the 2024 priorities be sent to the Engineers Canada Board for review and approval. Sam Inchasi and seconded by Marcie Cochrane. None were opposed. The motion carried.

Distribute draft 2024 CEQB Work plan to Engineers Canada Board for information in October and decision in December (**action item 123.4**).

Correct Work plan table to include character investigations review (**action item 123.5**).

5. Response to APEGS program proposal

Frank Collins, CEQB Chair, presented:

The CEQB Chair shared a brief overview on the request from APEGS regarding the year one Engineering certificate. On June 6, the CEQB received an email from Megan Falle, Manager, Regulatory Liaison, regarding a proposal by the University of Saskatchewan to introduce a “general certificate in engineering” that would be given to engineering students upon completion of the first year of their programs.

The CEQB, its Executive Committee, and the CEAB have discussed the University of Saskatchewan’s proposal, and will provide their feedback through APEGS which includes potential issues discussed today.

6. Items added to the agenda

No items were added.

7. Future Meetings

CEQB September meeting: September 17-18, 2023 (Edmonton)

CEQB January meeting: January 2024 (Date to be determined by Doodle poll)

CEQB Spring meeting: CEQB Spring meeting: April 6-7, 2024 (Ottawa)

CEQB Teleconference call: July 2024 (Date to be determined by Doodle poll)

8. Review of action items of 123rd Qualifications Board meeting

Action item		Assigned to
123.1	DISTRIBUTE draft review of the Guideline on conflict of interest for consultation	Secretariat
123.2	DISTRIBUTE draft review of the Guideline on code of ethics for consultation	Secretariat
123.3	DISTRIBUTE draft general direction for a guideline on fitness to practice for consultation	Secretariat
123.4	DISTRIBUTE draft 2024 CEQB Work plan to Engineers Canada Board for information in October and decision in December	Secretariat
123.5	CORRECT Work plan table to include character investigations review.	Secretariat

9. Conclusion

The meeting concluded.

Recording of meeting are deleted once meeting minutes are approved.

Prepared by: Alison Peverley, Coordinator, Qualifications on behalf of:



Frank Collins, FEC, P.Eng.
Chair, Canadian Engineering Qualifications Board



Ryan Melsom, PhD
Secretary, Canadian Engineering Qualifications Board