

120th MEETING OF THE CANADIAN ENGINEERING QUALIFICATIONS BOARD

MONDAY, September 19, 2022

8:30 a.m. – 3:00 p.m. PDT

Hybrid Meeting, Hyatt Regency Vancouver and Zoom

AGENDA

	Agenda item	Scheduled time	Presenter
1	Opening of the meeting	8:30am	Margaret Anne Hodges
1.1	Call to order and introduction of attendees		
1.2	Approval of the agenda <i>Motion: That the agenda for the 120th meeting of the Qualifications Board be approved as distributed.</i>		
1.3	Declaration of conflict of interest (attachment 1.3)		
2	Consent agenda (Attachment 2.2)	9:00am	Margaret Anne Hodges
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 (2.2) be approved in one motion.		
2.2	Approval of minutes of the previous meeting (attachment 2.2) <i>Motion: That the minutes from the 119th meeting of the Qualifications Board held on July 18, 2022, be approved as distributed.</i>		
3	Review of action items from last meeting	9:05am	Ryan Melsom
4	Committee and task force reports		Margaret Anne Hodges
4.1	Task Force on Workplace Gender Equity (attachments 4.1.1 a-c)	9:10am	Margaret Anne Hodges
4.1.1	<i>Motion: That the final public Guideline on workplace equity for women be recommended to the Engineers Canada Board for approval and that the Task Force on Workplace Gender Equity be stood down, with gratitude from the CEQB.</i>		

4.2	Task Force on Alternative Methods of Academic Assessment for Non-CEAB Applicants (attachments 4.2.1 a-b)	9:30am	Amy Hsiao
4.2.1	<i>Motion: That the draft Feasibility study on alternative methods of academic assessment for non-CEAB applicants be approved for regulator consultation.</i>		
15-MINUTE BREAK (10:00am – 10:15am)			
4.3	Syllabus Committee	10:15am	Kamran Behdinan
4.4	Executive Committee	10:35am	Margaret Anne Hodges
5	Other Qualifications Board business		Margaret Anne Hodges
	Report on CEQB Secretariat roles	11:00am	Ryan Melsom
LUNCH 11:30am-12:50pm			
6	National groups		Margaret Anne Hodges
7.1	National Admissions Officials Group update	12:50pm	Jason Ong
7.2	National Discipline & Enforcement Officials Group update	1:05pm	Patrick Marcoux
7.3	National Practice Officials Group update	1:20pm	Allan Ng
7.4	Comments from the regulators	1:35pm	
7	Election for 2023-24 Vice-Chair position (attachment 7)	1:40pm	Sudhir Jha
8	Information and discussion items from other Engineers Canada groups		Margaret Anne Hodges
8.1	Report from the Accreditation Board	2:00pm	Jeff Pieper
8.2	Report on Engineers Canada Board activities and decisions	2:20pm	Sudhir Jha Marisa Sterling
9	Items added to the agenda	2:30pm	Margaret Anne Hodges
10	Future meetings	2:35pm	Margaret Anne

	CEQB Virtual workshop on duty to report: October 2022 (Date to be determined by Doodle poll) CEQB Teleconference call and virtual workshop on fitness to practice: January 2023 (Date to be determined by Doodle poll) CEQB Spring meeting: April 1-2, 2023 (Ottawa) CEQB Teleconference call: July 2023 (Date to be determined by Doodle poll)		Hodges
11	Review of action items of 120th Qualifications Board meeting	2:40pm	Ryan Melsom
12	Conclusion	2:45pm	Margaret Anne Hodges

MINUTES OF THE 120TH 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>	Margaret Anne Hodges, FEC, FGC (Hon.), P.Eng., PMP	Chair
	Frank Collins, FEC, P.Eng.	Vice-chair
	Frank George, MBA, FEC, FGC (Hon.), P.Eng.	Past chair
	Anil Gupta, FEC, FGC (Hon.), P.Eng.	Alberta, Northwest Territories and Nunavut Representative
	Amy Hsiao, PhD, MBA, P.Eng.	Atlantic Provinces Representative
	Karen Savage, FEC, P.Eng.	British Columbia, Yukon Representative
	Marcie Cochrane, MBA, P.Eng.	Member-at-Large Representative
	Kamran Behdinan, PhD, FAAAS, FASME, FCAE, FEIC, P.Eng.	Member-at-Large Representative
	Samer Inchasi, P.Eng., PMP	Member-at-Large Representative
	Roydon Fraser, PhD, FEC, P.Eng.	Ontario Representative

	Nadia Lehoux, ing., PhD	Québec Representative
	Ian Sloman, M.Eng, P.Eng.	Saskatchewan, Manitoba Representative
	Qing Zhao, PhD, P.Eng.	Member-at-Large Representative
Engineers Canada Board Appointee	Sudhir Jha, M.Eng., FEC, P.Eng.	
	Marisa Sterling, FEC, P.Eng.	
Engineers Canada Board	Danny Chui, FEC, P.Eng.	
	Marlo Rose, MBA, FEC, P. Eng.,	
Engineers Canada Accreditation Board Representatives	Jeff Pieper, FEC, P. Eng.	
National Admissions Officials Group Representatives	Jason Ong, P. Eng.	
	Amit Banerjee, P. Eng.	
National Practice Officials Group Representative	Allan Ng, P. Eng.	
National Discipline and Enforcement Officials Group Representatives	Patrick Marcoux	
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
	Mya Warken	Manager, Accreditation and CEAB Secretary Accreditation
	Megan Falle	Manager, Regulatory Liaison, Regulatory Affairs
Observers	Kate MacLachlan FEC (Hon.), P.Geo, FGC	Director of registration, APEGS
	Vicki Charman P. Eng	Associate Director Registration, EGBC
	Mark Fewer FEC (Hon.), P. Eng	Deputy Registrar Peg Newfoundland and Labrador

1.2 Approval of the agenda

Motion: That the agenda of the 120th Meeting of the Qualifications Board be approved as distributed

was moved by Ian Sloman and seconded by Marisa Sterling. 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)

Motion: THAT the consent agenda motions listed below (2.2) be approved in one motion was moved by Kamran Behdinan and seconded by Marcie Cochrane. None were opposed. The motion carried.

2.2 Approval of minutes of the previous meeting

Motion: THAT the minutes from the 119th meeting of the Qualifications Board held on July 18th, 2022, be approved as distributed.

3. Review of action items from last meeting

	Action item	Assigned to	Status
119.1	Agricultural/biosystems/bioresource/food engineering syllabus on the Engineers Canada website.	Secretariat	Completed
119.2	Send reviewed draft Engineers Canada paper on software engineering for consultation.	Secretariat	Completed
119.3	Incorporate CEQB comments on Indigenous consultation and engagement guideline, and covering letter, as part of the consultation feedback.	Secretariat	In progress
119.4	Send draft Guideline for engineers and engineering firms on Indigenous Consultation and engagement for consultation.	Secretariat	Completed
119.5	Incorporate CEQB comments to the Admissions Issues Committee as part of the consultation feedback.	Secretariat	Completed
119.6	Send reviewed draft Guideline on good character for consultation.	Secretariat	Complete
119.7	Provide acronyms on consultation documents going forward.	Secretariat	Complete
119.8	Review presentation of materials on work plan consultation	Secretariat	Complete

	process from April.		
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4. Committee and Task Force reports (attachments 4.1 & 4.2)

4.1 Task Force on Workplace Gender Equity

Margaret Anne Hodges, Task force Chair, presented:

- Engineers Canada staff are working on new communications strategies for the release of the Guideline for engineers and engineering firms on workplace equity for women, in addition to its usual communications initiatives (i.e., publishing the guideline on the Engineers Canada website, sharing it on Engineers Canada's social media platforms and the Engineering Matters newsletter).
- The committee restructured the document and move some content from the body of the guideline into the appendices to make it more approachable.
- Suggestions from the regulators, OSPE and 30 by 30 champions were taken into consideration to make this a useable guide.
- A CEQB member commented that it would be interesting to do an environmental scan to find out how the document is being used and that the document could be easily adapted to other areas of equity.
- A CEQB member shared additional important resources to add: Engineers Canada EDI online Training webinar, Engineers and Geoscientists BC EDI Guideline (**Action item 120.1**)
- A CEQB member recommended that communications plan for the Guideline on workplace equity for women include development of a one-pager (**Action item 120.2**)
- The Guideline on workplace equity for women to be sent to the Engineers Canada Board for approval at the September 29th Board meeting. (**Action item 120.3**)
- Following the final approval of this guideline by the Engineers Canada Board, the Task force on Workplace Gender Equity will be stood down. Task Force members will still be invited to participate in the development of the new communications strategies for this guideline (optional). (**Action item 120.4**)

*Motion: **THAT** the final public Guideline on workplace equity for women be recommended to the Engineers Canada Board for approval and that the Task Force on Workplace Gender Equity be stood down, with gratitude from the CEQB was moved by Karen Savage and seconded by Marisa Sterling. None were opposed. Marcie Cochrane abstained, stating a conflict of interest. The motion carried.*

4.2 Task Force on Alternative Methods of Academic Assessment

Amy Hsiao, Task force Chair, presented:

- Keith Johnson Consulting worked with the task force to develop the study in June-July 2022, basing content on the CEQB approved general direction.
- Study is based around SWOT analyses of methods that are currently in use, as well as options that could be implemented should the regulators choose

- Note that these are not intended as recommendations; Rather, they are meant to provide a springboard for discussion
- Proposing a unique consultation approach, given the purpose of the paper to generate discussion
 - Gather the regulators and other key stakeholders for a summit to discuss the paper's findings and identify areas of consensus and disagreement
 - Findings from the summit will be appended to the final study that goes for CEQB and Board approval (**Action item 120.5**)
- A CEQB member felt that the weaknesses provided on the SWOT Analysis-CEQB Syllabi could be reframed as strengths and hopes to see valuable feedback from the regulators and key stakeholders during the summit.
- There was discussion around the environment involved in CEAB teachings, this opened discussion that the point of this document is for non-CEAB applicants, and these must be in alignment but will never be the same as CEAB focuses on a program and non-CEAB applicants focuses on an individual. They are equivalent but not equal.

*Motion: **THAT** the draft Feasibility study on alternative methods of academic assessment for non-CEAB applicants be approved for regulator consultation was moved by Amy Hsiao and seconded by Frank Collins. None were opposed. The motion carried.*

4.3 Syllabus Committee

Kamran Behdinin, Committee Chair, presented:

- Electrical Engineering Syllabus has been sent for regulator consultation
- Currently reviewing complimentary Mechatronics syllabi which is nearing completion with plans to be approved by Syllabus committee in November.
- Chemical engineering syllabi has started with minor delays which will hopefully be resolved soon
- 2023 planned reviews: Industrial, Building and Petroleum
- Syllabus Committee has reviewed web page text and approved changes to the introductory language
- Syllabus Committee conducted a pulse check survey with regulators, and found that the syllabi are generally well received
 - 6 people from 5 regulators responded
 - Some concerns about the timeliness of reviews (i.e. older syllabi); Syllabus Committee may recommend accelerated review cycles depending on topic
 - Structure of syllabi (e.g. Group A/B) is useful, though some expressed a desire for better equivalence with CEAB courses (i.e. some Bodies of Knowledge may be covered across multiple courses)

4.4 Executive Committee

Margaret Anne Hodges, CEQB Chair, presented:

- Met in late August to review September agenda and discuss status of CEQB's 2022 Work plan
 - Projects are largely on track though some remaining delays based on hiring delays in early 2022
 - CEQB will be in the limelight in the coming months: how can we best ensure good reception of CEQB work?

- 1:1 conversations update
 - Excellent insight into what motivates CEQB members, where they see our SWOTs
 - Conversations will continue in October

5. Other Qualifications Board business

Report on CEQB Secretariat roles

Ryan Melsom, Manager, Qualifications and CEQB Secretary, presented:

Manager, Qualifications: Ryan Melsom

- Provides strategic advising to CEQB and its committees
- Plans and directs operations of Qualifications team
- Facilitates relationships with EC Board, CEOG, officials groups, CEAB, external groups
- Designs and oversees volunteer, vendor, and consulting programs

Specialist, Qualifications: Isabelle Flamand

- Manages and supports committees and working groups of the CEQB, as assigned
- Provides research and recommendations, such as environmental scans and surveys
- Leads volunteer support program for CEQB and its committee members, including onboarding
- Executes procurement and vendor management processes

Coordinator, Qualifications: Alison Peverley

- Coordinates committee meetings, national workshops, and biannual CEQB meetings
- Supports development of meeting documents, correspondence, administrative resources
- Develops positive relationships with volunteers and stakeholders; responds to volunteer inquiries
- Supports consultation and vendor processes

What we all do:

- Create a respectful, meaning-driven work environment, where each person's contributions, strengths, and interests are valued
- Collaborate on the execution and continual improvement of our work – everyone's perspective matters
- Tap into diverse thinking and problem solving to create more robust solutions and approaches
- Look for opportunities to learn and grow from mistakes and successes

6.1 National Admissions Officials Group update

Jason Ong, NAOG Chair, presented:

NAOG met in April 2022 to discuss items such as:

- Challenges and new happenings (roundtable updates)
- EC's Strategic Plan on National Harmonization and Collaboration: "Lessons Learned" session
- National Membership Database demo and update (expected to launch in October 2022)
- Acceptance of electronic academic documents
- Review of wording on registrant application forms to dissuade "shopping around"

Next annual meeting to be held this week in September 2022. Discussions will include:

- Updates and consultations from CEAB, CEQB, EC Strategic Priorities, etc.
- Development of potential “Time-Based Experience Working Group”
- Considerations to facilitate applications for refugees
- Competency Based Assessment- new potential system features and updates

6.2 National Discipline and Enforcement Officials Group update

Patrick Marcoux, NDEOG Chair, presented:

NDEOG met in person in Calgary in August (for the first time since 2020). Discussions included:

- Regulator roundtables, current case volumes and activities
- EGBC’s Mt. Polley Case
- CEQB’s EC Paper on Software Engineering and Revised Guideline on Good Character
- Annual IP/Trademark Enforcement Report
- Methods for triaging investigations
- Timeline for notifying other regulators on registrant discipline, etc.

Next meeting will be held virtually in November 2022

6.3 National Practice Officials Group update

Allan Ng, NPOG Chair, presented:

The Practice officials met virtually in June 2022. Discussions included:

- Roundtable updates
- CEQB’s updates related to the: Guideline on Workplace Equity for Women, Guideline on Indigenous Consultation and Engagement, Guideline of Code of Ethics, Guideline on Conflict of Interest, and 2023 Proposed CEQB Workplan
- Engineers Canada’s Strategic Plan on National Harmonization and Collaboration “Lessons Learned” session

Next NPOG meeting to be held virtually on September 26th. Discussions to include:

- 2022 updates to NPOG Classes of Licensure, Business Entity Regulation and CPD tables

6.4 Comments from the regulators

8. Information and discussion items from other Engineers Canada groups

8.2 Reports on Engineers Canada Board activities and decisions

Sudhir Jha, CEQB Board Appointee presented

- **May Board meeting:** Approved many changes to CEQB terms and references including the election process. Election process BN
- **June Board retreat:** New board members were appointed to several roles
- **September Board meeting:** Will review the CEQB work plan to be approved at the December meeting as well as review the CEQB Guideline on workplace equity for women. Review the 2023 volunteer succession plan.

8.1 Report from the Accreditation Board

Jeff Pieper, CEAB Member-at-Large presented:

Visits:

- June 2022 decisions: 71 programs at 16 institutions (9 new programs)

- Fully virtual visit cycle
- 300th accredited program milestone
- 2022/2023 cycle: 81 programs at 25 institutions (in-person with contingency)

Policy Work: Working Groups

- 30 by 30
 - 2022 Consultation on working group report (19 recommendations)
 - Consultation closed August 31
 - Analysis of feedback underway
- Organizational Quality Management
 - Developing Documentation and Resources for Training
 - Role Descriptions for Visiting team, Decision processes, and Leadership
 - Reviewing operations to improve transparency and consistency
 - Leadership, communication and dissemination
- Implementation of Tandem
 - web-based accreditation data management system
 - targeted for 2024/2025 visit cycle

Accountability in Accreditation Evaluation:

- Assess the effectiveness, trustworthiness, transparency, and efficiency of the accreditation system
- 2022 recommendation themes (high level):
 - Investigate consistency in visits and decisions; schedule optimization
 - Improve consultation close-out and follow-up procedures
 - Develop key messaging to clarify intents and purposes of specific accreditation policies and procedures
- 2023 data collection underway

7. Election for 2023-24 Vice-Chair position

Sudhir Jha, Nominations Committee Chair presented:

In April 2019, the Engineers Canada Board adopted the [new 6.10 Canadian Engineering Qualifications Board \(CEQB\) Policy](#), which establishes terms of reference for the CEQB, the nominations process for the CEQB Executive Committee, and roles and responsibilities for the CEQB Chair. Sam Inchasi was the sole nominee for the Vice Chair for 2023-2024.

Sam Inchasi, Vice-Chair nominee shared his reason for interest in becoming Vice-Chair of the CEQB for 2023-2024.

*Motion: **TO** recommend Sam Inchasi to the Engineers Canada Board as Vice-Chair of the Canadian Engineering Qualifications Boards for 2023-2024. None were opposed. The motion carried.*

9. Items added to the agenda

No new items were added to the agenda

10. Future Meetings

CEQB Virtual workshop: October 14, 2022

CEQB Teleconference call and virtual workshop: January 2023 (Date to be determined by Doodle poll)

CEQB Spring meeting: April 1-2, 2023 (Ottawa)

CEQB Teleconference call: July 2023 (Date to be determined by Doodle poll)

11. Review of action items of 120th Qualifications Board meeting

Action item		Assigned to
120.1	ADD resources to the Guideline on workplace equity for women as recommended by a CEQB member.	Secretariat
120.2	RECOMMEND that a communications plan for the Guideline on workplace equity for women include the development of a one-pager.	Secretariat
120.3	SEND the Guideline on workplace equity for women to the Engineers Canada Board for approval.	Secretariat
120.4	STAND DOWN the Task Force on Workplace Gender Equity.	Secretariat
120.5	DELIVER the consultation and summit on the Feasibility study on alternative methods of academic assessment of non-CEAB applicants.	Secretariat
120.6	COMMUNICATE the chair recommendation to the Engineers Canada Board.	Secretariat

9. Conclusion

The meeting concluded.

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



Margaret Anne Hodges, FEC, FGC (Hon),
P.Eng., PMP
Chair, Canadian Engineering Qualifications
Board



Ryan Melsom, PhD
Secretary, Canadian Engineering
Qualifications Board