133rd MEETING OF THE CANADIAN ENGINEERING QUALIFICATIONS BOARD

Wednesday, January 21, 2026

1:00 p.m. – 4:00 p.m. ET

Via Zoom

AGENDA

	Agenda item	Scheduled time	Presenter
1	**Opening of the meeting**	1:00 pm	Sam Inchasi
1.1	Call to order and introduction of attendees		
1.2	Approval of the agenda *Motion: That the agenda for the 133rd meeting of the Qualifications Board be approved as distributed.*		
1.3	Declaration of conflict of interest (attachment 1.3)		
2	**Consent agenda (Attachments 2.2 to 2.6)**	1:15 pm	Sam Inchasi
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 (2.2-2.3) be approved in one motion.*		
2.2	Approval of minutes of the previous meeting (attachment 2.2) *Motion: THAT the minutes from the 132nd meeting of the Qualifications Board held on September 21, 2025, be approved as distributed and the meeting recording be deleted.*		
2.3	Approval of the draft General Direction on managing frivolous and vexatious complaints *Motion: That the draft General direction on managing frivolous and vexatious complaints be sent for consultation.*		
3	**Review of action items from last meeting**	1:30 pm	Ryan Melsom
4	**Other CEQB Business**		
4.1	Governance Review Update	1:35 pm	Kathryn Cosgrove
4.2	Attributes matrix Update	2:35pm	TBD
BREAK 4:45 pm – 5:00 pm			
	Equity and Inclusion Reflection	3:00 pm	TBD
4.3	Presentation on a national intake process for non-CEAB applicants	3:05 pm	Melanie Ouelette
5	**Items added to the agenda**	3:35 pm	Sam Inchasi
6	**Future meetings** *CEQB Spring meeting: April 2026 – April 11-12 (Ottawa)* *CEQB Teleconference call: July 2026 (Date to be determined by poll)* *CEQB Fall meeting and FEA Summit: September 13-15, 2026 (Montreal)*	3:40 pm	Sam Inchasi

	CEQB Teleconference call: January 2027 (Date to be determined by poll)		
7	**Review of action items of the 133rd Qualifications Board meeting**	3:45 pm	Ryan Melsom
8	**Conclusion**	3:50 pm	Sam Inchasi

MINUTES OF THE 133rd MEETING

1. Opening of the meeting

The chair welcomed everyone to the meeting.

1.1. Call to order and introduction of attendees:

Canadian Engineering Qualifications Board Members	Samer Inchasi, P.Eng., PMP	Chair
	Frank Collins, FEC, P.Eng.	Past chair
	Kamran Behdinan, PhD, FAAAS, FASME, FCAE, FEIC, P.Eng.	Member-at-Large Representative
	Marcie Cochrane, MBA, P.Eng.	Member-at-Large Representative
	John Diiwu, PhD, FEC, P.Eng., EP.	Member-at-Large Representative
	Anil Gupta, FEC, FGC (Hon.), P.Eng.	Alberta Representative
	Rishi Gupta, PhD, FCSSE, FEC, P.Eng.	British Columbia Representative
	Wahab Hamou-Lhadj, PhD, ing, SMIEEE	Québec Representative
	Carol MacQuarrie, FEC, P.Eng.	Member-at-Large Representative
	Farzad Rayegani, PhD, FEC, P.Eng.	Ontario Representative
	Adam Wallace, P.Eng.	Northern Representative
	Phil Zinck, M.Sc., FEC, P.Eng.	Atlantic Provinces Representative
Engineers Canada Board Appointee	Eliott Coles FEC, P.Eng.	
	Sudhir Jha, P.Eng.	
Engineers Canada Board	John Van der Put, FEC, FGC (Hon.), P.Eng.	
	Marlo Rose MBA, FEC, P.Eng.	
Engineers Canada Staff	Philip Rizcallah P.Eng.	Chief Executive Officer

	Trina Hubley, B.Sc., MBA, MA	Vice President, Regulatory Affairs
	Ryan Melsom, PhD	Manager, Qualifications and CEQB Secretary
	Mélanie Ouellette, MA, MBA	Manager, Strategic and Operational Planning
	Alison Peverley	Coordinator, Qualifications
	Carole Anne Hoffman	Specialist, Qualifications
Observers	Charles Blanco	PEO
	Allison Smith	APEGS
	Cliff Knox, MBA, P.Eng.	NAOG
Regrets	Amy Hsiao, FEC, PhD, MBA, P.Eng.	Vice-chair
	Efrem Teklemariam, FEC, P. Eng, PMP	Saskatchewan, Manitoba Representative

1.2. Approval of the agenda

Motion: THAT the agenda of the 133rd Meeting of the Qualifications Board be approved as distributed moved by Sudhir Jha and seconded by Rishi Gupta. 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)

2.2 THAT the minutes from the 132nd meeting of the Qualifications Board held on September 21, 2025, be approved as distributed and the meeting recording be deleted.

2.3 THAT the draft General direction on managing frivolous and vexatious complaints be sent for consultation. **Action item 133.1**

Motion: THAT the consent agenda motions listed below (2.2-2.3) be approved in one motion was moved by Kamran Behdinan and seconded by John Diiwu. None were opposed. The motion carried.

3. Review of action items from last meeting

	Action item	Assigned to	Status
132.1	POST Computer engineering syllabus to the Engineers Canada website	Secretariat	Complete

132.2	SEND the draft Guideline on the ethical development and use of groundbreaking technologies for consultation	Secretariat	Complete
132.3	SEND the draft Guideline on the ethical development and use of groundbreaking technologies for consultation	Secretariat	Complete
132.4	PROVIDE feedback on 2026 budget for the FAR committee	Secretariat	Complete
132.5	DISTRIBUTE Proposal for a guideline on public conduct of engineers to CEQB members	Secretariat	In Progress
132.6	REDISTRIBUTE Attributes matrix to CEQB members	Secretariat	Complete
132.7	PROVIDE Graduate attributes gap analysis to CEQB members	Secretariat	Complete

4. Other CEQB Business

4.1 Governance Review Update
Kathryn Cosgrove, Cosgrove & Co. Project Lead, presented:

The project lead from Cosgrove & co. presented the findings from their review process including the CEQB's previous in Camera session with Cosgrove & Co. which took place on September 21, 2025
Action item 133.2

4.2 Attributes Matrix Update
Rishi Gupta, Committee Member, presented:

Status update:

- In January 2025, CEQB approved a motion endorsing the 50-30 Initiative, reaffirming its commitment to equity, diversity, and inclusion (EDI).
- The Attributes Matrix and supporting guidance were developed to clarify dimensions of diversity and support nominations, regulator engagement, and implementation.
- Following workshop discussions, the 50-30 Working Group refined these materials to strengthen clarity, usability, and impact.
- The revised Attributes Matrix and guidance are presented today for final feedback.

Next steps:

- The updated Attributes Matrix and supplementary tools will be presented to CEQB in April for approval.

Questions for Discussion:

- Are the wording and definitions in the Attributes Matrix and Guidance Document as clear and precise as they need to be for final approval?
- Are the examples, categories, and instructions in the supplementary materials sufficient and appropriately detailed?
- Does the overall structure and layout support quick understanding and ease of use?

Equity and Inclusion Reflection

Ryan Melsom, CEQB Secretary, presented:

4.3 Presentation on a national intake process for non-CEAB applicants
Melanie Ouellette, Manager, Strategic and Operational Planning, presented:
Context:

- Engineers Canada staff tasked with developing a business case for national intake process for assessment of non-CEAB applicants
- In preparation, conducting preliminary research:
- Commonalities among regulators
- Environmental scan of similar national organizations' practices
- Legal review to determine if regulators' laws, regulations and bylaws allow flexibility to delegate part or all of assessment process

In April, CEQB will be receiving:

- Commonalities analysis
- Legal opinion on what Engineers Canada could undertake without changing Regulators' acts, regulations and bylaws
- Environmental scan of other organizations' practices
- Welcomed to provide feedback on documents and on whether Engineers Canada should proceed with development of business case by July

Major milestones:

- 2026: Engage with interest holders to determine way forward for business case
- 2027: Develop business case, consult on business case, finalize business case, decide to proceed with implementation (Engineers Canada Board)
- 2028: Start change management and implementation

5. Items added to the agenda

5.1 Overview of the 2027 work plan development process
Ryan Melsom, CEQB Secretary, presented:

Areas that CEQB work covers:

- Enable the assessment of engineering qualifications
- Foster excellence in engineering practice and regulation
- Facilitate mobility of practitioners within Canada

The primary audiences for these products:

- Regulators
- Professional engineers

Proposals must demonstrate tangible value to regulators

Secondary audiences include:

- HEIs
- Students
- Engineering-adjacent roles

CEQB members are encouraged to propose work plan items

- To be successful, proposals should involve collaboration with regulators on their needs, as a way of building stronger support for CEQB's work
- Secretariat is available to review and support on any proposals, and facilitate connections
- Non-CEQB stakeholders (e.g., officials, Board members, staff) may also submit items for CEQB to consider
- Secretariat will bring attention to items suggested/flagged at officials group meetings
- Proposal template will be distributed and made available on the CEQB Teams Space following the meeting

Action item 133.3, 133.4

6. Future meetings

CEQB Spring meeting: April 11-12, 2026 (Ottawa)
CEQB Teleconference call: July 2026 (Date to be determined by poll)
CEQB Fall meeting: September 13-14, 2026 (Montreal)
CEQB Teleconference call: January 2027 (Date to be determined by poll)

7. Review of action items of the 133rd Qualifications Board meeting

	Action item	Assigned to
133.1	SEND general direction on managing frivolous and vexatious complaints for consultation	Secretariat
133.2	SEND Governance feedback to Cosgrove, Chair, and/or Secretary	CEQB Members
133.3	DISTRIBUTE the work plan item template	Secretariat
133.4	SUBMIT work plan proposals to secretariat by **March 1, 2026**	CEQB Members

8. Conclusion

The meeting concluded.

Recordings of meeting are deleted once meeting minutes are approved.

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

Sam Inchasi P.Eng., PMP
Chair, Canadian Engineering Qualifications Board

Ryan Melsom, PhD
Secretary, Canadian Engineering Qualifications Board





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