

125th MEETING OF THE CANADIAN ENGINEERING QUALIFICATIONS BOARD

Tuesday, January 30, 2024

3:00 p.m. – 6:00 p.m. EST

Virtual meeting held via Zoom

AGENDA

	Agenda item	Scheduled time	Presenter
1	Opening of the meeting	3:00pm	Frank Collins
1.1	Call to order and introduction of attendees		Frank Collins
1.2	Approval of the agenda <i>Motion: That the agenda for the 125th meeting of the Qualifications Board be approved as distributed.</i>	3:15pm	Frank Collins
1.3	Declaration of conflict of interest (attachment 1.3)		Frank Collins
2	Consent agenda (Attachment 2.2 to 2.5)	3:20pm	Frank Collins
2.1	CEQB members may request that an item be removed from the consent agenda for debate and deliberation. <i>THAT the consent agenda motions listed below (2.2 to 2.9) be approved in one motion.</i>		
2.2	Approval of minutes of the previous meeting (attachment 2.2) <i>Motion: That the minutes from the 124th meeting of the Qualifications Board held on September 17, 2023, be approved as distributed.</i>		
2.3	Approval of the final revised Guideline on code of ethics <i>Motion: That the final revised Guideline on code of ethics be approved for Engineers Canada Board approval.</i>		
2.4	Approval of the final revised Guideline on conflict of interest <i>Motion: That the final revised Guideline on conflict of interest be approved for Engineers Canada Board approval.</i>		
2.5	Approval of the final General direction for a Guideline on fitness to practice		

	<i>Motion: That the final General direction for a Guideline on fitness to practice be approved.</i>		
2.6	Approval of the Industrial engineering syllabus <i>Motion: That the final Industrial engineering syllabus be approved.</i>		
2.7	Approval of the draft revised Guideline on assuming responsibility for the work of engineers-in-training <i>Motion: That the draft revised Guideline on assuming responsibility for the work of engineers-in-training be sent for regulator consultation.</i>		
2.8	Approval of a draft general direction for an Engineers Canada paper on the regulation of emerging disciplines. <i>Motion: That the draft general direction for an Engineers Canada paper on the regulation of emerging disciplines be approved for regulator consultation.</i>		
2.9	Approval of the final Engineers Canada Guideline on duty to report <i>Motion: That the final Engineers Canada Guideline on duty to report be approved for Engineers Canada board approval.</i>		
3	Review of action items from last meeting	3:30pm	Ryan Melsom
4	Other CEQB Business		
4.1	CEQB Qualifications and Practice Foresight Committee <i>That The Environment and Sustainability Committee be evolved into a new standing Qualifications and Practice Foresight Committee, to operate as per the terms of reference distributed with the meeting documents.</i>	3:35pm	Frank Collins
4.2	Improvements to work plan development process	4:05pm	Frank Collins
4.3	Overview of 2025 work plan development process	4:20pm	Ryan Melsom
5	Items added to the agenda	4:30pm	Frank Collins
6	Future meetings CEQB Spring meeting: April 6-7, 2024 (Ottawa) CEQB Teleconference call: July 2024 (Date to be determined by Doodle poll) CEQB Fall meeting: September 15-16, 2024 (Moncton) CEQB Teleconference call: January 2025 (Date to be determined by Doodle poll)	4:35pm	Frank Collins
7	Review of action items of the 125th Qualifications Board meeting	4:40pm	Ryan Melsom

8	Conclusion	4:50pm	Frank Collins
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MINUTES OF THE 125th 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, FEC, 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, PhD, FEC, P.Eng.	Ontario Representative
	Nadia Lehoux, ing., PhD	Québec Representative
	Karen Savage, FEC, P.Eng.	British Columbia Representative
	Ian Sloman, FEC, M.Eng., P.Eng.	Saskatchewan, Manitoba 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 Kirkby, FEC, P.Eng.	
Engineers Canada Board	Sudhir Jha, M.Eng., FEC, P.Eng.	
	Marlo Rose, MBA, FEC, P.Eng.	

Engineers Canada Staff	Jeanette Southwood, FCAE, FEC, LL.D. (honoris causa), P.Eng., IntPE	Vice President, Corporate Affairs and Strategic Partnerships
	Ryan Melsom, PhD	Manager, Qualifications and CEQB Secretary
	Isabelle Flamand	Specialist, Qualifications
	Alison Peverley	Coordinator, Qualifications
Observers	Delee Silvius, MBA, P.Eng., PMP	APEGS
	Jason Ong, FEC (Hon.), P.Eng.	EGBC
	Heather Appleby, FEC, P.Eng.	PEGNL
	Natascha Toedter	APEGNB
	Troy Ostapiw	APEGS
	Stephanie Doucet-Landry, P.Eng., FEC	APEGNB
	Tom Granat, P.Eng.	PEO
	Natasha Skea	APEGS
	Allison Smith	APEGS
	Kate MacLachlan, Ph.D., P.Geo., FGC, FEC (Hon.	APEGS
	Raphael Nwabuzor	EngGeoMB
Regrets:	Carol MacQuarrie, FEC, P.Eng.	Member-at-Large Representative

1.2 Approval of the agenda

Motion: THAT the agenda of the 124th Meeting of the Qualifications Board be approved as distributed was moved by Tim Kirkby and seconded by Anil 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 2.2-2.9)

A CEQB member requested the item 2.7 Draft revised Guideline on assuming responsibility for the work of engineers-in-training be pulled from the consent agenda for discussion and noted minor edits to the 123rd Qualification Board minutes.

Action items: 125.1, 125.2, 125.3, 125.4, 125.5, 125.6

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

2.2 Approval of minutes of the previous meeting

Motion: THAT the minutes from the 123rd meeting of the Qualifications Board held on July 18, 2023, be approved as distributed.

3. Review of action items from last meeting

	Action item	Assigned to	Status
124.1	SHARE key links and documents mentioned in the meeting	Secretariat	Complete
124.2	SHARE CEQB comments on Duty to Report with Practice Committee as part of the consultation feedback	Secretariat	Complete
124.3	SEND draft Guideline on Duty to Report for consultation	Secretariat	Complete

4. Items pulled from consent agenda

Item 2.7 Draft revised Guideline on assuming responsibility for the work of engineers-in-training.

A CEQB member would like to see the guideline elaborate on guidance for non-engineering supervisors of EITs, they cannot sign off on engineering work but guidance on how to approach supervision and what non-engineering supervisors are expected to provide. They suggested including additional guidance about working with a P.Eng. to provide additional supervision.

The chair of the EIT Committee acknowledged the points made by the CEQB member and assured they had been considered and the intention of this document is for P.Eng. supervisors and EITs and non-P.Eng. supervisors should seek a P.Eng. to be the validator. This was confirmed by members of the EIT committee who were present on the call.

It was noted that this could be address in the Engineers Canada paper on the regulation of emerging disciplines with many new disciplines coming up without experienced P.Eng' s to supervise.

Action items: 125.7, 125.8

4.1 Foresight Committee

Frank Collins, CEQB Chair presented:

- In order to address the work delegated to the CEQB in a fulsome and proactive way, the CEQB requires a forward-thinking body that can supplement and contextualize direct work being undertaken by the CEQB. Frequently regulators have complained about the length of time it takes to go from the proposal stage, through development, to project delivery (up to 4 years). As outlined below, an agile, foresight-focused committee tasked with smaller-scale deliverables would assist in addressing multiple risks; it would also bring several key benefits.
- The Environment and Sustainability Committee has been dormant for 5 years, due to several factors: a scope of work that would typically be more suited to task forces, a minimal level of interest from regulators in reviewing environment and sustainability guidelines, and the Board-directed 2019 decision to divest Engineers Canada of PIEVC, which impacted the availability of

environmental subject matter expertise from within the organization. Given that the CEQB does not want to lose sight of this important area of its mandate, the recommendation is that the previous committee be partly rolled into a more general committee concerned with significant issues that may impact the profession, regulation, and society in the longer term. The inclusion of environment and sustainability within a larger body does not preclude the possibility of future major work (i.e. new guidelines) in this area being assigned to a task force.

CEQB members discussed their concerns around The Environment and Sustainability Committee being evolved into a new standing Foresight Committee, many CEQB members shared their thoughts on implementing the change over and additions to consider for the terms of reference. Ultimately the CEQB recommended tabling the proposed motion and revisiting the topic at the CEQB's April meeting.

Motion: Marisa Sterling moved to table the motion That the Environment and Sustainability Committee be evolved into a new standing Foresight Committee, to operate as per the terms of reference distributed with the meeting documents and revisit it at the next meeting. Tim Kirkby seconded the motion. None were oppose the motion was tabled.

Action item: 125.9

4.2 Improvements to work plan development process

Frank Collins, CEQB Chair, presented:

The CEQB's September 2023 meetings and workshop focused on how to continue improving CEQB's work so that it can most effectively meet the ongoing and developing needs and requests of regulators and interested parties. Overall, both regulators and CEQB members expressed a need for deeper and more regular collaboration and conversation, both in the development of CEQB work items and in the work itself. In response to this, the CEQB Executive in its November 2023 meeting discussed several improvements to the processes by which CEQB work plan items are initiated, developed, and consulted on.

Status update

- The template for proposed 2025 work items has been updated to include several additional fields, aimed at better situating proposed work items within the strategic needs of regulators. Specifically, this year's template will include two new questions:
 1. Did you receive feedback from your local regulator on your proposed idea?
 2. How does this contribute to an identified need in the current regulatory environment?
- If CEQB members would like to propose work items but either 1) do not have contacts within the regulators or 2) need a stronger understanding of how to situate an idea within regulatory needs, the CEQB secretariat can assist in making regulator staff connections and providing information about the regulatory environment.
- Additionally, the CEQB Chair's ongoing presentations to national officials groups (NAOG, NPOG, and NDEOG) will be restructured to better facilitate conversations and surface ideas on an ongoing basis.

Next Steps

- At any point, CEQB members are welcome to submit ideas on how workplan development processes can be improved.
- The described changes will be incorporated into the work plan item proposal template going forward.

4.3 Overview of the 2025 work plan development process

Ryan Melsom, CEQB Secretary, presented:

- CEQB members are free, but not required, to propose work plan items
 - Encouraged to collaborate with regulators on their needs, as a way of building stronger support for CEQB's work
- Non-CEQB stakeholders (e.g., officials) may also submit items for CEQB to consider
- Template will be distributed and made available on the CEQB Teams Space following the meeting

Action items: 125.10

Timelines:

February 1, 2024: Template available

March 1, 2024: Proposed items due to Secretariat

April 6, 2024: All proposed items approved for consultation at CEQB Meeting

July 2024: Work plan consultation reviewed, and work plan approved at teleconference

October 2024: Work plan presented at Engineers Canada Board meeting for comments

December 2024: Work plan approved by Engineers Canada Board

5. Items added to the agenda

Additional item:

Marisa Sterling presented on the Government of Canada's 50/30 challenge and how it could be implemented in the recruitment process for the CEQB. A working group was assembled to meet and conduct research and present their findings and proposal at the April CEQB meeting.

Action item: 125.11

10. Future meetings

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

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

CEQB Fall meeting: September 15-16, 2024 (Moncton)

CEQB Teleconference call: January 2025 (Date to be determined by Doodle poll)

11. Review of action items of 125th Qualifications Board meeting

	Action item	Assigned to
125.1	SUBMIT Revised Guideline on code of ethics for Engineers Canada Board approval.	Secretariat
125.2	SUBMIT Guideline on conflict of interest be approved for Engineers Canada Board approval.	Secretariat
125.3	POST revised Industrial engineering syllabus.	Secretariat

125.4	SEND revised Guideline on assuming responsibility for the work of engineers-in-training for regulator consultation.	Secretariat
125.5	SEND draft general direction for an Engineers Canada paper on the regulation of emerging disciplines for regulator consultation.	Secretariat
125.6	SUBMIT of the final Engineers Canada Guideline on duty to report for Engineers Canada board approval.	Secretariat
125.7	INCLUDE items from discussion in the consultation feedback for the Guideline on assuming responsibility for the work of engineers-in-training.	
125.8	COMMUNICATE the need to discuss non-P.Eng. supervision with Admissions Issues Committee (Qing).	
125.9	REVISE Foresight Committee motion and documents for presentation at the April CEQB meeting.	Secretariat
125.10	DISTRIBUTE Work plan item template.	Secretariat
125.11	SUPPORT working group led by Marisa to present findings or proposals on the Federal Government's 50/30 Challenge at the April CEQB meeting	Secretariat

12. Conclusion

The meeting concluded.

Recordings 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