

127th MEETING OF THE CANADIAN ENGINEERING QUALIFICATIONS BOARD

Thursday, July 18, 2024

12:00 p.m. – 3:00 p.m. EST

Virtual meeting held via Zoom

AGENDA

	Agenda item	Scheduled time	Presenter
1	Opening of the meeting	12:00pm	Frank Collins
1.1	Call to order and introduction of attendees		Frank Collins
1.2	Approval of the agenda		Frank Collins
	<i>Motion: That the agenda for the 127th meeting of the Qualifications Board be approved as distributed.</i>		
1.3	Declaration of conflict of interest (attachment 1.3)	12:30pm	Frank Collins
2	Consent agenda (Attachments 2.2 to 2.4)		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 2.4) 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 126th meeting of the Qualifications Board held on April 6, 2024, be approved as distributed.</i>		
2.3	Approval of the final Regulators Guideline on fitness to practice (attachment 2.3)		
	<i>Motion: That the CEQB recommend the final Regulators Guideline on Fitness to Practice to the Engineers Canada Board for approval</i>		
2.4	Approval of the final revised Guideline on good character (attachment 2.4)		
	<i>Motion: That the final revised Guideline on good character be recommended to the Engineers Canada Board for approval.</i>		
	<i>Motion: That the Regulators Guideline on principles for character investigations be archived.</i>		
3	Review of action items from last meeting	12:45pm	Ryan Melsom
4	Other business	12:50pm	Frank Collins
4.1	Selection of 2025 work plan priorities		
	<i>Motion: That the 2025 work plan priorities be sent to the</i>		

	<i>Engineers Canada Board for approval.</i>		
4.2	Admissions Issues Committee Chair appointment	1:50pm	Frank Collins
	<i>Motion: That Marcie Cochrane be appointed as chair of the Admissions Issues Committee.</i>		
5	Items added to the agenda	2:00pm	Frank Collins
5.1	Presentation on the Futures of Engineering Accreditation		TBD
6	Future meetings CEQB Fall meeting: September 15-16, 2024 (Moncton) CEQB Teleconference call: January 2025 (Date to be determined by Doodle poll) CEQB Spring meeting: April 2025 – Dates TBD (Ottawa) CEQB Teleconference call: July 2025 (Date to be determined by Doodle poll)	2:45pm	Frank Collins
7	Review of action items of the 127th Qualifications Board meeting	2:50pm	Ryan Melsom
8	Conclusion		Frank Collins

MINUTES OF THE 127th 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
	John Diiwu, P.Eng.	Member-at-Large Representative

	Kamran Behdinin, 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
	Ian Sloman, FEC, M.Eng., P.Eng.	Saskatchewan, Manitoba Representative
	Adam Wallace, P.Eng.	Northern Representative
Engineers Canada Board Appointee	Sudhir Jha, P.Eng.	
Engineers Canada Staff	Trina Hubley, B.Sc., MBA, MA	Vice President, Regulatory Affairs
	Ryan Melsom, PhD	Manager, Qualifications and CEQB Secretary
	Mya Warken	Manager, Accreditation and CEAB Secretary
	Isabelle Flamand	Specialist, Qualifications
	Elise Guest	Assistant Manager, Accreditation
	Alison Peverley	Coordinator, Qualifications
Observers	Troy Ostapiw	APEGS
	Stephanie Doucet-Landry, P.Eng., FEC	APEGNB
	Marlo Rose P. Eng., MBA, FEC.	APEGNB
Regrets	Tim Kirkby, FEC, P.Eng.	Board Representative
	Rishi Gupta, P.Eng.	British Columbia Representative
	Carol MacQuarrie, FEC, P.Eng.	Member-at-Large Representative

1.2 Approval of the agenda

Motion: THAT the agenda of the 127th Meeting of the Qualifications Board be approved as distributed was moved by Sam Inchasi and seconded by Kamran Behdinin. None were opposed. The agenda was approved.

CEQB member requested an update on the foresight committee.

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 2.2-2.4)

A CEQB member requested that item 2.3 the Engineers Canada Guideline on fitness to practice be pulled for further discussion.

2.2 Approval of minutes of the previous meeting

2.3 Approval of the final Regulators Guideline on fitness to practice (pulled for further discussion)

2.4 Approval of the final revised Guideline on good character (**Action item 127.1**)

Motion: THAT the minutes from the 126th Meeting of the Qualifications Board be approved as distributed was moved by Kamran Behdinan and seconded by Ian Sloman. None were opposed. The motion carried.

3. Review of action items from last meeting

Action item		Assigned to Status	
126.1	SEND NOTES to CSL on Emerging Disciplines paper	Secretariat	Complete
126.2	SEND draft general direction for an Engineers Canada paper on the regulation of emerging disciplines for regulator consultation.	Secretariat	Complete
126.3	SEND draft Regulators Guideline on fitness to practice for regulator consultation – (with cover note re: retroactive reviews)	Secretariat	Complete
126.4	SEND Revised Guideline on assuming responsibility for the work of engineers-in-training for Board approval (with noted changes)	Secretariat	Complete
126.5	POST Revised Building Engineering Syllabus to Engineers Canada website	Secretariat	Complete
126.6	POPULATE Foresight committee and hold an initial meeting	Secretariat	Delayed
126.7	DISTRIBUTE outcomes of the marketing campaign (metrics) to CEQB	Secretariat	Unavailable
126.8	FLAG policy issue of recording to the Board Governance Committee	Secretariat	Complete
126.9	SUPPORT 50-30 champions in their work	Secretariat	Complete

A CEQB Member requested an update on where things were with The Foresight Committee which is a standing committee of the CEQB, established to identify key issues impacting engineering regulation over a 5-to-10-year horizon. This helps in the more effective development of the CEQB’s work.

To join the committee, individuals must apply through an open application process, with selections

made by the CEQB Executive Committee. All terms, except for the chair's, are one year in duration, and reappointment of previous members is only possible after a one-year hiatus.

A CEQB member proposed adding an industry representative to the committee's composition. The secretariat requested recommendations on how to seek industry representation on the committee.

A CEQB Executive member clarified that the committee's intention is to facilitate member turnover through single-year terms, allowing for a rotating membership.

(Action item 127.2)

4. Other CEQB Business

Regulator Guideline on Fitness to Practice

A CEQB member inquired about the briefing notes concerning the creation of additional documents to support both public and regulator-facing aspects of this work. They wanted to ensure that there is a continued focus on this initiative, either through future CEQB workplans or other Engineers Canada groups. The question is about the plan for these documents moving forward and how the CEQB can support this effort.

In assembling and discussing with regulators and collecting data over the past few years, it has become clear that there is a consistent need for "missing middle" resources. Typically, when we release a guideline, it is posted on the website, and there are also news articles and social media posts that briefly mention it. However, there is often a lack of detailed resources bridging the gap between these communications.

As part of the proposed work plan, there is a suggestion to develop these missing middle resources for the upcoming year. This recommendation is based on the regulator consultations. The plan includes creating a public-facing resource for fitness to practice. The CEQB still needs to discuss and delegate this task as part of the work plan.

(Action Item: 127.3)

Motion: THAT the CEQB recommend the FINAL Regulators Guideline on Fitness to Practice to the Engineers Canada Board for approval was moved by Kamran Behdinan and seconded by Marcie Cochrane. None were opposed. The motion carried.

4.1 2025 CEQB Priorities

Frank Collins, CEQB Chair, presented

- Notably, CEQB members declined to propose any new items for consideration in 2025, instead choosing to focus resources on existing document reviews. A list of pressing topics in engineering that was discussed at the April CEQB meeting was shared with the officials groups, and their perspectives on pressing issues were also discussed. This led to a project proposal by NPOG, outlined in the appended feedback sheet, that was added to the proposed work plan.
- Several regulators expressed interest in the creation of short-form resources to improve

validator awareness and to provide guidance in the use of generative AI. Regulators had also, previously, expressed a desire for short form, publicly accessible resources on fitness to practice, duty to report, and Indigenous consultation and engagement; each of these requests has been accounted for within the proposed work plan.

- Potential work plan items were presented virtually to the National Admissions Officials Group (NAOG), National Practice Officials Group (NPOG), the National Discipline and Enforcement Officials Group (NDEOG), at their respective meetings in April-June 2024; additionally, the 2025 work plan was circulated to regulator interest holders along with a survey on April 17, 2024.
- Following NAOG, NPOG, and NDEOG consultation, the CEQB Executive reviewed their summarized feedback and recommended the proposed work plan for the CEO Group's (CEOG) consideration. CEOG was supportive of the proposed plan, and noted their particular interest in the continuing work on the Regulators Guideline on the Academic Assessment of Non-CEAB Applicants. All responses in the feedback table are still considered to be a draft, and depending on CEQB's final comments, may be altered prior to Board submission.

A CEQB member sought clarification on conference presentations and how this would roll out, noting that CEQB work currently lacks follow-up promotion after publication. One suggestion was to promote CEQB work at provincial regulator conferences or AGMs.

Over the past two years, the CEQB has reviewed and produced a large volume of documents, which has been challenging for staff and regulators. The focus has been on gaining board approval, but there's now a push to improve strategic communication and build stronger relationships with regulators.

Feedback from regulators has been mixed, indicating a need for a more strategic approach. The budget includes resources for media kits, conference materials, and presentation costs. There are plans to engage with Canadian engineering deans and align presentations with key conferences. Collaboration with CEQB members on these efforts is also being considered.

A member mentioned that EGBC does not reference the Indigenous Consultation Guideline, which represents a missed opportunity. This indicates a gap in effectively communicating our resources to regulators.

Another member questioned the source of future workplan items and was assured that they would continue to come from the same sources. There were also concerns about the environmental and sustainability committee, with a request to keep it dormant rather than eliminating it.

Motion: THAT the 2025 work plan proprieties be sent to the Engineers Canada Board for approval was moved by Sudhir Jha and seconded by Sam Inchasi. None were opposed. The motion carried.

(Action item 127.4)

4.2 Admissions Issues Committee Chair appointment

Frank Collins, CEQB Chair, presented:

Overview: The Executive Committee is responsible for reviewing potential candidates for committee chair positions. This involves evaluating their areas of interest and experience and considering other members who might be interested in the position.

Recommendation Process:

- The CEQB Executive Committee reviews and selects a candidate for the chair position.
- If the candidate is willing to stand for the position, the CEQB confirms the recommendation through a vote.

Specific Case:

- A vacancy was created on the Admissions Issue Committee. The Executive Committee considered various members and identified Marcie as a strong candidate for the role of chair.
- Marcie was approached and expressed interest in assuming the role.

Motion: THAT Marcie Cochrane be appointed as chair of the Admissions Issues committee was moved by Ian Sloman and seconded by Kamran Behdinan. None were opposed. The motion carried.

5. Presentation on the Futures of Engineering Accreditation

Mya Warken, Manager, Accreditation and CEAB Secretary, presented:

[Engineers Canada's 2022-2024 strategic plan](#) includes a priority to review and potentially update the engineering accreditation process, led by the CEO. This involves benchmarking the current system, exploring a national academic requirement for licensure, and reassessing the purpose of accreditation. Key steps have included hiring external experts, forming advisory groups, and engaging interest holders from across the engineering ecosystem through a multi-year process. Indicators of success for this priority include 1) a clear understanding of accreditation's purpose, 2) a unified academic standard for licensure, and 3) aligned systems for Engineers Canada and regulators. To date, task forces have reported on accreditation and licensure requirements, and multiple national and jurisdiction-level consultations have been held. Several next steps are underway:

- Charting a path forward for an accreditation system and supporting systems that help regulators assess all applicants fairly. This will be founded upon the revised purpose of accreditation and an academic requirement for licensure.
- The path forward will include not only changes to the accreditation system, but also suggestions regarding licensure to ensure that our two main paths to licensure (CEAB and non-CEAB) remain substantially equivalent and result in licensed engineers who are competent and ethical.
- In order to “learn fast”, the Path Forward Report will include an elaboration on ways to pilot the concepts set forth regarding the Full Spectrum Competency Profile and the National Academic Requirement for Licensure.

The presentation mentioned that CEAB currently handles program accuracy, and a CEQB member was curious if there has been any change to this responsibility, especially in the context of moving towards outcome-based and competency-based models. It was noted that in many professions, students are required to demonstrate their competence through various examinations. An analogous process is already in place for non-CEAB applicants, and the member questioned if there have been any changes in how CEAB manages this for accredited programs. Mya responded that accreditation evaluation will continue to be evaluated at the program level.

Additionally, the CEQB member asked about consistency in an outcome-based model. Since competency profiles are linked to individuals, how is consistency maintained in defining and measuring these competencies over time? Mya responded that we can't simply establish the graduate attributes and assume they'll never need to change or be revisited. It's essential to have an ongoing process to keep them up to date, ensuring that the competencies and indicators remain at an appropriate level.

A CEQB Board director stated the importance of the CEQB's role in supporting the board in decisions surrounding FEA work, and asked whether there were ways the CEQB could support the strategic priority.

A CEQB member asked if there were guidelines for developing new programs on emerging disciplines, which can take several years. These would be valuable so that there are no surprises after the time is invested into program creation. Mya's response was that for the immediate future, nothing has changed in the accreditation system. The criteria remain as published.

A CEQB Member asked what the CEQB's role was in supporting FEA work and considering FEA work while considering future workplans. Mya responded that the path forward report would be presented to the Engineers Canada Board at the fall meeting and decisions would be made going forward on different groups rolls in the project.

6. Future meetings

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

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

CEQB Spring meeting: April 2025 (dates TBD) (Ottawa)

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

7. Review of action items of 127th Qualifications Board meeting

	Action item	Assigned to
127.1	SEND Guideline on Good Character for Engineers Canada Board approval	Secretariat
127.2	SEND Guideline on Fitness to Practice for Engineers Canada Board approval	Secretariat
127.3	SEND 2025 CEQB Work plan for Engineers Canada Board approval	Secretariat
127.4	CEQB members to INDICATE interest in Foresight Committee to Ryan	Secretariat

8. 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