

128th MEETING OF THE CANADIAN ENGINEERING QUALIFICATIONS BOARD

Sunday, September 15, 2024

09:00 a.m. – 4:30 p.m. ADT

Hybrid meeting held at Delta Beausejour, Moncton and via Zoom

AGENDA

	Agenda item	Scheduled time	Presenter
1	Opening of the meeting	9:00am	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 128th 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)	9:30am	Frank Collins
2.1	CEQB members may request that an item be removed from the consent agenda for debate and deliberation.		
	<i>Motion: That the consent agenda motions listed below (i.e., 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 127th meeting of the Qualifications Board held on July 18, 2024, be approved as distributed, and that the meeting recording be deleted.</i>		
2.3	Approval of the final revised Petroleum engineering syllabus		
	<i>Motion: That the revised Petroleum engineering syllabus be approved for publication on the Engineers Canada website.</i>		
2.4	Approval of the draft Engineers Canada paper on emerging disciplines		
	<i>Motion: That the draft Engineers Canada paper on emerging disciplines be approved for regulator consultation.</i>		
3	Review of action items from last meeting	9:45am	Ryan Melsom
4	Committee reports		Frank Collins

4.1	Admission Issues Committee	10:00am	Marcie Cochrane
4.2	Syllabus Committee	10:10am	Kamran Behdinan
4.3	Practice Committee	10:20am	Sam Inchasi
4.4	Foresight Committee	10:30am	Sam Inchasi
15 Minute BREAK (10:40-10:55)			
4.5	Executive Committee	10:55am	Frank Collins
4.6	Nominating Committee	11:05am	Tim Kirkby
5	Report on Engineers Canada Board activities and decisions	11:15am	Tim Kirkby Sudhir Jha
6	Report on 50-30 champion activities	11:25am	Marcie Cochrane Tim Kirkby
7	Report from the Accreditation Board	11:45am	Jeff Pieper
1 HOUR LUNCH BREAK (12:00pm-1:00pm)			
8	National Groups		Frank Collins
8.1	National Admissions Officials Group update	1:00pm	Kate MacLachlan
8.2	National Practice Officials Group update	1:15pm	Kelly Dayman
8.3	Comments from the regulators	1:30pm	Frank Collins
9	Futures of Engineering Accreditation (SP 1.1) Update	1:45 pm	Mya Warken
15 Minute BREAK (3:00pm-3:15pm)			
10	Feedback on Board Policy 9.2	3:00 pm	Frank Collins
11	2025 Vice-Chair election <i>Motion: That any in-person ballots for the election of the Vice-Chair position be destroyed when the election is complete.</i>	3:30pm	Tim Kirkby

12	Items added to the agenda	3:50pm	Frank Collins
13	Future meetings <i>CEQB Teleconference call: January 2025 (Date to be determined by Doodle poll)</i> <i>CEQB Spring meeting: April 5-6, 2025 (Ottawa)</i> <i>CEQB Teleconference call: July 2025 (Date to be determined by Doodle poll)</i> <i>CEQB Fall meeting: September 21-22, 2025 (Saskatoon)</i>	4:00 pm	Frank Collins
14	Review of action items of the 128th Qualifications Board meeting	4:05 pm	Ryan Melsom
15	Conclusion	4:10 pm	Frank Collins

MINUTES OF THE 128th 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
	Rishi Gupta, PhD, FCSSE, FEC, P.Eng.	British Columbia Representative
	Amy Hsiao, FEC, PhD, MBA, P.Eng.	Atlantic Provinces Representative
	Marcie Cochrane, MBA, P.Eng.	Member-at-Large Representative
	John Diiwu, PhD, FEC, P.Eng., EP.	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

	Carol MacQuarrie, FEC, P.Eng.	Member-at-Large 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.	
	Tim Kirkby, FEC, P.Eng.	
Engineers Canada Staff	Philip Rizcallah, P.Eng.	CEO, Engineers Canada
	Trina Hubley, B.Sc., MBA, MA	Vice President, Regulatory Affairs
	Heidi Theelen	Director, Strategic Planning and Organizational Excellence
	Ryan Melsom, PhD	Manager, Qualifications and CEQB Secretary
	Mya Warken	Manager, Accreditation and CEAB Secretary
	Megan Falle	Manager, Regulatory Liaison
	Isabelle Flamand	Specialist, Qualifications
	Alison Peverley	Coordinator, Qualifications
Officials Groups Representatives	Kate MacLachlan Ph.D., P.Geo., FGC, FEC (Hon.)	NAOG
	Kelly Dayman, FGC (Hon.)	NPOG
Observers	Stephanie Doucet-Landry, P.Eng., FEC	APEGNB
	Natascha Toedter	APEGNB
	Jim Landrigan, FEC, M.B.A., P.Eng.,	Engineers PEI
	John Van der Put FEC, FGC (Hon.), P.Eng.	President Elect, Engineers Canada
	Carolyn Lordon	APEGNB
	Jeff Pieper Ph.D., FEC, P.Eng.	CEAB Representative
	Jason Ong, FEC (Hon.), P.Eng	EGBG
Regrets	Anil Gupta, FEC, FGC (Hon.), P.Eng.	Alberta Representative

1.2. Approval of the agenda

Motion: THAT the agenda of the 128th Meeting of the Qualifications Board be approved as distributed was moved by Ian Sloman and seconded by Sudhir Jha. 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)

2.2 Approval of minutes of the previous meeting

2.3 Approval of the final revised Petroleum engineering syllabus **Action item 128.2**

2.4 Approval of the draft Engineers Canada paper on emerging disciplines **Action item 128.3**

Two members were supportive of the paper on emerging disciplines but had comments to be included in the feedback that they preferred to pass along to Ryan instead of pulling the item.

Motion: That the consent agenda motions (2.2 to 2.4) be approved in one motion. was moved by Tim Kirkby and seconded by Margaret Anne Hodges. None were opposed. The motion carried.

3. Review of action items from last meeting

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

4. Committee Reports

EIT and Continuing Competence Committee

Frank Collins, CEQB Chair, presented:

Status update:

- The final revised Guideline on assuming responsibility for the work of engineers-in-training, the revised guideline on good character, and the new Regulators Guideline on fitness to practice will all be presented to the Engineers Canada Board for final approval on October 10.

- Following Board approval, the guidelines will be published on the Engineers Canada website.
- As neither the EIT Committee nor the Continuing Competence Committee has any remaining work, they will become dormant.

4.1. Admission Issues Committee

Marcie Cochrane, committee chair, presented,

Status update:

- Met mid-August to review and approve the draft Engineers Canada paper on the regulation of emerging disciplines
 - Offers an original model for assessing and evaluating the emergence of new areas of practice
- Following today's approval, will be sent for consultation and then finalized for approval at the January CEQB meeting (Board approval next May) **Action item 128.3**

Key topics:

- Are there supplementary resources that could be developed to improve regulator engagement when the paper is complete?
- Board has regularly had questions about how to approach emerging disciplines, and this provides a valuable, actionable resource to assist in this area.

4.2. Syllabus Committee

Kamran Behdinan, committee chair, presented,

Status update:

- Syllabi continue to be one of the most widely used CEQB products, presenting significant value for regulators
 - CEQB regularly receives detailed feedback on syllabi, indicating a high level of engagement and value
- All 2024 syllabi reviews are underway now:
 - Naval architectural engineering (currently in consultation until September 30, 2024)
 - Mining and mineral processing engineering (currently in consultation until September 30, 2024)
 - Computer engineering (under revision)
 - Petroleum engineering (approval today)
 - In 2025, the committee will most likely review geomatics, geological, and environmental syllabi

Key topics:

- Public Guideline on the academic assessment of non-CEAB is under review, and is likely to be a high-profile piece of work for CEQB
 - Regulators are interested in its implications for the next phase of the Futures of Engineering Accreditation (FEA) work
 - The legal landscape has changed significantly since the last iteration, with new fairness legislation being introduced in multiple jurisdictions
- There are also questions about how syllabi will be developed reviewed if accreditation shifts from assessing inputs and outcomes to an outcomes-only model
 - What is the Syllabus Committee's role if the Engineers Canada Board and regulators

choose to implement the National Academic Requirement for Licensure?

4.3. Practice Committee

Sam Inchasi, committee Chair, presented:

Status Update:

- The new Guideline on the duty to report was approved by the Engineers Canada Board earlier this year, and is now available on the [Engineers Canada website](#).
- The revised Guideline on code of ethics and the revised Guideline on conflict of interest were also approved by the Board earlier this year, and have been published on the [Engineers Canada website](#).
- The revised Guideline on good character, which now includes principles for character investigations, will be presented to the Board for final approval in October.
- Review of the 2012 Guideline on the practice of engineering in Canada
 - The committee met in late July to discuss initial revisions.
 - The committee decided to temporarily pause the initial revisions as there was a need for further insight from regulators at this stage.
 - A short survey will be distributed to regulators this month.
 - Their feedback will be crucial in guiding the review, particularly in:
 - assessing whether the current definition is appropriate
 - determining if the guideline should be public-facing or for regulators only
 - The draft revised guideline will be presented in January for consultation approval.

4.4. Foresight Committee

Sam Inchasi, committee Chair, presented:

- Regulator and CEQB members are now selected:
 - Sam Inchasi (Chair – ex officio appointment)
 - Anil Gupta (CEQB)
 - Farzad Rayegani (CEQB)
 - Kalina Bacher-René (OIQ)
 - Marina Solakhyan (PEO)
- Social media strategy being rolled out to locate industry members
- Held first meeting in early September, which explored three topics
 - Reasons for interest in joining the committee
 - Issues affecting the profession or its regulation in the 10-year timeframe
 - Potential thought paper topics
- Plan to finalize topics this fall and begin work on thought papers

4.5. Executive Committee

Frank Collins, CEQB Chair, presented:

Status update:

- Met virtually on August 21 to review July meeting feedback, September CEQB meeting agenda and workshop, and work plan progress.
- At October Board meeting will present three guidelines for final approval
 - New Regulators guideline on fitness to practice
 - Revised Guideline on good character
 - Revised Guideline on assuming professional responsibility for engineers-in-training
 - 2025 CEQB work plan will be presented for information (approval December)

- Chair will attend fall Board workshop on the Futures of Engineering Accreditation path forward report

4.6. Nominations Committee

Tim Kirkby, CEQB Senior Board representative, presented:

Status update:

- 2025 nominations cycle to kick off in October:
 - Member-at-large appointment (contingency)
 - Atlantic provinces representative
 - Quebec representative
 - Saskatchewan-Manitoba representative
- Will be developing and delivering an improved communications strategy to help ensure a robust applicant pool

5. Report on Engineers Canada Board activities and decisions

Tim Kirkby and Sudhir Jha, CEQB board representatives, presented:

6. Report on 50-30 champion activities

Marcie Cochrane and Tim Kirkby, CEQB 50-30 champions, presented :

The 50-30 Challenge is an initiative between the Government of Canada, Canadian businesses and diversity organizations.

The goal of the program is to challenge Canadian organizations to increase the representation and inclusion of diverse groups within their workplaces, while highlighting the benefits of giving all Canadians a seat at the table.

The 50-30 Challenge asks that organizations aspire to two goals:

- Gender parity (50% women and or non-binary people) on Canadian board and/or in senior management; and
- Significant representation (30%) on Canadian boards and/or in senior management or members of other equity-deserving groups, including those who identify as Radicalized, Black, and/or People of colour (“Visible Minorities”), People with disabilities (including invisible and episodic disabilities), 2SLGBTQ+ and/or gender and sexually diverse individuals, and Aboriginal and/or Indigenous Peoples. The program and participants recognize Indigenous Peoples, including First Nations, Metis and Inuit, as founding Peoples of Canada and underrepresented in positions of economic influence and leadership.

Engineers Canada Board Policy Manual (31 May 2024)

Within section 6.10 CEQB, subsection C. Composition

11) In the selection of members for the CEQB, reasonable effort shall be made to achieve a diverse membership, representative of the Canadian population and in alignment with Engineers Canada’s commitment to the federal government’s 50-30 Challenge:

a) 50 per cent women and/or non-binary people; and,

b) 30 per cent representation of other equity-deserving groups, including those who identify as Racialized, Black, and/or People of colour, People with disabilities (including invisible and episodic disabilities), 2SLGBTQ+, and Indigenous Peoples (First Nations, Métis and Inuit).

Given the interconnected nature of identity categories such as gender, race, and ability, it is understood that these categories may be overlapping. Regulators are encouraged to follow the latest bias-free recruitment techniques and actively recruit equity-deserving groups.

Within section 6.10 CEQB, subsection C. Composition

E. Planning

(1) The CEQB is responsible for the preparation of a work plan and a volunteer recruitment and succession plan and will operate within those plans.

a) The CEQB shall produce and maintain a work plan that includes a list of the ongoing work and identifies the volunteer resources needed to accomplish the work.

b) The CEQB shall maintain a list of its members, including appointment dates and positions. This information shall be used as the basis for the preparation of a volunteer recruitment and succession plan that identifies the desired profiles for new appointments.

(2) The plans must be submitted annually to the Engineers Canada Board for approval

7. Report from the Accreditation Board

Jeff Pieper, CEAB Chair Presented:

Ongoing work of accreditation – Highlights:

- 2024/2025 requests for accreditation
 - 21 higher education institutions (HEIs), 97 programs (3 new)
- 2025/2026
 - 16 HEIs, 70 programs
- 2026/2027
 - 15 HEIs, 42 programs

Advances in 2024 workplan

- Transition to Tandem
- Approved for consultation (Fall): Revised *Interpretive statement on curriculum content for options and dual discipline programs*
- 30 by 30 Task Force consultation report and revised recommendations to be published and submitted to the Engineers Canada Board for direction

Accountability in Accreditation – 2024 recommendations

- Improve communications about the roles of interest holders in the accreditation system as well as the decision-making process
- Clarify the instructions for required visit materials
- Further investigate interest holder perceptions of the benefits of accreditation, consistency in the application of criteria, and process timelines
- Explore opportunities to make the accreditation system more efficient for all actors

8. National Groups

8.1. National Admissions Officials Group update

Kate MacLachlan, NAOG Chair, presented:

NAOG recent discussions at meetings have included;

- Challenges and new happenings at each regulator
- International Engineering Alliance (IEA) meeting updates and regulator practices related to acceptance of international mobility agreements
- Updates from Engineers Canada on SP 1.1 Future of Engineering Accreditation (FEA) and Strengthening Collaboration and Harmonization
- Title of “Member in Training (MIT)” and potential changes to title offerings across the country
- Updates to National Reference Points with updated admissions practices

NAOG will meet again next week (September 17-18th). Discussions will include;

- Challenges and new happenings at each regulator
- Engineers Canada’s Strategic Priority updates and consultations
- Mutual recognition/international mobility agreements
- Discussion on potential areas for further alignment on core regulatory functions such as processing transfer applicants, academic review processes, etc.
- Changes to CBA system and experience assessment practices

8.2. National Practice Officials Group update

Kelly Dayman, NPOG Chair, presented:

Since the last QB update, recent NPOG discussions have included;

- Challenges and new happenings at each regulator (including new or update guidelines and standards)
- The development of a new MOU on “Interjurisdictional CPD Acceptance” and the terms and conditions associated with it’s implementation
- Engineers Canada’s Strategic Priorities Updates on SP 1.1 Futures of Engineering Accreditation and SP 1.2 Strengthening Collaboration and Harmonization
- PSPC’s Official Languages Act in Federal Procurement and potential complication for engineers submitting project bids and documents in both French and English.
- Over the summer, NPOG members also provided their updated responses to the NPOG “CPD”, “Business Entity Regulation” and “Classes of Licensure” tables that compile information on each regulator’s current practices, offerings and requirements for their CPD programs, corporate registration permits and license offerings.
- NPOG’s next meeting is scheduled in person for November 2024 (in Saskatoon, SK)

8.3. Comments from regulators

- A staff member from EGBC shared that CEQB products are of great use to regulators and pointed out the benefit of their collaboration with CEQB. They also requested a consideration for consolidating requests and data shared to help with workload and regulators ability to collaborate efficiently.

9. Futures of Engineering and Accreditation (SP 1.1) Update

Mya Warken Manager, Accreditation and CEAB Secretary, Annette Bergeron, FEA project Steering Committee Chair, Trina Hubley, Vice President, Regulatory Affairs and Coeuraj 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:

- A series of Share Back sessions are scheduled with the regulators in the Fall to share the Path Forward Report's recommendations.
- A workshop will be held with the Engineers Canada Board, CEO Group, and the Presidents Group at the October Board meeting. The session will focus on the project journey, the key findings, and the Path Forward Report's recommendations.
- The Path Forward Report will be submitted to the Engineers Canada Board for decision at their December 2024 meeting.

A CEQB Member wanted to ensure the FEA project continued to account for mobility of students both domestically and internationally throughout their studies and pointed out an outcomes-based system could provide additional mobility. Mya assured the group this would not present a barrier, and they were correct in their assessment that it would provide additional mobility.

10 Feedback on Board Policy 9.2

Frank Collins, CEQB Chair, presented:

- The Governance Committee of the Board of Engineers Canada is required to review Board policies on a cyclical basis.
- Board Policy 9.2, Qualifications Board Products (Policy 9.2) is slated for review by the Governance Committee at its November 18, 2024, meeting.
- Following its review, the Governance Committee will recommend policy changes, as needed, to the Engineers Canada Board for its approval in February 2025.
- Policy 9.2 lays out the process that all CEQB products are required to follow in their development.
- As interest holders to this policy, CEQB is being asked by the Governance Committee for input that will feed into the review process.

11. 2025 Vice-Chair elections

Tim Kirkby, CEQB Senior Board representative, presented:

In April 2018, the Engineers Canada Board adopted the [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.

Two candidates have put their names forward for the 2025 Vice-Chair position:

- Amy Hsiao: nomination was confirmed by Engineers PEI.
- Kamran Behdinan: nomination was confirmed by PEO.

Elections to the position of Vice-Chair were determined by secret ballot voting by the members of the CEQB. Voting took place using in-person or electronic ballots.

Amy Hsiao was the successful candidate as the next Vice Chair of the CEQB and will be put forward to the Engineers Canada Board for approval. **Action item 128.5**

12. Items added to the agenda

No items were added to the agenda

13. Future meetings

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

CEQB Spring meeting: April 5-6, 2025 (Ottawa)

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

CEQB Fall meeting: September 21-22, 2025 (Saskatoon)

14. Review of action items of the 128th Qualifications Board meeting

	Action item	Assigned to
128.1	SHARE key links and documents mentioned in the meeting	Secretariat
128.2	PUBLISH The revised Petroleum engineering syllabus on the Engineers Canada website.	Secretariat
128.3	SEND The draft Engineers Canada paper on emerging disciplines for regulator consultation.	Secretariat
128.4	SHARE CEQB comments on draft Engineers Canada paper on the regulation of emerging disciplines with Practice Committee as part of the consultation feedback	Secretariat
128.5	SEND Amy Hsiao's name for board approval as incoming CEQB Vice Chair	Secretariat

15. 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

