

**112<sup>th</sup> MEETING OF THE CANADIAN ENGINEERING QUALIFICATIONS BOARD  
MONDAY, SEPTEMBER 21, 2020  
11:00 a.m. – 5:00 p.m. EDT**

**Held via Webinar**

**DRAFT AGENDA**

	<b>Agenda item</b>	<b>Presenter</b>
<b>1</b>	<b>Opening of the meeting</b>	Mahmoud Mahmoud
1.1	Call to order and introduction of attendees	Mahmoud Mahmoud
1.2	Approval of the agenda <i>Motion: That the agenda for the 112<sup>th</sup> meeting of the Qualifications Board be approved as distributed.</i>	Mahmoud Mahmoud
1.3	Declaration of conflict of interest (attachment 1.3.)	Mahmoud Mahmoud
<b>2</b>	<b>Approval of minutes of the previous meeting (attachment 2)</b> <i>Motion: That the minutes from the 111<sup>th</sup> meeting of the Qualifications Board held on July 31<sup>st</sup>, be approved as distributed.</i>	Mahmoud Mahmoud
<b>3</b>	<b>Review of action items from last meeting</b>	Stephanie Price
<b>4</b>	<b>Election for 2021-22 Vice-Chair position (attachment 4.1 A &amp; B)</b>	Jeff Holm
<b>5</b>	<b>Committee and task force reports</b>	Mahmoud Mahmoud
5.1	Syllabus Committee	Amy Hsiao
5.2	Practice Committee	Frank George

	Revised Public guideline on risk management (attachment 5.2.1 A & B)	
5.2.1	<i>Motion: That the revised Public guideline on risk management be approved and submitted to the Engineers Canada Board for final approval and distribution on the public website.</i>	Frank George
5.3	Task Force on Diversity and Inclusion	Margaret Anne Hodges
5.4	Task Force on Software Engineering	Ian Sloman
<b>6</b>	<b>Other Qualifications Board business</b>	Mahmoud Mahmoud
6.1	Update on 2020 CEQB priorities (attachment 6.1)	Mahmoud Mahmoud
6.2	Name change for CEQB	Mahmoud Mahmoud
<b>7</b>	<b>National groups</b>	Mahmoud Mahmoud
7.1	National Admissions Officials Group update	Sharon Sankar
7.2	National Discipline and Enforcement Officials Group update	Carol MacQuarrie
7.3	National Practice Officials Group update	Mike Gregoire
7.4	Comments from the regulators	Mahmoud Mahmoud
<b>8</b>	<b>Information and discussion items from other Engineers Canada groups</b>	Mahmoud Mahmoud
8.1	Draft Strategic Plan content (attachment 8.1)	Gerard McDonald
8.2	Report from the Accreditation Board	Pierre Lafleur
8.3	<a href="#">Report on Engineers Canada Board activities and decisions</a>	Jeff Holm Changiz Sadr
<b>9</b>	<b>Items added to the agenda</b>	Mahmoud Mahmoud
<b>10</b>	<b>Future meetings</b>	Mahmoud

	<p><i>CEQB Teleconference call: January 27, 2021 (Pending Board approval and COVID-19 situation, an in-person meeting and workshop might be held in Ottawa)</i></p> <p><i>CEQB Spring meeting: April 10-11, 2021 (Ottawa)</i></p> <p><i>CEQB Teleconference call: July 2021 (Date to be determined by Doodle poll)</i></p> <p><i>CEQB Fall meeting: September 18-19, 2021 (Vancouver)</i></p>	Mahmoud
<b>11</b>	<b>Review of action items of 112<sup>th</sup> Qualifications Board meeting</b>	Stephanie Price
<b>12</b>	<b>Conclusion</b>	Mahmoud Mahmoud

## MINUTES OF THE 112<sup>TH</sup> MEETING

### 1. Opening of the meeting

The Chair welcomed everyone, and introduced the new Manager, Qualifications and CEQB Secretary, Ryan Melsom.

#### 1.1. Call to order and introduction of attendees

<b>Canadian Engineering Qualifications Board Members</b>	Mahmoud Mahmoud, PhD, FEC, P.Eng.	Chair
	Frank George, FEC, FGC (Hon.), P.Eng.	Vice-Chair
	Ron LeBlanc, FEC, P.Eng.	Past Chair
	Anil Gupta, P.Eng., FEC, FGC (Hon.)	Alberta, Northwest Territories and Nunavut Representative
	Frank Collins, FEC, P.Eng.	Atlantic Provinces Representative
	Amy Hsiao, PhD, MBA, P.Eng.	Atlantic Provinces Representative
	Karen Savage, FEC, P.Eng.	British Columbia, Yukon Representative
	Margaret Anne Hodges, FEC, FGC (Hon.), P.Eng., PMP	Member-at-Large Representative
	Samer Inchasi, P.Eng., PMP	Member-at-Large Representative
	Qing Zhao, PhD, P.Eng.	Member-at-Large Representative
	Roydon Fraser, PhD, FEC, P.Eng.	Ontario Representative
	Nadia Lehoux, ing., PhD	Québec Representative
	Ian Sloman, MEng, P.Eng.	Saskatchewan, Manitoba Representative
	<b>Engineers Canada Board Appointees</b>	Jeff Holm, FEC, P.Eng., FGC (Hon.)
Changiz Sadr, FEC, P.Eng., CISSP (GDPR), TOGAF		
<b>Engineers Canada Board</b>	Jean Boudreau, FEC, P.Eng.	
	Tim Joseph, Ph.D., P.Eng., FCIM	
	David Lynch, PhD, FCAE, FCIC, FEIC, FEC, FGC (Hon.), P.Eng.	
	Kelly Reid, P.Eng., <b>IACCM CCMP</b>	
<b>Canadian Engineering Accreditation Board Representatives</b>	Pierre Lafleur, FIC ing.	
<b>National Discipline and Enforcement Officials Group Representatives</b>	Carol MacQuarrie, P.Eng.	APEGNB
<b>National Practice Officials Group Representative</b>	Michael Gregoire, P.Eng., FEC	Engineers Geoscientists Manitoba
<b>National Admissions</b>	Sharon Sankar, P.Eng., FEC	Engineers Geoscientists Manitoba

<b>Officials Group Representative</b>	Kimberly King, FEC (Hon.)	Engineers Yukon
<b>Engineers Canada Staff</b>	Gerard McDonald, MBA, P.Eng.	Chief Executive Officer
	Stephanie Price, P.Eng., CAE	Executive Vice President, Regulatory Affairs
	Megan Falle	Manager, Regulatory Liaison
	Ryan Melsom	Manager, Qualifications and CEQB Secretary
	Mélanie Ouellette, MA, MBA	Manager, Strategic and Operational Planning
	Mya Warken	Manager, Accreditation and CEAB Secretary
	Isabelle Flamand	Coordinator, Qualifications
<b>Observers</b>	Kate MacLachlan, PhD, P.Geo., FEC (Hon.), FGC	APEGS
	Gillian Pichler, FEC, P.Eng.	Engineers and Geoscientists BC
	Jason Ong	Engineers and Geoscientists BC
	Kate Sisk, MA, FEC (Hon.), FGC (Hon)	Engineers Geoscientists NB
	Bill Hunt, P.Eng., FEC	PEGNL
	Cliff Knox, P.Eng., MBA	PEO

### Regrets

<b>Qualifications Board Members</b>	Nikeetta Marshal, MSc, P.Eng.	Member-at-Large
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### 1.2 Approval of the agenda

An item was added to the agenda to present upcoming training opportunities for CEQB members, and items 7.1, 7.2, 7.3, 7.4, and 8.1 will be discussed earlier to accommodate schedules.

*Motion: That the agenda of the 112<sup>th</sup> Meeting of the Qualifications Board be approved with the proposed changes, moved by Changiz Sadr and seconded by Ian Sloman. None were opposed. The agenda was approved.*

### 1.3 Conflict of interests

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.

This new item will be added to every CEQB meeting agenda, after the approval of the agenda. A member disagreed with this conflict of interest policy, specifically in regards to “perceived conflicts or interest” as perceptions are not objective and restrictions on discussing the varying opinions of individual members.

Another CEQB member clarified that the objective is not to stifle robust discussion, but to reinforce that committee members will not publicly speak against a motion that was passed. Furthermore, the perception of conflict is up to the individual member to assess. It was suggested that the Engineers Canada Board’s Governance Committee consider clarifying the process for raising concerns when one perceives a colleague’s conflict of interest.

## 2. Minutes

A sentence will be added under item 1.1 to note that Mahmoud Mahmoud chaired the meeting instead of Ron LeBlanc, as previously planned, due to technical difficulties **(action item 112.1)**.

*Motion: That the minutes from the 111<sup>th</sup> meeting of the Qualifications Board held on July 31<sup>st</sup>, be approved with one minor addition, moved by Amy Hsiao and seconded by Anil Gupta. None were opposed. The minutes were approved.*

## 3. Review of action items from last meeting

	<b>Action item</b>	<b>Assigned to</b>	<b>Status</b>
111.1	Send 2021 Priorities to the Engineers Canada Board for review in October, and final approval in December 2020	Secretariat	Completed
111.2	Highlight in the instructions, circulated when the consultation process begins in January, that CEQB members are encouraged to consult with their colleagues on their proposed priorities	Secretariat	Carried forward

## 4. Election for 2021-22 Vice-Chair position (attachment 4.1 A & B)

In April 2019, the Engineers Canada Board adopted the new CEQB Policy, which establishes a new nominations process. A call for nominations was issued on April 15 and closed on June 15. Only one candidate put her name forward for the 2021 vice chair position. CEQB members were asked to vote

“yea” or “nay” via an online voting tool (Poll Everywhere). Margaret Anne Hodges was voted in and her term for vice chair will start on July 1, 2021.

## **5. Committee and task force reports**

### **5.1 Syllabus Committee**

Amy Hsiao, chair of the Syllabus Committee, presented. Since April, the committee is continuing the creation of the new Aerospace engineering syllabus, which is expected to be sent for consultation in April 2021. The committee will start the partial reviews of the Computer and Software engineering syllabi this fall, which are expected to be submitted to the CEQB for final approval in April 2021. It was clarified that although PEO had requested an examination syllabus on Aerospace and Aeronautical engineering, changes in the title are to be expected as the expert panel develops exam topics.

A CEQB member asked whether the Syllabus Committee will be taking on more work in the near future as the past few months have been slow. It was explained that the committee follows the CEQB’s priorities, which will be further discussed in item 6.1. According to the protocol that is currently in place, examination syllabi are automatically up for a full review every 6 years.

It was reiterated that in April, the CEQB approved that the previous Basic studies’ Discrete Mathematics examination be moved to the Computer and Software Engineering Syllabi. Given the lack of program information about computer and software engineering programs at that time, the CEQB made a decision to put the new [20-Comp-B14 Discrete Mathematics](#) and the [20-Soft-B19 Discrete Mathematics](#) as Group B examinations and review program information to make a decision on whether they should remain as Group B examinations or be moved as Group A examinations. CEQB members were reminded that examination syllabi are developed/reviewed to reflect currently accredited programs in Canada in order to be legally defensible.

### **5.2 Practice Committee**

#### **5.2.1 Revised Public Guideline on Risk Management (attachment 5.2.1 A-B)**

Frank George, chair of the Practice Committee, presented. Over the past year, the Practice Committee has worked with Paul Amyotte, a past Engineers Canada president and past chair of the CEQB, to review the 2012 Public Guideline on Risk Management. The content was updated to reflect current information of existing practices and consolidated to increase flow of information between sections. In fall 2019, the guideline was sent for regulators consultation. Received feedback was consolidated and informed the final guideline. Since April, the committee finalized the review of the guideline. To address concerns regarding the length of the main document, certain sections were significantly reduced, and lessons learned were moved to Appendix B. The document has gone through legal review and no issues were identified.

A CEQB member provided editorial edits prior to the meeting, as well as a minor addition regarding the reiteration of climate change as a risk in the conclusion of the document. The sentence would be rephrased as such: “While this guideline provides a general model and information to illustrate core concepts for managing risks, engineers must seek additional information pertaining to their own circumstances and ensure that they consider climate change and keep themselves informed about new developments in their areas of practice.” CEQB members were in support of this addition, which will be incorporated in the guideline before it is submitted to the Engineers Canada Board for final approval **(action item 112.2)**.

*Motion: That the revised Public guideline on risk management, with the minor changes, be approved and submitted to the Engineers Canada Board for final approval and distribution on the public website, moved by Frank George and seconded by Samer Inchasi. All were in favour. The motion carried.*

A CEQB member stated that it is a great document, but recommended making it more reader-friendly should it be reviewed again in the future. Another member agreed that the formatting for all CEQB guidelines should be updated to attract more readers, and that the CEQB should further promote these guidelines.

### **5.3 Task Force on Diversity and Inclusion**

Margaret Anne Hodges, chair of the Task Force on Diversity and Inclusion, presented. Since April, the task force has been finalizing the draft survey over the summer, which will gather perspectives on the current situation in engineering firms and their capacity to take action. This survey replaces the CEQB workshop, which was scheduled at their April 2020 meeting and cancelled due to covid-19. The survey will be widely distributed in the fall and will be open for 8 weeks. This will allow participants enough time to respond in order to gather as much feedback as possible. The results will help shape the General direction of the guideline that is to be drafted by the contractor, Denise McLean, and sent for regulator consultation in fall 2021.

CEQB members are encouraged to respond to the survey, share it with their colleagues, and provide suggestions for the distribution list **(action item 112.3)**. Although the guideline itself will be developed for engineers and engineering firms, non-engineers (e.g. individuals working in engineering environments, colleagues of engineers, EITs) are also encouraged to complete the survey.

It was said that the task force may be asked to revise the timelines in order to finalize the guideline earlier than currently scheduled. Another CEQB member mentioned they are glad that the guideline will focus on the attraction, retention, and development of women in the workplace since there are other 30 by 30 initiatives to increase the percentage of women that pursue post-secondary engineering education.

#### **5.4 Task Force on Software Engineering**

Ian Sloman, chair of the Task Force on Software Engineering, presented. As part of the 2020 priorities consultation process, the Discipline and Enforcement Officials requested a review of the Paper on software engineering to educate employers and address misuse of the software engineer title. Initially, the Paper was meant to be a tool for regulators to inform them of what constitutes software engineering. Given that the target audience and scope of the document is changing, a more fulsome review is being conducted. Furthermore, regarding the examples provided in the current paper such as nuclear power and biomedical devices, applicants were originally intended to provide information to regulators on the application of the definition to these different areas of practice. To update these examples, the task force will involve experts practising in this field to review the content (a process similar to that used for the review of the Paper on environmental engineering).

***Items 7.1, 7.2, 7.3, 7.4, 8.1, 8.2, and 8.3 were discussed after item 5.4 of the agenda.***

#### **6. Other Qualifications Board business**

##### **6.1 Update on 2020 CEQB priorities (attachment 6.1)**

At the August workshop, the Engineers Canada Board selected six potential strategic priorities for the 2022-2024 Strategic Plan, which will be sent for regulators consultation this fall before being adopted by the Engineers Canada Board and members in 2021. The proposed accreditation strategic priority would investigate a minimum academic requirement for licensure, potentially including the assessment of non-CEAB applicants. As part of its 2021 Work plan priorities, the CEQB is proposing that a feasibility study on alternative methods of assessment for non-CEAB applicants for licensure be conducted, starting in 2021, which would be a year before the new Strategic plan would come into force. Concerns were expressed that there might be duplication of efforts if the work on the feasibility study proceeds before the investigation of the whole academic requirement for licensure. To address this potential duplication, it was proposed that the CEQB defers the feasibility study and instead work on the Guideline on fitness to practice, which had been supported by regulators but was not included in the 2021 work plan due to lack of resources.

An observer mentioned that they believe it would be beneficial to develop a new definition of the academic requirement for licensure prior to starting the work on the feasibility study. Another observer recommended that when the regulators are consulted on the 2022-2024 Strategic Plan, they be reminded that the feasibility study may be added to the CEQB's 2021 priorities. A CEQB member asked whether this work has already been done by the Syllabus Committee. It was mentioned that the national conversation has evolved to a point where regulators have expressed an interest in looking holistically at academic assessment. While the initial request from the Engineers Canada Board motion

was for a feasibility study on a national academic examination, it is proposed that the scope be broadened to look at other tools beyond a national entry-to practice exam. Another observer mentioned they would not recommend deferring the feasibility study as there is a lot of preliminary work that needs to be done and that could be done in support of the investigation of the academic requirement for licensure.

## **6.2 Name change for CEQB**

Mahmoud Mahmoud, chair of CEQB, mentioned that a few years ago, as part of the review of the CEQB and CEAB nominations process, the Engineers Canada Board's Governance Committee asked the CEQB Executive Committee to respond to Recommendation 18 of the final Nominations Task Force Report that asked CEQB to consider changing its name to refer to the fact that its mandate goes beyond qualifications and includes practice issues. The chair informed CEQB members that the CEQB Executive Committee informed the Engineers Canada Board Governance Committee that it wished to keep the CEQB name as is.

## **7. National Groups**

### **7.1 National Admissions Officials Group Update**

Sharon Sankar, the incoming chair of the National Admissions Officials Group (NAOG), presented. In 2020, the NAOG provided feedback to the CEQB on their 2021 Priorities. The NAOG's recent initiatives include determining the approach forward for National Membership Database (NMDB) overhaul, discussing other Engineers Canada services and tools (IIDD, MRAs, national reference points), and discussing alternative processes for assessing non-CEAB academic qualifications such as APEGA's Proposed Entry to Practice Exam and APEGS' proposed Accreditation-Aligned Quantitative Assessment System. The NAOG's annual in-person meeting will now be held virtually in September to share regulator roundtables and current activities, to discuss regulators' approach for entrepreneurs/emerging disciplines applicants and distance learning/education approaches.

It was clarified that the request for proposals for the update to the NMDB is anticipated to go out this fall. A CEQB member asked whether a regulator has established a definitive approach for the assessment of entrepreneurs, especially those in emerging disciplines. It was stated that the assessment of those applicants, in most jurisdictions, is done on a case-by-case basis. Another CEQB member mentioned that the EIT Committee had started work regarding entrepreneurs, which can be shared with NAOG should it be of interest to them.

A CEQB member asked why the scope of the feasibility study changed from what was initially submitted for consultation. It was responded that some regulators presented their ways of assessing non-CEAB applicants at NAOG meetings, and it was suggested to broaden the scope of the feasibility study to look at all of the alternatives.

## **7.2 National Discipline and Enforcement Officials Group Update**

Carol MacQuarrie, chair of the National Discipline and Enforcement Officials Group (NDEOG), presented. In 2020, the NDEOG provided feedback to the CEQB on their 2021 Priorities, and the two topics most relevant to the group were determined to be “fitness to practice” and “whistleblowing”. The NDEOG’s recent initiatives include discussing changes to MOU that is set to be renewed this year, compiling the 2019 Discipline and Enforcement Annual Survey report, and reviewing Engineers Canada’s Intellectual Property Report. Most regulators participated in the Out-of-Province Campaign, which is carried out annually, to help identify individuals who are licensed in one province/territory and reside in another in order to ensure that those practising engineering are licensed. Some regulators withdrew due to concerns regarding their provincial privacy legislation. The NDEOG’s annual in-person meeting was originally set to be held in June, but will instead be held virtually in November to share regulator roundtables (current case volumes and activities), case history presentations, and to discuss software engineering, anonymous complaints, and improper use of title by government agencies.

A CEQB member asked whether NDEOG is interested in a document on fitness to practice for licensed or non-licensed individuals. The NDEOG’s specific interest for a document on fitness would be for licensed engineers, but the group understands that the scope of the guideline could be broader to include other elements.

## **7.3 National Practice Officials Group Update**

Michael Gregoire, the chair of the National Practice Officials Group (NPOG), presented. In 2020, the NDEOG provided feedback to the CEQB on their 2021 Priorities. The NPOG’s recent initiatives include compiling an updated table of each regulator’s classes of licensure and postnominal offerings (retired engineers and their continued memberships), and compiling a table summarizing each regulator’s corporate permit regulations and requirements for different types of business entities. The NPOG’s in-person meeting was originally set to be held in November, but will instead be held virtually in November to share regulator roundtables and discuss CPD requirements, digital signature providers, and fitness to practice provisions.

## **7.4 Comments from the regulators**

Representatives from the following engineering regulators provided updates to the CEQB:

- *Engineers and Geoscientists British Columbia*
- *Engineers Geoscientists Manitoba*
- *Engineers and Geoscientists New Brunswick*
- *Professional Engineers Ontario*
- *Association of Professional Engineers and Geoscientists Saskatchewan*
- *Engineers Yukon*

## **8. Information and Discussion Items from Other Engineers Canada Groups**

### **8.1 Draft Strategic Plan content (attachment 8.1)**

Gerard McDonald, CEO of Engineers Canada, presented. Engineers Canada is in the process of developing its upcoming 2022-2024 strategic plan. The current 2019-2021 strategic plan was approved in May 2018. The process to develop the 2022-2024 strategic plan started in summer 2019. A draft environmental scan was sent for consultation with regulators, the CEQB, the CEAB, and Engineering Deans Canada (EDC) in September 2019.

The final environmental scan, SWOT, and strategic analysis was sent to the Board, presidents, CEQB, CEAB, CEOs, and officials' groups in February 2020. A foresight workshop was held with Board directors, presidents, CEOs, and representatives from the CEQB and the CEAB on February 25, 2020. A draft foresight report was sent for feedback to Board directors, presidents, and CEOs in April 2020 and the final foresight report was included in the May 2020 Board Meeting agenda book.

On August 13-14, 2020, the Engineers Canada Board held a hybrid (in-person and virtual) strategic planning workshop to confirm the organization's vision and generate consensus on potential strategic priorities. Board directors approved a final vision and selected strategic priorities for consultation.

Engineers Canada is seeking feedback on the potential 2022-2024 strategic priorities. The following questions/comments were received from attendees:

#### **Accelerate 30 by 30**

A CEQB member commented that the face of the profession is changing, and Engineers Canada must remain committed to increasing diversity, including women, racialized persons, and Indigenous peoples. Individuals learn differently depending of their style and experience. This diversity needs to be reflected in the workplace and the accreditation process.

#### **Foster trust and pride**

A CEQB member commented that there is already a lot of trust and pride in the engineering profession. Perhaps calling this priority "increasing public profile" would capture this priority better. While there are concerns about the recent economic downturn, the "foster trust and pride" priority could help enhance the perception of the profession, help recruit new members in the profession, and mitigate negative impact.

#### **Increase harmonization and consistency**

An observer mentioned that increasing harmonization is an important goal. Too many times have individuals worked for a long time on national projects that are not implemented by regulators in the end, due to lack of internal support. Receiving this support prior to working on initiatives will prevent this situation from reoccurring and lead to improvements for the benefit of the profession.

**Adapt to emerging technologies**

No comments were provided on this proposed priority.

**Continue commitment to excellence**

No comments were provided on this proposed priority.

**Strengthen the foundation of accreditation**

A CEQB member suggested that when revising the foundation of accreditation, consideration could be given to online learning and micro credentials. The COVID-19 situation has increased the need to consider these options.

A CEQB member commented that the 2016 Accreditation Forum sought to help clarify a fresh approach for the future of accreditation. With the increasing use of competency-based assessment, and a risk-based approach, education is less important than experience. Regulators defer the academic assessment to CEAB programs and trust that applicants possess sufficient knowledge to practice safely. The introduction of graduate attribute is not a risk reduction measure for regulators to the degree that it has been in the past. Risk reduction is not the role of the accreditation body, nor is knowledge assessment.

**Other/additional comments**

An observer mentioned that these are really interesting priorities and could be undertaken in the short, medium, and longer term. The CEQB could work in support of all six proposed strategic priorities, especially when it comes to the assessment of non-CEAB assessment, how it fits with the CEAB process, and how to build flexibility in the system.

A CEQB member reiterated that the CEQB could definitely support all of these strategic priorities, particularly when looking at the intersection between CEAB and CEQB on required knowledge for licensure, and how to assess academic credentials in a heterogenous environment.

**8.2 Report from the Accreditation Board**

Pierre Lafleur, vice-chair of the Canadian Engineering Accreditation Board (CEAB), presented. There are currently 284 accredited programs in Canada in 43 Higher Education Institutions (HEIs), including one HEI outside of Canada and 5 Substantial equivalent programs (which will soon disappear as Costa Rica is now part of the Washington Accord). Due to COVID-19, the CEAB has deferred all visits for their 2020/2021 cycle, except for new programs (three programs at three institutions – virtual visits). A decision meeting will be held on June 5-6, 2021 in Ottawa (public health requirements permitting). It is anticipated that 61 programs at 17 institutions will be reviewed during the 2021/2022 cycles, 81 programs at 23 institutions during the 2022/2023 cycle, and 31 programs at 15 institutions during the 2023/2024 cycle.

In May 2020, the Engineers Canada Board Criterion approved a decrease of 100 accreditation units to criterion 3.4.6 which now states: “The program must have a minimum 1,850 Accreditation units that are

at a university level. The revised criterion will be effective starting the 2021/2022 accreditation visit cycle”.

The CEAB held a meeting on September 19-20, 2020 to approve the 2021/2022 visit cycle documentation, to plan consultations for the Interpretive Statement on Licensure and the Definition of Engineering Design. The CEAB received standing reports from different groups (Engineering Deans Canada, Canadian Federation of Engineering Students, CEQB, Engineers Canada Board, Accreditation Improvement Program), a report from one institution and discussion on the visit interrupted by COVID-19. The CEAB also held a workshop regarding consistency in decision-making.

In response to Engineers Canada’s Strategic Priority on the Accreditation Improvement Program (AIP), the CEAB is sending out a monthly AIP email to provide on accreditation-related news and updates and is working on the accreditation visitor training. Progress with Tandem, Engineers Canada’s new accreditation data management system, continues.

In response to Engineers Canada’s Strategic Priority on Accountability in Accreditation, a continual improvement process has been operationalized which provides a repeatable process to intake, analyze, prioritize, and follow-up on suggestions for improvement to accreditation and to the Enrolment and Degrees Awarded Survey (EDAS). The evaluation strategy was approved by the CEAB in June for immediate implementation. The first round of data collection underway (the survey was shared with HEIs who received decisions from the June 2020 meeting, and regulators). Due to most visits being differed for the 2020/2021 cycle, data will be limited this year.

The CEAB’s 2020 Working Groups include Student Learning Experiences in the Age of COVID-19, CEAB Support for the 30x30 Initiative, Review of the P&P Terms of Reference, Virtual Visits task force, and Required Visits Materials.

Due to the limited resources of the CEAB, once a country becomes a signatory of the Washington Accord, substantial equivalency reviews are no longer offered. The substantial equivalency reviews were offered to temporarily provide international assistance, until they become signatory of the Washington Accord. CEQB members are invited to volunteer for visits in the next few years.

### **8.3 Report on Engineers Canada Board Activities and Decisions**

Jeff Holm, an Engineers Canada Board appointee on the CEQB, presented. At the Engineers Canada Board’s meeting held in May 2020, the Governance Committee presented the Board self-assessment report, reviewed the results and recommended the following topics for future Board training: financial literacy and Engineers Canada finances, enterprise risk management, board dynamics (collaborating, compromising, and reaching consensus), and fiduciary duty and Engineers Canada-specific responsibilities vis-à-vis the regulators. The Board approved a motion to provide the Governance Committee’s Report on Board Size to the Members for their consideration. A second motion to

recommend a plan to the Members to reduce the size of the Board through attrition was defeated. The next meeting is scheduled to be held on October 2, 2020.

## 9. Items added to the agenda

Engineers Canada will be offering optional training opportunities to CEQB members:

### 4 Seasons of Reconciliation

It is a 3-hour and 15-minute online course which promotes a renewed relationship between Indigenous Peoples and Canadians, providing knowledge on the history of colonialization, Residential schools in Canada, Indigenous communities and cultures, economic reconciliation, and the context that shapes the relationship between Canada and Indigenous Peoples. This course is produced in collaboration with First Nations University of Canada. It includes a comprehensive online learning course with a mix of learning tools such as PowerPoint, and videos. A certificate of completion and a bonus video library for on-going learning is provided at the end of the course.

### Equity, Diversity, and Inclusion training

Engineers Canada is working with partners, such as EngiQueers Canada, to develop an online training for engineers on equity, diversity and inclusion, including unconscious bias and intersectionality.

The two training sessions will be listed in the Meeting Survey email which will be sent to CEQB members following this meeting (**action item 112.4**). Members are asked to reply and specify the training in which they wish to partake. Additional details will be provided as they become available. An observer inquired as to whether these training sessions would be offered to Board members. It was confirmed that Engineers Canada Board members would also have access to these training opportunities. Another observer asked whether they will also be made available to regulator staff. It was stated that it is the long-term plan, but Engineers Canada staff will need to confirm this (**action item 112.5**).

## 10. Future meetings

The next CEQB Teleconference call will be held on January 27, 2021. *(Pending Board approval and COVID-19 situation, an in-person meeting and workshop might be held in Ottawa.)*

The Spring CEQB meeting will be held in Ottawa, on April 10-11, 2021.

The Summer CEQB Teleconference call will be held in July 2021. *(Date to be determined by Doodle poll.)*

The Fall CEQB meeting will be held in Vancouver, on September 18-19, 2021.

## 11. Review of action items of 112<sup>th</sup> Canadian Engineering Qualifications Board meeting

Action item		Assigned to
112.1	Make edits to the minutes to specify that Mahmoud Mahmoud chaired the July meeting, not Ron LeBlanc.	Secretariat
112.2	Make edits to the Public guideline on risk management as distributed before the meeting and send it to the Engineers Canada Board for final approval and distribution on the public website.	Secretariat
112.3	Members are encouraged to send to Isabelle Flamand, via email, organizations or individuals that they think should be included in the distribution list of the survey in support of the Guideline for engineers and engineering firms to foster gender inclusive workplaces.	CEQB members
112.4	Distribute additional training information to CEQB members along with the meeting survey.	Secretariat
112.5	Confirm that the training will also be made available to regulator staff.	Secretariat
112.6	Highlight in the instructions, circulated when the consultation process begins in January, that CEQB members are encouraged to consult with their colleagues on their proposed priorities (carried forward).	Secretariat

## 12. Conclusion

The meeting concluded.

Prepared by: Isabelle Flamand, Coordinator, Qualifications on behalf of:




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Mahmoud Mahmoud, PhD, FEC, P.Eng.  
Chair, Canadian Engineering  
Qualifications Board




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Mélanie Ouellette, MA, MBA  
Manager, Strategic and Operational Planning