



104th MEETING OF THE QUALIFICATIONS BOARD

FRIDAY, SEPTEMBER 14, 2018

9:00 AM to 5:00 PM EDT

DELTA HOTEL, QUÉBEC, QUÉBEC

AGENDA

	Agenda Item	Presenter
1	Opening of the meeting	
1.1	Call to order and introduction of attendees	Ron LeBlanc
1.2	Approval of the agenda	Ron LeBlanc
2	Approval of minutes of the previous meeting (attachment 2) <i>Motion: That the minutes from the 103rd meeting of the Qualifications Board held on July 17th, 2018, be approved as distributed.</i>	Ron LeBlanc
3	Review of action items from previous meetings	Mélanie Ouellette
4	Committee reports	
4.1	Environment and Sustainability Committee	Mahmoud Mahmoud
4.1.1	Draft General Direction for the White Paper on Environmental Engineering (attachment 4.1.1 A-B) <i>Motion: That the Revised "Draft General Direction for the White Paper on Environmental Engineering" be approved for consultation.</i>	Mahmoud Mahmoud
4.2	Practice Committee	Frank George
4.2.1	Model Guide: Concepts of Professionalism for Engineers (attachment 4.2.1 A-B) <i>That the "Model Guide: Concepts of Professionalism for Engineers" be rescinded and distributed to regulators before being removed from the Engineers Canada website.</i>	Frank George
4.2.2	Model Guide: Authentication of Engineering Documents (attachment 4.2.2 A-B)	Frank George

	<i>That the "Model Guide: Authentication of Engineering Documents" be rescinded and distributed to regulators before being removed from the Engineers Canada website.</i>	
4.3	Syllabus Committee	Dennis Peters
4.3.1	Revised syllabi (attachment 4.3.1 A-C) <i>Motion: That the following syllabi be approved for distribution on the public website:</i> <ul style="list-style-type: none"> • <i>Geomatics Engineering Syllabus</i> • <i>Mining and Mineral Processing Engineering Syllabus</i> 	Dennis Peters
4.3.2	Syllabus Review Protocol (attachment 4.3.2 A-B) <i>Motion: That the "Syllabus Review Protocol" be approved for use by the Syllabus Committee-only.</i>	Dennis Peters
4.3.3	Draft Guideline on the Academic Assessment of non-CEAB Applicants (attachment 4.3.3 A-B) <i>Motion: That the "Draft Guideline on the Academic Assessment of non-CEAB Applicants" be sent to the Engineers Canada Board for approval and subsequent distribution on the members-only site.</i>	Dennis Peters
4.4	Engineer-in-Training Committee	Margaret Anne Hodges
4.4.1	Revised Engineers-in-Training Web Content (attachment 4.4.1 A-B) <i>Motion: That the "Engineers-in-Training Web Content" be approved for dissemination.</i>	Margaret Anne Hodges
4.4.2	Revised Model Guide: Mentoring Programs (attachment 4.4.2 A-B) <i>Motion: That the Revised "Model Guide: Mentoring Programs" be sent to the Engineers Canada Board for approval and subsequent distribution on the public website.</i>	Margaret Anne Hodges
4.5	Continuing Competence Committee	Ian Sloman
4.5.1	Draft Guideline on Continuing Professional Development (attachment 4.5.1 A-B)	Ian Sloman

	<i>Motion: That the "Draft Guideline on Continuing Professional Development" be approved for consultation.</i>	
4.6	Admission Issues Committee	Diane Riopel
4.6.1	International Institution Degrees Database Report Recommendations Task Force (attachment 4.6.1) <i>Motion: That the International Institution Degrees Database Report Recommendations Task Force be stood down.</i>	Ron LeBlanc
4.7	Current Qualifications Board Work Plan Update (attachment 4.7)	Ron LeBlanc
5	National Groups	
5.1	National Admissions Officials Group Update	Kyle Smith
5.2	National Practice Officials Group Update	Pal Mann
5.3	National Discipline & Enforcement Officials Group Update	Shawna Argue
5.4	Comments from the regulators	Ron LeBlanc
6	Qualifications Board Business	Ron LeBlanc
7	Other Information and Discussion Items from Engineers Canada	Ron LeBlanc
7.1	Report from the Accreditation Board (attachment 7.1)	Dan Candido
7.2	Report on <u>Engineers Canada Board Activities and Decisions</u>	David Lynch Christian Bellini
7.3	Nominations Task Force Report (attachment will be provided later)	Ron LeBlanc
8	Items added to the agenda	Ron LeBlanc
9	Future meetings <i>The next QB Teleconference call will be held on January 29th, 2019.</i> <i>The next QB meeting will be held April 6-7th, 2019.</i>	Ron LeBlanc
10	Review of action items of 104th Qualifications Board meeting	Mélanie Ouellette
11	Conclusion	Ron LeBlanc

1. Opening of the meeting

The Chair welcomed everyone.

1.1. Call to order and introduction of attendees

Canadian Engineering Qualifications Board	Ron LeBlanc, FEC, P.Eng.	Chair
	Mahmoud Mahmoud, PhD, FEC, P.Eng.	Vice-Chair
	Dennis Peters, PhD, FEC, SMIEEE, P.Eng.	Past Chair
	Frank Collins, FEC, P.Eng.	Atlantic Provinces Representative
	Frank George, FEC, FGC (Hon), P.Eng.	Alberta, Northwest Territories and Nunavut Representative
	Roydon Fraser, PhD, FEC, P.Eng.	Ontario Representative
	Margaret Anne Hodges, FEC, FGC (Hon), P.Eng., PMP	Member-at-Large
	Amy Hsiao, PhD, MBA, P.Eng.	Atlantic Provinces Representative
	Samer Inchasi, P.Eng., PMP	Member-at-Large
	Nikeetta Marshal, MSc, P.Eng.	Member-at-Large
	Diane Riopel, PhD, FIC, ing.	Québec Representative
	Karen Savage, FEC, P.Eng.	British Columbia, Yukon Representative
	Ian Sloman, P.Eng.	Saskatchewan, Manitoba Representative
	Qing Zhao, PhD, P.Eng.	Member-at-Large
Engineers Canada Board Representatives	Christian Bellini, FEC, P.Eng.	
	David Lynch, PhD, FCAE, FCIC, FEIC, FEC, FGC (Hon.), P.Eng.	
Canadian Engineering Accreditation Board Representative	Dan Candido, FEC, P.Eng.	
National Discipline and Enforcement Officials Group Representative	Shawna Argue, FCSSE, FEC, FGC (Hon.), P.Eng., MBA	
National Practice Officials Group Representative	Pal Mann, CD, MDS, P.Eng.	
Engineers Canada Staff	Catherine Christoffersen	Coordinator, Qualifications
	Mélanie Ouellette, MA, MBA	Manager, Qualifications

	Stephanie Price, P.Eng., CAE	Executive Vice President, Regulatory Affairs
	Kyle Smith, MSc, P.Eng.	Manager, Assessments
	Beryl Strawczynski, MA	Manager, Professional Practice
Observers	Russ Kinghorn, MBA, FEC, P.Eng., IntPE	Past President, Engineers Canada Board
	Jeff Card, FEC, P.Eng.	Engineers Canada Board
	Gillian Pichler, P.Eng.	Engineers and Geoscientists BC
	Lad Kucis, LL.B.	Gardiner Roberts LLP
	Faris Georgis, MS, P.Eng.	PEO
	Moody Samuel Farag, MEng, P.Eng.	PEO
	Kalina Bacher-René	OIQ
	Nadine Raymond, ing.	OIQ

The Chair welcomed participation from observers.

1.2. Approval of the agenda

An in-camera session was requested on changes to CEQB governance, including how the Engineers Canada Board and Officials Groups have input to the CEQB work plan. It would be decided later in the day whether the item should be in-camera.

Motion: That the agenda of the 104th Canadian Engineering Qualifications Board meeting be approved as amended, moved by Ian Sloman and was seconded. All were in favour. The agenda was approved.

2. Approval of minutes of the previous meeting (attachment 2)

Motion: That the minutes from the 103rd meeting of the Qualifications Board held on July 17th, 2018, be approved as distributed, moved by Dennis Peters and seconded by Sam Inchasi. All were in favour. The minutes were approved.

3. Review of action items from previous meetings

Both action items had been completed.

4. Committee reports

4.1. Environment and Sustainability Committee

Mahmoud Mahmoud, chair of the Environmental and Sustainability Committee, presented. In June, the

committee had held a national workshop on environmental engineering, which included committee members, regulator staff, and subject matter experts, who participated in-person and by teleconference. They provided feedback on the objectives and purposes of the upcoming White Paper on Environmental Engineering.

An advisory committee consisting of members of the Environment and Sustainability Committee and staff from Polytechnique Montréal are developing a massive open online course (MOOC), called Sustainability in Practice, to increase awareness and understanding of the National Guideline on Environmental Stewardship and Sustainable Development. Registration for the MOOC is open, and the course begins on October 24, 2018.

4.1.1.1. Draft General Direction for the White Paper on Environmental Engineering (attachment 4.1.1 A-B)

A typo was pointed out on page 11, in the last sentence of the third paragraph, which the secretariat will correct (action item 104.1).

Motion: That the Revised “Draft General Direction for the White Paper on Environmental Engineering” be approved for consultation, moved by Mahmoud Mahmoud and seconded by Margaret Anne Hodges. All were in favour. The motion was carried.

4.2. Practice Committee

Frank George, chair of the Practice Committee, presented. The White Paper on Qualified Persons was completed, but during consultation, APEGA had commented that the timing of the white paper’s release posed difficulties due to ongoing discussions with the Association of Science and Engineering Technology Professionals of Alberta. It was decided to solicit the Engineers Canada Board’s direction at the September 2018 board meeting.

4.2.1. Model Guide: Concepts of Professionalism for Engineers (attachment 4.2.1 A-B)

The committee had reviewed the Model Guide: Concepts of Professionalism because it was more than five years old, as per the Guideline Creation and Review Protocol. The committee had received feedback from the National Practice Officials Group that the model guide was not useful. As a result, the committee recommends to CEQB that it rescind the model guide. If rescinded, a copy of the model guide will be given to regulators and would also be archived within Engineers Canada.

A CEQB member disagreed with rescinding the Model Guide: Concepts of Professionalism and Model Guide: Authentication of Engineering Documents, stating that they would expect national descriptions of professionalism and authentication. They commented that the documents were being reviewed by regulator staff and not the regulator’s policy-makers on Councils. The member expected a national statement or policy should exist on what it means to be a professional engineer. They commented that

CEQB is removing a document without a process to replace it, and that it would be important to have the governance discussion later in the agenda, for this reason.

Two CEQB members supported the model guide being put out for consultation for rescinding. It was commented that CEQB's consultations should be more in-depth than just staff-level, because per the CEQB Terms of Reference, CEQB is to consult with various stakeholders including industry sectors and employers. A member commented that the model guide's audience is regulator staff, and if staff find the model guide unhelpful, it does not serve its purpose. Another member agreed with both points. A third member commented that the model guide was out-of-date and would require substantial work to be updated.

In response, it was commented that a Guideline on Professionalism could be considered as an addition to the CEQB work plan in the future, which would require consultation with regulators and Engineers Canada Board approval. The CEQB member was concerned that the item would be forgotten. It was noted only APEGA has a guideline on professionalism. It was commented CEQB that in the past, when CEQB worked on numerous documents, they had not been completely efficiently or on time, and that the current processes are working well.

A CEQB member cited minutes from the June 29, 2018 Practice Committee meeting including feedback from the National Practice Officials Group (NPOG).

Motion: That the "Model Guide: Concepts of Professionalism for Engineers" be rescinded and distributed to regulators before being removed from the Engineers Canada website, was moved by Frank George and seconded by Mahmoud Mahmoud. Roydon Fraser was opposed. Frank Collins and Karen Savage abstained. All else were in favour. The motion was carried.

A motion was made for the guideline on concepts of professionalism to be considered for the next year's work plan (**action item 104.2**). It was noted the item would need to follow the established work plan process. An Engineers Canada Board representative requested that if CEQB puts this item forward for the work plan, that it defines the target audience of this guideline, so that the Engineers Canada Board can be clear who it is intended for.

Motion: that CEQB take it as an action item to consider a Guideline on Professionalism prior to the next round of the process for determining the next year's work plan, moved by Roydon Fraser, seconded by Mahmoud Mahmoud. All were in favour. The motion was carried.

4.2.2. Model Guide: Authentication of Engineering Documents (attachment 4.2.2 A-B)

NPOG and the National Discipline and Enforcement Officials Group (NDEOG) had requested that the committee stop working on the document, as they did not think it was valuable. Therefore, the

committee recommends to CEQB that it rescind the document.

It was commented that many regulators already have their own practice guidelines on authentication. The secretariat will archive the Model Guide: Authentication of Engineering Documents and the Model Guide: Concepts of Professionalism (action item 104.3).

Motion: That the “Model Guide: Authentication of Engineering Documents” be rescinded and distributed to regulators before being removed from the Engineers Canada website, moved by Frank George and seconded by Dennis Peters. Roydon Fraser was opposed. All else were in favour. The motion was carried.

4.3. Syllabus Committee

Dennis Peters, chair of the Syllabus Committee, presented. The Syllabus Committee reviewed two syllabi and developed a Syllabus Review Protocol. Up to now, the process for reviewing syllabi had been somewhat ad hoc. The committee also developed a Guideline on the Academic Assessment of Non-CEAB Applicants. It is also working on a Model Guide on the Academic Assessment of Non-CEAB Applicants, the general direction for which had gone to regulators for consultation.

4.3.1. Revised syllabi (attachment 4.3.1 A-C)

Additional feedback was recently received from a mining engineer stating that only one of the examinations in the current syllabus is related to mineral processing. The question was raised whether it is misleading to call the syllabus Mining and Mineral Processing, and whether a separate syllabus should exist for Mineral Processing. The mining engineer requested that A3 Mineral Processing be moved to Group B and be replaced with B1 Rock Mechanics. It was noted that the Guideline on the Academic Assessment of Non-CEAB Applicants recommends moving away from requiring applicants to have an exact match to one of the syllabi. A CEQB member commented that there is a big difference between mining engineering and mineral processing engineering.

It was noted that at the time the syllabus was developed, there had been discussion about splitting it into two syllabi. It was said that most mining engineering programs have moved towards mining-only, but there are no or few mineral processing engineering programs, and the latter is commonly in chemical or materials engineering. It had been discussed at the time that there is no materials engineering syllabus, and that that could be the right future place for mineral processing engineering content. The secretariat would consult the expert reviewer how to treat the syllabus (action item 104.4).

Motion: That the following syllabi be approved for distribution on the public website:

- Geomatics Engineering Syllabus
- Mining and Mineral Processing Engineering Syllabus

The motion was moved by Dennis Peters and seconded by Amy Hsiao. All were in favour. The motion was carried.

4.3.2. Syllabus Review Protocol (attachment 4.3.2 A-B)

The Syllabus Review Protocol is intended as an internal document for the Syllabus Committee's use. It proposes that each syllabus is reviewed every six years, instead of every three years, as is the current process. The syllabi are approved by CEQB, not the Engineers Canada Board.

The proposed new process was explained. First, staff gather information on CEAB-accredited programs, which the syllabi are meant to reflect. Next, a discipline expert reviews the syllabus and recommends whether the syllabus needs a minor update or a full review. If a full review is recommended, the syllabus is reviewed by a panel of experts, drawn from previous accreditation visitors for the discipline, who recommend changes to the Syllabus Committee.

A CEQB member suggested changing the review timeframe from six to five years, since other CEQB documents are reviewed every five years. In response, it was commented that would increase the committee's workload. It would be managed so that the same university is not reviewed again in each review of a syllabus.

Motion: That the "Syllabus Review Protocol" be approved for use by the Syllabus Committee-only, moved by Dennis Peters and seconded by Amy Hsiao. All were in favour. The motion was carried.

4.3.3. Draft Guideline on the Academic Assessment of non-CEAB Applicants (attachment 4.3.3 A-B)

The guideline had been developed through extensive work by Syllabus Committee members. It was noted that the guideline would be published on the members-only website at the request of some regulators and could be made public in the future if regulators wanted. An observer commented that there could be a risk to regulators if the guideline were public and the regulator did not follow it.

It was commented that the document was an important step forward because it provides a better understanding of the syllabi. It also highlights the need for individualized assessment, which was not the philosophy of all admissions processes, historically. It was the first time these principles have been recorded explicitly, as far as the member was aware.

Reservation was expressed about using the word education instead of the word knowledge, because individualized assessment requires that confirmation is done on the individual and not the institution. In

the guideline, a compromise was made by defining education as body of knowledge. It was commented that the guideline will give significant flexibility to regulators.

Motion: That the “Guideline on the Academic Assessment of non-CEAB Applicants” be sent to the Engineers Canada Board for approval and subsequent distribution on the members-only site, moved by Dennis Peters and seconded by Frank Collins. All were in favour. The motion was carried.

4.4. Engineer-in-Training Committee

Margaret Anne Hodges, chair of the Engineer-in-Training Committee, presented. The committee developed a Model Guide on Mentoring Programs and web content for engineers-in-training. A proposed one-pager on engineering entrepreneurship was included in the draft 2019-2021 CEQB work plan. If it proceeds, the one-pager will be developed with regulator consultation and expert involvement from outside the committee.

4.4.1. Revised Engineers-in-Training Web Content (attachment 4.4.1 A-B)

In developing the web content, the committee reviewed statistics on its use and audience. The committee engaged a contractor to develop a better layout and better content, and the committee consulted regulators on the revised version. Engineers Canada staff would check links, check for typos, and add the content to the website.

Motion: That the “Engineers-in-Training Web Content” be approved for dissemination, moved by Margaret Anne Hodges and seconded by Nikeetta Marshal. All were in favour. The motion was carried.

4.4.2. Revised Model Guide: Mentoring Programs (attachment 4.4.2 A-B)

The committee reviewed the Model Guide: Mentoring Programs as part of the five-year cycle in the Guideline Development and Review Manual. CEQB had a Guideline on Mentoring Programs and a Guideline on Implementing Mentoring Programs, which were merged into this one model guide. The committee consulted regulators on the model guide and integrated their feedback. The model guide incorporates regulators’ existing mentoring programs and introduce examples of mentoring programs from non-engineering regulators.

It was commented that the model guide underemphasizes the legal responsibilities of a mentor. Section 2.6.2 outlines the legal responsibilities of a mentor and Appendix B included a waiver form. Both were drafted by Engineers Canada’s legal counsel. It was noted that in its introduction, the model guide refers readers to the Model Guide: Direct Supervision for issues relating to responsibilities of a supervisor. Also, it was commented that universities’ practices parallel the model guide, because students have separate mentors and thesis supervisors. The secretariat will add a note under the document title on the

landing page to refer to the Model Guide: Direct Supervision for questions relating to direct supervision (action item 104.5).

It was pointed out that Engineers Canada's legal counsel reviews some, but not all, of CEQB's guidelines, on a risk basis. All documents, once published, include a notice that regulators are responsible for their own work, and CEQB provides only advice. Sometimes legal counsels are hired specifically to write some documents, like the General Direction for the White Paper on Environmental Engineering. A CEQB member asked whether CEQB should approve this risk management strategy for determining which documents are subject to legal review. Another CEQB member commented that that it is an Engineers Canada staff job to determine the legal risk as CEQB does not have legal expertise. All documents also include a waiver when published.

Motion: That the Revised "Model Guide: Mentoring Programs" be sent to the Engineers Canada Board for approval and subsequent distribution on the public website, moved by Margaret Anne Hodges and seconded by Amy Hsiao. All were in favour. The motion was carried.

4.5. Continuing Competence Committee

Ian Sloman, chair of the Continuing Competence Committee, presented. The committee had developed a draft Guideline on Continuing Professional Development with feedback received during two workshops and through consultation on its general direction. Regulators have similar continuing professional development (CPD) programs, except for PEO's PEAK program. The guideline intends to foster sameness among CPD programs to improve engineers' mobility between jurisdictions. The draft guideline recommends mandatory CPD, mandatory reporting, and a form of auditing members for CPD compliance. The committee will monitor PEO's PEAK program. It is intended that the guideline will come to CEQB for final approval in January 2019.

4.5.1. Draft Guideline on Continuing Professional Development (attachment 4.5.1 A-B)

It was noted that the Continuing Competence Committee aims to ensure that all engineers are competent, and that CPD only measures inputs, not outputs. Similarly, teaching ethics does not ensure ethical behaviour.

A CEQB member stated that the committee should not seek sameness, because that would kill evolution, change, and flexibility. They commented that the guideline heads towards creating bureaucracy and creates the image that the profession is doing something when it's not, and that there are better models for public relations. The guideline does not define the problem trying to be solved and simply creates a method for collecting information. The member also believed CPD should not be mandatory, and believed that ethics is the most important consideration. The member thought it was better to encourage people than enforce rules.

It was responded that the guideline really seeks similarity to prevent an engineer from having to produce multiple CPD reports for different jurisdictions. The intent of CPD is to demonstrate to the public that regulators are ensuring that engineering is practised competently, to protect self-regulation.

Two other CEQB members expressed support for the draft guideline.

It was remarked that APEGS members voted unanimously at the May 2018 Annual Meeting to approve mandatory CPD, annual reporting and an ethics refresher, which would come into effect January 1, 2019.

Motion: That the "Draft Guideline on Continuing Professional Development" be approved for consultation, moved by Ian Sloman and seconded by Frank George. Roydon Fraser was opposed. All else were in favour. The motion was carried.

4.6. Admission Issues Committee

Diane Riopel, chair of the Admission Issues Committee, presented. The committee consulted regulators from April to June on the Guideline on Limited Licences, and had received feedback. The committee will present CEQB the final draft of the guideline in January 2019.

4.6.1. International Institution Degrees Database Report Recommendations Task Force (attachment 4.6.1)

The chair of the International Institution Degrees Database (IIDD) Report Recommendations Task Force presented. The history of the task force was included in the meeting package. The National Admissions Officials Group (NAOG) had made recommendations to CEQB on using the IIDD, and CEQB had struck a task force to consider the recommendations. With the Engineers Canada 2019-2021 Strategic Plan, the IIDD is now the CEO's responsibility, instead of CEQB's.

An amendment to the motion was accepted. Seven regulators still use the IIDD as part of their academic review. It was noted that some regulators use IIDD's recommended treatments, while some regulators use the IIDD as simply a reference guide.

Motion: That the International Institution Degrees Database Report Recommendations Task Force be stood down with our thanks, was moved by Ron LeBlanc and seconded by Dennis Peters. All were in favour. The motion was carried.

4.7. Current Qualifications Board Work Plan Update (attachment 4.7)

The work plan update was included in the meeting package for information. The CEQB work plan would be redeveloped to align with the Engineers Canada strategic plan, and some items from the current

work plan would be moved to the next work plan. It was noted that the consultation process had extended the timelines for work plan items.

5. National Groups

5.1. National Admissions Officials Group Update

NAOG is a group of admissions staff from regulators that meets to discuss admissions policies and procedures and share information. NAOG has a two-year work plan that was developed in September 2017 and reconfirmed in June 2018. Last year's initiatives included the reference points tool and the IIDD report, which were completed. Seven regulators use the IIDD, and nine have logged in. This year's initiatives include developing a Competency-Bases Assessment project and striking a task force on the National Membership Database, which contains member information and aims to help inter-jurisdiction transfers. NAOG is also helping CEQB develop a Model Guide on the Academic Assessment of a Non-CEAB Applicant by having NAOG members sit on the Syllabus Committee, and by holding a teleconference to discuss each CEQB document for consultation.

5.2. National Practice Officials Group Update

NPOG provided feedback on QB's draft 2019-2021 work plan and proposed an item about the outsourcing of engineering services; also provided feedback on the draft White Paper on Qualified Persons, the Model Guide: Concepts of Professionalism, and the General Direction for the Guideline on Continuing Professional Development; and had members attend the workshop on CEQB's White Paper on Environmental Engineering in June. Either the chair or vice-chair of NPOG will coordinate so one of them attends CEQB's Practice Committee teleconferences. There is a move towards use of digital signatures across Canada, and NPOG will have a webinar on digital technology in the fall. Notarius is the most used digital signature provider among the regulators.

5.3. National Discipline & Enforcement Officials Group Update

The National Discipline and Enforcement Officials Group (NDEOG) usually holds four meetings every year, including one in-person meeting. At its last meeting, NDEOG discussed how to improve sharing discipline decisions between regulators. The current database of discipline decisions could be used more effectively. Additionally, complaints and privacy protection are an issue for consideration, as information on cases was leaked to the media in Manitoba and Saskatchewan. NDEOG also discussed the ungovernability of members and off-duty conduct, as well as what kinds of professional development activities would be valuable for discipline and enforcement. The group is considering adding a workshop to its in-person meeting. NDEOG provided feedback on the draft CEQB 2019-2021 work plan and documents for consultation, including the White Paper on Qualified Persons. The chair or vice-chair of NDEOG will continue to participate in CEQB Practice Committee teleconferences.

It was pointed out that PEO had recently lost an appeal relating to prior conduct of a member. The finding was that being able to consider prior conduct would require a legislative change in Ontario. The item would be added to NDEOG's October teleconference agenda.

5.4. Comments from the regulators

The chair invited regulators to provide comments in a round table format.

Ordre des ingénieurs du Québec (OIQ)

OIQ is working with the Office des professions du Québec (OPQ) and is developing a new regulation for engineers-in-training, which will be adopted in September.

Engineers and Geoscientists BC

Engineers and Geoscientists BC continues to work with the British Columbia government and four other professional regulators on the professional reliance and Qualified Persons issue to implement the Professional Reliance Review's recommendations. One recommendation was to implement an oversight body, like OPQ, for five professions involved in the natural resource sector: foresters, biologists, technologists, agronomists and engineers. An issue is that many of Engineers and Geoscientists BC's members do not work in the natural resource sector. Another recommendation is to appoint members rather than elect members to councils. The secretariat will distribute information on the Professional Reliance Review (**action item 104.6**). An observer commented that technologists have been asking for practice rights in general and are also part of the review.

Work continues to make the Pan-Canadian Competency Assessment tool available across Canada. Changes to the appeal process could follow, including procedural fairness, the discipline process, and the right to appeal. Engineers and Geoscientists BC also initiated a review of the Calls to Action from the Truth and Reconciliation Commission Report and identified five relevant Calls to Action, especially #92. The secretariat will distribute the Truth and Reconciliation Report (**action item 104.7**).

Furthermore, Engineers and Geoscientists BC has been consulting on and discussing with the government the regulation of companies through a voluntary program. A vote for council and bylaw changes was initiated in September. Additionally, Engineers and Geoscientists BC eliminated honorary and life memberships, and now only has non-practising memberships, due to a human rights challenge based on the age requirement and number of years registered. Current honorary and life members were vested.

Professional Engineers Ontario (PEO)

PEO is in the process of hiring a new registrar.

Association of Professional Engineers and Geoscientists of Saskatchewan (APEGS)

APEGS adopted mandatory CPD. It will become a requirement for all members to describe their scope of practice through APEGS' professional development platform. A task force is studying the license for permission to consult, which only exists in Saskatchewan. This licence's necessity is called into question with the new CPD program. APEGS will also consider the regulation of corporate practices. Its members also approved adopting the Competency-Based Assessment project beginning January 1. APEGS has had

a large increase in international applicants, thought to be due to the Saskatchewan Immigrant Nominee Program, resulting in a tripling of APEGS staff and new office space. Other initiatives include updating APEGS' membership database; a possible review of the governance model including composition of its council and board structure; and a working group of self-regulating professions in Saskatchewan that will discuss issues like CPD, discipline, and fairness, and all regulators were invited to attend a session on registration fairness.

Professional Engineers and Geoscientists of Newfoundland and Labrador (PEGNL)

No major items to report. A workshop was held in June with the board.

6. Qualifications Board Business

This item was included in the agenda in error and was deleted.

7. Other Information and Discussion Items from Engineers Canada

7.1. Report from the Accreditation Board (attachment 7.1)

CEAB was created in 1965 to accredit engineering programs. Programs are reviewed at least once every six years. In 2017, 65 programs at 14 universities were accredited. CEAB consults often with the National Council of Deans of Engineering and Applied Sciences and to a lesser extent, regulators, but works for the regulators to ensure that graduates are ready for licensure. Ongoing work includes discussing the definition of engineering design and the Accreditation Improvement Program, which aims to determine how best to conduct visits to universities, which are resource-intensive. Curriculum content is measured by academic units (AUs), which led to universities' concerns about lack of flexibility for new programs or teaching methods. As a result, discussions are on-going about the learning unit, a proposed complementary measurement to the AU.

CEQB members were welcomed to volunteer for accreditation visits by putting their name forward to the secretariat who would coordinate internally with Engineers Canada staff (**action item 104.8**). CEAB has accredited two universities in Costa Rica and periodically consults with other countries, including ongoing discussions with Chile. There is a movement towards South American and Central American countries being recognized under the Washington Accord. CEAB encourages countries to aim to be members of the Washington Accord, rather than be CEAB-accredited. There was discussion of whether Washington Accord processes are similar to CEAB accreditation.

It was asked whether CEAB would re-emphasize issues of importance to regulators, including reviewing exams, which the member thought is currently de-emphasized in accreditation. It was responded that program visitors ensure quality of academic content by assessing exams, assignments, and curriculum content. It was asked whether CEAB would review CEQB's documents on the academic assessment of non-CEAB applicants, and whether CEAB would reinforce these principles. Finally, it was requested that

CEAB consider how stakeholders can provide feedback to the Accreditation Improvement Program.

It was commented that some Deans are concerned with the learning unit because it depends of self-reporting by students. The secretariat will distribute the AUs Task Force Report (**action item 104.9**).

7.2. Report on Engineers Canada Board Activities and Decisions

The CEO of Engineers Canada publishes a weekly update available on the CEQB collaboration space. The key items for update since the April CEQB meeting are:

- A new purpose of Engineers Canada was approved at the Annual General Meeting and Meeting of Members in May. Engineers Canada's main purpose is to serve the regulators.
- Engineers Canada's 2019-2021 Strategic Plan was approved in May. CEQB and CEAB now report to the Engineers Canada Board instead of being advisors to it. The plan has 10 areas of work and recognizes CEQB and CEAB work as core to Engineers Canada. Diversity and inclusion (e.g. the 30 by 30 initiative) is a key part of the strategic plan.
- The Engineers Canada Board held a workshop in June to develop a framework for operationalizing the strategic plan.

It was commented that CEAB and CEQB support diverse members joining the profession, but do not address retention. It was noted Engineers Canada recently hired a new staff person to work on diversity and inclusion, and that Engineers Canada also advocates to the federal government. Additionally, it was commented that CEQB is very responsive to regulators, and is really more of a working group than a board, and the reporting relationships are not reflected in the organizational chart.

7.3. Nominations Task Force Report

The Nominations Task Force Report recommendations were distributed by email outside of the meeting package. CEQB had commented on the draft Nominations Task Force report in the early spring and appreciated that the task force took some of CEQB's feedback into consideration. CEQB members were asked to provide their comments on the recommendations. Feedback would be provided to the Engineers Canada Board. The chair presented the following three main concerns, stating he had other concerns that he would not bring up at the CEQB meeting. The three main concerns were discussed by the group:

- Election of the CEQB Executive Committee: Currently the Nominating Committee considers members' experience, commitments, and communications skills when appointing members to the Executive Committee; with the proposed changes, these considerations may no longer occur. Three CEQB members agreed that appointments to the Executive Committee are

preferable to a vote, which could become a popularity contest. Another CEQB member was not very concerned about the proposal to have elections.

- Length of the chair's term: The report proposes that the CEQB chair serve only a one-year term. Three CEQB members agreed. Some thought that a two-year term is necessary to learn the role and associated issues. On the other hand, it was commented that a two-year term means that volunteers could potentially serve twelve years on CEQB, which is a significant commitment and could result in losing out on good candidates. It was stated that CEAB had one-year terms for chairs which worked well, and that the Policy and Procedures Committees on CEAB serves as a feeder group that helps on-board members for the chair position. Additionally, one-year terms could promote diversity and inclusivity in the Executive Committee. There was some concern about regulators' term lengths for volunteers could impact term lengths for CEQB members.
- Composition of the Nominating Committee: The report proposes that Engineers Canada Board representatives have two votes on the committee, CEQB has two votes, and a tie results in a loss. It was thought that this setup gives the Engineers Canada Board a veto and would be detrimental to CEQB's performance, because the Chair, Vice-Chair, and secretariat have better knowledge of members' performance than the Engineers Canada Board representatives. Two CEQB members agreed. Another CEQB member did not share this concern. There was some concern about all Nominations Committee meetings being conducted in camera, and it was clarified that staff would be included in these meetings. It was commented that it is good to have odd numbers on the committee to prevent ties in votes. A suggestion was made to include appointees in the Nominating Committee for openness and inclusivity. A CEQB member was concerned that the vice-chair would be excluded from the Nominating Committee, as the vice-chair will one day be managing the people selected. The member noted that board representatives have two votes each, one vote on the Nominating Committee and one vote on the Engineers Canada Board.

Other individual comments made by CEQB members during the discussion were:

- It was noted that the vice-chair is normally groomed to become chair. Also, it was noted that the report states that the chair becomes past-chair only at the discretion of the Engineers Canada Board, but CEQB's current processes work well.
- Changing the name of CEQB is not necessarily a cause for concern, but it was questioned why this point was included in the Nominations Task Force Report.
- The report does not identify its context for its development, and by creating a very detailed procedure, increases the risk for unintended consequences.
- The recommendations create potential for lack of transparency and manipulation of the process.
- The report includes some good recommendations, including ensuring regulators agree with the members that are selected.
- The size of CEQB could impact whether a vote for the vice-chair position is desirable or not.

- The report reflects good work, and CEQB must always respond to regulators. However, the report gives considerable control to regulators, which may make CEQB members to be more responsive to their own regulators, which is contrary to how board members are supposed to act.
- There is undue emphasis on industry vs. academic representation. CEQB should strive for diversity and should not be tied to specific representation if a member is otherwise a good fit.
- It was asked how problems that arise in the process can be fixed. It was noted that the recommendations would become policy which would be reviewed by the Governance Committee regularly and whenever a modification is suggested.
- It is bad governance that an Engineers Canada Board representative may never have attended a Nominating Committee meeting before, but nevertheless is chair of the committee.
- It is good governance to have two Engineers Canada Board representatives serve on the Nominating Committee so that they have staggered terms. All members of the committee are professionals so can be expected to act responsibly.
- There should be at least one representative on CEQB from Yukon, Northwest Territories or Nunavut.
- Involving the vice-chair and past chair in the Executive Committee is important to the functioning of the system.
- CEQB members are not volunteers for their regulator; they are volunteers for Engineers Canada.

CEQB members were asked to provide any additional comments to the secretariat by September 19 at noon EDT (action item 104.10).

8. Items added to the agenda

8.1. Governance of the Qualifications Board

The stated intent of this item was for CEQB to understand the processes, and all their associated steps, for developing the work plan, for committees, and for adding and removing members to committees. It was decided this item would remain part of the formal meeting rather than be an informal discussion.

It was highlighted that CEQB now reports to the Engineers Canada Board and continues to consult with officials groups. It was noted that CEQB serves the regulators and there is a perception that CEQB works on products that are of no use to regulators. Therefore, CEQB increased consultation with regulators in the development of its 2019-2021 work plan. As a result, the work plan development process was rushed, because it aimed to quickly align with Engineers Canada's new strategic plan while also increasing consultation. The process involved first consulting Officials Groups, whose feedback CEQB discussed in a teleconference. CEQB sent the Officials Groups' feedback to the CEOs Group, who then provided their own feedback. Finally, all feedback was compiled and sent to the Engineers Canada Board for their September meeting. Engineers Canada Board members will have about two months to consider

and consult on the work plan, and then will vote at the December Engineers Canada Board teleconference whether to approve the work plan. The process is intended to be transparent and open to allow for informed decisions.

CEQB now reports directly to the Engineers Canada Board. The Engineers Canada Board can make any changes to CEQB’s work plan, although the increased consultation might make it less likely that the board would make changes. It was suggested that an additional consultation with CEQB could be added to the process if the Engineers Canada Board decided to make changes to the work plan. It was commented that the process should provide a way for regulators’ councils to have input, not only regulator staff. In response, it was stated Engineers Canada Board members can consult their councils before voting in December. The work plan development process is part of overall improvement to CEQB processes in recent years.

It was discussed how quickly CEQB could respond to regulators with the new work plan development process, particularly for ad hoc items. Regulators will have an annual opportunity to make work plan requests. By clarifying the mandates of Officials Groups and CEQB, CEQB has received fewer ad hoc requests. It was commented that if a particular group rejected an item, CEQB could still put it forward for its work plan for the Engineers Canada Board’s approval, along with the feedback received. It was stated there could be a dilemma between the role of CEQB as a working group vs its role as a board.

9. Future meetings

The next QB Teleconference call will be held on January 29th, 2019.

The next QB meeting will be held April 6-7th, 2019.

10. Review of action items of 104th Qualifications Board meeting

Action item		Assigned to
104.1	Correct typos to the General Direction for the White Paper on Environmental Engineering.	Secretariat
104.2	Consider a Guideline on Professionalism prior to the next round of the process for determining the next year’s work plan.	CEQB
104.3	Archive the Model Guide: Concepts of Professionalism and the Model Guide: Authentication of Engineering Documents.	Secretariat
104.4	Confirm how to proceed on the Mining and Mineral Processing Engineering Syllabus with the expert reviewer.	Secretariat
104.5	Add a note under the title of the Model Guide: Mentoring Programs on the landing page to consult the Model Guide: Direct Supervision for questions relating to direct supervision.	Secretariat

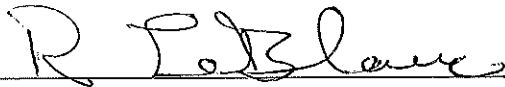
104.6	Distribute link to information on the Professional Reliance Review.	Secretariat
104.7	Distribute information on the Truth and Reconciliation Report.	Secretariat
104.8	Notify the secretariat if interested in volunteering for a CEAB program visit.	CEQB
104.9	Distribute the AU Task Force Report.	Secretariat
104.10	Email comments on the Nominations Task Force recommendations by Wednesday, September 19.	CEQB

Additionally, it was asked the CEQB distribute information on the MOOC "Sustainability in Practice" to their networks.

11. Conclusion

The meeting was concluded at 4:55 p.m. EDT.

Prepared by: Catherine Christoffersen, Coordinator, Qualifications on behalf of:



Ron LeBlanc, FEC, P.Eng.
Chair, Canadian Engineering
Qualifications Board



Melanie Ouellette, MA, MBA
Secretary, Canadian Engineering
Qualifications Board