

Minutes of the Strategic Plan Task Force  
 November 1, 2019 2:00-3:00pm ET (held via webinar)

<b>Committee Members in attendance</b>	
J. Boudreau, Chair – President-Elect, APEGNB K. Baig, OIQ A. Bergeron, Past-President, PEO	J. Card, PEGNL D. Lynch, President, APEGA M. Wrinch, Engineers and Geoscientists BC
<b>Observers in attendance</b>	
None	
<b>Regrets</b>	
None	
<b>Staff</b>	
C. Mash G. McDonald	M. Ouellette S. Price

**1. Selection of Chair**

A. Bergeron opened the chair selection process, beginning with an introduction to the Task Force members. D. Lynch nominated J. Boudreau, noting that she is in a good term-position within the Board to lead the Task Force through to the implementation phase. K. Baig seconded the nomination for J. Boudreau. J. Boudreau let her name stand. No other nominations were had. J. Boudreau was confirmed as Strategic Plan Task Force Chair by consensus.

**Motion**

**Moved by D. Lynch, seconded by K. Baig**  
**THAT J. Boudreau serve as Strategic Plan Task Force Chair.**  
**Carried**

**2. Call to order and approval of agenda**

J. Boudreau, Task Force Chair, opened the meeting at 2:06pm (ET). The agenda was approved by consensus.

**3. Review of Strategic Plan development process and Task Force’s work plan**

The work plan and process were reviewed as circulated. G. McDonald provided an overview of the proposed timelines, which were planned in conjunction with existing meetings to ensure time for Board, CEO and President engagement, while ensuring efficient travel schedules and low costs.

G. McDonald reported on progress to date. All groups have been provided with the environmental scan developed this Fall. Consultations have begun with the CEAB, the CEQB and the CEO group. G. McDonald will be meeting with the NCDEAS at their meeting in November where he will provide an overview. It is preferred that all work on the scan is complete by the end of 2019, it will be used as input documentation for use at the foresight exercise scheduled for the February meeting in Ottawa.

In addition to the scan, the FAR Committee is scheduled to begin reviewing the strategic risk analysis.

G. McDonald explained that the preferred outcome of the foresight workshop would be a long list of potential strategic objectives for the Board's consideration. This consultation will result in the foresight report for delivery in the Spring, which will be used during the June workshop so that the Board is able to consider all Member input in developing three to five strategic objectives to constitute the 2022-2024 plan. The first draft of the plan, capturing the Board's decisions at the June 2020 workshop, would be due to the Task Force at the end of Summer 2020.

It was noted that once satisfied with the draft plan, the Task Force has been granted authority by the Board to approve the draft for consultation so that the work can begin as soon as possible, with the Board being included in the consultation process. The timing will be tight to fit the required consultations and meet the document deadline for the February 2021 Board meeting, when the draft of the 2022-2024 Strategic Plan is due to the Board. Tying the work of this Task Force to Board deadlines would not have allowed for the process to finish in time for the next plan to be put in place. The February 2021 meeting will provide an additional opportunity to consult with regulators on the draft; the Board will be asked to recommend the plan to the Members for approval with any required amendments being dealt with via email decision. Should the Members approve the plan at their meeting in May 2021, implementation would begin in spring of 2022.

Task Force meetings have been scheduled approximately two months in advance of every Board meeting. The Task Force discussed meeting more frequently than currently outlined in the work plan and will decide in December if there is a need for a meeting in February. The work plan can be amended at a future date if required, noting that additional meetings would not need to be listed in the work plan unless they are scheduled to focus on a Board deliverable not currently captured in the work plan. It was agreed that the work plan as drafted contains the deliverables required from the Task Force to the Board.

**ACTION: Staff to adjust the process timeline for final draft report to be delivered in February 2020 and to remove reference to the workshop in Fall 2020.**

**ACTION: Task Force to discuss the need for a face-to-face meeting in February at the December meeting.**

#### **4. Recommendation to the Board on duration of Strategic Plan**

D. Lynch presented the pre-circulated briefing note to extend the strategic plan duration from three-years to five-years. This proposal was brought forward given the extensive consultation required to create a strategic plan. It would result in the plan currently in development being the first of the five-year plans.

Discussion was had amongst the Task Force. Engineers Canada has been criticized for its ability to be nimble. The pace of change within regulation is increasing and a five-year plan could further this perception. Additionally, Engineers Canada has not yet fully executed a three-year plan. It was agreed to stay the course and defer this decision until closer to the end of the current three-year plan development, when there is a better understanding of the ability to execute and the impact of consultation for the regulators.

#### **5. Other Business**

No other business was brought forward.

#### **6. Closing**

With no further business to discuss, the meeting was adjourned at 2:46pm ET.