

**MINUTES OF THE 204th ENGINEERS CANADA BOARD MEETING**

October 2, 2020 10:00am-6:00pm (ET) via webinar

<b>The following directors were in attendance</b>	
J. Boudreau, President (Chair), APEGNB D. Lynch, Past President, APEGA D. Chui, President-Elect, PEO K. Baig, OIQ M. Belletête, OIQ C. Bellini, PEO V. Benz, APEGA J. Card, PEGNL J. Dunn, Engineers PEI D. Gelowitz, APEGS N. Hill, PEO J. Holm, Engineers & Geoscientists BC	S. Jha, NAPEG T. Joseph, APEGA C. Lamothe, OIQ D. Nedohin-Macek, Engineers Geoscientists MB K. Reid, PEO C. Sadr, PEO J. Tink, APEGA R. Trimble, Engineers Yukon N. Turgeon, OIQ M. Wrinch, Engineers & Geoscientists BC C. Zinck, Engineers Nova Scotia
<b>The following directors sent regrets</b>	
<b>The following advisor was in attendance</b>	
K. King, Chair, CEO Group	
<b>The following direct reports to the Board were in attendance</b>	
B. Dony, Chair, CEAB M. Mahmoud, Chair, CEQB	G. McDonald, CEO E. Spence, Legal Counsel and Corporate Secretary
<b>The following observers were in attendance</b>	
J. Bradshaw, CEO & Registrar, PEGNL C. Cumming, President, Engineers Nova Scotia L. Daborn, CEO, APEGNB C. Dixon, President, Engineers Yukon A. English, CEO & Registrar, Engineers & Geoscientists BC M. Fewer, COO & Deputy Registrar, PEGNL L. Golding, Executive Director & Registrar, NAPEG J. Hazenberg, President, NAPEG N. Hallett, President, PEGNL G. Koropatnick, CEO, Engineers Geoscientists MB J. Landrigan, Executive Director & Registrar, Engineers PEI A. Lockwood, President, APEGS M. Logan, CSO, Engineers & Geoscientists BC	L. Mah, President, Engineers & Geoscientists BC P. Mann, CEO Engineers Nova Scotia B. McDonald, Executive Director, APEGS J. Nagendran, Registrar & CEO, APEGA J. Nicell, Chair, EDC J. Paliwal, President, Engineers Geoscientists MB M. Rose, President, APEGNB M. Sterling, President, PEO M. Stothart, Incoming President, APEGNB J. Van der Put, President, APEGA W. Vasquez, President, CFES W. Weeks, President, Engineers PEI J. Zuccon, CEO & Registrar, PEO
<b>The following staff were in attendance</b>	
K. Bouffard, Manager, Outreach S. Francoeur, Director, Human Resources	M. Ouellette, Manager, Strategic & Operational Planning S. Price, Executive Vice President, Regulatory Affairs

R. Gauthier, Executive Assistant	C. Polyzou, Manager, Diversity, Equity, and Inclusion
B. Gibson, Manager, Communications	L. Scott, Manager, Member Services
J. Langlois, Manager, Operational Infrastructure	J. Southwood, VP, Corporate Affairs & Strategic Partnerships
C. Mash, Governance Administrator	J. Taylor, Manager, Public Affairs
E. McParland, Planning, Event, and Change Practitioner	H. Theelen, Manager, Organizational Excellence
R. Melsom, CEQB Secretary	M. Warken, CEAB Secretary
D. Menard, Director, Finance	

## 1. Opening

### 1.1 Call to order and approval of agenda

J. Boudreau called the meeting to order at 10:07am (ET). Participants were welcomed and the land was acknowledged.

One adjustment to the agenda was proposed, to introduce an additional in-camera session to approve the recorded decision of the August 7 in-camera meeting, to precede item 8.2.

#### ***Motion 2020-10-1D***

***Moved by S. Jha, seconded by C. Sadr***

***THAT the agenda be approved and the president be authorized to modify the order of discussion.***

***Carried***

Participants were reminded of the meeting rules:

- Raise hand to be added to the list of speakers.
- Speak for only two minutes (time projected on the screen).
- Speak a second time only if everyone else has had a chance to speak.
- Only new information is brought forward should individuals speak again.

J. Boudreau shared a safety minute with the Board, discussing chronic issues that can arise from sedentary behaviour since, due to the pandemic, many individuals are working from home and not commuting. Lack of exercise is linked to several chronic diseases that can appear slowly and are hard to reverse, including high blood pressure and diabetes. The World Health Organization recommends 150 minutes of moderate-intensity movement throughout the week. Participants were encouraged to take advantage of the presentation times to move as needed.

J. Boudreau also presented a diversity moment, bringing awareness to Orange Shirt Day, an annual national campaign that honours more than 150,000 Indigenous children who were sent away to Residential Schools in Canada. The importance of learning about the history of Residential Schools was emphasized, and how the abuses that generations of Indigenous youth experienced in Residential Schools have led to trauma being passed on to the future generations within Indigenous communities. Meeting participants were reminded why being mindful of Residential School history is important, and that the trauma may have impact in our respective workplaces.

### 1.2 Declaration of conflict of interest

No conflicts were declared.

### 1.3 Review of previous Board meeting

#### a) **Action item list**

The action list was pre-circulated, no questions were received.

#### b) **Board attendance list**

The attendance list was pre-circulated, no questions were received.

## 2. **Executive reports to the Board**

### 2.1 President's report

A detailed report was pre-circulated, no questions were received.

### 2.2 CEO Update

G. McDonald provided a verbal update. Following the office re-opening in September, voluntary staff attendance has ranged from 5-10 people daily; staff who have not returned to the office cite ongoing concerns with transit, and family considerations from COVID-19. All commitments continue to be met with the combination of staff at home and in the office.

A training session focused on diversity was originally planned for this meeting and is being transitioned to a virtual format, for delivery at a future date once complete. Engineers Canada will be hosting an online training summit on Indigenous history, which was recently delivered to, and well received by, staff.

It was confirmed that the reports provided to directors to enhance council updates are distributed on the Wednesday of the first full week in January, March, May, August, September, and November.

### 2.3 Q2 Interim Strategic Performance Report to the Board and updates from CEAB and CEQB

The Q2 report was pre-circulated. The following was captured from the discussion:

- SP1 (Accreditation Improvement Program) continues to report annual objectives in green, despite some reported delays. The delays with Tandem (new accreditation software) have been resolved, and the project is scheduled for completion in Q4, with training beginning in January and presentation to HEIs in December 2021. The volunteer management system is also delayed, however this is due to a shift in the objective, where it will now be an organizational-wide database and will rely on human resources for completion. SP1 also includes communication and training tools that remain on schedule for completion, resulting in the score of 90%-100% of initiatives being on track.
- Annual objectives for OP3 (services and tools for regulation, practice, and mobility) are reporting disruption, mainly due to the shift in the Manager, Qualifications position which resulted in six of the CEQB's annual objectives being deferred or cancelled. Engineers Canada has since secured a new resource for the role, and the deferred projects will regain momentum.

### 2.4 CEO Group report

K. King shared an update from the CEO Group following their September 30 to October 1 meeting. Representation was present from all regulators. Engineering Deans Canada (EDC) was invited to attend a portion of the meeting to discuss areas of common interest. L. Golding's upcoming retirement on November 30 was announced and her invaluable contribution over her 20-year career was recognized. The presentation slides will be shared on the website.

## 2.5 Presidents Group report

M. Sterling provided the update of the Presidents Group's meeting on October 1. Representation was present from all regulators. The presentation slides will be shared on the website.

### 3. **Consent agenda**

#### 3.1 Approval of minutes

- a) THAT the minutes of the May 22, 2020 Board meeting be approved as presented.
- b) THAT the minutes of the June 15, 2020 Board meeting be approved as presented.

#### 3.2 Confirmation of motions approved electronically (attachment page 59 to 72)

- a) THAT motion 5838, as electronically approved by the Board, be confirmed.
- b) THAT motions 5846 and 5847, as electronically approved by the Board, be confirmed.

#### 3.3 National positions statement

THAT the new national position statement "Professional practice in cyber security" be approved.

### ***Motion 2020-10-2D***

***Moved by M. Wrinch, seconded by S. Jha***

***THAT the consent agenda items 3.1a), b), 3.2, and 3.3 be approved.***

***Carried***

Staff were commended for the adjustments made to national position statement on the Professional Practice in Cyber Security.

### 4. **Board business/required decisions**

#### 4.1 2021 draft budget

D. Gelowitz presented the pre-circulated draft budget. In response to questions from directors, the following clarifications were provided:

- Secretariat services relate to Board and committee support, and corporate services relate to internal organization enablers, including staffing and facilities.
- The current Per Capita Assessment recommendation to maintain the fee at \$10.21 is based on the level of Engineers Canada's reserves and several factors in the environment that can shift, including PEO's decision, to be made in November, on their participation in the affinity program.

#### 4.2 CEAB draft work plan

B. Dony presented the pre-circulated draft work plan which will be presented for approval at the December Board meeting, noting that feedback received can be incorporated prior to approval. The following discussion was captured:

- The general visitor reports template has not been eliminated. Its use is being considered; there has been discussion with the regulators and a work group is focused on making improvements to the template.
- The CEAB has a task force focused on how to best conduct the three required visits with COVID-19 restrictions in place. They are determining what can be done within the criteria to ensure safe, appropriate visits are accomplished that include lab tours and interviews with individuals involved in the programs. These visits will take place in January and February 2021, with decisions made in June.

- With the trend in universities encouraging online learning, there was question as to whether the current system allows for these online programs to be translated to accreditation units (AUs). B. Dony referred to the interpretive statement on distance learning, that indicates if the rigor of the online program is equivalent to face to face program, it is considered equivalent. There has been significant discussion as to whether the AU is the right measurement tool for online programming since it focuses on the face to face environment, and there is a CEAB group considering this within the accreditation criteria.
- In response to a question on how the COVID-19 task force’s recommendations are being incorporated into the virtual reviews scheduled for next year, B. Dony noted that statements have been issued to HEIs to communicate the accommodations the CEAB is allowing that are not within the criteria, as well as reminders of accommodations that are within the criteria.

#### 4.3 CEQB draft work plan

M. Mahmoud presented the pre-circulated draft work plan which will be presented for approval at the December Board meeting.

The draft content of the 2022-2024 strategic plan features a priority to “strengthen the foundation of accreditation” which includes an investigation of minimum academic requirements for licensure. It was suggested that the Board consider postponing the national feasibility study, to minimize unnecessary work should this priority be approved in May. It was noted that two regulators were in favour of postponing. No decision was taken.

K. King reported that the National Admission Officials Group (NAOG) unanimously supported moving ahead on the national feasibility study starting in January 2021. It aligns well with the proposed strategic priority for 2022-2024 of “strengthen the foundation of accreditation” and could be considered foundational work done in support of the proposed priority, should it be approved.

#### 4.4 Policy updates

N. Hill presented the Governance Committee’s recommendations on the policies for review, addition, and rescindment, as noted in the pre-circulated documents. New formatting will be applied to the revised and new policies upon approval.

#### ***Motion 2020-10-3D***

***Moved by N. Hill, seconded by C. Sadr***

***THAT the Board, on recommendation of the Governance Committee, approve:***

- a) the revisions to Policy 6.4, Finance, Audit and Risk (FAR) Committee terms of reference***
- b) the new Policy 7.12, Net assets***
- c) rescinding Policy 7.6, Reserve funds***

***Carried with two-thirds majority***

#### 4.5 Finance, Audit, and Risk (FAR) Committee work plan

D. Gelowitz presented on behalf of FAR, as pre-circulated.

#### ***Motion 2020-10-4D***

***Moved by D. Gelowitz, seconded by S. Jha***

***THAT the Board approve the 2020-2021 Finance, Audit, and Risk Committee work plan.***

***Carried***

#### 4.6 Governance Committee work plan

N. Hill presented the work plan as pre-circulated, noting that the Key Performance Indicator (KPI) work will move to the March meeting; it is delayed but remains on track for completion this year.

#### ***Motion 2020-10-5D***

***Moved by N. Hill, seconded by J. Card***

***THAT the Board approve the 2020-2021 Governance Committee work plan.***

***Carried***

#### 4.7 Human Resources (HR) Committee work plan

D. Lynch presented the work plan as pre-circulated.

#### ***Motion 2020-10-6D***

***Moved by D. Lynch, seconded by K. Reid***

***THAT the Board approve the 2020-2021 Human Resources Committee work plan.***

***Carried***

#### 4.8 Operational imperative 7: Managing risks and opportunities associated with mobility of work and practitioners internationally

G. McDonald presented the sub-strategy, highlighting the efforts of B. Strawczynski and S. Price in the research and consultations to reach these recommendations. The following was noted:

- There are four intended outcomes; the fifth intended outcome, to: “provide regulators with a timely and accurate assessment of the risks and opportunities associated with mobility of work and practitioners internationally” was discontinued. Upon discussing with the regulators, it was decided that due to the individual nature of the risks, regulators could best manage this area themselves.
- International mobility includes the Washington Accord, as well as the practice agreements with the Asia-Pacific Economic Cooperation (APEC) and the International Engineering Alliance (IEA).

#### ***Motion 2020-10-7D***

***Moved by S. Jha, seconded by D. Nedohin-Macek***

***THAT the Board approve the proposed sub-strategy for Operational imperative 7, on recommendation of the CEO.***

***Carried***

#### 4.9 Engineers Canada scholarship program

G. McDonald presented the sub-strategy, prepared by B. Gibson and J. Southwood. Findings state Engineers Canada should continue with post-graduate awards and discontinue the ceremonial dinner, to reallocate the funds to further awards, including undergraduate awards. The following discussion was captured:

- HEIs’ response to the survey question about whether the scholarship program helps Engineers Canada to achieve its purpose had a high level of “neither agree nor disagree” responses. This is reflective of the HEIs’ unfamiliarity with Engineers Canada’s purpose, and does not indicate concern.
- Sponsors include TD Insurance and Manulife, and they were both in support of the proposed shift away from the scholarship dinner. They would like to continue to be profiled through the program

and Engineers Canada will work closely with them to achieve this in other ways, including through social media and other marketing opportunities.

***Motion 2020-10-8D***

***Moved by C. Sadr, seconded by C. Bellini***

***THAT the Board approve the recommendations from the scholarship program review, on recommendation of the CEO.***

***Carried***

**4.10 Director technology allowance**

D. Chui presented the pre-circulated briefing note and outlined the need for the technology allowance. The following discussion was captured:

- If this allowance were to be implemented without requiring receipts for actual expenses incurred, more information is needed to confirm if the allowance would be considered a taxable benefit.
- To ensure compliance with the Engineers Canada By-law, directors would need to sign and attest to the expenses incurred. Directors not incurring expenses on technology would not be expected to make a claim.
- It is possible the proposed amount is too low to properly cover the expenses that would be incurred by a volunteer who is not supported by professional tools.
- This should be considered for all Engineers Canada volunteers (e.g. CEAB and CEQB members) and not just the Board. With all volunteers considered, the financial implications would increase significantly.

***Motion 2020-10-9D***

***Moved by D. Chui, seconded by S. Jha***

***THAT the Board approve a technology allowance of up to a maximum \$300 for each Board director per year, and that the Governance Committee incorporate this allowance in their upcoming review of policy 7.1 Board, committee, and other volunteer expenses, upon recommendation of the president-elect.***

***Defeated (8 in favour; 14 against)***

**5. Reports to the Board**

Board committees provided updates, with supporting slide presentations available on the Engineers Canada website. The CEAB and CEQB presented their updates in conjunction with the interim report, and the CEAB was asked to report specifically on the progress made with the issues raised by the Engineering Deans Canada (EDC).

**5.1 CEAB**

B. Dony reported on the issues raised by the EDC and how the CEAB is working to address them. The following discussion was captured:

- The report was commended for assisting the Board to understand the issues. A follow-up report from the CEAB would be helpful in six to eight months, to update the Board on progress with the remaining issues. Additionally, it was noted that the CEAB has a process to monitor and respond to the EDC concerns, including the work of the Policies and Procedures Committee.

- EDC is the national body responsible for reporting back to the provincial deans' organizations on matters such as the communications had with the CEAB. It was noted that there is no consistent approach to liaising between regulators and deans from each HEI, and that it varies per province.
- B. Dony noted, in response to a question about how the regulators can raise issues to the CEAB, that the P&P does have two regulator representatives appointed by the regulators who provide valuable input to the discussion. Additionally, CEAB reports to the Engineers Canada Board, who report to the Member Regulators. There is no formal association between the CEAB and EDC, however efforts are made through the linkage with the Deans' Liaison Committee (DLC) to ensure communication is open.
- M. Warken highlighted the new annual data collection process through "Accountability in Accreditation" as an additional mechanism to capture regulators' feedback on accreditation. It is open now, and many have provided their annual feedback already.
- J. Nicell, chair of the EDC, suggested that:
  - "international student exchanges and CEAB accreditation requirements" should be added to the CEAB's reporting of EDC-related concerns, as it is still pending resolution.
  - a similar presentation should be provided at the upcoming meeting of the P&P and the DLC, as well as at a future EDC meeting.
  - EDC concerns are not only raised about consultation, but about approvals. Interpretive statements do not require Board approval, and since they have implications on HEIs, there is concern that the level of oversight is not adequate.

## 5.2 FAR Committee

D. Gelowitz provided the update on behalf of the FAR Committee. Committee members were thanked for their work to date.

## 5.3 Risk register

D. Gelowitz presented the risk register, and the following discussion was captured:

- Directors are welcome to provide input to the FAR Committee on risks that should be considered for placement on the register.
- The term "moderate" requires further definition, to promote a common understanding, and reduce individual interpretation.
- With committees reviewing the risks, they may not be doing so from the larger Board perspective and in relation to other risks outside their view.
- With regards to a mitigated risk area, that demonstrates the organization has taken necessary required action, it was noted that risks are removed from the Board report chart once they indicate green and are then maintained by staff.
- Additional labels would help the Board understand if the risk applies to the whole organization or only to a specific goal/program.
- It was noted that since Board risk #45 - *Failure to demonstrate consistent regulatory practices nationally* does not naturally fit within a Board committee owner, FAR will monitor the risk through staff input, reflecting regulator feedback.



- Board risk #35 – *Holism of the federation* will be adjusted for the December meeting reporting, given the developments documented in the critical risk review.
- Mitigative action should be included in the risk table, to better understand what effort is required.

#### 5.4 Governance Committee

N. Hill provided the update on behalf of the Governance Committee. Staff's efforts were commended, and the committee was thanked for their engagement in the meetings.

#### 5.5 HR Committee

D. Lynch provided the update on behalf of the HR Committee. The committee members and staff were commended for their outstanding efforts.

#### 5.6 Board's 30 by 30 Champion

J. Dunn provided the update. C. Polyzou and J. Southwood were commended for their leadership in this work. The following questions were addressed:

- M. Mahmoud discussed the timelines for the public guideline for engineers and engineering firms on the topic of diversity and inclusion that would support these efforts. It is currently delayed but could be expedited. This will be further discussed with the CEQB work plan approval in December.
- With regards to the provinces that are having success with 30 by 30 and in response to a request that their practices be shared, J. Southwood noted that the report on regulators' best practices in EIT programs will be provided to the Board in February, together with the annual aspirational score card that will demonstrate how different regulators are progressing. Additionally, a confidential 30 by 30 report card including yearly targets is proposed in the 2022-2024 strategic plan.
- 30 by 30 does not seem to be on track to achieve its target, and a question was raised on how this will be mitigated. J. Southwood noted that COVID-19 will impact women who are on track to contribute to the 30 by 30 percentage. While graduates of CEAB-accredited programs is the key stream being monitored, many regulators note that it may be foreign-licensed engineers who should be monitored instead. The February reporting will assist the Board in better understanding the situation and to share best practices. If the data indicates the goal will not be realized, mitigation plans to manage reputational risk will be provided at a future date.

#### 5.7 Annual advocacy report

G. McDonald presented the pre-circulated report. It was confirmed that all national position statements are added to the public website once approved.

### **6. Other business**

On behalf of the Board, L. Golding was thanked for her work, with wishes for happy and healthy retirement. No other business was brought forward.

### **7. Next meetings**

The Board discussed the format of the December meeting, and whether to move forward with planning the in-person portion in Ottawa. The Board agreed that with the rising rates of COVID-19, until further notice, all meetings will be hosted exclusively virtual. Planning for in-person meetings will not resume until the earliest, the May 2021 meetings in Halifax. The next meetings of the Engineers Canada Board are scheduled as follows:

- December 7, 2020 (virtual)

- February 22-24, 2021 (virtual)
- April 7, 2021 (virtual)
- May 26-29, 2021 (Halifax, NS)

## 8. In-camera sessions

A session was added to follow 8.1, to review the in-camera decision made on August 7.

### 8.1 Board members, direct reports, CEO advisor and staff

#### **Motion 2020-10-10D**

**Moved by C. Sadr, seconded by D. Lynch**

**THAT the meeting move in-camera and be closed to the public at the recommendation of the Board. The attendees at the in-camera session shall include Board directors, the Engineers Canada CEO, the chairs of the CEAB and CEQB, the CEO Group advisor to the Board, the secretary, and the governance administrator.**

**Carried**

### 8.2 Board members, CEO advisor and staff

#### **Motion 2020-10-11D**

**Moved by C. Bellini, seconded by S. Jha**

**THAT the meeting move in-camera and be closed to the public at the recommendation of the Board. The attendees at the in-camera session shall include Board directors, the Engineers Canada CEO, the CEO Group advisor to the Board, the secretary, and the governance administrator.**

**Carried**

Directors V. Benz, T. Joseph, and J. Tink declared a conflict of interest in respect of the in-camera discussion item and did not vote.

#### **Motion 2020-10-12D**

**Moved by S. Jha, seconded by J. Dunn**

**THAT the decision of the August 7, 2020 in-camera Board meeting be approved, as recorded.**

**Carried**

### 8.3 Board members and CEO

#### **Motion 2020-10-13D**

**Moved by M. Wrinch, seconded by C. Sadr**

**THAT the meeting move in-camera and be closed to the public at the recommendation of the Board. The attendees at the in-camera session shall include Board directors, and the Engineers Canada CEO.**

**Carried**

### 8.4 Board members only

#### **Motion 2020-10-14D**

**Moved by D. Chui, seconded by D. Gelowitz**

**THAT the meeting move in-camera and be closed to the public at the recommendation of the Board. The attendees at the in-camera session shall include Board directors.**

**Carried**

***Motion 2020-10-15D***

***Moved by C. Sadr, seconded by J. Dunn***

***THAT the meeting move out of in-camera.***

***Carried***

**9. Closing**

With no further business to address, the meeting closed at 3:30pm ET, and directors were invited to join the virtual happy hour.

*Minutes prepared by C. Mash for:*

Jean Boudreau, FEC, P.Eng. President

Evelyn Spence, LL.B., CIC.C, Corporate Secretary