



**MINUTES OF THE 99TH MEETING OF THE
QUALIFICATIONS BOARD**

**THURSDAY, SEPTEMBER 7, 2017
DELTA HOTEL, EDMONTON, ALBERTA**

From 9:00 AM to 5:00 PM MDT

**AGENDA OF THE 99TH MEETING
(SEPTEMBER 2017)**

	Agenda Item	Presenter
1	Opening of the meeting	
1.1	Call to order and introduction of attendees	D. Peters
1.2	Approval of the agenda	D. Peters
2	Approval of minutes of the previous meeting (attachment 2) <i>Motion: That the minutes from the 98th meeting of the Qualifications Board held on April 1st, 2017, be approved as distributed.</i>	D. Peters
3	Review of action items from previous meetings	M. Ouellette
4	Committee reports	
4.1	Engineer-in-Training Committee	R. LeBlanc
4.1.1	Model Guide: Direct Supervision (attachment 4.1.1) <i>Motion: That the Model Guide: Direct Supervision be approved for consultation.</i>	R. LeBlanc
4.2	Syllabus Committee	F. Collins
4.2.1	Revised Petroleum Engineering Syllabus (attachment 4.2.1) <i>Motion: That the Petroleum Engineering Syllabus be approved for distribution.</i>	F. Collins
4.2.2	Revised syllabi (attachment 4.2.2.A-C) <i>Motion: That the following syllabi be approved for consultation:</i>	F. Collins

	<ul style="list-style-type: none"> • <i>Environmental Engineering Syllabus</i> • <i>Software Engineering Syllabus</i> • <i>Geological Engineering Syllabus</i> 	
4.2.3	<p>Draft General Direction for the Guideline on the Assessment of Non-CEAB Applicants (attachment 4.2.3)</p> <p><i>Motion: That the Draft General Direction for the Guideline on the Assessment of Non-CEAB Applicants be distributed for consultation.</i></p>	F. Collins
4.3	Practice Committee	J. Helfrich
4.3.1	<p>Revised Guideline on Authentication of Engineering Documents (attachment 4.3.1)</p> <p><i>Motion: That the Guideline on Authentication of Engineering Documents be sent for consultation.</i></p>	J. Helfrich
4.3.2	<p>Draft General Direction for the White Paper on Qualified Persons (attachment 4.3.2)</p> <p><i>Motion: That the Draft General Direction for the White Paper on Qualified Persons be distributed for consultation.</i></p>	J. Helfrich
4.4	Continuing Competence Committee	I. Sloman
4.5	Admission Issues Committee	D. Riopel
4.5.1	<p>Draft General Direction for the Guideline on Limited Practice Licenses (attachment 4.5.1)</p> <p><i>Motion: That the General Direction for the Guideline on Limited Practice Licenses be distributed for consultation.</i></p>	D. Riopel
4.5.2	<p>Task Force Report on the International Institution Degree Database (IIDD) Initiative (attachment 4.5.2)</p> <p><i>Motion: That the Task Force Report on the IIDD Initiative be approved as distributed.</i></p>	D. Riopel
4.6	International Engineering Academic Qualifications Committee (attachment 4.6)	R. Fraser
4.7	Environment and Sustainability Committee	M. Mahmoud
4.7.1	<p>Revised Guideline on Site Remediation (attachment 4.7.1)</p> <p><i>Motion: That the Revised Guideline on Site Remediation be distributed for consultation.</i></p>	M. Mahmoud
4.7.2	<p>Revised Guideline: Principles of Climate Adaptation and Mitigation for Engineers (attachment 4.7.2)</p> <p><i>Motion: That the Revised Guideline: Principles of Climate Adaptation and Mitigation for Engineers be distributed for consultation.</i></p>	M. Mahmoud

4.8	2017-19 Qualifications Board Work Plan Status Update (attachment 4.8)	D. Peters
5	Comments from the regulators	D. Peters
6	Information and Discussion Items from Engineers Canada	
6.1	Proposed changes to the Qualifications Board Terms of Reference (attachment 6.1)	D. Peters
6.2	Report on Engineers Canada Board Activities and Decisions	D. Lynch
6.3	Report from the Accreditation Board	W. MacQuarrie
7	Information Items from Regulators	
7.1	National Groups	
7.1.1	National Admissions Officials Group Update	M. Fewer
7.1.2	National Practice Officials Group Update	K. Dove
7.1.3	National Discipline & Enforcement Officials Group Update	E. Swartz
7.2	Update on Engineers Geoscientists British Columbia's Canadian Environment Experience Project	G. Pichler
8	Items added to the agenda	D. Peters
9	Future meetings <i>The next QB teleconference call will be on January 25th, 2018.</i> <i>The next QB meeting will be held in Gatineau, on April 7-8, 2018.</i>	D. Peters
10	Review of action items of 99th Qualifications Board meeting	M. Ouellette
11	Adjournment	D. Peters

**MINUTES OF THE 99TH MEETING
(SEPTEMBER 2017)**

1. Opening of the meeting

The Chair welcomed everyone. The new QB member representing Alberta, Northwest Territories and Nunavut, Frank George, introduced himself. The Chair noted that there would be many opportunities throughout the year for Officials Groups to provide feedback on QB documents.

1.1. Call to order and introduction of attendees

Attendees

Qualifications Board Members	Dennis Peters, PhD, FEC, SMIEEE, P.Eng.	(CHAIR)
	Paul Blanchard, FEC, P.Eng.	(PAST CHAIR)
	Ron LeBlanc, FEC, P.Eng.	(VICE-CHAIR)
	Frank George, FEC, FGC (Hon.), P.Eng.	Alberta, Northwest Territories and Nunavut
	Frank Collins, P.Eng.	Atlantic Provinces
	Mahmoud Mahmoud, PhD, FEC, P.Eng.	British Columbia/Yukon
	Jerry Helfrich, FEC, P.Eng.	Member-at-Large
	William Jackson, FEC, P.Eng.	Member-at-Large
	Roydon Fraser, PhD, FEC, P.Eng.	Ontario
	Diane Riopel, PhD, FIC, ing.	Québec
Ian Sloman, P.Eng.	Saskatchewan, Manitoba	
Engineers Canada Board Representatives	David T. Lynch, PhD, FCAE, FCIC, FEIC, FEC, FGC (Hon.), P.Eng.	Engineers Canada Board
Observers	Wayne MacQuarrie, FEC, P.Eng.	CEAB Chair
	Monica Varga, PhD, FEC, FGC (Hon.), P.Eng.	APEGA
	Kate Sisk, MA	APEGNB
	Shawna Argue, MBA, FCSSE, FEC, FGC (Hon.), P.Eng.	APEGS
	E. Ferguson Earnshaw, P.Eng.	APEGS
	Kate MacLachlan, PhD, FEC (Hon.), FGC, P.Geo.	APEGS
	Russ Kinghorn, MBA, FEC, P.Eng., IntPE	Engineers Canada Board
	Gillian Pichler, FEC, P.Eng.	Engineers Geoscientists British Columbia
	Mark Rigolo, P.Eng.	Engineers Geoscientists British Columbia
	Efrem Swartz, LLB	Engineers Geoscientists British Columbia
	Claudia Shymko	Engineers Geoscientists Manitoba
	Kris Dove, MBA, P.Eng.	Engineers Nova Scotia
	Sandra Oickle	Engineers Nova Scotia
	Jim Landrigan, P.Eng.	Engineers PEI
	Lad Kucis, LLB	Gardiner Roberts LLP
	Linda Golding, FEC (Hon.), FGC (Hon.)	NAPEG
	Marie-Pierre Fafard, MBA, P.Eng.	OIQ
	Mark Fewer, FEC (Hon.)	PEGNL
Michael Price, MBA, P.Eng.	PEO	
Engineers Canada Staff	Mélanie Ouellette, MA, MBA	Practice Lead, Qualifications
	Kyle Smith, MSc, P.Eng.	Practice Lead, Assessments

	David Lapp, FEC, P.Eng.	Practice Lead, Globalization and Sustainable Development
	Colin Brown, PMP, CPC, ELI-MP	Vice President, Operations and Projects
	Lynn Villeneuve, LLB	Practice Lead, Accreditation
	Maria Arrieta, MSc, MRI	Practice Lead, Foreign Credentials
	Catherine Christoffersen	Administrator, Regulatory Excellence
	Beryl Strawczynski, MA	Practice Lead, Discipline and Enforcement
	Randa Dirani	Researcher, International Institutions

Regrets

Qualifications Board Members	Usha Kuruganti, PhD, FEC, P.Eng.	Atlantic Provinces
Engineers Canada Board Representatives	Sandra Gwozdz, FIC, Ing.	Engineers Canada Board

1.2. Approval of the agenda

Motion: That the agenda of the 99th Meeting of the Qualifications Board be approved, moved by Ian Sloman and seconded by Diane Riopel. The agenda was approved unanimously.

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

A typo was noted in Item #3 Review of the Action Items: "form" should be "from". The minutes will be revised to say that the motion to approve the revised syllabi was moved by the Chair *on behalf of* Frank Collins, who was not present. Corrections to the French version of the minutes will be provided to the secretariat (action item 98.1).

Motion: That the minutes from the 98th meeting of the Qualifications Board held on April 1st, 2017, be approved as distributed, moved by Mahmoud Mahmoud and seconded by Ron LeBlanc. Frank Collins abstained. The minutes were approved.

3. Review of action items from previous meetings

All action items from the previous meeting were completed. The Chair noted that a list of QB members' terms had been added to the collaboration space.

4. Committee reports

4.1. Engineer-in-Training Committee

The Chair of the Engineer-in-Training Committee explained that the committee was reviewing the Frequently Asked Questions for Engineers-in-Training and Members-in-Training on the Engineers Canada website to ensure that the FAQs are still relevant for EITs. The committee has prepared surveys for recently licensed P.Engs, engineering students nearing graduation, and the Canadian Federation of Engineering Students to determine what information they need in the FAQs. The committee will ask regulators to send the surveys on its behalf in the fall. Once the survey results have been received, the FAQs will be updated.

The committee had reviewed the Model Guide: Direct Supervision and found that revisions other than minor corrections were not necessary. Regulators will receive the model guide for consultation in the fall. Upcoming committee projects are to review the Guideline on Implementing Mentoring Programs and develop a Guideline on Enabling Entrepreneurship, both of which will follow QB's guideline development and review process.

4.1.1. Model Guide: Direct Supervision (attachment 4.1.1)

Motion: That the Model Guide: Direct Supervision be approved for consultation, moved by Ron LeBlanc and seconded by Roydon Fraser. The motion was carried unanimously.

4.2. Syllabus Committee

The Chair of the Syllabus Committee reported that the committee has drafted a general direction for the Guideline on the Assessment of Non-CEAB Applicants that was based on feedback from the National Admission Officials Group (NAOG), regulators and other groups. The committee had collaborated with regulators to compile information on their assessment practices for non-CEAB applicants. The draft direction will be opened for consultation in the fall. The committee will seek QB's approval on the draft guideline in January 2018, after which the guideline will be consulted on again.

In addition, the committee will draft a Model Guide on the Use of the Syllabi for consultation following the QB meeting in January 2018. The Committee Chair noted this model guide had been the original request, but the committee had decided to complete both the Model Guide on the Use of the Syllabi and the Guideline on the Assessment of Non-CEAB Applicants in order to better address the complexities of different practices across the country. The planned completion date for both documents is April 2018.

The committee will prepare the Basic Studies and Marine Engineering syllabi for approval at the January 2018 meeting, and will then consult regulators on them. The planned completion date for the syllabi is April 2018.

4.2.1. Revised Petroleum Engineering Syllabus (attachment 4.2.1)

The Petroleum Engineering Syllabus was finalized based on feedback received from reviewers and regulators. It was noted that if approved, the syllabus would be published on the Engineers Canada website.

Motion: That the Petroleum Engineering Syllabus be approved for distribution, moved by Frank Collins and seconded by Roydon Fraser. The motion was carried unanimously.

4.2.2. Revised syllabi (attachment 4.2.2.A-C)

It was noted that if approved by QB, the committee would seek feedback from NAOG boards of examiners on these three syllabi, incorporate their feedback, then present the syllabi to QB for approval.

Motion: That the following syllabi be approved for consultation:

- *Environmental Engineering Syllabus*
- *Software Engineering Syllabus*
- *Geological Engineering Syllabus*

The motion was moved by Frank Collins and seconded by Roydon Fraser. The motion was carried unanimously.

It was decided that the committee would also consult on the number of exams that regulators use for these syllabi. It was noted that the syllabi are inconsistent in the number of exams they prescribe.

A QB member commented that some of the textbook lists were over twenty years old and that it is possible that the individuals who develop the exams use a different textbook list.

4.2.3. Draft General Direction for the Guideline on the Assessment of Non-CEAB Applicants (attachment 4.2.3)

Motion: That the Draft General Direction for the Guideline on the Assessment of Non-CEAB Applicants be distributed for consultation, moved by Frank Collins, seconded by Roydon Fraser. The motion was carried unanimously.

A QB member expressed the view, which they noted was not reflected in the current document, that in the admissions process for non-CEAB applicants, assessors look at veracity, breadth of the program and depth of the program, and then perform a confirming process for breadth and depth. The member stated that CEAB also investigates facilities and service quality for the purpose of risk reduction. The member expressed the view that one goal of the admissions process is to reduce risk by setting standards for depth and breadth and actual knowledge of the individual.

The QB Chair noted that the general direction document would be consulted on with regulators following the QB meeting, and that there would be many future opportunities to comment.

4.3. Practice Committee

The Chair of the Practice Committee noted that the committee membership had expanded to include Frank George and Kris Dove of the National Practice Officials Group.

4.3.1. Revised Guideline on Authentication of Engineering Documents (attachment 4.3.1)

The Committee Chair noted that the Revised Guideline on Authentication of Engineering Documents had been approved by QB in April 2017. However, after receiving legal concerns from a regulator regarding the document's statement that the use of the seal did not carry legal weight, the Practice Committee decided to conduct a legal review of the guideline. Having completed the legal review, the committee will now consult with the Practice Officials on the newly revised guideline.

Motion: That the Guideline on Authentication of Engineering Documents be sent for consultation, moved by Jerry Helfrich and seconded by Mahmoud Mahmoud. The motion was carried unanimously.

4.3.2. Draft General Direction for the White Paper on Qualified Persons (attachment 4.3.2)

The Committee Chair explained that Engineers Canada had engaged a legal consultant to develop the paper. It was decided that when consulting with Discipline and Enforcement Officials, the committee would seek anecdotal evidence from regulators about practitioners working under demand-side legislation without being licensed, as well as any examples of disciplinary action in these cases (**action item 98.2**). An observer noted that in British Columbia, the professional reliance model is a significant issue. It was suggested that the white paper would be political due to its subject matter, and it was noted the target audience would be regulators. It was commented that the Engineers Canada Board identifies Qualified Persons as a top issue and approved a national position statement on the topic, of which the Practice Committee is being kept apprised. A suggestion was made to keep the municipal and rural aspects of the issue in mind, not just federal or provincial aspects.

Motion: That the Draft General Direction for the White Paper on Qualified Persons be distributed for consultation, moved by Jerry Helfrich and seconded by Mahmoud Mahmoud. The motion was carried unanimously.

4.4. Continuing Competence Committee

The Chair of the Continuing Competence Committee presented that the committee was updating the Guideline on Continuing Professional Development and Continuing Competence for Professional Engineers. The Committee Chair noted that many changes had been made to regulators' continuing professional development (CPD) programs since the guideline was last updated in 2004. It was noted that the committee prefers the term "required" to "mandatory". Regulators' early feedback on the guideline had been collected at a teleconference in June where seven regulators were represented. The feedback from this early workshop would be discussed at the QB workshop on September 8. The committee will seek QB approval for the general direction of the revised guideline at the January 2018 QB meeting, after which the revised guideline will be further consulted on.

4.5. Admission Issues Committee

The Chair of the Admission Issues Committee presented that the committee had drafted a general direction for the Guideline on Limited Practice Licenses and would seek feedback on the guideline.

4.5.1. Draft General Direction for the Guideline on Limited Practice Licenses (attachment 4.5.1)

The committee proposed that the guideline would have three sections: one on requirements to obtain a limited practice licence, one on scope of practice, and one on communicating the scope of practice. For the requirements section, the committee would seek regulators' feedback on its proposal that the lowest common denominator be used. It was noted that the scope of practice section could take two different approaches. One approach could be to outline criteria for evaluating an applicant in the scope of practice section. Another approach could be to outline categories of limited licenses in the scope of practice section. The committee would seek regulators' feedback on these questions.

It was noted that the goal of the guideline would be to help improve mobility for limited practice licence holders and to help regulators currently without limited practice licences to understand the requirements for obtaining one. It was decided the committee would further discuss the administration of limited practice licences.

Motion: That the General Direction for the Guideline on Limited Practice Licenses be distributed for consultation, moved by Diane Riopel and seconded by William Jackson. The motion was carried unanimously.

4.5.2. Task Force Report on the International Institution Degree Database (IIDD) Initiative (attachment 4.5.2)

It was explained that QB was seeking approval for a report prepared by NAOG, as a task force under QB, on the International Institution and Degree Database (IIDD). It was presented that IIDD is one tool available to regulators for assessing non-CEAB applicants. A task force consisting of NAOG had been formed in September 2016 to review the maintenance of the IIDD. The task force had found that the IIDD is a useful tool, but that it would require changes if it were to continue. The recommended changes were presented in a PowerPoint presentation. Overall, the task force advised transitioning the IIDD from recommending treatments of applicants towards simply presenting information about institutions, regardless of the institution's quality. It was noted that information found to be inaccurate would be deleted or updated, but all correct information would be stored in the database perpetually.

A QB member expressed that IIDD is a useful tool in assessing applicants, but that it should not be used to fast-track or exempt applicants in any way, including in other elements of academic credential assessment. Another QB member commented that the IIDD would simply provide information, and the purpose of this information would have to be carefully thought out. The member emphasized that the assessment process would still require looking at individual courses, as the IIDD would not address breadth. Finally, the member noted that the IIDD must never be used in the confirmatory process.

A QB member asked whether QB should endorse engagement with World Education Services (WES), and it was noted that Engineers Canada is currently looking into involvement with WES. A suggestion was made that an audit process would improve the veracity and defensibility of the IIDD. Concerns brought up by QB members and observers included accuracy of data, maintenance costs, and the potential for the intent of the IIDD to be misinterpreted by others. Regarding the concern over accuracy, it was suggested that data could be time-stamped and that all information should have references.

Motion: That the Task Force Report on the IIDD Initiative be approved as distributed, moved by Diane Riopel and seconded by Roydon Fraser. The motion was carried unanimously.

Motion: that QB approves the recommendations in principle and will further assess their viability, moved by Roydon Fraser and seconded by Diane Riopel. Frank Collins abstained. The motion was carried.

4.6. International Engineering Academic Qualifications Committee (attachment 4.6)

It was noted that much of the work of the International Engineering Academic Qualifications Committee (IEAQC) had been taken up by the Syllabus Committee of QB, and that the task force recommendations on the IIDD were not part of the IEAQC's original mandate.

Motion: That the International Engineering Academic Qualifications Committee be stood down, moved by Roydon Fraser and seconded by Ian Sloman. The motion was carried unanimously.

Delegation of the IEAQC's responsibilities was discussed. It was suggested that a task force be struck to determine how the recommendations from the report on the IIDDD should be implemented. A QB member suggested that the task force include a member who could provide an international perspective.

Motion: That the QB Executive Committee create a Terms of Reference for a task force including at least one member from the NAOG task force and one member from QB to implement the recommendations of the IIDDD report, moved by Roydon Fraser and seconded by Frank Collins. The motion was carried unanimously. (action item 98.3)

4.7. Environment and Sustainability Committee

The Chair of the Environment and Sustainability Committee noted that the committee is currently revising the Guideline on Site Remediation and developing a Guideline on Climate Change Adaptation and Mitigation for Engineers. The guidelines were developed by subcommittees consisting of subject matter experts from across Canada, and then reviewed by other experts from outside of the committee. After the Guideline on Site Remediation and Guideline on Climate Change Adaptation and Mitigation for Engineers are completed, the committee will begin developing a White Paper on Environmental Engineering.

In addition to the development of these guidelines, the committee is developing a massive open online course (MOOC) on the Guideline on Environmental Stewardship and Sustainable Development in collaboration with Polytechnique Montréal, which will be completed by April 2018. The committee has also provided input to the federal government on the discussion paper on environmental and regulatory reviews, the federal sustainable development strategy, and the government's expert panel's recommendations on environmental assessment, and will provide input on the Open By Default pilot project.

4.7.1. Revised Guideline on Site Remediation (attachment 4.7.1)

The guideline had been revised by a subcommittee of subject matter experts. It was noted that if approved by QB, the revised guideline would be sent to regulators for consultation. There was a suggestion that the document include a 1-2 page executive summary.

Motion: That the Revised Guideline on Site Remediation be distributed for consultation, moved by Mahmoud Mahmoud and seconded by Jerry Helfrich. The motion was carried unanimously.

4.7.2. Revised Guideline: Principles of Climate Adaptation and Mitigation for Engineers (attachment 4.7.2)

Like the Guideline on Site Remediation, the Guideline: Principles of Climate Adaptation and Mitigation for Engineers was developed by a subcommittee of experts. It was decided that the committee would add the QB definition of sustainable development to the guideline before sending the guideline for consultation (action item 98.4).

Motion: That the Revised Guideline: Principles of Climate Adaptation and Mitigation for Engineers be distributed for consultation, moved by Mahmoud Mahmoud and seconded by Jerry Helfrich. The motion was carried unanimously.

4.8. 2017-19 Qualifications Board Work Plan Status Update (attachment 4.8)

The Chair noted that nine guidelines are on schedule and one guideline is behind schedule, as it is being consulted on for a second time.

5. Comments from the regulators

The Chair invited regulators to comment on the work plan or any other topic. A representative from Engineers Geoscientists British Columbia requested that QB address the issue of the professional reliance model. A QB member recommended ensuring that the term “professional reliance model” is used by or would work for every regulator.

6. Information and Discussion Items from Engineers Canada

6.1. Proposed changes to the Qualifications Board Terms of Reference (attachment 6.1)

The Chair explained that the Executive Committee of QB developed recommendations to its Terms of Reference in advance of the Engineers Canada Board reviewing the nominations processes for QB and CEAB. The proposed changes address the need for increasing diversity on QB in all forms (gender, age, regional, discipline, Indigenous etc.), and identify desired skills or characteristics for a QB member. QB would also request to the Engineers Canada Board that it have two new members-at-large. It was noted that at the May 2017 meeting of the Engineers Canada Board, there had been significant concern about the lack of diversity on QB. There were questions about the Engineers Canada Board’s plan for achieving the 30 by 30 goal. Some QB members felt that the 30 by 30 goal was unlikely to be achieved without more concrete steps taken. An invitation was offered for those interested to join the Equitable Participation in Engineering Committee and to contact the President of Engineers Canada.

The QB Chair noted that the Executive Committee would like a clear nominations process identified in the Terms of Reference, as well as clear definitions and targets for diversity. The Executive Committee had decided to recommend not permitting regulator staff to be members of QB, as it believed this practice would pose a conflict of interest. The Executive Committee would like to continue with three-year terms. If a regulator wished to remove a current member, the Executive Committee proposes that the regulator would first approach QB on the issue. It was decided that the statement that the Engineers Canada Board would normally support the nominating committee’s recommendation (page 5, para. 2) be removed, as the QB Terms of Reference should refer only to what QB should do (action item 98.5).

Motion: that the document Proposed Changes to the Qualifications Board Terms of Reference, with the proposed change, be approved and brought to the Engineers Canada Board for consideration, moved by Frank Collins and seconded by Mahmoud Mahmoud. The motion was carried unanimously.

6.2. Report on Engineers Canada Board Activities and Decisions

An Engineers Canada Board representative gave an update on the board's recent activities. The board's Governance Task Force had been working on a new governance model, which includes a Nominations Group that is reviewing the nominating processes for all bodies, including CEAB and QB. It was noted that the 30 by 30 goal continues to be discussed and acted on. The size of the board had been a topic of significant discussion, as the members of regulators had given the instruction to reduce the board's size. The board continues to discuss the recruitment and transition of the new CEO and the new strategic plan, which is being developed through consultation with regulators and other bodies. More focus had been given to CEAB with its process improvements than QB. It was expressed that ensuring integration of QB and CEAB hasn't received much attention at the board, but should be discussed.

6.3. Report from the Accreditation Board

The Chair of CEAB provided a review of and update on the Accreditation Board (CEAB). CEAB is currently accrediting more than 280 programs and 44 HEIs in Canada. It will be visiting 66, 42, 61, and 38 programs in the next four years respectively. In 2017, 27 programs and 15 HEIs had been visited, with 74% of programs visited receiving either 6V or 3R. At its previous meeting, CEAB had developed a statement on program changes and is providing a consulting service to institutions to reduce the risk that new programs or institutions or changes to existing ones would not be approved by CEAB.

Stakeholder collaboration on graduate attributes had been undertaken starting in the fall of 2016 and would continue. CEAB will meet with the Deans Council in October 2017. There are now two CEAB representatives on its Policy and Procedural Committee, and CEAB will give presentations at Councils across the country. A task force met in the summer of 2017 to define the process for redefining accreditation units. A call for membership had been made in July 2017 and four members were chosen of twenty candidates received.

Several CEAB members attended the International Energy Alliance meeting in Alaska. It was noted CEAB advises the Engineers Canada Board on countries applying for signatory status with the Washington Accord. An application from Pakistan was supported, and an application from Chile was originally supported but then support was removed due to apparent Chilean government interference. CEAB is currently mentoring CACEI (Mexico) and CFIA (Costa Rica) to help them achieve signatory status.

Additionally, an accreditation improvement program was begun in July 2017, during which process visits and program advising will still be undertaken. An advisory committee was established to look at the systems within the accreditation program and ensure they are effective. A web page on program information is available on the Engineers Canada website under Accreditation.

7. Information Items from Regulators

7.1. National Groups

7.1.1. National Admissions Officials Group Update

The Chair of the National Admissions Officials Group (NAOG) presented that an annual plan had been developed in June 2017 that presented initiatives to happen in the upcoming year, including yearly on-going matters. Items included on the work plan are to support QB with admissions-related guidelines

and to share new developments with other Admissions Officials for group discussion. It was noted NAOG had discussions on competency-based experience assessment and the Canadian experience requirement. Additionally, NAOG had included the report on the IIDD included in the QB meeting package. Two new items on the work plan are to support QB in the development of a Guideline on the Assessment of Non-CEAB Applicants and to ensure that the national membership database remains useful for regulators. NAOG had recently completed a survey of regulators on the assessment of non-CEAB applicants on behalf of the QB Syllabus Committee.

7.1.2. National Practice Officials Group Update

The Chair of the Practice Officials Group explained that it is a new group and it will be meeting with other Officials Groups to determine its mandate. As part of a short term plan, the CEOs Group had requested that the Practice Officials develop a position on lifetime membership. The group will also review Engineers Canada prospectuses. Additionally, the Chair of the Practice Officials Group had participated in QB Practice Committee meetings, and the group will continue to provide feedback on QB documents. The group participated in a QB workshop on continuing professional development in June.

7.1.3. National Discipline & Enforcement Officials Group Update

The Chair of the National Discipline & Enforcement Officials Group presented that the group meets to share information and encourage the harmonization of standards for discipline and enforcement. The group maintains a database of disciplinary decisions, which is currently being refined. The group is also addressing matters relating to off-duty conduct, and had given positive feedback to Engineers Canada on an ethics prospectus. Additionally, the group's Chair participates in QB's Practice Committee meetings and the group provides feedback to QB during consultations.

7.2. Update on Engineers Geoscientists British Columbia's Canadian Environment Experience Project

It was explained that the Canadian Environment Experience Project is an initiative of NAOG that is facilitated by Engineers Geoscientists British Columbia and has received funding by the B.C. and Canadian governments. The initiative arose due to a decision from the Ontario Human Rights Commission that the one-year Canadian experience requirement was arbitrary and discriminatory. As a result, regulators had a need to determine what competencies were being sought under the Canadian experience requirement. Through consultation across the country, the project developed four competencies and thirteen applicant profiles. The project was tested with real applicants, but because only applicants who were unlikely to succeed were received, the initiative would require new, simplified outcomes. The initiative is running a competency-based assessment pilot with the four main competencies that were thought to be needed in a Canadian environment. All examples that applicants provide are validated. Feedback was invited on which competencies are absolutely required in a Canadian environment, and on the demo that is available online.

8. Items added to the agenda

The Chair had learned that the Engineers Canada Board's Governance Committee would recommend that the Chairs of CEAB and QB would no longer be advisors to the board, in addition to reducing the size of the board. The Chairs would, however, still report to the board. The QB Chair opened the topic for feedback. Some QB members agreed that the board was too large, while one felt that the Board needed better processes and the size was not an issue. It was noted that the request to reduce the

board size had come from members. It was thought the number of members would be 12-13 to represent each jurisdiction. The President of Engineers Canada noted that the board would always have non-voting members from CEAB and QB. The motion will be presented at the September board meeting, then consulted on, and will be voted on at the February board meeting.

It was noted that Kathryn Sutherland, who had served as the Secretary of QB, had resigned from Engineers Canada. It had been proposed to the CEO of Engineers Canada that the Practice Lead, Qualifications take on the role of Secretary.

9. Future meetings

The next QB teleconference call will be held on January 25, 2018. The next QB meeting will be held in Gatineau on April 7-8, 2018.

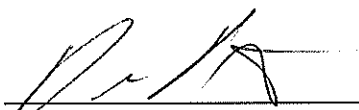
10. Review of action items of 99th Qualifications Board meeting

	Action Item	Status
98.1	The secretariat to make corrections to the minutes of the 98 th meeting of the Qualifications Board.	Done
98.2	The Practice Committee, when consulting on the White Paper on Qualified Persons, to request specific examples about practitioners working under demand-side legislation without being licensed, as well as any examples of disciplinary action in these cases.	Done
98.3	The QB Executive Committee to draft Terms of Reference for a task force on implementing the recommendations in the IIDD report.	Done
98.4	The secretariat to add the definition of sustainable development to the Guideline on Climate Change Adaptation and Mitigation.	Done
98.5	The QB Executive Committee will remove the reference to the Engineers Canada Board in the Proposed Changes to its Terms of Reference.	Done

11. Adjournment


The meeting was adjourned at 4:58 p.m.

Prepared by: Catherine Christoffersen, Administrator, Regulatory Excellence on behalf of:



 Dennis Peters, PhD, SMIEEE, FEC, P.Eng.

Chair



 Mélanie Ouellette, MA, MBA

Secretary