



**109<sup>th</sup> MEETING OF THE CANADIAN ENGINEERING QUALIFICATIONS BOARD  
WEDNESDAY, JANUARY 22, 2020  
1 p.m.–2 p.m. EST**

**Held by Teleconference**

**DRAFT AGENDA**

	<b>Agenda item</b>	<b>Presenter</b>
<b>1</b>	<b>Opening of the meeting</b>	
1.1	Call to order and introduction of attendees	Ron LeBlanc
1.2	Approval of the agenda	Ron LeBlanc
<b>2</b>	<b>Approval of minutes of the previous meeting (attachment 2)</b> <i>Motion: That the minutes from the 108<sup>th</sup> meeting of the Qualifications Board held on September 16<sup>th</sup>, be approved as distributed.</i>	Ron LeBlanc
<b>3</b>	<b>Review of action items from last meeting</b>	Mélanie Ouellette
<b>4</b>	<b>Committee report</b>	
4.1	Regulators Guideline on the Assessment of Engineering Work Experience Using Competency-Based Assessment (attachment 4.1 A-B) <i>Motion: That the Regulators Guideline on the Assessment of Engineering Work Experience Using Competency-Based Assessment be sent to the Engineers Canada Board for approval and subsequent distribution on the members-only site.</i>	Ian Sloman
<b>5</b>	<b>2020 priorities and new task forces (attachment 5)</b>	
5.1	Task Force on Diversity and Inclusion (attachment 5.1) <i>Motion: That the Task Force on Diversity and Inclusion be struck.</i>	Ron LeBlanc
5.2	Task Force on Software Engineering (attachment 5.2) <i>Motion: That the Task Force on Software Engineering be struck.</i>	Ron LeBlanc

<b>6</b>	<b>Other business</b>	
6.1	Comments from the regulators	Ron LeBlanc
6.2	QB Chair performance evaluation	Stephanie Price
<b>7</b>	<b>Items added to the agenda</b>	Ron LeBlanc
<b>8</b>	<b>Future meetings</b> <i>The next Spring CEQB meeting will be held in Ottawa, on April 4-5, 2020.</i> <i>The next Fall CEQB meeting will be held in Vancouver, on September 21-22, 2020.</i>	Ron LeBlanc
<b>9</b>	<b>Review of action items of 109<sup>th</sup> Qualifications Board meeting</b>	Mélanie Ouellette
<b>10</b>	<b>Conclusion</b>	Ron LeBlanc

**MINUTES OF THE 109<sup>TH</sup> MEETING**
**1. Opening of the meeting**

The Chair welcomed everyone to the meeting.

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

<b>Canadian Engineering Qualifications Board Members</b>	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
	Nadia Lehoux, ing., PhD	Québec Representative
	Margaret Anne Hodges, FEC, FGC (Hon.), P.Eng., PMP	Member-at-Large Representative
	Amy Hsiao, FEC, PhD, MBA, P.Eng.	Atlantic Provinces Representative
	Samer Inchasi, P.Eng., PMP	Member-at-Large Representative
	Karen Savage, FEC, P.Eng.	British Columbia, Yukon Representative
	Ian Sloman, MEng, P.Eng.	Saskatchewan, Manitoba Representative
	Roydon Fraser, PhD, FEC, P.Eng.	Ontario Representative
<b>Engineers Canada Board appointees</b>	Christian Bellini, FEC, P.Eng.	
	Jeff Holm, FEC, P.Eng., FGC (Hon.)	
<b>National Admissions Officials Group representative</b>	Kimberly King, FEC (Hon.)	Engineers Yukon
<b>Engineers Canada staff</b>	Stephanie Price, P.Eng., CAE	Executive Vice President, Regulatory Affairs
	Megan Falle	Manager, Regulatory Liaison
	Mélanie Ouellette, MA, MBA	Manager, Qualifications
	Isabelle Flamand	Coordinator, Qualifications
<b>Observers</b>	Kate Sisk, MA, FEC (Hon.), FGC (Hon)	Engineers Geoscientists NB
	Claudia Shymko	Engineers Geoscientists Manitoba
	Kris Dove, P.Eng., MBA	Engineers Nova Scotia
	Bernard Ennis, P.Eng.	PEO

**Regrets**

<b>Qualifications Board members</b>	Frank George, FEC, FGC (Hon.), P.Eng.	Alberta, Northwest Territories and Nunavut Representative
	Qing Zhao, PhD, P.Eng.	Member-at-Large Representative
	Nikeetta Marshal, P.Eng.	Member-at-Large Representative

## 1.2 Approval of the agenda

*Motion: That the agenda of the 109<sup>th</sup> Meeting of the Qualifications Board be approved, moved by Ian Sloman and seconded by Dennis Peters. None were opposed. The agenda was approved.*

## 2. Minutes

A CEQB member provided minor edits prior to the meeting.

*Motion: That the minutes from the 109<sup>th</sup> meeting of the Qualifications Board held on September 16<sup>th</sup>, be approved with editorial changes, moved by Dennis Peters and seconded by Karen Savage. None were opposed. The minutes were approved.*

## 3. Review of action items from last meeting

	<b>Action item</b>	<b>Assigned to</b>	<b>Status</b>
108.1	Modify the White Paper on Environmental Engineering and send it to the Engineers Canada Board for final approval.	Secretariat	Completed
108.2	Modify the Guideline on Risk Management and send it for consultation.	Secretariat	Completed
108.3	Send the Guideline on the Use of Syllabi to the Engineers Canada Board for final approval.	Secretariat	Completed
108.4	Send the Basic Studies, Biomedical, Computer, and Software Engineering Syllabi and Entrepreneurship web content for consultation.	Secretariat	Completed
108.5	Send CEAB feedback on their engineering design and beyond the AU consultations.	Secretariat	Completed

## 4. Committee report

### 4.1.B Regulators Guideline on the Assessment of Engineering Work Experience Using Competency-Based Assessment (attachment 4.1 A-B)

Ian Sloman, member of the Admissions Issues Committee, presented, replacing Frank George. This review of this guideline was requested by the National Admissions Officials Group, who asked that the revised document include competency-based assessment (CBA). Engineers Canada seeks to support the development of a nationally available online CBA framework and system. This guideline supports this priority by providing guiding principles to the regulators. Feedback received during the consultation of 2019 Spring has been incorporated and distributed to the officials groups and regulators' staff.

It was stated the engineering programs must demonstrate competency, not graduates. CEQB members agreed that this should be corrected in the guideline. A CEQB member suggested that the sentence in the guideline be reworded as such: "As part of its typical accreditation criteria, the Canadian Engineering

Accreditation Board (CEAB) requires higher education institutions to demonstrate that their programs expose their graduates to the following attributes: [...]” (p. 2) (**action item 109.1**). A motion to approve this amendment was moved by Mahmoud Mahmoud, and seconded by Roydon Fraser.

*Motion: That the Regulators Guideline on the Assessment of Engineering Work Experience Using Competency-Based Assessment be sent to the Engineers Canada Board for approval and subsequent distribution on the members-only site, with one amendment, moved by Ian Sloman and seconded by Margaret Anne Hodges. None were opposed. Motion was carried.*

## **5. 2020 priorities and new task forces (attachment 5)**

### **5.1 Task Force on Diversity and Inclusion (attachment 5.1)**

In support of the strategic priority of reaching the target of 30% of licensed engineers being female by 2030, the Engineers Canada Board adopted a sub-strategy at its October 2019 meeting and passed a motion that requests the CEQB to produce a guideline for engineers and engineering firms on the topic of diversity and inclusion.

*Motion: That the Task Force on Diversity and Inclusion be struck, moved by Ron LeBlanc and seconded by Karen Savage. None were opposed. Motion was carried.*

A CEQB member suggested it may be useful to have Canadian Engineering Accreditation Board (CEAB) representation on the taskforce as there are similar challenges within universities. It was stated that the CEQB Executive Committee will be meeting in March to create the task force membership.

It was recommended that the name of the task force and guideline be better defined. A contractor will be hired to provide expertise to this taskforce in the development of the guideline, and will recommend wording for the title of the guideline. It was stated that the name of the task force can be changed at any time, and the title of the guideline should be determined once the content of the guideline is being developed.

### **5.2 Task Force on Software Engineering (attachment 5.2)**

The National Discipline and Enforcements Officials Group (NDEOG) has requested that the 2016 White Paper on Professional Practice in Software Engineering be revised to emphasize the enforcement of software engineering titles, educate employers, and address the misuse of the software engineering title.

*Motion: That the Task Force on Software Engineering be struck, moved by Ian Sloman and seconded by Dennis Peters. None were opposed. Motion was carried.*

## 6. Other business

### 6.1 Comments from the regulators

No comments were provided.

### 6.2 QB Chair performance evaluation

The Engineers Canada Board will be implementing, this year, the annual assessments for the Engineers Canada Board, its directors and chairs of all its committees. The assessment surveys have been created in accordance with the Policy Manual. CEQB members will receive surveys where they will be asked to provide feedback on the CEQB Chair's performance. Going forward, the evaluation will take place mid-term. The purpose of this assessment is to help with the development of individuals and leaders, to promote leadership, to identify individuals interested in taking on different volunteer positions with Engineers Canada, and to promote personal growth. Survey results will be shared with each chair and they will have the option to discuss their results with the president-elect. The HR Committee is currently reviewing the possibility of having an independent third-party conduct the discussions on chairs' assessments, instead of the president-elect.

## 7. Items added to the agenda

No items were added to the agenda.

## 8. Future meetings

*The next Spring CEQB meeting will be held in Ottawa, on April 4-5, 2020.*

*The next Fall CEQB meeting will be held in Vancouver, on September 21-22, 2020.*

## 9. Review of action items of 109<sup>th</sup> Qualifications Board meeting

Action item		Assigned to
109.1	Modify the Regulators Guideline on the Assessment of Engineering Work Experience Using Competency-Based Assessment and send it to the Engineers Canada Board for final approval.	Secretariat

## 10. Conclusion

The meeting was concluded.

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



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



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