

Minutes of the Strategic Plan Task Force

December 8, 2019 | 12:30-3:00pm ET | Hilton Garden Inn & Homewood Suites Ottawa, Montreux Room

Task Force Members in attendance	
J. Boudreau, Chair – President-Elect, APEGNB K. Baig, OIQ (via teleconference) A. Bergeron, Past-President, PEO	J. Card, PEGNL M. Wrinch, Engineers & Geoscientists BC
Regrets	
D. Lynch, President, APEGA	
Observers in attendance	
None	
Staff	
C. Mash G. McDonald	M. Ouellette S. Price

1. Call to order and approval of agenda

J. Boudreau, Task Force Chair, opened the meeting at 12:35pm (ET). The agenda was approved as circulated.

Motion

Moved by J. Card, seconded by A. Bergeron

THAT the agenda be approved.

Carried

2. Approval of the minutes of the meeting of November 1, 2019

The minutes were approved as circulated.

Motion

Moved by A. Bergeron, seconded by J. Card

THAT the November 1, 2019 minutes be approved.

Carried

3. Approval of the 2022-2024 strategic plan environmental scan

G. McDonald presented the scan, noting that comments from the consultations have been incorporated and the work has received positive feedback. Following Task force approval, the scan will be circulated as part of the agenda book for the foresight workshop. The materials will be posted to the private members' only area of the website, with links circulated to the Presidents and the Board. Both groups will be encouraged to share the material as required. The following feedback was captured:

- The package is well put together
- The Task Force would like a strategic-risk heat map produced and circulated with the workshop materials
- The scan identifies very real and serious issues, the challenge will be to select what should be done
- Although addressed under *pressure on non-CEAB applicants*, a focus on provincial consistency (harmonization, outside of the Washington accord) was noted as a gap. Licensing is not easy to obtain;

each province having unique requirements contributes to a reputational challenge for practicing in Canada

ACTION: Staff to add a table of contents to display the information covered in the scan.

Moved by M. Wrinch, seconded by J. Card

THAT the 2022-2024 strategic plan environmental scan be approved as amended, for circulation to the foresight workshop participants.

Carried

4. Review of documents and presentation for February Foresight workshop

The Task Force reviewed the documents that will be circulated prior to the workshop.

G. McDonald provided background on the portion of the day dedicated to the mission, vision and values, resulting from the Presidents Group's request at the meeting in October. While elements of mission and value statements are imbedded in other areas such as the purposes, no vision is in place and the most recent statement caused confusion amongst stakeholders. The Presidents Group would like these statements to be distinct from the purposes.

G. McDonald provided an overview of the format for the workshop. Participants will be seated at round tables, with a staff person at each table to capture feedback. Each table will be asked to establish strategic priorities based on the information they received through the introductory presentation and pre-circulated materials. So that priorities remain within bounds, focus will be made on ensuring a common understanding of the purposes at the beginning of the session. The preferred outcome of the workshop is a long list of priorities, to be used for the Board's consideration during the June workshop. Following the foresight report and the Board agreeing on priorities, the staff will begin considering the associated key performance indicators (KPIs). It was noted that operational imperatives will no longer be a specific part of the plan, however they will continue to exist as they dictate everyday business. The Board decides on additions or changes to the operational imperatives.

Regulators will be invited to provide feedback to the Board for consideration when adjusting the draft plan for final approval. The *2022-2024 strategic plan* will be a discussion with regulators, not a presentation. The following considerations were brought forward for communication with regulators:

- It is important that regulators see changes made based on their feedback. A past challenge in this area was that regulators were not aware of what other regulators provided. Engineers Canada needs input on how to manage this better so that regulators are more comfortable.
- Regulators may want to discuss the draft plan with their councils. CEOs will be included in the process from the very beginning, so they will know to expect it. Regulators will have the option to be consulted as a group (e.g. Atlantic provinces), be consulted separately on the draft, or not consulted at all. Engineers Canada will work with each to determine their preference.

The Task Force agreed to switch the order of the workshop agenda, with major trends and priorities being discussed first, following with the discussion on how the trends apply to Engineers Canada, then facilitation of the mission, vision and values discussion and SWOT analysis review.

ACTION: Staff to implement/consider:

- **Changing the order of the presentation agenda (1. major trends and priorities 2. discussion on how the trends apply to Engineers Canada, 3. mission, values and vision discussion and SWOT and strategic risks analysis review)**

- Emphasizing on page 34 (in addition to the final slide) that regulators will be consulted however they would like, to review and provide feedback.
- Page 47 “vision slide”- removing or editing the first bullet to create a more future-focused statement, one proposal was "enhance"
- Page 70 -removing “s” 30 by 30 goal or target not being met.
- Pg 70 - the addition of a strategic-risk heat map to visually identify the strategic risks for consideration.

5. Other business

The Task Force members agreed to a 30-minute debrief immediately following the foresight workshop on February 25 to discuss any adjustments to be addressed following the session.

ACTION: Staff to ensure separate space is available on February 25 to facilitate a Task Force debrief between 4pm-5pm.

ACTION: Staff to send calendar invites for the 2020 calendar year as per the work plan.

6. Closing

With no further business to discuss, the meeting adjourned at 2:18pm.