

Engineering Regulators' Presidents' Group Meeting

Terms of Reference

1. Name:

Engineers Canada – Presidents Group

2. Overview and Purpose:

- a) To receive from Engineers Canada (as represented by its President or designate) report on issues of interest or concern to the engineering regulators.
- b) To allow the Presidents of the engineering regulators to engage in an exchange of views and concerns, and have an opportunity to identify opportunities and challenges to be addressed by the profession through Engineers Canada and the Member's Presidents.
- c) To provide the Presidents of the engineering regulators the opportunity to understand issues to be put forward at the meetings of Engineers Canada.
- d) To ensure continuity of knowledge at the Presidents' level through meetings that focus on collaboration and knowledge sharing between the engineering regulators.
- e) To create the opportunity for new Presidents to learn from their peers about what's happening in other provinces/territories and to share their views.
- f) To create the opportunity to build relationships between the provinces and territories, and to enhance the knowledge transfer of the profession.

3. Membership & Attendance at Meetings

a. Membership:

- i. Membership is comprised of the Presidents (or designate) of each engineering regulator. Each President should invite another member of their Association's Senior Executive Committee to attend to promote continuity of the group, and whenever possible (at least one meeting), the invited member should be the President-elect of their Association.
- ii. President and President Elect of Engineers Canada.
- iii. Engineers Canada enabling staff.
- iv. Additional members may be recommended by the Presidents Group.

b. Officers

- i. Chair – an appointed CA President from the last meeting.
- ii. Secretary – EC appointed staff member
- iii. Co-chair and timekeeper – appointed CA President from the last meeting

c. Meetings:

- i. Meetings are to be held in conjunction with the AGM of Engineers Canada, and other Engineers Canada Board meetings (typically with the Fall and the Winter meetings in Ottawa).
- ii. Additional meetings may be held as required.

4. Duties and Responsibilities

- a. Engineers Canada staff will schedule the meetings of the Presidents of the engineering regulators; preferably the day prior to the meeting of Engineers Canada Board.
- b. Engineers Canada staff will hold past minutes of Presidents Meetings, reports generated by these meetings, and other pertinent information and make it available upon request by members.
- c. Two weeks prior to the Presidents' meeting, Engineers Canada staff will distribute electronically to all members of the Presidents' meeting an up-to-date onboarding binder which shall include as a minimum:
 - i. How to access past documents for the use of the Presidents.
 - ii. The latest revision of these terms of reference.
 - iii. A summary of the governance processes of EC including an overview of the Carver model processes.
 - iv. A brief description of your roles and responsibilities as a member of this presidents group.
 - v. The latest version of the Issues Tracking List.
 - vi. A schedule of events for the year.
 - vii. An introduction to Engineers Canada and what to expect at Board Meetings
- d. If possible, the Engineers Canada President will attend the meeting, or arrange for a delegate to attend the meeting on his or her behalf. A verbal report of meeting may be provided to the Board if requested.
- e. Each meeting will be chaired by one of the Presidents of the engineering regulators, chosen by the Presidents Group as the last order of business of the previous meeting. If the chosen chair of the meeting is unable to attend, the meeting will choose a chair from among those Presidents attending.

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- f. The President chosen to chair each meeting will prepare an agenda for the meeting, to be circulated two weeks prior to the meeting which shall address the following issues:
 - i. Update on recent Engineers Canada activities.
 - ii. Reports, as required, from CAs on various issues affecting the profession locally and nationally
 - iii. New topics to be discussed in upcoming meetings.
 - iv. Review and Update of Issues in the Tracking List.
 - g. Minutes of the meeting will be taken by Engineers Canada staff member responsible for facilitating the Presidents Group (secretary) at the meeting and the Issues Tracking list will be updated accordingly.
 - h. The President chosen to chair the meeting in concert with the secretary will make any necessary reports on items arising during the meeting available to Engineers Canada staff and the Board of Engineers Canada. This includes at a verbal report at the following Engineers Canada Board Meeting.
 - i. All proceedings (Minutes, presentations, etc.) will be added to the Presidents folder meeting archive.

5. Budget & Finances

- a. Any associated costs with meeting held in conjunction with Engineers Canada Board Meetings will be assumed by Engineers Canada.

6. Record of Board/Council Authorization

- a. Amended May 26, 2016
- b. Amended February 9, 2016
- c. Adopted October 5, 2009

IV. Annex: Sample Documents

1. Minutes of Meeting (MOM)
2. Issues Tracking list (ITL)