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1 Introduction and background

The introduction and background contain information that helps provide context for the policies in this manual.

1.1 History

The engineering regulators formed the Dominion Council of the Association and Corporation of Professional Engineers of Canada in 1936 with adoption of a Constitution for its governance, to act as a unifying body for the eight provincial associations then regulating the engineering profession. At that time a “Committee on Consolidation” led the organization and developed its mandate.

In 1965 letters patent were issued to incorporate The Canadian Council of Professional Engineers (CCPE) for the purpose of establishing and maintaining a bond between all associations. The first directors were named in these Letters Patent, and they assumed responsibility for the governance of the organization. The CCPE was succeeded by Engineers Canada in 2007.

The Engineers Canada Board (“the Board”) acts on behalf of the engineering regulators (“the regulators”), who are the owners of Engineers Canada, to govern the organization.

For clarity, the term “Engineers Canada” as used in this manual includes the Board and all its committees including the Canadian Engineering Accreditation Board (CEAB) and Canadian Engineering Qualifications Board (CEQB), as well as the chief executive officer (CEO), staff, and operational committees of Engineers Canada.
1 Introduction and background

The introduction and background contain information that helps provide context for the policies in this manual.

1.2 Guiding Principles

The Guiding Principles are statements that inform and guide decision-making at Engineers Canada. They embody the corporate culture and clarify what is most important. In times of ambiguity, they point to the preferred course of action. They refer to “how” things should be done, not “what” needs to be done. The Guiding Principles are:

1. Serve the needs of the regulators.
   - Achieve a balance between serving the needs of individual regulators and strengthening the collective interest:
     - through dialogue, and
     - as determined collaboratively by the regulators.
   - Regulators own the relationship and the dialogue with individual license holders of the profession.
   - Demonstrate the link between Board direction, the Purpose of Engineers Canada, and the needs of the regulators.

2. Ensure transparency and accountability in the decision-making process.
   - Ensure that the process is clear and transparent.
   - Actively engage all affected parties in the process.
   - Ensure that all comments and guidance provided during consultations are considered during the process.
   - Share supporting background and rationale for final decisions with all affected parties.

3. Encourage the commitment and engagement of the regulators.
   - Proactively develop and maintain a national understanding of and consensus on the issues affecting the regulators and the profession.
   - Provide regulators with an effective forum for collaboration and consensus-building to understand, prioritize and advance the collective requirements of the regulators.

4. Enable diversity and inclusion in the Canadian engineering profession.
1 Introduction and background

The introduction and background contain information that helps provide context for the policies in this manual.

1.3 Purposes of Engineers Canada

The Purposes define and constrain all activities undertaken by Engineers Canada. They are part of the Articles of Incorporation, and as such they are one of the key corporate governance documents. The strategic and operational plans are written to align precisely with the Purposes.

The purpose of Engineers Canada is to serve the collective interests of the regulators, to promote and maintain the interests, honour, and integrity of the Canadian engineering profession, and to do all such lawful things as are incidental to or conducive to the attainment of the foregoing, including to serve the regulators and strengthen the profession by:

1. Accrediting undergraduate engineering programs.
2. Facilitating and fostering working relationships between and amongst the regulators.
3. Providing services and tools that enable the assessment of engineering qualifications, foster excellence in engineering practice and regulation, and facilitate mobility of practitioners within Canada.
4. Offering national programs.
5. Advocating to the federal government.
6. Actively monitoring, researching, and advising on changes and advances that impact the Canadian regulatory environment and the engineering profession.
7. Managing risks and opportunities associated with mobility of work and practitioners internationally.
8. Fostering recognition of the value and contribution of the profession to society and sparking interest in the next generation of engineering professionals.
9. Promoting diversity and inclusivity in the profession that reflects Canadian society.
10. Protecting any word(s), mark, design, slogan, or logo, or any literary, or other work, as the case may be, pertaining to the engineering profession or to its objects.

The Purposes can be found on the website at: https://engineerscanada.ca/about/governance/policies-documents-and-resources
1 Introduction and background

The introduction and background contain information that helps provide context for the policies in this manual.

1.4 Strategic plan

Date of adoption: May 24, 2019 (Motion 5756)  
Review period: Annual

Date of latest amendment: May 22, 2020 (Motion 5851)  
Date last reviewed: May 22, 2020

As described in policy 4.1 Board responsibilities, the Board develops and annually updates a strategic plan. The Engineers Canada strategic plan is published on the website at: https://engineerscanada.ca/about/governance/strategic-plan

One of the Board’s primary responsibilities is to ensure that the organization has developed a strategy that aligns the purposes set by the engineering regulators with the goals and activities of the organization. This strategic plan is the basis for monitoring the performance of the CEO and the chairs of the Accreditation and Qualifications Boards.

The purpose of strategic planning is to document the Board’s direction and the outcomes that it wants the organization to achieve. The strategic plan must consider the current and future environment, the relationship that the organization wants to have with key stakeholders, risks and the organization’s risk tolerance, and how the organization intends to address important stakeholder needs. In the end, the strategic plan must identify the programs through which the outcomes are to be achieved.

A strategic plan will create clarity and commitment, provide consistent and firm direction, and assist in prioritization decisions.

The Board continuously monitors the performance of the organization against this plan, receiving three interim reports and one annual report each year that report progress against the outcomes defined in the plan. The annual performance assessment report is also provided to the Members at the Annual Meeting of Members. This annual report would provide the basis for requesting any changes to the strategic plan.

The strategic plan is approved the year preceding its implementation, by the Members. The CEO shall develop and maintain a process for developing the strategic plan and shall provide staff resources to support its development. The current process is published on the website at: https://engineerscanada.ca/about/governance/strategic-planning
1 Introduction and background

The introduction and background contain information that helps provide context for the policies in this manual.

1.5 About this manual

| Date of adoption: April 9, 2018 (Motion 5693) | Review period: Annual |
| Date of latest amendment: December 9, 2019 (Motion 5807) | Date last reviewed: December 9, 2019 |

This Engineers Canada Board policy manual has been developed on the basic principles of policy governance. The Board of Directors sets policies, delegates implementation, and monitors the results.

The objectives of this manual are:

1. To serve as the direction to all volunteers and staff on governance style;
2. To serve as a reference on Engineers Canada’s organizational policies and structure; and
3. To provide related documents developed by Engineers Canada.

The Board policy manual is available on the public side of Engineers Canada’s website. The policies are the subject of continuous review by the Engineers Canada Board of Directors and the manual is updated following any Board-approved deletions, additions, or revisions.

The Engineers Canada Board has adopted this manual to define the governance style of Engineers Canada and the responsibilities of key stakeholders. This manual collects the policies and procedures developed by the Board. The policies outlined herein recognize that the role of the Board is to give strategic leadership to the organization by representing the regulators, setting policy and direction, and monitoring organizational performance while delegating responsibilities to the chief executive officer (CEO) and the chairs of the Accreditation and Qualifications Boards.
2 Definitions

The following terms have been defined for the purpose of navigating this manual.

Date of adoption: April 9, 2018 (Motion 5693)  
Review period: Annual  
Date of latest amendment: May 22, 2020 (Motion 5851)  
Date last reviewed: May 22, 2020

“Advisor” means the chair of the CEO Group or their designate. The CEO Group advisor is a member of the Board but has no voting rights.

“Annual consultation plan” means the list of all planned consultations that Engineers Canada intends to conduct. It includes the consultation leader, topic, timeline, and groups consulted.

“Annual Meeting” means the annual meeting of the Members (the twelve engineering regulators) held pursuant to the Canada Not-for-profit Corporations Act.

“Annual Operating Plan” means the plan produced by the CEO, with input from the chairs of the Accreditation Board and Qualifications Board, which describes the work that Engineers Canada will undertake to deliver on the strategic plan during a calendar year.

“Auditor” means the chartered professional accountant appointed annually in accordance with the Bylaw.

“Board” means the governing body of Engineers Canada comprised of directors and the CEO Group Advisor.

“Board members” means the directors, appointed in accordance with the Bylaw, and the CEO Group Advisor.

“Board record” means recorded information which is created by or for the Board, which may include, but is not limited to: meeting agendas, meeting minutes, any personal notes related to the meeting or agenda, briefing notes, reports, summaries, and policies.

“Budget” means the annual budget of Engineers Canada.

“Bylaw” means the rules governing Engineers Canada created pursuant to the Canada Not-for-profit Corporations Act.

“CEAB” or “Accreditation Board” means the Canadian Engineering Accreditation Board. Though referred to as a ‘board’ the CEAB is technically a standing committee of the Engineers Canada Board of Directors.

“CEQB” or “Qualifications Board” means the Canadian Engineering Qualifications Board. Though referred to as a ‘board’ the CEQB is technically a standing committee of the Engineers Canada Board of Directors.
“CEO Group” means the group comprised of the senior staff officer of each of the regulators and also includes the CEO of Engineers Canada.

“Chief executive officer” or “CEO” means the senior staff officer of Engineers Canada. The CEO reports to the Board and is responsible for the performance of the organization.

“Committee” means a group of people appointed by the Board to provide the Board with advice, options, and implications on a specific matter for Board decision.

“Competency profile” means a description of the skills, attitude and knowledge areas needed for an individual or group.

“Consultation” means a method of obtaining structured feedback from the key stakeholders directly impacted by the work of Engineers Canada. It is the act of asking for the advice or opinion of the key stakeholders and sharing that input and the resulting decisions with all stakeholders.

“Director” means an individual with voting rights elected by the Members (the regulators) pursuant to the Bylaw and the Canada Not-for-profit Corporations Act.

“Direct reports” means those individuals reporting directly to the Board, including the CEO, the secretary and the chairs of the Accreditation and Qualifications Boards.

“Engineering regulators” or simply “regulators” means the twelve associations, as designated by provincial or territorial statute, which govern the practice of engineering in Canada. The regulators are the owners of Engineers Canada and are also known as the Members pursuant to the Bylaw and the Canada Not-for-profit Corporations Act. For clarity, the term “regulators” is preferred.

“Governance” means the process by which the directors, acting on behalf of the engineering regulators, direct and control Engineers Canada. Through policies, the governance process defines rules, processes, accountabilities, roles, and responsibilities for decision-making.

“Guiding principles” means the statements which embody the culture of Engineers Canada and that informs and guides decision-making.

“Initiative” means:

- A project: A temporary endeavor undertaken to create a unique product, service, or result.
- A program: A group of related initiatives managed in a coordinated way to obtain benefits not available from managing them individually. At Engineers Canada, programs are developed for every Purpose.
- A service: Intangible products provided by Engineers Canada for the engineering regulators.

“Key stakeholders” means the individual, group or organization who may affect, be affected by, or perceive itself to be affected by a decision, activity or outcome of an initiative. At Engineers Canada, “key stakeholders” typically refer to the engineering regulators and the higher education institutions.

“Members” means the classes or groups of members that Engineers Canada is authorized to establish pursuant to the Canada Not-for-profit Corporations Act and the Engineers Canada Articles of Continuance. The Members are the twelve engineering regulators and they are the owners of Engineers Canada. For clarity, the term “regulators” is preferred.
“National position statement” means a consensus position of the engineering regulators that is used to influence public policy and facilitate discussion with the federal government.

“Officers” means the president, the president-elect, the past-president, the CEO, the secretary, and such other officers as the Board may appoint from time to time by resolution.

“Orientation” means the process by which new board members and members of board committees are provided with information to help them fulfill their responsibilities to Engineers Canada.

“Owners” means the twelve engineering regulators, also known as the Members pursuant to the Bylaw and the Canada Not-for-profit Corporations Act. For clarity, the term “regulators” is preferred.

“Performance measurement” means the process by which the Board and regulators measure the progress of Engineers Canada towards achievement of the strategic plan on an annual basis.

“Policy” means a position, value, or perspective that underlies action. Policies may be adopted, amended, or repealed as per the Bylaw.

“President” means the presiding officer of the Board.

“Processes” means any operational activities including activities, practices, methods, technology, conduct, systems, and other operational decision areas.

“Quorum” means the minimum number of directors or committee members required to conduct business.

“Regulator” means an engineering regulator, as designated by provincial or territorial statute. The regulators are the owners of Engineers Canada and are also known the Members pursuant to the Bylaw and the Canada Not-for-profit Corporations Act. For clarity, the term “regulators” is preferred.

“Secretary” means the office held by the Chief Executive Officer of Engineers Canada or such other person appointed by the Board. The secretary is an impartial resource to the Board responsible for the documentation of meeting deliberations, the maintenance of corporate records, and Board compliance with governing documents and applicable law.

“Task force” means a group of individuals appointed by the Board to consider a specific matter. A task force ceases to exist as soon as its task(s) is (are) complete.

“Strategic plan” means the plan prepared by the Board in consultation with the regulators which directs what the organization is to achieve over a specific time period. The plan is approved by the Members as per the Bylaw.

“Topic of consultation” means the brief description of reason for a consultation.
3 Reporting structure

The information in this section provides information to help understand the context of all policies in this manual.

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<th>Date of adoption: April 9, 2018 (Motion 5693)</th>
<th>Date of latest amendment: May 22, 2020 (Motion 5851)</th>
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The regulators are the owners of Engineers Canada, referred to as the Members in the Bylaws.

The Board of Directors governs on behalf of the regulators, and oversees Engineers Canada operations.

The CEO, secretary, and the chairs of the Accreditation and Qualifications Boards (CEAB and CEQB, respectively) are accountable to the Board, and report to the Board. The Board monitors the CEO and the chairs of the Accreditation and Qualifications Boards’ performance and assesses their competence based on regular reporting.

**Regulators:**
- Appoint directors to the Board
- Amend or repeal Bylaws or the articles of continuance
- Approve the strategic plan
- Approve special national initiatives (projects)
- Approve changes to the assessment fee
- Can terminate a membership

**The EC Board**
- Approves policies
- Approves the budget
- Hires and manages the CEO

**The CEO and CEAB and CEQB chairs**
- Develop and implement annual operating plans to achieve the strategic plan
- The CEO provides resources to the CEAB and the CEQB in personnel and budget to accomplish their work

**The secretary**
- Office is held by the CEO or a person appointed by the Board. This role:
- Reports directly to the Board
- In cases where the CEO is not the secretary, the secretary may also report directly to the CEO.
4 Role of the Board

The role of the Board is to provide strategic direction and ensure appropriate financial and risk management for the organization. The Board shall provide this leadership with due consideration of long-term impacts, and a clear distinction between the roles and responsibility of the Board and staff. Board directors are expected to be knowledgeable and prepared to cast a vote.

4.1 Board responsibilities

The Board shall ensure that Engineers Canada achieves its purposes in a manner that meets the expectations of the regulators. The Board is accountable for the organization and acts on behalf of the engineering regulators as a whole.

To achieve this goal, in collaboration with the regulators, the Board shall:

1. Hold itself and its direct reports accountable by:
   1.1. Establishing and using competency profiles for directors and all committee chairs, as well as for the Board as a whole.
   1.2. Managing the CEO and committee chairs through the use of competency profiles and performance measurement against the achievement of the operational and strategic plans.

2. Sustain a process to engage with regulators through regular communication that facilitates input, evaluation, and feedback.

3. Provide ongoing, appropriate strategic direction:
   3.1. Develop an annually updated, strategic plan that considers emerging trends and challenges.
   3.2. Ensure that annual operational plans and budgets are developed that specify the actions and resources necessary to achieve the strategic plan.
   3.3. Ensure the use and continuous improvement of a process to track, report, and, when necessary, correct, performance against set objectives of:
       3.3.1. The strategic plan, and
       3.3.2. Operational plans

4. Ensure the development and periodic review of Board policies.

5. Ensure the CEO maintains and acts on a robust, effective risk management system which reflects the Board’s risk tolerance level and directs Board-approved mitigation strategies.

6. Provide orientation of new members and continuing Board development to directors and others who work closely with the Board.

7. Maintain a relationship with key stakeholder organizations as outlined in policies 7.2 Board relationship with the Canadian Federation of Engineering Students, 7.3 Board relationship with the Engineering Deans Canada (EDC), and 7.4 Board relationship with other organizations.
4 Role of the Board

The role of the Board is to provide strategic direction and ensure appropriate financial and risk management for the organization. The Board shall provide this leadership with due consideration of long-term impacts, and a clear distinction between the roles and responsibility of the Board and staff. Board directors are expected to be knowledgeable and prepared to cast a vote.

4.2 Directors’ responsibilities

In order to fulfill their purpose as a Board, individual directors shall:

1. Know the business of Engineers Canada.
2. Ensure sufficient time to fulfill his or her director’s duties and responsibilities.
3. Be informed of issues affecting, or likely to affect, Engineers Canada and the regulators.
4. Contribute to the Board’s decision-making process by:
   a. Discussing all matters freely and openly at Board meetings.
   b. Working towards achieving a consensus which respects divergent points of view.
   c. Respecting the rights, responsibilities, and decisions of the regulators.
   d. Participating actively in the work of the Board including by serving on committees or task forces.
5. Bring the views, concerns, and decisions of the Board to their regulator.
6. Seek their regulator’s input on issues to be discussed by the Board so as to be able to communicate the regulator’s position to the Board.
7. Advise their regulator of issues to be presented for decision by the Members.
8. Be knowledgeable of the rules, regulations, policies, and procedures governing the regulator that nominated/elected them.
9. Be familiar with the incorporating documents, Bylaw, policies, and legislation governing Engineers Canada as well as the rules of procedure and proper conduct of meetings.
10. Participate in Board educational activities that will assist them in carrying out their responsibilities.
4 Role of the Board

The role of the Board is to provide strategic direction and ensure appropriate financial and risk management for the organization. The Board shall provide this leadership with due consideration of long-term impacts, and a clear distinction between the roles and responsibility of the Board and staff. Board directors are expected to be knowledgeable and prepared to cast a vote.

4.3 Code of conduct

| Date of adoption: April 9, 2018 (Motion 5693) | Review period: Annual |
| Date of latest amendment: May 22, 2020 (Motion 5851) | Date last reviewed: May 22, 2020 |

1. The Board shall conduct itself in an ethical, professional, and lawful manner. This includes proper use of authority and appropriate decorum. Board members and members of Board committees shall refrain from violent behaviour, harassment, or any form of discrimination and shall treat one another and staff members with respect, co-operation, and a willingness to deal openly on all matters.

2. Board members and members of Board committees must act honestly and in good faith in the best interests of the corporation in accordance with s. 148 of the Canada Not-for-profit Corporations Act.

3. Board members and members of Board committees have an ongoing obligation to disclose conflicts of interest in accordance with s. 141 of the Canada Not-for-profit Corporations Act. Directors that cannot act in the best interests of Engineers Canada or are conflicted should recuse themselves from the salient part of the Board meeting, and they shall not vote on the decision at hand.

4. Board members and members of Board committees shall not use their Board position to obtain employment at Engineers Canada for themselves, family members, or close associates. Board members must resign from the Board before applying for employment with Engineers Canada.

5. Board members and members of Board committees will support the legitimacy and authority of Board decisions, regardless of their personal position on the issue, and shall not discuss the varying opinions of individual members in accordance with s. 147 of the Canada Not-for-profit Corporations Act.

6. Board members and members of Board committees shall attend meetings on a regular and punctual basis and be properly prepared to participate.

7. Board members and members of Board committees shall ensure that unethical activities not covered or specifically prohibited by the foregoing or any other legislation are neither encouraged nor condoned and are reported as per policy 4.3.1, Compliance with Board policies.
8. A Board member or a member of a Board committee who is no longer holding good standing status with their provincial regulator shall be suspended from participation in Board and Committee activities until they return to good standing status.

9. A Board member or a member of a Board committee who is alleged to have violated this Code of conduct shall be so informed. As per policy 4.3.1, *Compliance with Board policies*, such breaches shall be investigated.

10. Upon appointment, Board members and members of Board committees shall sign an acknowledgment of the Confidentiality policy.

11. Upon appointment, Directors shall sign the oath of office or other suitable undertaking.

### 4.3.1 Compliance with Board policies

1. Board members and members of Board committees are expected to comply with all Board policies. A Board member or member of a board committee who is unsure about the interpretation of any policy should consult with the president of the Board or the CEO. Anyone unable to carry out the material responsibilities of his/her position or to conduct him/herself in a manner consistent with Board policy, should consider voluntarily resigning his/her position.

2. Anyone who wishes to file a complaint against a Board member or member of a Board committee for a violation of the code of conduct, the confidentiality policy or the oath of office must do so in writing and address it to the president of the Board. The complaint must identify the complainant, the respondent (i.e. the subject of the complaint) and the grounds for the complaint.

3. The respondent shall be informed in writing of the complaint and entitled to present his or her views of the complaint within 30 days of receiving notice of the complaint.

4. The president shall establish a panel to consider the merits of the complaint within 30 business days of receiving a response from the respondent. The panel shall consist of the president, the past-president, and the president-elect. Where the complaint involves any of the preceding, an alternate director shall be appointed. The selection of an alternate director shall be at the discretion of the remaining panel members.

5. The panel shall consider the complaint and may involve outside consultants (such as an ethicist or a lawyer with expertise in ethics) to investigate its merits. The panel shall report its findings, in writing, to both the complainant and the subject of the complaint within 90 days of receipt of the complaint.

6. The panel’s report will include a course of action for disposing of the complaint. The panel may:
   a. Determine that the complaint does not warrant further action. If the complainant is not satisfied with that decision, he/she may submit the written complaint to the full Board for further consideration.
   b. Mediate between the complainant and the respondent, until the complaint has been resolved.
   c. Refer the complaint to the Board.
7. If the matter is referred to the Board, it shall be heard at the next Board meeting, in an in-camera session. The Board shall be presented with the complaint, the response, and the report. The complainant and the respondent shall be invited to attend to respond to questions from the Board.

8. If the complainant or the respondent is a Board member, then they shall recuse themselves from the deliberations and any vote upon a motion regarding the complaint.

9. Board members or members of Board committees who have been found in violation of the Code of conduct, the confidentiality policy, or the oath of office (as applicable) may be subject to the following sanctions:
   a. A requirement to modify or discontinue the conduct giving rise to the complaint;
   b. A requirement to undergo training or other remedial action;
   c. Admonishment or reprimand;
   d. Removal from Board- or committee-related assignments and/or loss of duties or privileges;
   e. Submit to resigning his or her position as a member of a Board committee;
   f. A report to the individual’s home regulator, submitted to the Council via its president or secretary, where the Board member is an engineer;
   g. Any other reasonable or prudent sanction as appropriate under the circumstance;
   h. Termination of their position on a Board committee (for Board members of board committees only); or
   i. A recommendation to the Members to remove the director from the Board (for Board members only).

10. If the violation involves a breach of a Member’s code of ethics, a complaint or allegation shall be submitted to their governing body / professional association.

11. If the respondent does not cooperate with the decision of the Board, the Board may take such further action as it deems appropriate up to and including termination from a Board committee, or a recommendation to the Members to remove the director, as appropriate.
4 Role of the Board

The role of the Board is to provide strategic direction and ensure appropriate financial and risk management for the organization. The Board shall provide this leadership with due consideration of long-term impacts, and a clear distinction between the roles and responsibility of the Board and staff. Board directors are expected to be knowledgeable and prepared to cast a vote.

4.4 Confidentiality policy

1. Board members and members of Board committees have a duty to maintain confidentiality with respect to all confidential information that comes into their knowledge or possession in the course of performing their duties.

2. Confidential information includes:
   a. Unpublished financial information
   b. Personal information with respect to employees or volunteers
   c. Any information discussed “in camera” at Board or committee meetings
   d. Data entrusted to Engineers Canada by external parties
   e. Any item marked as confidential either verbally or in written form

3. The duty to maintain confidentiality does not apply to information that is already in the public domain.

4. Board members and members of Board committees must take reasonable steps to ensure that confidential information that comes into their knowledge or possession is not improperly disclosed or used. This includes properly securing the source or location of the information in their possession or control.

5. Board members and members of Board committees must not use confidential information for their own advantage or for the gain or advantage of others.

6. Board members and members of Board committees will return any confidential information in their possession or control upon ceasing to be a Board member or at the request of the Board.

7. Board members and members of Board committees will be proactive in identifying and reporting any breach of this policy.

8. Board members and members of Board committees are bound by this duty of confidentiality during their term as a Board member, and this duty continues after their term ends.

9. An acknowledgement of the confidentiality policy (below) must be signed by prospective Board members and members of Board committees before they assume their role.
Acknowledgment of confidentiality policy

I acknowledge that I have read and understood this confidentiality policy and agree to conduct myself in accordance with it.

Signature ______________________________________

Name ______________________________________

Date ______________________________________

4.4.1 Oath of office

Each Director shall sign an oath of office upon appointment.

I, the undersigned, hereby:

a) Consent to being elected and to acting as director of Engineers Canada, such consent to take effect immediately and to continue in effect until I give written notice revoking such consent or until I otherwise cease to be a director.

b) Consent to the holding of meetings of the Board by means of such telephone, electronic, or other communication facilities as permit all persons participating in the meetings to communicate with each other simultaneously and instantaneously.

c) Consent to receiving information electronically and acknowledge my responsibility to ensure that Engineers Canada has my up-to-date email address at all times.

d) Certify that I am eighteen years of age or older, that I do not have the status of a bankrupt person, and that I have not been declared incapable by a court in Canada or in another country.

e) Declare that I will conduct myself in accordance with Engineers Canada’s Bylaw, policies, and Board decisions and with the Canada Not-for-profit Corporations Act;

Signature ______________________________________

Name ______________________________________

Date ______________________________________
4 Role of the Board

The role of the Board is to provide strategic direction and ensure appropriate financial and risk management for the organization. The Board shall provide this leadership with due consideration of long-term impacts, and a clear distinction between the roles and responsibility of the Board and staff. Board directors are expected to be knowledgeable and prepared to cast a vote.

4.5 CEO Group advisor to the Board

The Board is comprised of directors and a CEO Group advisor (“the advisor”), collectively referred to as Board members. The responsibilities of directors are set out in Policy 4.2 Director responsibilities.

1. The advisor is a non-voting member of the Board.
2. The advisor’s purpose is to provide a key linkage between Engineers Canada and the CEO Group.
3. The advisor shall be a member of the CEO Group, selected by that group.
4. The advisor may delegate a representative to attend Board meetings on his/her behalf.
5. The advisor’s responsibilities are:
   a) Know the business of Engineers Canada.
   b) Be informed of issues affecting, or likely to affect, Engineers Canada and the CEO Group.
   c) Provide advice to the Board on behalf of the CEO Group.
   d) Make recommendations, provide information, and/or raise issues that the CEO Group believes the Board should consider.
   e) Communicate the views, activities, decisions, and plans of the Board to the CEO Group.
   f) Participate actively in the work of the Board, including by serving on committees or task forces as requested.
   g) Contribute to the Board’s decision-making process by:
      i. Discussing all matters freely and openly at Board meetings.
      ii. Working towards achieving a consensus that respects divergent points of view and is in the collective interest of Engineers Canada and the regulators.
      iii. Respecting the rights, responsibilities, and decisions of regulators and other organizations.
4 Role of the Board

The role of the Board is to provide strategic direction and ensure appropriate financial and risk management for the organization. The Board shall provide this leadership with due consideration of long-term impacts, and a clear distinction between the roles and responsibility of the Board and staff. Board directors are expected to be knowledgeable and prepared to cast a vote.

4.7 Monitoring of CEO

| Date of adoption: September 26, 2018 (Motion 5716) | Review period: Annual |
| Date of latest amendment: May 22, 2020 (Motion 5851) | Date last reviewed: May 22, 2020 |

1. The Human Resources (HR) Committee is responsible for the performance management and compensation package of the chief executive officer (CEO). The HR Committee may elect to use the services of an external Human Resources consultant to assist them.

2. The Engineers Canada’s Director of Human Resources will provide assistance to the overall process, as requested.

**Annual performance evaluation**

1. At the start of each calendar year the CEO will meet with the HR Committee to discuss opportunities for development, set personal objectives for the upcoming year, and be provided with the current year’s performance metrics.

2. A formal 360-degree evaluation will be conducted every three years by an external human resources consultant.

3. In the years between the formal 360-degree evaluation, the members of the HR Committee (“interviewers”) will interview select members of the following groups to solicit feedback on the performance and effectiveness of the CEO:
   a. The CEO Group
   b. Direct reports to the CEO (staff)
   c. Board members

4. The interviewers will conduct confidential one-on-one, face-to-face, or telephone meetings with the interviewees. They will use guidelines for consistency and objectivity. Guidelines are established each year by the HR Committee. The interviews will commence in November and be completed by December. The interviewers will prepare a summary report based on their interviews which will contain feedback from the interviews along with recommendations for the CEO’s growth or change.

5. By the end of the calendar year, the CEO will complete a self-assessment of his/her performance during the year and the achievement of performance metrics and personal goals.

6. HR Committee members will meet in early December to discuss their findings and finalize their report by mid January for presentation to the Board at the February meeting. The report will
contain a recommendation to the Board on the performance bonus to be awarded to the CEO (up to 10% of annual salary).

7. Following the Board meeting, the HR Committee chair, the president, and the president-elect will meet with the CEO to advise of the performance bonus to be awarded. This meeting will also serve to ensure that the CEO is clear on his/her expectations for the year, to share feedback from the one-on-ones and to revisit, if required, opportunities for growth and development.

Annual compensation review

1. The HR Committee will annually review the compensation package of the CEO and, subject to the terms of the CEO’s contract of employment, will make recommendations to the Board for approval.

2. If the Board approves a cost of living adjustment to the salaries of Engineers Canada employees, the base salary of the CEO will also be adjusted accordingly.

3. An external compensation consultant will be retained every three years to conduct a comprehensive compensation review of total compensation paid to the CEO and, subject to the terms of the CEO’s contract of employment, will make recommendations to ensure that the compensation package reflects current best practices in compensation management.

4. The HR Committee will prepare their recommendations to the Board for ratification at the February Board meeting.

5. The CEO will be notified, in writing, of salary increase and bonus, if applicable. The salary increase will be retroactive to January 1st of each year.
4 Role of the Board

The role of the Board is to provide strategic direction and ensure appropriate financial and risk management for the organization. The Board shall provide this leadership with due consideration of long-term impacts, and a clear distinction between the roles and responsibility of the Board and staff. Board directors are expected to be knowledgeable and prepared to cast a vote.

4.8 Board competency profile

| Date of adoption: September 26, 2018 (Motion 5716) | Review period: Annual |
| Date of latest amendment: May 22, 2020 (Motion 5851) | Date last reviewed: May 22, 2020 |

Section 4.1 of this manual states that the Board shall:

1. Hold itself and its direct reports accountable by:

   1.1 Establishing and using competency profiles for directors and all committee chairs, as well as for the Board as a whole.

This competency profile describes the important skills, attitude, and knowledge areas needed of the Board of Directors, to serve the interests of Engineers Canada and the regulators they serve. The profile also contains information on the preferred experience and other foundational requirements of an effective Board member. The profile serves as a foundation for exceptional and effective governance and helps ensure that the Board composition, on the whole, has the necessary competency and capacity to effectively fulfil its responsibilities.

4.8.1 Understanding the profile

The profile contains three areas associated with the overall competency of the Board:

1. **Competencies:** are the collective skills and experience that are deemed necessary to effectively govern. No single Board member is expected to have all competencies contained in this profile. Collectively, the Board of Directors should have sufficient experience to reflect all competencies. From time to time, the Board may determine the prioritization of the competencies to reflect emergent needs.

2. **Demographics:** are the specific sectors of membership of the engineering profession that it is felt should be specifically represented on the Board. Recruits from regulators will not be sought solely on the basis of a certain demographic, rather their demographic combined with their talents and abilities.

3. **Behavioural skills:** are the desired behavioural skills to help the Board work effectively together. The asset qualifications are not to be included in the competency matrix referenced below, but regulators should consider these preferred traits when nominating potential candidates to the Board.
4.8.2 How the profile should be applied

The Human Resources (HR) Committee is responsible for maintaining an up-to-date director competency matrix which will identify any skills or demographic deficits. As new members come on to the Board, they will be asked to assess their experience and knowledge against the desired competencies. When new Board nominees are requested from the regulators, they will be advised of preferred competencies or demographics the Board is seeking. Notwithstanding the preferences expressed, regulators are free to nominate whomever they feel is most appropriate for the position.

4.8.3 Board competency profile

4.8.3.1 Desired competencies

Board governance experience and leadership
- Experience with board governance, preferably on a regulator Council or other governing body. Possesses a clear understanding of the distinction between the role of the Board versus the role of management.

Business/management experience
- Experience with sound management and operational business processes and practices. Includes an understanding of topics such as managing complex projects, leveraging information technology, planning and measuring performance, and allocating resources to achieve outcomes.

Regulator experience
- Practical knowledge of the working of provincial/territorial engineering regulators, including such matters such as accreditation, licensure, practice issues, and discipline and enforcement.

Accounting/financial experience
- Understanding of accounting or financial management. Includes analyzing and interpreting financial statements, evaluating organizational budgets, and understanding financial reporting and knowledge of auditing practices.

Strategic planning experience
- Experience in developing strategic direction for an organization while considering broad and long-term factors. Understands how an organization must evolve in light of internal and external trends and influences. Able to identify patterns, connections, or barriers to addressing key underlying issues.

Risk management experience
- Experience with enterprise risk management. Includes identifying potential risks and recommending and implementing preventive measures, organizational controls, and compliance measures.
4.8.3.2  Demographic preferences

The Board supports as much diversity as possible in its makeup; however, only two demographic goals have been set for active monitoring.

Representation of women

- In accordance with its diversity and inclusion policy, the Board strives to include at least 30 per cent women. A long-term goal would be a female/male split representative of the Canadian population.

Active practitioner representation

- The Board should also attempt to ensure that at least 30% of its composition includes active engineering practitioners.

4.8.3.3  Behavioural skills

The directors should possess behavioural skills conducive to working together effectively. These skills include the following:

Ability to present opinions

- They are able to present views clearly, frankly, constructively, and persuasively.

Willingness and ability to listen

- They listen attentively and respectfully and make sure they understand what they have heard.

Ability to ask questions

- They know how to ask questions in a way that contributes positively to debate.

Flexibility

- They are open to new ideas, are strategically agile, and are responsive to change.

Conflict resolution

- They are oriented to resolve conflict, are resilient after it occurs, and support Board decisions once made.

Dependability

- They do their homework and attend and participate in meetings.

Balance

- In light of the federated model of Engineers Canada, an ability to balance local interests with the national interest.
4 Role of the Board

The role of the Board is to provide strategic direction and ensure appropriate financial and risk management for the organization. The Board shall provide this leadership with due consideration of long-term impacts, and a clear distinction between the roles and responsibility of the Board and staff. Board directors are expected to be knowledgeable and prepared to cast a vote.

4.9 President’s role

Date of adoption: April 9, 2018 (Motion 5693)  
Review period: Annual  
Date of latest amendment: December 9, 2019 (Motion 5807)  
Date last reviewed: December 9, 2019

The president ensures the integrity of the Board’s process and represents the Board to outside parties.

1. The president must ensure that the Board behaves consistently within its own rules and those legitimately imposed upon it from outside the organization including:
   a. Directing the Board deliberations so they are timely, fair, orderly, thorough and efficient; and
   b. Endeavoring to establish Board consensus on issues and objectives

2. The president chairs Board meetings.

3. The president represents the Board to outside parties.

4. The president is the delegate of the Board and votes on behalf of Engineers Canada at meetings of the International Engineering Alliance.

5. The president may delegate these authorities, but remains accountable for their use.

6. The president can attend meetings of all Board committees as a non-voting ex-officio member.

7. The president is accountable to the Board.

8. The president provides the link between the Board and the CEO. The president is the only person authorized to speak for the Board.
4 Role of the Board

The role of the Board is to provide strategic direction and ensure appropriate financial and risk management for the organization. The Board shall provide this leadership with due consideration of long-term impacts, and a clear distinction between the roles and responsibility of the Board and staff. Board directors are expected to be knowledgeable and prepared to cast a vote.

4.10 Standing agenda items

| Date of adoption: May 24, 2019 (Motion 5756) | Review period: Biennial |
| Date of latest amendment: | Date last reviewed: February 5, 2020 |

Meetings are the means for the Board of Directors to make decisions regarding the governance and oversight of Engineers Canada, and to provide direction to the CEO and the chairs of the CEAB and CEQB. In addition, meetings provide an opportunity for directors to bring information from their home regulator to the national table, and to receive updates on the activities of Engineers Canada.

At each meeting, the Board receives updates from its committees, including the CEAB, the CEQB, the CEO, the Presidents’ Group, and the CEO Group.

The CEO shall maintain a list of the standing agenda items which appear on the winter (February/March), early spring (April), spring (May), summer (June), fall (September/October) and late fall (December) meetings.

This list shall be accessible to Engineers Canada staff and to all directors and shall be included in new directors’ onboarding materials.

The agenda for all Board meetings shall be developed by staff and approved by the president-elect, president, and past-president approximately two months in advance of each meeting.

The agenda for the summer Board strategic retreat shall be developed by the president-elect and CEO, and approved by the president-elect, president, and past-president approximately two months in advance of the retreat.
4 Role of the Board

The role of the Board is to provide strategic direction and ensure appropriate financial and risk management for the organization. The Board shall provide this leadership with due consideration of long-term impacts, and a clear distinction between the roles and responsibility of the Board and staff. Board directors are expected to be knowledgeable and prepared to cast a vote.

4.11 Board management delegation

Date of adoption: May 25, 2018 (Motion 5701)  
Review period: Annual  
Date of latest amendment: December 9, 2019 (Motion 5807)  
Date last reviewed: December 9, 2019

1. The Board’s sole official connection to the operational organization, its achievements, and its conduct, will be through the chief executive officer (CEO). Accordingly:

   a. Only the Board acting as a body can employ, terminate, discipline, or change the conditions of employment of the CEO.

   b. Decisions or instructions of individual directors, officers, advisors, or committees are not binding on the CEO except in rare instances when the Board has specifically authorized such exercise of authority.

   c. Directors, officers, advisors, or committees (including the CEAB and the CEQB) may request information or additional assistance, but the CEO can refuse such requests that require, in the CEO’s opinion, a material amount of staff time or funds or that are disruptive.

2. All Board authority delegated to staff is delegated through the CEO, so that all authority and accountability of staff is the responsibility of the CEO. Where authority and accountability has been delegated to staff, the Board authorizes the CEO to make all decisions required to develop and administer the activities within the policy direction which has been set by the Board. The Board will receive regular progress reports on any delegated area from the CEO. Accordingly:

   a. The Board will refrain from giving instructions to persons who report directly or indirectly to the CEO.

   b. The Board will refrain from evaluating, either formally or informally, any staff other than the CEO.

   c. The Board will not express individual judgments of performance of the CEO or staff other than during participation in Board deliberations.

   d. Directors shall not speak on behalf of the Board except to repeat explicitly stated Board decisions, unless authorized by the Board.
3. The Board will instruct the CEO, the CEAB, and the CEQB through its Strategic Plan and written policies that prescribe the organizational goals to be achieved, and describe organizational situations and actions that form the boundaries of the CEO’s authority. Accordingly:

a. The Board will develop a strategic plan instructing the CEO, the CEAB, and the CEQB to achieve certain results.

b. The Board will develop executive duty and limitation policies that prescribe the required activities of the CEO and limit actions and latitude that the CEO may exercise in achieving the results specified in the strategic plan. The Board will never prescribe organizational means delegated to the CEO.

c. The Board may change its strategic plan and executive duty and limitation policies, thereby shifting the boundary between Board and CEO domains. By doing so, the Board changes the latitude of choice given to the CEO.

d. The Board may obtain information from the CEO on any the delegated duties, except for data protected by privacy legislation.
4 Role of the Board

The role of the Board is to provide strategic direction and ensure appropriate financial and risk management for the organization. The Board shall provide this leadership with due consideration of long-term impacts, and a clear distinction between the roles and responsibility of the Board and staff. Board directors are expected to be knowledgeable and prepared to cast a vote.

4.12 Board self-assessment

Assessing Board effectiveness is an important governance responsibility. The purpose of Board self-assessment is to give all Board members an opportunity to evaluate and discuss the Board’s performance with candor and from multiple perspectives. The ultimate objectives are greater efficiency in the use of the Board’s time and increased effectiveness of the Board as a governing body.

4.12.1 Self-assessment process

Three assessment processes are to be used by the Board:

1. a short meeting assessment, conducted at the end of each meeting,
2. an electronic survey, after each meeting, and
3. a more detailed annual survey of Board performance.

4.12.1.1 Meeting assessment

At the end of each meeting, the chair will ask that the meeting move in-camera. The attendees will include the directors, the direct reports (CEO, secretary and the chairs of the CEAB and CEQB), and the CEO Group advisor to the Board. The objective is to engage participants in a healthy discussion about the quality of the meeting and the decisions taken.

In addition, an electronic meeting satisfaction survey will be sent to all participants following each Board meeting.

4.12.1.2 Annual survey of the Board

The annual survey of the Board provides the opportunity to look internally at the Board itself, reflect on Board members’ individual and shared responsibilities, identify different perceptions and opinions among Board members, and determine areas of responsibility that need attention. Board self-assessment should not be judgmental or focus only on weaknesses and negative aspects. Instead, it should help the Board with succession planning and governance improvements.
The annual survey of the Board’s effectiveness shall be the responsibility of the Human Resources (HR) Committee. The survey will be conducted through an anonymous questionnaire. The following process will be used:

1. In November, the HR Committee shall agree upon the structure and content of the questionnaire.

2. The proposed questionnaire will be presented to the Board at the Winter (February) Board meeting for review and approval.

3. The questionnaire will be distributed after the Winter meeting and Board members shall complete the questionnaire within two weeks of receipt.

4. Results will be tabulated and analyzed and a Board assessment report will be prepared.

5. The report will be presented to the Board at its Spring (May) meeting.

6. The Board will discuss the report and decide if changes to policies, procedures, or practices are required.

7. The incoming past-president will oversee the implementation of any agreed-upon improvements.

Opinions and comments expressed during the process will not be attributed to individual Board members but should be shared in the aggregate report.
4 Role of the Board

The role of the Board is to provide strategic direction and ensure appropriate financial and risk management for the organization. The Board shall provide this leadership with due consideration of long-term impacts, and a clear distinction between the roles and responsibility of the Board and staff. Board directors are expected to be knowledgeable and prepared to cast a vote.

4.13 Individual director assessment

| Date of adoption: March 1, 2019 (Motion 5736) | Review period: Annual |
| Date of latest amendment: May 22, 2020 (Motion 5851) | Date last reviewed: May 22, 2020 |

The purpose of director assessment is to support the development of individual directors, help them enhance their contribution to the Board, and enable them to have a more positive experience as an Engineers Canada director. The individual director evaluation process is conducted with the goals of:

1. providing Board members with an opportunity to reflect on their contribution, and to receive feedback from their peers;
2. determining actions that can be taken to increase the value of director contributions; and,
3. informing the president-elect of the strengths, weaknesses, abilities and desires of individual Board members they will be leading in the coming year.

4.13.1 Assessment process

Three assessment processes are to be used by the Board:

1. an ongoing tabulation of attendance at Board, committee, and task force meetings (to be included in every Board agenda book),
2. a self-assessment, to be completed by all directors on an annual basis, and
3. a peer assessment, to be completed in alternate years for half of the Board complement.

The peer- and self-assessments will be by electronic survey.

Both self- and peer-assessments shall be the responsibility of the Human Resources (HR) Committee. The following process will be used:

1. In November, the HR Committee shall prepare draft questionnaires for both the self- and peer-assessments.
2. The proposed questionnaires will be presented to the Board at the Winter (February) Board meeting for review and approval.
3. The questionnaires will be distributed after the Winter meeting and directors shall complete the questionnaire(s) within two weeks of receipt.
4. Directors will be peer-reviewed in year two of their first mandate, and year one of their second mandate.
5. All directors will be asked to peer review all colleagues who are subject to the process in any given year.

6. Individual results will be tabulated and provided to each individual director and reviewed by the president-elect.

7. As required, the president-elect may arrange individual meetings or phone conversations with directors to discuss the results. The agenda for these meetings may include:
   - Discussion of past performance, level of contribution, areas for improvement, and potential supports required by the director (e.g. training);
   - Identification of the director’s interests in future Board activities, as well as succession opportunities; and
   - An outline of next steps or agreement on an action plan.

8. The president-elect may present the overall implications of these conversations to the:
   - HR Committee to inform the nomination process for Board committees and for new directors, and
   - to the past-president to inform the nomination process for president-elect.

Notwithstanding the above, discussions between the president-elect and individual directors are to be considered confidential.
5 Executive duties and limitations

Date of adoption: April 9, 2018 (Motion 5693)  
Review period: Annual  
Date of latest amendment: December 9, 2019 (Motion 5807)  
Date last reviewed: December 9, 2019

The CEO is responsible and accountable for achieving the deliverables of Engineers Canada’s strategic plan as developed by the Board in consultation with the regulators. The Board recognizes that it leads by giving the strategic direction and setting distinct policies that govern the actions of the CEO in achieving that strategic direction.

All Board authority delegated to staff is delegated through the CEO, so that all authority and accountability of staff is the responsibility of the CEO. Where authority and accountability has been delegated to staff, the Board authorizes the CEO to make all decisions required to develop and administer the activities within the policy direction which has been set by the Board. The Board will receive regular progress reports on any delegated area from the CEO.

The CEO shall not:

1. Cause or allow any practice, activity, decision, or organizational circumstance which is either unlawful, imprudent, or in violation of commonly accepted business and professional ethics, or in conflict with the regulatory role of the engineering regulators.

2. Perform, allow, or cause any actions to occur which are contrary to the policies which have been set by the Board.

3. Disclose to the public confidential information leading to Board decisions.

4. Alter the organization’s name or identity in any way.

5. Permit presentations to be made to the media, which portray as Board policy information that is contrary to Board positions set out in Board policy.

In addition, the CEO shall:

6. Be accountable to the Board.

7. Keep the Board informed and supported in its work.

8. Develop a plan for Board approval for planned and emergency succession of the CEO position.

9. Be committed to ethical, businesslike, and lawful conduct, including the proper use of authority and appropriate decorum when acting as CEO of Engineers Canada.

10. Declare and avoid conflicts of interest.

11. Provide the administrative mechanism for official communication between the Board, all committees (including the CEAB and the CEQB) and task forces; and
12. Ensure that all items which are to be approved by the Board and which are administrated by the CEO, are brought to the Board on a timely basis.

13. Maintain a register of key risks of the organization with regular monitoring and updates to the Board.

14. Ensure that the structured process described in Policy 9.3 Board approved products – National Position Statements is used in the development of such statements so that all statements have both Board approval and regulator support.

15. Act as the secretary of the Board or ensure that the Board assigns another person to do so (as per bylaw definitions in Section 1.1).
5 Executive duties and limitations

5.1 Relationships with the engineering regulators

The CEO shall ensure conditions, procedures, and decisions that contribute to productive relations with engineering regulators and that are aligned with the roles of the engineering regulators.

Further, without limiting the scope of the above statement, the CEO shall ensure that:

1. Regulators have easy access to clear information about their rights and responsibilities as owners and members.

2. The methods used to collect, review, store, and transmit regulator information protect against improper access.

3. Consultation with stakeholders is conducted in accordance with Policy 7.11 Consultation.

4. Regulator comments and complaints are responded to fairly, consistently, respectfully, and in a timely manner.

5. Regulators are advised in a timely manner about issues that Engineers Canada is aware of that may impact the profession and/or the regulators.
5 Executive duties and limitations

5.2 Treatment of staff and volunteers

The CEO shall ensure that working conditions for staff and volunteers under the CEO’s authority are fair, dignified, safe, organized, and clear, and meet legislative requirements.

Further, without limiting the scope of the above statement, the CEO shall ensure that the following are in place:

1. Clear and objective expectations and assessment of performance for staff.
2. Written human resource policies that:
   a. clarify expectations and working conditions for staff and volunteers,
   b. provide for effective handling of grievances,
   c. protect against wrongful conditions such as harassment, nepotism, and grossly preferential treatment for personal reasons, and
   d. protect workers when, acting in good faith, they report unethical, unlawful, or unprofessional conduct.
3. An effective staff education and development process
4. A method to inform staff and volunteers of their rights under this policy when, acting in good faith, they report unethical, unlawful, or unprofessional conduct.
5. A safe physical work environment for staff.
6. Plans for emergency situations.

Date of adoption: April 9, 2018 (Motion 5693)
Date of latest amendment: Review period: Biennial
Date last reviewed: October 8, 2019
5 Executive duties and limitations

5.3 Financial condition

With respect to ongoing financial conditions and activities, the CEO shall ensure fiscal security and adherence to the priorities established in the strategic plan.

Further, without limiting the scope of the above statement, the CEO shall ensure that:

1. Funds are only borrowed to provide credit facilities for overdraft protection and corporate credit cards.
2. Payroll is processed on normal timelines and debts are paid in a timely fashion.
3. Receivables are not written off without having first aggressively pursued payment after a reasonable grace period.
4. Tax payments and other government ordered payments and reports are filed accurately and in a timely fashion.
5. Land or buildings are not acquired, encumbered, or disposed of and that no subsidiary corporations are created or purchased without explicit Board approval.
6. Restricted reserve funds are maintained at levels established by the Board and only use these funds where a Board-approved plan exists to restore the reserves to target levels within three years of them falling below mandated levels.
7. Funds which are not immediately required for operations are invested in accordance with the Investment Policy.
8. Non-invested funds are held in secure instruments, including insured chequing accounts.
9. Documents that designate appropriate administrative signing authority exist.
10. Internal financial controls are in place to prevent and ensure against late, inaccurate, or misleading reporting, including provisions to report any errors or misstatements to the Finance, Audit, and Risk Committee in a timely manner.
11. The Board is advised of material changes in the financial position or expenditure in a timely manner.
12. The Board is provided with quarterly financial statements at each face-to-face meeting of the Board.
5  Executive duties and limitations

5.4 Communication and support to the Board

Date of adoption: April 9, 2018 (Motion 5693)  
Review period: Annual

Date of latest amendment: May 22, 2020 (Motion 5851)  
Date last reviewed: May 22, 2020

The CEO shall ensure that the Board is informed and supported in its work. Further, without limiting the scope of the above statement, the CEO shall ensure that:

1. The Board has reasonable administrative support for Board activities including, but not limited to, resources supporting the work of the Accreditation Board and the Qualifications Board in accordance with the strategic plan.

2. Progress reporting required by the Board is submitted in a timely, accurate, and understandable fashion:
   a. An annual performance assessment report of progress against the outcomes and objectives set in the strategic plan:
      i. Is provided to the Board in February for review and approval
      ii. Is submitted to the Members for information at the Annual Meeting of Members in May
   b. Interim performance assessment reports of progress against the outcomes and objectives set in the strategic plan for the first, second, and third quarters of each year are presented to the Board at the May, September, and December meetings, respectively.

3. Financial reporting is provided to the Board (having been first reviewed by the Finance, Audit, and Risk Committee), including:
   a. Quarterly financial updates for the first, second, and third quarters
   b. A year-end statement of operations, and
   c. The annual audited statements, which the Board will approve for submission to the Members at the Annual Meeting of Members in May.

4. The Board is aware of volunteer policies and procedures.

5. The Board is provided with the results of employee engagement surveys, and action plans to address any issues raised therein (having first been reviewed by the Human Resources Committee).

6. The Board is aware of any actual or anticipated non-compliance with policies, including when, in the CEO’s opinion, the Board is not in compliance with its own policies.
7. The Board is aware of any incidental information it requires, including anticipated media coverage, threatened or pending lawsuits, and material or publicly visible external and internal changes or events, including changes in executive personnel.

8. No individual Board members are favoured or privileged over others, except when fulfilling individual requests for information or responding to officers or committees duly charged by the Board.

9. No Board directors are appointed to operational committees.
5 Executive duties and limitations

5.5 Asset protection

The CEO shall ensure that corporate assets are protected, adequately maintained and not unnecessarily risked.

Further, without limiting the scope of the above statement, the CEO shall ensure that:

1. The organization is insured against theft and casualty losses and against liability and travel-related losses to Board members, volunteers, employees, or the organization itself.
   a. The Board is aware of any material changes to the above insurance coverage.

2. The organization, its Board, volunteers, and staff are not unnecessarily exposed to claims of liability.

3. Uninsured personnel do not have access to material amounts of funds.

4. Funds are received, processed, and disbursed subject to sufficient controls that meet the standards of the Canadian accounting practices.

5. The organization has a disaster plan that includes both mitigation and recovery.

6. Purchases are not made without due consideration to quality, after-purchase service, value for dollar, and opportunity for fair competition.

7. Purchases are not made without normally prudent protection against conflict of interest.

8. Intellectual property, information, and files are not exposed to loss or significant damage.
5 Executive duties and limitations

5.6 Planning

The CEO shall ensure an annual operating plan and budget are in place that allocate resources in a way that aligns with the Board’s strategic plan and that ensures fiscal security.

Further, without limiting the scope of the above statement, the CEO shall ensure that:

1. Planning takes into account both financial and personnel resources.

2. Planning safeguards the fiscal soundness of future years and ensures the building of organizational capability sufficient to achieve the strategic direction in future years.

3. A credible projection of revenues and expenses, separation of capital expenditures and operational expenses, cash flow projections, and disclosure of planning assumptions is used in fiscal planning.

4. The budget is presented in a format approved by the Board.

5. A plan which anticipates and prepares for the replacement and addition of the organization’s capital needs is in place.

6. Succession planning processes are in place to facilitate operations during key personnel transitions and ensure operation of the organization in all areas over the long term.

7. Planning is coordinated with the chairs of the CEAB and the CEQB to ensure that they have adequate resources to deliver their portions of the Board’s strategic plan.

8. Restricted reserve fund levels required by Board policy are maintained at appropriate levels.

9. Planning includes funding for the Board’s direct use, including, but not limited to, Board training and development and Board and committee meetings.

10. Funds are not expended in any fiscal year beyond what has been approved in the budget, unless the Board has approved the additional expenditure.
5 Executive duties and limitations

5.7 Compensation and benefits

The CEO shall safeguard fiscal integrity and public image with respect to employment, compensation, and benefits to employees, consultants, and contract workers.

Further, without limiting the scope of the above statement, the CEO shall ensure that:

1. The CEO’s benefits are only changed as is consistent with changes to benefits packages for all other employees.

2. No promises of implied permanent or guaranteed employment are made.

3. Compensation and benefits do not deviate materially from the geographic or professional market for the skills employed.

4. No obligations over a longer term than revenues can be safely projected are created.

5. Pension benefits are not established or changed.

6. Expense reimbursement levels are consistent with those of comparable organizations.

7. The Board is informed of material changes in staff compensation or benefits.
6 Engineers Canada Board committees and task forces

6.1 Board committees and task forces

Board committees are defined as groups set up under the authority of the Board to perform ongoing tasks as specified in their terms of reference. A task force is formed for specific tasks and is typically dissolved once the task has been completed. The Board can delegate responsibility but is always accountable for decisions.

The standing Board committees are as follows:

- Canadian Engineering Accreditation Board (CEAB)
- Canadian Engineering Qualifications Board (CEQB)
- Finance, Audit, and Risk Committee
- Governance Committee
- Human Resources Committee

1. The Board shall appoint committees and task forces as it considers necessary to serve the interests of Engineers Canada and the regulators. It may delegate any authority it deems necessary for a committee or task force to perform its function. The Board shall determine the terms of reference for all committees and task forces they have appointed.

2. The terms of reference for every committee shall define the committee’s responsibilities, tasks, authority, and composition.

3. The terms of reference for every task force shall define the mandate, timeline, and membership of the task force.

4. The CEO monitors the performance of Board committees and task forces for compliance with their delegated authority where staff has a role with the activities.

5. All committee and task force members shall abide by the same Code of Conduct as governs the Board.

6. All committees and task forces will:
   a. Develop and maintain an annual work plan with specific deliverables and deadlines
   b. Submit written minutes of their meetings and proceedings to all Board directors
   c. Report annually to the Board and the members on the achievement of their assigned Board responsibility and any outcomes or actions assigned to it under the strategic plan
6.1.1 Composition

1. Board committees and task forces may be populated by board members, other volunteers, or any combination thereof. Staff shall provide support to board committees and task forces, but they are not members and shall have no vote.

2. The Human Resources Committee, in consultation with each outgoing committee chair, shall annually nominate new committee members considering:
   a. Committee work plan
   b. Directors’ interests
   c. Directors’ skills and competencies
   d. Board succession planning

3. With the exception of the CEAB and CEQB, the HR Committee shall recommend a chair to each committee and task force. The committee or task force shall make the final determination of who will serve as chair.

4. The Board appoints the members of all committees, normally for a one-year term.

5. Members may be re-appointed to committees. Reappointment of the members and staggered terms of office are desirable elements to support continuity.

6. In the selection of committee and task force members, every reasonable effort shall be made to achieve a membership that reflects the diversity objectives established in Policy 8.2 of the Board.

7. In the event of a vacancy on a committee or task force prior to the conclusion of the term, the Board may fill the vacancy by appointment for the duration of the term.

8. In the event that a member of a committee or task force is temporarily unable to serve, an alternate may be appointed by the Board to act in the member’s absence.

6.1.2 Authority

1. Through the chair, all committees and task forces may:
   a. Request information from Engineers Canada staff as required for the efficient conduct of their business
   b. Use staff resources as required for administrative support of the committee
   c. Call on advisors for subject matter expertise

2. Board committees and task forces shall not speak or act for the Board except when formally given such authority for specific and/or time-limited purposes.

3. Except as defined in written terms of reference, no committee or task force has authority to commit the funds or resources of Engineers Canada.

6.1.3 Role of committee chairs

Chairs work closely with Engineers Canada staff and provide leadership to their committees. They are responsible for:
1. Chairing meetings and setting their agenda
2. Reviewing committee minutes and briefing notes
3. Developing, monitoring, and delivering on the work plan, with support from staff
4. Providing updates on the committee’s activities to the Board
5. Facilitating committee deliberations that are timely, fair, orderly, thorough, and efficient
6. Addressing issues arising with and between committee members

6.1.3.1 Competencies

To deliver on these responsibilities, in addition to the competencies established in Policy 4.8, Board competency profile, a chair should demonstrate the following skills, knowledge, and abilities:

1. Ability to build consensus
2. Understanding and working within the Engineers Canada governance model
3. Understanding broader strategic context
4. Communications skills and relationship management with key external stakeholders including the CEAB, the CEQB, the regulators, the CEO Group, the officials’ groups, and Engineers Canada staff
5. Work ethic, commitment, and ability to meet deadlines
6 Engineers Canada Board committees and task forces

6.2 Board, committee, and task force chair assessment

The purpose of chair assessment is to give all Board, committee, and task force members an opportunity to evaluate and discuss their respective chair’s performance from multiple perspectives. The ultimate objectives are greater efficiency in the use of the volunteers’ time. The assessments also serve as an opportunity to support the development of leadership for individuals who have agreed to serve as chairs of the:

- Engineers Canada Board
- Canadian Engineering Accreditation Board (CEAB)
- Canadian Engineering Qualifications Board (CEQB)
- Finance, Audit, and Risk Committee
- Governance Committee
- Human Resources Committee
- And any task force established by the Board

The purpose of chair evaluation process is conducted with the goals of:

1. providing chairs with an opportunity to reflect on their contribution as they receive feedback from their peers;
2. informing the president-elect of the strengths, weaknesses, abilities, and desires of current board, committee, and task force chairs to be used for succession planning.

6.2.1 Chair responsibilities

Chairs work closely with Engineers Canada staff and provide leadership to their committees. They are responsible for:

1. Chairing meetings and setting their agenda
2. Reviewing committee minutes and briefing notes
3. Developing, monitoring, and delivering on the work plan, with support from staff
4. Providing updates on the committee’s activities to the Engineers Canada Board
5. Directing committee deliberations that are timely, fair, orderly, thorough, and efficient
6. Addressing issues arising with and between committee members

Additional responsibilities specifically related to the CEAB and CEQB chair roles are listed in policies 6.9 and 6.10 respectively.
6.2.2 Chair competencies

To deliver on these responsibilities, in addition to the competencies established in Policy 4.8, Board Competency Profile, a chair should demonstrate the following skills, knowledge, and abilities:

1. Ability to build consensus
2. Understanding and working within the Engineers Canada governance model
3. Understanding broader strategic context
4. Communications skills and relationship management with key external stakeholders including the CEAB, the CEQB, the regulators, the CEO Group, the officials’ groups and Engineers Canada staff
5. Work ethic, commitment, and ability to meet deadlines

Additional competencies specifically related to the CEAB and CEQB chair roles are listed in policies 6.9 and 6.10 respectively.

6.2.3 Assessment process

The chair assessment process is done via peer-assessments, delivered by electronic survey annually. Chair assessments shall be the responsibility of the HR Committee. The following process will be used:

1. In October, the HR Committee shall prepare draft questionnaires for the chair assessments.
2. The proposed questionnaires will be presented to the Board at the December Board meeting for review and approval.
3. The questionnaires will be distributed after the December meeting and directors and committee members shall complete the questionnaire(s) within two weeks of receipt.
4. All committee members and directors will be asked to peer review any acting chairs that directly impact their work in the given year.
5. Individual results will be tabulated and provided to each individual chair and reviewed by the president-elect.
6. As required, the president-elect may arrange individual meetings or phone conversations with chairs to discuss the results. The agenda for these meetings may include:
   - Discussion of past performance, level of contribution, areas for improvement, and potential supports required by the chair (e.g. training);
   - Identification of the chair’s interests in future Board activities, as well as succession opportunities and suggestions; and
   - An outline of next steps or agreement on an action plan.
7. The president-elect may present the overall implications of the assessments and conversations to the:
   - HR Committee to inform the nomination process for Board committees, and
   - the past-president to inform the nomination process for president-elect.

Notwithstanding the above, discussions between the president-elect and individual chairs are confidential.
6 Engineers Canada Board committees and task forces

6.4 Finance, Audit, and Risk (FAR) Committee terms of reference

| Date of adoption: May 24, 2019 (Motion 5756) | Review period: Annual |
| Date of latest amendment: | Date last reviewed: May 24, 2019 |

The Finance, Audit, and Risk Committee enhances the Board’s effectiveness and efficiency on matters related to financial, audit, and risk management policies and monitoring.

6.4.1 Responsibilities

The FAR Committee is tasked to fulfill Board Responsibility #5: *Ensure the CEO maintains and acts on a robust and effective risk management system which reflects the board’s risk tolerance level and directs Board-approved mitigation strategies.* In addition, the FAR Committee shall:

1. Annually, review the CEO’s draft budget and make recommendations to the Board.

2. Review the CEO’s quarterly financial reports and make recommendations to the Board, as necessary.

3. Review the CEO’s operational risk register and the Board’s strategic risk register, and make recommendations with respect to the strategic risk register to the Board at the winter, spring, fall and late fall Board meetings.

4. Conduct a triennial review of the Board’s strategic risk register and make recommendations of acceptable mitigation strategies, residual risk, and required actions to the Board as an input to each new strategic plan.

5. Review the investment reports (prepared by a third-party advisor) and make recommendations to the Board.

6. Review and recommend changes to the Board’s investment policy.

7. Oversee the annual audit including:
   a. Recommending an auditor to the Board and members including but not limited to the independence of potential auditors.
   b. Annually assessing the auditor considering independence, communication and interaction, and quality of the engagement team.
   c. Confirming the scope of the audit, which shall include a report on the appropriateness of the spending by the Board, the Board committees, and Board officers.
d. Providing an annual report to the Board regarding the audited financial statements and any significant information rising from discussions with the auditor.

e. Providing an annual report to the members with:
   i. The Board’s recommendation concerning the audited financial statements,
   ii. A summary of the auditor’s observations together with Engineers Canada staff response, and
   iii. The Board’s recommendation for the appointment of the following year’s auditor.

f. Conducting a comprehensive review of the auditor at least every five years. The outcome of this review is a recommendation to either retain the audit firm or put the audit out for tender.

8. Review and update the Board on finance-related matters such as internal financial controls and finance-related policies and procedures.

9. Provide information to the Board on significant new developments in accounting principles or relevant rulings of regulatory bodies with implications for the Board’s financial policies.

### 6.4.2 Authority

1. The FAR Committee has the authority to meet independently with the external auditor.

2. The Chair of the FAR Committee has the authority to meet independently with Engineers Canada’s controller.

### 6.4.3 Composition

1. The FAR Committee is comprised of a minimum of five directors, including one director from each of the three larger regulators: PEO, OIQ, and APEGA. In addition, a Certified Professional Accountant shall be a member of the FAR Committee.

2. The committee chair plus another three members of the committee who are directors constitute a quorum (50 per cent of the members +1).

3. Committee members shall be financially literate and possess the ability to read and understand a set of financial statements that present a breadth and level of complexity of accounting issues that are generally comparable to those that could be reasonably expected to be encountered at Engineers Canada.

4. The Engineers Canada controller shall provide support to the FAR Committee.

### 6.4.4 Competencies of the FAR Committee Chair

The FAR Committee chair shall have an understanding of:

a) Not-for-profit financial reporting standards,

b) Engineers Canada fiscal operations, and
c) Engineers Canada budgeting process.
6 Governance Committee terms of reference

Date of adoption: April 9, 2018 (Motion 5693)  
Date of latest amendment: May 22, 2020 (Motion 5851)  
Review period: Biennial  
Date last reviewed: May 22, 2020

The Governance Committee enhances the Board’s effectiveness and efficiency on matters relating to Board governance principles and policies.

6.8.1 Responsibilities

The Governance Committee is tasked to fulfill Board responsibility #4: "Ensure the development and periodic review of Board policies." The Governance Committee shall:

1. Review and maintain the currency and relevance of Board policies and governance documents.
2. Review and make recommendations on the currency and relevance of the Bylaws and Articles of Continuance.
3. Make recommendations for content and review results of the annual Board assessment survey.
4. Make recommendations for Board education related to governance and Board effectiveness.
5. Conduct a periodic survey of regulators and directors to evaluate the effectiveness of Board governance and operations, and develop action plans to address any required improvements.

6.8.2 Authority

The Governance Committee has the following authority:

1. To make editorial changes to Board policies such as the correction of typographical and grammatical errors, to ensure the consistent use of terminology and plain language, and to update references.

6.8.3 Composition

1. The Committee is comprised of a minimum of three directors, including the past-president.
2. Quorum for any Governance Committee meeting is 50 per cent of the committee members plus one.
3. The Engineers Canada corporate secretary shall provide support to the Governance Committee.
6  Engineers Canada Board committees and task forces

6.9 Canadian Engineering Accreditation Board (CEAB)

Date of adoption: April 9, 2018 (Motion 5693)  
Review period: Annual  
Date of latest amendment: May 22, 2020 (Motion 5851)  
Date last reviewed: May 22, 2020

6.9.1 Terms of reference

The CEAB enhances the Board’s effectiveness and efficiency on matters related to the accreditation of academic engineering programs.

6.9.1.1 Purpose/products

The CEAB produces information needed for the Board to make decisions on matters relating to engineering education both in Canada and in other countries. The CEAB performs assessments of academic engineering programs to determine if they meet accreditation criteria approved by the Board. It grants accreditation to those programs that meet the criteria.

In support of these purposes/products, the CEAB will:

1. Review on a regular basis the criteria, policies, and procedures for evaluating engineering programs for accreditation or substantial equivalency purposes.

2. Undertake an evaluation of engineering programs for accreditation upon request of academic institutions and based upon the Engineers Canada Board-approved criteria.

3. Determine the equivalency of accreditation systems in other countries based upon the Engineers Canada Board-approved criteria.

4. Conclude negotiated international mutual recognition agreements at the education level based upon direction from the Engineers Canada Board.

5. Provide regular reports to the Engineers Canada Board regarding the status of international mutual recognition agreements pertaining to engineering education.

6. Maintain effective liaison with engineering accrediting bodies in other countries, with other professions’ accrediting bodies, and with other relevant organizations.

7. Provide information and, when appropriate, options and implications, to the Engineers Canada Board on international matters relating to engineering accreditation and engineering education, including implementation and maintenance of international accreditation agreements.
8. Provide advice to Canadian higher education institutions regarding accreditation.

9. Accept feedback from relevant Canadian organizations regarding the Canadian engineering accreditation system.

10. Assure that administrators of assessed engineering programs are aware of the limitations of the assessment and their resulting responsibilities, including, but not limited to:

   10.1. The higher education institution offering the engineering program shall adhere to all accreditation criteria and regulations, shall fully disclose with relevant documentation all aspects of the program, and shall advise the CEAB immediately of any significant changes to its accredited program(s).

   10.2. There is no legal right to accreditation. The CEAB assumes no responsibility and shall not be liable to students, graduates, or any other party who may be affected by the denial, termination, or revocation of accreditation.

11. Assure that administrators of those programs that are assessed as being insufficient to be accredited are aware of the reasons and the process to initiate a reassessment or an appeal.

6.9.1.2 Authority

The CEAB’s authority enables it to assist the Engineers Canada Board in its work. In addition to the authority granted through Policy 6.1, the CEAB also:

12. Accredits programs in Canada or recognize equivalencies of engineering programs in other countries in accordance with the Engineers Canada Board’s approved Accreditation Criteria and Procedures.

13. May establish committees and task forces to assist in carrying out its work.

14. May deal directly with organizations and individuals.

15. The CEAB representative at Washington Accord meetings is authorized to vote on behalf of Engineers Canada.

16. The CEAB has no authority to:

   16.1. Change Engineers Canada Board policies.

   16.2. Approve changes to Accreditation Criteria and Procedures, except for those which are of an administrative (housekeeping) nature.

   16.3. Enter into financial agreements.

   16.4. Spend or commit organization funds, unless such funds are specifically allocated by the Engineers Canada Board.
16.5. Make representations that any graduate of an accredited program will be eligible for licensure.

16.6. Conduct a program accreditation prior to receipt of a request from a higher education institution.

16.7. Conduct substantial equivalency visits of engineering programs in other countries if the cost of such visits is not borne by the higher education institution without specific permission of the Board.

16.8. Make representation that it will identify every aspect of an assessed engineering program that does not meet its accreditation criteria and regulations.

6.9.1.3 Composition

17. The CEAB is composed of the chair, the vice-chair, the past-chair. In addition, the CEAB shall include one member from each of the following regions:

- British Columbia or the Yukon
- Alberta, the Northwest Territories, or Nunavut
- Saskatchewan or Manitoba
- Ontario
- Quebec
- Newfoundland, Prince Edward Island, Nova Scotia, or New Brunswick

18. The CEAB also includes members-at-large. The total number of members is subject to the current and anticipated future workload as articulated in the work plan.

19. Two directors of the Engineers Canada Board shall be appointed to the CEAB by the Board.

20. All members of the CEAB must be licensed engineers in Canada.

21. Quorum shall be set at 50% of the members +1.

22. The chair, the vice-chair, and the past-chair constitute the Executive Committee of the CEAB.

23. The membership of the CEAB shall ideally be composed of:

- 2/3 of its members either currently or formerly employed as a faculty member at a higher education institution; and

- 1/3 of its members either currently or formerly engaged in the practice of professional engineering as described below.

24. For the portion of the membership that is from outside of the field of academia, consideration should be given to candidates having one or more of the following attributes:

- Experience as an employee of a government agency, crown corporation, or regulatory authority, in the review and/or approval of professional engineering work prepared by others
- Experience in the technical review of professional engineering work prepared by others
- Experience in the supervision, mentorship, or development of engineers-in-training or recently licensed engineers

25. In the selection of members for the CEAB, every reasonable effort shall be made to achieve a membership that reflects the diversity objectives as established by Policy 8.2 of the Engineers Canada Board.

26. A member of the CEQB may be appointed as a non-voting participant to the CEAB. In addition, the CEAB may invite observers to its meetings.

27. The CEAB secretary is appointed by the CEO. The secretary supports the CEAB and is a non-voting participant in meetings of the CEAB and its subcommittees.

6.9.1.4 Term limits

28. The term of appointment to the CEAB shall be for a period of three (3) years. Members may, subject to the approval of the Engineers Canada Board, be reappointed for an additional three-year term, for a total of up to six (6) years of total service.

29. The foregoing term limits shall not apply to a member who is elected or confirmed, as applicable, to hold office as vice-chair, chair or past-chair prior to the expiration of their second term, in which case they may continue until they have finished serving as past-chair.

30. The Engineers Canada Board may also, under exceptional circumstances, extend the term of appointment for other members of the CEAB beyond the six-year limit, up to a maximum of nine (9) years total service. For such an extension to be considered, the rationale must be provided to the Engineers Canada Board.

31. The term of office for the positions of chair, vice-chair, and past-chair of the CEAB shall be for one (1) year.

6.9.1.5 Planning

32. The CEAB is responsible for the preparation of a work plan and a volunteer plan. It will operate within those plans.

33. The plans must be submitted annually to the Engineers Canada Board for approval. The number of members on the CEAB shall be based on the anticipated workload as reflected in the work plan.

6.9.2 Role of the chair of the CEAB

The chair of the CEAB is crucial to the success of Engineers Canada. They are directly accountable to the Engineers Canada Board for the achievements of the CEAB.
6.9.2.1  Responsibilities

The chair works closely with the secretariat and other Engineers Canada staff, and provides leadership to the CEAB in the delivery of valuable services, products, and tools for the engineering regulators. In addition to the responsibilities required of all chairs in Policy 6.1, the CEAB Chair is also responsible for:

34. Chairing their Executive Committee and participating on the Nominating Subcommittee.

35. Developing the volunteer and recruitment plans, with support from the secretariat.

36. Developing the budget (with support from the secretariat) and working with the Engineers Canada CEO to deliver on their work plan within the Board-approved budget and resource constraints.

37. Working with the Engineers Canada CEO and the secretariat to develop interim performance assessment reports and the annual performance report for the Engineers Canada Board and the regulators.

38. Attending meetings of the Engineers Canada Board.

39. Contributing to the development, implementation, and achievement of Engineers Canada’s strategic plan.

40. Being knowledgeable of and working to support the delivery of the work of the CEAB.

41. Ensuring that members behave consistently within their own rules and those imposed upon it from the Engineers Canada Board including endeavoring to establish consensus on issues and objectives.

6.9.2.2  Competencies

To deliver on these responsibilities, the chair should demonstrate the skills, knowledge, and abilities defined for all committee chairs in Policy 6.1. In addition, the CEAB Chair must have a demonstrated in-depth knowledge of accreditation, and an understanding of the application of the CEAB’s processes.

6.9.3  Process to appoint members to the CEAB

6.9.3.1  General requirements

42. The CEAB shall produce and maintain a volunteer plan that is used as the basis for the preparation of a recruitment plan.

43. The CEAB shall produce and maintain a work plan that includes a list of the ongoing work and identifies the volunteer resources needed to accomplish the work.

44. The CEAB shall maintain a table of its members indicating appointment dates and positions. This information shall be used as the basis for development of a recruitment plan that identifies the desired profiles for new appointments.
45. The recruitment plan shall be made available as a public document.

46. The Nominating Subcommittee shall ensure that regulators have sufficient time to process potential candidate requests within their own jurisdictional policies and procedures.

47. The Nominating Subcommittee shall not consider, nor recommend to the Engineers Canada Board, any candidates who do not receive the support of their regulator(s).

48. The procedures outlined below shall be followed in the order they are written.

49. All appointments to the CEAB shall be subject to the approval of the Engineers Canada Board.

6.9.3.2 Nominating Subcommittee

50. The Nominating Subcommittee of the CEAB shall consist of the chair, past-chair, and the two director appointees. The senior director appointee shall serve as chair of the Nominating Subcommittee.

51. The director appointees shall have voting privileges on the Nominating Subcommittee. All candidates must receive majority support of Nominating Subcommittee. Any tied vote of the Nominating Subcommittee is a failed motion.

52. All information considered by the Nominating Subcommittee shall be kept confidential.

6.9.3.3 New appointments and vacancies

53. The Nominating Subcommittee must always select from amongst the candidates approved by the regulators, the candidate who, in the Nominating Subcommittee’s opinion, would best fit the desired profile.

54. The Nominating Subcommittee shall contact the candidate to confirm their willingness to serve if they are appointed by the Engineers Canada Board.

55. The Nominating Subcommittee shall recommend the selected candidate to the Engineers Canada Board.

56. The Nominating Subcommittee shall contact all unsuccessful candidates to thank them for their expression of interest, explain the selection process, and indicate that their expression of interest shall be retained for consideration in case of any future vacancies.

In addition to these requirements, the Nominating Subcommittee shall complete the following steps for all types of nominations:

Members from the regions

57. Each regulator in the region shall be provided with the desired profile of the candidate(s) being sought.
58. Each regulator within the region shall be asked to provide the names of up to three (3) candidates who they would support for the position. The regulators shall be asked to indicate their preference, or the rank of all candidates, if desired. All information will be considered in confidence by the Nominating Subcommittee.

**Members at large**

59. All of the regulators shall be provided with the desired profile of the candidate(s) being sought.

60. Each regulator shall be invited to submit the names of candidates it would support for the position. The regulators may submit as many names as they like. The regulators shall be asked to indicate their preference, or the rank of all candidates, if desired. All information will be considered in confidence by the Nominating Subcommittee.

61. The Nominating Subcommittee shall also prepare and publish a call for expressions of interest which shall be posted on Engineers Canada’s website and in its newsletter, and distributed to other relevant stakeholders, as identified by the Nominating Subcommittee. The call for expressions of interest shall include the desired profile of the candidates being sought.

62. The names of all candidates submitted to the Nominating Subcommittee by groups or individuals other than the regulators shall be forwarded to all regulators where the candidate is licensed and those regulators shall be asked to identify which of those candidates they would support for the position.

**6.9.3.4 Vacancies**

63. In the event of a vacancy occurring on the CEAB prior to the completion of a term of office, the Nominating Subcommittee shall select from amongst the list of candidates provided by the regulators and from those candidates who have received confirmation of support from their regulators, which were compiled during the previous most recent nomination cycles for the position in question.

64. Where no list of previous candidates who have received the support of their regulator exists for the vacated position, the Nominating Subcommittee shall follow the procedure for new appointments.

65. The term of appointment shall be for the balance of the vacated term. In the event that a member is temporarily unable to serve, the term of appointment of the replacement will be for the period of absence of the original member.

**6.9.3.5 Reappointments**

66. When considering whether to recommend the reappointment of a current member for an additional term, the Nominating Subcommittee shall base its decision on the needs identified in the volunteer plan, including the desired profile and the past performance of the member.
67. The secretariat shall contact all members who are eligible for re-appointment to ask if they are willing to serve for another term, if selected. This message shall explain the process for re-appointment and clearly state that members may or may not be renewed based on many considerations as outlined in the process.

68. The secretariat shall forward to the Nominating Subcommittee the names of all members who are interested in standing for re-appointment.

69. The Nominating Subcommittee shall consider the performance of each member interested in re-appointment against the profile established in the volunteer plan and decide if the re-appointment is justified.

70. The Nominating Subcommittee shall distribute to all regulators, annually, a list of the members licensed in their jurisdiction, and their current term. For those members whose terms are expiring and who are eligible for re-appointment, the Nominating Subcommittee shall also indicate if they are willing to serve and if the Nominating Subcommittee recommends re-appointment based on past performance.

71. The regulator shall be asked to indicate whether it would support the re-appointment of the member to the position. The regulator does not need to provide any reasons for its decision.

72. If regulator support is not forthcoming, the member shall be informed that their term shall end without renewal and they shall be thanked for their service. This message shall include a list of all potential reasons for non-renewal.

73. If the regulator supports the re-appointment, the Nominating Subcommittee shall then recommend the candidate to the Engineers Canada Board.

6.9.4 Process to appoint members to the CEAB Executive Committee

74. The members of the CEAB Executive Committee are the chair, vice-chair, and past-chair.

75. The Engineers Canada Board shall approve all appointments to the CEAB Executive Committee.

76. The vice-chair automatically ascends to the position of chair, subject to the approval of the Engineers Canada Board. The chair automatically becomes past-chair following completion of their term, subject to the approval of the Engineers Canada Board.

6.9.4.1 Nominating

77. The Nominating Subcommittee shall be responsible for conducting the nominations and elections process for the position of vice-chair, and any other vacancies that arise on the Executive Committee.

78. The Nominating Subcommittee shall, wherever possible, seek more than one candidate for the position of vice-chair and any other vacancies that arise on the Executive Committee.
79. The chair of the Nominating Subcommittee shall issue an invitation to all members of the CEAB to declare their willingness to be considered for election to position of vice-chair, not less than two months prior to the date of elections.

80. Members willing to stand for election shall first confirm support from their home regulator. They must confirm their willingness and their regulator’s support in writing to the Nominating Subcommittee, not less than one month prior to the date of election.

81. Where no declarations of willingness are received, the Nominating Subcommittee shall determine how to fill the position(s).

82. The names of all candidates for the position of vice-chair shall be distributed to the members of the CEAB at least two (2) weeks prior to the date of election.

6.9.4.2 Elections

83. Elections to the position of vice-chair shall be determined by secret ballot voting by the members of the CEAB.

84. Each member at the meeting may cast one vote. Proxy votes are not allowed.

85. For all ballots, the chair of the Nominating Subcommittee (who is the senior director appointee) will cast a second vote and place it in a sealed envelope. The director appointee’s second vote shall be counted only in the case of a tied vote.

86. The secretary of the CEAB and the CEQB observer at the meeting (or another neutral party agreed to by the Nominating Subcommittee) shall act as the scrutineers and shall collect and count votes and destroy them after the election.

87. If only one candidate is nominated for the position of vice-chair, members shall vote and confirm their support for the candidate by secret ballot, indicating “yea” or “nay”.

88. If the majority of the votes cast indicate “yea”, that candidate shall be declared elected.

89. In the event of a tie, the scrutineer shall open the sealed ballot and use the vote therein.

90. If the majority of votes indicate “nay”, the Nominating Subcommittee shall seek new candidates and a new vote shall be conducted. The unsuccessful candidate shall not be eligible to stand for election for this re-vote.

91. If no other candidate is willing to let their name stand, the matter shall be referred to the Engineers Canada Board who shall have the authority to appoint someone, or to take whatever other action that they see fit to resolve the matter.

92. If more than one candidate is nominated for the position of vice-chair, the members shall vote and indicate their (one) preferred candidate by secret ballot.
93. The candidate who receives the greatest number of votes cast shall be declared elected.

94. In the event of a tie, the candidate with the lowest number of votes shall be dropped from the ballot and the members will vote again. This process is repeated until only two candidates remain. At that stage, in the event of a tie, the scrutineer shall open the sealed ballot and use the vote therein.

6.9.5 Engineers Canada appointments to the CEAB

The Engineers Canada Board appoints two directors to the CEAB to act as “director appointees”. Director appointees serve for a two-year term and are appointed in alternate years to ensure continuity.

6.9.5.1 Responsibilities of the director appointees

The director appointees are the Engineers Canada Board’s representatives on the CEAB. They serve a key role in helping the Engineers Canada Board to meet its responsibilities to:

“hold itself, its directors and its direct reports accountable” (Board responsibility #1)

“provide ongoing and appropriate strategic direction” (Board responsibility #3).

95. Director appointees shall attend all meetings of the CEAB.

96. Director appointees provide advice and guidance to the CEAB regarding the strategic plan, Engineers Canada Board policy, and direction.

97. Director appointees provide advice and guidance to the Engineers Canada Board on the work of the CEAB, and the performance of the chair.

98. The senior director appointee (the director with the longer term of service on the CEAB) serves as the chair of the Nominating Subcommittee.

99. The senior director appointee shall also attend the meetings of the Policies & Procedures Committee as an observer.

6.9.5.2 Authority of the director appointees

100. The director appointees shall have voting rights on the CEAB.

101. Engineers Canada director appointees may attend meetings of the subcommittees of CEAB as observers.

6.9.5.3 Restrictions on the director appointees

102. The chair of the CEAB reports to the Board as a whole. Director appointees have no authority to direct the CEAB.
6 Engineers Canada Board committees and task forces

6.10 Canadian Engineering Qualifications Board (CEQB)

**Date of adoption:** April 9, 2018 (Motion 5693)  
**Date of latest amendment:** May 22, 2020 (Motion 5851)  
**Review period:** Annual  
**Date last reviewed:** May 22, 2020

### 6.10.1 Terms of reference

The CEQB enhances the Engineers Canada Board’s effectiveness and efficiency on matters related to qualifications for, and the practice of, engineering.

#### 6.10.1.1 Purpose/products

1. The CEQB provides services and tools to regulators through the Engineers Canada Board that enable the assessment of engineering qualifications, foster excellence in engineering practice and regulation, and facilitate mobility of practitioners within Canada.

2. The CEQB provides research, guidelines, papers, and other guidance related to:

   2.1. Admissions
   
   2.2. Foreign credential recognition
   
   2.3. The professional practice examination
   
   2.4. Engineers-in-training
   
   2.5. Continuing competence and professional development
   
   2.6. Practice of engineering
   
   2.7. Sustainability and the environment
   
   2.8. The code of ethics
   
   2.9. Other issues of national importance as identified by the regulators

   All work is developed in cooperation with the regulators as per policy 9.2.

3. The CEQB maintains the Syllabus of Examinations for candidates from programs other than CEAB-accredited or -recognized programs. CEAB-recognized programs are those programs located outside of Canada that the CEAB has evaluated and found to be substantially equivalent.
6.10.1.2 Authority

The CEQB’s authority enables it to assist the Engineers Canada Board in its work. In addition to the authority granted through Policy 6.1, the CEQB may also:

4. Establish committees and task forces to assist in carrying out its work.

5. Deal directly with organizations and individuals.

6. Approve examination syllabi.

7. Maintain internal procedures for work such as document development and maintenance, communications, consultations, etc.

8. The CEQB has no authority to:

8.1. Change Engineers Canada Board policies.

8.2. Enter into financial agreements.

8.3. Spend or commit organization funds, unless such funds are specifically allocated by the Engineers Canada Board.

6.10.1.3 Composition

9. The CEQB is composed of the chair, the vice-chair and the past-chair. In addition the CEQB shall include one member from each of the following regions:
   • British Columbia or the Yukon
   • Alberta, the Northwest Territories, or Nunavut
   • Saskatchewan or Manitoba
   • Ontario
   • Quebec
   • Newfoundland, Prince Edward Island, Nova Scotia, or New Brunswick

10. The CEQB also includes members-at-large. The total number of members is subject to the current and anticipated future workload as articulated the work plan.

11. Two directors of the Engineers Canada Board shall be appointed to the CEQB by the Board.

12. All members of the CEQB must be licensed engineers in Canada.

13. Quorum shall be set at 50% of the members +1.

14. The chair, the vice-chair, and the past-chair constitute the Executive Committee of the CEQB.

15. The membership of the Qualifications Board shall ideally be composed of:
   • 1/3 of its members either currently or formerly employed as a faculty member at a higher education institution; and
• 2/3 of its members either currently or formerly engaged in the practice of professional engineering as described below

16. For the portion of the membership that is from outside of the field of academia, consideration should be given to candidates having one or more of the following attributes:
   • Experience in the technical review of professional engineering work prepared by others
   • Experience in the hiring, supervision, mentorship, or development of engineers-in-training or recently licensed engineers
   • Experience as an employee of a government agency, crown corporation, or regulatory authority, in the review and/or approval of professional engineering work prepared by others

17. In the selection of members for the CEQB, consideration is given to appointing individuals who are serving or have served on a board of examiners (or its equivalent) and to maintaining representation from various engineering disciplines.

18. In the selection of members for the CEQB, every reasonable effort shall be made to achieve a membership that reflects the diversity objectives as established by Policy 8.2 of the Engineers Canada Board.

19. A member of the CEAB may be appointed as a non-voting participant to the CEQB. In addition, the CEQB may invite observers to its meetings.

20. The CEQB secretary is appointed by the CEO. The secretary supports the CEQB and is a non-voting participant in meetings of the CEQB and its subcommittees.

6.10.1.4 Term limits

21. The term of appointment to the CEQB shall be for a period of three (3) years. Members may, subject to the approval of the Engineers Canada Board, be reappointed for an additional three-year term, for a total of up to six (6) years of total service.

22. The foregoing term limits shall not apply to a member who is elected or confirmed, as applicable, to hold office as vice-chair, chair, or past-chair prior to the expiration of their second term, in which case they may continue until they have finished serving as past-chair.

23. The Engineers Canada Board may, under exceptional circumstances, extend the term of appointment for a member of the CEQB beyond the six-year limit, up to a maximum of nine (9) years total service on the committee. For such an extension to be considered, the rationale must be provided to the Engineers Canada Board.

24. The term of office for the positions of vice-chair, chair, and past-chair of the CEQB shall be for one (1) year.
6.10.1.5 Planning

25. The CEQB is responsible for the preparation of a work plan and a volunteer plan and will operate within those plans.

26. The plans must be submitted annually to the Engineers Canada Board for approval.

27. The number of members on the CEQB shall be based on the anticipated workload as reflected in the work plan.

6.10.2 Role of the chair of the CEQB

The chair of the CEQB is crucial to the success of Engineers Canada. They are directly accountable to the Engineers Canada Board for the achievements of the CEQB.

6.10.2.1 Responsibilities

The chair works closely with the secretariat and other Engineers Canada staff, and provides leadership to the CEQB in the delivery of valuable services, products, and tools for the engineering regulators. In addition to the responsibilities required of all chairs in Policy 6.1, the CEQB Chair is also responsible for:

28. Chairing their Executive Committee and participating on the Nominating Subcommittee.

29. Developing the volunteer and recruitment plans, with support from the secretariat.

30. Developing the budget (with support from the secretariat) and working with the Engineers Canada CEO to deliver on their work plan within the Board-approved budget and resource constraints.

31. Working with the Engineers Canada CEO and the secretariat to develop interim performance assessment reports and the annual performance report for the Engineers Canada Board and the regulators.

32. Attending meetings of the Engineers Canada Board.

33. Contributing to the development, implementation, and achievement of Engineers Canada’s strategic plan.

34. Being knowledgeable of and working to support the delivery of the work of the CEQB.

35. Ensuring that members behave consistently within their own rules and those imposed upon it from the Engineers Canada Board including endeavoring to establish consensus on issues and objectives.

6.10.2.2 Competencies

To deliver on these responsibilities, the chair should demonstrate the skills, knowledge, and abilities defined for all committee chairs in Policy 6.1. In addition, the CEQB Chair should have a demonstrated knowledge of engineering regulation and practice, and an understanding of the application of the CEQB’s processes.
6.10.3 Process to appoint members to the CEQB

6.10.3.1 General requirements

36. The CEQB shall produce and maintain a volunteer plan that is used as the basis for the preparation of a recruitment plan.

37. The CEQB shall produce and maintain a work plan that includes a list of the ongoing work and identifies the volunteer resources needed to accomplish the work.

38. The CEQB shall maintain a table of their members indicating appointment dates and positions. This information shall be used as the basis for the preparation of a recruitment plan that identifies the desired profiles for new appointments.

39. The recruitment plan shall be made available as a public document.

40. The Nominating Subcommittee shall ensure that regulators have sufficient time to process potential candidate requests within their own jurisdictional policies and procedures.

41. The Nominating Subcommittee shall not consider, nor recommend to the Engineers Canada Board, any candidates who do not receive the support of their regulator(s).

42. The procedures outlined below shall be followed in the order they are written.

43. All appointments to the CEQB shall be subject to the approval of the Engineers Canada Board.

6.10.3.2 Nominating Subcommittee

44. The Nominating Subcommittee of the CEQB shall consist of the chair, past-chair, and the two director appointees. The senior director appointee shall serve as chair of the Nominating Subcommittee.

45. The director appointees shall have voting privileges on the Nominating Subcommittee. All candidates must receive majority support of Nominating Subcommittee. Any tied vote of the Nominating Subcommittee is a failed motion.

46. All information considered by the Nominating Subcommittee shall be kept confidential.

6.10.3.3 New appointments and vacancies

47. The Nominating Subcommittee must always select from amongst the candidates approved by the regulators, the candidate who, in the Nominating Subcommittee’s opinion, would best fit the desired profile.

48. The Nominating Subcommittee shall contact the candidate to confirm their willingness to serve if they are appointed by the Engineers Canada Board.

49. The Nominating Subcommittee shall recommend the selected candidate to the Engineers Canada Board.
50. The Nominating Subcommittee shall contact all unsuccessful candidates to thank them for their expression of interest, explain the selection process, and indicate that their expression of interest shall be retained for consideration in case of any future vacancies.

In addition to these requirements, the Nominating Subcommittee shall complete the following steps for all types of nominations:

**Members from the regions**

51. Each regulator in the region shall be provided with the desired profile of the candidate(s) being sought.

52. Each regulator within the region shall be asked to provide the names of up to three (3) candidates whom they would support for the position. The regulators shall be asked to indicate their preference, or the rank of all candidates, if desired. All information will be considered in confidence by the Nominating Subcommittee.

**Members-at-large**

53. All of the regulators shall be provided with the desired profile of the candidate(s) being sought.

54. Each regulator shall be invited to submit the names of candidates they would support for the position. The regulators may submit as many names as they like. The regulators shall be asked to indicate their preference, or the rank of all candidates, if desired. All information will be considered in confidence by the Nominating Subcommittee.

55. The Nominating Subcommittee shall also prepare and publish a call for expressions of interest which shall be posted on Engineers Canada’s website and in its newsletter, and distributed to other, relevant stakeholders, as identified by the Nominating Subcommittee. The call for expressions of interest shall include the desired profile of the candidates being sought.

56. The names of all candidates submitted to the Nominating Subcommittee by groups or individuals other than the regulators shall be forwarded to all regulators where the candidate is licensed, and those regulators shall be asked to identify which of those candidates they would support for the position.

6.10.3.4 **Vacancies**

57. In the event of a vacancy occurring on the CEQB prior to the completion of a term of office, the Nominating Subcommittee shall select from amongst the list of candidates provided by the regulators and from those candidates who have received confirmation of support from their regulators, that were compiled during the previous most recent nomination cycles for the position in question.

58. Where no list of previous candidates who have received the support of their regulator exists for the vacated position, the Nominating Subcommittee shall follow the procedure for new appointments.
59. The term of appointment shall be for the balance of the vacated term. In the event that a member is temporarily unable to serve, the term of appointment of the replacement will be for the period of absence of the original member.

60.10.3.5 Re-appointments

60. When considering whether to recommend the re-appointment of a current member for an additional term, the Nominating Subcommittee shall base its decision on the needs identified in the volunteer plan, including the desired profile and the past performance of the member.

61. The secretariat shall contact all members who are eligible for re-appointment to ask if they are willing to serve for another term, if selected. This message shall explain the process for re-appointment and clearly state that members may or may not be renewed based on many considerations as outlined in the process.

62. The secretariat shall forward to the Nominating Subcommittee the names of all members who are interested in standing for re-appointment.

63. The Nominating Subcommittee shall consider the performance of each member interested in re-appointment against the profile established in the volunteer plan and decide if the re-appointment is justified.

64. The Nominating Subcommittee shall distribute to all regulators, annually, a list of the members licensed in their jurisdiction, and their current term. For those members whose terms are expiring and who are eligible for re-appointment, the Nominating Subcommittee shall also indicate if they are willing to serve and if the Nominating Subcommittee recommends re-appointment based on past performance.

65. The regulator shall be asked to indicate whether it would support the re-appointment of the member to the position. The regulator does not need to provide any reasons for its decision.

66. If regulator support is not forthcoming, the member shall be informed that their term shall end without renewal and they shall be thanked for their service. This message shall include a list of all potential reasons for non-renewal.

67. If the regulator supports the re-appointment, the Nominating Subcommittee shall then recommend the candidate to the Engineers Canada Board.

6.10.4 Process to appoint members to the CEQB Executive Committee

68. The members of the CEQB Executive Committee are the chair, vice-chair, and past-chair.

69. The Engineers Canada Board shall approve all appointments to the CEQB Executive Committee.
70. The vice-chair automatically ascends to the position of chair, subject to the approval of the Engineers Canada Board. The chair automatically becomes past-chair following completion of their term, subject to the approval of the Engineers Canada Board.

6.10.4.1 Nominating

71. The Nominating Subcommittee shall be responsible for conducting the nominations and elections process for the position of vice-chair and any other vacancies that arise on the Executive Committee.

72. The Nominating Subcommittee shall, wherever possible, seek more than one candidate for the position of vice-chair, and any other vacancies that arise on the Executive Committee.

73. The chair of the Nominating Subcommittee shall issue an invitation to all members of the CEQB to declare their willingness to be considered for election to position of vice-chair, not less than two months prior to the date of elections.

74. Members willing to stand for election shall first confirm support from their home regulator. They must confirm their willingness and their regulator's support in writing to the Nominating Subcommittee, not less than one month prior to the date of election.

75. Where no declarations of willingness are received, the Nominating Subcommittee shall determine how to fill the position(s).

76. The names of all candidates for the position of vice-chair shall be distributed to the members of the CEQB at least two (2) weeks prior to the date of election.

6.10.4.2 Elections

77. Elections to the position of vice-chair shall be determined by secret ballot voting by the members of the CEQB.

78. Each member at the meeting may cast one vote. Proxy votes are not allowed.

79. For all ballots, the chair of the Nominating Subcommittee (who is the senior director appointee) will cast a second vote and place it in a sealed envelope. The director appointee's second vote shall be counted only in the case of a tied vote.

80. The secretary of the CEQB and the CEAB observer at the meeting (or another neutral party agreed to by the Nominating Subcommittee) shall act as the scrutineers and shall collect and count votes and destroy them after the election.

81. If only one candidate is nominated for the position of vice-chair, members shall vote and confirm their support for the candidate by secret ballot, indicating “yea” or “nay”.

82. If the majority of the votes cast indicate “yea”, that candidate shall be declared elected.

83. In the event of a tie, the scrutineer shall open the sealed ballot and use the vote therein.
84. If the majority of votes indicate “nay,” the Nominating Subcommittee shall seek new candidates and a new vote shall be conducted. The unsuccessful candidate shall not be eligible to stand for election for this re-vote.

85. If no other candidate is willing to let their name stand, the matter shall be referred to the Engineers Canada Board who shall have the authority to appoint someone, or to take whatever other action that they see fit to resolve the matter.

86. If more than one candidate is nominated for the position of vice-chair, the members shall vote and indicate their (one) preferred candidate by secret ballot.

87. The candidate who receives the greatest number of votes cast shall be declared elected.

88. In the event of a tie, the candidate with the lowest number of votes shall be dropped from the ballot and the members will vote again. This process is repeated until only two candidates remain. At that stage, in the event of a tie the scrutineer shall open the sealed ballot and use the vote therein.

6.10.5 Engineers Canada appointments to the CEQB

The Board appoints two directors to the CEQB to act as “director appointees”. Director appointees serve for a two-year term and are appointed in alternate years to ensure continuity.

6.10.5.1 Responsibilities of the director appointees

89. The director appointees are the Engineers Canada Board’s representatives on the CEQB. They serve a key role in helping the Engineers Canada Board to meet their responsibilities to:

   “hold itself, its directors and its direct reports accountable” (Board responsibility #1)
   “provide ongoing and appropriate strategic direction” (Board responsibility #3).

90. Director appointees shall attend all meetings of the CEQB.

91. Director appointees provide advice and guidance to the CEQB regarding the strategic plan, Engineers Canada Board policy, and direction.

92. Director appointees provide advice and guidance to the Engineers Canada Board on the work of the CEQB, and the performance of the chair.

93. The senior director appointee serves as the chair of the Nominating Subcommittee.

6.10.5.2 Authority of the director appointees

94. The director appointees shall have voting rights on the CEQB.

95. Engineers Canada director appointees may attend meetings of the subcommittees of CEQB as observers.
6.10.5.3 Restrictions on the director appointees

96. The chair of the CEQB reports to the Board as a whole. Director appointees have no authority to direct the CEQB.
6. Engineers Canada Board committees and task forces

6.12 Human resources committee terms of reference

| Date of adoption: May 24, 2019 (Motion 5756) | Review period: Annual |
| Date of latest amendment: May 20, 2020 (Motion 5851) | Date last reviewed: May 22, 2020 |

The Human Resources (HR) Committee enhances the Board’s effectiveness and efficiency by attracting new volunteers and monitoring and assessing the performance of the Board, committees, directors, and the CEO so that Engineers Canada can deliver on its mandate.

6.12.1 Responsibilities

The HR Committee is tasked to fulfill Board responsibility #1: *Hold itself, its directors, and its direct reports accountable*, and Board responsibility #6: *Provide orientation of new directors and continuing development of directors and others who work closely with the Board*. The HR committee shall:

1. In consultation with each outgoing committee chair, annually nominate new committee members and recommend committee chairs as per Board policy 6.1.
2. Regularly review policies which provide for the sound management of Engineers Canada’s volunteers and personnel.
3. Establish, administer, and annually review competency profiles for the Board, individual directors, and chairs.
4. Provide oversight of the director onboarding and development program.
5. Annually review succession planning for the CEO, the Board, and its committees.
6. Annually confirm succession plans for the direct reports to the CEO.
7. Develop and recommend annual objectives for the CEO to the Board.
8. Conduct regular CEO assessments and make recommendations to the Board regarding annual CEO compensation.

6.12.2 Authority

1. The Committee has the authority to recruit or contract external resources to assist with its work within the budget allocated by the Board.
6.12.3 Composition

1. The HR Committee is comprised of the president, president-elect, and past-president, as well as a member from the CEO Group and a minimum of two other directors, all of whom are voting members.
   
   a. The past-president normally serves as chair of the committee, unless the HR Committee decides otherwise.
   
   b. The outgoing HR Committee shall, annually, nominate at least two directors and one alternate to the next year’s HR Committee. The alternate director shall only serve if one of the other directors is elected by the Board as president-elect.

2. Quorum shall be set at 50 per cent of the members plus one.

3. The Engineers Canada’s Director of Human Resources shall provide support to the HR Committee.
6  Engineers Canada Board committees and task forces

6.13 President-elect nomination and election process

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<th>Date of adoption: May 24, 2019 (Motion 5756)</th>
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This policy outlines a fair and transparent process to nominate and elect the president-elect.

6.13.1 Introduction

1. The president-elect is elected by the Engineers Canada Board of directors annually, at the spring (May) Board meeting.
2. The president-elect holds office for the period from the close of the spring (May) Board meeting to the next spring (May) Board meeting.

6.13.2 Eligibility

1. To serve as the president-elect, a director shall have either three years remaining in his/her term of office or have been nominated to serve by their regulator for the ensuing three years.
2. All candidates for election shall provide:
   a) A declaration of interest form (Appendix A), and
   b) A curriculum vitae that will be provided to the Board.

6.13.3 Nomination procedures

The past-president shall act as the Nominating Committee and shall:

1. Maintain an impartial position.
2. Attempt to ensure that sufficient nominations are received.
3. Prior to the Spring (May) Board meeting, at least:
   a) Three months in advance: issue a call for nominations to each director, referencing this policy
   b) Four weeks in advance: receive nominations and confirm receipt of the documents required above
   c) Confirm that the director has been elected or is nominated to serve the required term
   d) Two weeks in advance: provide the Board with the slate of candidates and their curricula vitae.
4. Where no nominations are received, the Board shall determine how the position will be filled.
6.13.4 Voting

Proxy votes are not permitted.

6.13.4.1 Scrutineers

1. The Board will appoint two persons to act as scrutineers, typically the Engineers Canada CEO and the president of the regulator where the meeting is held.

2. The scrutineers shall distribute, collect, and count the ballots for each election.

6.13.4.2 Conduct of elections

1. The past-president shall conduct the elections. If the past-president is unavailable or unwilling to conduct the elections, the Board shall appoint another Board member to act as chair and conduct the elections.

2. If only one candidate is nominated for president-elect, the position shall be filled by acclamation.

3. If more than one candidate is nominated for president-elect, election for the position shall be by secret ballot.

4. Each candidate may address the Board, in alphabetical order by last name, for a maximum of five minutes.

5. Each director may cast one vote.

6. In the event of two candidates for president-elect, the president will cast a second vote for one candidate and place the vote in a sealed envelope.
   a. If one candidate receives a majority of the votes, that candidate shall be declared elected.
   b. In the event, only following discard of abstentions or spoiled ballots, of a tie in the number of votes received as determined by the scrutineers during counting, the scrutineers shall open the sealed envelope and use the vote therein.

7. In the event of three or more candidates for president-elect, the president and past-president shall each cast a second vote for all but one of the candidates and place the votes in sealed envelopes.
   a. If one candidate receives a majority of the votes, that candidate shall be declared president-elect. If no candidate is elected on the first ballot, the candidate receiving the lowest number of votes is removed and new ballots are successively presented until a candidate receives a majority of the votes.
   b. In the event, only following discard of abstentions or spoiled ballots, of a tie in the number of votes received by two or more candidates as determined by the scrutineers during counting, such that one candidate cannot be dropped from the next round of balloting, the scrutineers shall firstly open the president’s sealed envelope and use the votes therein. If one candidate can still not be removed from the next round, the scrutineers shall open the past-president’s sealed envelope and use the votes therein. If it is still not possible to remove one candidate,
the result will be declared deadlocked and one or more further rounds of voting with all remaining candidates on the ballot will take place until the deadlock is broken.

8. The scrutineers will report the name of the successful candidate to the past-president. The scrutineers will not report the vote totals or whether the sealed envelopes were used.

9. The past-president will announce the successful candidate, being the candidate that received a majority of votes cast.

10. When the election is complete, the past-president will request a motion to destroy the ballots.
Appendix A: Declaration of interest form

Date: ____________________________

To:    Chair, Nominating Committee

I, _______________________________________, am pleased to confirm that I am placing my name into nomination for election as president-elect of the Engineers Canada Board of directors.

I have attached my curriculum vitae, for distribution to the Board.

Term of office

___ I have been elected as a director to serve the required term, or

___ I have been nominated by my regulator for an additional period to enable me to serve the term of office I am seeking.

If elected, I would be pleased and honoured to serve the Board.

_________________________________________    __________________________

(Candidate signature)                     (Date)
7 Board policies

7.1 Board, committee, and other volunteer expenses

This policy applies to Engineers Canada Board members, Board committee members, and other volunteers (collectively, “volunteers”) who travel and/or incur travel-related expenses, including to attend or participate in meetings, events, and conferences (“events”) in the course of carrying out Engineers Canada business.

The purpose of this policy is to ensure volunteers have a clear understanding of the guidelines, policy, and procedures around travel and the incursion of travel-related expenses, including the kind and method of business travel that is considered appropriate, in what circumstances pre-approval is required, and how travel-related expenses should be claimed.

7.1.1 Applicable situations for Board and committee members

1. Volunteers shall be reimbursed for reasonable costs associated with travel for Engineers Canada business. Volunteers are accountable to determine the most practical methods of travel.
2. Expenses incurred for volunteers’ attendance at meetings called by their regulator for which the Board director is the appointed director shall not be reimbursed.
3. Expenses for the president’s guest (or for the guest of the president’s designate when the president is unable to attend) will be reimbursed when the president or designate attends a regulator annual meeting, annual general meeting, or Geoscientists Canada annual meeting where guests are invited.
4. Travel expenses for the guest of Board members may be reimbursed for attendance at only the annual meeting of members and the Board retreat.
5. Transportation costs will be reimbursed as appropriate for the situation.

7.1.2 Applicable situations for regulator presidents

6. Upon request, Engineers Canada shall reimburse (in accordance with this policy) travel-related expenses in excess of $1,500 for presidents of regulators with less than 2,500 registrants to attend Board meetings to which presidents are invited to attend.

7.1.3 Exceptional travel

7. Within Canada, pre-approval by the president or their delegate is required before exceptional travel not included in Engineers Canada’s approved budget.
8. For international travel, pre-approval by the president or their delegate is required before exceptional travel not included in Engineers Canada’s approved budget.
9. Volunteers shall follow the standards set out in the Acceptable Travel-Related Expenses section and are individually responsible for complying with this policy and are expected to exercise good business judgment when determining travel plans.

### 7.1.4 Acceptable travel-related expenses

#### 7.1.4.1 Airfare

10. Tickets should be purchased as early as possible to take advantage of the lowest fares, following the call of the meeting.

11. Lowest economy class airfare that allows for one piece of checked luggage should be used where available and practical. EC Corporate Rewards program should be used where practical.

12. When flying time is six (6) hours or more for any single leg of the trip, purchasing lowest-cost business class fare is permitted.

13. Checked and carry-on baggage fees and trip-cancellation insurance are eligible for reimbursement.

#### 7.1.4.2 Rail

14. Tickets should be purchased as early as possible to take advantage of the lowest fares.

15. The standard for rail travel is business class.

#### 7.1.4.3 Buses, taxis, and ride-share

16. Reasonable bus, taxi, or ride-share fares shall be reimbursed.

17. Limousine service is discouraged unless it is more economical than taxi fare.

#### 7.1.4.4 Rental vehicles

18. Volunteers may travel by rental vehicle when it is more cost-effective or efficient than air, train, taxis, or personal vehicles (e.g. short trips, or where sharing makes renting a vehicle more attractive), including:
   a. Where taxi/limousine service is not available or cost effective; or
   b. Location of the event is not easily accessible from a major airport; or
   c. Large quantities or materials are being delivered to an event location by the volunteer.

19. Volunteers who travel by rental vehicle shall be reimbursed for collision insurance and gasoline. The approved car rental category is mid-size, although free upgrades are permitted. When necessary, larger vehicles or vehicles with special requirements may be rented to transport excess baggage OR large items such as displays, or to accommodate medical reasons.

20. If, due to personal preference, a traveller opts to rent a vehicle instead of using other means of transport, the maximum amount payable will be the equivalent of taxi fare to and from the airport to the meeting location.

#### 7.1.4.5 Personal vehicles

21. Personal vehicles may be used when overall economy is ensured.
22. Volunteers who travel by personal vehicle may claim the Canadian Revenue Agency (CRA) automobile allowance rates in effect at the time of travel, or the equivalent of the total travel costs of economy airfare, whichever is less.

23. Engineers Canada is not responsible or liable for any costs or damages incurred above and beyond the rate per kilometer reimbursement. It is the responsibility of the individual volunteer to ensure adequate insurance coverage for business use of personal vehicles.

7.1.4.6 Parking, tolls, and tickets

24. Reasonable parking and toll expenses will be reimbursed.

25. Traffic and parking violations incurred while travelling on Engineers Canada business are not eligible for reimbursement.

7.1.4.7 Accommodations

26. Engineers Canada will pay for accommodations directly or reimburse accommodation for costs reasonable for the situation.

27. Where meetings are arranged by Engineers Canada, group rates shall be secured and travellers advised accordingly. Original hotel invoices should be submitted with expense claims.

28. If the traveller makes arrangements to reside in accommodation other than in a hotel, reasonable expenses will be reimbursed provided the overall expenses do not exceed the cost of hotel accommodation as secured through Engineers Canada group rates, if applicable.

29. When private accommodation is provided to a volunteer without charge, a gift of appreciation other than cash to the host may be provided. The maximum value of such gift is $50.

7.1.4.8 Meals

30. Volunteers may, during business travel, incur the costs of meals. Meal costs will be reimbursed on receipts. The current Canadian Government guidelines on expenses provide a reference point for reasonable expenses.

31. Additional costs may be reimbursed on reasonable circumstances.

32. If a meal is included in the cost of an event, transportation or accommodation or is already being provided by Engineers Canada (e.g. if breakfast is provided as part of a conference), the volunteer will not be reimbursed for additional expenses.

33. Receipts for all meals must be attached to the expense claim form.

7.1.4.9 Spousal or partner travel

34. Expenses for partners or guests of volunteers will not normally be reimbursed, unless as stipulated in 7.1.1, part 4 above.

7.1.4.10 Childcare expenses

35. Reasonable additional expenses for childcare services are reimbursed when such services are specifically required by persons travelling on Engineers Canada business. The maximum amount payable to any traveller in a calendar year shall be limited to $1,500.
7.1.4.11  Medical insurance

36. Engineers Canada will reimburse travellers who are travelling internationally for any additional medical coverage purchased to ensure medical protection while on Engineers Canada business. Costs for medical services required for international travel will also be reimbursed.

7.1.4.12  Traveller accident insurance

37. Any claim made by or on behalf of a traveller under Engineers Canada’s traveller accident insurance policy for accidental injury or death must be presented to the insurer by Engineers Canada within 30 days of the accident. A claim must have medical evidence from a licensed physician selected by Engineers Canada and be in agreement with a licensed physician as selected by the insurer. Claimants must communicate and comply in a timely manner to enable Engineers Canada time to present the claim to the insurer.

7.1.4.13  Combining personal with business travel

38. Personal travel may be combined with Engineers Canada business travel provided there is no additional cost to Engineers Canada.

7.1.5  Expense reimbursement

39. Expenses shall be reimbursed within 30 days of receipt of the approved expense claim when proper documentation including required original receipts has been provided.

40. Claims should be made within 14 days of travel. Engineers Canada is not required to reimburse for claims received more than three months from the date of travel.
7 Board policies

7.2 Board relationship with the Canadian Federation of Engineering Students

The Canadian Federation of Engineering Students (CFES) is the national organization that represents engineering students in Canada. They provide annual conferences and competitions as networking events for students that inspire innovation and foster the development of leadership, professional and ethical qualities, engineering identity, technical proficiency, and communication skills. They also conduct research on nationally relevant student issues and issues in the profession, and work with stakeholders in the community to tackle these issues.

Engineering students are an important voice in the future of the engineering profession.

1. The Board maintains a relationship with the CFES to understand the challenges, expectations, and needs of students in order to inform decisions about Engineers Canada programs, projects, and services.

2. A representative of the CFES, typically the president, is invited to the spring meetings (Annual Meeting of Members and the Board meeting) and requested to bring a report to the Board. All travel costs for this representative are covered by Engineers Canada.

3. Engineering students are a key stakeholder of accreditation. In addition to soliciting student feedback during program visits, the Accreditation Board is directed to maintain a relationship with the CFES and invite a representative to observe their meetings, requesting that they bring a report for the CEAB’s consideration. All travel costs for this representative are covered by Engineers Canada.

4. Given the CFES’s role as stakeholder and beneficiary of many Engineers Canada programs and services, the CEO is directed to maintain a relationship with the CFES and ensure that its viewpoint is considered.
7 Board policies

7.3 Board relationship with Engineering Deans Canada

Engineering Deans Canada (EDC), a group that includes all the deans of accredited undergraduate engineering programs, is committed to the continuous improvement of engineering education and research that enhances the innovation and leadership skills of Canadian engineering graduates.

Engineering deans prepare students for professional practice and influence engineering research and innovation in Canada.

1. The Board maintains a relationship with the deans to obtain their input on national issues of joint concern that align with the Purposes of Engineers Canada.

2. A representative of EDC, typically the Chair or the Chair’s delegate, is invited to the spring meetings (Annual Meeting of Members and Board meeting) and is requested to communicate a report to the Board for its consideration. Costs for the travel of this representative are covered by Engineers Canada.

3. The deans are a key stakeholder of accreditation. The Accreditation Board is directed to maintain a relationship with EDC by:

   3.1. Inviting a representative to Accreditation Board meetings and requesting that the Chair or a delegate, typically the chair of the Deans’ Liaison Committee (a committee established by EDC for the purpose of liaising with the Accreditation Board’s Policies and Procedures Committee), communicate a report for the consideration of the Accreditation Board.

   3.2. Attending the semi-annual meetings of EDC.

   3.3. Meeting at least semi-annually with the Deans’ Liaison Committee.

   3.4. Establishing task forces and working groups, as required, to address issues raised at joint meetings of the Deans’ Liaison and Policies and Procedures committees.

4. In addition, the deans are invited to observe meetings and participate in workshops of the Accreditation Board, and their feedback on the accreditation process is solicited through post-visit surveys and as part of the continual improvement process of the Accreditation Board.

5. Given their role as stakeholders and beneficiaries of some Engineers Canada programs and services, the CEO is directed to maintain a relationship with the deans which includes:

   5.1. Administrative support for their group and their meetings and finances.

   5.2. Participating in their semi-annual meetings.

   5.3. Ongoing collaboration to ensure that their viewpoints are considered in the delivery of programs and services which impact them.
7 Board policies

7.4 Engineers Canada partnerships with external organizations

Date of adoption: May 24, 2019 (Motion 5756)
Date of latest amendment: 
Review period: Biennial
Date last reviewed: April 1, 2020

1. The Board maintains open communication with other organizations regarding national issues of joint concern that align with the Purposes of Engineers Canada. This may include, but is not limited to:
   1.1. Inviting representatives of those organizations to Board meetings.
   1.2. Meeting jointly with other Boards.
2. In addition to the president’s role as spokesperson of the Board, the Engineers Canada CEO is directed to maintain relationships, partnerships, and memberships with external organizations which contribute to achievement of the strategic plan and align with the Purposes of Engineers Canada.
3. The Engineers Canada CEO is directed to submit a list of such relationships periodically to the Board, for information. This list shall include the cost, if any, as well as the purpose of the relationship and its outcomes to date.
4. A partnership is defined as any relationship between Engineers Canada and an external organization that has an impact on achievement of the strategic plan or a significant financial or resource impact.

Criteria for establishment of partnership

1. The following criteria shall be considered when establishing new a partnership at the Board or operational level:
   1.1. The degree to which the partnership will contribute to achievement of the strategic plan and the purposes.
   1.2. The financial and reputational value of the partnership.
   1.3. The degree to which the partnership is mutually beneficial.
   1.4. The cost of membership, where applicable.
   1.5. The alignment of the values, principles, and practices of the organization with Engineers Canada’s.
2. When entering into a new partnership, the purpose and desired outcomes of the relationship shall be documented.
3. Partnerships shall be reviewed periodically by the Engineers Canada CEO to ensure that they continue to meet the criteria, deliver on the intended purpose, and deliver value through achievement of the intended outcomes.
7 Board Policies

7.6 Reserve funds

| Date of adoption: April 9, 2018 (Motion 5693) | Review period: Annual |
| Date of latest amendment: | Date last reviewed: April 9, 2018 |

The Board shall ensure financial resources are available for special operating needs of Engineers Canada. Fluctuations above and below target levels are acceptable.

The four-year rolling operational reserve target level is set at $4,000,000.

The capital reserve must be held at a level sufficient to enable fit-up of leased facilities and other related assets at the expiry of the office lease.

The legal and liability contingency reserve target level is set at $1,325,000. It is maintained to ensure that funds are available in various situations:

- To cover the cost of any legal challenge Engineers Canada is asked to undertake on behalf of the profession.
- To cover expenses associated with occurrences that may arise for which no budget has been established. Engineers Canada faces potential liabilities from a number of sources (i.e. employees, insurance programs, foreign academic credential assessment program).
- To cover expenses which will be incurred by the regulators where it is demonstrated that they do not have the financial resources to fund an enforcement action and/or statutory obligation that have a clear and significant impact on the other regulators.
- To assist regulators and Engineers Canada in paying the deductibles for directors and officers insurance, and for errors and omissions insurance.

The total of all reserve funds must not become so large as to threaten the not-for-profit status of Engineers Canada, nor to give the Regulators reason to question whether member assessments are excessive.
7 Board policies

7.8 Rules of order

Board meetings will be conducted in an orderly, effective fashion, led and defined by the president in accordance with the Robert’s Rules of Order unless otherwise described below.

1. All Bylaw obligations respecting Board meetings must be satisfied. In the event of any conflict or inconsistency between the terms and provisions of these rules of order and the Bylaws, the Bylaws shall govern.

2. Board meetings shall be called to order at the time specified in the notice of meeting and upon satisfaction of quorum.

3. Meeting order and decorum shall be maintained and all directors and advisors (collectively, “Board members”) shall be treated with dignity, respect, courtesy, and fairness during discussion and debate and in all other respects.

4. During discussion and debate, Board members shall keep their comments relevant to the issue under consideration.

5. Board meetings will be conducted at a level of formality considered appropriate by the president. Discussion of a matter may not occur until after a motion has been made and seconded.

6. The agenda for Engineers Canada Board meetings is developed by the past-president, president, and president-elect. A preliminary agenda is sent to the Board at least two months in advance of the meeting. Additions to the agenda are invited at this time.

7. Agenda books are distributed two weeks prior to the meeting, in order to give Board members the opportunity to review the material and prepare for the meeting.

8. All agenda items must be accompanied by a briefing note. The briefing notes generally contain a synopsis of each topic, a proposed resolution, and alternatives. Budget implications are also addressed in most cases.
9. From time to time, events between the distribution of the agenda and the date of the meeting may necessitate additions. There must be unanimous consent to add an item to the agenda at the meeting.

10. Proposals where the Board must take action, or decide a particular matter, shall (unless otherwise agreed to by unanimous consent) be made by a motion of a director. If the motion is seconded, it may be discussed, and then voted on.

10.1. The president may not, to the same extent as any other director, make or second motions, or engage in debate.

10.2. The president may vote on any matter to be decided.

10.3. A director may make a motion to amend a motion, but third-level amendments are out of order.

10.4. A motion to refer to a committee, postpone, or table a matter may be made with respect to a pending motion, and, if carried, shall set the motion (the initial proposal) aside accordingly.

11. Unless otherwise agreed, Board members may speak to a pending motion on as many occasions, and at such length, as the president may reasonably allow.

12. A vote on a motion shall be taken when discussion ends, but any director may, during the course of debate, move for an immediate vote (close debate) which, if carried, shall end discussion and the vote on the motion shall then be taken.

13. A majority vote will decide all motions before the Board excepting those matters in the Bylaw which oblige a higher level of approval.

14. A director may request to have his or her vote on the record.

15. A motion to adjourn a Board meeting may be offered by any director or, on the completion of all business, conclusion of the meeting may be declared by the president.

16. When further rules of order are developed by the Board, the Board will consider the most recent edition of Robert’s Rules of Order as a resource guide.
7 Board policies

7.9 Process for in-camera meetings

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<thead>
<tr>
<th>Date of adoption: September 26, 2018 (Motion 5716)</th>
<th>Review period: Annual</th>
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<tbody>
<tr>
<td>Date of latest amendment: May 22, 2020 (Motion 5851)</td>
<td>Date last reviewed: May 22, 2020</td>
</tr>
</tbody>
</table>

All meetings shall be open. For reasons such as the ones listed below, the meeting or part of a meeting may be closed to the public if the subject matter being considered concerns one of the following:

1. The security of the property of the organization;
2. Personal matters about an identifiable individual;
3. The proposed or pending acquisition of assets by the organization;
4. Labour relations or employee negotiations;
5. Litigation or potential litigation, including matters before administrative tribunals affecting the organization or a member;
6. The receiving of advice that is subject to solicitor client privilege, including communications necessary for that purpose; and
7. Any other matter which the Board determines.

As much as possible, in-camera sessions should be held during in-person meetings only.

Before holding a meeting or part of a meeting that is to be closed to the public, the Board must pass a motion to move in camera before discussion on any item on the in-camera agenda may begin. The motion to go in-camera will be placed before the Board and the briefing note will identify which of the seven (7) reasons the meeting or a part of the meeting must be held in camera.

The motion to go in camera for any of reasons 1) to 6) will require a simple majority to be carried. The motion to go in camera for reason 7) will need a 2/3 majority to be carried.

At the beginning of every in-camera session, the Board must establish:
- who is allowed to participate in the in-camera session (the “attendees”),
- whether or not decisions shall be recorded and minutes taken, and
- whether or not decision will be reported back in the open part of the meeting.

Attendees must have a direct interest in the item to be discussed. Once attendees are determined, the chair will direct non-invitees to leave the meeting.

The chair will remind all attendees that all items to be considered in the in-camera session are to remain confidential unless the Board directs otherwise.

If it has been deemed by the Board that decisions should be recorded and reported back at the open part of the meeting, the secretary will record the decision in the regular/public minutes.
If it has been determined that minutes are required, they will be recorded in a separate document from the regular meeting minutes. Such minutes will be clearly identified as confidential and will be distributed by the secretary and subject to approval at the next meeting. Once approved, the in-camera minutes and any accompanying materials (the “in-camera records”) will be securely stored in the CEO’s office.

If attendees receive hard copies of any in-camera materials, the secretary will ensure that such documents are collected at the end of the meeting and destroyed.

It is the responsibility of attendees to ensure that any personal notes they make that are related to the topic(s) discussed at the in-camera meeting or part of the meeting are destroyed at the end of the meeting.

All in-camera records, and any matters discussed during an in-camera meeting or part of a meeting, are protected by the confidentiality obligations imposed on Board and Board committee members via their oath of office.

A meeting or session in-camera is no different than a regular meeting or part of a meeting of the Board. Thus, decisions can be made providing that material for such decisions has been submitted two (2) weeks prior to a duly called meeting and according to policy 7.8, rules of order.
7  Board policies

7.10 Whistleblower policy and procedure

1. Engineers Canada is committed to the highest standards of ethical, moral, and legal personal and professional conduct. In line with this commitment and Engineers Canada’s commitment to open communication, this policy aims to provide an avenue for its directors, staff, and volunteers to raise concerns and provide them with reassurance that they will be protected from reprisals or victimization for whistleblowing in good faith.

2. This policy is intended to cover concerns about unethical, dangerous or illegal activities (“whistleblower events”) that could have a serious and detrimental impact on Engineers Canada. whistleblower events include:
   • An accounting, auditing or other financial reporting fraud or misrepresentation;
   • Violations of federal or provincial laws that could result in fines or civil damages payable by Engineers Canada or that could otherwise significantly harm Engineers Canada’s reputation or public image;
   • Conduct that contravenes the code of conduct
   • A danger to the health, safety or well-being of employees, volunteers and/or the general public

3. Any staff member, volunteer, or director of Engineers Canada who is aware of or suspects a breach or violation and has serious concerns relating to accounting practices, internal controls, financial reporting, unethical, or illegal conduct is responsible for reporting the concern as soon as they become aware of it. A complaint should be reported in one of the following ways:
   • To the CEO, if it concerns staff
   • To the chair of the Finance, Audit, and Risk (FAR) Committee, if it concerns corporate accounting practices, internal controls, or auditing
   • To the president of the Board, if it concerns a member of the Board or the CEO
   • The president-elect if it concerns the president of the Board

4. The report must be submitted on the Reporting of Irregularities form in Appendix A.

5. A complainant may remain anonymous if they so desire. However, to allow for a better investigation, the complainant may want to consider identifying themselves. The complaint will be treated with utmost confidentiality and disclosure of information will be limited to that which is necessary to conduct a complete and fair investigation.

6. A complainant may identify themselves but request that their identity be withheld from the person who is alleged to have committed an infraction.
7. All reports will be dealt with promptly, be fully reviewed, and/or investigated as appropriate, in a fair and equitable manner, ensuring a respectful process is followed for those involved.

8. The amount of contact between the complainant and the body investigating the report will depend on the nature of the issue and the quality of information provided. When filing a report under the policy, the complainant will be required to provide key information such as the individual(s) involved, the relevant dates, type and description of whistleblower event etc. using the Reporting of Irregularities Form provided in Appendix A of this policy. Further information may be sought from the complainant. The complainant is not expected to prove the truth of an allegation; however, adequate detail needs to be provided to demonstrate plausible grounds for concern.

9. In all cases, the person who is alleged to have committed the infraction will be made aware of the report and will be provided the opportunity to respond to the allegations.

10. Upon receiving a complaint under this policy, the authority to whom the report was submitted pursuant to section 3 will determine the necessary response or action. Among the actions available are to: (i) take no further action; (ii) make further inquiries (with the complainant and/or others to gather additional information); (iii) conduct a formal investigation; or (iv) refer the matter to the appropriate law enforcement agency.

11. In determining what action to take, the authority to whom the report was submitted will be required to gather evidence and verify the information provided, ascertain responsibility, obtain and review applicable laws, rules and corporate policies, and take any other action reasonably necessary to reach a conclusion of the matter.

12. An investigation of any report may be undertaken by the body it is reported to, or the investigation may be transferred to another appropriate investigator. The investigation may enlist the assistance of one or more employees and outside legal, accounting, or other advisors, as may be appropriate to conduct the investigation. However, under no circumstances will a matter be referred to an employee or other person who is the subject of the concern or complaint or is otherwise an inappropriate person to assist with the investigation.

13. Appropriate corrective action will be taken if warranted by the findings of the investigation, in keeping with Policy 4.3.1 Compliance with Board policies.

14. Subject to legal and confidentiality constraints, the complainant should receive information about the outcome of any investigations.

15. No director, staff, or volunteer who in good faith reports a complaint shall suffer harassment, retaliation, or adverse consequences.

16. Anyone raising a concern under this policy must be acting in good faith and have reasonable grounds for believing the information disclosed indicates a serious issue. Any allegations which prove to have been made maliciously or knowingly to be false will be viewed as unethical conduct.
17. Frivolous and vexatious reports are those where the reporting individual knows or should reasonably be expected to know that there is no foundation for a complaint, or where the report is filed for the purpose of bringing an adverse consequence to the subject of the report. Submitting a frivolous or vexatious report is a breach of this Policy and any individual who does so will be viewed as having engaged in unethical conduct.

18. The Chair of the FAR Committee shall notify the president of the Board of any complaint he or she receives.

19. The CEO shall report to the FAR Committee twice annually the complaints received and summary results of investigations, as a standing item on the agenda of FAR Committee meetings.
## Appendix A - Reporting of irregularities form

### Name of complainant (optional):

My name □ may □ may not be disclosed to the subject of this report.

### Person suspected of activity:

### Nature of the allegations. Please include description of activity, when, and where it occurred and how/when you became aware of activity:

### Did anyone else witness or is aware of activity? If yes, please identify and provide description of their role.

### Describe the steps you have taken prior to making this complaint.

I am filing this complaint because I believe that _________________ has behaved in a manner that could have a serious impact on Engineers Canada and that the behaviour may have an impact on accounting practices, internal controls, or financial reporting, or equate to unethical or illegal conduct.

I hereby certify that to the best of my knowledge the above-mentioned information is true, accurate, and complete. I attest to reading the Whistleblower policy and understand that making false or frivolous allegations is in violation of this policy and subject to disciplinary sanctions.

Furthermore, I realize that an inquiry will be initiated once this complaint has been filed.

______________________________  ______________________________
Signature of the complainant (optional)  Date
7 Board policies

7.11 Consultation

| Date of adoption: December 9, 2019 (Motion 5808) | Review period: Annual |
| Date of latest amendment: | Date last reviewed: December 9, 2019 |

Engineers Canada will consult with key stakeholders when developing new initiatives or making significant modifications to existing ones. According to Policy 4.1, Board responsibilities, the Board must “sustain a process to engage with regulators through regular communication that facilitates input, evaluation, and feedback.” This is accomplished through engagement by each director of their home regulator (as per Policy 4.2, Directors’ responsibilities), and formal consultation by the Board with key stakeholders.

1. This policy provides guidance on the consultation process used at Engineers Canada.

2. The purpose of consultation is to ensure that the Board’s decision-making aligns with the needs and requirements of the engineering regulators.

3. The president-elect shall provide oversight and guidance to the Engineers Canada consultation process with regulators and other key stakeholders whose input is vital to the Board’s work.

4. The president-elect shall, annually, review the Board’s consultation plan (prepared by staff) and present it to the Board for approval.
   a. The consultation plan shall include the topic of consultation, the proposed dates and duration for each consultation, and the consultation method(s).

5. Staff shall consult on operational matters while the Board shall consult on strategic matters.

6. The consultation plan is distributed to the regulators annually, to allow them to plan internal resources.

7. To the extent possible, all consultations shall be pre-planned on an annual basis.

8. Consultations may take place face-to-face, online, via email, or by any combination thereof.

9. Consultations shall be transparent and accessible.
   a. Prior to the consultation, participants shall be provided with background information regarding the topic of consultation, the aim of the consultation, and the specific questions to be asked. This material shall also be posted on the consultation website.
   b. All feedback received during the consultation shall be documented, attributed (to the extent possible), and shared with all participants. This material shall also be posted on the consultation website.
   c. Responses and descriptions of the resulting actions taken by Engineers Canada shall be provided for all feedback. This material shall be posted on the consultation website.
d. The consultation website shall include a list of all current, previous, and future consultations.
8 Issues policies

8.1 Emerging disciplines policy

| Date of adoption: September 26, 2018 (motion 5716) | Review period: Annual |
| Date of latest amendment: May 22, 2020 (motion 5851) | Date last reviewed: May 22, 2020 |

1. The protection of the public requires that the practice of engineering be regulated. The protection of the public requires that the practice of engineering in emerging areas be regulated.

2. The practice of engineering is a systematic knowledge, based on science, required to manufacture a product, carry out a process, or provide consultations and advice.

3. A new engineering area emerges when a unique core body of knowledge coalesces, and when this knowledge evolves to the development and design of devices, processes, systems, and services which affect the welfare and safety of the public, and therefore, Engineers Canada should do the following:

   - Engineers Canada shall monitor the state of emerging areas of practice on an ongoing basis.
   - Engineers Canada shall support the regulators by identifying emerging areas of engineering practice, as appropriate.
   - The engineering regulators shall decide if, when, and how to regulate identified emerging areas.
   - Engineers Canada shall make the public aware of the value-adding role of engineers in emerging areas of practice.
8. Issues policies

8.2 Diversity and inclusion policy

| Date of adoption: May 25, 2018 (Motion 5701) | Review period: Annual |
| Date of latest amendment: May 22, 2020 (Motion 5851) | Date last reviewed: May 22, 2020 |

Engineers Canada believes in diversity and values the benefits that diversity can bring to the engineering profession. Engineers Canada recognizes the critical importance of a diverse engineering profession with an inclusive climate for the future of the engineering profession. Engineers Canada supports and encourages the equitable opportunity for all qualified people to participate within the engineering profession.

1. Engineers Canada will promulgate and implement programs designed to advance the profession by promoting a diverse and inclusive climate in the profession.

2. Engineers Canada’s programs regarding diversity and inclusion have to focus on greater participation of women and Indigenous people in the engineering profession.

3. Engineers Canada recognizes the strategic and critical importance of a diverse Board and diverse leadership. Engineers Canada is committed to diversity of the Engineers Canada Board, its committees, and their leadership, with an inclusive culture, which solicit multiple perspectives and views and are free of conscious or unconscious bias and discrimination.

4. Engineers Canada seeks to maintain a Board and Board committees comprised of talented and dedicated directors with a diverse mix of gender, Indigenous status, expertise, experience, skills and backgrounds from a diversity of Canadian locations. In particular, the Board and Board committees will strive to include at least 30% women. A long-term goal would be a female/male split representative of the Canadian population.

5. Engineers Canada will deliver ongoing information, training, and resource support to help the Board, the CEAB, the CEQB, other committees, volunteers, and staff to develop capacity to address diversity and inclusion issues in their work.

6. Engineers Canada will provide guidance to staff and volunteers about their roles in implementing this policy and in developing ways to incorporate specific, measurable diversity provisions in their work.
The Board is responsible for the approval of some Engineers Canada products which are made available to the public. These products reflect the positions and policies of the engineering profession.

### 9.1 Accreditation criteria and procedures report

The *Accreditation Criteria and Procedures* report contains information for institutions seeking to have their programs become or remain accredited. It includes accreditation criteria (the standards that the higher education institutions must meet), as well as procedures for accreditation visits and decisions.

All accreditation criteria and procedures are developed by the Accreditation Board, with support from Engineers Canada staff. Multiple stakeholders are consulted during the development as follows:

1. Change suggested
2. Decision to act
3. Working group appointed
4. Draft developed
5. Initial review
6. Approval to consult
7. External consultations
8. Final draft developed
9. CEAB approval
10. EC Board approval
**Accreditation Board criteria development process – step description**

<table>
<thead>
<tr>
<th>Step</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Change suggested</td>
<td>Changes may be brought forward by CEAB members, higher education institutions (HEIs), regulators, or others. They are brought to a CEAB meeting for first consideration.</td>
</tr>
<tr>
<td>2. Decision to act</td>
<td>If the CEAB agrees that a potential change should be considered, the change is initially studied by the Policies &amp; Procedures Committee (P&amp;P)</td>
</tr>
<tr>
<td>3. Working group assigned</td>
<td>If necessary, the P&amp;P may set up a dedicated task force to study the issue and make recommendations.</td>
</tr>
<tr>
<td>4. Draft developed</td>
<td>The suggested change is discussed, and draft wording is developed by staff, the task group, the P&amp;P, or a subset thereof.</td>
</tr>
<tr>
<td>5. Initial review</td>
<td>A first draft of the proposed change is brought to a meeting of the P&amp;P for review and approval to present to the CEAB. Some changes are approved at the same P&amp;P meeting, while more significant changes may require additional revisions.</td>
</tr>
<tr>
<td>6. Approval to consult</td>
<td>The proposed change is presented to the full CEAB for review and approval to consult with a broader group.</td>
</tr>
<tr>
<td>7. External consultation</td>
<td>Input on the proposed change is sought from the regulators and the Deans’ Liaison Committee (DLC) a committee of Engineering Deans of Canada (EDC). DLC input in many cases is formalized after an EDC meeting, meaning that informal feedback from DLC will be discussed by EDC members and a formal position may be provided by the EDC, through their chair. Additional consultation may include other HEI staff, the Canadian Federation of Engineering Students (CFES) or others.</td>
</tr>
<tr>
<td>8. Final draft developed</td>
<td>Results from the consultation are reviewed and further amendments are considered. A final draft of the proposed change is recommended to CEAB for approval.</td>
</tr>
<tr>
<td>9. CEAB approval</td>
<td>A reason for the proposed change along with a summary of the feedback received during the consultation is presented to the CEAB for review and approval. The CEAB approves the proposed change and recommends it for approval by the Engineers Canada Board.</td>
</tr>
<tr>
<td>10. EC Board approval</td>
<td>The Engineers Canada Board reviews the change and approves it for inclusion in the next Accreditation Criteria and Procedures report.</td>
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All new criteria and any criteria changes must receive Board approval. Therefore, the accreditation criteria are a Board-approved product for which the Board is responsible.

The most recent Accreditation Criteria and Procedures reports can be found on Engineers Canada’s website at: [https://engineerscanada.ca/accreditation/accreditation-resources](https://engineerscanada.ca/accreditation/accreditation-resources)
9 Board-approved documents and products

Date of adoption: September 26, 2018 (Motion 5716)                      Review period: Annual
Date of latest amendment: May 22, 2020 (Motion 5851)                Date last reviewed: May 22, 2020

The Board is responsible for the approval of some Engineers Canada products that are made available to the public and governments. These products reflect the positions and policies of the engineering profession to those groups.

9.2 Qualifications Board products

The Qualifications Board produces and maintains guidelines, and Engineers Canada papers, which are approved by the Board.

Guidelines are recommendations for the provincial and territorial engineering regulatory bodies and the public on:
- professional requirements
- programs for members of the provincial and territorial engineering regulatory bodies
- assessment tools for international graduates

Guidelines outline general guiding principles which have a broad basis of consensus among regulators. They provide guidance to the engineering regulators and also to individual engineers on various subjects and are intended to be detailed descriptions of best practices. A guideline may include both current practices and also agreed goals which are not yet achieved by some or all of the regulators.

Engineers Canada papers are produced for regulators with the intent to inform them concisely about a complex issue and present a stance on the matter. They are intended for distribution to the regulatory bodies, and can be publicly available or posted on the members-only section of the Engineers Canada website.

All Qualifications Board documents are developed by the Qualifications Board, with support from Engineers Canada staff. The engineering regulators are consulted extensively during guideline development in accordance with the Qualification Board’s consultation process as follows:
Qualifications Board consultation process: Step descriptions

<table>
<thead>
<tr>
<th>Step</th>
<th>Description</th>
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<tbody>
<tr>
<td>1. Environmental scan</td>
<td>CEQB committee conducts an environmental scan. For new documents, the committee organizes a national workshop in Ottawa with regulator staff, CEQB committee members, and experts to define the target audience, objectives, and general content. If it is for the review of an existing document, then the process jumps to review and subsequent CEQB consultation approval in step 6.</td>
</tr>
<tr>
<td>2. Develop general direction</td>
<td>CEQB writes guiding principles, which are presented in the general direction document.</td>
</tr>
<tr>
<td>3. CEQB consultation approval for general direction</td>
<td>CEQB approves the general direction for consultation.</td>
</tr>
</tbody>
</table>
| 4. General direction consultations | CEQB sends a request for feedback to the:  
• CEO Group (all documents)  
• National Admission, Practice, and Discipline & Enforcement Officials Groups (documents pertaining to their specific mandates)  
• Canadian Engineering Accreditation Board (documents pertaining to its mandate)  
CEQB presents to these groups when relevant. It informs the Engineers Canada Board by email. |
| 5. Responses and draft document | CEQB committee reviews all the feedback, prepares the committee’s response to each comment, and develops a draft document. CEQB posts the table on the consultation webpage and shares it with the officials groups and individuals that submitted feedback before CEQB approves the draft document for consultation. |
| 6. CEQB consultation approval for draft document | CEQB approves the draft document for consultation. |
| 7. Draft document consultations | CEQB sends a request for feedback to the:  
• CEO Group (all documents)  
• National Admission, Practice and Discipline & Enforcement Officials Groups (documents pertaining to their specific mandates)  
• Canadian Engineering Accreditation Board (documents pertaining to its mandate)  
CEQB presents to these groups when relevant. It informs the Engineers Canada Board by email. |
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<tr>
<td>8. Responses and final document</td>
<td>CEQB committee reviews all the feedback, prepares the committee’s response to each comment, and develops a final document. CEQB posts the table on the consultation webpage and shares it with the officials groups and individuals that submitted feedback before CEQB approves the draft document for consultation.</td>
</tr>
<tr>
<td>9. CEQB final document approval</td>
<td>CEQB reviews the final version of the draft document and approves it for Engineers Canada Board approval and subsequent dissemination. If it is an examinations syllabus, Engineers Canada staff upload it to the Engineers Canada website.</td>
</tr>
<tr>
<td>10. EC Board final document approval</td>
<td>Engineers Canada Board reviews the draft document and approves it for public or members-only distribution. Engineers Canada staff upload the document to the Engineers Canada website.</td>
</tr>
<tr>
<td>11. Dissemination</td>
<td>Engineers Canada staff disseminate the approved document through diverse communication tactics such as emails, newsletter articles, Twitter, Facebook, and LinkedIn posts.</td>
</tr>
<tr>
<td>12. Review and evaluation</td>
<td>CEQB monitors reaction to the document and its implementation. After five years, CEQB reviews the document, in priority order, as identified by regulators through the work plan consultation process.</td>
</tr>
</tbody>
</table>

All guidelines and Engineers Canada papers produced by the Qualifications Board must receive Board approval. Therefore, these guidelines are a Board-approved product for which the Board is responsible.

All Qualifications Board documents can be found on Engineers Canada’s website at: [https://engineerscanada.ca/regulatory-excellence/national-engineering-guidelines](https://engineerscanada.ca/regulatory-excellence/national-engineering-guidelines)
9 Board-approved documents and products

Date of adoption: March 1, 2019 (Motion 5736)  
Review period: Annual  
Date of latest amendment: May 22, 2020 (Motion 5851)  
Date last reviewed: May 22, 2020

The Board is responsible for the approval of some Engineers Canada products which are made available to the public and governments. These products reflect the positions and policies of the engineering profession to those groups. Each year, new statements are developed, and existing ones are reviewed to ensure that they remain current and relevant.

9.3 National position statements

National position statements reflect the engineering profession’s consensus position on key issues relating to the public interest in the practice of profession engineering. These statements:

- represent the collective position of the engineering profession
- are used by Engineers Canada staff in discussion with government
- influence public policy

9.3.1 Development of national position statements

National position statements are developed by Engineers Canada’s public affairs staff, in consultation with the Public Affairs Advisory Committee (PAAC), the Board, and the engineering regulators according to the following process:

i. Annually in May, the PAAC discusses new and existing issues facing the engineering profession and develops potential topics for new national position statements.

ii. Potential topics are sent to the Board and CEO Group for approval.

iii. Once approved, the PAAC develop draft documents for the review by the Board and engineering regulators.

iv. Documents are updated and finalized by the PAAC based on the feedback received.

v. Final versions of the national position statements are presented to the Board for approval.

The Board may also direct the CEO to develop or modify national position statements at any time.

All national position statements must receive Board approval. Therefore, these statements are a Board-approved product for which the Board is responsible.

National position statements can be found on Engineers Canada’s website at:  
https://engineerscanada.ca/public-policy/national-position-statements
9.3.2 Archiving of national position statements

Engineers Canada’s national position statements that are no longer actively used for advocacy purposes will be removed from Engineers Canada’s public website and stored internally at Engineers Canada, in consultation the Public Affairs Advisory Committee (PAAC) and the Board according to the following process:

i. Annually in May, a full review of all active and archived national position statements will be undertaken by Engineers Canada’s Manager, Public Affairs, in consultation with the PAAC.

ii. Any recommendations for archiving are sent to the Board for information.

National position statements that have been archived will be retained within Engineers Canada’s document management system and not on the public facing website. These statements will be searchable by staff so that files can be easily located, updated, and returned to the public website on an “as-needed” basis, pending Board approval.