



**MINUTES OF THE
100TH MEETING OF THE QUALIFICATIONS BOARD**

Held by teleconference

**THURSDAY, JANUARY 25th, 2018
From 1:00 PM to 3:00 PM EST**

AGENDA OF THE 100th MEETING

	Agenda Item	Presenter
1	Opening of the meeting	
1.1	Call to order and introduction of attendees	D. Peters
1.2	Approval of the agenda <i>Motion: That the agenda of the 100th meeting of the Qualifications Board be approved as distributed.</i>	D. Peters
2	Approval of minutes of the previous meeting (attachment 2) <i>Motion: That the minutes from the 99th meeting of the Qualifications Board held on September 7th, 2017, be approved as distributed.</i>	D. Peters
3	Review of action items from previous the meetings	M. Ouellette
4	Committee reports	
4.1	Engineer-in-Training Committee	R. LeBlanc
4.1.1	Revised Model Guide on Mentoring Programs (attachment 4.1.1) <i>Motion: That the Revised "Model Guide on Mentoring Programs" be distributed for consultation.</i>	R. LeBlanc
4.2	Syllabus Committee	F. Collins
4.2.1	Revised syllabi (attachment 4.2.1 A-B) <i>Motion: That the following syllabi be approved for distribution:</i> <ul style="list-style-type: none"> • <i>Environmental Engineering Syllabus</i> • <i>Geological Engineering Syllabus</i> 	F. Collins

4.2.2	Draft Guideline on the Assessment of a Non-CEAB Applicant (attachment 4.2.2) <i>Motion: That the Draft "Guideline on the Assessment of a Non-CEAB Applicant" be distributed for consultation.</i>	F. Collins
4.3	Practice Committee	J. Helfrich
4.3.1	Revised Model Guide: Concepts of Professionalism (attachment 4.3.1) <i>Motion: That the Revised "Model Guide: Concepts of Professionalism" be distributed for consultation.</i>	J. Helfrich
4.4	Continuing Competence Committee	I. Sloman
4.4.1	General Direction for Revised Guideline on Continuing Professional Development (attachment 4.4.1) <i>Motion: That the "General Direction for Revised Guideline on Continuing Professional Development" be distributed for consultation.</i>	I. Sloman
4.5	Admission Issues Committee	D. Riopel
4.5.1	<i>Motion: That the "Task Force on the Use of the International Institutions and Degrees Database (IIDD)" be stood down.</i>	D. Riopel
4.6	Update on IIDD Report Recommendations Task Force	R. Leblanc
4.7	Environment and Sustainability Committee	M. Mahmoud
4.7.1	Revised Guideline on Site Remediation (attachment 4.7.1) <i>Motion: That the Revised "Guideline on Site Remediation" be sent to the Engineers Canada Board for approval and subsequent distribution.</i>	M. Mahmoud
5	Qualifications Board Business	
5.1	Consultation process (attachment 5.1.A-B) <i>Motion: That the consultation process be approved as distributed.</i>	D. Peters
5.2	2017-19 Qualifications Board Work Plan Status Update (attachment 5.2)	D. Peters
6	Information and Discussion Items from Engineers Canada	
6.1	Update from the Engineers Canada Board	S. Gwozdz D. Lynch
6.2	Update from the Engineers Canada Board Nominations Task Force (attachment 6.2)	C. Roney

7	Items Added to the Agenda	D. Peters
8	Future Meetings <i>The spring QB meeting will be held in Gatineau on April 7-8, 2018.</i> <i>The fall QB meeting will be held in Québec City on September 14-15, 2018.</i>	D. Peters
9	Review of Action Items of 100th Qualifications Board Meeting	M. Ouellette
10	Adjournment	D. Peters

1. Opening of the meeting

The Chair welcomed Margaret Anne Hodges and Nikeetta Marshal as new QB Members-at-Large.

1.1. Call to order and introduction of attendees

Qualifications Board Members	Dennis Peters	Chair
	Ron LeBlanc	Vice-Chair
	Paul Blanchard	Past-Chair
	Frank Collins	Atlantic Provinces
	Margaret Anne Hodges	Member-at-Large
	Jerry Helfrich	Member-at-Large
	Roydon Fraser	Ontario
	Mahmoud Mahmoud	British Columbia and Yukon
	Nikeetta Marshal	Member-at-Large
	Diane Riopel	Québec
	Ian Sloman	Saskatchewan and Manitoba
Regrets: Frank George, Sandra Gwozdz, Bill Jackson, Usha Kuruganti		
Engineers Canada Board Representative	David Lynch	
Participants	Mark Fewer	PEGNL
	Janet Bradshaw	PEGNL
	Kris Dove	Engineers Nova Scotia
	Marie-Pierre Fafard	OIQ
	Michael Price	PEO
	Bob McDonald	APEGS
	Shawna Argue	APEGS
	Tina Maki	APEGS
	Kate MacLachlan	APEGS
	Tom Sneddon	APEGA
	Daniel Lawrysyn	APEGA
	Mark Rigolo	Engineers and Geoscientists BC
	Efrem Swartz	Engineers and Geoscientists BC
	Ann English	Engineers and Geoscientists BC
	Carol MacQuarrie	APEGNB
	Chris Roney	Engineers Canada Board
Kate Sisk	APEGNB	

Engineers Canada Staff	Colin Brown	
	Catherine Christoffersen	
	Randa Dirani	
	David Lapp	
	Mélanie Ouellette	
	Stephanie Price	
	Kyle Smith	
Beryl Strawczynski		

1.2. Approval of the agenda

The agenda was approved.

Motion: That the agenda of the 100th meeting of the Qualifications Board be approved as distributed. The agenda was approved.

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

Motion: That the minutes from the 99th meeting of the Qualifications Board held on September 7th, 2017, be approved as distributed, moved by Ron and seconded by Ian. None were opposed. The minutes were approved.

3. Review of action items from previous the meetings

All action items from the previous meeting were completed.

4. Committee reports

Chairs of the committees presented documents to QB for consultation approval or final approval. The QB Chair noted that QB members can submit comments on documents when they are open for consultation, in addition to during QB meetings.

4.1. Engineer-in-Training Committee

The Engineer-in-Training Committee Chair stated that the committee consulted on the Model Guide on Direct Supervision in the fall and expected to present a final document to QB in April. The committee also planned to present revised Engineer-in-Training FAQs for consultation approval in April. A contractor will be sought to help develop the Guideline on Enabling Entrepreneurship.

4.1.1. Revised Model Guide on Mentoring Programs (attachment 4.1.1)

The Engineer-in-Training Committee Chair explained that the revised model guide was developed by merging the Guideline on Mentoring Programs and the Guideline on Implementing Mentoring Programs.

Motion: That the Revised "Model Guide on Mentoring Programs" be distributed for consultation, moved by Ron and seconded by Roydon. None were opposed. The motion was approved.

4.2. Syllabus Committee

The Syllabus Committee Chair noted that the committee had revised and consulted on the Environmental Engineering Syllabus and the Geological Engineering Syllabus. A task force had been struck to revise the Software Engineering Syllabus. The committee's protocol for reviewing syllabi is to compare existing programs across the country to ensure that the syllabus represents the programs offered. With QB's final approval, they would be published on the Engineers Canada website.

4.2.1. Revised syllabi (attachment 4.2.1 A-B)

The committee proposed minor revisions to the geological and environmental syllabi.

Motion: That the following syllabi be approved for distribution:

- Environmental Engineering Syllabus
- Geological Engineering Syllabus

The motion was moved by Frank and seconded by Jerry. None were opposed. The motion was approved.

4.2.2. Draft Guideline on the Assessment of a Non-CEAB Applicant (attachment 4.2.2)

The committee developed the Draft Guideline on the Assessment of a Non-CEAB Applicant through consultation with regulators. The committee would like to further consult regulators on the document to determine whether it is compatible their own practices.

Motion: That the Draft "Guideline on the Assessment of a Non-CEAB Applicant" be distributed for consultation, moved by Frank and seconded by Roydon. None were opposed. The motion was approved.

4.3. Practice Committee

4.3.1. Revised Model Guide: Concepts of Professionalism (attachment 4.3.1)

The Practice Committee Chair noted that the committee had revised the existing 2010 version of the model guide by updating the language, removing some quotes, and removing statements of opinion on public trends and value to society, but otherwise retaining the core elements of and concepts of original document. There was discussion about the purpose of a separate model guide on professionalism, rather than incorporating it into the Guideline on the Code of Ethics, with a comment that there could be consideration of merging the two in the future. It was noted that there may have been a request from APEGA for QB to develop the original guideline for APEGA's use. It was pointed out the guideline focusses on the meaning of being a member of a profession, rather than on professional behaviour. It was noted that the Model Guide: Concepts of Professionalism could be merged with the Code of Ethics if this feedback was received from regulators during consultation.

Motion: That the Revised "Model Guide: Concepts of Professionalism" be distributed for consultation, moved by Jerry and seconded by Mahmoud. None were opposed. The motion was approved.

4.4. Continuing Competence Committee

4.4.1. General Direction for Revised Guideline on Continuing Professional Development (attachment 4.4.1)

The Continuing Competence Committee Chair stated that the committee developed a draft general direction for the revised Guideline on Continuing Professional Development, originally developed in 2004. The draft general direction was developed in consultations with regulators which sought to identify areas of consensus. The committee found that the areas of consensus are mandatory CPD, mandatory CPD for licence renewal, auditing of CPD reporting, and mandatory ethics training. The committee considered adding a requirement for mandatory ethics training, but thought that this recommendation would be premature because there are no national resources currently to support this requirement. The committee proposed instead to include mandatory ethics training as a recommended CPD activity, and welcomes feedback on this proposal. The general direction also includes a proposal for a simplified CPD program, for discussion purposes only.

A QB member was critical that the general direction does not define CPD and does not discuss the actual effectiveness of CPD or suggest metrics for verifying its effectiveness (such as reduced discipline cases). The member commented that the document emphasizes mandatory CPD but does not address effective non-mandatory approaches to CPD. Another QB member had provided an update on the general direction to the Engineers and Geoscientists BC Continuing Professional Development Committee and noted that they had been surprised that the general direction would not address a risk-based approach as taken by PEO. It was commented by other QB members that the effectiveness of CPD had been discussed while developing the general direction, and that mandatory CPD builds confidence in the profession which supports self-regulation.

Motion: That the "General Direction for Revised Guideline on Continuing Professional Development" be distributed for consultation, moved by Ian and seconded by Paul. Roydon was opposed. The motion was approved.

4.5. Admission Issues Committee

4.5.1. Task Force on the Use of the International Institutions and Degrees Database

It was proposed to stand down the task force of NAOG members as it had concluded its work. This was an administrative item that had been overlooked at the September 2017 QB meeting.

Motion: That the "Task Force on the Use of the International Institutions and Degrees Database (IIDD)" be stood down, moved by Diane and seconded by Ron. None were opposed. The motion was approved.

4.6. Update on IIDD Report Recommendations Task Force

The Admission Issues Committee Chair noted that following the report from the Task Force on the Use of the International Institutions and Degrees Database in September 2017, a second task force the IIDD Report Recommendations Task Force, was struck to implement the report's recommendations.

The QB Executive had approved the second task force's implementation plan, and the task force would proceed to consult on the plan with NAOG and the QB Admission Issues Committee. The secretariat will circulate a briefing note on the implementation plan to QB members (**action item 100.1**).

4.7. Environment and Sustainability Committee

The Environment and Sustainability Committee Chair submitted the revised Guideline on Site Remediation, developed by the Subcommittee on Site Remediation, to QB for final approval, on behalf of the committee. The committee is in the process of revising the Guideline on Climate Change Adaptation and Mitigation. The committee continues to work with Polytechnique Montréal to develop a massive open online course (MOOC) on the Guideline on Sustainable Development and Environmental Stewardship. It will hold a workshop on the White Paper on Environmental Engineering in May 2018.

4.7.1. Revised Guideline on Site Remediation (attachment 4.7.1)

Motion: That the Revised "Guideline on Site Remediation" be sent to the Engineers Canada Board for approval and subsequent distribution, moved by Mahmoud and seconded by Jerry. None were opposed. The motion was approved.

5. Qualifications Board Business

5.1. Consultation process (attachment 5.1.A-B)

A diagram outlining the QB consultation process was presented. The diagram also includes QB's work plan development process. At the suggestion of a QB member, the diagram would be revised to better indicate that two separate processes are being represented (**action item 100.2**).

Motion: That the consultation process be approved as distributed, moved by Ian and seconded by Bill. Proposed amendment: That the consultation process be approved with clarifications as discussed. The proposed amendment was approved by Ian and Bill. None were opposed. The amended motion was approved.

5.2. Board Work Plan Status Update (attachment 5.2)

The Chair gave an update on the status of QB work plan items. Some items were on track and some were behind schedule. The need for increased consultation lengthened the timelines for some items. QB's work plan runs from mid-2017 to mid-2019. It was noted that following the Engineers Canada Board's governance review, work plans may be changed to begin with the calendar year.

6. Information and Discussion Items from Engineers Canada

6.1. Update from the Engineers Canada Board

The Board representative provided an update from the Engineers Canada Board. The Board had approved a new CEO of Engineers Canada. The Engineers Canada Governance Committee was conducting a governance strategic planning and consultation process to develop a three-year strategic plan. Each regulator had participated in a round of facilitated consultations which resulted in a draft plan. A second

round of consultation will be held, which would include QB and AB. The Engineers Canada Nominations Task Force produced a consultation report on the QB and AB nomination process. An Engineers Canada funding model task force would soon begin. The Board approved the 2018 budget, which included the governance and strategic planning project, an accreditation improvement program, and the space program.

6.2. Update from the Engineers Canada Board Nominations Task Force (attachment 6.2)

The Chair of the task force provided background to and an update on its work. The task force was reviewing the nominations process for AB and QB after the spring 2017 AB nominations had identified what regulators considered to be weaknesses in the process. The task force would soon circulate a report with 16 draft recommendations. A preliminary version was distributed for this teleconference. The report addressed questions on AB and QB including composition, term limits, succession planning, diversity, the role of regional representatives, the selection of members-at-large, what constitutes a justifiable objection, how to articulate the skills needed for members and/or the executive and how the size of the boards should be determined. It was noted that regulators want influence in reappointments of QB and AB members.

The Chair of the task force outlined the draft proposed recommendations. The task force would consult with QB, AB, regulators through the CEOs Group, and Engineers Canada staff on the report until the end of April, after which it would finalize its recommendations. Participants were invited to email questions to the Chair of the task force. The Chair of the task force would attend the April QB meeting to hear QB's feedback on the recommendations. The QB Chair invited QB members to send their comments on the recommendations and proposed solutions on the identified problems to the secretariat, for further discussion at the QB meeting (**action item 100.3**). QB would then finalize their feedback before the consultation deadline at the end of April.

7. Items Added to the Agenda

No items were added.

8. Future Meetings

The spring QB meeting will be held in Gatineau on April 7-8, 2018.

The fall QB meeting will be held in Québec City on September 14-15, 2018.

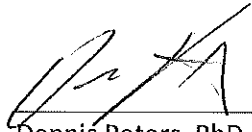
9. Review of Action Items of 100th Qualifications Board Meeting

100.1	Circulate the briefing note on the implementation plan for the IIDDD to QB members.	Secretariat
100.2	Revise the consultation process diagram to better indicate that two separate processes are being represented.	Secretariat
100.3	Circulate the Nominations Task Force report; QB members to email the secretariat their comments on the recommendations and proposed solutions.	Secretariat and QB members

10. Adjournment

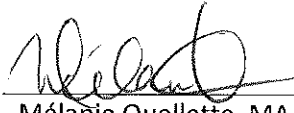
The meeting concluded at 3:03 p.m. EST.

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



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

Chair



Mélanie Ouellette, MA, MBA

Secretary