



MINUTES OF THE  
101<sup>st</sup> MEETING OF THE QUALIFICATIONS BOARD

SATURDAY, APRIL 7, 2018  
HILTON LAC LEAMY HOTEL, GATINEAU, QUÉBEC

From 9:00 AM to 5:00 PM EST

AGENDA OF THE 101<sup>st</sup> 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	D. Peters
2	Approval of minutes of the previous meeting (attachment 2) <i>Motion: That the minutes from the 100<sup>th</sup> meeting of the Qualifications Board held on January 25<sup>th</sup>, 2018, be approved as distributed.</i>	D. Peters
3	Review of action items from previous meetings	M. Ouellette
4	Committee reports	
4.1	Engineer-in-Training Committee	R. LeBlanc
	Revised Engineers-in-Training Web Content (attachment 4.1.1)	
4.1.1	<i>Motion: That the "Engineers-In-Training Web Content" be approved for consultation.</i>	R. LeBlanc
	Revised Model Guide: Direct Supervision (attachment 4.1.2)	
4.1.2	<i>Motion: That the Revised "Model Guide: Direct Supervision" be sent to the Engineers Canada Board for approval and subsequent distribution.</i>	R. LeBlanc
4.2	Syllabus Committee	F. Collins

4.2.1	Marine Engineering Syllabus (attachment 4.2.1) <i>Motion: That the Marine Engineering Syllabus be rescinded.</i>	F. Collins
4.2.2	General Direction for the Model Guide on the Academic Assessment of non-CEAB Applicants (attachment 4.2.2) <i>Motion: That the "General Direction for the Model Guide on the Academic Assessment of non-CEAB Applicants" be approved for consultation.</i>	F. Collins
4.2.3	Revised syllabi (attachment 4.2.3 A-H) <i>Motion: That the following syllabi be approved for consultation:</i> <ul style="list-style-type: none"> <li>• Software Engineering Syllabus</li> <li>• Biomedical/Biochemical Engineering Syllabus</li> <li>• Geomatics Engineering Syllabus</li> <li>• Mining and Mineral Processing Engineering Syllabus</li> </ul>	F. Collins
4.3	Practice Committee	J. Helfrich
4.3.1	Draft White Paper on Qualified Persons (attachment 4.3.1) <i>That the revised "White Paper on Qualified Persons" be approved for consultation.</i>	J. Helfrich
4.4	Continuing Competence Committee	I. Sloman
4.5	Admission Issues Committee	D. Riopel
4.5.1	Draft Guideline on Limited Licences (attachment 4.5.1) <i>Motion: That the "Draft Guideline on Limited Licences" be approved for consultation.</i>	D. Riopel
4.6	Environment and Sustainability Committee	M. Mahmoud
4.6.1	Revised Guideline: Principles of Climate Change Adaptation and Mitigation for Engineers (attachment 4.6.1) <i>Motion: That the Revised "Guideline: Principles of Climate Adaptation and Mitigation for Engineers" be sent to the Engineers Canada Board for approval and subsequent distribution.</i>	M. Mahmoud
4.7	2017-19 Qualifications Board Work Plan Status Update (attachment 4.7)	D. Peters
4.8	Update on QB v. officials groups mandates (attachment 4.8)	D. Peters
5	National Groups	
5.1	National Admissions Officials Group Update	M. Fewer

5.2	National Practice Officials Group Update	K. Dove
5.3	National Discipline & Enforcement Officials Group Update	J. Vandenberghe
5.4	Comments from the regulators	D. Peters
6	<b>Qualifications Board Business</b>	
6.1	Update on website metrics	D. Peters
6.2	Members manual (attachment 6.2)	D. Peters
7	<b>Other Information and Discussion Items from Engineers Canada</b>	
7.1	Report from the Accreditation Board (attachment 7.1)	S. Barrington L. Villeneuve
7.2	Report on <u>Engineers Canada Board Activities and Decisions</u>	S. Gwozdz D. Lynch
7.3	Consultation on the Engineers Canada Nominations Task Force Report (attachment 7.3 A-C)	C. Roney
8	<b>Items added to the agenda</b>	D. Peters
	<b>Future meetings</b>	
9	<i>The next QB meeting will be held in Québec City, Québec, on September 14-15, 2018. The next QB Teleconference call will be held on January 29<sup>th</sup>, 2019.</i>	D. Peters
10	Review of action items of 101 <sup>th</sup> Qualifications Board meeting	M. Ouellette
11	Adjournment	D. Peters

## MINUTES OF THE 101st MEETING

### 1. Opening of the meeting

The QB Chair welcomed everyone and introduced new members Margaret Anne Hodges and Nikeetta Marshal.

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

<b>Qualifications Board Members</b>	Dennis Peters	Chair
	Ron LeBlanc	Vice-Chair
	Paul Blanchard	Past Chair
	Frank Collins	Atlantic Provinces Rep.
	Frank George	Alberta, Northwest Territories and Nunavut Rep.
	Margaret Anne Hodges	Member-at-Large
	Jerry Helfrich	Member-at-Large
	Roydon Fraser	Ontario Rep.
	Usha Kuruganti	Atlantic Provinces Rep.
	Mahmoud Mahmoud	British Columbia and Yukon Rep.
	Nikeetta Marshal	Member-at-Large
	Diane Riopel	Quebec Rep.
	Ian Sloman	Saskatchewan and Manitoba Rep.
<b>Engineers Canada Board Representatives</b>	David Lynch	
	Sandra Gwozdz	
<b>Participants</b>	Suzelle Barrington	CEAB
	Amit Banerjee	APEGA
	Kem Singh	APEGA
	Jessica Vandenberghe	APEGA; Discipline & Enforcement Officials Rep.
	Kate Sisk	APEGNB
	Ferguson Earnshaw	APEGS
	Kate MacLachlan	APEGS
	Russ Kinghorn	Engineers Canada Board
	Gill Pichler	Engineers and Geoscientists BC
	Claudia Shymko	Engineers Geoscientists Manitoba
	Kris Dove	Engineers Nova Scotia; Practice Officials Chair
	Sandra Oickle	Engineers Nova Scotia
	Len White	Engineers Nova Scotia
	Jim Landrigan	Engineers PEI
	Jon Dixon	Engineers Yukon
	Lad Kucis	Gardiner Roberts, LLP
	Mark Fewer	PEGNL; Admissions Officials Chair
	Paul Amyotte	QB, Past Chair
	Dick Fletcher	QB, Past Chair
	John Manson	QB Past Chair
Malcolm Symonds	QB, Past Chair	
Chris Zinck	QB, Past Chair	

<b>Engineers Canada Staff</b>	Maria Arrieta
	Catherine Christoffersen
	David Lapp
	Gerard McDonald
	Mélanie Ouellette
	Stephanie Price
	Kyle Smith
	Lynn Villeneuve
	Mya Warken

### **1.2. Approval of the agenda**

It was decided to change the report from the Practice Committee to item 4.1 and then to proceed with the remaining committee reports in the original order.

*Motion: That the agenda be approved as amended, moved by Mahmoud Mahmoud and seconded by Ron LeBlanc. All were in favour. The agenda was approved.*

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

No corrections were identified.

*Motion: That the minutes from the 100<sup>th</sup> meeting of the Qualifications Board held on January 25<sup>th</sup>, 2018, be approved as distributed, moved by Ian Sloman and seconded by Paul Blanchard. All were in favour. The minutes were approved.*

### **3. Review of action items from previous meetings**

All action items were completed.

### **4. Committee reports**

#### **4.1. Engineer-in-Training Committee**

Ron LeBlanc, Chair of the Engineer-in-Training Committee, presented. At the January 2018 teleconference, QB had approved combining the Guideline on Mentoring Programs and the Guideline on Implementing Mentoring Programs for consultation. The committee has since completed consultation with regulators and will review the feedback received. At the September QB meeting, the committee will seek final approval on the revised Guideline on Mentoring Programs and final approval on the revised Engineer-in-Training content.

#### **4.1.1. Revised Engineers-in-Training Web Content (attachment 4.1.1)**

The committee has drafted revised content for the Frequently Asked Questions for Engineers-in-Training and Members-in-Training (FAQs) web page on the Engineers Canada website. The revised content is intended to better guide engineering students in pursuing an Engineer-in-Training program and to become licensed. The committee surveyed upper-year engineering students and recently licensed Professional Engineers on their opinion of the current FAQs. A consultant was hired to develop the revised content. The new content is proposed to no longer be referred to as an FAQ since it is not presented in that format, and includes the benefits of being an EIT, the benefits of being a P.Eng., and the route to becoming a P.Eng.

*Motion: That the "Engineers-in-Training Web Content" be approved for consultation, moved by Ron LeBlanc and seconded by Roydon Fraser. All were in favour. The motion was carried.*

#### **4.1.2. Revised Model Guide: Direct Supervision (attachment 4.1.2)**

The Chair of the Engineer-in-Training Committee proposed the following changes to the distributed Model Guide:

- Pages 1 and 2 – Change "watching" to "monitoring"
- Page 2, section 1, the first paragraph was jumbled, and should read: "The exemption clause contained in provincial or territorial legislation is intended for unlicensed individuals who assist an engineer in the performance of engineering."
- Page 7 – Change "critical watching" to "monitoring"
- Page 7 – Delete "plat" as it was considered a typographical error

The secretariat will revise the model guide accordingly (**action item 101.1**). The model guide has been revised after reviewing feedback received from regulators. The QB Chair noted that feedback received on all QB documents is posted on the Engineers Canada consultation page. A QB member who had worked on a similar document for their provincial regulator commented that the Model Guide: Direct Supervision lacked certain elements, like out-of-province supervision, but was still good.

*Motion: That the Revised "Model Guide: Direct Supervision", as amended, be sent to the Engineers Canada Board for approval and subsequent distribution, moved by Ron LeBlanc and seconded by Usha Kuruganti. All were in favour. The motion was carried.*

## **4.2. Syllabus Committee**

Frank Collins, Chair of the Syllabus Committee, presented.

### **4.2.1. Marine Engineering Syllabus (attachment 4.2.1)**

The Syllabus Committee proposed rescinding the Marine Engineering Syllabus because there were no

longer any marine engineering programs in Canada. Much of the syllabus is covered already under the Mechanical Engineering Syllabus. The examinations under the Marine Engineering Syllabus will be covered under Group B examinations of other syllabi. It was pointed out that regulators can use multiple syllabi to assess an applicant.

*Motion: That the Marine Engineering Syllabus be rescinded, moved by Frank Collins and seconded by Ian Sloman. All were in favour. The motion was carried.*

#### **4.2.2. General Direction for the Model Guide on the Academic Assessment of non-CEAB Applicants (attachment 4.2.2)**

The Syllabus Committee has developed a Model Guide on the Academic Assessment of non-CEAB Applicants based on the principles of the Guideline on the Assessment of a Non-CEAB Applicant. The Chair of the Syllabus Committee invited regulators to consult their Boards of Examiners and Academic Review Committees on the document.

*Motion: That the "General Direction for a Model Guide on the Academic Assessment of non-CEAB Applicants" be approved for consultation, moved by Frank Collins and seconded by Diane Riopel. All were in favour. The motion was carried.*

#### **4.2.3. Revised syllabi (attachment 4.2.3 A-H)**

The Chair commented that it is important for the syllabi to be reviewed by experts, as the committee does not have expertise in every discipline. It was suggested that, when consulting regulators on the syllabi, the committee could indicate which syllabi would benefit from additional expert review. The Chair of the Syllabus Committee stated that the committee would appreciate feedback on all syllabi from as many different individuals and groups as possible. It was noted that the Software Engineering Syllabus had undergone an additional expert review after issues had been found following its first review.

*Motion: That the following syllabi be approved for consultation:*

- *Software Engineering Syllabus*
- *Biomedical/Biochemical Engineering Syllabus*
- *Geomatics Engineering Syllabus*
- *Mining and Mineral Processing Engineering Syllabus*

*The motion was moved by Frank Collins and seconded by Usha Kuruganti. All were in favour. The motion was carried.*

The committee plans to submit the Guideline on the Assessment of a Non-CEAB Applicant for final approval and a draft Model Guide on the Academic Assessment of Non-CEAB Applicants for consultation approval at the QB's September 2018 meeting. The committee will re-examine the Syllabus Review and Creation Protocol and will continue to discuss the Basic Studies and Complementary Studies Syllabi.

### **4.3. Practice Committee**

Jerry Helfrich, Chair of the Practice Committee, presented. The committee will review feedback received on the revised Model Guide: Concepts of Professionalism, revise the document accordingly, and submit the revised document to QB for final approval at the 2018 QB meeting. The committee also plans to submit the White Paper on Qualified Persons for final approval at the September meeting. The Guideline on Authentication of Engineering Documents was begun in 2016 and will continue to be developed. Regulators have provided feedback that instead of a guideline, the document should be a model guide that addresses digital encryption and electronic transmission of documents.

#### **4.3.1. Draft White Paper on Qualified Persons (attachment 4.3.1)**

The Practice Committee developed the draft White Paper on Qualified Persons with Lad Kucis, Gardiner Roberts LLP and through consultation with regulators on the white paper's guiding principles. The white paper aims to help regulators to address the ongoing issue of Qualified Persons and demand-side legislation by providing background and an overview of the issue and recommendations to governments.

A QB member commented that they liked the white paper and asked whether the committee could advise on any successful approaches for dealing with the Qualified Persons issue. It was responded that while each regulator will have to deal with the issue differently, one potentially effective approach could be to highlight cases where demand-side legislation violates engineering legislation and to frame the issue as a public safety issue.

*Motion: That the revised "White Paper on Qualified Persons" be approved for consultation, moved by Jerry Helfrich and seconded by Mahmoud Mahmoud. All were in favour. The motion was carried.*

### **4.4. Continuing Competence Committee**

Ian Sloman, Chair of the Continuing Competence Committee, presented. The committee has recently consulted regulators on the General Direction for the Revised Guideline on Continuing Professional Development. The committee will review all feedback received and draft a guideline accordingly. The draft guideline will be submitted for consultation approval at the September 2018 QB meeting.

### **4.5. Admission Issues Committee**

Diane Riopel, Chair of the Admission Issues Committee, presented.

#### **4.5.1. Draft Guideline on Limited Licences (attachment 4.5.1)**

The committee sought approval to consult regulators on the draft Guideline on Limited Licences. The content of the guideline reflects commonalities among regulators. The document includes questions for regulators' input. The Chair was asked to provide information on limited licences in each jurisdiction. An



appendix of regulators' use of limited licences is included in the draft guideline. It was noted that OIQ assigns limited licences only as the result of discipline cases, although in the past, it had granted limited licences to engineering technicians.

*Motion: That the "Draft Guideline on Limited Licences" be approved for consultation, moved by Diane Riopel and seconded by Paul Blanchard. All were in favour. The motion was carried.*

#### **4.6. Environment and Sustainability Committee**

Mahmoud Mahmoud, Chair of the Environment and Sustainability Committee, presented. The National Guideline on Site Remediation for Professional Engineers was approved for publication by the Engineers Canada Board in February 2018. The massive open online course (MOOC) on the Guideline on Sustainable Development and Environmental Stewardship, whose advisory board includes members of the Environment and Sustainability Committee, was planned for completion in July 2018. Committee members conducted workshops on Sustainable Development and Environmental Stewardship for APEGS and NAPEG in March. The committee will begin developing a White Paper on Environmental Engineering, which has been requested by some regulators. A workshop with committee members, regulator staff members, and subject matter experts will be held in May at the Engineers Canada office to launch development of the white paper.

##### **4.6.1. Revised Guideline: Principles of Climate Change Adaptation and Mitigation for Engineers (attachment 4.6.1)**

The Guideline: Principles of Climate Change Adaptation and Mitigation for Engineers was revised by a subcommittee of subject matter experts in consultation with external subject matter experts. The committee consulted regulators on the document and revised it accordingly. In the meeting, the Chair of the Environment and Sustainability Committee proposed adding a definition of green resilience after it had been identified by a regulator that the term was used in the guideline but not defined. It was asked whether resilience should be added to the definitions section, but it was noted that resilience is already defined in the guideline. On page 14, "being receptive to" was deleted to account for the fact that engineers who are managers are also accountable for climate change considerations. The secretariat will revise the guideline accordingly (**action item 101.2**).

A QB member expressed that the guideline was too long and would benefit from a summary at the beginning. There was discussion of the Limitations section, where the guideline advises engineers that engineers' professional responsibility is to inform their employers of considerations on climate change. It was commented that the guideline should advise stronger actions that go beyond informing. It was responded that the document advises that engineers are responsible for staying up-to-date and ensuring their work accounts for climate change, and that they are professionally liable if they do not.

*Motion: that the Revised "Guideline: Principles of Climate Adaptation and Mitigation for Engineers", as amended, be sent to the Engineers Canada Board for approval and subsequent distribution, moved by Mahmoud Mahmoud and seconded by Jerry Helfrich. All were in favour. The motion was carried.*

#### **4.7. 2017-19 Qualifications Board Work Plan Status Update (attachment 4.7)**

It was noted that QB's new consultation process resulted in an extended work plan with revised timelines. QB will report against the revised timelines, going forward. The work plan, which has been approved by the Engineers Canada Board, included guidelines, model guides, and white papers. It was asked why some items are not included on the work plan, such as the MOOC on Sustainable Development and Environmental Stewardship. Communications and dissemination activities, conducted primarily by staff, were not included in the work plan.

#### **4.8. Update on QB v. Officials Groups Mandates (attachment 4.8)**

The RACI matrix of QB and Officials Groups' responsibilities was presented. The role of the matrix is to ensure no overlap in groups' activities.

### **5. National Groups**

#### **5.1. National Admissions Officials Group Update**

Mark Fewer, Chair of the National Admissions Officials Group, presented. NAOG's work plan included supporting QB on admissions-related guidelines. NAOG continued to support QB by appointing members to the QB Syllabus Committee and Admission Issues Committee and by planning to hold a teleconference for each QB consultation to provide collective feedback. The group had served as a task force to QB to review the IIDD, which resulted in a report received by QB in the fall. NAOG will continue to monitor and discuss the one-year Canadian experience requirement and ensure that the national membership database remains an effective tool for regulators. New work plan items include the development of the application assessment profiles and the rejuvenation of the national reference point project.

#### **5.2. National Practice Officials Group Update**

Kris Dove, Chair of the National Practice Officials Group, presented. The Practice Officials has commented on several QB documents including the draft Guideline on Limited Licences, the Model Guide: Concepts of Professionalism, and the General Direction for the White Paper on Qualified Persons. The Chair of the Practice Officials also became a member of the QB Practice Committee. Recently, the Continuing Professional Development Group and National Environment Officials Group became part of the Practice Officials Group. Practice Officials have received feedback from NAOG on guiding principles for classes of licensure and will also address increasing CPD mobility acceptance and digital signatures.

#### **5.3. National Discipline & Enforcement Officials Group Update**

Jessica Vandenberghe, Past Chair of the National Discipline & Enforcement (D&E) Officials Group, presented. The D&E Officials provided feedback on the General Direction for the White Paper on Qualified Persons. The Chair of the QB Practice Committee attended the D&E Officials' meetings. The

group met quarterly to discuss discipline and enforcement issues, which for discipline include misuse of the stamp and misuse of authentication, and for enforcement include title protection and practice without a licence.

#### **5.4. Comments from the regulators**

An open round table was conducted with regulators. All regulators were present except NAPEG, PEO, and OIQ. No comments were put forward.

A QB member requested a staff member from Engineers and Geoscientists BC provide an update on the Competency-Based Assessment project. It was explained that Engineers Canada was funding a national Competency-Based Assessment system with support from a cross-Canada user group. The national version has minor changes to make it applicable across Canada, but no major differences to the competency framework used by Engineers and Geoscientists BC. Engineers PEI will begin using the system and APEGS will seek approval from members in May 2018 to use the system. It is expected that the system will allow regulators to more quickly conduct risk assessments and register qualified applicants, while focusing on higher-risk applicants or applicants with difficulty becoming licensed. It was noted that the longer process could cause some applicants to apply to other regulators instead, but that shopping around had always occurred.

### **6. Qualifications Board Business**

#### **6.1. Update on website metrics**

The web metrics for QB web pages were presented. The syllabi page was the most-visited of QB's pages. It was noted that comparison of metrics for the guidelines from previous years was difficult because the guidelines were previously available only as PDF downloads and were now online as web text.

#### **6.2. Members manual (attachment 6.2)**

The members manual was reviewed. The intended purpose of the members manual is to increase understanding of QB's work and the expectations of QB members and to serve as an on-boarding tool for new members. The manual includes definitions of guidelines, model guides, and white papers. Two new QB members stated they had found the manual helpful when they joined QB. It was requested that a list of commonly-used abbreviations be added to the manual.

### **7. Other Information and Discussion Items from Engineers Canada**

#### **7.1. Report from the Accreditation Board (attachment 7.1)**

Suzelle Barrington, Accreditation Board (AB) member, and Lynn Villeneuve, Engineers Canada provided an update on AB's work. In 2017-2018, AB visited 16 institutions and 68 programs and had a decision on a substantial equivalency visit in Costa Rica. It received reports from QB, the Nominations Task Force,

the National Council of Deans of Engineering and Applied Science (NCDEAS), and the Canadian Federation of Engineering Students. AB also proposed changes to interpretive statements on graduate attributes. Additionally, it held workshops to help prepare institutions that will be accredited in 2018. Engineers Canada staff supporting AB are in the process of developing the Accreditation Improvement Plan (AIP). The team was in the final process of selecting a vendor for the data system. An AIP email update is sent to subscribers monthly.

A QB member expressed concern over the handling of feedback they had given to AB following the member's participation in an AB visit in 2017. It was responded that while there is no formal process for providing feedback after AB visits, feedback could be provided to the AB secretariat, who will then consult with the Executive Committee on next steps, which could include referral to the Policy and Procedures Committee, to ensure the right people are informed of the feedback.

Lynn Villeneuve presented the Accreditation Unit (AU)s Task Force Report. The seven-member task force consisted of regulator representatives, AB members, NCDEAS representatives, academia representatives, and industry representatives. Stakeholder feedback collected in 2016 had recommended that Engineers Canada reexamine AUs. The task force is assessing the definition of the AU in its current form and the advantages and disadvantages of redefining AUs. NCDEAS had been surveyed to better understand the problems. The survey results were included in the task force's report. Based on the feedback received, the report provided four recommendations, on which AB is consulting stakeholders from March to May 2018. The consultation includes collecting feedback on a proposed curriculum measurement methodology to the AU, the Learning Unit (LU). The feedback received will be published. The final recommendations will be considered by the task force, AB and the Engineers Canada Board, and will be implemented in October 2018. It was noted that regulators were asked who should be consulted on the document. Webinar consultations were under consideration and in-person consultations are planned.

QB was invited to provide feedback during the meeting and afterwards. The report's four recommendations were presented. It was stated that the second recommendation proposes 2.5 hours only to generate discussion. It was also noted that the fourth recommendation of linking accreditation units to graduate attributes was a stretch goal. QB was presented with the four standard consultation questions and asked to provide feedback.

One QB member was concerned that the Deans had too much influence over AB, noting that accreditation of programs is optional for institutions. The member stated that at the Engineers Canada Board meeting in which the AUs Task Force was struck, there had been concern over the threat to the quality of the Canadian engineering degree and the belief that the Deans were pushing for the change, although not all Deans had been in agreement. The member recommended including more NAOG members on the task force. The member presented a graph mapping a program to AUs, noting that the high volume of material taught that is not covered in syllabi allows regulators to exempt CEAB applicants from examinations. It was contended that although the threshold for a non-CEAB degree is undefined, the graph showed that the Canadian threshold is higher. The member commented that a system relying

on LUs would be less robust, less safe, and less defensible than one relying on AUs. They commented that with AUs, the course instructor must have the number of credit hours required by a course approved by colleagues and senates, which is a robust system. The member commented that LUs would not increase flexibility or reduce workload. Additionally, they asserted that an assumption was being made that every program at an institution would be the same size with similarly-performing students.

In response, it was stated that AB had requested involvement from NAOG on the task force, but that the NAOG member had to leave due to other work obligations. In response to the comment that the Deans were driving the change, it was noted that the Engineers Canada Board had directed AB to address concerns about AUs.

A second QB member stated that student learning time would be an ineffective measurement mechanism because learning time is not strongly correlated with material covered. The member commented that instructors are experienced in developing syllabi and ensuring that the material is covered. Additionally, the member was concerned that students could discover a feedback mechanism inherent within LUs and inflate their reported learning times to reduce their workload. On 2.5 being the number of learning hours equal to one AU, the member stated that different learning mechanisms, like projects or assignments, take different amounts of time to complete even though the same material may be covered. They commented that LUs differ from the AUs in that the syllabi measure *what* is taught and learned, while LUs measure *how* it is taught and learned. Finally, the member was concerned about Appendix 2, section 7 and its statement on QB's position relating to international credit transfer, which was deemed incorrect. It was followed up that the appendix was attached only as a reference.

A third member remarked that the robustness and age of the current system raised the question of why the issue was being approached, and noted concern over the drivers behind this change. The member stated that the LUs were a bad recommendation as LUs would involve too much subjectivity, and thought that the task force should review the recommendation again.

A fourth QB member suggested that the task force consider variability in student workload due to different instructors assigning varying workloads for the same course. It was responded that the task force would like to examine this consideration, and that some higher education institutions were willing to pilot LUs.

A fifth QB member expressed that LUs would be fuzzy and hard to measure. A sixth member commented that students learn at different rates, and that reporting on the amount of learning time spent would be based on an honour system with no way of auditing. Finally, a seventh QB member was concerned that QB was not providing a consolidated QB response to the AUs Task Force, only responses from individual QB members.

It was noted that 2.5 hours was selected because it accounts for 50 hours of work per week per student, based on a four-year 1950 AU program. A QB member commented that the average workload should be lower than the expected workload, or a large number of students would work more than the expected

workload.

The QB Executive Committee will provide written feedback to the AUs Task Force. The feedback will be collected through the minutes and circulated to QB members for their review before submitting it to the task force (**action item 101.3**). A QB member noted that any changes to accreditation will impact the work of QB, given that QB is in the process of trying to align assessments to AB, and requested for QB to be kept engaged early on.

## **7.2. Report on Engineers Canada Board Activities and Decisions**

David Lynch, Engineers Canada Board Representative, presented. Engineers Canada has selected a new CEO. The Governance Committee is addressing the Board's policies and procedures, which will involve multiple rounds of processes. Consultation on governance has been completed and consultations on strategic planning are ongoing nationally and will be the subject of the QB workshop the following day. The strategic plan will impact the QB and AB work plans. Strong support has been heard for priority being focused on AB work, QB work and diversity initiatives. Additional, task forces are assessing the funding model for Engineers Canada and nominations for QB and AB.

## **7.3. Consultation on the Engineers Canada Nominations Task Force Report (attachment 7.3 A-C)**

The Nominations Task Force Report was circulated to QB members after the January 2018 QB teleconference, and the comments received from QB members were compiled. Chris Roney, Chair of the Nominations Task Force, thanked QB members for their feedback. The deadline for feedback is April 30.

The QB Chair presented a general overview of the feedback received from QB members to date. QB members were in favour of longer terms due to the long learning curve on QB. Members felt that QB members are not, and should not be, representatives of regulators, who have their own input channel through the Engineers Canada Board. An election process for the QB Executive Committee is seen as unnecessary, as it was believed that the Executive Committee is an apolitical body. QB members respect the right for regulators to disagree with a QB member's renewal or appointment to the Executive Committee.

The "Qualifications Board's Response to the Nominating Task Force Report" paper was reviewed section-by-section. It was stated that silence on any point would be considered agreement. The secretariat will revise QB's response to the report accordingly (**action item 101.4**). The point about regulators representation through BOE will be removed from discussion, as it was an active question in the governance process review.

### *Preamble*

There was concern that with the timelines proposed by the Nominations Task Force, QB would always be in or preparing for the nominations process.

### *Section 3*

In answer to a question, the proposed definition of diversity was based on the Government of Canada definition. It was noted that affirmative action relies on candidates self-identifying. QB will recommend to not prioritize balance between industry and academic representation on QB over other diversity measures. There was some support among QB for the Engineers Canada Board setting diversity priorities.

The member profile will help to appoint new members based on current needs. There was discussion of whether to include practice of engineering or knowledge of the practice of engineering in the member profile. It was suggested that the member profile could include “one or more of practicing, teaching, etc.” In the member profile, mobility will be changed to inter-regulator mobility for clarity. It was envisioned that in the process of nominating new members, the QB Executive will prepare a table of the qualifications already fulfilled by QB members. A QB member was concerned that requiring collegiality will encourage group think, while other QB members stated that collegiality is important to maintain. It was expressed that chairing was an important skill for QB members.

It was thought that the timelines would not fit well enough to tie the proposed human resources plan to QB’s work plan, as QB members will generally remain on QB longer than the work plan cycle.

### *Section B: New Appointments – Regional Representatives*

It was suggested that the term “regional representative” should not be used because it implies that the member represents their region, although regional diversity should still be ensured.

It is preferred for regulators to check with the candidate before nominating them to QB.

A suggestion was made to have every nomination be open, in which QB would accept nominations from regulators and self-nominations from individuals. A particular region could be listed as an asset, or requirement, to maintain regional diversity on QB. Some QB members were concerned that regulators might prefer to nominate candidates themselves. When asking for regulators’ approval of a self-nominated candidate, the regulator could decline to approve them, if desired. It was stated that open nominations might reduce the view that QB serves regulators, but it was also commented that regulators will have the final say in approving the candidate. For candidates with multiple regulators, the regulators could coordinate in approving the candidate, as they do in the current process. It would be stated in the nominations call that the regulator have input on the candidate’s nomination.

### *Section C. Reappointments*

There was an agreement to keep three 3-year terms, capped at nine years except for those appointed to the QB Executive Committee. It was agreed that these term lengths allow for the retention of knowledge on QB. A QB member suggested that regulators should be the first to approach members up for renewal, as the member felt this approach would be the regulators’ preference. Another QB member commented that both regulator’s approval and QB’s approval should be needed to renew a member. Another suggestion was that QB would first confirm the member’s interest in renewal while informing

the member that the regulator may decline to approve their renewal. It was commented that some wordsmithing could address the issue. It was agreed if the regulator decided not to renew the member, the member should be informed why they were not being renewed.

#### *Section D. Vacancies*

There was discussion about term lengths for new members who were replacing members who left with incomplete terms. There was support for appointing the new member for either a 2.5- or 3.5-year term.

#### *Section 3. Nominating Subcommittee*

It was commented that the QB Secretary is a good resource for the Nominating Committee as they have knowledge of member performance. It was stated that the Nominating Subcommittee should not need to include two Engineers Canada Board members given that Board members have a vote on appointments through the Board. It was stated that choosing to serve a second year as Chair should be considered a positive and should not require exceptional approval from their regulator. It was suggested that the Nominating Subcommittee, without the vote of the current Chair, should decide whether the current Chair should serve a second term. It was noted that if appointed to the Executive Committee, a member could serve on QB for up to 15 years, which would be a very high commitment, which the member might feel obligated to fulfill. It was asked if it should be established whether the Chair serves for one year or two, given that the Chair's term length would affect the Vice Chair. It was expressed that this problem had not occurred in the past, but it was decided to recommend that two years be the Chair's term length, to allow for adequate ramp-up.

#### *Section 8. Number of Members-at-Large*

In response to a question about the nominations process for members-at-large, it was noted that the position is posted on the Engineers Canada website, newsletter, social media and distributed to 30 by 30 Committees, the CEOs Group, and the Engineers Canada Board, and some regulators post the position on their website.

Next steps were discussed. One QB member would send the Chair of the Nominations Task Force their own written response, which would include concerns that QB would no longer be acting in the interest of the profession if the Engineers Canada Board expected QB members to unquestioningly respond to the wishes of regulators. Another QB member commented that a prescriptive nominations process would cause more problems than it solves. The member also suggested that when appointing members, QB should identify attributes that would be needed in the future, based on data and trends, to form a diverse board. Another QB member stated that members have a legal requirement and fiduciary responsibility to act in the best interest of the organization of which they are a member.

#### **8. Items added to the agenda**

No items were added to the agenda.



**9. Future meetings**

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

The next QB Teleconference call will be held on January 29th, 2019.

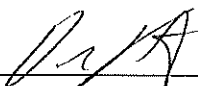
**10. Review of action items of 101th Qualifications Board meeting**

101.1	Revise the Model Guide: Direct Supervision and send it to the Engineers Canada Board for final approval.	Secretariat
102.2	Revise the National Guideline: Climate Change Adaptation and Mitigation for Professional Engineers and send it to the Engineers Canada Board for final approval.	Secretariat
101.3	Provide QB's feedback on the AU Task Force Report by May 30.	QB Executive Committee
101.4	Revise the QB's response to the Nominations Task Force's report by April 30.	Secretariat


**11. Adjournment**

The meeting was concluded at 4:53 pm.

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



Dennis Peters, PhD, SMIEEE, FEC, P.Eng.  
Chair, Qualifications Board



Mélanie Ouellette, MA, MBA  
Secretary, Qualifications Board