

Minutes of the September 19, 2012 EDTF – CIE Subgroup meeting (DRAFT)

Room 210, 40 Sheppard Ave. West, Toronto

Participating: Ian Marsland, George Comrie, Jim Finch, Alana Lavoie (t/c), Peter DeVita (t/c), Jordan Max (staff advisor)

Regrets: Corneliu Chisu, John Clark, Roger Jones, Tyson Macaulay, Colin Cantlie

Following dinner, the meeting started at 7:03 pm.

1. Approval of Agenda

The agenda was reviewed. Item 6 (ITAC membership) was removed and the Phase II report was to become its own separate item instead of a subset of the 2012 Work Plan and Staffing Plan. **Motion to approve the amended agenda: Jim/Ian – passed.**

2. Approval of August 15th, 2012 meeting minutes and follow up on action items:

- PSC Draft Terms of Reference for practice guideline
- Labour Market Research

The August 15th draft minutes were reviewed without amendment. **Motion to approve the August 15, 2012 minutes: Jim/Peter – passed.**

The action items for the Phase 2 Report were reviewed for follow up. It was noted that they are still outstanding. George has commenced a rewrite of section 1, labeling it as “Introduction”. Jordan noted that Section 1 should also include a section on the rise, frequency and impact of external cyber security threats during the past two years.

3. Stakeholder Consultation

- Regional Stakeholder Events (Ottawa, GTA, Waterloo)

This item was not dealt with.

4. 2013 Work Plan and Staffing Plan

Jordan informed the Chair that the Task Force’s 2013 Work Plan is due by September 28, 2012. George and Peter agreed to work together offline to update the 2011 Work Plan, along with Gerry Margaritis from the NME subgroup.

Action: George, Peter and Gerry to draft the 2013 Work Plan for EDTF.

5. Phase II Report

The latest draft (version 2) was briefly reviewed for missing content. There was discussion on how to use references from media stories, and it was agreed that they

should be footnoted in the standard report format (the list of resources is now located in Appendix A). It was agreed that Jim was to be the custodian of all the accumulated CIE news stories for reference in the Phase 2 report.

There was considerable discussion about the Limited Licence subsection of Section 8, which is still outstanding. It was agreed that it needed to address minimum academic requirements and experience requirements as they pertain to those applicants who do not qualify for a P.Eng. in CIE. This includes possibly looking into certifications (e.g. CISCO) as an alternative to academic (community college) programs. The parallel section of the NME Phase 2 Report was reviewed as a starting point for revision and discussion.

Action: Jordan to recover earlier content that may have been deleted in Tyson's revision pertaining to Complaints & Discipline, Enforcement/Compliance, Professional Practice Guidelines. **Jordan** to add the Limited Licence and Professional Practice Guidelines sections from the NME report to the CIE report as a starting point for revisions and drafting. **George** to revise section 8 (to be re-titled as "PEO Regulatory Action").

6. Other Business

No new business was added.

7. Next Meeting

Wednesday, October 17th (6-9pm) was tentatively chosen as the next meeting date.
Action: Jordan to canvass members on their availability.

8. Adjournment

The meeting was adjourned at 9:19pm.