



Minutes

40 Sheppard Avenue West
Suite 101
Toronto, ON M2N 6K9
Tel: 416 224-1100
Fax: 416 224-8168
www.peo.on.ca
Enforcement Hotline:
416 224-9528 Ext. 1444

Licensing Committee

September 21, 2017

Minutes of a meeting of the Licensing Committee (LIC) held in the offices of the association, 40 Sheppard Avenue West, North York, Ontario, on September 21, 2017 commencing at 3:05 pm.

In attendance:

Licensing Committee Members:

George Comrie, Chair
Barna Szabados, Vice-Chair
Bob Dony
Santosh Gupta
Christian Bellini via teleconference (in person @ 3:30pm)
Ravi Gupta
David Kiguel
Roydon Fraser (in person @ 4:00pm)

Regrets: Chee Lee

Guest: Tracey Caruana, Manager, EIT Programs

Staff: Michael Price, Deputy Registrar, Licensing and Registration
Becky St Jean, Senior Executive Assistant

1. Call to Order and Chair's Remarks

The Chair, George Comrie called the meeting to order at 3:05 pm. Introductions of the Committee, Tracey Caruana, Manager- EIT Programs and Becky St Jean, Senior Executive Assistant were made.

2. Approval of the Agenda

It was moved by Santosh Gupta and seconded by David Kiguel to approve the agenda.

CARRIED

3. Presentation re EIT Requirements & Structured Internship

Tracey Caruana Manager of EIT Program, presented on the *Structured Engineering Intern Program (SEITP)* and the *Engineering Internship (EIT) Program*.

The EIT Program provides guidance and assistance to engineering graduates as they acquire the 48 months of acceptable engineering work experience.

The benefits of the EIT program include annual reviews of work experience, Licensure Assistance Program (LAP), involvement in the profession and participation in chapter events, and seminars on the PPE and how to prepare a work experience record.

The SEITP is a partnership between PEO and a sponsoring company with the main purpose to provide a formal structure to the acquisition of experience necessary for licensure, and to assist applicants through the licensing process and guide them in meeting the core requirements. Benefits of the SEITP include all those offered to EITs, as well as support provided by the employer to the intern to meet experience requirements and assistance tools including the Engineering Experience Development Plan, Engineering Competencies, Engineers Experience Log and Supervisor's Overview.

The SEITP is currently dormant. Some reasons for not continuing the SEITP include too much administrative work/time, the company had their own development program already in place and did not need the assistance of the SEITP, and the company not being fully supportive of EITs obtaining their P.Eng. licences.

4. Approval of the Minutes of Previous Meeting

It was moved by Bob Dony and seconded by Santosh Gupta that the minutes of the June 15, 2017 meeting be approved as amended.

CARRIED

It was moved by Roydon Fraser and seconded by Santosh Gupta that the minutes of the July 27, 2017 meeting be approved as amended.

CARRIED

5. Business Arising from the Minutes

(a) “Assuming Responsibility and Supervising Engineering Work”

The below is a summary provided by David Kiguel regarding the draft guideline document titled “Assuming Responsibility and Supervising Engineering Work”, produced by the Professional Standards Committee (PSC).

The purpose of this guideline is to define best practices for engineers who assume responsibility for the engineering work of non-engineers, and for engineers who supervise engineering services.

Assuming Responsibility

"Assume responsibility" is accepting professional accountability for work directly undertaken or carried out under the engineer's personal supervision and direction.

With respect to assuming Professional Responsibility for Professional Engineering work, the document states that in situations where an engineer assumes responsibility for an unlicensed person's professional engineering work, the engineer is subject to the same standards of professional conduct and competence as if the engineer provided the services personally.

A reasonably prudent engineer assuming responsibility for work done by others should provide personal supervision and direction.

Engineers are sometimes requested to assume responsibility for work that has been done by others. These situations could place the engineer in a predicament, unless the engineer has clear authority to re-perform substantial portions of the engineering work, make any needed revisions and potentially completely redesign a project if required. In these situations, there would have to be a clear retainer agreement delineating the respective duties between all parties involved and scope of work involved. Engineers should be cautious about assuming responsibility for work entirely done by others.

Supervision

"Supervision" means watching, directing, and providing care and attention to the work while it is in progress as the nature and difficulties of the particular work reasonably demand.

"Personal supervision" is supervision which requires the active involvement of the supervising engineer.

The standard of care for personal supervision is dictated by the nature of the engineering task, that is, the amount of supervision will depend upon the number and level of competence of the subordinates.

Personal supervision requires the active involvement of the supervising engineer. Therefore, the supervising engineer should have knowledge of all stages of the project that they have assumed responsibility for.

Responsibility for engineering decisions does not require that the supervising engineer actively makes each and every decision relevant to a project. However, the supervising engineer must have considered the relevant issues, monitored the subordinate who carried out the work, provided directions where applicable, reviewed and documented each engineering decision and the reasons for making it.

The standard of care for supervising engineering services depends on the specific situation. Each situation is different. However, engineers should be aware that under most circumstances the standard of care on an engineer responsible for supervising an act of engineering by others is the same as if the engineer performed the act him or herself.

Indicators of the supervising engineer's active involvement may include the physical presence of both the supervising engineer and the subordinate at the same workplace (where this is not possible, regular and continuous communication between the two is necessary).

Mentoring

Mentoring involves training and providing advice on how to learn more about a specific field. Further, mentoring is a different activity from supervising. Finally, mentoring in of itself does not mean that the mentoring engineer takes responsibility for engineering decisions nor that he/she supervises the work, as it is more akin to providing professional guidance to up and coming engineers.

Discussion ensued and it was agreed that PEO's experience guide is inconsistent with the PSC document. Therefore, it will be discussed at the next meeting with the current experience guide and the PSC document.

Action: Bring forward the current experience guide and PSC document to the LIC

Action: LIC to generate preliminary ERC principles for experience requirements

(b) Financial Credit Program

Not discussed – delayed until after Council decision on AGM motion

(c) Chair's request to ARC Chair

George Comrie received a written response from the ARC Chair which was circulated to the LIC. No further action is needed.

(d) Appeals of academic determinations

George Comrie noted that the LIC is to make a recommendation to Council regarding the appeals of academic determinations.

Discussion ensued and it was noted that a list of potential problems are as follows:

- (i) expertise of de novo tribunal panels
- (ii) de novo vs appeal hearings
- (iii) perception of fairness
- (iv) dealing with academic determinations
- (v) REC authority to waive requirements

Action: Roydon Fraser to further develop the list of the above potential problems by the next LIC meeting.

6. 2018 Annual Workplan and Human Resource Plan

The current workplan will be circulated with the minutes and will be discussed at the next meeting.

7. Adjournment

It was moved by Santosh Gupta and seconded by Barna Szabados that the meeting be adjourned.

CARRIED

Meeting adjourned at 6:08 PM
Next Meeting: October 26, 2017