



Minutes

EXPERIENCE REQUIREMENTS COMMITTEE

Meeting of April 27, 2018

PRESENT:

Members:

David Kiguel, Chair
Changiz Sadr, Vice Chair
Andrew Cornel
Antonio Paz
Berta Krichker
Bosko Madic
Branislav Gojkovic
Cameran Mirza
Christian Bellini
Daniel Ospina
David Wang
Devinder Bahra
Duncan Blachford
Eric Nejat
George Apostol
George Chelvanayagam

Julia Rakocevic
Julio Vilar
Naeim Tavakkoli
Ravi Gupta
Rishi Kumar
Saleh Tadros
Santosh Gupta
Savio Desouza
Shiraz Rehmani
Soharab Bhuiyan
Spirdon Bot
Tibor Palinko
Urmish Shah
Uthayan Thurairajah
Venkat Raman

Staff:

Ann Pierre
Bhaumick Pabari
Daniel Mandefro
Faris Georgis
Gersan D'Souza
Jasmina Kovacevic
Mark Hekmigil
Marsha Serrette
Pauline Lebel
Una Mehta

REGRETS:

Akhtar Hossain
Ravi Ravindran
Bill Jackson
Eugene Puritch
Matthew Xie

Duncan Sidey
Hazem Gidamy
Witold Kellerman
Ranee Mahalingam
Tom Murad

Iris Wang
Jim McConnach
Jeremy Carkner
Hazem Gidamy
John Lill

John Smith
Mohinder Grover
David Khan
Andrew Poray
Barry Hitchcock
Vasantha
Wijeyakulasuriya

1. Call to Order and Chair's Remarks

The Chair, David Kiguel called the meeting to order at approximately 1:30 PM. The Committee members and staff briefly introduced themselves.

2. Approval of the Agenda

It was **moved** by Santosh Gupta and **seconded** by Duncan Blachford that the agenda be approved.

CARRIED

2. Approval of Minutes of the March 2, 2018 Business Meeting

It was moved by Santosh Gupta and seconded by Rishi Kumar to accept the minutes of the March 2, 2018 business meeting.

CARRIED

3. Matters and Action Items Arising from the Minutes and the ERC Motions and Action Lists

There were no changes to the Actions list.

5. Chair's Report

David Kiguel reported on the following items:

- At the March 23rd, 517th Council Meeting Christian Bellini, P.Eng. was appointed as a PEO Director to the Engineers Canada Board of Directors, for a three-year term effective as of the 2018 Engineers Canada Annual General Meeting.
- Council approved the amended terms of reference for the ERC and ERCSC.
- Michael Price is on a six month leave of absence, a card will be sent to him on behalf of the committee.
- He met with Pauline Lebel, Faris Georgis, and Changiz Sadr to discuss matters that were of most concern to the ERC. The following was agreed upon:
 - Immediate effort will be dedicated to implement Mandatory Training to ERC members. Mandatory training will be a condition for ERC members to conduct interviews. Pauline

- Lebel is working on the training, and implementation is expected by the end of 2018.
- There will be an Interview Guideline one-page refresher to be sent to ERC members together with interview material (agenda item # 7 today).
 - Consideration will be given to monitoring interviews including watching the video-recordings of them on a random basis to ensure quality. The ERCSC will discuss at a future meeting.
- Volunteers Leadership Conference was held on April 20, 2018. It was attended by council members as well as Committees' and Chapters' chairs/vice chairs. Effective leadership through succession planning was the theme.
 - At the AGM on April 21, 2018 new President Dave Brown and Council members was installed.
 - For the first time in years, there is no ERC member in Council. Therefore, Council will need to appoint one of its members to be the Council Liaison for the ERC.
 - Licensing Committee update will now be a standing agenda item at ERC meetings.

ERCSC

The ERCSC met on April 16, 2018, welcoming incumbents and new members. They discussed the following matters:

- The ERCSC will consider developing an Appeals Process for applicants who were not successful in the ERC interview and have a valid reason to request a re-assessment of their experience. This would be the equivalent to the similar process adopted by the ARC in the case of applicants who want to have their academic assessment re-evaluated. The ERCSC formed a working group composed by 3 of its members to come up with a proposal.
- Discussed the LIC proposal regarding monitor. LIC request of monitor will be discussed under agenda item 9.
- At the March 2nd ERC business meeting, the composition of the new ERCSC was announced. At the same meeting, the ERC approved an amendment of the ERCSC ToR, with respect to the terms that the 7 members at large are appointed to; 3 members for 3 years and 4 members for 2 years. The ERCSC agreed to appoint its 3 newer members for 3 year-terms (Andrew Cornel, Reda Fayek and Dalila Giusti) and the remaining members for 2 years.
- The Manual Working Group will give an update of the completed manual under item 10.
- The committee discussed the progress of the consultant's recommendations the subcommittee approved instruction documents for limited licence and reinstatement interviews. This will be discussed under agenda item 7.

- The ERCSC continued to work on the response to the strategic plan. The committee will complete its response and present to the committee at the June 8th business meeting.
- ERCSC agenda included an item introduced by Rishi Kumar to discuss reinstatement issues. The discussed issue is the different and inconsistent treatment that the act and regulations give to reinstatement applicants, not only depending on the number of years that the applicant has not held a licence, but also on whether the licence suspension was due to resignation or cancellation due to non-payment of fees. It was requested from the ERCSC for the Chair, David Kiguel to address the matter with the Licensing Committee for their recommendations.
- As reported at the March 2nd ERCSC meeting, ERC members are not using the ERC chat forum and discontinuing it has been discussed numerous times. Based on the absence of new topics and new entries on existing topics, the Chair, David Kiguel wrote an e-mail to Bill Jackson directing him to discontinue the forum. Bill Jackson proposed that he places the chat forum in hiatus; that is to clear all topics and existing comments, but keep the site so that should anyone wish to post information or topics in the future, it would be easy to reactivate it.

6. Staff's Report

On March 8, 2018, Michael Price and Johnny Zuccon met with the OFC, Grant Jameson. The Fairness Commissioner raised issues with our last assessment of PEO in 2017. There are still outstanding issues with the 12-month Canadian experience. The OFC believes that PEO has not demonstrated an openness to alternative methods for applicants to achieve the competencies required from the 1-year Canadian experience. PEO has not specified what the competencies are, well enough to the liking of the OFC. They have not seen results from the BC project. PEO should come up with a better argument on why the 12-month experience is necessary by June 29, 2018 for submission to the OFC. Pauline Lebel, Faris Georgis, Moody Farag and Johnny Zuccon will meet with a policy analyst from OFC on Monday, April 30, 2018 to discuss outstanding issues of the 2017 report.

7. Consultant's Recommendations Implementation Material:

David Kiguel presented three documents to the committee for endorsement. This is part of the consultant's recommendations to create and set guidelines for applicants that are invited to Limited Licence and Reinstatement interviews.

- Interview Instructions for LEL/LET Applicants
- Interview Instructions for Reinstatement applicants

- Interview Conduct Guidelines

It was **moved** by Cam Mirza and **seconded** by Santosh Gupta to accept the documents.

CARRIED

Minor editorial revisions were requested by the committee on the Interview Instructions documents.

8. Licensing Committee Update

Santosh Gupta reported on the events of the LIC meeting on March 15, 2018. The main discussions were on the process of appeals for academic determinations which was developed by ARC. A briefing note will be created and further discussion will continue before being sent to Council. The ARC did not have a formal appeals process for academic appeals. The ARC has now developed a detailed formal process of what an applicant can expect if not satisfied by their ARC determinations.

9. Experience Requirements Guideline Update

At the last business meeting on March 2, 2018. The committee had a recommendation in regard to the requirements for the Monitor who takes the responsibility for the applicant's experience. The Committee decided that the presence of the monitor at the applicants/EIT workplace of 30 hours should remain. The decision was taken to the LIC and they believe that 30 hours of supervision at the EIT/applicants workplace is impractical. The LIC requested an alternative recommendation from the ERC. The alternative proposal was presented to the committee. The monitoring agreement should have an indication of the appropriate minimum time that the monitor commits to devote to the monitoring activities of the applicant. That the three-party's agreement should get an indication of an appropriate minimum time that the monitor commits to devote to the monitoring activities of the applicant.

Motion: It was **moved** by Cam Mirza and **seconded** by Christian Bellini to accept the changes to the monitor agreement.

Amendment: The minimum time should be set such that the monitor is satisfied that, he/she can meet their responsibilities.

CARRIED

What is being proposed today is an interim solution. The ERC should review and discuss the entire document in the coming future.

10. ERC Manual Update

A new manual working group was appointed last year. They reported to the ERCSC that they identified a number of changes and established a goal to implement the changes by 2017. The list of amendments and changes are listed in today's ERC Manual Update Release 1.

11. Council Liaison Report

Christian Bellini reported on the following items from Council AGM:

- The audited financial statements were presented and accepted.
- Council voted on a director for Engineers Canada Board to replace Chris Rooney. Christian Bellini was voted in as PEO Director to the EC board.
- ERC/ERCSC Terms of Reference was presented to Council and approved.
- Engineers Canada AGM is in May. PEO's President Dave Brown will attend the meeting and vote on PEO's behalf. He requested direction from Council on how to vote on a number of matters.
- EC has gone under a governance review and they have come up with 10 purposes that they wish for the regulators to approve. Council approved the proposal.
- There is a proposal on the table to reduce the size of the Engineers Canada Board. The Provinces have representation proportional to their size. Ontario being the largest has 5 seats. The direction that was given to Dave Brown was to vote against it.
- Proposal was brought forward to enhance Council election procedures by introducing some recommended qualifications for people running for positions this was defeated
- A proposal was brought forward to create a task force to aid in the development of the online licensing portal. It was passed
- The proposed rotation protocol for the AGM was discussed and passed.
- A motion was brought forward to direct RCC to develop a process to ensure safety and security of volunteers and participants who engage with PEO'S various outreach activities. It was passed.
- The elected Northern Councillor resigned prior to taking office and the other sitting Northern Councillor decided to step down after one year of his two-year term. Council appointed Ramesh Subramanian for a one-year term and Serge Robert for a two-year term.

12. ARC Activities Report

Report from the Chair of the ARC, Leila Notash:

- The ARC approved Dr. Lawrence William Green, P.Eng., as the recipient of the 2018 V.G. Smith Award (for the best average of his top three technical examinations of 97%, 96% and 93%). He successfully completed a total of ten technical exams with an average of 84%. As well, Mr. Abner Ocampo, P.Eng. received the S.E. Wolfe Award for his engineering report entitled “Rehabilitation and Design Improvement of Movable Bridge Buffers and Span Locks”. He received a mark of 99%. They were awarded at the 2018 AGM luncheon.
- Three ARC members received PEO recognition pins and certificates. George Nakhla, for 15 years of service, Leila Notash, for 15 years of service to PEO and Judith Dimitriu, for 25 years of service to PEO
- ARC approved the Appeal of Academic Assessment document to address the cases when the applicant contests and appeals the notice of assessment, requesting a new review without providing new information and ARC does not have a second ARC expert in the field.
- ARC discussed the draft CEQB Guideline on the Assessment of a Non-CEAB Applicant and provided feedback to Roydon Fraser, the ARC/PEO liaison on CEQB.
- The newly established Distance Education Subcommittee has defined its Terms of Reference. The deliverables will be a protocol and a template for what type of additional information would be required from applicants who have some form of distance education in their programs, distance learning, online learning, online education, and open universities.
- The ARC McMaster B.Tech Subcommittee visited McMaster University in March. The three programs reviewed were Civil Engineering Infrastructure Technology, Power and Energy Engineering Technology, and Automotive Vehicle Engineering Technology. The members of subcommittee assessed the course outlines and exams, and interviewed faculty, instructors, alumni and students. The subcommittee is creating a specified examination program for each of these three B.Tech programs (similar to what ARC has for the Manufacturing Engineering Technology B.Tech program). This will ensure consistency in the recommendations of ARC and fairness to the applicants.
- ARC is developing strategies for the two strategic objectives of the 2018-2020 strategic plan that relate to the mandate of the Academic Requirements Committee and have been referred to the ARC. Augment the applicant and licence holder experience and create a seamless transition from student member to EIT to licence holder

13. Other Business

No other business was discussed.

14. Adjournment

The meeting was adjourned at 4:00 PM