



## Minutes

### EXPERIENCE REQUIREMENTS COMMITTEE (ERC)

August 17, 2018

#### PRESENT:

##### Members:

David Kiguel, Chair  
Changiz Sadr, Vice-Chair  
Gordon Ip  
Saleh Tadros  
Antonio Paz  
Tibor Palinko  
Venkat Raman  
Rishi Kumar  
Duncan Blachford  
Andrew Cornel  
Ravi Gupta  
Bosko Madic  
David Kahn  
Matthew Xie  
Jianguo Wang

George Chelvanayagam  
Visantha Wijeyakulasuriya  
Mohinder Grover  
Berta Krichker  
George Apostol  
Jim McConnach  
Devinder Bahra  
Christian Bellini  
David Kahn  
Bosko Madic  
John Smith  
Spiridon Bot  
Peter Jarrett  
Cameran Mirza

##### Staff:

Moody Farag  
Pauline Lebel  
Faris Georgis  
Daniel Mandefro  
Mark Hekimgil  
Gersan D'Souza  
Ann Pierre  
Muna Labib  
Una Mehta  
Claire Riley

#### REGRETS:

Barry Hitchcock  
Andrew Poray  
Duncan Sidey  
Eugene J. Puritch  
Jeremy Carkner

Savio DeSouza  
Saverio Pota  
Zoran Mrdja  
Mohammad Mudassar  
Nazmy Markos  
Hazem Gidamy  
Christian Bellini

#### GUESTS:

Johnny Zuccon, Interim Registrar  
(Present for the Webcast only)  
Michelle Wehrle, Director, IT  
(Present for the Webcast only)  
Leila Notash, ARC Chair

#### 1. Call to Order and Chair's Introductory Remarks

The Chair, David Kiguel, called the meeting to order at 1:30 PM.

Committee members and staff briefly introduced themselves.

The Chair welcomed Claire Riley, the new Administrative Assistant to the Deputy Registrar, Licensing and Registration. She will also be assisting the ERC in transcribing minutes and other matters. He also noted that Moody Farag, Manager Admissions, was appointed Acting Deputy Registrar, Licensing and Registration and would present the meetings and will be providing the Deputy Registrar's Report.

The Chair also welcomed Leila Notash, Academics Requirements Committee (ARC) Chair. Further, he noted that Johnny Zuccon, Interim Registrar, would be joining the meeting at 2 PM to view, via teleconference, the Competency-Based Assessment Project webinar presentation by the Engineers and Geoscientists British Columbia (EGBC).

The Chair commented that, since 2016, PEO has been using an expense management program for reimbursement of expenses for both staff and volunteers. The program is called Certify and its software allows for the scanning of receipts to be submitted via a mobile app or from a personal computer. Pauline Lebel, Manager, Licensure, is looking into the implementation of the program for ERC members which will require the Finance Department to open individual Certify accounts for members. The Chair used Certify and reported favourably on the program.

## 2. Approval of the Agenda

Added under Item 10 – Other Business:

- Peter Jarrett proposed to discuss part of the process of the ERC Monthly Interview Recommendations List that includes ratification for staff referrals of decisions reached by different interview panels during the month.
- Ravi Gupta also proposed to address the interview recommendations feedback.

It was **moved** by George Apostol and **seconded** by Berta Krichker that the agenda be approved as amended by unanimous consent.

**CARRIED**

## 3. Approval of Minutes of the June 8, 2018 Business Meeting

- David Kahn's surname was spelled incorrectly on page 1 of the minutes and a correction would be made.
- George Apostol remarked that there was no formal motion or vote on Jim McConnach's recommendation on page 2; therefore, "CARRIED" should be removed.

It was **moved** by Mohinder Grover and **seconded** by Jim McConnach to accept the minutes of the June 8, 2018 ERC Business Meeting as amended by unanimous consent.

**CARRIED**

4. British Columbia Update Report on Canadian Experience Requirements – Via Webcast

The Engineers and Geoscientists British Columbia (EGBC) webcast presentation, Competency-Based Assessment System, commenced at 2:00 PM via teleconference. It was facilitated by EGBC's Gillian Pichler, Director, Registration and Don Gamble, Director, Information Systems. The presenters covered the project rationale and its development, followed by a system demo. At the end of the presentation, there was time allotted for comments and a Q & A exchange between Committee members and the facilitators which was based primarily on the system's process of assessments.

The system originated in British Columbia; there are 6,000 people reporting on the system. EGBC provides service and support to participants, along with IT development and support. In November 2017, EGBC signed an agreement with Engineers Canada (EC) signaling the start of the development of the adaptation of their system, to a software-as-a-service-system, and to be able to provide it to the other regulators. For the past year and a half, EGBC has been working with other jurisdictions; some of whom have committed to using the system. Other regulators are contributing and presenting ideas to help develop the system even further with respect to Canadian environment and competencies.

The objective of the project is: to collect experience documents and assess the experience using an online system. The system is accessible by applicants, referees (which EGBC refers to as validators), and by the assessors of the experience. In assessing competencies, the system:

- Provides better clarity in the requirement; Increases transparency in the process;
- Allows for more specific feedback; Improves consistency of licensure decisions;
- Increases confidence of volunteer assessors; Uses an online system that allows applicants to report from anywhere in the world; and reduces administrative burden for staff.

There is a standard set of competencies that EGBC are currently using – 7 categories and 34 competencies. EGBC and admissions officials have identified 8 competencies that must be achieved eventually by an applicant in a Canadian environment or equivalent. They are working at highlighting these competencies in the system and providing additional guidance to applicants who may be working overseas with Canadian companies and/or engineers on how they can prove equivalency to a Canadian environment.

This is a pan-Canadian project – but not in every province and territory – to adopt the EGBC assessment system in a very participatory, consultative way. EC is also project managing the system from their end and organizing meetings of the various stakeholder groups. As well, EC is making funds available for regulators for integration where necessary, e.g., APIs [Application Programming Interface: a set of routines, protocols and tools for building software applications; which allow systems integrate with each other], data transfer, translation and change management services.

EGBC hopes to build a stronger assessors' community where assessors might be able to share assessments across jurisdictions. Since April 2017, a Users Steering Group, made up of admissions officials and Don Gamble and his EGBC team, meet on a bi-weekly basis to discuss the development of the project, the program and any additional features. The group works closely with EC staff. Other regulator IT team members are welcome to join the group.

\* The Chair requested that a copy of the presentation, a list of all competencies and generic indicators be distributed to ERC members and PEO Licensure staff.

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

1. In reference to the Chair's Report at the June 8, 2018 meeting, page 3, bullet 2: a disciplinary case was brought against a panel member by an applicant. As the case was resolved favourably, a Committee member asked for a synopsis of the details and whether the PEO Council had approved a policy. As an Action Item, the Chair requested that Moody Farag include a case/policy summary in his Acting Deputy Registrar's Report at the next ERC meeting. The Chair noted that while the particulars of a specific case are confidential and not to be disclosed, the related policy is a public document.
2. The Chair informed members that the ERC Subcommittee created a small working group, headed by Changiz Sadr, ERC Vice-Chair. The working group is developing a formalized appeals process for interviews that will provide guidance on what to do and how to address future appeal cases.
3. Although the process has not been formalized, Pauline Lebel reported that the Licensure Department was receiving complaints for review that were initially received by the Complaints Department. These complaints were streamed from the Complaints Department to the Licensure Department directly.
4. Pauline Lebel was asked to report on her attendance at the National Admissions Official Group (NAOG) meeting in Regina, Saskatchewan on June 5 and 6, 2018. She commented that the meetings were not centered on individual requirements for licensure, but more so on issues within the organization, e.g., doing the competency-based assessments online, a pan-Canadian online tool for regulators, how they are implementing the assessments.

6. Chair's Report

The Chair reported on the following items:

1. ARC Meetings

He and the Vice-Chair attended ARC meeting on June 15 and July 20, 2018 and reported on ERC activities.

2. ERC Liaison

PEO Council has not yet decided on the appointment but the Human Resources Committee (HRC) has approved to recommend the appointment of Marisa Sterling, PEO Vice-President (elected) as the new ERC Council Liaison. The recommendation for Ms. Sterling's appointment will be discussed at the upcoming Council meeting in September.

3. Licensing Committee (LIC)

There have been no LIC meetings since last reported at the June 8, 2018 ERC Business Meeting.

4. 2018-202 Strategic Plan

He received a memorandum, dated July 16<sup>th</sup>, from PEO President Dave Brown thanking the ERC for the proposals submitted in response to the 2018-2020 Strategic Plan letter. Following Council's Budget deliberations in September and November, they will report back to the ERC on which of its proposals were accepted by Council. Approved proposals will then need to be added to the Committee's 2019 Work Plan.

5. Ontario Fairness Commissioner (OFC)

As reported at the June ERC Business Meeting, PEO received a letter from the OFC, dated March 15<sup>th</sup>, 2018 and meetings between PEO and the OFC staff took place on April 19<sup>th</sup> and July 5<sup>th</sup>, 2018 when a number of matters were discussed. PEO responded to the OFC in a letter from Interim Registrar Johnny Zuccon, on August 2<sup>nd</sup>, 2018. The response letter addresses the Canadian experience, outstanding OFC recommendations and committee memberships. The OFC had requested that committee memberships include non-licensed persons from various backgrounds.

Further details in the letter will be provided by Moody Farag in his report later in the agenda.

6. Search for a New Registrar

In the search for a new Registrar, PEO has engaged the services of Western Management Consultants (WMC) to lead and facilitate this important search to ensure a robust, inclusive and transparent process. Integral to this are conversations with stakeholders across the organization to gather input into requirements and identify what outcomes are required of the new leader.

Over the coming weeks WMC will meet or have calls with stakeholders to draft the first long-version of the profile for the position of Registrar. Committee Chairs have been invited to participate in this process through one-on-one conversations with WMC. Interviews will take place over the next 3-4 weeks.

Upon receipt of stakeholder input, WMC will prepare a draft long-version profile for the Registrar which they will present to Council at the September plenary meeting. At the plenary, WMC will address and refine the profile based on Council's input and from that, finalize the profile. From here the profile will be utilized to identify and begin the assessment process of candidates – internal as well as external candidates – that will allow WMC to bring a recommendation to Council at its November meeting.

7. ERC Sub-Committee (ERCSC) Activities

The ERCSC met on August 1, 2018 and the following matters were discussed:

- (a) Appeal Process: The task force composed by Changiz Sadr, Andrew Cornel and Jim McConnach presented a new draft of an interview results appeal process and again received further comments from the other ERCSC members. The task force will incorporate the suggestions and will bring it back to the next ERCSC meeting for further discussion.

- (b) Interview Quality Review: Discussion continued on the establishment of a process to randomly review interview recordings to verify that panel members follow conduct guidelines. Further discussion will be necessary at the next ERCSC meeting.
- (c) Recruitment of New ERC Members: The ERCSC discussed the process that is currently used to recruit new ERC members. The discussion focused on whether the current process meets Council policy and the need to formalize the process in writing. The ERCSC is still working on it and will inform the ERC at the next successive meeting regarding the progress.
- (d) The ERCSC reviewed the status of the implementation of the Consultant's recommendations to improve the interviews. The ERCSC went through each one of the recommendations and looked at the status. Work on most items are still ongoing and the Sub-Committee will keep ERC members informed.
- (e) The ERCSC discussed the Canadian experience requirements for licensure as was discussed at the ERC June 8, 2018 meeting. Subsequent to the meeting, Cameran Mirza drafted a position paper [titled *Canadian Experience*] reflecting the views of members.
- (f) Reinstatement Matters: A proposal to improve the reinstatements process which was prepared by Faris Georgis, Manager, Registration and the Chair, was discussed at the ERCSC. This proposal was requested and will be distributed to the September LIC meeting.

The Chair opened the meeting to questions regarding his report.

- Regarding reinstatement, a member commented that the main issue raised by ERC members was the realignment of the reinstatement process after resignation with reinstatement after the licence was cancelled because of non-payment of fees. Was this concern addressed by a single process?
- The Chair responded that merging the two is the final goal and would require amendments to the regulations. What the paper he and Faris Georgis addresses and proposes are things that could be done in the meantime to improve the process for those where the ERC has a role which is the case when a licence has been cancelled because of non-payment of dues for longer than two years. For people who resign, the regulations state that reinstatement is almost automatic. They just send a letter and pay the prescribed fees.
- The position for which the LIC has agreed is that everyone should be treated the same regardless of their reason for cancellation. Since this requires regulatory amendments, the ERC is focusing on things that can be done without the need for changes to the regulations.
- Another member pointed out that in the Chair's earlier report, Item 7(e), he had already noted that ERCSC was discussing the Canadian experience. The Chair

proposed to distribute the position paper written by Cameran Mirza and invited members to read it as it covers much of what members discussed on the subject.

- The author agreed that his paper be circulated at the ERCSC level, then to Committee members with the Committee's consent, it was suggested by the ERC vice chair that a strategy for forwarding for publication in PEO's *Engineering Dimensions* be determined.

## 7. Acting Deputy Registrar's Report

Moody Farag reported on the following two items:

### The Interim Registrar's Response to the OFC:

The August 2, 2018 response to the OFC's letter to PEO, dated March 15, 2018, was included in the meeting package. All of the items in the OFC letter were addressed. He asked members to review PEO response and offered to address any questions members may have.

### Meeting with Ordre des ingénieurs du Québec (OIQ):

On August 13, 2018, the PEO President, Interim Registrar and he met with the OIQ President, CEO and Registrar at PEO offices. It was a stop on OIQ's Canada-wide tour to gather information on licensing and to inform their counterparts of the changes that have happened within their organization, which is now under government trusteeship for two years. OIQ was asked to make dramatic changes to the process and requirements, of licensing in Québec.

He summarized 5 major OIQ changes already introduced or that will be introduced very shortly:

1. OIQ currently has an EIT mandatory requirement before acquiring a P.Eng. In Québec, it's called Junior Engineer; this will be removed completely. The EIT or junior engineer phase/structured internship of licensing will be removed from Québec.
2. The OIQ Professional Practice Examination (PPE) is no longer an essay-type examination; it had been changed to multiple choice. Apparently, this has been the case for at least two years. PEO is the only regulatory body in Canada that has an essay-type PPE. It's a multiple-choice exam across the rest of Canada.
3. OIQ may be considering the reduction of the number of years for licensing. In Québec it is 3 years; while in all other jurisdictions, it's 4 years. Now the OIQ may reduce the required working experience to 2 years.
4. OIQ may completely remove the requirement for Canadian experience.
5. OIQ will proceed with a competency model assessment. Either they already started or will begin shortly. As part of the experience assessment/requirements, they may introduce an online module of 30 hours for all licence applicants where they also get exposure to the Canadian environment.

The Chair opened the meeting to questions/comments regarding the Acting Deputy Registrar's report.

- A member asked: As the ERC, is the Committee planning to put forward any position on the OIQ changes? There was a suggestion put forth to form a working group to address ERC's position. The Chair responded saying the discussion could be added to the next ERCSC meeting agenda.
- Another member asked how PEO is influencing the national body. Does the ERC look at what other associations/regulators are doing and try to adopt what they are doing? Or does the ERC have more stringent requirements? How does PEO influence other regulators? What are its initiatives? The Chair said this would be topics for discussion.

#### 8. Licensing Committee Update

There have been no LIC meetings since last reported in June 2018.

#### 9. Academics Requirement Committee (ARC) Activities Report

Leila Notash, the ARC Chair, thanked the ERC for the invitation to the meeting. She enjoyed the EGBC webinar presentation. It was very informative, and she will report back to the ARC about it.

The ARC Chair reported on the following:

The ARC continues to fulfill its mandate and responsibilities. Her last report conveyed to the ERC Chair was in June 2018 and since then, there were only two ARC meetings and shared the following items:

- The main highlight since the last report of June 8, 2018 is the response of ARC on the PEO's 2018-2020 Strategic Plan: Protect, Engage, Advance memorandum, which was submitted on June 20, 2018. In the memo from the president and president-elect, dated January 17, 2018, ARC was asked to "develop, for the consideration of Council, a specific measurable strategy or strategies, to be undertaken during the plan period" for Council consideration by the end of June 2018. The ARC input on Strategic Objective 6: Augment the Applicant and Licence Holder Experience and Strategic Objective 8: Creating a Seamless Transition from Student Member, to EIT, to Licence Holder included:
  - EIT Designate with Certificate: One of the recommendations was that we have the EIT for everyone, not just for applicants who choose to become EITs. And to have a certificate for this so that CEAB graduates will enter as EITs, while international graduates will have to meet the academics before they become EIT designated. Right now, as soon as they apply, they could apply to be an EIT as well. and for PEO to have a certificate for this as well and to highlight and publicize the certificate and post it on PEO members' page.

- Improved Access with Adequate Technology: Relating to online applications and online assessing. We saw something similar that BC is working on and PEO has been working on for the past couple of years.
- Financial Credit Program: Right now, CEAB graduates who apply within six months of graduation and also international applicants if they apply within 6 months of arriving in Canada, they may have their application fee waived. However, some of the applicants apply because they don't want to pay the fee, leading to closed files. So instead of waving the application fee, there could be the issuance of a credit once they become a P.Eng.
- Student Membership Program: To make it more accessible and to provide more services to student members.
- Up-to-date Principles for Qualifications and Practice: Also relates to changing engineering and globalization, as well as the requirements for, e.g., professional practice exams and text books, etc. Some are in need of being updated.
- The ARC Sub-committee is working on Distance Education. This is because ARC members raised concerns about some applications received. The Sub-committee is doing background work and defining what's considered online education, and the different terminologies that are being used/applied.

#### 10. Other Business

1. Peter Jarrett requested to include the ratification matters on staff referrals. Every month there is an ERC Interview Recommendations List. He believes it's necessary to change the interview sheets so that the interviewer specifically checks a box indicating whether the applicant does or does not have managerial experience; and a check box for whether the applicant has exposure to social implications or not. This would remind the interviewer to ask questions about this experience.

The Chair commented that it was an excellent point raised by the member. Part of the consultant's recommendations is to review all reporting forms that panel members use to report interviews. The members' points are to be considered when redesigning the forms, including defining terms to be developed on the competencies list. The Vice Chair reported that there is a new form that prompts interviewers to ask questions about managerial experience which has been implemented for a few weeks.

2. Ravi Gupta requested discussion about feedback from applicants. The feedback should be more about what the applicant is presenting. He suggested there was a need to bring the matrix together.

#### 11. Adjournment

The meeting was adjourned at 4:25 PM

The next ERC Business Meetings are scheduled for:  
Friday, October 12 and Thursday, December 13, 2018