



## Minutes

### EXPERIENCE REQUIREMENTS COMMITTEE (ERC)

December 13, 2018

#### Members:

David Kiguel, Chair  
Changiz Sadr, Vice-Chair  
Marisa Sterling, PEO Vice-  
President  
Antonio Paz  
Tibor Palinko  
Rishi Kumar  
Duncan Blachford  
Ravi Gupta  
Bosko Madic  
Cathy Wang  
Nazmy Markos  
Arshad Ashar  
Bill Jackson  
Duncan Blachford  
John Smith  
Maged Ibrahim  
Magdy Attia  
Saverio Pota  
Savio DeSouza  
Tom Murad  
Venkat Raman  
Shah Alamgir  
Shawky Ibrahim  
Farid Danial  
Tahir Shafiq

Mohinder Grover  
Berta Krichker  
James McConnach  
Devinder Bahra  
Christian Bellini  
David Kahn  
Cameron Mirza  
Lionel Ryan  
Branislav Gojkovic  
Zoran Mrdja  
Rabiz Foda  
Abdul Shaikh  
Andrew Cornel  
Ayvun Jeganathan  
Michael Wong  
Milorad Dimitrijevic  
Peter Jarrett  
Shiraz Rehmani  
Spiridon Bot  
Julio Vilar  
Matthew Xie  
Mihir Thakkar  
George Chelvanayagam  
Hisham Alkabile  
Raju Chander

#### Staff:

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

#### REGRETS:

Reda Fayak  
Andrew Poray  
Duncan Sidey  
Eugene J. Puritch  
Jian Guo Wang  
Witold Kellermann  
Francis Sigouin-Allan  
Samuel Abd El Malek  
Vasanthi Wijeyakulasuriya

Mohammad Mudassar  
Hazem Gidamy  
George Apostol  
Julia Rakocevic  
Gabriel Onea  
Michael Dang  
Mario Orbegozo  
Zbigniew Ewertowski  
Santosh Gupta

Galen Li  
Bahram Mirpourian  
Charles de la Riviere  
Titus Rusu  
Barry Hitchcock  
Gordon Ip  
Gerry Monforton  
Jeremy Carkner  
Hassan Erfanirad  
Saleh Tadros

1. Call to Order and Chair's Introductory Remarks

Chair David Kiguel called the meeting to order at 1:35 P.M. and reported the following:

- As the Chair informed members at the October 2018 ERC Business Meeting, Council appointed Council Vice-President Marisa Sterling to be the new ERC Council Liaison. The Chair cordially welcomed her to the meeting.
- He was delighted to inform members that Council approved ERC member Bill Jackson's induction into the PEO Order of Honour at the Officer level. ERC member Rabiz Foda will also be inducted at the Member level. Both members will be recognized at the PEO Order of Honour Awards Gala on May 3, 2019. He commented that it is a well-deserved recognition for the many years of volunteer service and members warmly applauded Messrs. Jackson and Foda who were present at the meeting.
- The Chair also congratulated ERC Vice-Chair Changiz Sadr and members Santosh Gupta, Christian Bellini and Rishi Kumar as recipients of the Governor General of Canada's 2019 Sovereign's Medal for Volunteers. The medal recognizes the exceptional volunteer achievements of Canadians from across the country in a wide range of fields and plays tribute to their passion, dedication and commitment to volunteerism in their profession and community.
- Council approved the 2019 budget which introduces some operational reductions. It approved the charge of a \$700 fee for ERC interviews and the Chair noted that Deputy Registrar Michael Price would elaborate more on this fee during his report to the Committee.
- He reported that the nomination stage for candidates for the 2019 Council election process has been completed. ERC Council Liaison Marisa Sterling is a candidate for President-elect; ARC Chair Leila Notash is a candidate for Councillor-at-Large; ARC Chair-designate Ramesh Subramanian's candidature is uncontested as the Northern Region Councillor; and ERC member and Past Chair Christian Bellini is a candidate for Vice President. The Chair stressed the importance for ERC members to participate in the election.
- The ERC Chair and Vice-Chair election process for 2019 concluded and both Chair David Kiguel and Vice-Chair Changiz Sadr were re-elected for the next term. The Chair thanked members for the trust they have placed in the work both he and the Vice-Chair are undertaking on behalf of the ERC.
- ERC members Ravi Gupta, Ramiro Liscano and Wieslaw Chojnacki received letters and certificates of recognition from President David Brown for their valued contribution as volunteers at PEO. Ravi Gupta was present at the meeting and was applauded by the members.

2. Approval of the Agenda

**MOTION**

It was **moved by** James McConnach and **seconded by** George Chelvanayagam to approve the agenda.

**CARRIED BY UNANIMOUS CONSENT**

3. Approval of the October 12, 2018 Business Meeting Minutes

The Chair noted the following correction:

- Page 5, last bullet under ERCSC Activities, last sentence: Its review is still ongoing, and the ARC will be updated as necessary. It should read: ...and the **ERC** will be updated as necessary.

Because the meeting material was distributed to the Committee later than usual, the Chair asked members to forward any comments or corrections to him regarding the October 12, 2018 minutes within one week.

The Chair also remarked on the process regarding the minutes:

- The administrative assistant transcribes minutes at the meeting and then prepares the draft. Once the draft is complete, Deputy Registrar Michael Price makes an initial review, followed by a review by the ERC Chair.
- The draft minutes are presented to the Committee, with the inclusion of the watermark “Draft.”
- Once the minutes are approved by the Committee, the watermark is removed, and the minutes are then official. Once official and the watermark removed, the minutes are posted on the PEO website.

The Chair requested that the approval of the October 12, 2018 minutes be placed on the agenda for the February 22, 2019 ERC Business Meeting.

4. Matters and Action Items Arising from the Minutes and the ERC Motions and Action List

The Chair remarked that the following October 12, 2018 motion carried required further action:

**Motion:**

It was **moved by** Nazmy Markos and **seconded** by Changiz Sadr that the ERC endorses the principle of ERC interviews being accredited as PEAK [ Practice Evaluation and Knowledge] hours for ERC interviewees by unanimous consent and that the Chair send a note to Bernard Ennis [Director, Policy and Professional Affairs] to communicate the proposal.

The Chair included this item in his report.

5. Chair’s Report – Including ERC Sub-Committee Activities

The Chair reported the following:

1. He and ERC Vice-Chair Changiz Sadr attended ARC meetings on October 19, November 23 and December 7, 2018 and reported on ERC activities.

2. ERC members Santosh Gupta, Ravi Gupta, Christian Bellini and he attended Licensing Committee (LIC) meetings on October 17 and November 22, 2018; Changiz Sadr attended as an observer.
3. The election for a new ERC representative on the LIC was completed and Mohinder Grover was elected for the 2019-2020 term. The Chair extended a special thank-you and recognition to Ravi Gupta who represented the ERC on the LIC from 2014 to 2018. He also represented the ERC on the Licensing Process Task Force (LPTF), LIC's predecessor.
4. PEO Licensure staff has recruited and trained four new ERC members since the October 12, 2018 ERC Business Meeting. Two members are in the field of Chemical Fire Protection; one in Mechanical Fire Protection; and one in Civil Engineering.
5. He and ERC member Nazmy Markos attended PEO's 2018 Annual Committee Chairs Workshop on October 26, 2018. The theme of the workshop was *Getting the Most Out of Our Volunteer Teams*.
6. In August 2018, he and Pauline Lebel, Manager, Licensure, wrote a briefing note outlining proposed changes to the *Guide to the Required Experience for Licensing* [the Guide] to remove the required physical presence of the monitor at the engineer-in-training (EIT)'s workplace for 30 hours monthly. The proposed changes were approved by both the ERC and the LIC and then submitted to Council for approval at its September 2018 meeting. However, the briefing note was not included on the Council's agenda and he was directed to seek peer review by the Professional Standards Committee (PSC).

He wrote a letter in September 2018 to the PSC Chair Fanny Wong requesting review of the briefing note and the endorsement of the proposed changes. On December 5, 2018, he received a response from the PSC informing him that the Committee discussed the matter at its November 13, 2018 meeting. The PSC concluded that further information regarding regulatory objectives was necessary to complete its review of the proposed changes to the Guide and requested the following information:

- the original documents which outline the purpose of the monitor process;
- the original review obtained by the ERC regarding whether the current legislative framework permits PEO to explore such policy alternatives as the monitor process.

In response, he wrote a letter to the PSC Chair pointing out that the current wording in the corresponding section 2.5.2 of the Guide – Role of the Monitor as Referee – was drafted by the PSC and approved by Council in 2013. The ERC proposal is not to eliminate the physical presence of the monitor but to remove the requirement of 30 hours and replace this stipulation with a mutually agreed number of monthly hours amongst the monitor, EIT and his or her employer.

In addition, he wrote to President David Brown and Interim Registrar Johnny Zuccon to communicate that the ERC did everything it could to seek a peer review, as

directed and asked them to submit the ERC briefing to Council at its February 2019 meeting.

7. In reference to the motion noted in item 4, the Chair wrote a note to Bernard Ennis regarding ERC members' time in conducting ERC interviews of licensure applicants to be considered as valid hours in compliance with the PEAK Program. He received a reply indicating that Policy and Professional Affairs has received several requests from groups similar to ERC interviewers and, currently, there are no expected changes to the program as the policies and directives followed by the PEAK Program were approved by Council.

Bernard Ennis suggested that Council may consider creating a new task force to review the PEAK policies and to recommend any proposed changes. If a new task force is convened, he will forward the ERC's proposals. A member added that, at the Chapter level, there is discussion that a member should be able to determine what activities contribute to one's continuing professional development and enhancement of capabilities.

8. In September 2018, Council passed a motion to commission a regulatory performance review of PEO. The review will be conducted by an independent consultant previously with the United Kingdom Professional Standards Authority and Council expects to receive the recommendations in June 2019. As part of this initiative, President Brown wrote letters to the chairs of several PEO committees, including the ERC, informing them that as part of the review, the consultant will be seeking the assistance of PEO volunteer leaders and its regulatory committees. Through its staff advisor, the ERC may be asked to provide documentation of the Committee's work.

The ERC may also receive a request from the consultant to attend an ERC meeting. President Brown asked committees to accommodate any consultant requests that may be received. This regulatory performance review provides an opportunity for volunteers to contribute to an important Council initiative designed to help PEO and its committees to improve processes and it not intended to find or assess fault to anyone or any committee. The review is designed to compare the performance of PEO regulatory functions against PEO's legislative requirements, standards of good regulations and comparable regulators. It also presents the opportunity for PEO to modernize and provide PEO with the foundation to further develop a rational, evidence-based approach and business plan in pursuit of regulatory excellence.

9. The 2019 PEO Chapter Leaders Conference was held on November 17, 2018. The program included morning breakout sessions, including one titled *Licensing at the Chapter Level*. Topics included: How can Chapters get involved in the licensing process and assist in improving current operations? Topics of discussion included: Logistics – hosting experience requirement workshops to better prepare future interviewees; EIT informational sessions; and licensure assistance programs.

ERC member Christian Bellini attended the conference and opined that attendees came away with a much better understanding of what happens with regard to PEO's licensing process. He remarked that the 2017 PEO Strategic Plan included an objective to increase the participation of Chapters at a regulatory level which is under consideration by Council. There was a session that focused discussion on Chapter participation in regulatory matters which was very productive.

### **ERC Subcommittee (ERCSC) Activities**

The ERCSC held a meeting on November 13, 2018 and the Chair reported the following:

- The ERCSC continued its work on developing and implementing a process to randomly review selected interview videos and forms to verify that ERC panel members follow the rules of conduct and to choose both positive and negative observations that will assist in delivering better training to improve the quality of the interviews.
- The working group is comprised of Changiz Sadr, James McConnach and Andrew Cornel. They reported their progress at the meeting and put forward the recommendation that there is a need to determine the necessary time and resources required to conduct the selected reviews. The group is proposing to conduct a trial to confirm these specific needs. The Subcommittee provided feedback and the group will continue its work and report on the progress at the next ERCSC meeting.
- The Subcommittee looked again at the consultant's recommendations to improve interviews, reviewing each one and evaluating the status. Work on most items is still ongoing and members will keep the ERC informed.
- At the August 2018 ERC meeting, it was suggested that the Subcommittee discuss and prepare a position in response to the Ordre des ingénieurs du Québec (OIQ) changes to the experience requirements. The ERCSC was unable to include the matter in the November 2018 meeting agenda but it will be addressed at the next ERCSC meeting.
- The Subcommittee also discussed the ERC 2019 Human Resources and Work Plans. Pauline Lebel will comment on the plans, item 8 on the agenda. The plans were already submitted; however, if any changes are required, the Chair confirmed that these could still be addressed at the meeting.
- ERC member William (Bill) Jackson attended the Subcommittee meeting and discussed concerns regarding limited licence applicants' requirements with respect to their depth of knowledge and understanding of engineering fundamentals. The ERC formed a working group comprising of William (Bill) Jackson, Peter Jarrett, James (Jim) McConnach and the Chair to analyze the issue and to propose any changes.

### **6. Deputy Registrar's Report**

Deputy Registrar Michael Price reported the following:

- He reiterated that the regulatory performance review is being conducted by an independent consultant who is no longer with the Professional Standards Authority (PSA); it is a stand-alone company. PEO signed a contract with this consultant, specifically, and two other individuals he has hired. The review is being conducted to PSA standards, however, it is not a PSA review. The consultant was hoping to attend an ERC Business Meeting if it coincided with the February 2019 Council meeting but, unfortunately, the ERC meets later that month. However, he may decide to attend ERC interviews or to review interview videos.

- An LIC item that went to Council in March 2017 was originally an LPTF recommendation that has since taken on various forms. Its current format is: If an applicant has applied for licensing and has met the academic requirements, an applicant's file will be closed after 8 years, unless he or she became licensed. Currently, once an applicant passes the Professional Practice Examination (PPE), the file may remain open indefinitely.

Licensing and Registration has taken measures to curtail this matter since late 2016 when letters were sent to applicants, after they passed the PPE, asking them to provide updates or, if not, their file would be closed in 3 months. However, those who applied before 2016 – and to increase the legislative authority for what PEO has been undertaking for the past 2 years – PEO is seeking a change in the regulations. With respect to this, a survey was recently sent to those EITs who had met PEO academic requirements 8 years prior as the Ministry of the Attorney General requested PEO to compile feedback from applicants who may be impacted by said file closures.

As of the present month alone, he found at least 5 applicants who lost contact with PEO and who not communicated with staff for at least 4 years, one of which was 9 years. This can reflect poorly on PEO through no fault of its own since the perception may be that it took more than 4 years for an applicant or EIT to become licensed. Hence, the regulation change is important so that staff can close files that are not moving forward.

- With regard to the fee changes Council is considering implementing, there are 4 items that will have an impact on applicants.
  1. There will be an overall 20% increase of all fees except for the Certificate of Authorization and the annual P.Eng. licence.
  2. The decision to modify the Financial Credit Program (FCP) was discussed; however, there is no motion that states what the FCP will specifically become. Presently, if an applicant applies within 6 months of graduating from a recognized Canadian Engineering Accreditation Board (CEAB) engineering program, or if an applicant applies to PEO within 6 months of their landing date in Canada and have a Bachelor of Engineering degree. PEO will waive the application fee and also provide a 1-year membership in the EIT Program – a value of \$375 plus taxes. This will now be moved to a credit if an applicant becomes licensed. However, since we have a motion from Council that approved the FCP, and this recent FCP reconsideration was discussed as a budget item without any details provided, Council will have to pass a motion specifically modifying the FCP.
  3. Council has put a \$10 administration fee in place for payments with credit card.
  4. On the recommendation of several Academic Requirements Committee (ARC) members on Council, Council has decided that a fee of \$700 will be applicable for ERC Confirmatory interviews. It was suggested that these ERC interviews are part of an exam process. (The fee is based on what is presently the charge for a first exam – if an applicant has a technical exam – as well as the cost for a Technical Exam Program, which between the two currently amounts to \$580. With the 20% fee increase, this fee becomes \$696, rounded to \$700.) This new fee still awaits formal Council approval.

Although the fee changes were approved as part of budget reductions, still, all PEO applicant fees are in the by-laws. Therefore, Council will have to formally revise the by-laws with the new fees.

Deputy Registrar Michael Price responded to members' questions and the Committee engaged in wide-ranging discussions related to the items in his report.

Council Vice-President Marisa Sterling shared the following comments regarding the budget:

- She opined that the budget presented to Council in November 2018 was not strategic to the vision of PEO. She was not aware of any input on budget recommendations from any committee other than the Finance Committee that brought the budget forward.
- She would like a system whereby there is discussion feedback before a proposed budget is brought to Council so that committees affected by the budget would have ample information to make decisions that could possibly impact their mandate. Moving forward, PEO, Council and committees should think of how the budget process could be more productive.
- She has already asked that discussion about the budget at the February 2019 Council meeting be approached from a strategic, visionary perspective. It was acknowledged that discourse of the budget should reflect the holistic view of PEO and include broad-based input by those being impacted or supported. It would be beneficial to adopt a more effective process so that – as she observed in the ERC Business Meeting – there are not so many budget-related questions left unanswered.

Deputy Registrar Michael Price added further comment:

- He raised the budget issue at the December 7, 2018 ARC meeting as to whether the ERC was consulted on the budget and, in fact, it had not been consulted.
- He surmised that there was certainly a potential for concern from the OFC. Council will have to make a motion to incorporate the new fees into the by-laws, including any changes to the FCP. If PEO moves ahead with the fee changes, once approved by Council, he expects the OFC to be unreceptive to at least three items:
  1. The application fee has increased by 20% to \$360.
  2. If the FCP becomes a credit when an applicant becomes licensed, and not when an applicant applies, this could be potentially viewed as a “cash-grab” and from a staff perspective, PEO may get complaints that it is not licensing people because PEO does not want to give them the credit.
  3. The \$700 fee for an ERC interview may not be looked upon approvingly by the OFC.

## **7. Office of the Fairness Commissioner (OFC) – Update**

Deputy Registrar Michael Price reported the following:

- The Fairness Commissioner wrote a letter to Interim Registrar Johnny Zuccon on November 13, 2018 with respect to four of the five items identified in the Registration Practices Assessment Report conducted in 2017. Since 2012, the Office of the Fairness Commissioner has conducted such reports for all of the regulatory bodies in Ontario which were previously on a 2-year cycle but changed to 3-year cycle in 2017. PEO received a report in 2012, 2014 and 2017.
- In previous reports, PEO would have to develop an action plan to respond to OFC recommendations and they would approve the plan and monitor the progress. In 2017, the OFC changed its requirements. If a regulatory body received less than ten recommendations, the organization could either submit an action plan for OFC approval, or the organization could meet with the OFC twice, yearly, to discuss their progress on the recommendations. As PEO had five recommendations, staff decided on the latter.
- A new Fairness Commissioner was appointed in April 2017. The OFC also appointed a new executive director who was placed on secondment elsewhere in the government and, presently, there is an acting director with whom PEO is currently liaising.
- On November 13, 2018, the OFC provided PEO with four recommendations, one of which directly impacts of the ERC.
  1. *Develop a policy to ensure internal review of applicant files are not completed by the same assessor who completed the initial review.*

Currently, when there is a review requested of an ERC interview, there may be an interview with a second ERC panel consisting of different members. This is an ARC issue that relates to certain disciplines where the ARC has only one member so there may not be a second reviewer available. What will be done in these cases if the applicant requests a review without new information? The OFC was looking for clarification. The ARC did present its policy, but it may have seemed somewhat confusing, so the OFC is requesting a rewrite of the policy.

2. *Engage a psychometrician to review PEO's PPE to confirm validity.*

In response, On November 15, 2018, PEO signed a contract with a consultant to review the PPE with a completion date by January 15, 2019. The results will be shared with the OFC.

3. *Implement guidelines for decision-makers that include clear direction on what to do if they find themselves in a situation of potential bias.*

This affects both the ARC and ERC. Previously, PEO did provide the OFC with the ARC and ERC policies and guidelines on what to do in these areas. However, the remedial action suggested by the OFC for PEO to come into compliance is that

PEO has to record what constitutes bias, the types of bias and the need to avoid bias in appropriate policy documents and training manuals. PEO asked the OFC to define the types of bias they are referring to; to exactly articulate what they are looking for; to give examples of other regulatory bodies where the OFC's finds the description of bias acceptable. The current ERC document refers to the Human Rights Code. There will most likely be a revised version of the guidelines presented to incorporate what the OFC is looking for. The Deputy Registrar expects to report back on this at the February 22, 2019 ERC Business Meeting.

4. *Develop and articulate timelines for responding to applicants' enquiries and requests.*

PEO informed the OFC that, presently, it did not have a database system that tracks this information and advised them that when the OFC originally gave PEO this recommendation last year, it was based on PEO having an online licensing system in place. Since an online system has not been implemented as yet, both parties will need to look at this recommendation again because the OFC asked for monitoring to occur *after* PEO had the online licensing system in place.

Regarding the Canadian work experience requirement, the OFC has yet to officially comment citing that it will provide a formal response at a later date. Pauline Lebel, Manager, Licensure, pointed out that the Canadian work experience requirement is not an obstacle to getting a job. PEO allows individuals to practice without having a licence as long as they are supervised by a P.Eng. The question is: What is the obstacle PEO is presenting?

8. **ERC 2019 Work Plan and 2019 Human Resources Plan**

Annually, PEO committees and task forces are required to submit work and human resources plans to Volunteer Management. The plans were distributed in the meeting materials. This was an informational item as the plans were discussed by the ERC Subcommittee prior to the meeting and had already been submitted to Council for its approval.

Pauline Lebel reported the following:

The ERC human resources requirements did not reflect many changes, except for the disciplines and certain expertise the ERC requires. With respect to the work plan, it outlines the task and activities the ERC aims to accomplish in 2019. She welcomed any feedback from members as there was still time to revise the plans in time for the submission deadline to Council.

9. **Council Liaison's Report**

Marisa Sterling reported on some items on the agenda of the November 2018 Council meeting:

- Firstly, she thanked the Chair for including her in the morning training session. It was particularly helpful, and she extended her appreciation to Pauline Lebel for the

Competency-Based Engineering Presentation she gave and how the ERC was looking at equity within the Committee.

- She noted three issues for consideration that arose for her during the training:
  1. How do companies assure that their EITs or engineering graduates are educated so that they are aligned to providing the experience required for licensing?
  2. How does the training align with the EIT section of PEO which conducts reviews of EITs before they go through the licensing process? Are the competencies incorporated into what they receive as information?
  3. She understands that the training is not mandatory for all ERC members, however, she would encourage and support the initiative if the training were to become mandatory because she believes the material is both helpful and critical.
  
- She attended the Volunteer Leadership Conference in November 2018. There was a presentation by Engineers and Geoscientists British Columbia (EGBC) about what is happening in the organization. (The presentation was not shared.) A bill was passed in December 2018 by the BC provincial government making changes related to the regulated professions in the natural resources fields. Regulatory bodies such as EGBC will report to a “super” regulator who then reports to the provincial government. The regulator will act as an intermediary and will even be able to appeal disciplinary decisions made by EGBC. There will be 4 lay persons, non-engineers, on its Council who will be involved in formulating regulation; the Council has been reduced from 18 members to 10, including a past president as a member which means, going forward, members will be voting on 7 positions for Council from anywhere in the province. To run for these positions, candidates will have to meet certain qualifications.
  
- Suggestions presented by EGBC’s Registrar were: to proactively undertake audits; to have strong working relationships with other associated organizations; to be aware of what letters the government receives about the organization.
  
- She remarked that, in the past month, four letters were written to the Attorney General of Ontario about PEO. Two of the letters are from the Ontario Society of Professional Engineers (OSPE); and two letters are from Consulting Engineers of Ontario (CEO). These letters are in the public domain and raise concerns that each organization has about PEO in different ways.
  
- The letter from OSPE states that the organization wants PEO to do more in terms of professional development. OSPE is also advocating that PEO should not have any government liaison program as they believe it does not fit the role of PEO as a regulator. The CEO letter was more focused on the consulting engineering designation and PEO’s involvement in the designation. Subsequent letters from OSPE and CEO arrived at the Attorney General’s office (December 12 and 13, 2018) noting PEO’s involvement in affinity programs. These letters are now included PEO’s file with the provincial government.
  
- PEO President David Brown met with both OSPE and CEO to hear their concerns, to propose a way forward and then report back to the Attorney General. These matters will be presented at a special PEO Council meeting called for December 17, 2018.

- In terms of a new PEO Registrar, it is an ongoing process in terms of identification which is getting closer to conclusion.
- With regard to the operating budget, there was also a 10% cut across the board for various committee activities. One cut relevant to the ERC is the Licensure Assistance Program (LAP). Leadership conferences will also be affected. The Queen's Park Day program will be cut completely in 2019. Regional viewings of the Council elections in the 5 regions have been cancelled.
- There is also confirmation regarding certain types of training that will be mandatory for all volunteers: The AODA Training – accessibility training; harassment training and health and safety training. The training will be an online mechanism and, again, mandatory for all volunteers.
- Other activities were discussed at the November 2018 Council meeting but were all deferred because of financial issues, which included a public information campaign and a leadership development program that was voted on at the last Annual General Meeting (AGM). Council should be looking at the revenue side of the budget versus the expense side at its February 2019 meeting.

#### 10. **Proposed Changes to Reinstatements Process**

Chair David Kiguel reported:

- The ERC has suggested that no different assessment processes be applied to those who resigned and to those whose licence lapsed for non-payment of dues, with respect to current knowledge and competency.
- A working group was formed consisting of Chair David Kiguel and Faris Georgis, Manager, Registration. Their report deals with possible interim measure that can be implemented without changes being required to the Regulations. The report also provides some background information to assist in providing guidance for future Regulations change if deemed necessary. The report on the proposed reinstatement changes was distributed to members in the material package.
- For the interim measure, the distinction between resignations and cancellations for non-payment will remain unchanged and the required fixed prescriptions in the Regulations will also remain unchanged. The objective is to make the process better.
- What they proposed to the Licensing Committee (LIC) and the LIC agreed with and asked them to present the proposal to the ERC so that the changes can be improved and implemented.
- Member William (Bill) Jackson suggested changes to the *Good Character* form attached as an appendix of the report on page 7. The Chair asked Faris Georgis to look into the suggested changes which may have to go to Council for approval.

- Members engaged in a lengthy, informative discussion on various aspects of the proposed changes to the reinstatement process and the reference to some of the language incorporated from the PEAK program, which is not mandatory. The Chair suggested revisiting the proposal and to confirm whether the current practice of ERC interviews for reinstatements is adequate as is. Clarification is necessary.

## **MOTION**

It was **moved by** James McConnach and **seconded by** Mohinder Grover to approve the ERC Recommended changes to Reinstatements document with changes to eliminate explicit references to the PEAK concept.

**CARRIED**

### **11. Licensing Committee (LIC) Update**

Santosh Gupta was not present. The Chair reported that the LIC met on November 22, 2018 and the main agenda item was to finalize the briefing note that is going to Council requesting approval of the Internal Independent Review of Academic Assessments that was approved by the LIC and ARC. If there is an academic review requested, the process calls for another assessor who was not involved in the first assessment. The process proposes to form a pool of experts so that there will be ample expertise available to reassess applicant files. The process flowchart was also revised.

### **12. ARC Activities Report**

ARC Chair Leila Notash was not present. The Chair reported on her behalf by conveying that the ARC continues to fulfill its mandate and responsibilities. The most important highlight of recent activities since last reported in the October 12, 2018 ERC Business Meeting is that in the October 19, 2018 ARC meeting, Dr. Ramesh Subramanian, PEO Councillor and ARC Vice-Chair was unanimously elected to be the new ARC Chair, effective January 2019. Dr. Waguih ElMaraghy was unanimously elected as ARC Vice-Chair, effective January 2019.

The ARC also approved Ryerson University Internationally Educated Engineers Qualification Bridging (IEEQB) Programs for the Industrial Engineering and Environmental Engineering. And 3 new exams were added to the Computer Engineering Program.

### **13. Other Business**

There was no other business to discuss.

### **14. Adjournment**

The Chair wished everyone happy holidays and celebrations, and a healthy, happy New Year.

**The meeting was adjourned at 4:10 PM**  
**Next Business Meeting: Friday, February 22, 2019**