



Minutes

EXPERIENCE REQUIREMENTS COMMITTEE

Meeting of December 18, 2017

PRESENT:

Members:

Santosh Gupta, Chair
David Kiguel, Vice Chair
Antonio Paz
Alexi Martchenko
Andrew Cornel
Andrew Poray
Ayvun Jeganathan
Bahram Mirpourian
Barry Hitchcock
Berta Krichker
Bill Jackson
Bob Primeau
Bosko Madic
Branislav Gojkovic
Cam Mirza
Changiz Sadr
Christian Bellini
David Kahn
Devinder Bahra
Don Worth
Duncan Blachford

Eric Nejat
Galen Li
Jega Jeganathan
Jim McConnach
John Smith
Julio Vilar
LeRoy Lees
Majid Rahimi Chatri
Mario Orbegozo
Mohinder Grover
Rabiz Foda
Ravi Gupta
Rishi Kumar
Savio DeSouza
Saverio Pota
Soharab Bhuiyan
Tibor Palinko
Tom Murad
Venkat Raman

Staff:

Michael Price, Deputy Registrar
Gerard McDonald, Registrar
Daniel Mandefro
Faris Georgis
Gersan D'Souza
Jasmina Kovacevic
Mark Hekmigil
Marsha Serrette
Moody Farag
Muna Labib
Pauline Lebel
Una Mehta

REGRETS:

David Wang
Hazem Gidamy
George Apostol
G. Chelvanayagam
Mario Orbegozo
Tahir Shafiq

Bruce Atrie
Maged Ibrahim
Zbigniew Ewertowski
Matthew Xie
Florin Doru Merauta
V. Wijeyakulasuriya
Jianguo Wang

Jeremy Carkner
Duncan Sidey
Mike Dang
Galal Abdelmessih
Magdy Attia
Matthew Xie
Ravi Ravindran

Frank Sigouin-Allan
Eugene Puritch
Sat Sharma
Arshad Ashar
Reda Fayek
Peter Jarrett

1. Call to Order and Chair's Remarks

The Chair, Santosh Gupta called the meeting to order at approximately 1:35 PM. The Chair announced to the committee that Bob Primeau is officially retiring after 16 years of service to the ERC. Gerard McDonald and Michael Price thanked him for his years of service and presented him with a certificate of appreciation.

2. Approval of the Agenda

The following item was requested to be added to the agenda under Other Business review of Reinstatement Requirements, to be discussed by Rishi Kumar.

It was **moved** by Andrew Poray and **seconded** by Rishi Kumar that the agenda be approved, as amended.

CARRIED

3. Approval of Minutes of the October 20, 2017 Business Meeting

It was **moved** by Changiz Sadr and **seconded** by Duncan Blachford to accept the minutes of the October 20, 2017 business meeting.

CARRIED

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

The Chair updated the committee on the status of the ERC Motions and Actions List.

Items on ERC Action List

1. Subcommittee to monitor the use of the 3-person panel for limited licence and reinstatement interviews. Completed.
2. Subcommittee to monitor the implementation of the I3PWG plan. In Progress.
3. ERC to review the use of the Chat forum. This item will be discussed under item 12 of the agenda.
4. Investigate ways to encourage applicants to prepare for interviews. The working group has created a document, CEP Interview Process, that was approved at the October 20, 2017 ERC business meeting. The process will be implemented in January 2018.
5. Bias and conflict of interest policy requested by OFC. Policy was approved by the ERC and given to manual working group for inclusion in the ERC Manual. Completed.
6. ERC to recommend process to handle complaints against members. This item will be discussed under item 6 of the agenda.

David Kiguel informed the committee that the subcommittee proposed a change to the format of the action list. Completed items will now be moved to a separate table titled Completed Items.

5. Chair's Report

Santosh Gupta reported that the ERC Subcommittee met on November 21, 2017 and discussed the following matters:

- Follow up to the complaint about an ERC panel member will be discussed under agenda item number 6. Gerard McDonald will speak on the matter.
- The Licensing Committee (LIC) discussed the role of monitors as a referee in the PEO guide. The subcommittee decided that deletion of section 5.1)-iii of the guide under responsibilities of monitor, that the LIC had proposed, will not solve the problem and a full review of the guide will be required.
- The ERC has two representatives on the Licensing Committee, Ravi Gupta and Santosh Gupta. Christian Bellini sits on the LIC representing the LEC and David Kiguel also sits on the LIC as a member at large. As the term of Santosh Gupta, as ERC representative was to expire in December 2017, the Sub-Committee approved to extend his role for another three years.
- Santosh Gupta thanked the committee for their support of his leadership as the ERC Chair.
- The Chair of the ARC Leila Notash, and Vice Chair of the ARC Ramesh Subramanian were re-elected to continue in their positions for one more term.

It was moved by Cam Mirza and seconded by Rishi Kumar to officially thank Santosh Gupta for his leadership as Chair of the ERC.

CARRIED

6. Process to deal with complaint(s) against ERC interview panel members

Santosh Gupta thanked Gerard McDonald for taking the time to attend the ERC business meeting and invited him to address the ERC on this matter.

Gerard McDonald addressed the committee concerns and expressed PEO's continued support to assist any volunteer or staff member who is subject to an investigation as a result of carrying out their duties. He explained to the committee how a complaint is processed.

- Once a complaint is filed with PEO, it is considered active and there is no alternative but to deal with it through the Regulatory Compliance department procedures.
- PEO will acknowledge the complaint and thereafter notify the member and advise him/her of what the complaint is and how the member can respond.
- It is assigned to an investigator who will gather all of the facts and then the complaint will be brought to the Complaints Committee.
- The Complaints Committee will review the complaint in detail.
- The process can take 6-9 months.

He assured the committee that these types of complaints will be dealt with expeditiously. PEO is committed to assist financially with any volunteer or staff member whose duty as a volunteer/staff results in a complaint filed. A briefing note will be submitted to Council.

Deputy Registrar's Report

Michael Price reported on the following items:

- The new Fairness Commissioner, Grant Jameson has requested an introductory meeting on January 16, 2018 with Gerard McDonald and Michael Price.

- The current focus of the OFC is completing the assessment of all regulators to the end of June 2018. PEO report was completed and submitted in June 2017. However, there are many regulators who have not had their reports completed.
- He attended Human Rights Tribunal of Ontario (HRTO) hearing in October 2017. Currently awaiting a decision on the matter.
- The backlog in the initial assessment for applicants was approaching six months. The backlog is now reduced to three months. Early in the new year, the numbers should be down to regular levels of a two-month wait for assessment.
- Update on the role of monitor: LIC decided to recommend that item 5.iii be removed (30 hour per month onsite monitor visits) from the experience guide. It is now being referred to the ERC subcommittee to review.
- He thanked Santosh for his many years of service, chairing the ERC.

8. ERC Chair and Vice Chair Election Results

David Kiguel was elected by acclamation as ERC Chair for 2018.

The Vice Chair election is going to the third round. The final ballot will be completed on December 20, 2017.

9. ERC SharePoint

ERC members are encouraged to use the SharePoint website to access past minutes and documents. There are 10 user ids and passwords that committee members can use to login to the SharePoint.

10. Council Liaison Report

Christian Bellini reported on the following items that were passed or discussed at the Council meeting of November 17, 2017.

- The 2018 operating budget was approved with a small operating deficit.
- There was a proposal brought to Council to hire additional licensing staff to handle the backlog of files. The motion was not passed as there has been significant progress with the current staff level.
- The 2018-2020 strategic plan was discussed and the plan has been passed.
- There was a submission from the AGM, to put a taskforce together to engage an external government expert to do a review of PEO's governance. It was tabled to gather more information and was brought back to Council in November. The proposal has now been passed.
- A motion was brought to Council to create a French version of Regulation 941. It was passed.
- A motion was brought to council that people who are presenting briefing notes must also include submit the financial impact of implementing their proposed action.

11. ARC Activities Report

No items to report

12. ERC Chat

Bill Jackson reported that there has been minimal activity on the chat forum. He recommended that the next Chair should decide if the chat topic site should be continued. It was suggested by Andrew Cornel, that an email should be sent out to committee members as a regular reminder about the chat forum. This will be a topic of discussion at the next subcommittee meeting.

13. Review of Reinstatements

During the morning training session, there was a discussion on reinstatement requirements. It was suggested by Rishi Kumar that further discussion on this matter is required and a subcommittee should be created. The committee decided to forward this matter to the ERC subcommittee. The policy will be discussed at the next subcommittee meeting.

The next ERC business meeting is scheduled for Friday, February 23, 2018. The subcommittee meeting is scheduled for late January or early February 2018.

Longstanding ERC member Galal Abdelmeissih, has been missing from meetings due to illness. On behalf of this committee, Pauline Lebel has sent cards and flowers. He has also received visits from staff and ERC members. As a committee, it was requested that Pauline Lebel should send a Christmas card on behalf of the ERC. It was further suggested that members of the ERC visit Galal at the rehabilitation centre where he is currently receiving care. Information on location of the centre will be emailed to members by PEO staff.

11. Adjournment

The meeting was adjourned at 3:51pm