



# Minutes

## EXPERIENCE REQUIREMENTS COMMITTEE (ERC)

Meeting of June 8, 2018

### Present:

David Kiguel, Chair  
Chair Changiz Sadr,  
Vice-Chair  
Gabriel Onea  
Devinder Bahra  
Andrew Poray  
Bosko Madic  
David Kahn  
Jim McConnach  
Branislav Gojkovic  
Mohinder Grover  
Duncan Blachford  
Andrew Cornel  
Cameron Mirza

Santosh Gupta  
Venkat Raman  
Ravi Gupta  
John Smith  
George Chelvanayagam  
Bill Jackson  
Tibor Palinko  
Matthew Xie  
Visantha Wijeyakulasuriya

### Staff:

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

### REGRETS:

George Apostol  
Hazem Gidamy  
Jeremy Carkner  
Savio DeSouza  
Barry Hitchcock  
Andrew Poray  
Duncan Sidney  
Eugene J. Puritch  
Saverio Pota

### GUESTS:

Johnny Zuccon,  
Interim Registrar  
Leila Notash, ARC Chair

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

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

David informed the ERC that Marsha Serrette, Administrative Assistant to the Deputy Registrar, Michael Price will be leaving Professional Engineers Ontario (PEO). He thanked

her on behalf of the ERC members for all her contributions to the ERC and wished her the best in her future endeavours.

David notified the ERC members that as of the July/August issue of the Engineering Dimension Magazine, the default format for distribution will be electronic. However, if they prefer to receive a printed copy of the Magazine, they could login to the PEO website and change their preference in the Engineering Dimension Tab.

David welcomed the Interim Registrar, Johnny Zuccon and thanked him for attending the meeting. The Interim Registrar extended his appreciation for the invitation.

He reported that he met with the Fairness Commissioner and he was informed that there is an expectation for PEO to promote diversity in governance and in selecting volunteers. He also pointed out that there is concern about the timeline in which it takes an application to be processed for licensure and the requirement for applicants to acquire Canadian Experience before they can be licensed as a Professional Engineer. He said that the Fairness Commission view this requirement as a barrier and as a result, PEO was sent an official letter to provide a response by June 30th to explain how this requirement complies with the fair access to the Regulated Profession Act. The Interim Registrar said that he approached PEO's Legal Council to prepare a response to the Fairness Commission on behalf of PEO regarding this matter and it will be forwarded to Council for approval.

The ERC Committee members discussed the requirement of the Canadian experience for licensure.

Jim McConnach recommended that:

In the interim, the ERC Sub-Committee should review the purpose and objectives of the Canadian experience requirement for licensure to determine if there are other ways and means that could be taken by Applicants to meet the requirements and to report their findings to the ERC.

2. Approval of the Agenda

It was **moved** by Andrew Poray and **seconded** by Santosh Gupta that the agenda be approved.

**CARRIED**

3. Approval of Minutes of the April 27, 2018 Business Meeting

It was **moved** by Santosh Gupta and **seconded** by Andrew Poray to accept the minutes of the April 27, 2018 Business Meeting.

**CARRIED**

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

There will be discussion at the next ERC Business Meeting.

5. Chair's Report

David Kiguel reported on the following items:

- Licensure Requirements Seminar

He gave a presentation at the East Toronto Chapter on May 31<sup>st</sup> regarding Licensure Requirements. He said that himself, Pauline Lebel and Changiz Sadr could be available to give similar presentations at other Chapters and advised the ERC members to inform their Chapter Officers about their availability.

- Complaints against ERC members

Venkat Raman informed him that the disciplinary case brought against him and another ERC member by an applicant was resolved favorably.

- ARC Meetings

He and Changiz Sadr attended the Academic Requirements Committee (ARC) meetings on March 16<sup>th</sup>, April 13<sup>th</sup>, and May 11<sup>th</sup> and they gave reports on ERC activities.

- ERC Council Liaison

He has contacted Viktoria Aleksandrova, Human Resources Committee Coordinator and provided the names of possible Council members for consideration of the Human Resources Committee who could be appointed as the new ERC Council Liaison. He said that a Council decision is expected soon.

- Licensing Committee

ERC members who are also members of the of the Licensing Committee (LIC) attended LIC meetings on March 15<sup>th</sup>, April 12<sup>th</sup> and May 10<sup>th</sup>. Santosh Gupta will report on the LIC activities under Agenda Item # 8.

He reported that the LIC approved the latest changes to the “Guide to the Required Experience for Licensing as a Professional Engineer in Ontario” document as proposed by the ERC. He and Pauline Lebel are working on the Briefing Note which will be presented to Council for approval.

He was directed by the ERC Sub-Committee to write to the Chair and Vice-Chair of the LIC to request that the LIC address the ERC concerns pertaining to Reinstatement applications. This matter was included as an Agenda Item for discussion at the LIC meeting on May 10<sup>th</sup>. The LIC agreed on the following principles:

- (a) Requirements for all reinstatement applicants should be the same whether their licence is cancelled due to resignation or non-payment of fees.
- (b) A policy should be in place that will take into consideration the number of years that the reinstatement applicant was unlicensed.

He and Faris Georgis were asked to draft a Policy for reinstatement applications to be forwarded to the LIC for further discussion. Regulatory approval may be needed to implement this Policy. They will identify actions that could be implemented on an interim basis while the Policy for reinstatement applications is being approved.

- ERC Sub-Committee Activities

The ERC Sub-Committee met on May 23rd and discussed the following matters:

- (a) Appeal Process

Changiz Sadr, Andrew Cornel and Jim McConnach presented a draft proposal regarding the appeal process with respect to ERC Interview results to the ERC Sub-Committee members for their review. The ERC Sub-Committee members suggested comments which they will include in the document. They will provide a copy of the revised document for further discussion at the next ERC Sub-Committee meeting.

- (b) ERC 2018-2020 Strategic Plan

The ERC Sub-Committee members prepared a response to the letter from the President of PEO. They will be seeking endorsement from the ERC under Agenda Item # 9.

- (c) Interview Quality Review

Changiz Sadr presented a proposal to establish a process to randomly review ERC interview recordings to detect any inconsistency in the ERC interview process. There will be further discussion at the next ERC Sub-Committee meeting.

- (d) Additions to the One-Page Interview Conduct Guideline were approved by the ERC on March 2nd. Faris Georgis presented a copy of this document to the ERC Sub-Committee members and it was proposed to include frequently asked questions from applicants at the back of the document so that ERC members could be prepared to respond to applicants if they are asked these questions. The ERC Sub-Committee members agreed with this recommendation.

- (e) Interview instructions for Staff Referral Interviews

This is part of the implementation of the Consultant's recommendations. The ERC Sub-Committee approved the draft document and will be seeking ERC endorsement under Agenda Item # 7.

(f) New ERC Members

He was informed by staff that they recruited and trained four new ERC members and they provided the names of the ERC members to the Human Resources Department to seek Council approval so that they could be incorporated into the ERC Roster. Since his request to Pauline Lebel in April, he was copied on the email to the Human Resources Department and he has seen the names of the four new ERC members.

The ERC Committee members discussed the procedure to recruit new ERC members in depth.

It was **moved** by Changiz Sadr and **seconded** by Jim McConnach that:

That the ERC Sub-Committee should be assigned the task to define the process for recruiting new ERC members.

**CARRIED**

6. Staff's Report

- Pauline Lebel reported that on June 5th and June 6th, she attended the National Admissions Officials Group (NAOG) meeting in Regina, Saskatchewan. She said that the meeting provided the opportunity for representatives from each of the Canadian Regulatory Bodies to discuss different issues with respect to admissions and licensing. She said that each representative was given the opportunity to discuss the success, challenges and lessons learned from various processes and projects that they were involved in.
- There was an update on the Pan Canadian Online Competency project which is being developed by Engineers Canada. It is based on the Engineers and GeoScientists British Columbia's Competency-Based System which was adopted by the Association of Professional Engineers and GeoScientists in Saskatchewan and Association of Professional Engineers in Prince Edward Island. It is an online system in which applicants can submit examples of competencies which will then be assessed by the individual regulatory bodies.
- There was also an update on the Canadian Environment Competency Project which is in the process of being piloted in British Columbia pending approval from their Board in July. They will provide an update on this project in their NAOG Meeting in September. The Canadian Environment Competency project started previously with the cooperation of the Ontario Fairness Commissioner and other regulatory bodies to look at the competencies that should be demonstrated within the twelve months of Canadian experience. She said that the project was piloted last year, and it was decided to proceed with another project this year to incorporate eight more competencies for a total of thirty-four competencies that applicants are required to demonstrate prior to licensure.
- There was also discussion regarding the request for consultation from the CEQB with respect to the AU Taskforce Recommendations, the EIT Web Content, Limited Licence Guidelines, Academic Assessment of non-CEAB applicants, Professionalism Assessment and some of the revised Syllabi. NAOG will send a report to the CEQB to provide comments from these discussions.

- Based on recommendation from the ERC, Pauline will contact the Association of Professional Engineers and GeoScientists in British Columbia to arrange a Webinar on the Online Licensing Model to be presented at the ERC Business Meeting on August 17th.

7. Consultant's Recommendations Implementation Material:

(a) Interview Instructions for Staff Referrals:

David Kiguel commented on the "Instructions to Applicants invited for an Experience Requirement Committee interview" document which was distributed to the ERC members. He said that this document is the fourth in the series of instructions and it is intended for Staff Referral applicants who are invited to attend an ERC interview. The ERC members reviewed the document and provided suggestions to enhance the document. David Kiguel, Cam Mirza and Mohinder Grover will revise the document taking into consideration the feedback that the ERC members provided.

8. Licensing Committee Update

Santosh Gupta reported that the LIC met on May 10th and discussed the following items of interest to ERC:

(a) Appeals of Academic Determinations

Barna Szabados, Chair of the LIC reported on the Appeals of Academic Determinations document which was approved by the Academic Requirements Committee (ARC). This document was presented to Council for approval. The ERC is expected to prepare a similar document on the Appeals of Experience Determinations.

- (b) He reported on the changes to the wording of the Experience Guide which relates to the role of the Monitor with respect to the supervision of the EIT work that the ERC endorsed at the ERC Business Meeting on April 27th. The changes were accepted by the LIC.

- (c) The LIC is discussing the impact of the Licensing Process to PEO's Strategic Plan. They held a special brainstorming meeting in April to identify how different stages of the process might influence the elements of the Strategic Plan. He will provide details when the LIC finalize the discussion.

9. ERC Strategic Plan

David Kiguel reported that he received a letter in January from David Brown, PEO's current President and Bob Dony, Past President of PEO requesting that the ERC develop strategies to the two objectives in PEO's Strategic Plan that pertains to the ERC. He said that policies regarding the objectives were generated and they were presented to the ERC for approval. David said that Jordan Max, Manager, Policy also gave a presentation to the ERC to explain the approach to respond to these objectives and the document was amended accordingly to include his suggestion. The revised document was approved at the ERC Sub-Committee meeting in May and he is seeking the endorsement from the ERC. David said that the deadline to respond to David Brown and Bob Dony is June 30th.

It was **moved** by Jim McConnach and **seconded** by Andrew Poray that:

The ERC Strategic Plan document as reviewed and amended at the Meeting be submitted in its entirety to Jordan Max, PEO Manager of Policy.

**CARRIED**

10. ARC Activities Report

David Kiguel reported on behalf of Leila Notash, Chair, ARC on the following ARC activities:

- (a) At the ARC meeting in May, the Specific Examination Programs which was proposed by the ARC McMaster Bachelor of Technology Sub-Committee for each of the following three McMaster University Bachelor Technology Programs: Civil Engineering Infrastructure Technology; Power and Energy Engineering Technology; and Automotive Vehicle Engineering Technology were approved. The ARC has already specified examinations for the Manufacturing Engineering Technology Bachelor Program depending on the graduation dates. The proposed Programs are like the Confirmatory Exam Program which consists of: three examinations from A level examinations, two examinations from B level examinations and an Engineering Report. This will ensure consistency in the recommendations of the ARC and fairness to the applicants. Like the Confirmatory/Directed Confirmatory examination programs, the proposed programs also allow for good performance. These programs will be presented to Council for approval in September.
- (b) The ARC reviewed the draft CEQB revised syllabi for Software Engineering, Biomedical Engineering, Geomatics Engineering, Mining and Mineral Process Engineering.

11. Other Business

Duncan Blachford recommended that in the Staff Report, Pauline Lebel could report on any changes to the ERC Roster.

12. Adjournment

The meeting was adjourned at 4:00 PM