



# Minutes

## EXPERIENCE REQUIREMENTS COMMITTEE

Meeting of October 20, 2017

### PRESENT:

#### Members:

Santosh Gupta, Chair  
David Kiguel, Vice Chair  
Antonio Paz  
Bill Jackson  
Bosko Madic  
Branislav Gojkovic  
Cam Mirza  
Changiz Sadr  
Christian Bellini  
David Kahn  
Devinder Bahra

Duncan Blachford  
George Apostol  
George Chelvanayagam  
Mario Orbegozo  
Matthew Xie  
Peter Jarrett  
Ravi Gupta  
Rishi Kumar  
Savio DeSouza  
Tibor Palinko  
Vasanthi Wijeyakulasuriya

#### Staff:

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

### REGRETS:

David Wang	Jim McConnach	Saverio Pota	Frank Sigouin-Allan
Hazem Gidamy	LeRoy Lees	Jeremy Carkner	Eugene Puritch
Berta Krichker	Tom Murad	Duncan Sidey	Sat Sharma
Jega Jeganathan	Bruce Atrie	Mohinder Grover	Andrew Poray
	Barry Hitchcock	Mike Dang	John Smith
	Andrew Cornel	Galal Abdelmessih	Venkat Raman

1. Call to Order and Chair's Remarks

The Chair, Santosh Gupta called the meeting to order at approximately 1:32 PM.

2. Approval of the Agenda

The following items were requested and added to the agenda under item 15, Other Business.

Relevancy of questions in interviews - Anthony Paz  
Fraudulent applicants - Duncan Blachford

**MOTION:**

It was **moved** by George Apostol and **seconded** by Cam Mirza that the agenda be approved, as amended.

**CARRIED**

14. ERC Chat Topics

Bill Jackson reported that the Chat Forum has been inactive since the last meeting. The chat forum was an item of discussion at the last Subcommittee meeting. The Subcommittee believed that the chat forum should be continued as there would be upcoming topics/items for general discussions. However, a decision will be made by the end of December 2017 whether it is feasible to continue with the ERC Discussion Forum based on the access by the ERC members.

3. Approval of Minutes of the August 18, 2017 Business Meeting

It was **moved** by Rishi Kumar and **seconded** by Branislav Gojkovic to accept the minutes of the August 18, 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. In Progress
2. Subcommittee to monitor the implementation of the I3PWG plan. In Progress
3. ERC to review the use of the Chat forum. The ERC Subcommittee decided to continue the participation of the chat forum. Depending on usage, a decision will be made by the end of December 2017.
4. Investigate ways to encourage applicants to prepare better for the interviews. TBD.
5. ERC to recommend process to handle complaints against members. This item will be discussed under item 6, on the agenda.
6. Bias and conflict of interest policy requested by OFC. This item will be discussed under item 10 on the agenda.

Items on ERC Sub-Committee Tracking Record

1. Progress of the I3PWG action plan. This item will be discussed under agenda item 12
2. (a) Draft document with details of the limited licence and reinstate process for the Chair of the Manual Task Force. Items to be presented today to the committee.  
(b) Document describing the role of the Chair on Limited Licence interview panels. Completed
3. Sub-Committee to monitor the use of the 3-person panel for limited licence and reinstatement interviews. In progress

4. Bias and Conflict of Interest Guidelines in ERC Manual. Agenda item number 10.

5. Chair's Report

Santosh Gupta reported that the ERC Subcommittee met on October 2, 2017 and discussed the following matters:

- Follow up to complaint about ERC members will be discussed under agenda item 6.
- Limited Licence and reinstatement will be discussed under agenda item 11.
- 2018 ERC Business and HR plan will be discussed under item 8.
- Bias and conflict of interest policy draft was reviewed. Endorsement from the ERC was recommended. This item will be discussed under item 10.
- Implementation plan for consultant's recommendation was reviewed. This item will be discussed under item 12.
- Ravi Gupta proposed training based on Interview feedback. This item will be discussed on the chat forum.

He and David Kiguel attended the Licensing Committee meeting on September 21, 2017. There was a presentation on the current EIT requirements and structured internship concept. At the next meeting, the LIC will discuss appeals of academic determination since there is no process for it.

David Kiguel reported on the first meeting of the Manual Working Group on October 16, 2017. The meeting consisted of organizing how the working group would go forward with its initiatives. They identified key tasks and assigned members of the group to lead on those tasks and set completion dates.

The Chair of the ARC informed the ERC that the ARC has decided that the pilot project assigning special confirmatory examination program and the special directed confirmatory program be discontinued, effective August 25, 2017.

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

Santosh Gupta reported that he met with Gerard McDonald, Michael Price and Linda Latham on September 19, 2017. Santosh explained the concerns of the ERC related to the current ongoing investigation by the Compliance department against a mechanical ERC interview panel member. Gerard McDonald took the matter seriously and has committed to the following: The ongoing investigation will be dealt with expeditiously. This will include collecting all evidence, and viewing the interview recording. The parties involved will be informed in a timely manner of the next steps and will also receive legal support, if necessary.

The committee had many concerns about going forward with this issue. David Kiguel suggested to wait for the policy that will be written by Michael Price and Linda Latham. The policy will be drafted and possibly be ready for submission for Council approval at the February 2018 Council meeting. This item will be added to the action list.

If committee members are not satisfied with the policy it was suggested that they can request an amendment. Bill Jackson further suggested that the ERC should follow the Act and bring this issue to the PEO Complaints Review Commissioner, Evelyn Spence.

7. Deputy Registrar Report

The Deputy Registrar, Michael Price reported on the following items;

- The Ontario Fairness Commission has a new Executive Director, Doris Dumais and a new Fairness Commissioner, Grant Jameson. PEO hosted the Ontario Regulators for Access Consortium meeting which they both attended.
- The Online Licensing project is under way. An RFP will be issued in the new year. The expectation is the online system will expedite the licensure process and keep applicants up to date in the application process reducing the need to email or phone staff.
- There has been a backlog in the number of files for experience assessment. Gersan D'Souza, P.Eng electrical discipline is a new contract staff member who has been hired to work in this area.
- There is an applicant who has filed with the Ontario Human Rights Tribunal (HRT) related to academic assessments. The hearing is scheduled for October 24, 2017.
- Council approved motions related to the terms of reference template for all committees. Specifically, they put in place term limits for committee members. Committee members may not serve on a committee for more than 10 years without leaving the committee for six years. The following committees are exempted from the 10-year membership limit: ARC, ERC, REC, COC, and DIC.
- Council also approved that the Chair and Vice Chair of all committees will be elected annually for a 1 year term. The Chair and Vice Chair may be re-elected to their positions to serve a maximum of 3 consecutive years. To ensure continuity it is desirable that the Vice Chair moves to the Chair's position once the Chair's term of service is expired. Once the Chair and or Vice Chair have served for the maximum term for their respective positions they are not eligible for reappointment to those positions. The Chair once having served as Chair may only serve as a general committee member thereafter.

8. 2018 ERC Business Plan and 2018 ERC Human Resources Plan

Pauline Lebel presented to the committee the 2018 HR and Business plans. Members reviewed the documents and approved the plans.

It was moved by Peter Jarrett and seconded by George Apostol to approve the 2018 ERC Business and the ERC Human Resources Plan.

**CARRIED**

Daniel Mandefro will send an email to all ERC members for nominations to the Chair position. Members have until November 6 to submit nominations. Once the chair election is completed, a similar process will be initiated to elect the vice-chair. Both positions will be elected for one-year terms.

9. Council Liaison Report

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

- There was a submission at the AGM directing Council to engage an external government expert on a consultant basis. It was decided to table the matter to the November meeting to allow more background information to be put together.
- Extend the Financial Credit Program to refugee international graduates was passed to the Licensing Committee for consideration.
- Council formally endorsed Engineers Canada 30 by 30 initiative.
- Council discussed the election publicity procedures.
- Passed a policy directing everyone registered with PEO to have a unique email address as some members share addresses.
- Composition Task Force asked for a budget increase. It was passed.
- The RCC proposed that an office be opened in the east. Council requested the RCC provide a cost benefit analysis.
- RCC requested the LEC be directed to make changes to Bylaw number 1 where there were inconsistencies to what was in the chapter bylaws and what is written in the regulations.
- PEO and OSPE produced a joint position paper on mathematics education quality in Ontario. The position paper was passed.

10. ERC Policy on Bias, Prejudice and Discrimination

The OFC directed the ERC to develop a policy on bias, prejudice and discrimination. They wanted specific actions on what should be done when a situation of bias and/or discrimination is identified to occur with members of the ERC.

David Kiguel presented to the committee the policy document on Bias, Prejudice and Discrimination, that the ERC Sub-Committee developed and recommends to adopt. Once approved, the policy will become a part of the ERC procedures manual. The sub-committee requested approval of the policy as drafted and to distribute it to all ERC members so they are aware of the policy and put it in to practice. Pauline Lebel, will include the policy for training and it will be included in the next version of the manual. Target completion December 2017.

It was moved by George Apostol and seconded by Changiz Sadr.

**CARRIED**

11. Limited Licence and Reinstatement Procedure

Faris Georgis presented to the committee the final limited licence and reinstatement procedure policy that will be added to the ERC Procedures Manual.

It was moved by Duncan Blatchford and seconded by George Apostol that the ERC approve the Limited Licence and Reinstatement procedures as distributed to the committee.

**CARRIED**

12. Consultant Recommendations Material:

The following documents were prepared and endorsed by the sub-committee as part of the implementation of the consultant's recommendation 10b:

- A) Guideline to applicants who have been assigned a confirmatory examination program and invited to an experience interview
- B) Experience requirements committee interview form
- C) Post Interview questionnaire

David Kiguel presented to the committee the above documents for review.

It was moved by Cam Mirza and seconded by Matthew Xie, that this committee, on a trial basis (6 months) for confirmatory interviews, will institute the two forms A and B, as soon as possible.

**CARRIED**

The committee further discussed the questionnaire and it was suggested that it needed further modification. Committee members who would like to modify the wording of the questionnaire can send their suggestions to David Kiguel. The subcommittee will review the suggested changes at their next ERC subcommittee meeting.

13. ARC Activities Report

Deferred to next meeting.

14. Other Business

Relevancy of question in the interview process - Anthony Paz and Fraudulent applicants – Duncan Blachford. These items will be added to the agenda for the next meeting.

15. Adjournment

The meeting was adjourned at 5:15pm