



Minutes

LICENSING COMMITTEE MEETING

August 15, 2019

PEO Offices

Members:

Barna Szabados, P. Eng. (Chair)
Christian Bellini, P. Eng. (left at 5:00 p.m.)
George Comrie, P. Eng.
Mohinder Grover, P. Eng. (from 4:50 p.m.)
David Kiguel, P. Eng.
Greg Wowchuk, P. Eng.
Roydon Fraser, P. Eng. (phone – left at 4:30 p.m.)
Santosh Gupta, P. Eng. (Vice-Chair)
Lola Hidalgo, P. Eng. (phone – left at 5:00 p.m.)

Staff:

Bernie Ennis, P. Eng.
Tracey Scott
Pauline Lebel, P. Eng.

Guests/Observers:

Guy Boone, P. Eng.
Leila Notash, P. Eng. (from 4:00 p.m.)
Changiz Sadr, P. Eng.

1. CALL TO ORDER AND CHAIR'S REMARKS

Barna Szabados called the meeting to order at 3:01 P.M. but had no further remarks for the committee.

2. APPROVAL OF THE AGENDA

A motion was made to approve the agenda as written.

Moved by: Santosh Gupta Seconded by: David Kiguel CARRIED

3. APPROVAL OF THE MAY 16, 2019 MINUTES

A motion was made to approve the Minutes of the May 16, 2019 meeting as written.

Moved by: Greg Wowchuk Seconded by: George Comrie CARRIED

4. BUSINESS ARISING FROM THE MINUTES

There was nothing to report.

5. OFC UPDATE

B. Ennis reported that the PEO staff met with the OFC on July 25, 2019.

The meeting addressed the 4 noncompliance issues below:

- The Bias Policy - This was approved, and the OFC require evidence that it will be rolled out and put into practice.
- The enquiry tracking – The IT department have selected an automated system to be implemented over the next year. This will trace all the enquires that come into PEO and will assess how PEO is working through them.
- The Appeal Review – OFC requested documentation to see how the review would be audited in the future. The audit process could fall into a one, two or three-year timeframe. The OFC require access to our policies in order to assess how to begin this process.
- Canadian Experience –The idea that a lack of license could be seen as barrier to employment is false, a person can get employment provided they are being supervised, and it is at the discretion of the employer, not an obstacle created from PEO.
- PPE exam and psychometric evaluation – It was declared valid; however, we are looking at the multiple-choice option that is offered nationally.

6. GOOD CHARACTER - UPDATE

There was nothing to report. The Chair, Barna Szabados directed that this item be removed from future agenda.

7. REPORTS FROM OTHER COMMITTEES

Staff

Staff had nothing to report.

Experience Requirements Committee (ERC)

David Kiguel reported that the last ERC meeting was held in July 2019.

The ERC Subcommittee met on July 31st, and the items discussed will be brought to the ERC on August 23rd.

We intend to put an addition to the Conflict of Interest policy. It was brought to our attention that some members provide private sessions to applicants and it could be seen as a conflict of interest. ERC members are allowed to give presentations but on the behalf of the PEO or at sponsored events.

We are continuing with the quality review and will bring any issues forward, as well as training.

ACTION: Tracey Scott to circulate Barna Szabados's documents to the LIC members.

30 x 30 Task Force

There is nothing to report.

Academic Requirements Committee (ARC)

Leila Notash reported on two things:

- The experience start time for the McMaster and BTech programs. The recommendation of the subcommittee, which was approved by the ARC, was to have the start date begin from graduation. The motion was carried is to be updated and put into the Red Book.
- The articling engineering certificate briefing note will be submitted to council for the September meeting.

ACTION: Leila Notash to email the BN to Tracey Scott, and Tracey is to forward on to the LIC members.

8. REFEREES DISCUSSION

Barna Szabados circulated documents regarding the Referees and Guidelines. The current process for references needs to be improved. There is a lack of understanding and communication between the parties involved. It was implied the referees and the applicants were unsure of what was required of them and referees seemed to think it is just a measure of good character.

Although PEO thoroughly assess the applications and holds a certain amount of trust in the referee and the applicant, both parties should be aware of what is required in order to provide an honest review.

There might be a lack of education or communication; the Instructions are being misunderstood and there is no guarantee the applicants will read the numerous documents and letters provided.

ACTION: Copies of the instructions/letters will be sent to the committee members to allow insight on what given to applicants.

A new process needs to be created where the applicants has a clear idea on who they intended to ask to validate their work and experience.

The committee brainstormed on how to improve this.

- We could request the contact information for the referees to contact directly. This could potentially increase the work load, however PEO would have the opportunity to be direct with the referees and would cut out any communication barriers. Pauline Lebel added that PEO does currently call if a reference is unclear.
- The word cap on the form could be increased or indicate to the referees that additional documents can be added to the reference, if it isn't clear.
- There have been prior talks within PEO about having a webinar on the process, (although there hasn't been much time to orchestrate it).
- Introduce a policy which would have the referees reviewing the applicant's application and experience report to ensure it is a true representation of their work.
- Workshops and educational sessions to inform on the correct process.

- Bernie Ennis advised that most professions start the referee process at the beginning of the experience. The applicant would need to seek out a referee who would be willing to monitor their work and report on it when the time comes.
- PEO would need to be informed on who they have selected, with the information and any changes being kept on file. This would not be at the application stage but when they begin working under a supervisor and It could be made mandatory for the one years' experience requirement.
- Guy Boone suggested getting the chapters involved, creating a "Go to" group of referees. It could provide an opportunity to better understand the process needs to be more efficient.

There was a positive reaction to Bernie Ennis's suggestion, moving the referee portion closer to the front of the process where it's not an afterthought.

However there needs to be clear communication and understanding that this would commence prior to the applicant's experience starting, and there would be a requirement for how long a supervisor has been in the role.

After much discussion, the committee decided that as there is no time pressure on this item, and it should be put on hold until Council have a clear direction on the strategic plan.

9. REVIEW OF ACTION ITEMS LOG

1	B. Szabados to contact L. Hidalgo regarding staying on the Licensing Committee.	Completed
2	B. Ennis to prepare revised Terms of Reference and submit a Briefing Note to Council for the June 2019 meeting.	Completed
3	B. Ennis to send Josie D'Aluisio's e-mail address to the Licensing Committee members.	Completed
4	Staff to Circulate Engineers Canada Assessment Guide to the Licensing Committee members	In process- Bernie Ennis to complete
5	B. Ennis to gather documentation about BC Competency model and forward to B. Szabados as soon as possible. Send documentation to M. Grover and C. Sadr to review and see if it is complete	In Process- Bernie Ennis to send
6	Staff to put the action list on the website	In Process- Tracey Scott to complete
7	Tracey to check Claire's file for the Action Log- March 15	In Process- Tracey Scott to complete
8	Tracey to forward Barna's documents to the LIC	In Process – Tracey Scott to complete

9	Bernie to check the minutes of the Council meeting for Council concerns about Terms of Reference, work plan and human resources plan.	In Process- Bernie Ennis to complete
10	Tracey to organise the meeting for September 12 th .	In Process

10. OTHER BUSINESS

10.1 Terms of reference, Work Plan and HR Plan

These items were rejected by the Council. The motion advised the work plan, TOR and HR plan should be referred to the LIC and brought back to the November Council meeting. There was no indication on what the issues were. Bernie Ennis is going to check the Council minutes to see what the issue was.

Follow-up: Council rejected the package of documents because the HR Plan did not contain a volunteer development plan (or more specifically the committee indicated on the form that this did not apply). Council expects each committee to indicate areas of development for committee members.

September meeting to be arranged as the June meeting was postponed.
No objections to September the 12th.

ACTION: Tracey Scott to book the room and organize the meeting.

11. ADJOURNMENT

The meeting was adjourned at 6:00PM