

ERC Terms of Reference (clean)

**Experience Requirements Committee - ERC**  
**Terms of Reference**

**Issue Date:** September 30, 2015  
**Approved by:** Experience Requirements  
Committee

**Review Date:** August 28, 2020  
**Review by:** Manager, Licensure

<p><b>Legislated and other Mandate approved by Council</b></p>	<p>To assess the experience of applicants as required:</p> <ul style="list-style-type: none"> <li>(e) to determine if experience under the Regulations has been met;</li> <li>(f) to recommend to the ARC how experience should be taken into account in assigning of examinations;</li> <li>(g) to interview applicants where there is a question of the ability to communicate effectively in English; and</li> <li>(h) in the case of reinstatement – to assess applicant’s knowledge and understanding of the current laws and standards governing the practice of professional engineering</li> </ul> <p>To advise the Registrar with respect to the foregoing. (Mandate approved in principle by Council)</p>
<p><b>Key Duties and Responsibilities</b></p>	<ul style="list-style-type: none"> <li>• Review and evaluate the experiential qualifications of applicants</li> <li>• Review, evaluate, recommend and make policies and procedures pertaining to ERC’s mandate</li> <li>• Interact with the Academic Requirements Committee (ARC) on issues of commonality and interest.</li> </ul>
<p><b>Success Measurements of Key Duties and Responsibilities</b></p>	<ul style="list-style-type: none"> <li>• Timely and appropriate advice to the Registrar.</li> <li>• Monthly approval of ERC Interview recommendations.</li> <li>• Ensuring that the public interest is served and protected.</li> </ul>
<p><b>Constituency and Qualifications of Committee Members</b></p>	<p>Minimum seven members of the Association, including chair and immediate past chair. Two-thirds continuity is desired as a minimum with as many of the PEO recognized engineering disciplines as possible to be represented. Council representation may also be included. Members are appointed annually by Council on the consideration that the proportion of the engineering disciplines represented is to be approximately same as that for the applications to be considered. Members should have at least ten years of experience as an engineer.</p>

<b>Term Limits for Committee Chair and Vice Chair</b>	<p>The Chair and Vice Chair are elected annually for a one-year term, from January to December. The Chair and Vice Chair may be re-elected to their positions to serve a maximum of three (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.</p>
<b>Term Limits for Committee Members</b>	<p>Given the statutory mandate of the ERC as well as the reliance on the expertise and experience of their members in order to carry out their legislated mandates, there is no term limit imposed on the general membership of this committee. However, in order to maintain their membership, members are expected to actively participate in the committee activities, conducting interviews and attending committee meetings. Staff will review members' participation on an annual basis and advise the Chair and the Vice-Chair about recommended actions on this matter, up to including removal of the committee membership.</p>
<b>Succession Planning</b>	<ul style="list-style-type: none"> <li>• Renewal of the committee's membership and on-boarding of new committee members' requirements will be assessed and identified in the annual Human Resources Plan to: <ul style="list-style-type: none"> <li>(d) replace Committee members who move on to other Committee or Council responsibilities</li> <li>(e) replace Committee members who are no longer willing or able to serve on the committee</li> <li>(f) ensure that there is an adequate pool of panel members conducting interviews that matches, as best as possible, the work experience of applicants. These include traditional as well as emerging disciplines</li> </ul> </li> <li>• Identify members with leadership qualities and interest in ERC activities and invite them to join the ERC Sub-Committee. Under normal circumstances, the ERC Sub-Committee should be the source for future ERC officers (Chair and Vice-Chair).</li> </ul> <p>The ERC will strive to bring to the Committee and to the ERC Sub-Committee, new members representing a diversity of disciplines, gender and visible minorities.</p>
<b>Recruitment of New Committee Members</b>	<p>The committee assists Human Resources in the recruitment of new committee members to ensure wide discipline representation based on applications received, especially in the non-traditional disciplines.</p>
<b>Quorum</b>	<p>According to the Regulations Section 41 (1) three members constitute a quorum</p>
<b>Reporting Requirements</b>	<p>The Chair shall submit an annual report, not later than January 15<sup>th</sup> of each year to the Council. The ERC members shall provide notes on each experiential assessment in the file for individual applicants.</p>
<b>Meeting Frequency &amp; Time Commitment</b>	<p>There are 6 regular meetings for the Committee as a whole where a small fraction of the membership (those that have the time available) shows up. These meetings are really not the core function of the committee which is to conduct individual interviews with applicants. At these business meetings, policies and procedures are reviewed as well as any additional issues</p>

	related to the work of the ERC.
<b>Committee Advisor</b>	Deputy Registrar, Licensing & Registration
<b>Staff Support</b>	Manager, Licensure