



# Minutes

## EXPERIENCE REQUIREMENTS COMMITTEE

Meeting of August 18, 2017

### PRESENT:

#### Members:

Santosh Gupta, Chair  
David Kiguel, Vice Chair  
David Kahn  
Changiz Sadr  
Ravi Gupta  
Jim McConnach  
George Apostol  
Branislav Gojkovic  
Antonio Paz  
Saleh Tadros  
Julio Vilar  
Bosko Madic  
Vasanthia Wijeyakulasuriya

Duncan Blachford  
Venkat Ramam  
Cam Mirza  
Mohinder Grover  
Andrew Cornel  
Rishi Kumar  
Jian Guo Wang  
John Smith  
Christian Bellini  
Zoran Mrdja  
George Chelvanayagam  
Bahram Mirpovrian

#### Staff:

Michael Price, Deputy Registrar  
Pauline Lebel  
Faris Georgis  
Una Mehta  
Muna Labib  
Marsha Serrette  
Mark Hekimgil  
Daniel Mandefro  
Ann Pierre  
Bhaumic Pabari  
Moody Farag

### REGRETS:

Devinder Bahra  
Hazem Gidamy  
Berta Krichker  
Tibor Palinko

LeRoy Lees  
Tom Murad  
Savio DeSouza  
Bruce Atrie  
Barry Hitchcock

Saverio Pota  
Jeremy Carkner  
Duncan Sidey  
Peter Jarrett  
Frank Sigouin-Allan  
Eugene Puritch  
Sat Sharma  
Andrew Poray

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

The Chair, Santosh Gupta called the meeting to order at approximately 1:37 PM.

#### 2. Approval of the Agenda

Pauline Lebel requested that an additional item be added under item 11 other business, Paper review of a staff referral.

### MOTION:

It was **moved** by Mohinder Grover and **seconded** by Changiz Sadr that the agenda be approved, as amended.

**CARRIED**

5. Chair's Report

Santosh Gupta reported on the following items:

- He, David Kiguel, Ravi Gupta and Christian Bellini attended the Licensing Committee meeting held on July 27, 2017. The financial credit program was discussed. There was no conclusive decision to be reported. The topic will continue to be under discussions. Also, discussed at the LIC was the appeals to the Registration Committee.
- There was an ERC Subcommittee meeting on August 14, 2017.
  - The Subcommittee discussed the complaint against an ERC member. It will be further discussed under agenda item number 7.
  - The Subcommittee also discussed Limited Licence matters.
  - The Professional Standards Committee issued a draft of the new guidelines titled "Assuming Responsibility for Engineering Work" which was distributed to the PEO members, requesting comments.

7. Complaints from applicants against ERC Members

Any member of the public can complain against any licenced professional engineer including volunteers at PEO. Once the complaint is made to the Regulatory Compliance Department they are obligated to pursue a course of action.

To address the issue of applicants filing formal complaints against interview panelists, the ERC Sub-Committee discussed the matter at the July 27, 2017 meeting and recommends that the ERC adopts the following approaches:

1. Consult with the Complaints and Investigations Department to consider what options may be available to avoid situations where complaints relating to ERC interviews end up in PEO's formal regulatory complaints process rather than being communicated directly to the Licensing Department.
2. Explore what modifications might be made to the interview process, including but not limited to written materials and communications with applicants, to encourage applicants who may have complaints related to their interviews to direct these to the Licensing Department

It was moved by Changiz Sadr and seconded by Mohinder Grover that the subcommittee recommendations are endorsed by the ERC subcommittee.

**CARRIED**

The Chair, Santosh Gupta will send a formal email to Linda Latham to propose the development of a process.

## 8. Council Liaison Report

Christian Bellini reported on the following:

- The last PEO Council meeting was held on June 23, 2017.
- An item on the agenda was a proposal to put together a protocol for situations where PEO might appeal decisions of the Discipline Committee. This came up because there was a recent Discipline Committee decision that PEO had decided to appeal, and Council realized there was no protocol in place for it. It turns out there was a taskforce that had recommended to put a protocol in place a few years ago, but it was not done. The Registrar Gerard McDonald put together a protocol and it was passed by Council.
- The Council Term Limits Task Force presented its final report on implementing term limits for Councillors. It was debated at length and Council adopted the following decision: elected Council membership is limited to three two year terms for any Councillor at large or regional positions, after which they would not be eligible to run again for 6 years. Exception if they run for President or President Elect positions. These changes were passed by Council.
- Government Liaison Program: there was a report done by an external consultant to analyze the way the program was running and make recommendations. The report was presented and accepted at the June Council.
- The finance committee has approval to start the 2018 budget process.
- The new election cycle will begin soon.

## 6. Deputy Registrar's Report

Deputy Registrar, Michael Price reported on the following items:

- Online Licensing Process, staff is currently working on this project aimed at improving the licensing process.
- The ARC Limited Licence subcommittee will meet in September. The issue under discussion is what the ARC's area of responsibility is for the assessment of applicants, i.e. Academic qualifications vs knowledge. The academic requirements are clear in the regulations.
- The Ontario Fairness Commission final report has been received. The final version has 5 recommendations and 3 carryovers as follows:

### (a) 5 Recommendations

1. Develop and articulate timelines for responding to applicant's inquiries and requests. This will be addressed through the online licensing system project.
2. Develop a policy or procedure to ensure that internal review of applicants' files cannot be completed by the same assessor who completed the initial review. This item will be addressed by the ARC as in some disciplines there is only 1 ARC member to assess academic qualifications.
3. Engage a psychometrician to conduct review of the PPE to confirm its validity.
4. Implement guidelines for decision makers that include clear directions of what to do if they find themselves in a situation of potential bias
5. Following the outcome of the Canadian Environment Experience Requirement Project, review acceptable alternatives for meeting the competencies associated with the four-year Canadian experience for limited licensure

(b) 3 Carryovers

1. Continue working with APEGBC Canadian Environment Experience Requirement Project to articulate the competencies associated with the current requirement for one year Canadian environment experience.
  2. Continue working with the Canadian Environment Experience Project to review acceptable alternatives for meeting the competencies associated with the four-year Canadian experience requirement for Limited Licensure. Develop an action plan to implement any identified alternatives.
  3. Review training programs for members of ARC and ERC with attention to equity and diversity, make the training mandatory for all ERC and ARC members. Introduce mandatory training on AODA (Ontario Accessibilities Act).
- Limited Licences: there has been some review of the impact of the move from a two-person interview panel to a three-person interview panel as well as the success rate of those applicants applying for the old LL vs those applying for the new LEL/LET. The success rate under the old LL was around 78% and under the three-person panel it has been around 66%. The three-person panel seems to be a more stringent measure on whether someone is qualified for a Limited Licence.

11. Other Business

Pauline Lebel reported on an applicant who has refused to come in for a staff referral interview. She wanted to know if the ERC would consider doing a paper review of this applicant. The applicant had two CEP interviews, both were negative but the applicant has met the academic requirements by finishing the U of T bridging program. The applicant has also gained some experience. The applicant has refused to come in for an interview to assess their experience. Therefore, would the ERC consider a paper review to confirm that the applicant is ready for licensure?

The committee discussed the issue and agreed that there should not be a paper review for this applicant. If the applicant would like to be licensed, he must come in for an interview.

3. Approval of Minutes of the June 28, 2017 Business Meeting

It was moved by Jim McConnach and seconded by Changiz Sadr to accept the minutes of the June 28, 2017 business meeting.

**CARRIED**

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

The committee went through each item of the Motions and Actions lists as follows.

1. Subcommittee to monitor the use of the 3-person panel for LEL/LET and reinstatement interviews. The status of this item is that it is still in progress.
2. I3PWG developed a plan to implement the consultant's recommendations. The implementation is in progress and is being monitored. It is a standing agenda item at the subcommittee meetings. December 2018 is the target date for completion of all the recommendations that the ERC approved to implement.
3. The ERC to review the use of the Chat forum. People are not making use of the forum. The subcommittee discussed this item and it was suggested that something new should be added to attract member's interest. Sharepoint accounts will be created for

each member of the ERC in the future. Deadline for this is by the next meeting in October.

4. Investigate ways to encourage applicants to prepare for interviews. The proposal suggested introducing a fee. The subcommittee has formed a working group to address this matter. They are still deliberating and will come up with some recommendations at the next subcommittee meeting. Status in progress.
5. The ERC to recommend process to handle complaints against members. This action is complete. Pauline Lebel to send a communique to the general membership of the ERC to update them of the actions being taken.
6. Bias and conflict policy requested by OFC. Action is in progress.

9. ARC Activities Report

Santosh Gupta read the report from the Chair of the ARC, Leila Notash.

- At the July 28 meeting, the ARC approved the three revised PEO documents (the Engineering Report Guidelines, Engineering Report Preparation and Engineering Report Appraisal Form) pertaining to the Engineering Report, which were updated by an ARC Subcommittee. For candidates seeking registration with PEO through the examination route, the presentation of a report involving an engineering problem is normally the final academic requirement.
- The pilot project on the Special Confirmatory Examination and Special Directed Confirmatory Examination Programs will expire in December 2017. The ARC will be reviewing the stats on the Special Confirmatory and Special Directed Confirmatory Exams this fall, i.e., how the applicants who had been assigned these exams have performed in the exams (ERC interviews and written exams) in order to make a decision.

10. ERC Chat Topics

Deferred to next meeting.

12. Adjournment

Meeting adjourned at 4:22 pm.

The next meeting is on Friday, October 20, 2017.