



Minutes

EXPERIENCE REQUIREMENTS COMMITTEE (ERC)

October 12, 2018

PRESENT:

Members:

David Kiguel, Chair
Changiz Sadr, Vice-Chair
Antonio Paz
Tibor Palinko
Rishi Kumar
Duncan Blachford
Ravi Gupta
Bosko Madic
David Kahn
Cathy Wang
Santosh Gupta
Nazmy Markos
Visantha Wijeyakulasuriya

Mohinder Grover
Berta Krichker
Jim McConnach
Devinder Bahra
Christian Bellini
David Kahn
Cameran Mirza
Lionel Ryan
Christian Bellini
Branislav Gojkovic
Zoran Mrdja
Rabiz Foda

Staff:

Michael Price
Moody Farag
Pauline Lebel
Faris Georgis
Daniel Mandefro
Mark Hekingil
Gersan D'Souza
Ann Pierre
Muna Labib
Claire Riley

REGRETS:

Reda Fayak
Barry Hitchcock
Andrew Poray
Duncan Sidey
Eugene J. Puritch
Saleh Tadros
Jianguo Wang
Jeremy Carkner
Spiridon Bot
Gordon Ip

Savio DeSouza
Saverio Pota
Mohammad Mudassar
Hazem Gidamy
Venkat Raman
George Chelvanayagam
Matthew Xie
George Apostol
John Smith
Peter Jarrett
Andrew Cornel

GUESTS:

1. Call to Order and Chair's Introductory Remarks

The Chair, David Kiguel, called the meeting to order at 1:30 P.M.

- The Chair welcomed everyone to the 5th ERC meeting of the year.
- He informed ERC members that Council appointed one of its members as the new ERC Council Liaison — Council Vice President (Elected) Marisa Sterling. In addition to her PEO position, Ms. Sterling is Assistant Dean, Inclusivity & Diversity, at York University, Lassonde School of Engineering. She was not in attendance but would join the meeting later via teleconference to introduce herself.

- The Chair welcomed back PEO Deputy Registrar Michael Price.
- He confirmed that the members received the PEO email communication listing the 2019 ERC interview dates. The list also includes the ERC meeting dates. He encouraged members to commit to attending as many meetings as they possibly can and affirmed that their contribution to the success of the ERC was greatly appreciated.
- He noted that the ERC Subcommittee has taken the initiative to assign an approximate time to discuss and/or present each item on the agenda.
- The Chair asked members and staff present to introduce themselves.

2. Approval of the Agenda

Feedback regarding ERC interviews was added under Item 14 – Other Business.

MOTION

It was **moved by** Santosh Gupta and **seconded by** Mohinder Grover to approve the agenda as amended by unanimous consent.

CARRIED

3. Approval of Minutes of the August 17, 2018 Business Meeting

- Item 9 – Academic Requirements Committee (ARC) Activities Report: There were minor editorial changes.
- Item 6.4 – Chair’s Report: There was a zero missing from the year 2020 relating to the Strategic Plan.

MOTION

It was **moved by** Santosh Gupta and **seconded by** Mohinder Grover to approve the minutes of the August 17, 2018 ERC Business Meeting as amended by unanimous consent.

CARRIED

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

Item 7 – Acting Deputy Registrar’s Report: At the November 2018 ERC Subcommittee meeting, members will discuss the recent changes reported regarding the Ordre des ingénieurs du Québec (OIQ).

5. Chair’s Report – Including ERC Sub-Committee Activities

1. **Academic Requirements Committee (ARC):** The ERC Chair and Vice Chair attended ARC meetings on August 24 and September 28, 2018 and reported on ERC activities.

2. **Licensing Committee (LIC):** ERC members of the LIC, Santosh Gupta, Ravi Gupta, Christian Bellini and he attended the LIC meeting of September 27, 2018. LIC matters will be discussed in Items 9 and 10 on the agenda.
3. **Institute for Canadian Citizenship (ICC):** On September 26, 2018, the ICC launched a report titled *Closed Shops* that was presented at the Art Gallery of Ontario during the 6 Degrees Conference. Copies of selected pages were distributed to members in the meeting materials.

The ICC is a national charity that delivers programs and special projects that promote inclusion, create opportunities to connect and encourage active citizenship. The ICC co-founders and co-chairs are the Right Honourable Adrienne Clarkson and John Ralston Saul.

The report was written by Lauren Heuser, a 6 Degrees Senior Fellow, and is titled *Closed Shops: Making Canada's engineering profession more inclusive of international engineers*. It touches on the perceived barriers that international engineering graduates face entering the profession. The report recommends streamlining the immigration engineering licensure and professional employment processes to produce a more inclusive engineering profession. Its recommendations are directed toward Engineers Canada, provincial and territorial engineering regulators, immigration officials, policy-makers, fairness commissioners, employers, universities, settlement support agencies, and international engineering graduates (EIGs).

On the discussion panel at the 6 Degrees Conference, PEO was represented by Interim Registrar Johnny Zuccon and Acting Deputy Registrar Moody Farag.
4. **Changes to experience requirements for licensing documents:** A briefing note with the LIC and ERC approved changes to remove the required physical presence of the monitor at the engineer-in-training (EIT)'s workplace for 30 hours monthly was submitted to Council for approval. However, the ERC received notification from staff that President David Brown removed the item from Council's September 2018 agenda and directed the ERC to seek further peer review by the Professional Standards Committee (PSC).

He wrote a letter to the PSC Chair requesting a review and endorsement. As of this report, he has not received a response from the PSC. The Chair did learn that the requested peer review may have to be directed by Council. Some PEO staff have indicated that there may be a conflict between the ERC's proposed monitor changes and clauses in the *Assuming Responsibility and Supervising Engineering Work Guideline* document, produced by the PSC, dated February 2018. The Chair responded to President Brown via email affirming that, in his view, there is no conflict but, rather, the ERC is addressing an anomaly in the experience guide document.
5. **2018 Chairs and Vice-Chairs Workshop:** The Annual Committee Chairs workshop will take place Friday, October 26, 2018. The workshop provides an opportunity to discuss issues relevant to committee membership and volunteering at PEO. The theme of the 2018 workshop is "Getting the Most Out of Our Volunteer Teams." Since the ERC Vice-Chair and ERC Subcommittee members are unable to attend, at the end of the meeting the Chair will ask other members to represent the ERC.
6. **Search for a new PEO Registrar:** As he reported at the ERC August 17, 2018 meeting, PEO engaged the services of Western Management Consultants (WMC) to lead and facilitate the search. WMC conducted interviews with stakeholders to draft a

profile for the position of Registrar. Committee Chairs were invited to participate in the process through one-on-one conversations with WMC.

7. **Practice Evaluation and Knowledge (PEAK) Program Hours:** The Chair received an email from ERC member Nazmy Markos suggesting that ERC members' interview hours be considered as valued activities to be accredited for PEAK hours. The Chair responded by asking N. Markos to put forward a motion that his communication be sent to PEO's administrator of the PEAK program, Bernard Ennis, for consideration of his proposal.
8. **PEO 2018-2020 Strategic Plan:** PEO staff worked on the proposals submitted in response to the January 17, 2018 letter from President Bob Dony [Past President as of the October 12, 2018 ERC meeting] sent to Committee Chairs asking each committee to develop for the consideration of Council a specific, measurable strategy or strategies to be undertaken during the plan period, to contribute to the strategic objectives. President Dony requested that the plans be submitted to Council for consideration by June 30, 2018.

Including the plans submitted by the ERC, a total of 61 proposals were received and staff scored each proposal against predetermined criteria and the results were submitted to Council and included the selected 2019 actions to achieve the specific plan. Once approved by Council the actions were to be communicated to the committees for incorporation into their respective works plans. The work plans are scheduled as items for the November 2018 Council agenda. The Chair believes that, upon his brief review, there are no specific actions to be assigned to the ERC in the 2019 implementation of the plan.

9. **ERC Subcommittee (ERCSC) Activities:** The Subcommittee has had an active and productive summer. Members held a meeting on September 17, 2018 and discussed the following:
 - A proposal was prepared by the ERC working group, comprised of members Changiz Sadr, Jim McConnach and Andrew Cornel. The proposal formalizes an appeal process for applicants who may want to challenge the results of their ERC interview.
 - The ERCSC approved it and is requesting endorsement by the ERC; item 7 on the agenda.
 - The ERCSC continues its work on developing and implementing a process to review randomly selected video of ERC interviews and forums to verify that panel members follow the rules of conduct and to define lessons that will assist in delivering better training so as to improve the quality of the interviews. The Subcommittee gave their feedback to the working group and will present it again at the next Subcommittee meeting.
 - As directed by the ERC, the Subcommittee discussed the process to select and recruit new ERC members. Given the characteristics of the ERC and the need for new members with expertise in specific engineering areas, the Subcommittee concluded that the current selection and recruitment process is appropriate. However, the following conditions were considered: the ERC will be copied on communications to PEO's People Development Department in which staff requests Council approval for new members; staff will report on the number of new

members at every ERC Business Meeting; a timely response should be sent to prospective new members. Once these considerations have been approved, he would like them to be incorporated into the ERC manual.

Pauline Lebel noted that there are four new members scheduled for training. There may also be potential members recruited through PEO talks with the Fire Protection Association.

- The ERCSC reviewed the list of engineering competencies applied by Engineers and Geoscientists British Columbia (EGBC) in their assessment of applicants. An EGBC competency-based assessment presentation was given at the August 2018 ERC Business meeting. The Subcommittee agrees that the competencies may be appropriate for EGBC's online assessment and grading, the system does not appear to lend itself to PEO's usage. The consensus is that the list of competencies and indicators developed locally is more conducive to PEO's assessment practices. The ERC list of competencies will be presented at the December 2018 ERC training session, followed by their inclusion in the ERC manual.
- The ERCSC reviewed the status of the implementation of the consultant's recommendations to improve the interviews. Its review is still ongoing, and the ERC will be updated as necessary.

10. **Upcoming ERC Activities:**

- The recent OIQ operational changes will be added to the next Subcommittee meeting.
- The ERC is required to develop its 2019 Human Resources and Work Plans. The plans will be added to the agenda of the next Subcommittee meeting and presented for approval at the December 2018 ERC Business meeting.
- ERC member Bill Jackson requested the review of the revision of the limited licence interview instructions document. The member will be invited to the next Subcommittee meeting to discuss his concerns.
- Member Nazmy Markos volunteered to attend the October 26, 2018 Chairs and Vice-Chairs Workshop.

Further discussion regarding PEAK hours accreditation:

- Vice-Chair Changiz Sadr commented further on the consideration of ERC interview hours potentially being accredited by the PEAK Program. He is certified by Certified Information Systems Security Professionals (CISSP) and to maintain his certification, he must acquire 80 hours of Continuing Professional Development (CPD) annually. In 2017, he submitted his ERC interview hours toward certification and they were accepted because of the technicality of the interviews.
- The dimensions of participating in the interview process is much more than knowing standard codes and laws. The discussions are technical whereby there is analyses of engineering principles relative to an array of businesses and enterprises. The intention of the PEAK program is that these hours are self-directed, and one can determine what is most appropriate to keep one's personal skills maintained and current for the work he or she is doing.

MOTION

It was **moved by** Nazmy Markos and **seconded by** Changiz Sadr that the ERC endorses the principle of ERC interviews being accredited as PEAK hours for ERC interviewees by unanimous consent and that the Chair sends a note to Bernard Ennis to communicate the proposal.

CARRIED

6. Staff's Report

Moody Farag, Manager, Admissions reported on the following items:

- He remarked that the ERC Chair already provided a very comprehensive summary of the ICC *Closed Shops* report. In reference to the ICC recommendations regarding the licensure process, PEO already have some in place. A summary of the ICC recommendations was distributed to members before the meeting along with a link to the full report.
- In March 2017, Council approved some changes to the Regulations that may affect the work of staff, in particular, to allow PEO to close application files after eight (8) years of not meeting all non-academic licensure requirements. Currently, once an applicant meets the academic requirements and passes the Provincial Practice Examination (PPE), applications may remain open for several years up to life.
- Council is now looking into this matter and have agreed to place a time limit of eight (8) years from the time an applicant meets the academic requirements. If applicants are accredited by the Canadian Engineering Accreditation Board (CEAB), they meet the academic requirements, so the 8-year limit will apply upon submitting a PEO application. For non-CEAB applicants, the 8-year timeline starts whenever they meet the academic requirements whether through writing exams, or having exams waived by the ARC.
- The Ontario Attorney General drafter is working on the wording of the Regulation for the 8-year time limit for file closure. Once completed, it will be reviewed by Council for approval.
- The Office of the Ontario Fairness Commissioner (OFC) held a meeting on September 13, 2018 with all provincial regulators. Bernard Ennis, Director, Policy and Professional Affairs, attended on behalf of PEO.
 - The OFC noted that Cycle 3 of Assessment of Professional Regulators was recently completed and that this would be the last time they would conduct the assessments in this manner. The OFC has determined that the assessments were ineffective and that many regulators are not meeting standards for the registration process.
 - The OFC will no longer make recommendations for improvement but, instead, they will be issuing compliance orders.
 - The previous OFC audit of the statutes to verify if they were consistent with good standards for registration processes was inadequate. As a result, they will replace

the assessment process with compliance audits. To this end, the OFC will be developing standards and certifying auditors to carry out audits at the regulators.

- The OFC identified five (5) points they will now focus on: (1) The use of third-party assessment organizations – which PEO does not use (2) Canadian experience requirements (3) French language services provided by regulators (4) conducting anti-bias surveys to verify whether there are any inadvertent biases incorporated into statutes and processes (5) diversity of councils and committees.

Member comments followed M. Farag's OFC report:

- There is a higher level of engagement than the OFC has had in the past. PEO should be open to either defending or improving upon current practices.
- With regard to compliance orders, what criteria will this be measured against in order for PEO to apply?
- The Chair suggested that PEO request consultations with the OFC to discuss whether the new standards set are feasible to enact.
- PEO can address the points of anti-bias and diversity through the monthly quality control reviews of the ERC interviews.
- M. Farag informed the Committee that Council approved an external regulatory performance review at its September 2018 meeting. The review is scheduled to start January 2019, concluding April or May 2019. The review will allow PEO to assess what improvements or changes to consider.
- Deputy Registrar Michael Price presented a definition of what the OFC defines as diversity. It not only includes the backgrounds of committee members, but they also consider whether or not the members are of the regulatory body or members of the public. When the current Commissioner refers to diversity, the OFC is referring to having individuals from the general public sitting on committees at PEO.
- M. Price added that in terms of what the OFC would evaluate PEO against is a follow-up to a letter the Commissioner already wrote to PEO where he said the Ontario Human Rights Commissioner has a policy that considers Canadian experience as discriminatory, unless proven otherwise.

7. Interview Appeals Process

Vice-Chair Changiz Sadr thanked members Jim McConnach, Andrew Cornel and Pauline Lebel, Manager, Licensure for their appreciated assistance in putting together the ERC Interview Results Appeal Process. The process was presented to the ERC Subcommittee on three occasions. The ERC does not have a formal appeal process in place to date, nor are there records of these appeals and, in some cases, the appeal may be just beyond a simple case of appeal and, therefore, there is a need to formalize a process. The cases of a routine appeal are currently being dealt with by staff. The newly formed ERC Appeal Review Board (ARB) will review the cases when an applicant wishes to dispute the interview result.

The purpose of the ARB is to review applicant appeal cases referred by staff and to make recommendations to staff on the resolution of the appeal.

A flowchart illustrating the proposed appeal process was provided to members along with explanatory notes. The Vice-Chair took members through the flowchart and expanded on the steps of the process. There was further discussion and input, and the Vice-Chair answered questions from members.

MOTION

It was **moved by** Duncan Blachford and **seconded by** Lionel Ryan that the ERC adopt the interview review process as outlined in the *ERC Interview Results Decision Review Process* document submitted at the meeting by Vice-Chair Changiz Sadr.

CARRIED

8. Council Liaison's Report

- ERC Council Liaison, Council Vice-President (Elected) Maris Sterling joined the meeting from Vancouver, BC via teleconference. She said that she felt privileged to join the ERC and that the Committee has her full support. She noted a motion that the ERC would like to see on the Council's agenda in November 2018 and stressed that she offers her assistance to have it placed on Council's agenda.
- The Chair indicated that the Resolution of Motions, produced with all the decisions of Council is regularly distributed to all ERC members for review in order to discuss the motions and to ask relevant questions. M. Sterling said she will be happy to share her observations with the ERC during the business meetings.

Christian Bellini was asked to present the Council Liaison's Report and noted the following:

- Council met on September 21, 2018. The first item that came up was approval of a profile for the Registrar for the hiring of the new Registrar. It was discussed in an in-camera Council session the night before.
- An external regulatory performance review was approved. A consultant will be visiting to conduct a regulatory assessment of PEO.
- The 30 by 30 Task Force presented a revised term of reference and work plan to council and they were passed.
- There was lengthy discussion on the Engineer in Residence Program, a program that connects engineers with schools to present advice to children about engineering. It has been running for a long time and was founded originally by PEO, prior to the founding of the Ontario Society of Professional Engineers (OSPE). The program has most recently been managed by Engineers without Borders on PEO's behalf. Engineers Without Borders decided that it is changing its focus and no longer wishes to participate in the program. This leaves PEO without someone to administer the program.
- Several individuals from Engineers Without Borders has formed a new organization called Engineers of Tomorrow and they came to Council proposing to take over delivery of the

program. PEO decided to divest the program to Engineers of Tomorrow who will continue to operate the program.

- The draft 2019 budget was presented to PEO. The Finance Committee reported that there will be a significant shortfall next year and they are looking at possibly budgeting for a deficit or looking at cuts. Council gave the Finance Committee direction so that they can come back and presented the final budget in November 2018.
- There was discussion as to raising fees. The idea of charging a fee for interviews was presented and was considered and will most likely come about. The exact proposal still has to be presented by the Finance Committee.
- M. Sterling added that if there are proposals around fees for interviews, that there be consideration on whether that be done in lieu of writing exams or it be done as a requirement of licensing. As well, with the discussion of budget, there was a proposal to suspend task forces from meeting for a year. As a result, some business committee may have to be put on hold.
- There is a new Commissioner (OFC) who is taking a much more stronger position on prescribing requirements as regulators as opposed to asking. She reiterated the five (5) recommendations put forth. [These are noted in the Staff's Report.]
- Council approved funds for an upgrade to the PEO Aptify database.
- Ramesh Subramanian was appointed to the CEAB as the member for Ontario and Council appointed a number of people to the Succession Planning Task Force.
- The Chair thanked M. Sterling for joining the meeting and the teleconference concluded.

9. Licensing Committee (LIC) Update

Santosh Gupta reported the following:

- The LIC met on September 27, 2018. The LIC 2019 Human Resources and Work Plans were reviewed and will be submitted to Council.
- The terms for the two ERC members on the LIC will expire December 2018.
- The LIC continues its work on a briefing note on academic appeals for Council's approval.
- The LIC received the ERC's draft of Professional Engineering Licence Reinstatements without any changes to the current Regulations and directed that the draft be approved by the ERC. The LIC will continue to work with the ERC to make the process fair for those who resigned and for those whose license was terminated for non-payment of dues.

10. ERC Representative in the LIC

According to the LIC Terms of Reference of the Committee, it has two representatives of the ERC who are appointed for a 3-year term and a 2-year term. For the 3-year term, the representative is Santosh Gupta who is currently the LIC Vice-Chair; Ravi Gupta is the 2-year term representative whose term expires this year.

Two other ERC members are also on the LIC: Christian Bellini and David Kiguel. The ERC need to appoint a new 2-year representative for the 2019-2020 term. ERC member Jim McConnach sent a communication to the Chair for the nomination of Mohinder Grover for the new LIC representative. M. Grover accepted the nomination. Ravi Gupta informed the Chair that he is interested in continuing in the position. Therefore, there are two nominations. The Chair opened the floor to other nominations. There were no other nominations put forth. Daniel Mandefro, Senior Licensing Representative, was instructed by the Vice-Chair to send an email to all ERC members for a vote to select the new LIC representative. The candidates' brief bios will also be provided.

11. Changes to Reinstatement Process

The Chair deferred the item until the next meeting.

12. 2019 ERC Chair and Vice-Chair Election Matters

The most recent committees and task forces policy is that the Chair is elected annually. The term limit for Chair and Vice-Chair is 3 years.

The Chair and Vice-Chair were asked to step away from the meeting, so members could hold closed discussions on the elections of these two positions. Past Chair Santosh Gupta presided over discussions. After the closed session, the Chair and Vice-Chair were invited to return.

The ERC decided to seek nominations and conduct an election for the positions of Chair and Vice-chair for 2019 in the usual manner.

13. ARC Activities Report

The followings are some highlights of recent ARC activities as submitted by the ARC Chair Leila Notash.

- The specified examination programs (proposed by the ARC McMaster B.Tech Subcommittee) for the three McMaster University B.Tech. programs (Civil Engineering Infrastructure Technology, Power and Energy Engineering Technology, and Automotive Vehicle Engineering Technology) were approved at the September 21, 2018 PEO Council meeting. These are confirmatory like programs: 3 examinations from A level examinations, 2 from B level examinations and an Engineering Report. This ensures consistency in the recommendations of ARC and fairness to the applicants. As well, similar to the Confirmatory/Directed Confirmatory examinations programs, the programs also allow for good performance. This brings the total number of specified examinations for the McMaster B.Tech. programs to four (including the Manufacturing Engineering Technology B.Tech program).
- The ARC Chair reported to ARC during its September 28 meeting that she attended the Experience Requirements Committee's (ERC) Business Meeting on August 17, 2018. It was very informative. In particular, there was a Competency-Based Assessment System webcast, via teleconference, presented by the Directors of Registration and Information Systems of Engineers and Geoscientists British Columbia (EGBC). The EGBC presentation and the list of pertinent 7 categories and 34 competencies were forwarded to

the ARC members. As well, she shared the print copies of the memo on Canadian Experience, prepared by the ERC member Cameran Mirza, with the ARC. ARC supported the memo and provided feedback to David Kiguel (ERC Chair) to convey to ERC in case the letter would be considered for publication in Engineering Dimensions (for public).

- The ARC Distance Education Subcommittee continues its work on defining a process for assessing the applications with substantial distance/E-learning component in their program, e.g., the required info/documents from those applicants. As it is noted by the CEAB: “In future, engineering education in Canada may evolve such that students follow a program that is based predominantly on distance learning.”
- At the September 21 meeting, the PEO Council appointed Councillor Ramesh Subramanian who also is the Vice-Chair of the ARC, as the PEO Representative on the CEAB. This is a 3-year term.

14. Other Business

There will be an email from staff to all ERC members requesting nominations for ERC Chair and Vice-Chair for 2019. and will ask all nominees to write brief bios. The elected person must obtain a simple majority.

15. Adjournment

The meeting was adjourned at 4:50 PM

The next ERC Business Meeting is scheduled for
Thursday, December 13, 2018