



# Minutes

## EXPERIENCE REQUIREMENTS COMMITTEE

### Meeting of October 25, 2019

#### PRESENT:

#### MEMBERS:

David Kiguel-Chair  
Changiz Sadr-Vice Chair  
Leroy Lees  
Antonio Paz  
Saverio Pota  
Zoran Mrdja  
Berta Krichker  
David Kahn  
Venkat Raman  
Spiridon Bot  
Lionel Ryan  
Duncan Blachford  
Jim McConnach  
Branislav Gojkovic  
Saleh Tadros

#### REGRETS:

Michael Dang  
Francis Sigouin-Allan  
Andrew Poray  
Antonio Paz  
Rishi Kumar  
Sat Sharma  
Mathew Xie  
Titus Rusu  
Una Mehta  
Ravi Gupta  
George Apostol  
Jianguo Wang  
Savio DeSouza

Cameran Mirza  
Andrew Cornel  
Tibor Palinko  
Santosh Gupta  
John Smith  
George Chelvanayagam  
Shawky Ibrahim  
Vasantha Wijeyakulasuriya  
Devinder Bahra  
Zeljko Sucevic  
Bill Jackson  
Eric Nejat  
Christian Bellini (via Conf.)

Ramesh Subramanian  
Gabriel Onea  
Michael Wong  
Hisham Alkabie  
Bosko Madic  
Mohamed Mushantat  
Mohinder Grover  
Duncan Sidey  
Nazmy Markos  
Mark Bendix  
Eugene Puritch

#### STAFF:

Faris Georgis  
Daniel Mandefro  
Mark Hekimgil  
Edward Tahiri  
Gersan D'Souza  
Jasmina Kovacevic  
Ann Pierre  
Muna Labib

#### GUEST:

**1. Call to Order, Introductions and Chair’s Remarks**

The Chair, David Kiguel, called the meeting to order at approximately 1:30 p.m.

The Chair informed the Committee that Tracey Scott is no longer with PEO and that Sylvia Millstein will be assisting the ERC. She did not attend today’s meeting but will work with the recording to prepare the minutes.

The Chair informed the Committee that the Manager, Chapters, Matthew Ng, P.Eng., passed away earlier that week. Visitation and funeral arrangements have been made at the Hyland Funeral Home in Markham at 10 Cachet Woods Court from 3:00 p.m. to 5:00 p.m. There is also visitation on Saturday from 3:00 p.m. to 4:00 p.m.

PEO’s Chapter Leaders Conference and Awards Gala will take place on Saturday, November 16, 2019. Registration ends today.

The Committee Chairs Workshop will take place on Friday, November 1, 2019 and the Chair and Vice Chair will attend on behalf of ERC.

An e-mail was sent to Committee members, dated October 11, 2019, regarding the 2020 PEO membership roster. If you intend to resign or retire you had to notify PEO by October 18, 2019 or if you intend to stay on your respective committee, no action was required.

**2. Approval of the Agenda**

It was **moved** by Santosh Gupta and **seconded** by Lionel Ryan that the agenda be Approved.

**CARRIED**

**3. Approval of Minutes of the August 23, 2019 Business Meeting**

It was **moved** by Jim McConnach and **seconded** by Berta Krichker to approve the minutes of August 3, 2019 Business Meeting as amended.

Page 1: The Vice Chair asked that his name be moved to the top, under the Chair’s name.  
Page 2: Item 1 – Remove the word “a” from “The Committee sends their wishes for her quick recovery.”

Page 2: Item 3: There is an “i” missing from the word “arising”.

Page 2: Mohinder Grover was present at the meeting of August 23, 2019, but his name appears in the regrets list for August 23, 2019 meeting.

Page 4: Item 7: The bullets are misaligned.

Page 4: Item 7: Third Paragraph: Should say, “The report addressed some themes within PEO...”

**CARRIED**

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

Santosh Gupta reported in the August 23, 2019 minutes, Item 15.1 Applicant Project Form, was noted that, “This item will be pushed to the October meeting.”.

The Chair noted that 15.1 was discussed at an ERC Sub-Committee meeting and the information will be provided in the Chair’s Report.

**5. Chair's Report, Including ERC Sub-Committee Activities**

David Kiguel reported on the following items:

ARC meetings – The ERC Chair and Vice Chair attended the ARC meetings on September 13 and October 18, 2109 and reported on ERC activities.

Licensing Committee (LIC) – The ERC representatives Mohinder Grover and Santosh Gupta (who is also an LIC Vice-Chair), attended the LIC meetings on September 12 and October 17, 2019. Also attended LIC members, Christian Bellini and David Kiguel. Vice-Chair Changiz Sadr also attended as an observer. LIC matters will be reported in today's Agenda under Item #10.

Presentation about the licensing processes and requirements – The Chair made a presentation on the subject to the East Toronto Chapter on September 19, 2019. It was attended by approximately thirty-five applicants, mostly EIT's. It was received with interest and there were many questions during the Q & A period. Arrangements are being made for similar presentations to Scarborough and York Chapters.

East Central Regional Congress – The Chair attended the East Central Regional Congress on October 1, 2019. The Congress is attended Regional Councillors and the Chair and the Vice-Chair of the Chapters in the Region. The Chair took the opportunity to offer assistance to Chapters on matters that are ERC-related.

Appointment of the Council Liaison for the ERC – As reported in prior meetings, Council was due to appoint one of its members to act as the Liaison with ERC. However, on October 10, 2019, an update was received from the Committee's Coordinator, Viktoria Aleksandrova, where she notified that after an extensive discussion, the Human Resources Committee deferred the decision regarding the selection of Council Liaisons, due to the following concerns:

1. Lack of clarity with regards to the role of the Council Liaison
2. Recommendations from the Regulatory Report regarding volunteer involvement in PEO operations.
3. Potential or perceived conflict of interest for Councillors being members of specific committees
4. Increased costs for additional Committee members.

Ms. Aleksandrova also noted that, Council Liaisons appointed prior to June 2019 will continue to hold this position at this time. The Human Resources Committee will be closely monitoring the next steps for the Regulatory Review before reviewing future Council Liaison appointments.

ERC Chair and Vice-Chair Elections – Staff will be inviting nominations in the next few weeks to fill the 2020 Chair and Vice Chair positions.

ERC Sub-Committee Membership – Once the ERC Chair and Vice-Chair are elected, we will proceed with ERC Sub-Committee members. There are seven ERC members-at-large in the Sub-Committee. For four-members appointed for a two-year term, their tenure is ending at the end of the year. ERC members will be receiving an e-mail from a PEO staff member requesting expressions of interest in joining the Sub-Committee.

The Chair noted that the Sub-Committee members whose position is expiring are Jim McConnach, Cam Mirza, Mohinder Grover and Christian Bellini.

Volunteer Access to SharePoint Sites – PEO's IT Department is undertaking a project to streamline the process access to SharePoint sites and asked Committee advisers and staff support to review the list that was sent to Daniel Mandefro who then consulted with the ERC Chair. It was confirmed that ERC members do not access the SharePoint site and that there is no reason to maintain the access at this time. We requested access for Sub-Committee members and the Manual Working Group members who should continue having access to the site.

The ERC Manual Update – The ERC Manual was updated to replace the ERC approved Bias Policy with the one that was approved by Council in February 2019 and accepted by the Ontario Fairness Commission. The Policy applies to all PEO representatives involved in the registration process; including the Registrar, PEO staff and members of the Academic Requirements Committee, the Experience Requirements Committee and the Registration Committee. We will be using the new version in the upcoming training for members in December.

According to policy, PEO representatives are encouraged to complete the Human Resources E-learning 101 from the Ontario Human Rights Commission and the policy contains the link.

Human Resources and Work Plans – The Human Resources and Work Plans for 2020 were drafted and approved.

Member Retirement – Our ERC member and colleague Peter Jarrett has decided to retire from his ERC activities and membership. We wish Peter the best in his future activities and the Chair will reply to his e-mail.

### **ERC Sub-Committee Activities**

The Sub-Committee held its meeting on September 25, 2019. Matters discussed were as follows:

- The 2020 ERC Work Plans
- The Review of the ERC Conflict of Interest Policy
- Licensing Assistance Program (LAP)
- Applicant Project Forms

## **6. Staff's Report Including OFC Update**

Faris Georgis reported that there is a project regarding automation of the renewal process for 'Certificates of Authorization (CofA)'. Companies who have CofAs will be able to renew their certificates online. Prior to launching the project, a pilot project will commence in December. Twenty-five companies have been chosen to try out the new automated system.

The next item is related to the high-level Action Plan that was passed by Council. We have been instructed as staff advisers that any policies that are related to the recommendations from the Cayton Report are to be put on hold.

## **7. ERC Code of Conduct Policy regarding Conflict of Interest**

At the previous ERC meeting in August, we brought a proposal to add an additional clause to the Conflict of Interest Policy, addressing the matter that some of the ERC members were conducting private sessions to help applicants prepare for interviews, their experience record, etc.

After some discussion, we received feedback from the ERC members and we also had an in-depth discussion at the Licensing Committee (LIC) meeting, wherein I reported on the discussion in the ERC. We also received feedback from LIC.

Based on that feedback, at the Sub-Committee meeting in September, we decided to change that clause as such:

a) ERC members are permitted to participate in and deliver presentations at public events organized by PEO (e.g. Chapter events) and by other entities or community groups (e.g. Immigrant Societies, OSPE, etc.), aimed at providing general information about licensure processes, requirements and the ERC roles and responsibilities as long as there is no pecuniary benefit or compensation of any kind.

b) ERC members are not to provide training/coaching sessions to any persons, whether individually or in small groups, about specific licensure related activities such as exams, interviews, project(s) selection, etc., where pecuniary benefit or compensation of any kind are involved.

c) Any presentation or training session delivered by an ERC member must contain a disclaimer indicating that any views, thoughts and opinions expressed in them belong solely to the author, and not necessarily to PEO or its committees.

d) ERC members approached by individuals for the purpose of any of the non-permitted activities should direct these individuals to consult with PEO staff.

e) If in doubt regarding a real, potential or perceived conflict of interest, the matter should be reviewed by the ERC Chair and PEO staff and the decision documented before proceeding with any activities.

### **Motion:**

It was **moved** by Santosh Gupta and **seconded** by Jim McConnach to approve the amendment to the ERC Conflict of Interest Policy as described in Section A.4.4 of Training and Monitoring Activities of the manual be adopted.

**CARRIED**

## **8. 2020 ERC Human Resources and Work Plans**

Faris Georgis reported that the ERC Sub-Committee approved the Human Resources and Work Plans and was forwarded to PEO's Human Resources Department.

## **9. Council Liaison's Report**

Christian Bellini reported that the high level action plan prepared by the CEO/Registrar Johnny Zucco, regarding the implementation of the Cayton report's recommendations

was discussed at the Plenary session and Council approved the implementation at the #529 Meeting of Council on Friday, September 20, 2019.

Council also passed a Volunteer Code of Conduct.

There were some member submissions that came forward to Council from motions that were passed at the AGM in May 2019, which are relevant to Licensure:

- ‘Barriers to Licensure’ – This was a member submission put forward to identify issues of people trying to get experience working in jobs where they do not have a P.Eng. supervisor.
- ‘Evolution of Ontario Engineers’ – This motion was put forward by Peter DeVita.

Leila Notash (ARC) put forward to Council a White Paper, proposing that people who have met the academic requirements be given the title of “Articling”. It was defeated.

A motion was put forward and passed for the CEO/Registrar to draft a report and recommendations to look at modernizing Industrial Exemption.

#### **10. Licensing Committee Update**

Santosh Gupta provided an update at the Licensing Committee (LIC) that was held on October 17, 2019.

#### **11. 30 by 30 Initiative Update**

Christian Bellini updated the ERC on the 30 by 30 Task Force. They continue to meet and have completed a series of Awareness Sessions. They have commenced a series of Next Step sessions with stakeholder groups to develop best practices. There was a session with Chapter representatives and will be holding sessions with Universities and Employers.

Santosh Gupta added that on November 7/8, the Council of Engineering Deans of Ontario will meet and will discuss the 30 by 30 initiative that was presented by Bob Dony and it is expected that they are going to endorse it.

#### **12. ARC Activities Report**

The Chair of the ARC was unable to attend the meeting. He sent his report and the Chair, David Kiguel presented on his behalf.

1. The Policy of Eliminating Bias.
2. Ryerson University submitted revised courses for IEEQB bridging program related to geomatics engineering and water resources engineering.
3. At the June meeting of the International Engineering Alliance, there are three new provisional members to the Washington Accord: Miramar, Indonesia and Thailand.
4. Distance Education Sub-Committee of the ARC continues to monitor distance and online education.

#### **13. Other Business**

Jim McConnach raised concern on Emerging Disciplines in Engineering.

**14. Adjournment**

The meeting was adjourned at 3:45 p.m.

**Next meeting December 20, 2019**