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# Minutes

## LICENSING COMMITTEE MEETING

October 17, 2019

PEO Offices

### Members:

Barna Szabados, P. Eng. (Chair)  
Santosh Gupta, P. Eng. (Vice-Chair)  
Christian Bellini, P. Eng. *[until 5:00 p.m.]*  
Guy Boone, P. Eng.  
George Comrie, P. Eng.  
Roydon Fraser, P. Eng. *[via teleconference until 4:40 p.m.]*  
Mohinder Grover, P. Eng. *[from 3:26 p.m.]*  
Lola Hidalgo, P. Eng. *[via teleconference until 4:00 p.m.]*  
David Kiguel, P. Eng.  
Greg Wowchuk, P. Eng.

### Staff:

Bernie Ennis, P. Eng., Director, Policy and Professional Affairs

### Guests/Observers:

Leila Notash, P. Eng. *[until 5:30 p.m.]*  
Changiz Sadr, P. Eng.

## 1. CALL TO ORDER AND CHAIR'S REMARKS

The Chair called the meeting to order at 3:04 p.m.

The Chair reported that he attended a meeting with the McMaster University graduating class of September 2019 to provide a presentation on the licensing process.

The Chair expressed concern regarding the lack of action taken by Council on recommendations coming from the Committee. The Chair suggested writing to the President to express the Committee’s frustration and ask for feedback. L. Hidalgo suggested using a Council plenary session to present (see Action below). C. Bellini suggested asking Council for their expectations of the Licensing Committee integrating with the Action Plan.

**2. APPROVAL OF THE AGENDA**

A motion was made to approve the agenda as written.

**Moved by: S. Gupta                      Seconded by: D. Kiguel                      CARRIED**

**3. APPROVAL OF THE SEPTEMBER 12, 2019 MINUTES**

The Committee members noted that the Minutes were incomplete, and a motion was made to defer approval of the Minutes of the September 12, 2019 meeting to the next meeting.

**Moved by: D. Kiguel                      Seconded by: S. Gupta                      CARRIED**

**Action:** Chair to provide B. Ennis with the revised Minutes of the September 12, 2019 meeting.

**4. REVIEW OF ACTION ITEMS FROM LAST MEETING**

1.	C. Bellini to work with B. Ennis to draft a white paper for Council on experience requirement barriers.	
	<b>PREVIOUS</b>	
2.	Reinstatement - F. Georgis to work on the proposal with D. Kiguel.	Awaiting future developments
3.	Appeals of Academic Assessment - Briefing Note to be created by the Chair and M. Price.	Awaiting future developments

D. Kiguel suggested that columns for date and responsibility be added to the Action Items Log.

**Action:** B. Ennis to refer to previous meeting Minutes for an example of the preferred Action Items Log format.

There was a discussion on Action Item #1 noted in the chart above. C. Bellini reported on the plan. R. Fraser reported that Engineers Canada had prepared some recent documents relating to admission and licensure matters.

**Action:** B. Ennis to circulate the entrepreneur website content document.

**Action:** Chair to write a letter to President Hill asking for a plenary session to explain to Council what the Licensing Committee is working on and correlate these activities with actions taken in response to the Cayton Report.

## 5. MATTERS ARISING FROM THE MINUTES

There was no discussion on this item.

## 6. ONTARIO FAIRNESS COMMISSIONER (OFC) UPDATE

B. Ennis reported that PEO wrote to the OFC to ask for clarification as to whether the OFC was referring to all PEO examinations when it wrote in its letter that exams need to be psychometrically validated. PEO has not yet heard back from them.

R. Fraser asked whether those speaking about psychometrics actually know what it means and how it works. B. Ennis responded that they do, as they frequently deal with high-stake examinations. The OFC is looking for psychometric validations done by professionals.

The standard for high-stake examinations all around the world is that such examinations are psychometrically validated.

*[Note: B. Ennis has asked Greg Pope, the APEGA staff psychometrist, if he would be willing to attend (either via teleconference or webex) a future LIC meeting to explain the process of psychometric validation of examinations. Mr. Pope has agreed.]*

## 7. GOOD CHARACTER - UPDATE

There was no discussion on this item.

## 8. REFEREES DISCUSSION

There was no discussion on this item.

**9. REPORTS FROM OTHER COMMITTEES: STAFF / EXPERIENCE REQUIREMENTS COMMITTEE (ERC) / 30 BY 30 TASK FORCE**

B. Ennis reported that Council had approved the Action Plan. Staff is working on operational measures to stabilize the existing licensing process.

R. Fraser noted that paper files are more secure than electronic ones regarding private information.

The next ERC meeting is scheduled for October 25, 2019, at which a subcommittee will propose to the committee revisions to the Conflict of Interest Policy. The proposed policy will allow members provide training regarding preparation of the experience record, as long as no compensation is provided to the trainer by the applicant.

A meeting of the Regional Councillors Committee (RCC) is scheduled for October 26, 2019, which will provide an opportunity for B. Szabados to discuss licensing issues with the RCC members. Deanna Williams and J. Zuccon to provide presentations on the Cayton Report and high-level Action Plan.

B. Szabados reported that B. Ennis made a presentation on the Council-approved bias policy at the last Academic Requirements Committee (ARC) meeting.

**10. OTHER BUSINESS**

The Committee reviewed its constituting documents and made the following changes, which need to go to Council for approval.

**10.1 Terms of Reference**

The following changes are to be made to the Committee's Terms of Reference:

- Constituency - add RCC representative.
- Change review dates on Terms of Reference and Plans.
- Remove Key Duty #10 as the National Framework for Licensure has been discontinued.
- Move Key Duty #11 to Key Duty #1.

**10.2 Work Plan**

The following items, which deal with Recommendation #4 in the Cayton Report,

are to be added to the Work Plan:

- Assist the Registrar in completing Steps 1-4 in Recommendation #4 of the Cayton Report.
- Does the Licensing Committee wait until the Registrar proposes and reviews those proposals?
- The Committee stated that the Registrar cannot make changes in policy, such as joining the National Professional Practice Exam (NPPE).

The Licensing Committee is to coordinate work of the ARC and ERC. The Committee Work Plan will be revised to indicate that the Licensing Committee will provide a recommendation to the Registrar on Steps 1 and 3, as it is not up to the Registrar to decide how this is changed. The timeline for this year is already partially completed.

The Committee is to work on a seamless transition in encouraging and assisting students in accepting the profession.

With regard to Canadian experience, the Committee is looking at using practice inspections as an alternative.

The Committee cannot deal with written exams and interview issues as these should be left up to the ERC and ARC.

The Committee is to undertake Key Step 1 to prepare review. It was suggested that the Committee could widen the scope of Recommendation #6 to look at other possibilities, such as graduated licences.

Remove Task #5 (Financial Credit Plan) from the Work Plan.

In Task #4 of the Work Plan, add Seamless Transmission, and remove Fee Remission Policy.

### 10.3 Human Resources Plan

The Committee reviewed the Human Resources Plan and would like the following revisions:

- The Chair asked D. Kiguel if he wanted to continue as a member of the Committee. *[Note: D. Kiguel later confirmed via e-mail his wish to continue on the Committee.]*

- The Council Liaison needs to be revised; R. Fraser to be moved to members.
- The Committee Advisor needs to be revised; replace M. Price with B. Ennis.
- Remove G. Wowchuk as he is not on the Legislation Committee (LEC); leave LEC to be appointed.
- Add RCC representative to be appointed.

## **11. ADJOURNMENT**

The meeting was adjourned at 5:55 p.m.

The next meeting is scheduled for Thursday, December 5, 2019 at 3:00 p.m.