Minutes

LICENSING COMMITTEE MEETING
September 17, 2020
Virtual Meeting via Zoom

Members:

Barna Szabados, P. Eng. (Chair)
Santosh Gupta, P. Eng. (Vice-Chair)
Christian Bellini, P. Eng. *[joined at 5:20 p.m.]*
Roydon Fraser, P. Eng. *[joined at 5:30 p.m.]*
Mohinder Grover, P. Eng.
Lola Hidalgo, P. Eng.
Wayne Kershaw, P. Eng.
David Kiguel, P. Eng.

Guests/Observers:

Changiz Sadr, P. Eng.
Leila Notash, P. Eng.
Guy Boone, P. Eng.

Regrets:

George Comrie, P. Eng.
Luc Roberge, P. Eng.

Staff:

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

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

The meeting opened at 4:13 p.m.

The Chair reported that the Ottawa Chapter is presenting a concept for a referee process to Council, despite this not having been peer reviewed by the Licensing Committee, Experience Requirements Committee and Academic Requirements Committee. The Committee members discussed how Council should deal with this. W. Kershaw noted that, when this item comes up, a motion should be made to refer this to the Licensing Committee. R. Fraser stated, that when a member brings something that they think is important to Council, their request should be treated positively, even though everyone should be following the process. The Committee suggested that W. Kershaw or L. Notash inform President Sterling of their intent to defer the motion and send it to the Licensing Committee.

The Chair reported that he was contacted by A. Sidsworth of *"Engineering Dimensions"* regarding a planned article on emerging technologies.   The Chair advised A. Sidsworth that the issue of lack of supervision was not restricted to emerging technologies. A. Sidsworth also contacted D. Kiguel regarding the issue of applicants who do not have a professional engineer supervising them.   D. Kiguel recommended that this article should be delayed until the Licensing Committee has a proposal to deal with this issue. Those who spoke to A. Sidsworth emphasized that the Licensing Committee and PEO are addressing the issue.

R. Fraser reported that M. Bigongiari, Associate Editor of *"Engineering Dimensions"* contacted him and advised that an upcoming issue would be devoted to issues surrounding emerging technologies.

2.   **APPROVAL OF THE AGENDA**

The Chair asked that the following items be added to Item 4 - Review of Action Items Log:

- Review H.R. Plan
- Review Work Plan

A motion was made to approve the agenda as modified.

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

3.   **APPROVAL OF THE JULY 30, 2020 MINUTES**

There were no comments or questions regarding the minutes.

A motion was made to approve the Minutes of the July 30, 2020 meeting as written.

Moved by: S. Gupta   Seconded by: M. Grover   CARRIED

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

Action: Staff to add C. Sadr to the Licensing Committee roster as an observer.

The Committee discussed problems with the way information regarding member terms is presented in the roster, specifically noting that the contribution column should indicate when the term ends. As presented, the roster is confusing and misleading.

Action: Staff to discuss with Volunteer Management the Committee's concerns regarding the way information regarding member terms is presented in the roster.

The Chair has made some revisions to the Licensing Committee Work Plan and will contact B. Ennis directly.

There were no other comments regarding the Licensing Committee Work Plan or H.R. Plan.

5.   **MATTERS ARISING FROM THE MINUTES**

There were no matters arising from the Minutes.

6.   **REPORTS FROM OTHER COMMITTEES AND STAFF**

Academic Requirements Committee (ARC)

R. Fraser reported that the ARC approved a new guide for marking technical reports. He also noted that L. Latham attended the ARC meeting in her new capacity as Acting Deputy Registrar, Licensing and Registration. The Licensing Committee members discussed concerns regarding the lack of communication from staff to volunteers regarding many issues, including the appointment of the new Acting Deputy Registrar.

R. Fraser also reported that the ARC had requested information regarding the effect of

COVID restrictions on applicants and processing of files, but had not received this to date.

Experience Requirement Committee (ERC)

D. Kiguel reported the following:

1.   The ERC approved a procedure to select and appoint ERC subcommittee members.

2.   The ERC approved an amendment to its Terms of Reference to address the "absentee members", that is, members whose name appear on the Committee's roster, but do not participate in any activities, conducting interviews and attending meetings. Staff will review ERC member participation annually and advice the Chair and Vice-Chair on actions, including up to removal of the member from the ERC.

3.   The ERC also realized the Committee's Terms of Reference could be interpreted as restricting Committee membership to members engaged in traditional engineering disciplines. The Committee amended its Terms of Reference to correct this.

4.   A working group of ERC subcommittee members prepared a document with general rules for virtual interviews, including security (ID verification, no help, etc.), and recommended it be tested by ERC members conducting mock interviews prior to being implemented. After testing, training of ERC members must take place prior to full implementation.

30x30 Task Force

C. Bellini reported that the 30x30 Task Force has been on hold due to the pandemic. However, a planned stakeholder check-in is proceeding for the end of the month. He also reported that the Task Force will be asking Council for an extension to its mandate to make up for time lost due to the pandemic.

Executive Committee

C. Bellini reported that the Executive Committee has begun work on the governance roadmap, but that it is just kicking off.

Legislation Committee

W. Kershaw reported that, at its last meeting, the Legislation Committee discussed upcoming Act amendments and the idea of making the legislation language more

gender neutral.

<u>Staff Report</u>

B. Ennis reported the following staff changes in the Licensing and Registration Department:

- Linda Latham, P.Eng. has been appointed Acting Deputy Registrar, Licensing and Registration, in addition to her current role as Deputy Registrar, Regulatory Compliance.

- Cliff Knox, P.Eng. has been appointed Divisional Manager, Licensing, responsible for all licensing operations (admission, experience and Certificate of Authorization registration).

B. Ennis also reported that work on the Licensing Process Stabilization project continues. This project is focused on improving application throughput within the framework of existing legislation. In order to focus our efforts, staff is analyzing the inventory of applications and prioritizing based on file location, average duration in inventory, and possibility of moving files.

7.   EXPERIENCE REQUIREMENTS

L. Notash suggested that potential referees must be trained before their assessment of the applicant can be accepted.

D. Kiguel noted that ERC members have no communication with referees; this is handled by staff. He also reported that the ERC usually trains interviewers, however, did not do so last year; there is an auditing process.

The Committee members discussed the need to work on a proposal on how to reasonably train referees. A suggestion was made that PEO could provide on-line training modules for potential referees. As PEO requires two different inputs from referees – one on ethics and one on technical knowledge – PEO would require different training for the two areas.

R. Fraser enquired what minimum training was required and suggested that the minimum should be a piece of paper that the referee fills out. This would be a process that would make the referee think, but should not require training. The training idea is not going to work; therefore, PEO should, instead, depend upon the qualifications of the referee.

C. Bellini agreed and stated that applicants would not get anyone to agree to be a

referee if PEO imposed training on them. PEO could present it differently; provide a ten-minute video presentation explaining what PEO is looking for as people are open to learning what the role is.

C. Sadr stated that it was important to attract referees and suggested that the time spent as a referee could be counted toward CPD requirements.

M. Grover noted that any P.Eng. can be a referee and enquired how PEO could train 85,000 to do this.

D. Kiguel suggested that any communication from PEO to potential referees should explain PEO's expectation of the role, and especially how well that person knows the applicant.

W. Kershaw suggested that the Professional Standards Committee could create a professional practice standard on being a referee.

R. Fraser noted that many referees are not engineers; therefore, a standard would be inappropriate. He stated that he does not agree with requiring referees to take video training and suggested that the Committee not refer to "training" again until it figures out what it wants from referees.

There was a discussion regarding the need to organize the information that PEO requires from referees and what information this will require PEO to provide. There should be a list of typical questions that apply to all applicants.

The Chair noted that, as a referee is assessing professionalism and ethics, they should be familiar with PEO's Code of Ethics; therefore, they must be engineers.

R. Fraser stated that, instead of referring to "ethics" and "technical knowledge", PEO should use the terms "professionalism" and "experience".

It was questioned if PEO agrees that "professionalism" can be assessed by a non-licensed person?

- A non-engineer may not be concerned about maintaining the quality of the profession.

- As the person is assessing professionalism, they should be aware of the Code of Ethics and what is expected of a professional engineer.

- PEO does not want to lower the bar.

R. Fraser stated that PEO needs to focus on what it wants to measure. Is PEO trying to

design something within the current legislation or for some future state with new legislation? PEO cannot fix the problem of those who do not have a supervisor within the current legislation.

The Chair stated that the focus should be on what should be measured and then look at how PEO can measure it.

Action: Committee members to take the comments already provided regarding experience requirements, and revise and add to these prior to the next meeting.

9. ADJOURNMENT

Action: Staff to send a doodle poll for the next meeting for October 15, 22 and 29, 2020 from 6:00 p.m. to 8:00 p.m.

A motion was made to adjourn the meeting.

Moved by: S. Gupta   **CARRIED**

The meeting was adjourned at 6:14 p.m.