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# Enforcement Committee Minutes

The One-Hundredth and One meeting of the Enforcement Committee held on  
Tuesday November 10, 2020 at 1:30 p.m., Virtual Meeting

Present: Stephen Georgas, LLB., P.Eng. (Chair)  
Joe Adams, P.Eng. (Vice-Chair)  
Tomiwa Olukiyesi, P.Eng. [from Item 3]  
Roger Barker, P.Eng.  
Tommy Sin, P.Eng.  
Gordon Ip, P. Eng.  
Indra Maharjan, P. Eng.  
Desmond Lau, P.Eng.  
Parisa Bahrami, P.Eng.

Staff: Cliff Knox, P.Eng. (Manager, Enforcement)  
Steven Haddock (Enforcement and Advisory Officer)  
John Mania (Enforcement and Outreach Officer)  
Maria Iannone (Administrative Assistant)

Regrets : Linda Latham, P.Eng. (Deputy Registrar, Regulatory Compliance)  
Juwairia Obaid, P.Eng.

## 1. Welcome and Call to Order

Mr. Georgas welcomed everyone and called the meeting to order at 1:34 p.m. with a quorum of eight (8) members.

## 2. Approval of Agenda

**Motion #1: That the Enforcement Committee Agenda, dated November 10, 2020 be approved.**

Moved by Gordon Ip, P.Eng. seconded by Indra Maharjan, P. Eng.

**CARRIED**

## 3. Report from Chair

Mr. Georgas reported that he received a report from the Advisory Committee on Volunteers on the results of the Vital Signs Survey (VSS) that was conducted during the spring.

Mr. Georgas reported that the Committee Chairs Workshop was held via Zoom on October 30<sup>th</sup>. The topic was Staying Healthy to Navigate New Realities and it focused on strategies to keep mentally healthy during the pandemic. Mr. Ip was invited to attend in place of Mr. Georgas and Mr. Adams attended as Vice Chair of the committee.

Mr. Georgas noted that Mr. Ip has expressed an interest to serve as Vice Chair of the committee for 2021. Mr. Georgas will step down at the end of the year and subject to a motion to confirm this, Mr. Adams will become the Chair.



Mr. Georgas commented that Mr. Barker was presented with his Fellow of Engineers Canada pin and certificate to recognize 10 years of service on the committee, including two years as Chair. He and Mr. Knox met with Mr. Barker and expressed our collective gratitude for his service on the committee which concludes at the end of this year.

Mr. Barker thanked Mr. Georgas and Mr. Knox for meeting with him to present his service pin and extended his best wishes to everyone on the committee.

#### **4. Consent Agenda**

The 2020 Vital Signs Survey Report was included as an information item in the Consent Agenda. Mr. Georgas noted that there is little opportunity to talk to other committee chairs aside from the annual workshop. The report suggests a remedy for this and asked the committee members for their thoughts.

Mr. Ip asked if the VSS responses were provided for specific committees and Mr. Knox confirmed that the report was a summary for all committees that provided a response. Mr. Adams commented that the VSS report makes a number of recommendations and asked if the committee wanted to take any of the suggested actions.

Mr. Maharjan asked if other committee chairs could be invited to attend a meeting as a guest. Mr. Barker agreed that the committee could proactively invite Chairs of particular committees to attend a meeting.

Mr. Adams suggested that he, Mr. Ip and Mr. Knox review the recommendation from the VSS report and then report to the committee on a suggested course of action.

**Action #1:** Messrs. Adams, Ip and Knox are to review the VSS report and provide a recommendation for follow up actions at the next meeting.

Mr. Adams expressed concern that a number of committees didn't participate in the survey, and how this relates to recent public comments made by OSPE on social media. Mr. Knox noted that the identified committees don't normally interact with other committees and lack of participation should not be interpreted as a lack of interest.

Mr. Adams and Mr. Maharjan expressed concern that there has been no formal response from PEO to the comments made by OSPE. Mr. Knox suggested that concerns can be sent to PEO Communications or to the Registrar.

Mr. Barker asked about the increase in open files and resolution of business name issues shown in the Enforcement Statistics. Mr. Knox replied that the case load is comparable to previous years but due to COVID we have extended the deadline to respond to warning letters and this is affecting closure rates. He also noted that roughly fifty percent of new matters in September and October were the result of lapsed Certificates of Authorization.

Mr. Barker asked if there will be any changes to the 2021 Enforcement budget for staffing. Mr. Knox commented that he didn't have information on the budget, but he didn't anticipate any significant changes.

Mr. Georgas asked for a motion to approve the Consent Agenda, including receipt of information items and approval of the draft minutes for the September 17, 2020 meeting.

**Motion #2: That the contents of the consent Agenda be approved or received as submitted.**

Moved by Roger Barker, P. Eng. seconded by Gordon Ip, P.Eng.

**CARRIED**



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## **5. Staff Update**

Mr. Knox commented that there was little to report aside from how the pandemic was affecting closure of files. He noted that several ENF subcommittees were to have met, but this did not happen since the last meeting.

Mr. Haddock commented we are starting to move forward with responses to enforcement matters. Several letters to respondents could not be sent until we had access to postal service. These letters have now been sent and it will be a while before everything is back to normal.

## **6. Election of ENF Chair for 2021**

Mr. Georgas commented that Mr. Adams will be replacing Mr. Georgas as Chair, effective January 1, 2021 and that this would be for a two-year term. Mr. Knox noted that this is subject to a motion to confirm the appointment. There being no other nominations, Mr. Georgas called for a motion.

### **Motion #3: That Joe Adams be appointed as the Enforcement Committee Chair for 2021 and 2022.**

Moved by Indra Maharajan, P.Eng., seconded by Roger Barker, P.Eng.

**CARRIED**

The Committee congratulated Mr. Adams on his appointment.

## **7. Election of ENF Vice Chair for 2021**

Mr. Georgas commented that Mr. Ip has expressed an interest in the position of Vice Chair for the next two years and requested other nominations. There were no other nominations and Mr. Georgas called for a motion.

### **Motion #4: That Gordon Ip be appointed as the Enforcement Committee Vice Chair for 2021 and 2022.**

Moved by Roger Barker, P.Eng., seconded by Tommy Sin, P.Eng.

**CARRIED**

The Committee also congratulated Mr. Ip on his appointment as Vice Chair.

## **8. Work Plan- Policy Issue Policy Issue 2017-A: Outreach Using Social Media**

Mr. Mania reported that due to scheduling conflicts, the subcommittee hasn't been able to meet since the last ENF meeting. He is continuing work with PEO Communications to re-purpose presentation materials. Since there have been no presentations to students during the pandemic, there is limited opportunity to direct students to check out the website information.

## **9. Work Plan – Policy Issue 2018-A: Examples of Engineering Practice**

Mr. Adams reported that the three example presentations are in good shape and the subcommittee proposes to send the examples to PEO's Communications department for comment on the format and presentation. It was noted that both the Experience Requirements Committee (ERC) and Professional Standards Committee (PSC) could be asked for additional comments. The collective feedback can be used to finalize the examples and start development of others.

Mr. Maharjan commented that another review by the subcommittee may be needed. Mr. Knox noted that the examples have highlighted sections that need to be reviewed before we send them to Communications.



Mr. Barker commented that the examples helped his understanding of engineering practice examples and asked how these will be utilized and by whom. Mr. Adams replied that the examples are intended for non-technical stakeholders to give some guidance on when they might need to engage an engineer or an engineering company. The next step is to have our Communications department prepare it for publication on the PEO website.

Mr. Knox noted that the example might be useful for applicants to identify content for technical exams. Mr. Barker commented that the ERC may also find the examples helpful. Mr. Knox remarked that this is one reason to involve ERC in a peer review of the examples as they may be useful for experience reviews. The examples could be both a communication tool and an evaluation tool.

Mr. Knox suggested that the subcommittee meet before year-end to review and update the examples before sending them to Communications and for peer review by ERC and PSC.

**Action #2:** The subcommittee is to make further updates to the identified sections of the three practice examples.

**Action #3:** The subcommittee will work with the ENF Chair to forward the revised examples to Communications and to ERC and PSC for peer review.

#### **10. Work Plan – Policy Issue 2018-B: Regulatory Gaps to Enforcement**

Mr. Georgas confirmed that draft memo was updated and forwarded to Mr. Knox and that no further changes to the document are needed. Mr. Knox noted that the motion to forward the revised memo to Council was passed at the September meeting.

**Action #4:** Mr. Knox is to forward the revised memo to PEO Council.

Mr. Knox commented that if there is no further work to be done by the subcommittee that it could be stood down. Mr. Georgas then called for a motion from the committee.

**Motion # 5: That the Regulatory Gaps subcommittee be stood down with thanks from the committee.**

Moved by Joe Adams, P.Eng., seconded by Roger Barker, P.Eng.

**CARRIED**

#### **11. Work Plan – Policy Issue 2020-A Emerging Technologies**

Mr. Ip commented that the subcommittee has not yet met. Mr. Knox asked if the subcommittee members would be available to meet before year-end and there was consensus to have a meeting.

**Action #4:** Mr. Knox will arrange a date for the subcommittee to meet between November 23 and December 11.

Mr. Adams commented that materials on polarity maps from the Committee Chairs Workshop may be useful for the subcommittee discussion. Mr. Knox remarked that this is a complex tool and may not be applicable for the discussion. It was determined that the polarity maps for the workshop breakout Groups 2 and 3 may be relevant.

**Action #5:** Mr. Knox is to forward the corresponding breakout group slides to the subcommittee as information.

#### **12. Work Plan – Policy Issue 2020-B Public Protection for Entrepreneurial Activities**

Mr. Knox suggested that meeting of the subcommittee be scheduled to define its scope of work and to select a Chair. It can present to the committee in January and determine if additional members would like to join the subcommittee.

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Mr. Barker noted that the numbering of this subcommittee was incorrectly referenced as 2018-B and it should be recorded as 2020-B. He further noted an apparent overlap with the recent Council motion relating to unlicensed persons without P.Eng. supervision undertaking entrepreneurial activities. He asked if the subcommittee should be involved or made aware of the work being done by other groups.

Mr. Knox remarked that the Council motion referred the issue to staff in PEO's Policy group to determine the extent of the issue, which was originally raised as a concern about how to recognize the experience for licensing of unsupervised applicants. He noted that there is also a public protection component regarding who is taking responsibility for the engineering work that is being done.

Mr. Ip asked if this issue was being considered by ERC or the Licensing Committee (LIC). Mr. Knox commented that LIC had been working on the issue, but Council has not directed any committee to work on it.

Mr. Ip suggested that this committee can determine whether there are any associated enforcement issues. Mr. Knox commented that the subcommittee can explore how the public is protected and any enforcement actions that might be taken by PEO. PEO can encourage innovation and entrepreneurial activities, but make sure it complies with our Act.

**Action #6:** Mr. Knox will arrange a date for the subcommittee to meet between November 23 and December 11.

### **13. Other Business**

Mr. Adams commented that he can forward the London Chapter's letter to PEO and OSPE to anyone that would like a copy of it.

### **14. Attendance**

#### **Regrets:**

Juwairia Obaid

### **15. Next Meeting**

Mr. Knox suggested the next meeting of the full committee would be the week of January 11<sup>th</sup> or 18<sup>th</sup>, 2021.

**Action #7:** Maria to send out a Doodle poll for potential dates in January 2021.

### **16. Adjournment**

**Motion #6: To adjourn the meeting at 3:13 pm.**

Moved by Roger Barker, P.Eng.

J. Adams, P.Eng. - Chair

M. Iannone – Secretary

J. L. Adams

M. Iannone

Date 20210205

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