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# Minutes

## LICENSING COMMITTEE MEETING

April 22, 2021

Virtual Meeting via Zoom

### Members:

David Kiguel, P. Eng. (Chair)

George Comrie, P. Eng.

Roydon Fraser, P. Eng.

Mohinder Grover, P. Eng.

Santosh Gupta, P. Eng.

Lola Hidalgo, P. Eng. *[from 4:18 p.m.]*

Wayne Kershaw, P.Eng.

Luc Roberge, P. Eng.

Barna Szabados, P. Eng.

### Guests/Observers:

Andrew Cornel, P.Eng.

Waguih ElMaraghy, P. Eng.

Marisa Sterling, P. Eng. (President, Ex-Officio Member) *[from 5:28 p.m.]*

### Staff:

Jordan Max, Manager, Policy

### Regrets:

Leila Notash, P. Eng. (Observer)

## **1. CALL TO ORDER AND CHAIR'S REMARKS [4:06 p.m.]**

The meeting was called to order at 4:06 p.m.

The Chair welcomed everyone and introduced Jordan Max, Manager, Policy, who is replacing Bernie Ennis as staff advisor. He noted that Changiz Sadr has resigned from the Experience Requirements Committee and the Licensing Committee; hence, the Committee needs to elect a new Vice-Chair, and an election will be held later this meeting. M. Grover and W. Kershaw have put their names forward.

The Chair provided the following updates:

- Council, at its March 2021 meeting, adopted five charters related to its governance practices. It also has approved Governance Directions, which include the amalgamation and formation of four new committees made up entirely of Councillors (Finance and Audit; Regulatory Policy and Legislation; Human Resources and Compensation; and Governance and Nominations). Councillors will no longer be allowed to be members of any other PEO non-governance committees. He further noted that the Regulatory Policy and Legislation Committee will have policy oversight of the work of the Academic Requirements Committee, Experience Requirements Committee, Professional Standards Committee, Consulting Engineer Designation Committee, Licensing Committee, Enforcement Committee, and the 30x30 Task Force. President Sterling will be joining this meeting later to explain more about these changes.
- There is an upcoming Volunteer Leadership Conference on May 14, 2021, to which the Chair and Vice-Chair have been invited.
- The Chair also gave a presentation on Licensure Requirements and Processes to the East Toronto Chapter on April 20, 2021. There were lots of questions from the over 100 participants, some regarding U.S. graduates from ABET-accredited programs, applicants without a P.Eng. supervisor, and what improvements were being made.

## **2. APPROVAL OF THE AGENDA [4:16 p.m.]**

No changes to the agenda were requested. The Chair noted that, with Council's approval of a replacement of Wainberg's Society Rules with Nathan and Goldfarb's Rules of Order, Item 12 (Conclusion) is now a more accurate description when the meeting items have been completed; otherwise, the meeting is "adjourned" when the agenda has been truncated.

A motion was made to approve the agenda as written.

**Moved by: S. Gupta**

**Seconded by: M. Grover**

**CARRIED**

**3. APPROVAL OF THE FEBRUARY 18, 2021 MEETING MINUTES [4:18 p.m.]**

A motion was made to approve the Minutes of the February 18, 2021 meeting. A. Cornel suggested using the Experience Requirements Committee's format of including times for each item.

**Moved by: W. Kershaw**

**Seconded by: S. Gupta**

**CARRIED**

**4. REVIEW OF ACTION ITEMS FROM LAST MEETING [4:22 p.m.]**

The Committee members were referred to the updates in the Action Log included in the agenda package. Discussion ensued over several of the "in progress" items, and staff will update the Action Log accordingly for the next meeting.

**Action:** J. Max to forward the data regarding non-CEAB applications to the Committee members. Staff will revise the Action Log for the next meeting. Given today's lengthy discussion on the items, the Chair undertook to review the outstanding items and how they can be expedited and prioritized in an integrated fashion.

**5. MATTERS ARISING FROM THE MINUTES [5:15 p.m.]**

The Chair noted that he had reviewed the Minutes and did not see any items that were not included in this meeting's agenda.

**6. STAFF REPORT [5:16 p.m.]**

J. Max noted that he was substituting for B. Ennis, who was not available to attend this meeting. As B. Ennis will be retiring in June of this year, J. Max will be taking over this role from him.

J. Max provided a brief update on the Licensing Process Stabilization Project, which flows from the External Regulatory Review Action Plan recommendation #5 to simplify, streamline, accelerate applications, and reduce subjectivity in the current process, without making any regulation or requirement changes. Project progress reports are included within the CEO/Registrar's Update at each Council meeting. His team is still

working on the proposed operational changes based on system data and comparative research.

## **7. ELECTION OF LIC VICE-CHAIR [5:18 p.m.]**

As mentioned in the Chair's remarks, there is a need to elect a new Vice-Chair due to the resignation of C. Sadr from the Committee. The Chair had sent out a request for candidates, and M. Grover and W. Kershaw had put their names forward. The Chair gave each candidate two minutes to present their qualifications, and they did so.

G. Comrie noted that, with the forthcoming governance changes as of the May 15, 2021 AGM, the Legislation Committee would no longer exist and, hence, as the Licensing Committee's Terms of Reference require a representative from the Legislation Committee, W. Kershaw may not be eligible to be a member of this Committee. W. Kershaw pointed out that he will no longer be a Councillor as of the AGM, but would be available to be a member-at-large of the Licensing Committee. It was suggested that it may be better to hold the election of Vice-Chair after the AGM.

*[President Sterling joined the meeting at 5:28 p.m.]*

Following further discussion on the matter, W. Kershaw withdrew his candidacy for the position of Vice-Chair of the Licensing Committee, while expressing interest in becoming a member-at-large on the Committee in the future. Therefore, M. Grover was acclaimed as Vice-Chair. It was noted that the Licensing Committee's Terms of Reference will need to be amended to reflect the removal of the Legislation Committee.

**Action:** J. Max to advise the Volunteer Management Group of M. Grover's appointment, and to note that the Licensing Committee's Terms of Reference need to be revised in future to address the removal of the Legislation Committee's representative from Licensing Committee membership.

## **8. REPORTS FROM OTHER COMMITTEES AND STAFF [5:39 p.m.]**

### **8.4 Council Report**

President Sterling gave an update on Council's progress on the four phases of the Governance Road Map, as well as the Governance Directions recently approved by Council and, in particular, the role of the new Regulatory Policy and Legislation Committee in overseeing regulatory policy development by the Academic Requirements Committee, Experience Requirements Committee, Professional Standards Committee, Consulting Engineer Designation Committee,

Licensing Committee, Enforcement Committee, and the 30x30 Task Force. J. Max further noted that the finalization and transfer of work to the Regulatory Policy and Legislation Committee is to be concluded by the 2022 AGM. This may require some work to coordinate and prioritize the Licensing Committee's outstanding policy work.

#### 8.1 Academic Requirements Committee (ARC)

B. Szabados reported that the ARC is now performing online assessment of files using a SharePoint server. There are some technical challenges in uploading documents (mostly permission issues owing to joint review of files), which are being addressed. The ARC plans to do four times as many reviews in the next four months to address the current backlog owing to the pandemic and PEO's remote operations.

#### 8.2 Experience Requirement Committee (ERC)

S. Gupta reported that the ERC held its business meeting virtually on April 16, 2021. He noted that President Sterling had reported that the ERC will be reporting to the Regulatory Policy and Legislation Committee as of the AGM, and all communications to Council will occur through this committee; that 5, 10, 15, 20 and 25 year service pins were awarded to ERC volunteers, as well as 16 Ontario Government Volunteer Award winners were recognized; M. Grover was re-elected as one of the ERC representatives to the Licensing Committee for a two-year term, 2021-2022; that ERC members will be receiving an increasing number of files from the ARC now that they are reviewing files in electronic form; and that C. Sadr had resigned from all committees, including the ERC and as a Director of Engineers Canada. He further noted that C. Knox, Acting Manager, Licensure, had indicated that he is looking into replacing some interviews with paper reviews.

R. Fraser noted that there were some significant concerns with the growth in volume of ERC interviews, and there was brief discussion regarding a more fundamental review of ERC interviews.

#### 8.3 30x30 Task Force

L. Hidalgo reported that the Task Force held awareness sessions with Regions and Chapters. They are inviting employers to a future session on April 27, 2021 in the Western Region.

8.5 Legislation Committee (LEC)

W. Kershaw reported that the LEC met on April 16, 2021. They reviewed and approved the Preliminary Regulatory Impact Assessment document for the Use of Seal proposed Regulation changes; as well, they discussed the future By-Law changes to reflect the new Governance Committees.

8.6 Regional Councillors Committee (RCC)

L. Roberge reported that the RCC last met on March 13, 2021 and dealt with local issues and updates.

9. **ADJOURNMENT AND NEXT MEETING** [6:21 p.m.]

Due to time constraints, the remainder of the agenda was postponed until the next meeting. R. Fraser requested that the meeting be devoted to a "To Do" list. President Sterling also noted that the Emerging Discipline Task Force's recommendations, which had been assigned to the Executive Committee, would be reassigned to the Regulatory Policy and Legislation Committee.

**Action:** Chair to work with staff to schedule a meeting for May 2021, prior to the AGM.

The meeting was adjourned at 6:22 p.m.