



Please note: Personal information has been removed from this sample report to comply with APEGM's Privacy Policy.

Member in Training (MIT)/Supervisor/Mentor
PROGRESS REPORT FORM
Instructions to MIT, Supervisor and Mentor (If Applicable)

Note: All MITs are required to have a professional member take responsibility for their work. If the MIT is a GIT, he/she must have either a P.Geol or a P.Eng. with geological expertise take responsibility for his/her work. If the MIT is an EIT, he/she must have a professional engineer take responsibility for his/her work. If the direct supervisor is not a professional member then the MIT is required to find a professional member either from inside or outside the company to act as a mentor and to take professional responsibility for their work.

Note: This form is to be submitted by the MIT, their direct supervisor and their mentor (if applicable) for every six month employment period, or/and whenever there is a change in supervision/employment. The following procedure should be followed:

- 1. MIT completes his/her portion of this report including the Professional development and Volunteer service reports downloaded from the APEGM website.**
- 2. MIT submits the report to APEGM, keeps a copy and submits one copy each to supervisor and mentor (if applicable)**
- 3. Supervisor completes the Supervisor/Mentor declaration shown on the next page, completes his/her portion of the report and submits the entire report to APEGM.**
- 4. Mentor (if applicable) completes the Supervisor/Mentor declaration shown on the next page, completes his/her portion of the report and submits the entire report to APEGM.**

If supervisor and/ or mentor portions of the report can be completed at the same time as the MIT's report it would be acceptable for the report to be submitted as one (or two) document(s). If, however, the report cannot be submitted on time (within 8 months of the start of the reporting period), it is advisable that the MIT submit a copy to APEGM before sending it to his/her supervisor and his/her mentor (if applicable). Otherwise, the MIT will be penalized for late reporting.

APEGM encourages collaborative reporting between the MIT, supervisor and the mentor, however, should the supervisor or mentor prefer to have his or her reports remain confidential from the MIT we ask that it be so indicated in the supervisor or mentor declaration on the following page. In the event that there are two or more consecutive supervisors (or two or more consecutive mentors) for one six month reporting period – e.g. one supervisor for 4 months and another supervisor for the next 2 months, more than one progress report will be required to cover the 6 month period in question.

Note to Master's and Phd students: Experience credit can be claimed for project and thesis work only. Generally, the candidate should submit his/her progress report for every six month period, and have the supervisor indicate the number of months of equivalent to full time thesis work that was done during those six months.

After January 1,2004, APEGM is subject to PIPEDA. For details on APEGM's Privacy Policy in general and how it relates to this report in particular please see www.apegm.mb.ca after January 1,2004.

Declarations of Supervisor or Mentor **PLEASE READ & SIGN**

Section A: to be completed by a professional member registered in the location of the MIT's place of employment

A1. I JOHN EWING have been registered as a professional engineer geoscientist (check one) since

(Name)
1978 in MB with expertise in GEOLOGICAL + CIVIL
(year) (province) (discipline)

A2. I have taken professional responsibility for the quality of the MIT's work as described in this report for the period from

22/05/07 to 19/11/07. See Note 1. Signed: [Signature] Date: 11/03/08
(d/m/y) (d/m/y)

Section B: to be completed by a supervisor if the supervisor is not a professional member registered in the location of the MIT's place of employment

B1. I _____ am qualified to take responsibility for the quality of the MIT's work by reason of the following:

B2. I have taken responsibility for the quality of the MIT's work as described in this report for the period from _____ to _____
(d/m/y)

_____. See Note 1. Signed: _____ Date: _____
(d/m/y)

Section C: THIS SECTION MUST BE COMPLETED BY THE SUPERVISOR & THE PROFESSIONAL MEMBER

C1. In an effort to ensure the timely assessment of this report, I will endeavor to complete my portion of this report no later than a _____ month after receiving the report from the MIT.

Yes No If the answer is No, please provide a reason: _____

C2. In my opinion, the MIT has completed 6 months equivalent to full time experience. See Note 2.

It is important that you answer this question.

C3. I do or do not authorize APEGM to provide information contained in this report or a copy of this report to the MIT. See Note 3. Signed: [Signature] Date: 11/03/08

Note 1: The reporting period should cover the same period as the MIT reporting period shown on item 1. If the reporting period for which you have taken professional responsibility does not correspond to the MIT reporting period shown on item 1 of the progress report please explain why: _____

Note 2: normal vacation, bank time, family leave, for which the employee is entitled, is not discounted. Overtime is not counted extra. If, however, the MIT has been absent for a significant amount of time due to special circumstances - disability leave for example, this time should be discounted from the full time number of months of experience. If the MIT has made sub-standard progress in this time frame, the number of months given may also be discounted, if you feel it is warranted. If the number of months is discounted for any reason, please provide an explanation in section 10. If the time is discounted for any reason, APEGM reserves the right to indicate the fact that the time was discounted to the MIT and to indicate that the time was discounted at the request of the supervisor/mentor. **Note to supervisors of Master's and Phd students:** Experience credit can be claimed for project and thesis work only. Generally, the candidate should submit his/her progress report for every six month period, and have the supervisor indicate the number of months of equivalent to full time thesis work that was done during these six months.

Note 3: If authorization is not granted, for our information purposes only and recognizing that you are not obligated to do so, please provide a reason for withholding this authorization: _____

Note 4: Each supervisor and mentor should complete a separate declaration page.

Since my last E.I.T. report, I have accepted an Environmental Engineer In Training position at Dillon Consultants Limited. This change has given me the opportunity to experience a broader scope of environmental projects and exposed me to a different approach to consulting engineering. I have also been provided with the opportunity to utilize a greater pool of professionals (Dillon employs over 500 persons nation-wide) to conduct the various engineering and project management tasks assigned to me. The general examples of my work experience provided below demonstrate the application of theory, practical experience, and exposure to management that I have gained during my employment, as well as decisions I have made based on ethical responsibilities.

APPLICATION OF THEORY

- Utilized historical data from Statistics Canada to project the future population of the waste collection area for the City of Steinbach's proposed waste disposal grounds (WDG) expansion and Class I licensing. Typical waste disposal rates from the Province, in addition to historical data from the City of Steinbach were analyzed and extrapolated to project the volume of waste that may be collected in future years. This information was then used in conjunction with site information to develop and design the new waste disposal area and cells and estimate the capacity/life of the expanded WDG facility.
- Requested analysis (e.g. falling head hydrometer, Atterberg's limits) of soil samples collected from the WDG site. Interpreted results of the soil analysis and extrapolated groundwater monitoring data to use Darcy's Law to conduct a Time of Travel (TOT) calculation to assess the geologic sensitivity of the Steinbach WDG site. Results of the soils analysis were also utilized to confirm the suitability of using the subsurface soils as an impermeable liner for the waste disposal cells.

PRACTICAL EXPERIENCE

- The majority of my project work thus far has been related to the development of a Class I Waste Disposal Grounds for the City of Steinbach. I joined project team shortly after the project initiation meeting occurred with the client. I was subsequently introduced to the client, and since then have assisted in managing client relations with respect to this project under the guidance of my mentoring engineer.
- Assisted in assessing the remaining capacity of the existing WDG and the projected capacity of the proposed site based on preliminary information. Future "geological" discoveries would prove these projections to be incorrect. A significant area of the site was used to dispose of construction debris. The preliminary site design included excavated disposal cells, which were not possible as excavating the buried construction debris is not feasible. Therefore, the waste disposal cell design and projected capacity had to be revised.
- Reviewed siting guidelines and had discussions with various government departments and regulators regarding siting requirements and potential for variances to some of the guidelines (i.e. minimum separation distances to residential dwellings and an airport). Since the existing facility has historically not had any issues or concerns regarding its encroachment onto the minimum separation distances, a request for a variance to this siting guideline has been included in the application for an Environment Act Licence for the facility.
- Assisted in developing, and wrote the working paper for the WDG conceptual design. Provided draft persons with design concepts to develop plans. Reviewed and edited plans through iterative revisions until draft design was completed.
- Conducted the site investigation component of a water well survey for CP Rail at specific rural sites in Manitoba, Saskatchewan, Alberta, and British Columbia. I was able to physically inspect older water well installations and systems, and reviewed various techniques utilized to decommission old water wells. I also furthered my experience in collecting groundwater samples following strict sampling and handling protocols.
- I assisted a professional engineer during the site investigation component of a Phase I Environmental Site Assessment (ESA). Although I have independently conducted Phase I ESAs previously, it was a good experience to see another professional conducting the assessment to identify areas that I could improve my ESA techniques. Furthermore, the ESA was being conducted for an aquaculture facility, in which area I previously had no experience. This opportunity helped me shortly afterwards, when the same client requested assistance to determine whether he needed an Environment Act licence for a similar facility he was interested in developing. Having assisted on the ESA project, I had a better understanding of the aquaculture operation, and it was therefore easier for me to address our client's needs.
- Conducting environmental site surveys for proposed developments on CPR property throughout Manitoba, Ontario, and Saskatchewan. The survey was being conducted as a preliminary screening tool to determine whether a full-scale environmental assessment would be required for the proposed work at each site. I learned that timing could be a factor in that a representative environmental site survey (and especially assessment) should ideally occur over the various growing and habitat seasons of a site to completely assess the environmental conditions at the site with confidence. However, I have also learned to work within budgetary limits, which often means that the environmental component of the project does not allow for multiple, seasonal visits. In addition, schedule limitations of the project usually do not allow environmental assessments to span over the course of a year or more, which would be required to assess and document seasonal variations at each site. As an alternative, a review of historic information and interviews with local persons may assist in addressing seasonal variations that may occur at a site.

ENGINEERING AND PROJECT MANAGEMENT

- I gained experience in project management by working on proposals with other professionals in Dillon’s organization. Budgeting, and scheduling hours and personnel to specific project tasks was a component of the proposal, which outlines how the project will be managed. Although I have laid out project management plans in proposals, I have not yet managed any projects independently during my employment at Dillon. However, I have studied project management through a 1-day course offered by Dillon’s internal continuing education program in preparation for managing my own projects under Dillon’s registered ISO 9001 management system.
- Introduced to a different approach to consulting engineering. Dillon utilizes what they call a ‘management based’ approach to their clients. This is quite different compared to the former consulting approach that I had experienced, which required that the majority of the work originated from responses to requests for proposals.

DECISIONS BASED ON ETHICAL RESPONSIBILITIES

- I studied for the professional practice exam (PPE), which provided me with a better understanding of the breadth of an engineer’s ethical and legal responsibilities. I also learned about some of the tools an engineer can utilize to make ethically responsible decisions.
- City of Steinbach – re-routing of Municipal Drain – facilitated co-ordination and licencing/approvals for permission from the Province/Municipality to re-route the drain. City engineer consulted with our office, and it was decided that potential licencing requirements needed to be discussed with Manitoba Conservation. Given that the existing drain flows *through* the existing WDG, I assumed that there would be no issue with re-routing the drain around the WDG, but understood that my ethical responsibility as an engineer was to report this decision to the Provincial authorities/regulators and obtain permission/licencing through the appropriate channels. I identified the government forms and responsible personnel and forwarded this information to our client, so that they could follow the appropriate procedures to re-route the drain.

OTHER EXPERIENCE

I feel that I have grown into the engineering community in Manitoba/Winnipeg through attending more conferences and seminars. In addition, I was a member of the Legislation and Regulation committee with the Manitoba Environmental Industries Association (MEIA). I participated in planning MEIA’s flagship annual conference (Emerging Issues) and moderated one of the presentation sessions during the day.

Note: Supervisor and Mentor assessments are to be shown by indicating either **Yes** or **No** in the space following the question:

Do you agree with the answer provided by the MIT?

If you are a professional member supervisor or a mentor, complete the Professional Member field. If you are a non-member supervisor, complete the non-member field. Comments should be made as applicable especially if the answer is No.

Supervisor/Mentor Assessment: Do you agree with the answer provided by the MIT?

Professional Member (Yes/No) YES Non-Professional Member (Yes/No) _____

Comments: _____

2.2 While undertaking the work experience indicated in 2.1, I have applied theory in:

- i) Analysis/Interpretation x
- ii) Project Design & Synthesis x
- iii) Testing/Verification x
- iv) Implementation x
- v) Other(s) _____

(please identify)

Supervisor/Mentor Assessment: Do you agree with the answer provided by the MIT?

Professional Member (Yes/No) YES Non-Professional Member (Yes/No) _____

Comments: _____

2.3 While undertaking the work experience indicated in 2.1, I obtained practical experience by:

- i) Studying or being exposed to existing engineering/geoscience works x
- ii) **For EITs:** Applying designs as parts of larger systems x
- iii) **For GITs:** Integrating geoscience data analysis with larger projects/systems _____
- iv) Experiencing the limitations of engineering designs/geoscience projects _____
- v) Experiencing time as a factor in the engineering/geoscience process x
- vi) Other(s) _____

(please identify)

Supervisor/Mentor Assessment: Do you agree with the answer provided by the MIT?

Professional Member (Yes/No) YES Non-Professional Member (Yes/No) _____

Comments: _____

2.4 While undertaking the work experience indicated in 2.1, I was exposed to the following areas of engineering/geoscientific management:

- i) Planning x
- ii) Scheduling x
- iii) Budgeting x
- iv) Supervision x
- v) Project Management x
- vi) Risk Assessment _____
- Other(s) _____

(please identify)

Supervisor/Mentor Assessment: Do you agree with the answer provided by the MIT?

Professional Member (Yes/No) YES Non-Professional Member (Yes/No) _____

Comments: _____

2.5 During this period, my communications skills improved, as follows:

(i) Oral presentations

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- Hosted one of the concurrent sessions at the Manitoba Environmental Industries Association's 2007 Emerging Issues conference.
 - Chaired meetings with clients and presented conceptual designs and reports.
 - Represented Dillon Consulting at a Career Fair and the University of Manitoba. Discussed company projects and potential for employment with upcoming and new graduates.
-

(ii) Written documents

-
- Correspondence letters and emails to clients, civil servants, and Provincial & Federal regulators
 - Completed an Environment Act Proposal for a municipal lagoon expansion. Followed up submission with responses to concerns from citizens and government departments.
 - Assisted in writing a CEAA report for an Active Transportation Pathway (ATP) in the City of Winnipeg. Through this task, I discovered that I needed an in depth introduction to the Canadian Environmental Assessment Act and Agency. I subsequently completed CEAA's 1-day orientation course.
 - Prepared a proposal in response to a requests for proposal (RFPs) to the Town of Snow Lake for a Wastewater Treatment Plant Assessment.

All above documents were reviewed by a Professional Engineer, and sealed when required.

(iii) Interaction with others

-
- Involved with committees within Dillon (local Municipal Practice rep, Environmental committee)
 - Participated and coordinated extracurricular employee activities (commuter challenge, United Way fundraisers, etc.)
 - Member of MEIA's Legislation and Regulation committee, through which I assisted in organizing and planning the 2007 Emerging Issues conference.
 - Delegated tasks for which I lack the expertise in to junior and senior engineers with such expertise related to projects for which I am responsible.
-

(iv) Other(s)

-
- Email etiquette course offered through my employers continuing education program
-

Supervisor Assessment: Do you agree with the answer provided by the MIT?

Professional Member (Yes/No) Yes Non-Professional Member (Yes/No) _____

Comments: _____

2.6 During this period, I was required to make decisions based on an engineer's/geoscientist's professional and ethical responsibilities as follows, to:

- i) The public x ii) The profession x iii) The client and/or employer x
- iv) Co-workers x v) The environment x

Supervisor/Mentor Assessment: Do you agree with the answer provided by the MIT?

Professional Member (Yes/No) YES Non-Professional Member (Yes/No) _____

Comments: _____

2.7 During this period, I had to consider the social implications of my work in the following areas:

By the very nature of my position, I feel I must consider the social implications of nearly all aspects of my work. All social beings reside in the environment, which is affected by any engineering works occurring in that environment. As an environmental engineer, the negative implications of the engineering works must be minimized, while still maintaining the positive effects of the project (in my experience thus far, this means new/upgraded sanitary systems).

Supervisor/Mentor Assessment: Do you agree with the answer provided by the MIT?

Professional Member (Yes/No) YES Non-Professional Member (Yes/No) _____

Comments: _____

3. Personal Development

3.1 Examples of my ability to work effectively as part of a team, during this period, include:

- Geotechnical Investigations – co-ordination of utility locators, drilling contractors, and lab technicians
- All projects in our office involve input from numerous different individuals who specialize in various components of the project (e.g. project management, client relations, cost estimates, water/wastewater treatment processes, road design, surveying)
- All reports are reviewed and discussed before being finalized. Opinions regarding the presentation of material and completeness of information are conferred upon and incorporated into the final report.

Supervisor/Mentor Assessment: Do you agree with the answer provided by the MIT?

Professional Member (Yes/No) YES Non-Professional Member (Yes/No) _____

Comments: _____

3.2 Examples of my ability to assume responsibility during this period include:

-
- Assigning tasks to junior employees and reviewing subsequent work
 - Represented Dillon with MEIA and at various engineering events (Career Fair, conferences).
-

Supervisor/Mentor Assessment: **Do you agree with the answer provided by the MIT?**

Professional Member (Yes/No) YES Non-Professional Member (Yes/No) _____

Comments: RESPONSIBLE FOR PROJECT DELIVERABLES + MEETING PROJECT DEADLINES + RESPONSIBLE FOR QUALITY OF WORK.

4. I have shown progress since the last report (where applicable) as follows:

-
- Understanding of consulting engineering and the various approaches to the business
 - Increased work efficiency and written communication skills through Dillon's continuing education program (e.g. stress management, time management, email etiquette, etc.)
 - Increased knowledge and familiarity with solid waste, water, and wastewater regulations and guidelines.
-

Supervisor/Mentor Assessment: **Do you agree with the answer provided by the MIT?**

Professional Member (Yes/No) YES Non-Professional Member (Yes/No) _____

Comments: _____

5. I consider myself to be lacking in exposure to, or requiring improvement in, the following areas:

Construction Supervision – Exposure to the methods and equipment utilized in the construction of infrastructure (e.g. lagoons) would provide me with a practical perspective when I am working on the design of said infrastructure in the office.

Diplomacy – Reviewing reports by others and providing delicate, yet straightforward constructive comments is a skill that I need to develop. I tend to be impatient with certain types of individuals and need to learn to work better with a wide variety of personalities.

Project Management – Dillon approach to project management is quite different and more structured than systems I have previously been exposed to. This experience has demonstrated that I have much to learn and experience in the field of project management.

Supervisor/Mentor Assessment: **Do you agree with the answer provided by the MIT?**

Professional Member (Yes/No) YES Non-Professional Member (Yes/No) _____

Comments: _____

6. During this period I was able to undertake many additional continuing education and professional development activities. My employer offers an online continuing education program, through which I studied time management, stress management, email etiquette, Microsoft Outlook, and Microsoft Word. I also received WHMIS training and certification through an online training program. I was offered an interactive 1-day Project Management course, which was attended by other Dillon employees. In addition, I attended the Canadian Environmental Assessment Agency's 1-day orientation course to become more familiar with CEAA and its processes.

7. During this period I participated in the following volunteer activities:
Manitoba Marathon (June 17, 2007 - 3 hours)
Career Fair – University of Manitoba (October 2007 – 1.5 hours)
Manitoba Environmental Industries Association – Emerging Issues 2007 conference (November 22, 2007 – 3 hours)
Manitoba Camera Club – Membership table (weekly in October – 2.5 hours)

8. I would like to provide the following additional, relevant information:

9. I understand that this progress report will be reviewed by my immediate supervisor and, where applicable, by the mentor who took responsibility for my work.
The MIT is responsible for submitting a copy of his or her report to the supervisor and mentor (as applicable) who will then forward their copies directly to APEGM. APEGM will no longer forward progress reports to supervisors or mentors.
Note: Your report will not be considered unless it is signed and dated.

Date

Signature

To be completed by Supervisor/Mentor:

10. Supervisor/Mentor Comments:

I would like to provide the following additional relevant information about the MIT's progress and/or character (**Note: you must complete this portion**)

ASH CONTINUES TO DEMONSTRATE A PROFESSIONAL ATTITUDE TOWARDS HIS COLLEAGUES + CLIENTS. HE HAS A HIGH ENERGY LEVEL WHICH IS EVIDENT IN HIS WORK PRODUCTIVITY AND DESIRE TO LEARN (EVIDENT IN HIS TRAINING ONGOING). HE IS ALSO GAINING FOCUS ON HIS CAREER / TECHNICAL SKILLS, GOALS AND IS PROACTIVELY PARTICIPATING IN HIS CAREER DEVELOPMENT.

Supervisor/Mentor Signature:

11/3/08

Date

Signature

Note: This report will not be considered unless it is signed and dated.

Note: Each supervisor or mentor should complete a separate page.

For Professional member only:

Please affix and sign seal:

