

Thursday, March 26, 2015

1. Reception – 5:30 p.m. to 6:00 p.m.
Dinner – 6:00 p.m. to 7:00 p.m.
(8th Floor Dining Room)

2. Plenary Session – 7:00 p.m. to 9:00
p.m. (8th Floor Council Chambers)
 - i. Engineers Canada Ends

ENGINEERS CANADA REQUEST FOR FEEDBACK ON PROPOSED REVISIONS TO THE ENDS AND SHARED ENVISIONED FUTURE

Purpose: To discuss issues raised in the Memo from W. James Beckett, Chair, Governance Committee, Engineers Canada regarding proposed revisions to the Ends and Shared Envisioned Future policies.

No motion required

Prepared by: Ralph Martin – Manager Secretariat

In a memo dated February 2, 2015, W. James Beckett, FEC, P.Eng., Chair, Governance Committee, Engineers Canada requested feedback on proposed revisions of Ends and Shared Envisioned Future policies.

At their January 14 meeting, PEO Council directed that the Engineers Canada revisions to the Ends and Shared Envisioned Future policies be discussed at the March 14 Plenary Session.

Appendicies

- Memo from W. James Beckett, Chair, Governance Committee, Engineers Canada

TO: Constituent Association Presidents and Chief Executive Officers
Engineers Canada Board

FROM: W. James Beckett, FEC, P.Eng., Chair
Governance Committee

DATE: February 2, 2015

RE: **Request for Feedback by April 13, 2015**
Revisions to the Ends and Shared Envisioned Future

At its September 2014 meeting, the Board passed the following resolutions:

- RESOLVED THAT this monitoring report partially confirms the accomplishment of End E during the reporting period. Future reports could be enhanced by providing metrics that measure outcomes and a rationale as to why the interpretation is reasonable.
- RESOLVED THAT Ends Statement E-1 is referred to the Governance Committee for review as the CEO cannot be held accountable for constituent associations' regulatory standards and practices.
- RESOLVED THAT Ends Statement E-2 is referred to the Governance Committee for review as the CEO cannot be held accountable for public confidence in the profession.

To present its recommendations in May 2015, the Governance Committee is seeking your feedback on the attached documents.

Revisions to Ends

In addition to meeting its directive from the Board, the committee felt that closely matching the Engineers Canada's Purpose with the "Purposes of the Corporation" reduces the likelihood of any conflict in interpretation.

The committee's initial draft is provided for your consideration.

Specific comments on the worksheet would be appreciated. It will be modified after consideration of your feedback.

Shared Envisioned Future

To better align plans and efforts, the owners and the Board need a shared vision.

Vision statements are the goals of the profession. Ends set out Engineers Canada's role in contributing to the achievement of these goals. The committee recognized that a number of the items in E1 and E2 were vision statements rather than Ends.

The committee would appreciate general feedback on our first pass at capturing our shared envisioned future. After the committee incorporates your feedback, the refined document will be provided to the Linkages Task force for consideration.

Thank you for your feedback.

At its September meeting the Board passed the following resolutions:

- RESOLVED THAT this monitoring report partially confirms the accomplishment of End E during the reporting period. Future reports could be enhanced by providing metrics that measure outcomes and a rationale as to why the interpretation is reasonable.
- RESOLVED THAT Ends Statement E-1 is referred to the Governance Committee for review as the CEO cannot be held accountable for constituent associations' regulatory standards and practices.
- RESOLVED THAT Ends Statement E-2 is referred to the Governance Committee for review as the CEO cannot be held accountable for public confidence in the profession.

The Governance Committee proposes the following changes to Ends to address the above.

Current Ends	Proposed Ends	Rationale
ENGINEERS CANADA'S PURPOSE	ENGINEERS CANADA'S PURPOSE	
<p>E Engineers Canada exists so that constituent associations have support for an advancing engineering profession and its self-regulation in the public interest at a cost that is justified by the results.</p>	<p>E Engineers Canada exists to provide national support and leadership on behalf of its owners to promote and maintain the integrity, honour and interests of the profession at a cost that is justified by the results.</p>	<p>The constituent associations codified <i>Engineers Canada Statement of Purpose</i> in the Articles of Continuance:</p> <p><i>The purposes of the Corporation shall be to provide national support and national leadership to the engineering profession on behalf of its members, so as to promote and maintain the interests, honour and integrity of the engineering profession in Canada, and to do all such lawful things as are incidental to or conducive with the attainment of the foregoing objects including, without limitation:</i></p> <p>Closely matching the Engineers Canada's Purpose with the "Purposes of the Corporation" reduces the likelihood any conflict in interpretation.</p> <p>Replacing constituent associations with owners reinforces the relationship that Engineers Canada must have with its constituent associations. The other option would be to call the constituent associations the "engineering regulators". We should use the same term throughout the policies.</p>

Current Ends	Proposed Ends	Rationale
CONSISTENCY IN REGULATORY STANDARDS AND PRACTICES	REGULATORY EXCELLENCE	Title better aligns with proposed E-1
<p>E-1 Consistency among the constituent associations’ regulatory standards and practices to protect and serve the public interest is the highest priority among Ends. This End shall be allocated no less than 40 percent of the overall resources.</p>	<p>E-1 A framework, standards, practices and systems to facilitate regulatory excellence and consistency are available to the owners. This is highest priority among Ends and shall be allocated no less than 40 percent of the operational budget.</p>	<p>The standards and practice should be aligned with the aspirational framework.</p> <p>The CEO cannot be held accountable for constituent associations' regulatory standards and practices.</p> <p>Consistency of standard may lead to lowest common demonstrator by nature and a lot of effort is required to resist.</p> <p>Consistency of practice may also be problematic. For a dynamic, involving, improving process differences may encourage evolution and ensuring discussions, etc.</p> <p>The purposes include “promoting and maintaining high standards in the engineering profession”.</p> <p>A framework, standards and practices that facilitate regulatory excellence and consistency is an achievable. The CEO can be held accountable for the production and promotion of these standards and practices.</p> <p>The Executive Limitations regarding consultation with the owners ensures ongoing dialogue in the development of these tools.</p> <p>Thus use for operational expenses for a proxy of worth provides clarity and it is easy to measure.</p>
<p>E-1.1 The constituent associations have a nationally consistent framework for regulation based upon best practices.</p>	<p>repeal</p>	<p>The new E-1 elevates the Framework to a higher level. It encourages ongoing innovation to achieve excellence. The framework is the first and most important tool that Engineers Canada produces. It will continue to evolve to achieve regulatory excellence.</p>

Current Ends	Proposed Ends	Rationale
		<p>The term “best practices” suggest that the best practices can actually be implemented in all jurisdictions. Constituent associations all have different legislation. The framework sets out common policy direction and key considerations. The resulting standard and practices should be aligned with the framework.</p>
<p>E-1.2 Accreditation of Canadian engineering programs is to a level that meets the requirements for licensure as a professional engineer in Canada and the standards of the Washington Accord.</p>	<p>E-1.1 Accreditation of Canadian engineering programs that promotes high standards in engineering education, meets the academic requirements for licensure and maintains Washington Accord signatory.</p>	<p>The purposes include “supporting and encouraging high standards in engineering education”.</p> <p>Accreditation of engineering programs is only related to the academic requirement.</p> <p>The Washington Accord signatories have full rights of participation in the Accord; qualifications accredited or recognised by other signatories are recognised by each signatory as being substantially equivalent to accredited or recognised qualifications within its own jurisdiction.</p>
<p>E-1.3 Full mobility exists within Canadian and international jurisdictions where public accountability of engineering practice is required.</p>	<p>E-1.2 Information, systems and agreements to facilitate expeditious mobility for registered engineers are available and promoted.</p>	<p>The CEO cannot be held accountable for fully mobility.</p>
<p>E-1.4 Foreign credential recognition is timely and consistent as required for immigration and licensure in Canada.</p>	<p>E-1.3 Information, systems and agreements to facilitate expeditious assessment of foreign credentials are available and promoted.</p>	<p>Immigration is not a sub-set of E-1.</p>
<p>E-1.5 National and international information and trends on self-regulation are available to constituent associations.</p>	<p>repeal</p>	<p>This End is not a sub-set of E-1. In addition, EL-7 Communication and Support to the Board broadly requires the same information to be provided. EL-2 Treatment of Constituent Associations, s. 6, Neglect to advise constituent associations in a timely manner about issues that Engineers Canada is aware of which may impact the profession and/or constituent associations, generally requires that this information is provided.</p>

Current Ends	Proposed Ends	Rationale
PUBLIC CONFIDENCE IN THE PROFESSION	CONFIDENCE IN THE PROFESSION	
E-2 The public has confidence that engineers practise with competency and integrity and recognize that their work benefits society. This End shall be allocated between 15 and 25 percent of the overall resources.	E-2 Stakeholders have evidence that engineers meet high standards, practise with competence and integrity, and that their work and self-regulation benefits society. This End shall be allocated between 15 and 25 percent of the operational budget.	<p>The CEO cannot be held accountable for public confidence in the profession. The CEO can be held accountable for the production of evidence and sharing that evidence with the Engineers Canada stakeholder that include: the public, owners, engineers and other stakeholder.</p> <p>The 270,000 engineers are key allies in building confidence in the profession and are included in the stakeholder group.</p>
E-2.1 Public communications are consistent amongst the constituent associations and Engineers Canada.	Included in E-2	Not required. The new E-2 provides adequate direction
E-2.2 There is broad acceptance of self-regulation by Canadians.	Included in E-2	Not required. The new E-2 provides adequate direction
E-2.3 The federal government addresses the public interest concerns of the engineering profession.	E-2.1 The federal government considers the national positions and expertise of the engineering profession in policy making.	<p>The CEO cannot be held accountable for the actions of the federal government. However, the CEO can be held accountable to ensure the national positions are before the government.</p> <p>The Executive limitations ensure that those constituent associations are included in the development of the national positions.</p>
E-2.3.1 The federal government and policy-makers use the expertise of the engineering profession.	Covered in the above End (now 2.1)	Not required. The new E-2.1 provides adequate direction
E-2.4 Constituent associations maintain the right of self-regulation.	repeal	Not required. The CEO cannot be held accountable for constituent associations maintaining the right of self-regulation. the

Shared Envisioned Future

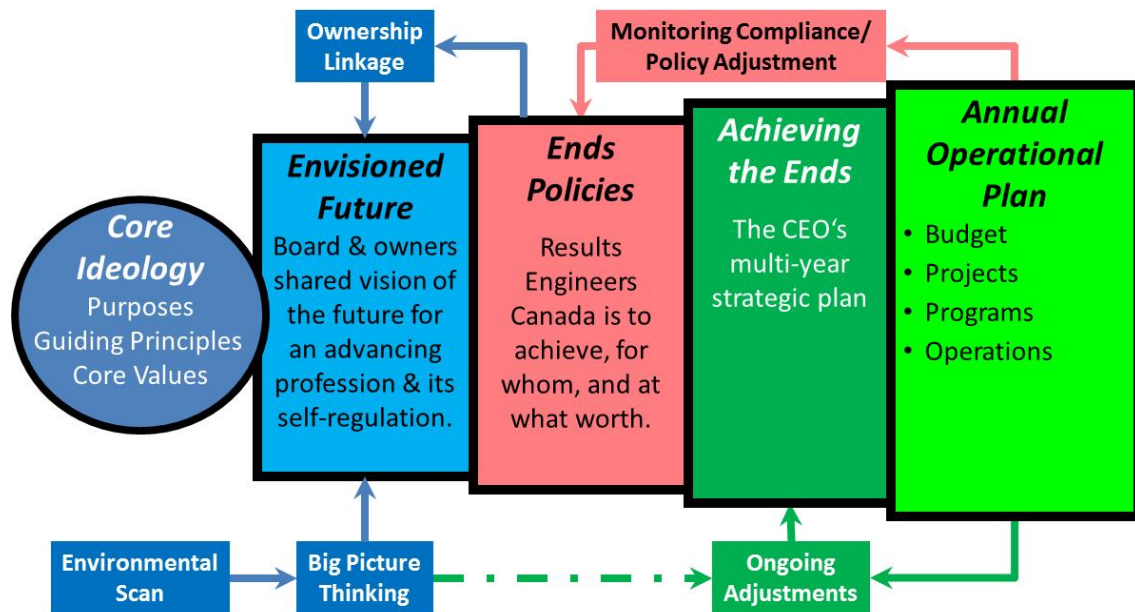
Engineers Canada’s purposes are set out in the articles of the corporation. The vision of Engineers Canada must fall within these purposes.

Creating the Shared Envisioned Future

The Board’s responsibility is, on behalf of its owners, to ensure that Engineers Canada achieves what it should and avoids what is unacceptable. The Board instructs the chief executive officer through its policies.

The Board scans the environment with a long term strategic view of the profession. Board works with the owners developing a shared vision of the future for an advancing profession and its self-regulation. This is known as the “*envisioned future*”.

The model below shows the key inputs to the envisioned future.



The following vision statements capture the Board and owners shared vision for an advancing profession and its self-regulation.

Engineers Canada Statement of Purpose¹

The purposes of the Corporation shall be to provide national support and national leadership to the engineering profession on behalf of its members, so as to promote and maintain the interests, honour and integrity of the engineering profession in Canada, and to do all such lawful things as are incidental to or conducive with the attainment of the foregoing objects including, without limitation:

- 1) to establish and foster relationships with and among the provincial and territorial associations of professional engineers in Canada and to assist them in, among other things:
 - A. coordinating their activities and policies, particularly in the areas of registration of engineers, mobility of registered engineers and interprovincial practice;
 - B. promoting and maintaining high standards in the engineering profession;
 - C. supporting and encouraging high standards in engineering education;
 - D. developing effective human resources policies and promoting the professional, social and economic welfare of the members of the engineering profession;
 - E. promoting a knowledge and appreciation of engineering and of the engineering profession, and enhancing the relationship of the profession to the public; and
 - F. generally carrying out their various objectives and functions.
- 2) to act on behalf of and to promote the views of its members concerning the engineering profession in matters that are national or international in scope, including without limitation, international registration or certification of engineers, and reciprocal practice;
- 3) to apply for and acquire and deal with or dispose of any trademark or copyright in any word(s), mark, design, slogan, or logo, or any literary, or other work, as the case may be, pertaining to the engineering profession or to its objects; and
- 4) to affiliate with, join or enter into arrangements or agreements to carry on any undertaking with or for the benefit of the members of any society, association or other body having objectives similar or comparable to those of the Corporation.

¹ From the Articles of Continuance

Vision Statements (Proposed)

VISION

Engineers Canada provides national leadership and support on behalf of its owners to strengthen, promote and maintain the integrity, honour and interests of the profession

REGULATORY EXCELLENCE

A compelling aspirational national framework for regulation facilitates consistency among the constituent associations' regulatory standards and practices to protect and serve the public interest.

Accreditation of Canadian engineering programs promoting and maintaining high standards in the engineering education to a level that meets the requirements for licensure as a professional engineer in Canada and is an economic driver in Canada.

All engineers are registered with the profession.

- Canadian engineers can be registered within Canadian and international jurisdictions where public accountability of engineering practice is required in less than 60 seconds.
- Skilled immigrants with engineering education are either registered with a constituent association prior to being invited to be a permanent resident or declare that they will not seek to practice engineering.

CONFIDENCE IN THE PROFESSION

Recognition and acceptance of the excellence of the profession by government, engineering graduates, engineers, universities, students, the public, industry and communities in Canada and abroad.

- There is broad acceptance by engineers and Canadians that self-regulation of the engineering profession effectively protects and serves the public interest.
- Rated engineering as the most trusted profession.
- The public has knowledge and appreciation of engineering and of the engineering profession.

The public has confidence that engineers practise with competency and integrity and recognize that their work benefits society.

- All persons and entities offering to the public or engage in the business of providing to the public services that are within the practice of engineering are certificate under ISO 37001 - Anti-bribery management systems.

The federal government seeks and uses the advice of the engineering profession in policy development and implementation.

- There is a strong relationship of the profession with the public.

SUSTAINABILITY OF THE PROFESSION

Engineering is recognized as an attractive profession.

Effective human resources policies that promote the professional, social and economic welfare of the members of the engineering profession are in place.

The profession is reflective of Canadian demographics.

- All students in Accreditation Board programs are automatically registered with the profession.
- All graduates from Accreditation Board programs are automatically registered with the profession and can continue to be part of the profession even if they do not become licensed.

New areas of engineering practices that fall within the national definition of the practice of engineering are recognized by the constituent associations and government.

The professional, social and economic needs of engineers are met.

PROTECTION OF THE ENGINEERING TERM

The public is not misled by persons improperly using engineering terms, titles, images, and words in federal corporations and trade-marks.

Terms, titles, images, and words that are integral to the engineering brand including the regulatory and licensing functions of constituent associations are protected from misuse.

Ends (Proposed)

ENGINEERS CANADA'S PURPOSE

- E Engineers Canada exists to provide national support and leadership on behalf of its owners to promote and maintain the integrity, honour and interests of the profession at a cost that is justified by the results.

REGULATORY EXCELLENCE

- E-1 A framework, standards, practices and systems to facilitate regulatory excellence and consistency are available to the owners. This is highest priority among Ends and shall be allocated no less than 40 percent of the operational budget.
- E-1.1 Accreditation of Canadian engineering programs that promotes high standards in engineering education, meets the academic requirements for licensure and maintains Washington Accord signatory.
 - E-1.2 Information, systems and agreements to facilitate expeditious mobility for registered engineers are available and promoted.
 - E-1.3 Information, systems and agreements to facilitate expeditious assessment of foreign credentials are available and promoted.

CONFIDENCE IN THE PROFESSION

- E-2 Stakeholders have evidence that engineers meet high standards, practise with competence and integrity, and that their work and self-regulation benefits society. This End shall be allocated between 15 and 25 percent of the operational budget.
- E-2.1 The federal government considers the national positions and expertise of the engineering profession in policy making.

SUSTAINABILITY OF THE PROFESSION

- E-3 Engineering is recognized as an attractive profession. This End shall be allocated between 15 and 25 percent of the overall resources.
- E-3.1 Sustainable membership of the constituent associations that is reflective of Canadian demographics.
 - E-3.1.1 Most graduates from Accreditation Board programs apply for licensure in Canada.
 - E-3.1.2 Studies, reports, trends and information are used in decision-making by policy-makers.
 - E-3.2 New areas of engineering practices are recognized by the constituent associations and government.
 - E-3.3 The professional, social and economic needs of licensed engineers are met.

PROTECTION OF THE ENGINEERING TERM

- E-4 The public is not misled by persons improperly using engineering terms, titles, images, and words in federal corporations and trade-marks. This End shall be allocated no more than 10 percent of the overall resources.
- E-4.1 Terms, titles, images, and words that are integral to the engineering brand including the regulatory and licensing functions of constituent associations are protected from misuses.



Professional Engineers
Ontario

Council Meeting

499th Meeting of Council
of Professional Engineers Ontario

to be held on
Thursday, March 26, 2015
5:30 p.m. – reception
6:00 p.m. – dinner
7:00 – plenary session

Friday, March 27, 2015
9:00 a.m. – 4:00 p.m.

PEO Council Chambers
8th Floor
40 Sheppard Avenue West
Toronto, Ontario

Briefing Note - Decision

C-499-1.1

APPROVAL OF AGENDA

Purpose: To approve the agenda for the meeting.

Motion(s) to consider: (requires a simple majority of votes cast to carry)

That:

- a) the agenda, as presented to the meeting at C-499-1.1, Appendix A be approved; and*
- b) the Chair be authorized to suspend the regular order of business.*

Prepared by: Dale Power, Secretariat Administrator

Appendices:

- Appendix A – 499th Council meeting agenda



REVISED

C-499-1.1
Appendix A

Agenda

499th Meeting of the Council
Professional Engineers Ontario

Date: Thursday, March 26 and Friday, March 27, 2015
Time: Thursday – 5:30 p.m. – reception; 6:00 p.m. – dinner;
7:00 p.m. – 9:00 p.m. – meeting
Friday – 9:00 a.m. – 4:00 p.m.
Place: PEO Offices – 8th Floor Council Chambers

Thursday, March 26th – 7:00 p.m. – 9:00 p.m.

#	Description	Type
<u>PLENARY SESSION</u>		
	Engineers Canada Ends	

Friday, March 27th – 9:00 a.m. – 4:00 p.m.

1. <u>APPROVAL OF AGENDA & LEADERSHIP REPORTS</u>		
1.1	APPROVAL OF THE AGENDA	Decision
1.2	PRESIDENT'S REPORT	Information
1.3	REGISTRAR'S REPORT	Information
2. <u>IN-CAMERA SESSION</u>		
2.1	IN-CAMERA MINUTES – 237 TH EXECUTIVE COMMITTEE MEETING – OCTOBER 2014	Decision
2.2	IN-CAMERA MINUTES – 237 TH EXECUTIVE COMMITTEE MEETING – REGISTRAR'S INVESTIGATION – OCTOBER 2014	Decision
2.3	IN-CAMERA MINUTES – a) 498 TH MEETING OF COUNCIL – FEBRUARY 6, 2015	Decision
2.4	ONTARIO PROFESSIONAL ENGINEERS AWARD NOMINATIONS	Decision

#	Description	Type
2.5	PRESIDENT'S AWARD	Decision
2.6	HRC UPDATE	Information
2.7	DISCIPLINE COMMITTEE – DECISIONS AND REASONS	Information
2.8	LEGAL UPDATE	Information
2.9	PEO'S ANTI-WORKPLACE HARASSMENT AND ANTI-WORKPLACE VIOLENCE POLICIES	Information
3. <u>REGULATORY ITEMS</u>		
3.1	FUNDAMENTAL ACADEMIC ADMISSION PRINCIPLES	Decision
3.2	PRINCIPLES UNDERLYING ACCREDITED PROGRAM P.ENG. EXPECTATIONS	Decision
3.3	LEGISLATION COMMITTEE	Information
3.4	STATISTICS - COMPLAINTS, DISCIPLINE, LICENSING AND REGISTRATION	Information
4. <u>OPERATIONAL ITEMS</u>		
4.1	2014 AUDITED FINANCIAL STATEMENTS	Decision
4.2	RECOMMENDATION FOR AN AUDITOR FOR 2015	Decision
4.3	REPORTING OF SAFETY CONCERNS	Decision
4.4	FRAMEWORK FOR THE ENGAGEMENT OF INTERIOR DESIGN PROFESSIONAL SERVICES	Decision
4.5	STRATEGIC PLAN UPDATE	Information
4.5.1	APTIFY STATUS UPDATE	Information
4.6	ENGINEERS CANADA UPDATE	Information
4.7	REGIONAL CONGRESS OPEN ISSUES REPORT	Information
4.8	COUNCILLOR ITEMS	Information
5. <u>CONSENT AGENDA</u>		
5.1	OPEN SESSION MINUTES – 237 TH EXECUTIVE MEETING – OCTOBER	Decision

#	Description	Type
	2014	
5.2	OPEN SESSION MINUTES – 498TH COUNCIL MEETING – FEBRUARY 5-6, 2015	Decision
5.3	APPROVAL OF CEDC APPLICATIONS	Decision
5.4	COMMITTEES/TASK FORCES ANNUAL WORK PLANS	Decision
5.5	CHANGES TO COMMITTEES/TASK FORCES ROSTER	Decision
5.6	SOCIAL MEDIA POLICY AND PEO PRIVACY POLICY	Decision

Councillors Code of Conduct

Council expects of itself and its members ethical, business-like and lawful conduct. This includes fiduciary responsibility, proper use of authority and appropriate decorum when acting as Council members or as external representatives of the association. Council expects its members to treat one another and staff members with respect, cooperation and a willingness to deal openly on all matters.

PEO is committed that its operations and business will be conducted in an ethical and legal manner. Each participant (volunteer) is expected to be familiar with, and to adhere to, this code as a condition of their involvement in PEO business. Each participant shall conduct PEO business with honesty, integrity and fairness and in accordance with the applicable laws. The Code of Conduct is intended to provide the terms and/or spirit upon which acceptable/unacceptable conduct is determined and addressed.

At its September 2006 meeting, Council determined that PEO volunteers should meet the same obligations and standards regarding conduct when engaged in PEO activities as they are when engaged in business activities as professional engineers.

[s. 2.4 of the Council Manual]

DATES TO REMEMBER

Upcoming Events

Friday, April 24, 2015 – Order of Honour Awards Gala
Westin Harbour Castle, Toronto

Saturday, April 25, 2015 – Annual General Meeting
Westin Harbour Castle, Toronto

2015 Council/Executive Committee Meeting/Mailing Schedule

		Initial BN			
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Meeting Date	Meeting Type	Due Date – Councillors/Staff	Initial Agenda Mailing Date	Supp. Agenda Due Date ¹	Supp. Agenda Mailing Date
Mar. 26 - 27	Council	Mar. 10	Mar. 13	Mar. 18	Mar. 20
April 25 ²	Council	April 9	April 10	April 15	April 17

¹ - requires the approval of the Chair or CEO/Registrar

² - new Councillors to be invited as soon as information is available.

Briefing Note – Information

C-499-1.2

PRESIDENT'S REPORT

Purpose: To inform Council of the recent activities of the President.

Motion(s) to consider:

none required

President Adams will provide an oral report on his recent PEO activities.

Briefing Note – Information

C-499-1.3

REGISTRAR'S REPORT

Purpose: To inform Council of the Registrar's recent activities.

Motion(s) to consider:

none required

Registrar McDonald will provide an oral report on his recent PEO activities.

In Camera Session

In-camera sessions are closed to the public

Briefing Note - Decision

Version 3: Mar 18, 2015

FUNDAMENTAL ACADEMIC ADMISSION PRINCIPLES

Purpose: To assist PEO Engineers Canada Directors in their discussions on ECA by clearly articulating PEO's fundamental academic requirement principle concerning the assessment of the individual.

Motion to consider: (motion requires simple majority vote to carry)

That Council:

- 1. Re-affirms the fundamental principle that "individuals", not "programs" or "institutions" are to be assessed for the purposes of determining P.Eng. license qualifications.**
- 2. Re-affirms that the fundamental principle that all individuals must meet PEO's standards for academic "depth" and "breadth".**
- 3. Re-affirms the that all individuals must pass examinations to confirm their academics, this principle is also referred to as "exams for all".**
- 4. Recognizes the "minimum path" requirement of accreditation as essential to meeting the assessment of the "individual" requirement.**

Prepared by: Roydon A. Fraser, P.Eng. - Councillor-at-Large, PEO's CEQB Board member, and ARC member
Bob Dony, P.Eng. - Councillor-at-Large, PEO's CEAB Board member, and ARC member

1. Need for PEO Action

Several fundamental principles of PEO admissions are threatened by Engineers Canada's (EC's) proposed offering of credential services to immigrants for the federal government. To ensure that EC is clearly informed of this concern a clear statement of these fundamental principles is needed for communication to EC.

Currently PEO admissions requires that all applicant's be assessed by at least one of the following basic methods for confirming academic depth and breadth:

- Writing and passing PEO exams.
- Experience Requirement Committee interview oral exam.
- Master's and/or Ph.D. that must include relevant graded engineering courses.
- CEAB accredited engineering program that institutes a minimum path requirement linked to courses and independent of institution reviewed exams.

Note: There are many process details omitted concerning how the above methods for confirming applicant academics are applied and satisfied. Please refer to the Academic Requirements Committee (ARC) procedures manual for more detail, and for deeper understanding, ask a PEO staff or ARC member to walk you through the ARC processes.

Consistent with the principles of these motions, all of PEO's academic standard confirmation methods identified above involve exams.

Finally, it is critical to note that although the wording, "looking to exempt", is commonly used in reference to the academic assessment methods other than writing and passing PEO exams, technically, no applicant is exempt from exams. They may simply be exempt from the specific method of confirmation of writing and passing PEO exams. In hindsight, it is suggested, for example, that better wording to adopt in place of looking-to-exempt could be "looking to confirm," or, "evidence of depth and breadth," or "looking to confirm evidence of depth and breadth."

2. Proposed Action / Recommendation

- That Council approve the motions.

3. Next Steps (if motion approved)

- That Engineers Canada, CEAB, and CEQB be informed of PEO's support for these motions.
- Direct PEO's EC Board Members, and CEAB and CEQB members, to support the fundamental principles within these motions.
- That EC, CEAB, and CEQB be invited to explain how the principles within the motions are satisfied by ECA, by CEAB accreditation, and by constituent association academic assessment processes, respectively.

4. Peer Review & Process Followed

Process Followed	<ul style="list-style-type: none"> • The identified principles have long been part of ARC understanding. • The ARC Chair’s email to the President dated January 25, 2015 [see February 2015 Council package], identifies, for example, in the context of EC’s credential assessment concerns with the principle of “minimum path” which is a CEAB application of “individuals are assessed, not programs.” Furthermore, this email speaks to the minimum depth and breadth principles as requirements. • This motion is brought to Council as a Councillor motion from two long standing members of ARC in response to EC’s Thursday, February 5, 2015, credential assessment plenary. 	
Council Identified Review	<ul style="list-style-type: none"> • None prior to motion coming to Council. • Notice of motion given at February 2015 meeting of Council. 	
Actual Motion Review	Peer Review	<ul style="list-style-type: none"> • LIC referred to ARC • ARC reviewed at February 2015 meeting. ARC supported. Minor edits suggested and incorporated. • LIC and ARC will have opportunity to review once more before March 2015 Council meeting.
	Staff Review	<ul style="list-style-type: none"> • Minor. Staff at ARC have seen giving the opportunity for feedback. No formal request for staff review made.

5. Appendices

None.

Briefing Note - Decision

Version 3: Mar 18, 2015

PRINCIPLES UNDERLYING ACCREDITED PROGRAM P.Eng. EXPECTATIONS

Purpose: To assist the Canadian Engineering Accreditation Board (CEAB) by clearly articulating PEO's accredited engineering program P.Eng. licensing expectations

Motion to consider: (motion requires simple majority vote to carry)

That Council:

1. **Re-affirms the fundamental expectation of an accredited engineering program that it foster a Canadian engineering culture consistent with the Professional Engineers Act of Ontario mandate to protect the public interest.**
2. **Re-affirms the fundamental requirement of an accredited engineering program is to ensure competency.**
3. **Re-affirms that having engineering faculty licensed with a P.Eng. is an encouraged role model method of supporting a Canadian engineering culture.**
4. **Recognizes that alternative methods to supporting a Canadian engineering culture exist.**
5. **Recognizes that quality of education should not be sacrificed for the sake of meeting specific quotas on AUs taught by P.Eng. licensed instructors.**

Prepared by: Roydon A. Fraser, P.Eng. - Councillor-at-Large, PEO's CEQB Board member-elect, and ARC member

1. Need for PEO Action

The Canadian Engineering Qualifications Board (CEAB) is a committee of Engineers Canada that is responsible for the accreditation of engineering programs in Canada. Currently CEAB sets inflexible quotas on the minimum number of engineering design, or engineering science, accreditation units (AUs; defined in Appendix A) that must be taught by a P.Eng., or a licensed engineer, respectively (see Appendix B for CEAB specified quotas).

These P.Eng. quotas have created difficulties at some universities resulting in undesirable consequences. Four undesirable consequences from PEO's admissions perspective are as follows:

- Creation of a special Limited License (LL) for professors for the activities of research and teaching, neither activity being within the scopes of practice within the definition of professional engineering in Ontario (see Appendix C). In effect PEO has been granting licenses for non-professional engineering activities. [Note: This special LL for professors will disappear once the recently approved Regulation changes are enacted creating a situation where universities are already pushing PEO for some similar band-aid solution to their CEAB difficulty.]
- The special LL in many instances created or strengthened some professor's cynicism of professional engineering licensure. Such cynicism often, naturally, makes its way into the classroom degrading support for a Canadian engineering culture. [Refer to Appendix D for an example win-win-win scenario that actually takes advantage of a professor's ego and self-interest to make LL and P.Eng. licensure a desirable goal.]
- Having a strict quota for licensure in engineering design and engineering science fails to recognize, and therefore sometimes fails to admit, certain skill sets that would enhance the quality of engineering education, including support for a Canadian engineering culture. Given PEO's interest in both competency and Canadian engineering culture, and given its support for CEAB accreditation as a route to confirming academics, PEO has an interest in supporting the ability of engineering schools to holistically maximize education quality and support for a Canadian engineering culture. [Example Corollary: There should be methods for some professors without a P.Eng. to qualify as supervisors for the purposes of satisfying CEAB criteria 3.4.4.4 and 3.5.5 (see Appendix C)].
- By being so focussed on professors who teach engineering design and engineering science on having a P.Eng., there is a general tendency to ignore or be less vigilant about the need to encourage and develop an engineering culture throughout an engineering program. From PEO's perspective it is better to have a strong engineering culture, including engineering ethics, then create an environment where the simple act of having a P.Eng. is seen as sufficient to promoting such culture. [For example, safety is a way of thinking all the time, it is not a check box on a to-do list of design considerations.]

The presented motions are a first step to clearly communicating to CEAB PEO's P.Eng. licensure expectations for CEAB accredited engineering programs for the purposes of (a) assisting universities with meeting CEAB expectations, (b) assisting CEAB with staying focussed on PEO's needs from accreditation, and (c) assisting PEO with transitioning to the new LL Regulations where LLs will be permitted to obtain a Certificate of Authorization (CofA).

2. Proposed Action / Recommendation

- That Council approve the motions.

3. Next Steps (if motion approved)

- That Engineers Canada and CEAB be informed of PEO's support for these motions.
- That CEAB be invited to explain the CEAB accreditation process to PEO Council with particular regard to competency and the P.Eng. license requirement.

4. Peer Review & Process Followed

Process Followed	<ul style="list-style-type: none">• Councillors and ARC volunteers involved with CEAB and PEO admissions have been monitoring accreditation process changes at PEO.• Current Regulation changes to the Limited License (LL) have been approved by Council and await implementation.• This motion is brought to Council as a Councillor motion.
Council Identified Review	<ul style="list-style-type: none">• Notice of motion given at February 2015 meeting of Council.
Actual Motion Review	Peer Review <ul style="list-style-type: none">• LIC referred to ARC• ARC reviewed at February 2015 meeting. ARC supported. Minor edits suggested and incorporated.• LIC and ARC will have opportunity to review once more before March 2015 Council meeting.
	Staff Review <ul style="list-style-type: none">• Minor. Staff at ARC have seen giving the opportunity for feedback. No formal request for staff review made.

5. Appendices

APPENDIX A: Definition of Accreditation units (AUs)

Reference: Canadian Engineering Accreditation Board
Accreditation Criteria and Procedures, page 16
2014_accreditation_criteria_and_procedures_v06.pdf;
<http://www.engineerscanada.ca/accreditation-resources>):

3.4.1.1 Accreditation units (AU) are defined on an hourly basis for an activity which is granted academic credit and for which the associated number of hours corresponds to the actual contact time between the student and the faculty members, or designated alternates, responsible for delivering the program:

- one hour of lecture (corresponding to 50 minutes of activity) = 1 AU
- one hour of laboratory or scheduled tutorial = 0.5 AU

This definition is applicable to most lectures and periods of laboratory or tutorial work. Classes of other than the nominal 50-minute duration are treated proportionally. In assessing the time assigned to determine the AU of various components of the curriculum, the actual instruction time exclusive of final examinations should be used.

3.4.1.2 For an activity for which contact hours do not properly describe the extent of the work involved, such as significant design or research projects, curriculum delivered through the use of problem-based learning, or similar work officially recognized by the institution as a degree requirement, an equivalent measure in accreditation units, consistent with the above definition, should be used by the institution.

APPENDIX B: CEAB P.Eng. Licensure Criteria and Criteria Interpretation

Reference: Canadian Engineering Accreditation Board
Accreditation Criteria and Procedures, page 63
2014_accreditation_criteria_and_procedures_v06.pdf;
<http://www.engineerscanada.ca/accreditation-resources>):

CEAB P.Eng. Licensure Criteria:

- 3.4.4.4 The engineering curriculum must culminate in a significant design experience conducted under the professional responsibility of faculty licensed to practise engineering in Canada ...
- 3.5.5 Professional status of faculty members: Faculty delivering curriculum content that is engineering science and/or engineering design are expected to be licensed to practise engineering in Canada, preferably in the jurisdiction in which the institution is located. In those jurisdictions where the teaching of engineering is the practice of engineering, they are expected to be licensed in that jurisdiction. To evaluate this criterion, the Accreditation Board will rely on the Interpretive statement on licensure expectations and requirements, which is attached as an appendix to this document.

CEAB P.Eng. Licensure Criteria Interpretation (selections from Appendix 3):

1. All forms of engineering licensure in Canada are considered acceptable (P.Eng., temporary engineering license, provisional engineering license, etc.). Licensure in other countries (i.e., P.E. in the U.S., CEng in the U.K., etc.) is not considered to be equivalent to licensure in Canada.
4. a. Faculty members who fall under points 6 and 7, below, and are within five years of their initial appointment to a faculty position at an academic institution in Canada are expected to:
 - Initiate an application for professional engineering licensure, or engineer-in-training/ing. jr. status, upon starting their faculty position.
 - Demonstrate continuing progress in meeting any conditions associated with achieving professional licensure (completing assessed examinations, obtaining experience, etc.).
- b. Faculty members who meet the conditions specified in 4(a) would be considered to be compliant with criterion 3.5.5 for the teaching of engineering science, but would not be considered to be compliant with criterion 3.5.5 for the teaching of engineering design.

6. A minimum of 600 Accreditation Units (AU) of a combination of engineering science and engineering design curriculum content in an engineering program shall be delivered by faculty members holding, or progressing toward, professional engineering licensure as specified in points 1 and 4 above. ...
7. A minimum of 225 AU of engineering design curriculum content in an engineering program shall be delivered by faculty members holding professional engineering licensure (as specified in point 1, only, above).
8. In respect of 6 and 7 above, for team-taught courses, and in the case of multiple sections of a particular course, a "minimum path" approach is taken toward establishing the total AU actually delivered by licensed faculty (as specified in point 1, only, above). For duplicate sections all instructors must meet the licensure requirements in order for the AU to be counted. If the course is team-taught then it must be clear that the engineering science and engineering design components are delivered by faculty holding professional engineering licensure. In some cases, for team-taught courses, a fraction of the total AU could be claimed.

APPENDIX C: Definition of Professional Engineering in Ontario

Reference: Professional Engineers Act, R.S.O. 1990, CHAPTER P.28, Section 1:

"practice of professional engineering" means any act of planning, designing, composing, evaluating, advising, reporting, directing or supervising that requires the application of engineering principles and concerns the safeguarding of life, health, property, economic interests, the public welfare or the environment, or the managing of any such act;

APPENDIX D: Definition of Professional Engineering in Ontario

Reference: Elimination of the Limited License (LL) for Professors (For Activities of Teaching and Research) is a WIN-WIN-WIN [DRAFT, Nov 1, 2013]
Perspective provided by Roydon Fraser1, P.Eng

See document on following 5 pages.

**Elimination of the Limited License (LL) for Professors
(For Activities of Teaching and Research)
is a WIN-WIN-WIN**

Nov 1, 2013
DRAFT

**Perspective provided by Roydon Fraser¹, P.Eng.
Provided to Professional Engineers Ontario's (PEO's)
Academic Requirements Committee (ARC)**

EMERGING SITUATION

- *PEO REGULATIONS CHANGE ELIMINATING "SPECIAL" LIMITED LICENSE (LL) FOR PROFESSORS:* Soon to be enacted Professional Engineers Ontario (PEO) Regulation changes will enable Limited License (LL) holders in Ontario to hold a Certificate of Authorization (CofA).. Currently Limited License holders cannot hold a CofA. An integral part of this new Limited License change is that the "scope of practice" be "professional engineering." By definition in Ontario "research" and "teaching" are not acts of professional engineering. Therefore the current "special" LL for professors which specifies a scope of practice of engineering research and teaching do not qualify as acts of professional engineering and hence cannot be licensed under the new Limited License legislation.
- *GRANDFATHERING:* Expectation is that those holding the current LL for professors will be *grand fathered* to be allowed to continue to hold this license but will be unable to obtain a CofA unless they obtain one of the new LL with a revised scope of practice.
- *PROFESSORS CAN APPLY FOR NEW LIMITED LICENSE:* Professors are more than welcomed, they are actually encouraged, to apply for a P.Eng., or, if this proves too difficult say for academic background reasons, to apply for the new LL with a scope of practice that does specify an act of professional engineering.

SUPPORTING INFORMATION

- *CERTIFICATE OF AUTHORIZATION (CofA):* A CofA is required in Ontario in order to provide professional engineering services directly to the public. Correspondingly, in order to protect the public, the requirements for a CofA necessitate that the requirements for a LL academically and experience wise increase to mirror those of a P.Eng. License in all but scope.

¹ Roydon Fraser is currently a member of PEO Council (1998-2000, 2000-.....), PEO Academic Requirements Committee (1998 -), and PEO Legislative Committee (2010?? -), and a Professor in the Mechanical and Mechatronics Engineering Department at the University of Waterloo

- *“SPECIAL” LL for PROFESSORS REALLY ONLY A BAND-AID:* The current requirements for a Limited License for professors took advantage of the vagueness in the current LL requirements to provide a *band aid solution* to enable universities to meet the new CEAB requirement concerning who needs to teach engineering science and engineering design in Canadian engineering programs. This band aid solution of issuing professors LLs was an initiative of the PEO Registrar and the Council of Ontario Deans of Engineering (CODE) *not approved* by PEO Council, was not driven by PEO’s mandate to protect the public interest, and did create a situation where PEO is now issuing licenses for acts of non-professional engineering.
- *“SPECIAL” LL OUTSIDE THE INTENT OF THE PROFESSIONAL ENGINEERS ACT:* It can be argued that the issuing of licenses for acts of non-professional engineering, i.e., the LLs for professors to engage in the acts of research and teaching, is outside the scope of authority PEO Act contemplates it being involved in, especially when the collection of ongoing fees is involved.

FUNDAMENTAL PROBLEMS

- *COUNTING P.ENG.s and LLs HAS BECOME EFFECTIVELY THE ONLY METRIC TO MEASURE STUDENT EXPOSURE TO CANADIAN ENGINEERING CULTURE:* Counting the number of P.Eng. or LL licensed professors in a Canadian engineering program is a weak, indirect, metric for measuring the ability and efforts undertaken by a university to bring the Canadian engineering culture into the curriculum. Clearly leading by example is very important, but the examples must go beyond the simple possession of a P.Eng. or LL by engineering program professors.
- *P.ENG. or LL INTERFERES WITH ENGINEERING PROGRAM QUALITY:* In many situations Canadian Engineering Accreditation Board (CEAB) accredited engineering programs have had to rearrange teaching duties to satisfy the CEAB’s P.Eng./LL requirement for teaching engineering science and engineering design. Unavoidably, in many situations, this has led to engineering programs making teaching task decisions not on the basis of what is best for the students, i.e., which professor would be best to teach a particular class, but on the sometimes severe non-pedagogical constraint of insisting that the professor has a P.Eng. or LL.

ADDITIONAL PROBLEM

- *CURRENT P.ENG. or LL REQUIREMENT CREATES PEO CYNICAL PROFESSORS:* It is a fact that many professors who are effectively forced to get their P.Eng. or LL either develop an active cynicism to PEO or have their cynicism magnified. Make no mistake, this non-professional engineering attitude of some professors does make its way into the classroom. Many professors have strong egos and sense of superiority that make the licensure requirement insulting or appear irrelevant. When this cynicism of the engineering profession enters the classroom it has exactly the opposite effect of that intended, it erodes the development of a Canadian professional engineering culture among engineering students.

WIN-WIN-WIN VISION

WIN for UNIVERSITIES

- ★ BEST PROFESSOR AVAILABLE TEACHES ANY GIVEN COURSE IMPROVING PROGRAM QUALITY:
- ★ INCREASED TEACHING SCHEDULING FLEXIBILITY:
- ★ REASONABLE CERTAINTY ABOUT THE NUMBER OF P.ENG. OR LL LICENSED PROFESSORS REQUIRED BY CEAB REMAINS EFFECTIVELY INTACT

WIN for CEAB

- ★ DOORS ARE OPEN TO MUCH BETTER, MORE DIRECT, MEASURES OF STUDENT'S EXPOSURE TO CANADIAN ENGINEERING CULTURE
- ★ FEWER PEO CYNICAL PROFESSORS ERODING RESPECT FOR ENGINEERS CANADA'S CONSTITUENT ASSOCIATIONS
- ★ SUGGESTED IMPROVEMENTS TO MEASURE OF CANADIAN ENGINEERING CULTURE WITHIN ENGINEERING CURRICULUM APPLICABLE ACROSS CANADA and AMENABLE TO OUTCOMES BASED PHILOSOPHY

WIN for PEO

- ★ LL NO LONGER BEING USED TO LICENSE NON-PROFESSIONAL ENGINEERING ACTIVITIES thus LL RETURNS TO CLEARLY BEING USED IN A MANNER CONSISTENT WITH THE INTENT or OBJECT OF THE PROFESSIONAL ENGINEERS ACT OF ONTARIO, I.E., TO PROTECT TH PUBLIC WELFARE
- ★ PEO CAN EXPECT CEAB ACCREDITED ENGINEERING PROGRAMS TO PROVIDE STUDENTS WITH IMPROVED EXPOSURE TO AND UNDERSTANDING OF CANADIAN ENGINEERING CULTURE
- ★ FEWER PEO CYNICAL PROFESSORS ERODING RESPECT FOR PEO

EXPECTATIONS and REQUIREMENTS FOR WIN-WIN-WIN

The elimination of the “special” LL for professors in Ontario provides the opportunity for a Win-Win-Win for Ontario Universities, for CEAB, and for PEO, but only if everyone is willing to do their part.

1. REQUIREMENT on CEAB:

Instead of counting the number of P.Eng./LLs teaching in a given engineering program (past practice), or specifying the number of P.Eng./LLs that must teach engineering science and engineering design in a given program (current practice), the *option must be given* for universities to be able to explain why a non-P.Eng. or non-LL is the most appropriate person to teach engineering science or engineering design. It is fully expected that if a non-P.Eng. or non-LL is teaching engineering science or engineering design will have to demonstrate to acceptable quality and depth levels how students are being exposed to the Canadian engineering culture.

There is no reason the current CEAB formula specifying the number of P.Eng./LLs expected to teach engineering science and engineering design within the engineering curriculum cannot remain *provided* it is only one of two or more options to satisfy CEAB’s Canadian professional engineering culture requirement.

Another requirement for CEAB will need to be the recognition of a Professional Practice Examination (PPE) certificate or similar issued by PEO should this become available. See part 3 Requirement on PEO below.

2. REQUIREMENT on UNIVERSITIES:

Universities should be prepared to *explicitly inform CEAB how they promote the Canadian professional engineering culture* throughout their program. Using an outcomes based approach is one possibility. The vision being that how engineering culture is supported throughout an engineering program and within each course be explicitly identified.

Although details would have to be negotiated between CEAB and the universities, for the present time a P.Eng. or LL should suffice as sufficient course level information to satisfy CEAB expectations, with details needed only when a non-P.Eng. or non-LL teaches a given course. In the future it can be foreseen where every course within an engineering program would report on student’s exposure to the Canadian professional engineering culture, but this depends on how the CEAB process evolves.

It is important to note that a potential future requirement that each course have identified how it exposes students to professional engineering culture caters to the egos and pride of professors. For what professor would admit they are non-professional? Always nice to have a motivator that lowers the resistance to change.

3. **REQUIREMENT on PEO:**

The one major benefit realized by PEO from the “special” LL for professors beyond an increase in annual revenue is that it did result in many more professors being exposed to, and demonstrating an understanding of, *engineering law and ethics* through the required writing of the Professional Practice Examination (PPE).

This can only be beneficial to PEO’s and Engineers Canada’s attempt to expose students to Canadian professional engineering culture. Furthermore, given that this was essentially the only real hurdle for most professor to obtaining the “special” LL it is reasonable to expect that CEAB would continue to recognize the passing of the PPE is a valid example of a university’s efforts to instill the Canadian professional engineering culture into their engineering programs. It may or may not be sufficient, this would be a matter for CEAB and university negotiations on how to meet CEAB objectives, however, it most certainly would be significant.

Therefore, in order to actively assist CEAB and Ontario Universities to integrate a Canadian professional engineering culture into their engineering programs PEO needs to *establish a PPE Certificate Program*, or something similar, open to all instructors of engineering courses in Ontario. Instead of potentially stepping outside the intent of the Professional Engineers Act as the “special” LL did, such a program is consistent with the Act provided there no renewal expected, that is about there is no annual fee, only a one time fee associated with writing the PPE. In effect, a PPE Certificate Program would provide PEO with another communications tool for educating the public with regards to professional engineering in Ontario.

CONCLUSION

PEO’s upcoming Regulation change to the Limited License requirements should be seen as an opportunity for engineering program improvement across Ontario, and possible Canada, given the relatively easy to obtain win-win-win for all stakeholders; the universities, CEAB, and PEO, Through cooperation all will benefit.

Legislation Committee Update

Purpose: *To update Council on its direction for the Legislation Committee to use its regulation-making powers to define “member in good standing” in Regulation 941*

No motion required

Prepared by: B. Dony, P.Eng., Chair, Legislation Committee

1. Status Update

At its September 2013 meeting, Council considered the 2013 Annual General Meeting Member Submission (see Appendix A). The Council meeting minutes state:

“Council then considered the submission regarding a policy that would suspend any member from serving on PEO Council or in a fiduciary capacity on any PEO committee or Chapter board while the member has an outstanding payment owing to PEO that has not otherwise been excused by the Registrar or by direction from an Ontario Court.

Mr. Clark advised neither the *Professional Engineers Act* nor Regulation 941 include a definition of a member in good standing.

As recommended and by consensus, it was agreed that the Legislation Committee be directed to use its regulation-making powers to amend Regulation 941 to include a definition of “member in good standing”.

The Legislation Committee has determined that the introduction of a definition of “member in good standing” is not necessary to achieve the objective above as it relates to Council members. Subject to a legal opinion, section 9 of Regulation 941 can be amended to include conditions for Council election or disqualification, pursuant to the authority provided in section 7(1)2 and 3 under the *Professional Engineers Act*.

In addition, the LEC has determined that a regulation amendment is not necessary to deal with suspending members from serving in a fiduciary capacity on any PEO committee or Chapter board. This can be accomplished simply by amending the Committees and Task Force Policy, or specifically by amending committee Terms of Reference and Chapter by-laws.

Appendices:

- Appendix A – AGM Submission #2, April 2013

AGM Submission #2, April 2013

At the 2013 Annual General Meeting, the following Member Submission was passed:

Members Defaulting on Payment of Monies to PEO

Moved by Cliff Knox, P.Eng., seconded by Chantal Chiddle, P.Eng.:

WHEREAS members whose license renewal fees are in arrears cease to be a "member in good standing" and are normally not allowed to serve on Chapter boards or in a fiduciary capacity at PEO. Such members also risk being removed from the Register of licensed engineers until such repayment is made and

WHEREAS any member who is in arrears to PEO for monies relevant to their professional engineering practice or involvement in the affairs of PEO has similarly ceased to be a "member in good standing" and

WHEREAS it is desirable that no licensee with outstanding payments owing to PEO be in a position that could directly or indirectly influence a decision to defer or excuse payment of the associated debt and

WHEREAS no specific language exists in Regulation 941 or By-law 1 that defines a "member in good standing" or makes provision that members must be in good standing to be able to serve as a volunteer in a fiduciary capacity with PEO.

THEREFORE BE IT SUBMITTED THAT:

Council consider a policy that would suspend any member from serving on PEO Council or in a fiduciary capacity on any PEO committee or Chapter board while the member has an outstanding payment owing to PEO that has not otherwise been excused by the Registrar or by direction from an Ontario Court.

Relevant Citations from the Act, Regulation 941 and By-Law No. 1

Membership

5. (1) Every person who holds a licence is a member of the Association subject to any term, condition or limitation to which the licence is subject.

Resignation of membership

(2) A member may resign his or her membership by filing with the Registrar a resignation in writing and his or her licence is thereupon cancelled, subject to the continuing jurisdiction of the Association in respect of any disciplinary action arising out of the person's professional conduct while a member. R.S.O. 1990, c. P.28, s. 5.

Powers of Registration Committee

19 (7) 2. If the Committee determines on reasonable grounds that the applicant does not meet the requirements and qualifications of this Act and the regulations, the Committee shall,

- iii. direct the Registrar to issue a licence, certificate of authorization, temporary licence, provisional licence or limited licence, as the case may be, subject to such terms,

conditions or limitations as the Committee specifies, if the Committee determines on reasonable grounds that the terms, conditions or limitations are necessary in order to ensure that the applicant will engage in the practice of professional engineering or in the business of providing services that are within the practice of professional engineering with competence and integrity. 2010, c. 16, Sched. 2, s. 5 (37).

Registers

21. (1) The Registrar shall maintain one or more registers in which is entered every person who is licensed under this Act and every holder of a certificate of authorization, temporary licence, provisional licence or limited licence, identifying the terms, conditions and limitations attached to the licence, certificate of authorization, temporary licence, provisional licence or limited licence, and shall note on the register every revocation, suspension and cancellation or termination of a licence, certificate of authorization, temporary licence, provisional licence or limited licence and such other information as the Registration Committee or Discipline Committee directs. R.S.O. 1990, c. P.28, s. 21 (1); 2001, c. 9, Sched. B, s. 11 (27).

Note: On a day to be named by proclamation of the Lieutenant Governor, subsection (1) is repealed and the following substituted:

Registers

(1) The Registrar shall maintain one or more registers containing the following information:

1. Every holder of a licence, certificate of authorization, temporary licence, provisional licence or limited licence.
2. The terms, conditions and limitations attached to every licence, certificate of authorization, temporary licence, provisional licence and limited licence.
3. Every revocation, suspension and cancellation or termination of a licence, certificate of authorization, temporary licence, provisional licence or limited licence.
4. Every person who is an engineering intern under section 20.1.
5. Any other information that the Registration Committee or Discipline Committee directs. 2010, c. 16, Sched. 2, s. 5 (41).

See: 2010, c. 16, Sched. 2, ss. 5 (41), 6 (2).

Cancellation for default of fees

22. (1) The Registrar may cancel a licence, certificate of authorization, temporary licence, provisional licence or limited licence for non-payment of any fee prescribed by the regulations or the by-laws after giving the member or the holder of the certificate of authorization, temporary licence, provisional licence or limited licence at least two months notice of the default and intention to cancel, subject to the continuing jurisdiction of the Association in respect of any disciplinary action arising out of the person's professional conduct while a member or holder. R.S.O. 1990, c. P.28, s. 22 (1); 2001, c. 9, Sched. B, s. 11 (28).

Note: On a day to be named by proclamation of the Lieutenant Governor, subsection (1) is amended by striking out "any fee prescribed by the regulations or the by-laws", and substituting "any fee payable under this Act". See: 2010, c. 16, Sched. 2, ss. 5 (42), 6 (2).

Reinstatement

(2) A person who was a member of the Association or a holder of a certificate of authorization, temporary licence, provisional licence or limited licence whose licence, certificate of authorization, temporary licence, provisional licence or limited licence was cancelled by the Registrar under subsection (1) is entitled to have the licence, certificate of authorization, temporary licence, provisional licence or limited licence reinstated upon compliance with the requirements and qualifications prescribed by the regulations. R.S.O. 1990, c. P.28, s. 22 (2); 2001, c. 9, Sched. B, s. 11 (29).

28. Powers of Discipline Committee

(4) Where the Discipline Committee finds a member of the Association or a holder of a certificate of authorization, a temporary licence, a provisional licence or a limited licence guilty of professional misconduct or to be incompetent it may, by order,

- (a) revoke the licence of the member or the certificate of authorization, temporary licence, provisional licence or limited licence of the holder;

- (b) suspend the licence of the member or the certificate of authorization, temporary licence, provisional licence or limited licence of the holder for a stated period, not exceeding 24 months;
- (d) impose terms, conditions or limitations on the licence or certificate of authorization, temporary licence, provisional licence or limited licence, of the member or holder, including but not limited to the successful completion of a particular course or courses of study, as are specified by the Discipline Committee;

Regulation-making powers

Regulations

7. (1) Subject to the approval of the Lieutenant Governor in Council and with prior review by the Minister, the Council may make regulations,

- 2. respecting and governing the qualifications, nomination, election and term or terms of office of the members to be elected to the Council, and controverted elections;
- 3. prescribing the conditions disqualifying members of the Council from sitting and governing the filling of vacancies on the Council;
- 9. respecting any matter ancillary to the provisions of this Act with regard to the issuing, suspension and revocation of licences, certificates of authorization, temporary licences, provisional licences and limited licences, including but not limited to regulations respecting,
- 25. prescribing the amount of and requiring the payment of annual fees by holders of certificates of authorization, temporary, provisional and limited licences and by students and members of related classes recognized by the Association, and fees for temporary licences, provisional licences, limited licences, certification, registration, designations, examinations and continuing education, including penalties for late payment, and fees for anything the Registrar is required or authorized to do, and prescribing the amounts thereof;

Note: On a day to be named by proclamation of the Lieutenant Governor, paragraph 25 is repealed. See: 2010, c. 16, Sched. 2, ss. 5 (13), 6 (2).

By-laws

8. (1) The Council may pass by-laws relating to the administrative and domestic affairs of the Association not inconsistent with this Act and the regulations and, without limiting the generality of the foregoing,

- 16. prescribing the amount and requiring the payment of annual fees by members of the Association;

Note: On a day to be named by proclamation of the Lieutenant Governor, paragraph 16 is repealed and the following substituted:

- 16. specifying the amount and requiring the payment of,
 - i. fees, including annual fees, by holders of licences, certificates of authorization, temporary licences, provisional licences and limited licences, and by engineering interns, students and members of other classes of persons prescribed under paragraph 8 of subsection 7 (1),
 - ii. fees for registration, designations, examinations and continuing education,
 - iii. fees for anything the Registrar is required or authorized to do, and
 - iv. penalties for late payment of any of the fees;

See: 2010, c. 16, Sched. 2, ss. 5 (15), 6 (2).

By-Law No. 1

Fees

39.(1) All members shall pay annual membership fees in each year commencing with the year of their admission.

- (2) Effective May 1, 2008, the annual membership fee is \$220.
- (3) The Council may determine from time to time the dates on which the fees provided for under subsection (1) shall be due and for the purpose of establishing such dates may prorate any fees over a part of a year.
- (4) The Council may approve, authorize or provide for the remission of all or any part of the annual fee of any member who may be retired, incapacitated by reason of health or for such other reason as the Council may from time to time determine.
- (5) Notwithstanding the foregoing provisions, a Member qualifying for a reduced fee may pay an annual membership fee of 25 per cent of the fee prescribed in section 39(2).
- (6) Notwithstanding the foregoing provisions, every Member who has been a president of the association shall be designated as a "Life Member" and exempt from the requirement to pay the annual membership fee prescribed in section 39(2)

COMPLAINTS, DISCIPLINE, LICENSING AND REGISTRATION STATISTICS

Purpose: To provide a statistical report to Council regarding Complaints, Discipline, Licensing and Registration.

No motion required

Prepared by: Dale Power, Secretariat Administrator

1. Need for PEO Action

- Standing report was requested at the September 2009 meeting of Council.

2. Appendices

- Appendix A – Complaints Statistics
- Appendix B – Discipline Statistics
- Appendix C – Licensing Statistics
- Appendix D – Registration Statistics

COMPLAINTS & INVESTIGATION STATISTICS
(No update since February Council update)

	2012	2013	2014 (Dec. 31)
COC's Caseload			
Filed Complaints ¹ not disposed of by COC at previous year-end	110	135	127
Complaints Filed (<i>PEAct s. 24. 1(a)</i>) during the Year	95	66	69
Total Caseload in the Year	205	201	196
Total Filed Complaints Disposed of by COC in the Year (for details see <i>COC's Disposition of Complaints</i> below)	70	74	91
Total Filed Complaints Pending for COC Disposition (for details see <i>Status of Active Filed Complaints</i> below)	135	127	105
COC's Disposition of Complaints			
Direct that the matter be referred, in whole or in part, to the Discipline Committee. (<i>PEAct s. 24. 2(a)</i>)	6	3	6
Direct that the matter not be referred. (<i>PEAct s. 24. 2(b)</i>)	59	47	62
Take such action as COC considers appropriate in the circumstances and that is not inconsistent with this Act or the regulations or by-laws. (<i>PEAct s. 24. 2(c)</i>)	5	24	23
COC's Timeliness Regarding the Disposition of the Complaint²			
Complaint disposed of within 90 days of filing	0	0	0
Complaint disposed of between 91-180 days of filing	18	30	17
Complaint disposed of after more than 180 days of filing	52	44	74
COC Processing Time – Days from Complaint Filed to COC Disposition			12 mo rolling average
Average # Days	416	362	655
Minimum # Days	92	105	136
Median # Days	377	183	444
Maximum # Days	1013	1408	1601

¹ Signed Complaint Form filed with the Registrar.

² Days from Complaint Filed to date COC Decision is signed by COC Chair.

Status of Active Filed Complaints

Active Filed Complaints - Total		105
Complaints filed more than 180 days ago	69	69
Waiting for Approval and Reason regarding COC Decision	11	
Complaints under active consideration by COC	13	
Completed Investigation ready for COC consideration	4	
Regulatory Compliance Investigation	41	
Complaints filed between 91-180 days ago	21	21
Waiting for Approval and Reason regarding COC Decision	5	
Complaints under active consideration by COC	1	
Completed Investigation ready for COC consideration	8	
Regulatory Compliance Investigation	7	
Complaints filed within the past 90 days	15	15
Waiting for Approval and Reason regarding COC Decision	0	
Complaints under active consideration by COC	0	
Completed Investigation ready for COC consideration	0	
Regulatory Compliance Investigation	15	

Note:

Review by Complaints Review Councillor (PEAct s. 26. (s))

Where a complaint respecting a member of the Association or a holder of a certificate of authorization, a temporary licence, a provisional licence or a limited licence has not been disposed of by the Complaints Committee **within ninety days** after the complaint is filed with the Registrar, upon application by the complainant or on his or her own initiative the Complaints Review Councillor may review the treatment of the complaint by the Complaints Committee.

Glossary of Terms:

Complaint Filed – Signed Complaint Form filed with the Registrar.

Investigation Complete – Completed Complaint Summary document sent to the respondent and ready for COC consideration

DISCIPLINE STATISTICS – March 2015 Council Meeting Report

Discipline Phase

	2012	2013	2014	2015 (up to March 10)
Matters Referred to Discipline	6	3	7	1
Matters Pending (Caseload)	18*	10	12**	13
Written Final Decisions Issued	10	10	6	0
<i>DIC Activity</i>				
Pre-Hearing Conferences Held	6	4	4	1
Hearings Phase commenced	10	3	1	0
Hearings Phase completed	8	6	3	0

*One matter was stayed in 2012, and a motion regarding costs was heard in January 2013.

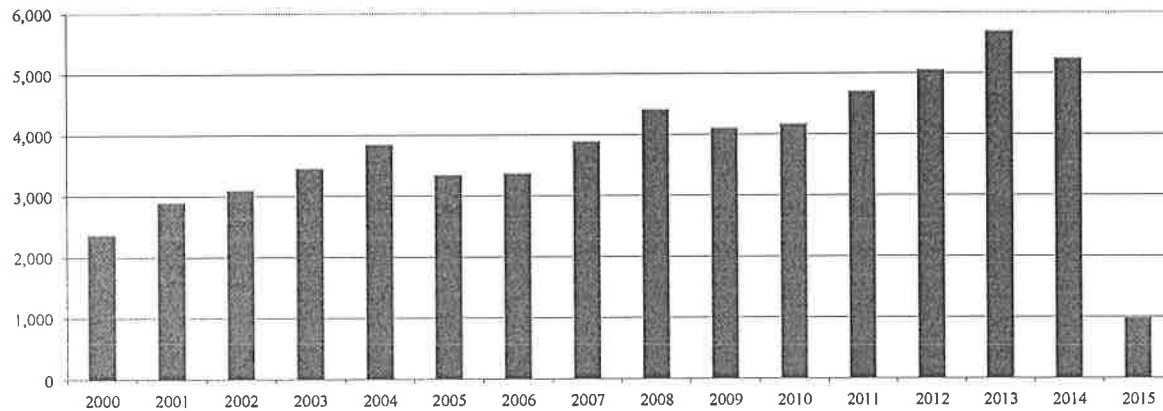
Note: This matter was still counted into the number of “Matters Pending (Caseload)” in 2012, but no longer counted in 2013.

** By a decision of the Divisional Court one matter was sent back for re-hearing by a differently constituted panel.

**PEO STATISTICS
APPLICATIONS RECEIVED
2000 - 2015**

	2000	2001	2002	2003	2004	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015
JANUARY	278	328	341	539	440	364	316	308	372	336	393	414	397	440	530	561
FEBRUARY	157	260	222	260	345	259	319	257	234	338	276	278	384	422	380	421
MARCH	165	136	234	169	298	340	316	272	345	379	373	453	398	428	395	
APRIL	206	225	277	279	304	269	291	280	381	294	239	338	297	414	361	
MAY	213	403	299	394	425	270	298	293	278	279	303	314	353	394	324	
JUNE	157	158	220	221	337	264	273	279	332	320	306	322	374	388	356	
JULY	160	236	265	200	297	286	254	355	460	395	332	398	482	529	488	
AUGUST	233	248	269	357	272	301	285	367	413	326	358	493	508	505	495	
SEPTEMBER	248	270	352	455	382	254	251	333	415	402	383	451	388	512	542	
OCTOBER	195	222	206	257	253	263	282	396	419	428	372	469	540	646	568	
NOVEMBER	186	232	238	190	236	304	226	505	430	340	497	481	503	525	416	
DECEMBER	175	184	178	140	261	168	260	248	334	270	336	295	432	491	392	
TOTAL	2,373	2,902	3,101	3,461	3,850	3,342	3,371	3,893	4,413	4,107	4,168	4,708	5,056	5,694	5,245	982
MONTHLY AVERAGE	198	242	258	288	321	279	281	324	368	342	347	392	421	475	437	491
Year To Date	2,373	2,902	3,101	3,461	3,850	3,342	3,371	3,893	4,413	4,107	4,168	4,708	5,056	5,694	5,245	982

Applications Received - Year To Date



REGISTRATION STATISTICS – March 2015 Council Meeting Report

Registration Phase

**2014 2015
(up to March 10)**

Requests for Hearing	5	2
Premature Applications (no Notice of Proposal)	1	1
Matters Pending (Caseload)	10	10
Written Final Decisions Issued	3	1
Appeals to the Divisional Court	1*	1
<i>REC Activity</i>		
Pre-Hearing Conferences Held	6	1
Hearings Phase completed	2	0

*The Divisional Court upheld the decision of the Registration Committee

Table “A” – Timeline summary for matters in which Decision and Reasons were issued in 2015

File Number	Hearing date(s)	Date of written Decision	Approx. length of time from the last Hearing date to date of written Decision
100171936	August 12 and 13, 2014	January 5, 2015	4.5 months

2014 AUDITED FINANCIAL STATEMENTS

Purpose: To approve the Audited Financial Statements for the year ended December 31, 2014.

Motions to consider:

That Council:

- a) approve the Audited Financial Statements for the year ended December 31, 2014, and the Auditor's report thereon, as presented in Appendix A; and
- b) authorize the President and President-elect to sign the statements on Council's behalf.

Prepared by: Michael Price, P.Eng., MBA, FEC – Deputy Registrar, Licensing & Finance

Moved by: Thomas Chong, P.Eng., FEC, PMP – Chair, Audit Committee

1. Need for PEO Action

PEO's governing legislation and its By-laws require that Council approve the audited financial statements of the Association for presentation to members at PEO's Annual General Meeting and that the statements be published on PEO's website for access to all members.

The Audit Committee's legislated mandate approved by Council is to:

- Oversee the auditing of the Association's financial statements by an external auditor; and
- Monitor the accounting and financial reporting processes and systems of internal control.

PEO By-Law No. 1, section 51 states:

The Council shall lay before each Annual Meeting of the members a financial statement prepared in accordance with generally accepted accounting principles for the previous fiscal year of the association (made up of a balance sheet as at the end of such fiscal year and statements of revenue and expenditure and members' equity for such fiscal year) together with the report of the association's auditors on the financial statement. The financial statement with (a summary of) the auditor's report shall be published in the official publication of the association after its approval by the Council.

2. Proposed Action / Recommendation

That Council approve the audited financial statements and the auditor's report thereon for the year ended December 31, 2014 for presentation to members at the 2015 Annual General Meeting, and that the statements be published on PEO's website and in the next edition of *Engineering Dimensions*, as required by legislation and PEO's by-laws.

3. Next Steps

Once the 2014 Financial Statement are approved and signed by the President and President-elect, the audited financial statements will be available to members at the 2015 Annual General Meeting and the statements will be published on PEO's website in April and in the next edition of *Engineering Dimensions*.

A Q&A on PEO's operations for 2014 will be developed for the 2015 Annual General Meeting based on anticipated questions. A Financial Report and financial statement analysis will be prepared and published.

4. Peer Review & Process Followed

Process Followed	On March 10, 2015, the 2014 audited financial statements and auditor's report were presented to the Audit Committee for review and discussion. On March 11, 2015, the 2014 audited financial statements and auditor's report were presented to the Finance Committee for review and discussion.
Council Identified Review	
Actual Motion Review	On March 10, 2015, the Audit Committee received the 2014 audited financial statements and auditor's report and recommended they be presented to Council for approval.

5. Appendices

- Appendix A – 2014 Audited Financial Statements and Auditor's report
- Appendix B – Audit Committee Report

Financial statements of

**Association of Professional
Engineers of Ontario**

December 31, 2014

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Association of Professional Engineers of Ontario

December 31, 2014

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Toronto ON M2N 6L7
Canada

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Fax: 416-601-6151
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Independent Auditor's Report

To the Members of
Association of Professional Engineers of Ontario

We have audited the accompanying financial statements of the Association of Professional Engineers of Ontario, which comprise the balance sheet as at December 31, 2014, and the statement of revenue, expenses and changes in net assets and of cash flows for the year then ended, and a summary of significant accounting policies and other explanatory information.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with Canadian accounting standards for not-for-profit organizations, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with Canadian generally accepted auditing standards. Those standards require that we comply with ethical requirements and plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Opinion

In our opinion, the financial statements present fairly, in all material respects, the financial position of the Association of Professional Engineers of Ontario as at December 31, 2014, and the results of its operations and its cash flows for the year then ended in accordance with Canadian accounting standards for not-for-profit organizations.

Chartered Professional Accountants, Chartered Accountants
Licensed Public Accountants
March 27, 2015

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Association of Professional Engineers of Ontario

Statement of revenue and expenses and changes in net assets
year ended December 31, 2014

	2014	2013 (Restated - Note 2)
	\$	\$
Revenue		
P. Eng revenue	14,840,457	14,630,128
Application, registration, examination and other fees	5,884,172	5,788,072
Building operations (Note 5)	2,083,065	2,937,867
Advertising income	355,572	426,567
Investment income	219,885	183,296
	23,383,151	23,965,930
Expenses		
Staff salaries and benefits/Retiree and future benefits	10,303,016	10,849,476
Building operations (Note 5)	2,362,885	2,383,229
Purchased services	1,090,528	1,069,658
Amortization	978,437	950,980
Engineers Canada	901,420	867,094
Computers and telephone	773,951	644,523
Volunteer expenses	761,264	852,302
Occupancy costs (Note 5)	732,760	902,378
Chapters (Note 14)	722,121	610,795
Legal (corporate, prosecution and tribunal)	649,465	461,735
Transaction fees	508,034	487,760
Contract staff	666,368	506,580
Consultants	240,431	353,962
Postage and courier	424,151	357,372
Recognition, grants and awards	187,667	187,326
Printing	161,002	152,244
Office supplies	121,723	121,376
Professional development	109,170	156,409
Insurance	97,304	98,600
Staff expenses	91,355	85,283
Advertising	90,348	198,040
	21,973,400	22,297,122
Excess of revenue over expenses before the undernoted	1,409,751	1,668,808
Council discretionary reserve expenses (Note 9)	60,515	233,912
Excess of revenue over expenses	1,349,236	1,434,896
Remeasurement and other items	390,900	6,533,200
Net assets, beginning of year	13,791,341	5,823,245
Net assets, end of year	15,531,477	13,791,341

The accompanying notes to the financial statements are an integral part of this financial statement.

Association of Professional Engineers of Ontario

Balance sheet

as at December 31, 2014

	2014	2013 (Restated - Note 2)
	\$	\$
Assets		
Current assets		
Cash in interest bearing accounts	1,739,886	3,052,243
Marketable securities at fair value	6,331,704	5,350,515
Accounts receivable	498,159	379,240
Prepaid expenses and deposits	204,332	173,193
Other assets	443,952	285,412
	<u>9,218,033</u>	<u>9,240,603</u>
Capital assets (Note 4)	37,062,729	36,729,079
Total assets	<u>46,280,762</u>	<u>45,969,682</u>
Liabilities		
Current liabilities		
Accounts payable and accrued liabilities (Note 16)	1,385,054	1,660,977
Fees in advance and deposits	8,843,131	8,919,164
Current portion of long-term debt (Note 6)	901,000	878,000
	<u>11,129,185</u>	<u>11,458,141</u>
Long-term		
Long-term debt (Note 6)	8,467,000	9,368,000
Employee future benefits (Note 7)	11,153,100	11,352,200
Total liabilities	<u>30,749,285</u>	<u>32,178,341</u>
Net assets (Note 8)	<u>15,531,477</u>	<u>13,791,341</u>
Total liabilities and net assets	<u>46,280,762</u>	<u>45,969,682</u>

Approved by the Board

Director

Director

The accompanying notes to the financial statements are an integral part of this financial statement.

Association of Professional Engineers of Ontario

Statement of cash flows
year ended December 31, 2014

	2014	2013 (Restated - Note 2)
	\$	\$
Operating activities		
Excess of revenue over expenses	1,349,236	1,434,896
Add (deduct) items not affecting cash		
Amortization	1,790,891	1,761,531
Amortization - other assets	56,323	32,896
Employee future benefits expensed	1,418,300	2,579,200
Change in unrealized losses on marketable securities	(68,450)	(17,415)
Loss (gain) on disposal of marketable securities	37,612	12,322
	<u>4,583,912</u>	<u>5,803,430</u>
Change in non-cash working capital items (Note 11)	(502,014)	588,271
	<u>4,081,898</u>	<u>6,391,701</u>
Financing activities		
Repayment of mortgage	(878,000)	(854,000)
Contributions to employee future benefit plans	(1,226,500)	(1,418,300)
	<u>(2,104,500)</u>	<u>(2,272,300)</u>
Investing activities		
Proceeds of disposal of marketable securities	4,083,963	1,857,745
Acquisition of marketable securities	(5,034,314)	(2,005,587)
Additions to capital assets	(2,124,541)	(2,023,542)
Additions to other assets	(214,863)	(259,448)
	<u>(3,289,755)</u>	<u>(2,430,832)</u>
(Decrease) increase in cash	(1,312,357)	1,688,569
Cash, beginning of year	3,052,243	1,363,674
Cash, end of year	<u>1,739,886</u>	<u>3,052,243</u>

The accompanying notes to the financial statements are an integral part of this financial statement.

Association of Professional Engineers of Ontario

Notes to the financial statements

December 31, 2014

1. Nature of operations

The Association of Professional Engineers of Ontario ("PEO") was incorporated by an Act of the Legislature of the Province of Ontario. Its principal activities include regulating the practice of professional engineering, and establishing and maintaining standards of knowledge, skill and ethics among its members in order to protect the public interest. As a not-for-profit professional membership organization it is exempt from tax under section 149(1) of the Income Tax Act.

2. Change in accounting policy

In fiscal 2014, PEO adopted the Provisions of the CPA Canada Handbook ("Handbook"), Part III Accounting for Not-For-Profit organizations, Section 3463- Reporting Employee Future Benefits by Not-For-Profit Organizations ("Section 3463"). In accordance with the transitional provisions of Section 3463, PEO retrospectively applied the revised standard. The 2013 corresponding figures and notes have been restated.

Section 3463 eliminated the deferral and amortization method as a policy choice for accounting for defined benefit plans and the three-month window for measuring plan assets and obligations. The Standard requires that changes in the fair value of plan assets and in the measurement of the plan obligation, including past service costs, actuarial gains and losses, and curtailment/settlement gains and losses (remeasurements and other items), be recognized as a component of net assets. As a result, the defined benefit asset or liability on the balance sheet reflects the defined benefit obligation, net of the fair value of any plan assets, adjusted for any valuation allowance as of the balance sheet date. Further, Section 3463 requires that remeasurements and other items be presented as a separately identified line item in the statement of changes in net assets.

Additionally, the expected return on plan assets is no longer applied to the fair value of the assets to calculate the benefit cost. Under Section 3463, the same discount rate must be applied to the benefit obligation and the plan assets to determine the finance cost. The discount rate will continue to be determined by reference to market interest rates on high-quality debt instruments with cash flows that match the timing and amount of expected benefit payments or the interest rate inherent in the amount at which the defined benefit obligation could be settled. PEO has elected to use a funding valuation to determine its defined benefit obligation related to its pension plans, but will continue to use an accounting valuation for the purposes of determining its non-pension defined benefit obligations.

The retrospective application of the new standard resulted in a decrease to opening net assets at January 1, 2013, of \$445,900 with an additional increase to opening net assets of \$94,600 at January 1, 2014.

Association of Professional Engineers of Ontario

Notes to the financial statements

December 31, 2014

3. Significant accounting policies

These financial statements have been prepared in accordance with Canadian accounting standards for not-for-profit organizations and reflect the following accounting policies:

a) *Financial instruments*

PEO initially recognizes financial instruments at fair value and subsequently measures them at each reporting date, as follows:

<u>Asset/liability</u>	<u>Measurement</u>
Cash and marketable securities	Fair value
Accounts receivable	Amortized cost
Accounts payable and accrued liabilities	Amortized cost
Long term debt	Amortized cost

Financial assets measured at amortized cost are assessed at each reporting date for indications of impairment. If such impairment exists the asset shall be written down and the resulting impairment loss shall be recognized in the Statement of revenue, expenses and changes in net assets for the period.

Transaction costs are expensed as incurred.

b) *Hedge accounting*

PEO entered into an interest rate swap in order to reduce the impact of fluctuating interest rates on its long term debt. The policy of PEO is not to enter into interest rate swap agreements for trading or speculative purposes.

The interest rate swap held by PEO is eligible for hedge accounting. To be eligible for hedge accounting, an instrument must meet certain criteria with respect to identification, designation and documentation. In addition, the critical terms of the derivative financial instrument must match the specific terms and conditions of the hedged item. The fair value of derivative instruments eligible and qualifying for hedge accounting is generally not recognized on the balance sheet. Gains and losses on such instruments are recognized in income in the same period as those of the hedged item.

Interest on the hedged item is recognized using the instrument's stated interest rate plus or minus amortization of any initial premium or discount and any financing fees and transaction costs. Net amounts receivable or payable on the interest rate swap are recorded on the accrual basis of accounting and are recognized as an adjustment to interest on the hedged item in the period in which they accrue.

PEO may only discontinue hedge accounting when one of the following situations arises:

- The hedged item or the hedging item ceases to exist other than as designated and documented;
- The critical terms of the hedging item cease to match those of the hedged item, including, but not limited to, when it becomes probable that an interest bearing asset or liability hedged with an interest rate swap will be prepaid.

When a hedging item ceases to exist, any gain or loss incurred on the termination of the hedging item is recognized as an adjustment of the carrying amount of the hedged item.

When a hedged item ceases to exist, the critical terms of the hedging item cease to match those of the hedged item, or it is no longer probable that an anticipated transaction will occur in the amount designated or within 30 days of the maturity date of the hedging item, any gain or loss is recognized in net income.

Association of Professional Engineers of Ontario

Notes to the financial statements

December 31, 2014

3. Significant accounting policies (continued)

c) Revenue recognition

License fee revenue, excluding the portion related to the Building Fund, is recognized as income on a monthly basis over the license period. Building Fund revenue is recognized into income at the commencement of the license period. Other revenues are recognized when the related services are provided.

d) Donated services

The Association receives substantial donated services from its membership through participation on council and committees and as chapter executives. Donations of services are not recorded in the accounts of the Association.

e) Employee future benefits

Pension Plans

The cost of PEO's defined benefit pension plans are determined periodically by independent actuaries using the projected benefit method prorated on service. PEO uses the most recently completed actuarial valuation prepared for funding purposes (but not one prepared using a solvency, wind-up, or similar valuation basis) for measuring its defined benefit pension plan obligations. A funding valuation is prepared in accordance with pension legislation and regulations, generally to determine required cash contributions to the plan.

Other non-pension plan benefits

The cost of PEO's non-pension defined benefit plan is determined periodically by independent actuaries. PEO uses an accounting actuarial valuation performed every three years for measuring its non-pension defined benefit plan obligations. The valuation is based on the projected benefit method prorated on service.

For all defined benefit plans PEO recognizes:

- a) The defined benefit obligation, net of the fair value of any plan assets, adjusted for any valuation in the statement of changes in net assets;
 - b) The cost of the plan for the year.
- f) Capital assets

Capital assets are recorded at cost. Amortization is calculated on the straight-line basis at the following annual rates.

Building	2%
Building improvements	5%
Building improvements – common area	3.3% to 10%
Computer hardware and software	33%
Furniture, fixtures and telephone equipment	10%
Audio visual	20%

The Association's investment in capital assets is included as part of Net assets on the Balance sheet.

Association of Professional Engineers of Ontario

Notes to the financial statements

December 31, 2014

3. Significant accounting policies (continued)

g) Use of estimates

The preparation of financial statements in conformity with Canadian accounting standards for not-for-profit organizations requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenue and expenses during the reporting period. Actual results could differ from those estimates. Accounts requiring significant estimates and assumptions include capital assets, accrued liabilities, and employee future benefits.

4. Capital assets

			2014	2013
	Cost	Accumulated amortization	Net book value	Net book value
	\$	\$	\$	\$
Building	19,414,667	2,254,607	17,160,060	17,548,355
Building improvements	8,208,586	1,488,305	6,720,281	6,419,567
Building improvements - common area	6,461,870	1,437,408	5,024,462	5,168,252
Land	4,366,303	-	4,366,303	4,366,303
Computer hardware and software	2,580,324	2,297,294	283,030	475,130
Furniture, fixtures and telephone equipment	1,393,289	660,224	733,065	836,601
Audio visual	974,252	465,362	508,890	644,992
Work in progress	2,266,638	-	2,266,638	1,269,879
	45,665,929	8,603,200	37,062,729	36,729,079

Association of Professional Engineers of Ontario

Notes to the financial statements

December 31, 2014

5. Building operations

PEO maintains accounting records for the property located at 40 Sheppard Avenue West, Toronto, ON as a stand-alone operation for internal purposes. The results of the operation of the building, prior to the elimination of recoveries and expenses related to PEO, are as follows:

	2014	2013
	\$	\$
Revenue		
Rental	802,831	1,295,119
Operating cost recoverable - tenants	1,045,263	1,410,533
Parking	136,950	156,150
Miscellaneous	98,021	76,065
	<u>2,083,065</u>	<u>2,937,867</u>
Operating cost recoverable - PEO	720,125	819,374
Total revenue	<u>2,803,190</u>	<u>3,757,241</u>
Recoverable expenses		
Utilities	493,924	452,586
Property taxes	452,923	479,628
Amortization	424,161	422,258
Payroll	245,526	218,299
Janitorial	219,356	251,908
Repairs and maintenance	121,885	201,377
Property management and advisory fees	80,878	78,797
Road and ground	32,552	31,620
Administrative	25,009	20,915
Security	20,276	19,217
Insurance	17,674	21,826
	<u>2,134,164</u>	<u>2,198,431</u>
Other expenses		
Interest expense on note and loan payable	484,986	527,834
Amortization of building	388,293	388,293
Amortization of deferred costs	56,323	32,896
Other non-recoverable expenses	19,244	55,149
	<u>948,846</u>	<u>1,004,172</u>
Total expenses	<u>3,083,010</u>	<u>3,202,603</u>
Excess of revenue over expenses	<u>(279,820)</u>	<u>554,638</u>

For purposes of the statement of revenue, expenses and changes in net assets, the operating cost re-imburements from PEO have been eliminated. The portion of costs allocated to PEO is reallocated from Building operations and is included in Occupancy costs.

Association of Professional Engineers of Ontario

Notes to the financial statements

December 31, 2014

5. Building operations (continued)

	2014	2013
	\$	\$
Building revenue per above	2,803,190	3,757,241
Eliminated PEO portion	(720,125)	(819,374)
	<u>2,083,065</u>	<u>2,937,867</u>
Building expenses per above	3,083,010	3,202,603
Eliminated PEO portion	(720,125)	(819,374)
	<u>2,362,885</u>	<u>2,383,229</u>

6. Building financing

In 2009, the Association financed \$14,100,000 of the cost of its building acquisition with a credit facility from the Bank of Montreal, Capital Markets Division. The facility is secured by a first mortgage on the property located at 40 Sheppard Avenue West, a general security agreement, and a general assignment of tenant leases. The facility is repayable in monthly installments of principal plus interest maturing on March 11, 2019 and bears a floating interest rate based on variable bankers' acceptances. The balance outstanding at December 31, 2014 is \$9,368,000.

Principal repayments are due as follows:

	\$
2015	901,000
2016	928,000
2017	952,000
2018	980,000
2019	5,607,000
	<u>9,368,000</u>

The Association has entered into a swap agreement related to this loan, whereby the floating rate debt is swapped for a fixed rate debt with an interest rate of 4.95% and settled on a net basis. The Notional value of the swap is \$14,100,000. The start date of the swap was March 11, 2009 with a maturity date of March 11, 2019.

7. Employee future benefits

The Association's pension plans and post-retirement benefits plan covering participating employees (full time and retirees) are defined benefit plans as defined in Section 3463 of the CPA Canada Handbook. The pension plans provide pension benefits based on length of service and final average earnings. The post-retirement benefits plan provides hospitalization, extended health care and dental benefits to active and retired employees. Participation in the pension plans and benefits plan (for post-retirement benefits) has been closed to all new employees as of May 1, 2006. All employees joining after this date have the option of participating in a self-directed RRSP (registered retirement savings plan). During the year, the Association recorded \$181,383 (2013 - \$134,919) in employer contributions to the self-directed RRSP.

Association of Professional Engineers of Ontario

Notes to the financial statements

December 31, 2014

7. Employee future benefits (continued)

The funded status of the Association's pension plans and post-retirement benefit plan using actuarial assumptions as of December 31, 2014 was as follows:

	Basic pension plan	Supplemental pension plan	Other non-pension benefit plan	Total
	\$	\$	\$	\$
Accrued benefit obligation	(21,671,300)	(1,563,500)	(11,810,300)	(35,045,100)
Plan assets at fair value	22,081,200	1,810,800		23,892,000
Funded status - plan surplus (deficit)	409,900	247,300	(11,810,300)	(11,153,100)
Valuation allowance	-	-	-	-
Defined benefit asset, net of valuation allowance	409,900	247,300	(11,810,300)	(11,153,100)

The funded status of the Association's pension plans and post-retirement benefit plan using actuarial assumptions as of December 31, 2013 was as follows:

	Basic pension plan	Supplemental pension plan	Other non-pension benefit plan	Total
	\$	\$	\$	\$
Accrued benefit obligation	(22,309,800)	(1,180,800)	(9,712,000)	(33,202,600)
Plan assets at fair value	20,098,000	1,752,400		21,850,400
Funded status - plan surplus (deficit)	(2,211,800)	571,600	(9,712,000)	(11,352,200)
Valuation allowance	-	-	-	-
Defined benefit asset (obligation), net of valuation allowance	(2,211,800)	571,600	(9,712,000)	(11,352,200)

PEO measures its defined benefit obligations and the fair value of plan assets for accounting purposes as at December 31 each year. The most recently completed actuarial valuation of the pension plans for valuation purposes, was as of December 31, 2014. The most recent completed actuarial valuation of the non-benefit plan for accounting purposes was as of December 31, 2014.

8. Net assets

The net assets of the Association are restricted to be used at the discretion of Council and includes the Association's investment in capital assets of \$27,694,729 (2013 - \$26,483,079).

Association of Professional Engineers of Ontario

Notes to the financial statements

December 31, 2014

9. Council discretionary reserve

The Council discretionary reserve is an internal allocation from the operating reserve used at the discretion of Council to fund expenses related to special projects approved by Council. Expenses from the discretionary reserve were as follows:

	2014	2013
	\$	\$
Legal Reserve - Elliot Lake/Other	3,339	177,362
Experienced Practitioners Task Force	4,110	30,381
Emerging Discipline Task Force	4,324	9,612
Overlapping Practices Committee	-	6,755
Building Development Committee	-	5,865
National Frame Work Task Force	2,829	2,382
Licensure Engineering Task Force	-	1,555
Privacy policy review	45,913	-
	60,515	233,912

10. Full time salaries and benefits

During the year, the Association incurred a total of \$10,367,673 (2013 - \$11,001,016) for salary and benefits costs for its full time staff of which \$64,657 (2013 - \$151,540) was directly attributable to special projects approved by Council and disclosed under Note 9.

11. Change in non-cash working capital items

	2014	2013
	\$	\$
Accounts receivable	(118,919)	(44,286)
Prepaid expenses and deposits	(31,139)	30,295
Accounts payable and accrued liabilities	(275,923)	590,173
Fees in advance and deposits	(76,033)	12,089
	(502,014)	588,271

12. Custodial account

The Association maintains a separate bank account for the Council of Ontario Deans of Engineering. Cash totaling \$128,207 in this account (2013 - \$127,695) is not reported on the Association's balance sheet, as it is held in trust for the Council of Ontario Deans of Engineering.

Association of Professional Engineers of Ontario

Notes to the financial statements

December 31, 2014

13. Commitments

The Association has obligations under non-cancelable operating leases for various service agreements. The payments to the expiry of the leases and agreements are as follows:

	\$
2015	968,638
2016	64,810
2017	5,312
	<hr/> 1,038,760 <hr/>

14. Chapters of the Association

The financial information of the 36 chapters of the Association are individually not material and, therefore, have not been consolidated in these financial statements. Furthermore, management believes that the effort and cost required to prepare financial statements for each chapter for consolidation purposes far exceed the benefits of doing so.

During the year, the Association paid chapter expenses totaling \$722,121 (2013 - \$610,795) including \$500,000 (2013 - \$392,945) in chapter allotments and \$222,121 (2013 - \$217,850) in other disbursements to individual chapters. In 2014, the Association also incurred additional costs of \$502,351 (2013 - \$525,924) related to chapter operations including staff salaries and benefits, and for various support activities. These amounts have been included in the various operating expenses reported on the Statement of revenue and expenses and changes in net assets.

15. Financial instruments and risk management

Interest rate risk

PEO is exposed to interest rate risk, which is the risk that the fair values or future cash flows associated with its investments will fluctuate as a result of changes in market interest rates. Management addresses this risk through use of an investment manager to monitor and manage investments.

Liquidity risk

PEO's objective is to have sufficient liquidity to meet its liabilities when due. PEO monitors its cash balances and cash flows generated from operations to meet its requirements. As at December 31, 2014, the most significant financial liabilities are: accounts payable and accrued liabilities, and long-term debt.

16. Government remittances

Accounts payables and accrued liabilities include \$225,477 (2013 - \$198,219), with respect to government remittances payable at year end.

Professional Engineers Ontario
Audit Committee Report – December 31, 2014

Highlights

On behalf of the Audit Committee and management, I am pleased to advise you that the Audit Committee completed its review of the 2014 financial results. The Audit Committee commended staff on the excellent work done and good results obtained.

The Audit Committee is providing Council the attached summary (Appendix B-1) that compares 2014 performance to the 2013 actual results.

For the year ended December 31, 2014, Professional Engineers Ontario (“PEO”) generated an excess of revenue over expenses of \$1,409,751 (before Council discretionary reserve expenses) as compared to a surplus of \$1,668,808 in 2013. This change in surplus is the result of a decrease in revenue of \$582,779 offset partially by a decrease in expenses of \$323,722.

The surplus was reduced by council discretionary reserve expenses of \$60,515 in 2014 as compared to \$233,912 in 2013. The net excess of revenue over expenses was \$1,349,236 in 2014 as compared to \$1,434,896 in 2013.

During the year, management undertook to control and reduce operational costs in light of economic conditions and building requirements.

PEO fees remained frozen for the sixth consecutive year in 2014 and remain the lowest amongst engineering associations in Canada. All other fees remained unchanged.

Revenue

Total revenue of \$23,383,151 was \$582,779 or 2% lower than prior year due to the following:

- \$854,802 decrease in building operations income due to vacancies and lease negotiations related to tenancy on the second, third and fourth floor resulting in lower base rent and lower common area recoverable expenses (Refer to building operations section); and
- \$70,995 decrease in advertising income due to unfavourable market conditions.

Offset by:

- \$210,329 increase in P. Eng license revenue representing a 1.4% increase in membership base, which is consistent with prior years;
- \$96,100 increase in Application, registration, examination and other fees due to an increase in P. Eng registrations and engineers-in-training membership base; and
- \$36,589 increase in investments income due to higher capital gains on investments and higher returns.

Expenses

Total expenses of \$21,973,400 were \$323,722 or 2% lower than prior year due primarily to the following:

- \$546,640 decrease in staff salaries and benefits and retiree and future benefits. Changes in accounting for retiree and future benefits resulted in a positive impact to the future benefits expense (Refer to Employee future benefits section below) offset by an increase in staff salaries and benefits as positions previously vacant in 2013 were filled in 2014. The reclassification of salaries associated with Council special projects from Staff salaries and benefits to Council discretionary reserve expenses also resulted in a net higher transfer of \$86,883 in 2013;
- \$169,618 decrease in occupancy costs due to PEO vacating its space on the second floor.
- \$113,531 decrease in consulting fees primarily due to consulting projects in 2013, with respect to Repeal work and Executive support, were not required in 2014;
- \$107,692 decrease in advertising due to a decrease in staff recruitment costs as a larger

- number of staff positions were advertised during 2013;
- \$91,038 decrease in volunteer expenses due to lower travel and related costs (air/train, car rental, accommodation and meals); and
 - \$47,239 decrease in professional development expenses due to lower spend for in-house workshops and a decrease in educational courses/seminars taken.

Offset by:

- \$187,730 increase in legal costs due primarily to an increase in number of complaint files requiring Prosecutorial Viability Opinions, investigations, and an increase in legal fees for employment and other corporate matters;
- \$159,788 increase in contract staff mainly due to higher staff replacement costs in IT department;
- \$129,428 increase in computers and telephone due to an increase in IT services supplied for networks and servers as well as an increase in software support contracts;
- \$111,326 increase in Chapters expenses due to an increase in chapter allotments and travel costs; and
- \$66,779 increase in postage and courier costs resulting from an increase in postage costs for Council elections and various other initiatives and an increase in billing fees offset somewhat by a decrease in Engineering Dimensions mailing costs.

Capital Assets

Total capital spend in 2014 was \$2,124,541 compared to \$2,023,542 in 2013. Building Improvements both to PEO space and common space totaling \$1,003,560 were made to the building in 2014 with an additional \$996,759 in projects in progress at year end.

The net book value of the building of \$33,271,107 had a mortgage of \$9,368,000 outstanding at December 31, 2014.

TYPE	FY14-ACT Additions	FY13-ACT Additions	\$ Difference
<u>Building Improvements</u> 2014 Includes staff relocation from second floor to sixth floor, relocation of IT room to fifth floor and relocation of tribunal door	\$723,188	\$474,988	\$248,200
<u>Building Improvements (recoverable)</u> 2014 Includes replacement of sump pumps on first to fourth floors, elevator upgrades, window coverings for first to fourth floors and other miscellaneous projects	280,372	36,306	244,066
Computer hardware and software	77,096	272,048	(194,952)
Furniture, fixtures and telephone equipment	23,798	18,642	5,156
Audio-visual equipment	23,328	813	22,515

<u>Construction in progress</u> 2014 Includes Aptify project, HVAC upgrades for 4 th floor, decommissioning of Prism 4.3, Suite 103/105 rebuild, IT security and 8 th floor design fees	996,759	1,220,744	(223,985)
TOTAL	\$2,124,541	\$2,023,541	\$101,000

Building Operations

The operating statement for the building is included in Appendix B-2 and is also summarized in Note 5 of the Audited Financial Statements. The building generated \$2,803,190 in revenue including PEO’s share of recoverable expenses but excluding base rent had PEO paid market rent for its space. Total recoverable expenses were \$2,134,164 and Other expenses totaled \$948,846, thereby creating a deficit of \$279,820 as compared to a surplus of \$554,638 in the prior year. The decline over 2013 was due primarily to vacancies on the fourth floor and new lease with a tenant for less space resulting in lower revenues of \$492,288 for base rent and \$464,518 for operating cost reimbursements. This tenant downsized its space and a decision was taken by Council to conduct HVAC system upgrades to the fourth floor. Recoverable expenses decreased by \$64,268 primarily due to a decrease in repairs and maintenance in 2014. Other expenses decreased by \$55,326 due to a decrease in financing costs of \$42,848 on a lower mortgage balance and a decrease in other non-recoverable expenses.

Employee Future Benefits

In fiscal 2014, PEO adopted changes to Generally Accepted Accounting Principles, section 3463 of Accounting for Not-For-Profit organizations which eliminated the deferral and amortization method of changes in the fair value of the plan assets and in the measurement of the plan obligation. As a result of this new accounting policy, the defined liability on the Balance Sheet reflects the defined benefit obligation, net of the fair value of plan assets. All changes in fair value and remeasurements and other items will be recognized as a component of net assets. The retrospective application of the new standard resulted in a decrease to opening net assets at January 1, 2013 of \$445,900 with an additional increase to opening net assets of \$94,600 at January 1, 2014.

Appendices:

- Appendix B-1 – 2014 Draft statement of revenue and expenses and variance analysis
- Appendix B-2 - 2014 Draft 40 Sheppard statement of revenue and expenses

Thomas Chong, P.Eng., FEC, PMP
Chair, Audit Committee

Professional Engineers Ontario

Appendix B-1

Statement of Revenue and Expenses and variance analysis - DRAFT

Year Ended December 31, 2014

	2014		2014		2014		2014		2013	2014 Vs 2013	
	Actual	Budget	Actual Vs Budget		Forecast	Actual Vs Forecast		Actual	Actual Vs Actual		
	\$	\$	\$	%	\$	\$	%	\$	\$	%	
REVENUE											
P.Eng Revenue	\$14,840,457	\$14,987,500	(\$147,043)	-1.0%	\$14,957,586	(\$117,129)	-0.8%	\$14,630,128	\$210,329	1.4%	
Application, registration, examination and other fees	5,884,172	5,877,686	\$6,486	0.1%	5,987,167	(102,995)	-1.7%	5,788,072	96,100	1.7%	
Building operations	2,083,065	2,746,490	(\$663,425)	-24.2%	2,460,247	(377,182)	-15.3%	2,937,867	(854,802)	-29.1%	
Advertising income	355,572	350,000	\$5,572	1.6%	350,000	5,572	1.6%	426,567	(70,995)	-16.6%	
Investment income	219,885	130,000	\$89,885	69.1%	326,400	(106,515)	-32.6%	183,296	36,589	20.0%	
TOTAL REVENUE	\$23,383,151	\$24,091,676	(\$708,525)	-2.9%	\$24,081,400	(\$698,249)	-2.9%	\$23,965,930	(\$582,779)	-2.4%	
EXPENSES											
Staff salaries and benefits/Retiree and future benefits	10,303,016	11,454,756	(1,151,740)	-10.1%	10,862,029	(559,013)	-5.1%	10,849,476	(546,460)	-5.0%	
Building operations	2,362,885	2,482,276	(119,391)	-4.8%	2,357,334	5,551	0.2%	2,383,229	(20,344)	-0.9%	
Purchased Services	1,090,528	1,306,210	(215,682)	-16.5%	1,244,828	(154,300)	-12.4%	1,069,658	20,870	2.0%	
Amortization	978,437	1,182,888	(204,451)	-17.3%	994,819	(16,382)	-1.6%	950,980	27,457	2.9%	
Engineers Canada	901,420	890,538	10,882	1.2%	890,537	10,883	1.2%	867,094	34,326	4.0%	
Computers and telephone	773,951	907,325	(133,374)	-14.7%	825,240	(51,289)	-6.2%	644,523	129,428	20.1%	
Volunteer expenses	761,264	915,070	(153,806)	-16.8%	916,499	(155,235)	-16.9%	852,302	(91,038)	-10.7%	
Occupancy costs	732,760	718,984	13,776	1.9%	783,449	(50,689)	-6.5%	902,378	(169,618)	-18.8%	
Chapters	722,121	800,000	(77,879)	-9.7%	769,928	(47,807)	-6.2%	610,795	111,326	18.2%	
Legal (corporate, prosecution and tribunal)	649,465	588,745	60,720	10.3%	730,586	(81,121)	-11.1%	461,735	187,730	40.7%	
Transaction fees	508,034	505,362	2,672	0.5%	531,168	(23,134)	-4.4%	487,760	20,274	4.2%	
Contract staff	666,368	212,452	453,916	213.7%	609,183	57,185	9.4%	506,580	159,788	31.5%	
Consultants	240,431	317,500	(77,069)	-24.3%	341,630	(101,199)	-29.6%	353,962	(113,531)	-32.1%	
Postage and courier	424,151	462,925	(38,774)	-8.4%	448,295	(24,144)	-5.4%	357,372	66,779	18.7%	
Recognition, grants and awards	187,667	197,890	(10,223)	-5.2%	189,215	(1,548)	-0.8%	187,326	341	0.2%	
Printing	161,002	156,500	4,502	2.9%	130,210	30,792	23.6%	152,244	8,758	5.8%	
Office supplies	121,723	99,501	22,222	22.3%	117,892	3,831	3.2%	121,376	347	0.3%	
Professional development	109,170	207,650	(98,480)	-47.4%	207,308	(98,138)	-47.3%	156,409	(47,239)	-30.2%	
Insurance	97,304	98,358	(1,054)	-1.1%	98,358	(1,054)	-1.1%	98,600	(1,296)	-1.3%	
Staff expenses	91,355	153,349	(61,994)	-40.4%	123,542	(32,187)	-26.1%	85,283	6,072	7.1%	
Advertising	90,348	105,300	(14,952)	-14.2%	96,228	(5,880)	-6.1%	198,040	(107,692)	-54.4%	
TOTAL EXPENSES	21,973,400	23,763,579	(1,790,179)	-7.5%	23,268,278	(1,294,878)	-5.6%	22,297,122	(323,722)	-1.5%	
EXCESS OF REVENUE OVER EXPENSES BEFORE THE UNDERNOTED	\$1,409,751	\$328,097	\$1,081,654	329.7%	\$813,122	\$596,629	73.4%	\$1,668,808	(\$259,057)	-15.5%	
COUNCIL DISCRETIONARY RESERVE EXPENSES	60,515	0	60,515	100.0%	50,000	10,515	21.0%	233,912	(173,397)	-74.1%	
EXCESS OF REVENUE OVER EXPENSES	\$1,349,236	\$328,097	\$1,021,139	311.2%	\$763,122	\$586,114	76.8%	\$1,434,896	(\$85,660)	-6.0%	

Professional Engineers Ontario
40 Sheppard Statement of Revenue and Expenses - DRAFT
For the Year Ended Dec 31, 2014

	2014 Actual	2014 Budget	Var \$	Var %	2013 Actual	Var \$	Var %
REVENUE							
Rental	802,831	967,948	(165,117)	-20.6%	1,295,119	(492,288)	-38.0%
Operating cost recoverable - tenants & PEO	1,765,389	2,186,538	(421,149)	-23.9%	2,229,907	(464,518)	-20.8%
Parking	136,950	156,600	(19,650)	-14.3%	156,150	(19,200)	-12.3%
Miscellaneous	98,021	79,388	18,633	19.0%	76,065	21,956	28.9%
REVENUE	2,803,190	3,390,474	(587,284)	-21.0%	3,757,241	(954,051)	-25.4%
RECOVERABLE EXPENSES							
Property taxes	452,923	497,374	(44,451)	-9.8%	452,586	337	0.1%
Utilities	493,924	486,536	7,388	1.5%	479,628	14,296	3.0%
Amortization	424,161	458,482	(34,321)	-8.1%	422,258	1,903	0.5%
Payroll	245,526	240,631	4,895	2.0%	251,908	(6,382)	-2.5%
Janitorial	219,356	223,408	(4,052)	-1.8%	218,299	1,057	0.5%
Repairs and maintenance	121,885	118,065	3,820	3.1%	201,377	(79,492)	-39.5%
Property management and advisory fees	80,878	80,767	111	0.1%	78,797	2,081	2.6%
Road and ground	32,552	17,600	14,952	45.9%	19,217	13,335	69.4%
Administrative	25,009	29,227	(4,218)	-16.9%	31,620	(6,611)	-20.9%
Security	20,276	18,956	1,320	6.5%	21,826	(1,550)	-7.1%
Insurance	17,674	23,637	(5,963)	-33.7%	20,915	(3,241)	-15.5%
	2,134,164	2,194,683	(60,520)	-2.8%	2,198,431	(64,268)	-2.9%
OTHER EXPENSES							
Amortization of building	388,293	388,293	0	0.0%	388,293	0	0.0%
Amortization of deferred costs (leasing fees)	56,323	40,000	16,323	29.0%	32,896	23,427	71.2%
Interest expense on note and loan payable	484,986	489,278	(4,292)	-0.9%	527,834	(42,848)	-8.1%
Other non-recoverable expenses	19,244	14,006	5,238	27.2%	55,149	(35,905)	-65.1%
	948,846	931,577	17,270	1.8%	1,004,172	(55,326)	-5.5%
EXPENSES	3,083,010	3,126,260	(43,250)	-1.4%	3,202,603	(119,593)	-3.7%
EXCESS OF REVENUE OVER EXPENSES	(279,820)	264,214	(544,034)	-22.4%	554,638	(834,458)	-150.5%
Gross Revenue	2,803,190	3,390,474			3,757,241		
Revenue Interco reclass	(720,125)	(643,984)			(819,374)		
PEO Reported Revenue	2,083,065	2,746,490			2,937,867		
Gross Expense	3,083,010	3,126,260			3,202,603		
Recoverable Exp Interco reclass	(720,125)	(643,984)			(819,374)		
PEO Reported Expense	2,362,885	2,482,276			2,383,229		

RECOMMENDATION OF THE APPOINTMENT OF AUDITOR FOR 2015

Purpose: To approve the recommendation of the appointment of auditor for 2015 to members.

Motions to consider:

That Council recommend to members, at the April 2015 Annual General Meeting, the appointment of Deloitte LLP as PEO's auditor for 2015 to hold office until the next annual meeting or until their successor is appointed.

Prepared by: Michael Price, P.Eng., MBA, FEC – Deputy Registrar – Licensing & Finance

Moved by: Thomas Chong, P.Eng., FEC, PMP – Chair - Audit Committee

1. Need for PEO Action

It is necessary for Council to recommend the appointment of an auditor for 2015 to members at the upcoming Annual General Meeting for their approval.

Section 52 of By-Law 1 states:

The members of each annual meeting shall appoint one or more auditors who shall be chartered accountants to hold office until the next annual meeting and if an appointment is not so made, the auditor in office shall continue in office until a successor is appointed.

2. Proposed Action / Recommendation

That Council approve the recommendation of the Audit Committee that Deloitte LLP be recommended to the members as PEO's auditor for 2015.

3. Next Steps

Once the appointment of Deloitte LLP is approved by Council, members will be asked to approve the appointment at the Annual General Meeting in April.

4. Peer Review & Process Followed

Process Followed	On March 10, 2015, consideration was given for PEO's auditor for 2015.
Council Identified Review	
Actual Motion Review	On March 10, 2015, the Audit Committee approved the recommendation of the appointment of Deloitte LLP for 2015 be presented to Council for approval.

Briefing Note – Decision

PEO Reporting of Public Safety Concerns to other Regulatory Authorities

Purpose: To approve the steps to be taken by the Registrar when information comes to PEO's attention that suggests there may be a concern for public safety arising from the conduct of a licence or C of A holder.

Motion(s) to consider: (requires a simple majority of votes cast to carry)

1. That Council approve the reporting steps to be taken by the Registrar when information in the public domain suggesting a concern for public safety arising from the conduct of a licence or C of A holder comes to PEO's attention, as presented to the meeting in Briefing Note section 2(i).
2. That Council approve seeking an external legal opinion as to whether a report of information that comes to PEO in confidence (through the course of an investigation of a complaint or Registrar's Investigation) can be disclosed to a third party regulatory authority, without resulting in a contravention of s. 38 of the PEA and offence under the PEA, as presented to the meeting in Briefing Note section 2(ii).

Prepared by: Linda Latham, P.Eng., Deputy Registrar, Regulatory Compliance

Moved by: Councillor Dave Brown, P.Eng.

1. Need for PEO Action

- Occasionally, information comes to PEO's attention that suggests there may be a concern for public safety arising from the conduct of a licence or C of A holder. This sort of information may come to PEO's attention through public media, or through the complaint investigation/DIC prosecution processes.
- PEO's discipline committee makes findings relative to the actions and conduct of licence and C of A holders, and has the authority to order certain penalties against licence and C of A holders. These penalties, however, are punitive and rehabilitative on the member and C of A holder, and do not address the remediation of any deficient engineering work itself. In addition, DIC Decisions do not always publish licence holder names or details around projects involved.
- Council has asked that the Registrar identify steps to be taken by the Registrar to communicate to the appropriate regulatory authorities when PEO has public safety concerns arising from the conduct of a licence or C of A holder.

2. Proposed Action / Recommendation

i) Information in the public domain:

If information is in the public domain that suggests a concern for public safety, as for example as a result of a press report, or a public hearing (such as a Discipline Hearing) there is no constraint upon the Registrar's ability to report this information to the appropriate regulatory authority. Section 78.1 of Regulation 941 provides:

“The Registrar, if informed of a situation that may endanger life, health, property or the public welfare, may take such action as is reasonably necessary to serve or protect the public interest.”

In these circumstances, the following steps are proposed to be taken:

1. Staff shall identify relevant information that raises a concern for public safety.
 2. Staff shall collect and summarize the information, and obtain the relevant licensing data regarding the member or holder.
 3. The summary shall be provided to the Deputy Registrar, Regulatory Compliance.
 4. The Deputy Registrar shall consult with the Registrar and a decision shall be made as to whether, and if so, to whom, (ie. Ministry of Labour, Ministry of the Environment, etc.) the matter should be reported.
 5. Given the seriousness of any report, the actual communication of the issue will be made by the Registrar.
 6. Following the initial communication, staff shall take the steps, if any, directed by the external regulatory authority in connection with providing additional information (subject to s. 38 of the PEA), or appearing before a Court or tribunal to testify.
- If information in the public domain suggests a concern for public safety, but the situation requires additional investigation, the Registrar will open a Registrar’s Investigation (“RI”) into the matter if the criteria for opening a Registrar’s Investigation is met in accordance with s. 33 of the PEA. (The Registrar has opened Registrar’s Investigations in the past in circumstances such as these.) The Registrar has the power under s. 33 of the PEA to commence a Registrar’s Investigation where the Registrar believes on reasonable and probable grounds that a member or holder of a C of A, a temporary licence, provisional licence or limited licence has committed an act of professional misconduct or incompetence.

ii) Information not in the public domain:

- If information suggesting a concern for public safety comes to PEO’s attention through the confidential investigation of a complaint or RI, the information is confidential under s. 38 of the PEA.

Section 38 of the PEA provides:

“Confidentiality

38.(1) Every person engaged in the administration of this Act, including any person making an examination or review under section 26 or an investigation under section 33, shall preserve secrecy with respect to all matters that come to his or her knowledge in the course of his or her duties, employment, examination, review or investigation and shall not communicate any such matters to any other person except,

- (a) as may be required in connection with the administration of,*
 - (i) this Act and the regulations and by-laws, or*
 - (ii) the Architects Act, and the regulations and by-laws under that Act, or any proceedings under,*
 - (iii) this Act or the regulations, or*
 - (iv) the Architects Act, or the regulations under that Act;*

.....

Offence, penalty

(3) Every person who contravenes subsection (1) is guilty of an offence and on conviction is liable to a fine of not more than \$10,000.”

Section 78.1 of Regulation 941 provides:

“The Registrar, if informed of a situation that may endanger life, health, property or the public welfare, may take such action as is reasonably necessary to serve or protect the public interest”

The Act overrides the Regulation. Accordingly, the Regulation cannot permit that which is forbidden by the Act. It is not clear that a report to a third party regulator could be said to be part of “the administration” of the Act and the regulations.

Given that a contravention of s. 38 is an offence subject to a penalty of a fine of up to \$10,000, it is recommended that an external legal opinion be sought as to whether a report of information that comes to PEO in confidence (through the course of an investigation of a complaint or RI) can be disclosed to a third party regulatory authority, without resulting in a contravention of s. 38 of the PEA.

3. Next Steps (if motion approved)

- The Registrar will take the steps outlined under 2. i) when information in the public domain suggests a concern for the public safety.
- The Registrar will engage external legal counsel to provide the necessary legal opinion relating to 2. ii) and will provide the opinion to Council in-camera once available.

4. Peer Review & Process Followed

Process Followed	<ul style="list-style-type: none">• This motion was initiated at the February 2015 Council Meeting and as such no peer review was required.
Council Identified Review	<ul style="list-style-type: none">• Staff worked directly with the motion sponsor, and in-house legal counsel was consulted.
Actual Motion Review	<ul style="list-style-type: none">• The issue which resulted in the request for a Briefing Note to be prepared was first raised at the February 6, 2015 Council Meeting.

FRAMEWORK FOR THE ENGAGEMENT OF INTERIOR DESIGN PROFESSIONAL SERVICES

Purpose: To approve a framework for engagement of interior design professional services

Motion(s) to consider: (requires a simple majority of votes cast to carry)

That Council approves the following framework for engagement of interior design professional services for future projects:

- a) Prior to the engagement of any person or firm for interior design professional services, PEO will undertake a Request for Proposal with a minimum of three (3) bids or proposals for the selection of such services based on PEO's Quality Based Selection Criteria
- b) Any supplier recommendations by the selected interior design professional shall be subject to review and competitive bid selection based on PEO's Quality Based Selection Criteria
- c) No equipment, materials, furniture or other sub-contract services shall be purchased through the selected interior design professional acting as an agent for PEO.

Prepared by: Roger Jones, P.Eng., Councillor-at-Large

Moved by: Roger Jones, P.Eng., Councillor-at-Large

1. Need for PEO Action

There have been questions about the cost of interior design professional services and the cost of procurement recommendations by PEO's interior design firm. In order to ensure that there is transparency in projects undertaken by PEO and to ensure that PEO is getting best value for the money, a framework is being proposed to guide the selection process for interior design professional services and procurement decisions.

2. Proposed Action / Recommendation

- It is recommended that Council approve the framework as outlined in the above motion.
- PEO uses the following quality-based selection criteria to evaluate respondents:
 - Quality of the quote/proposal (demonstration of the capability of fulfilling PEO's requirements; demonstration of an understanding of the project and its objectives).
 - Proven expertise and background in providing the services requested.
 - Price of the services to be provided.
 - Reputation (expertise and background of the bidder and its personnel; demonstration of an ability to manage client relationships, to help clients resolve issues that may arise, to manage long term costs and provide value-added suggestions).

3. Next Steps (if motion approved)

Future projects will be conducted in accordance with the approved framework.

4. Peer Review & Process Followed

Process Followed	• This briefing note is being presented as a Councillor item.
Council Identified Review	• N/A
Actual Motion Review	• N/A

PEO Strategic Plan 2015-2017 - Update

Purpose: To inform Council of progress in implementing the Strategic Plan and its associated Strategies.

No motion required

Prepared by: Gerard McDonald, P.Eng. , Registrar

1. Status Update

A Strategic Plan is a fundamental tool and resource used to orient and align the work of an entity. It also provides senior management an essential means of leading and managing the organization.

At its meeting of November 21, 2014 Council approved a three year Strategic Plan for PEO along with associated Strategies. Council further instructed that the Registrar to provide updates on the progress of realizing the approved Strategies at the March, June and September Council meetings for the duration of the Plan period.

The first update on Plan progress is found at Appendix A – Strategic Plan Update 1.

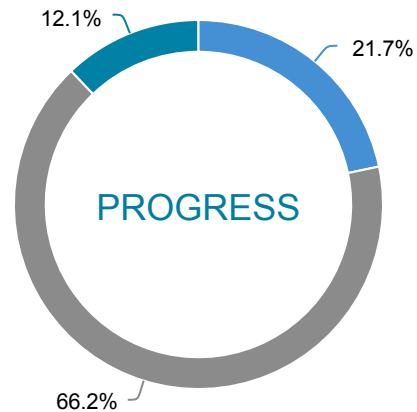
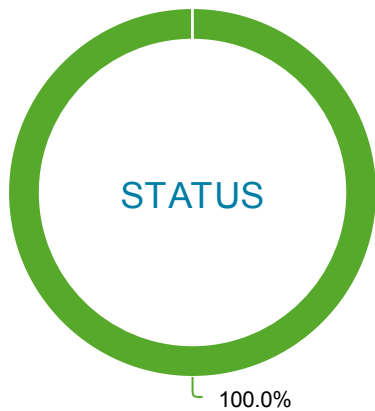
Appendices

- Appendix A - Strategic Plan Update 1
- Appendix B - Strategic Plan
- Appendix C – 2015-17 Strategic Plan - Comprehensive Strategies

Executive Report

Feb 27, 2015 - Mar 31, 2015

CORPORATE HEALTH AND PROGRESS



On Track

In Progress

Upcoming

Completed

Report Summary

Strategic Plan Update #1

As of March 12, 2105 of the 98 Strategies identified in the Strategic Plan, 4 have been completed, 66 are in progress and 28 have yet to commence.

In terms of Activities associated with specific Strategies, 12.1% of these have been completed another 21.7% of the Activities are in progress, and 66.2% of the Activities have yet to commence.

All Activities in progress are deemed to be "On Track" at this point.

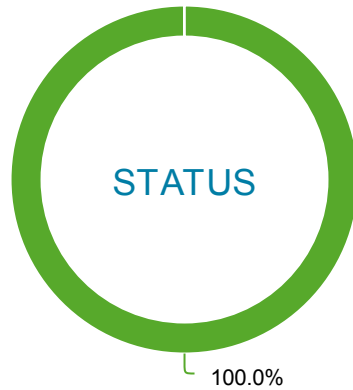
Status: On Track (Green), Some Disruption (Yellow), Major Disruption (Red), No Update (Grey)

Progress: Overdue (Orange), In Progress (Blue), Upcoming (Grey), Completed (Teal), Discontinued (Purple)

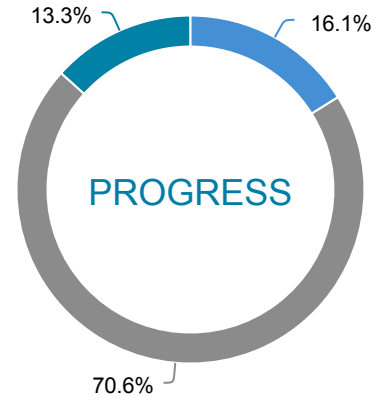
Strategic Objective 1

Owner: Michael Price

PRACTITIONERS - Public interest is enhanced through ensuring qualified applicants are licensed to practise professional engineering and that practitioners are competent and ethical



■ On Track



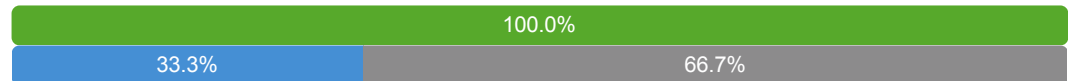
■ In Progress ■ Upcoming
■ Completed

Strategy Updates

Strategy 1.1

Owner: Johnny Zuccon and Bernard Ennis

Introduce two performance standards related to Tower Cranes and Supervising & Delegating. Establish these in regulations and promote their use



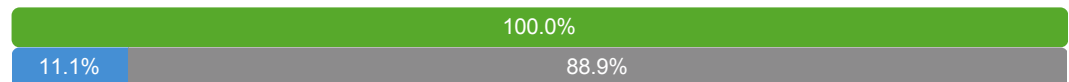
Mar 05, 2015 20:12:14 by Johnny Zuccon (Deputy Registrar, Tribunals and Regulatory Affairs)

Draft regulations are with the Legislative drafter. B. Ennis met with drafter and MAG staff to review drafter's concerns. Next steps includes resolving drafter's issues and then produce the draft regulations for Council approval. Anticipate completing this strategy by end of September 2015.

Strategy 1.2

Owner: Michael Price and Pauline Lebel

Engage an assessment expert to review the ERC interview process for applicants that have been referred by the ARC



Mar 04, 2015 16:07:45 by Michael Price (Deputy Registrar, Licensing and Finance)

Prepare terms of reference: (40% Completed) Prepared Initial Draft
Prepare terms of reference: (0% Completed) Developing outline for terms
 Consulted to be engaged to review existing processes and to develop and implement recommendations. Expected completion date March 31, 2016.

Strategy 1.3

Owner: Michael Price and Moody Farag

Establish process to close Inactive files in a timely manner

100.0%

Mar 04, 2015 16:10:52 by Michael Price (Deputy Registrar, Licensing and Finance)

Project to Commence Q2 2015

Strategy 1.4

Owner: Michael Price and Moody Farag

Provide information to prospective applicants through increased seminars and webinars

100.0%

25.0%

75.0%

Mar 04, 2015 16:12:43 by Michael Price (Deputy Registrar, Licensing and Finance)

Identify partners: (25% Completed) Update

Identify partners: (25% Completed) List Compiled of Existing organizations

Approach organizations and to provide seminars by end of 2015.

Strategy 1.5

Inactive

Owner: Scott Clark and Manoj Choudhary

Develop a Professional Practice Exam (PPE) distance learning module for EITs to improve access and enhance the learning

100.0%

Mar 04, 2015 12:55:05 by Scott Clark (Chief Administrative Officer)

Professional Practice Exam (PPE) Training Requirements: (100% Completed) Professional Practice Exam Training Requirements have been documented. Next step is to prepare training materials.

Prepare training materials : (100% Completed) All the training materials have been identified and prepared. Next step is to produce training materials.

Produce Training Module Materials : (100% Completed) Training materials required for the online module have been prepared. Next step is to schedule video shoot.

Schedule Video Shoot: (100% Completed) Online module video shoot has been scheduled. Next step is to video shoot with Scholarlab.

Video Shoot with Scholarlab: (100% Completed) Professional Practice Exam (PPE) online video is available for viewing on the Scholarlab website. Next step is to update PEO presentations and website with link to the Professional Practice Exam (PPE) online module.

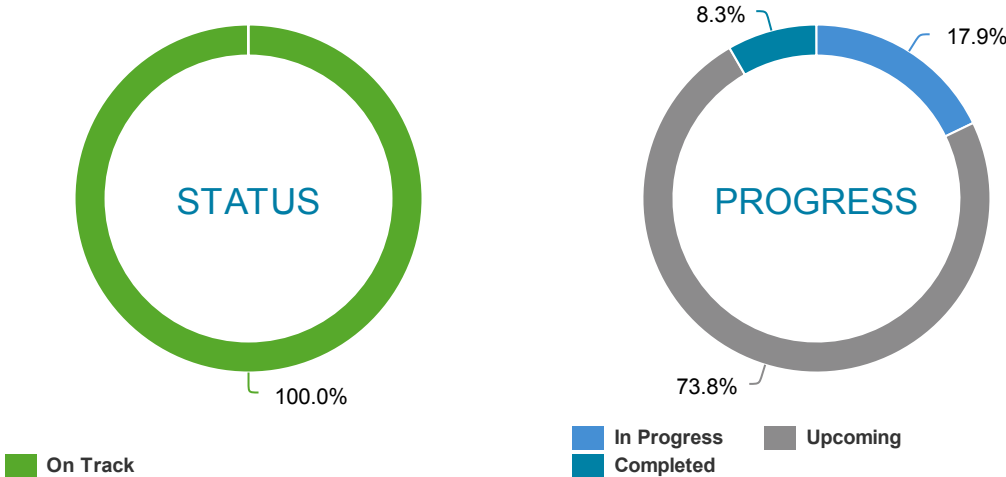
Update PEO materials : (100% Completed) PEO presentations and website with link to the Professional Practice Exam (PPE) have been updated. Next step is to communicate about the PPE online module to the applicants eligible to write PPE.

Communicate the availability of Professional Practice Exam (PPE) online module: (100% Completed) PPE are scheduled each year in April, October and December. Exam Center will extract from PEO database a list of applicants eligible to appear in the upcoming Professional Practice Exam. Going forward, Exam Center will be including the PPE online module link in the invitation letter going out to the applicants eligible to write Professional Practice Exam. This will ensure that the applicants will be able to view the PPE online module in order to prepare for writing the PPE. The PPE online module is currently being used by the applicants and we have been receiving positive feedback about the module. The project is completed.

Strategic Objective 2

Owner: Johnny Zuccon

PRACTITIONERS - Public recognition is increased through ensuring that titles, designations, certificates and marks are issued to qualified applicants and entities

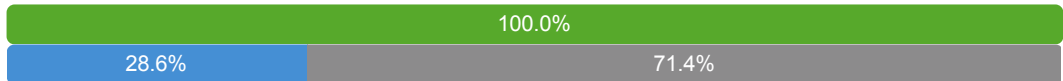


Strategy Updates

Strategy 2.1

Owner: Johnny Zuccon and Jose Vera

Conduct reputation survey to determine attitudes of licence holders and stakeholders towards PEO for ongoing project of enhancing public recognition



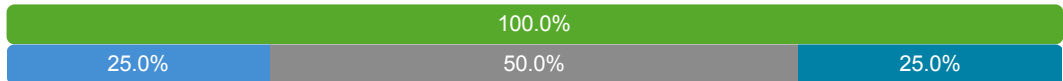
Mar 05, 2015 20:14:16 by Johnny Zuccon (Deputy Registrar, Tribunals and Regulatory Affairs)

Working on developing the RFP for external vendors. Next steps include finalizing the RFP and issuing to potential vendors. Anticipate completing the strategy end December 2015.

Strategy 2.2

Owner: Johnny Zuccon and Connie Mucklestone

Develop and implement communications plan around the LET/LL and C of A regulation changes to independent practice



Mar 05, 2015 21:02:09 by Johnny Zuccon (Deputy Registrar, Tribunals and Regulatory Affairs)

Work in progress. Drafting the plan. Next steps will include circulating the draft to SMT, OACETT and MAG Staff for input prior to finalizing. Anticipate completing this strategy by end of June 2017.

Strategy 2.3

Owner: Johnny Zuccon and Connie Mucklestone

Develop and implement a targeted communications plan to encourage internationally trained engineers to become licensed

100.0%

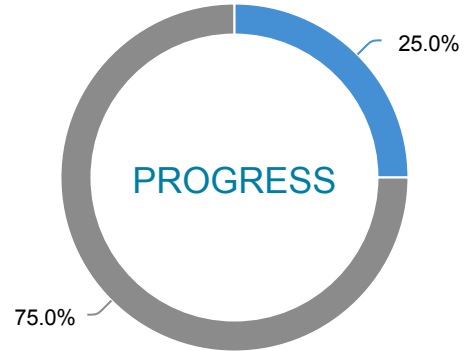
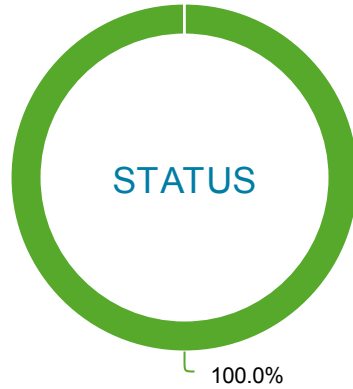
Mar 05, 2015 21:24:05 by Johnny Zuccon (Deputy Registrar, Tribunals and Regulatory Affairs)

Work to commence following the PEO AGM. Anticipate completing this strategy by end of July 2017.

Strategic Objective 3

Owner: Johnny Zuccon

PRACTITIONERS - Members regard PEO as their trusted advisor and advocate in matters of professional practice



■ On Track

■ In Progress

■ Upcoming

Strategy Updates

Strategy 3.1

Owner: Johnny Zuccon and Jose Vera

Produce an educational program to inform members about the role of the PSC and the services that Practice Advisory can offer to practitioners, and promote their use

100.0%

Mar 05, 2015 20:16:59 by Johnny Zuccon (Deputy Registrar, Tribunals and Regulatory Affairs)

Activities under this strategy to begin in June 2015.

Strategy 3.2

Owner: Johnny Zuccon and Jose Vera

Explore the merits of developing a practice guide for PEO members practicing internationally

100.0%

50.0%

50.0%

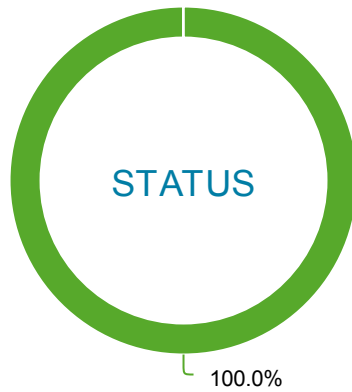
Mar 05, 2015 20:22:00 by Johnny Zuccon (Deputy Registrar, Tribunals and Regulatory Affairs)

A list of international practice calls and 3 extra-jurisdictional discipline cases handled by PEO were provided to PSC. Next steps include having PSC determine if a guideline of this nature is warranted. Anticipate completing this strategy by end of June 2015.

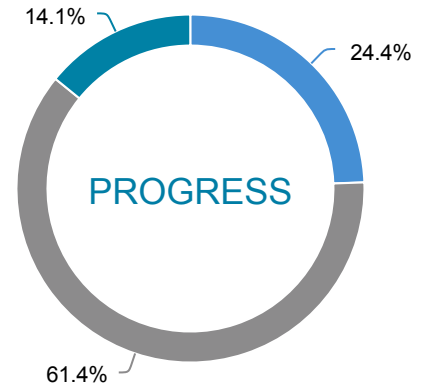
Strategic Objective 4

Owner: Johnny Zuccon

REGULATORY FRAMEWORK - Elliot Lake Commission of Inquiry recommendations are earnestly implemented



On Track



In Progress Upcoming
Completed

Strategy Updates

Strategy 4.1

Owner: Johnny Zuccon and Jose Vera

Develop a Performance Standard for structural inspections of existing buildings which will require the production of a Structural Adequacy Report. (Recommendations 1.4 and 1.6)



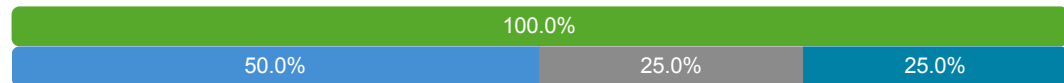
Mar 05, 2015 20:23:48 by Johnny Zuccon (Deputy Registrar, Tribunals and Regulatory Affairs)

The activities under this strategy will begin in early fall 2015. Anticipate completing the strategy by end of 2016.

Strategy 4.2

Owner: Johnny Zuccon and Bernard Ennis

Develop a regulation for a structural engineering specialist title. (Recommendation 1.5)



Mar 05, 2015 20:29:18 by Johnny Zuccon (Deputy Registrar, Tribunals and Regulatory Affairs)

Draft scope of work for the legal opinion is near completion. RFP for public perception study is currently being prepared. Next steps include getting the legal opinion and issuing the RFP for the consultation. Anticipate completing the strategy by end of June 2015.

Strategy 4.3

Owner: Johnny Zuccon and Jose Vera

Develop a Performance Standard that will require P.Eng.s to make available, on request, any records in their possession or control related to the structural integrity of a building

(Recommendation 1.21)

100.0%

Mar 05, 2015 20:32:44 by Johnny Zuccon (Deputy Registrar, Tribunals and Regulatory Affairs)

Activities under this strategy will begin in mid March 2015. Anticipate completing the strategy by end of December 2015.

Strategy 4.4

Owner: Johnny Zuccon and Bernard Ennis

Develop a Performance Standard instructing P.Eng.s that the contents of an engineering report, or draft report, including a Structural Adequacy Report, should not be altered simply because the client requests that it be changed. Rather, any alteration of an engineering report, or draft report, should be based on sound engineering principles or changed facts.

(Recommendation 1.23)

100.0%

33.3%

33.3%

33.3%

Mar 05, 2015 20:36:53 by Johnny Zuccon (Deputy Registrar, Tribunals and Regulatory Affairs)

Council approved proceeding with implementation plan and work is proceeding. Anticipate completing this strategy by end of October 2015.

Strategy 4.5

Owner: Johnny Zuccon and Bernard Ennis

Under the direction of the CPDCQA Task Force, prepare a plan for a comprehensive program of continuing professional development and quality assurance with a strong focus on competency. (Recommendation 1.24)

100.0%

60.0%

40.0%

Mar 05, 2015 20:39:52 by Johnny Zuccon (Deputy Registrar, Tribunals and Regulatory Affairs)

CPDCQATF continues to develop the proposal. RFP for member survey is under construction. Next steps will finalize the survey. OCEPP to host a workshop to test the CPD proposal. Anticipate completing this strategy by end of December 2015.

Strategy 4.6

Owner: Johnny Zuccon and Sal Guerriero

Develop a regulation requiring practitioners to advise clients of any suspensions or revocations of their licences, and the reasons therefor, that arise out of disciplinary actions resulting from specific circumstances. (Recommendation 1.25)

100.0%

33.3%

33.3%

33.3%

Mar 05, 2015 20:52:23 by Johnny Zuccon (Deputy Registrar, Tribunals and Regulatory Affairs)

Work in progress to determine statutory authority for implementing the request. Next steps are contingent on the legal opinion outcome. Anticipate completing the strategy by end of May 2015.

Strategy 4.7

Owner: Scott Clark and Alan Zimmermann

Make available specific disciplinary information on the PEO website in a format readily and easily searchable by the name of a practitioner. (Recommendation 1.26)

100.0%

Mar 04, 2015 12:56:38 by Scott Clark (Chief Administrative Officer)

Project expected to commence Q2 2015.

Strategy 4.8

Owner: Johnny Zuccon and Bernard Ennis

Define, in regulation or legislation, as may be required, the roles and responsibilities of a "Prime Consultant". (Recommendation 1.27)

100.0%

25.0%

50.0%

25.0%

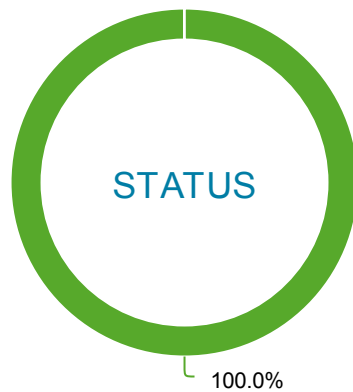
Mar 05, 2015 20:42:43 by Johnny Zuccon (Deputy Registrar, Tribunals and Regulatory Affairs)

Activities under this strategy will begin by the end of March 2015. Anticipate completing this strategy by end of September 2015.

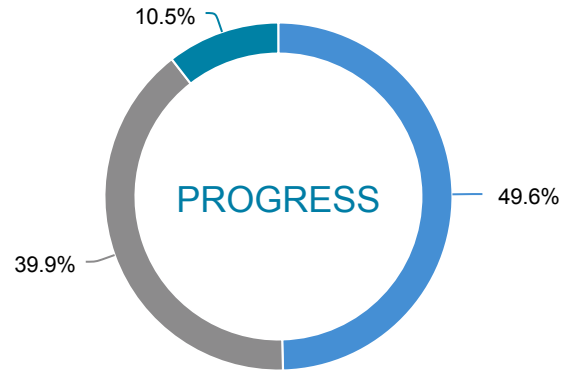
Strategic Objective 5

Owner: Johnny Zuccon

REGULATORY FRAMEWORK - Regulations, standards and guidelines are produced through an evidence-based, integrated and streamlined policy-making process



■ On Track



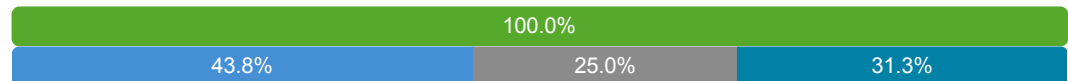
■ In Progress ■ Upcoming
■ Completed

Strategy Updates

Strategy 5.1

Owner: Johnny Zuccon and Jordan Max

Develop and implement an evidence-based regulatory policy development program for staff and committees, including training, tools, and coaching



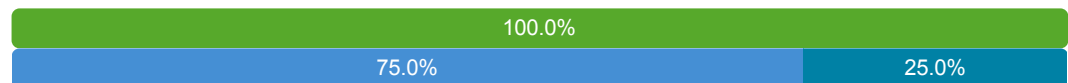
Mar 05, 2015 19:39:03 by Johnny Zuccon (Deputy Registrar, Tribunals and Regulatory Affairs)

Completed the training package and delivery to staff advisors for regulatory committees. Next steps will include articles in Engineering Dimension and preparatory work to establish the centre of excellence. Anticipate completing the strategy by the end of December 2015.

Strategy 5.2

Owner: Johnny Zuccon and Bernard Ennis

Reorient OCEPP operations to focus on workshops that will gather evidence for regulatory policy development purposes



Mar 02, 2015 15:54:34 by Johnny Zuccon (Deputy Registrar, Tribunals and Regulatory Affairs)

Briefing Note: (15% Completed) OCEPP Advisory Board meeting held to consider options; historical information on OCEPP operations, financing, performance metrics collected

Duty to Report Workshop: (10% Completed) Preliminary planning for workshop underway; potential participants identified; questions to be addressed formulated.

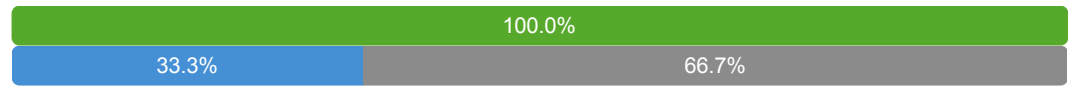
Continuing Professional Development Workshop: (7% Completed) See Activity 4.5.3.

Preliminary planning under way.

Strategy 5.3

Owner: Johnny Zuccon

Establish proactive relationships with key ministry officials to help promote regulatory initiatives



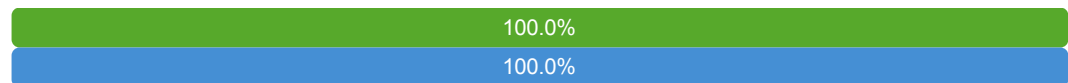
Mar 05, 2015 19:42:35 by Johnny Zuccon (Deputy Registrar, Tribunals and Regulatory Affairs)

Key ministries have been identified and logged. Next steps include developing and designing a brochure on regulatory roles and the how to co-operate with government ministries . Strategy to be completed by end of December 2015.

Strategy 5.4

Owner: Johnny Zuccon and Jordan Max

Implement a legislation monitoring program



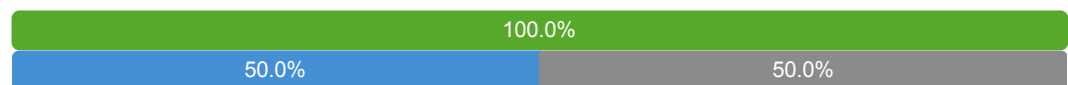
Mar 05, 2015 19:46:01 by Johnny Zuccon (Deputy Registrar, Tribunals and Regulatory Affairs)

Subscribed to News Release updates from key ministries; subscribed to Regulatory Registry for proposed Regulations that is not currently any mechanism to obtain electronic notification from the Legislative Assembly so must rely on ministry releases. Next steps include monitoring and follow up for any additional details. Anticipated completion date end of March 2015.

Strategy 5.5

Owner: Johnny Zuccon and Jordan Max

Develop a mechanism to identify regulatory gaps in the Professional Engineers Act and monitor political environment for opportunities to introduce amendments



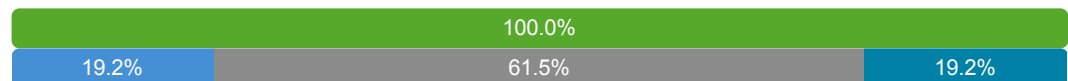
Mar 05, 2015 19:51:04 by Johnny Zuccon (Deputy Registrar, Tribunals and Regulatory Affairs)

Have set up the log and populating it. Next steps include reviewing existing council motions that specify or by extension require an Act change. Next steps include reviewing other regulatory bodies' Acts to identify any best practices or specific powers or provisions that may be useful for PEO. Also looking to establish Act Changes Protocol to be adopted across PEO operations. Anticipate completing this strategy by end of November 2015.

Strategy 5.6

Owner: Linda Latham and Marisa Sterling

Review strength of rationale for repealing the industrial exception



Mar 02, 2015 22:51:33 by Linda Latham (Deputy Registrar, Regulatory Compliance)

Hire researcher and consultant: (100% Completed) Scope of work agreed to with Gail Krantzberg of McMaster Engineering's Policy department

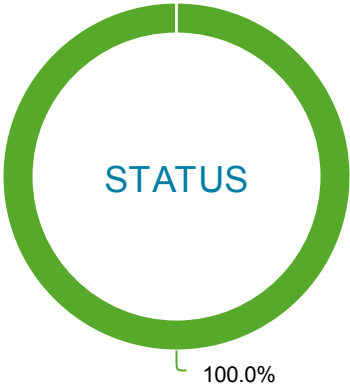
Collect relevant accident data: (5% Completed) Making arrangements to collect court documents for identified Ministry of Labour prosecutions that may have involved equipment design problems

On track to present interim report to Council at its June meeting, and final report to Council in November.

Strategic Objective 6

Owner: Michael Price

REGULATORY FRAMEWORK - Licensing is based on levels of competence



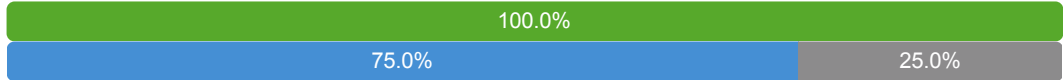
■ On Track
 ■ In Progress
 ■ Upcoming

Strategy Updates

Strategy 6.1

Owner: Michael Price

Contribute to Engineers Canada initiatives to address maximization of common standards in issues of national interest



Mar 04, 2015 16:17:18 by Michael Price (Deputy Registrar, Licensing and Finance)

Attend Engineers Canada National Admissions Officials Meetings: (25% Completed)

Reviewed Proposal to include Geoscientist Issues

Monitor Engineers Canada Educational Credential Assessment Proposal : (17% Completed)

Advised LAC of Observer status on Committee

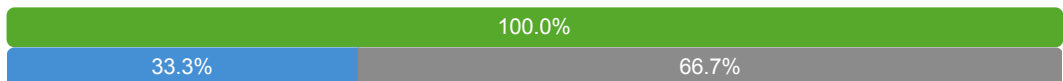
Framework for Regulation Consultation: (100% Completed)

Have consulted with Diane Freeman, Chair of the National Framework Task Force and have agreed that the NFTF would be the appropriate vehicle for PEO consultation on the EC Framework for Regulation
 Bring forward concerns to CEQB and monitor ECA proposal through Licensing Affairs Committee to be completed by June 30, 2015.

Strategy 6.2

Owner: Michael Price and Pauline Lebel

Contribute to APEGBC Canadian Environment Experience Requirement Project Steering Committee and assess recommendations for potential implementation



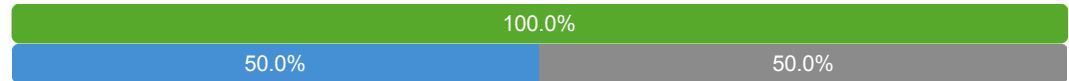
Mar 04, 2015 16:20:37 by Michael Price (Deputy Registrar, Licensing and Finance)

Continue to participate in APEGBC Canadian Environment Experience Steering Committee: (10% Completed) Presentation of Pilot to ERC
Reivew pilot results from other provinces and determine appropriate recommendations for Council's consideration by Q3 2016.

Strategy 6.3

Owner: Michael Price and Moody Farag

Articulate, in coordination with the ARC, the expectations and requirements of accreditation



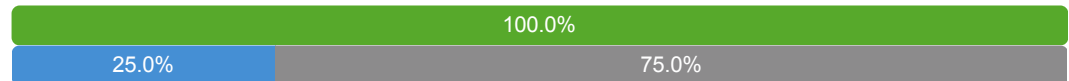
Mar 04, 2015 16:22:31 by Michael Price (Deputy Registrar, Licensing and Finance)

Establish an ARC subcommittee: (10% Completed) Arrange Initial Meeting for March 20
After information collection previous proposals for long term vison to be reviewed by September 30, 2015.

Strategy 6.4

Owner: Michael Price

Analyze, in coordination with the ARC, the utility of the “looking to exempt” designation of Washington Accord Applicants



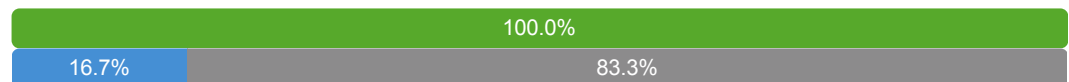
Mar 04, 2015 16:47:24 by Michael Price (Deputy Registrar, Licensing and Finance)

Attend Licensing Affairs Committee Meeting: (17% Completed) Attended February 5 Meeting
Advise ARC of current CEQB position and implement ARC recommendations by December 31, 2015.

Strategy 6.5

Owner: Michael Price

Conduct a policy review of Canadian experience requirements, technical exam programs and national mobility



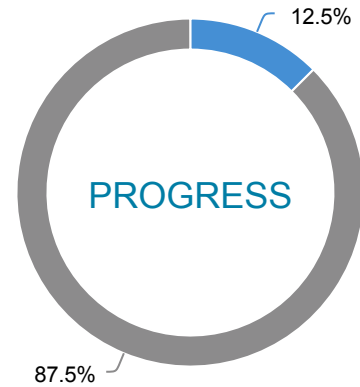
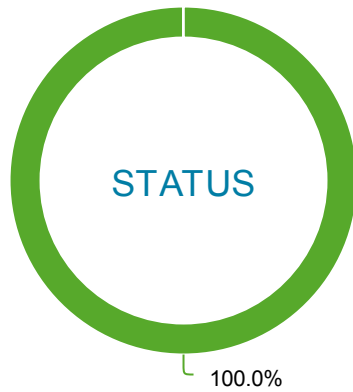
Mar 04, 2015 16:49:33 by Michael Price (Deputy Registrar, Licensing and Finance)

Licensing Committee - Canadian Experience Paper: (20% Completed) Item on Agenda for February 22 LIC Meeting
Through Licensing Committee develop action plan for Council approval and implementation by Q1 2016.

Strategic Objective 7

Owner: Linda Latham

REGULATORY FRAMEWORK - The complaints process is optimized, balancing transparency, fairness and timeliness



■ On Track

■ In Progress

■ Upcoming

Strategy Updates

Strategy 7.1

Owner: Linda Latham

Establish targets for the timelines associated with the various types of files and activities that investigations require and report on target achievement

100.0%

Mar 04, 2015 21:25:55 by Linda Latham (Deputy Registrar, Regulatory Compliance)

Work to begin in fall of 2015.

Strategy 7.2

Owner: Linda Latham

Develop a system to monitor and report discrete complaint investigation steps against the established targets

100.0%

Mar 04, 2015 21:26:51 by Linda Latham (Deputy Registrar, Regulatory Compliance)

Work to begin in fall of 2015.

Strategy 7.3

Owner: Linda Latham and Ken Slack

Develop revised publicly available Complaints Guide reflecting current complaint and investigation processes

100.0%

25.0%

75.0%

Mar 02, 2015 22:57:51 by Linda Latham (Deputy Registrar, Regulatory Compliance)

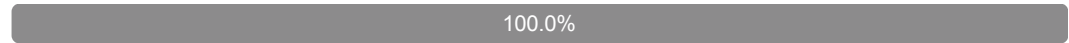
Develop first draft for review.: (20% Completed) Started draft text.

Final draft to be available to communications for review by year-end 2015.

Strategy 7.4

Owner: Linda Latham and Ken Slack

Develop internal complaints procedures manual



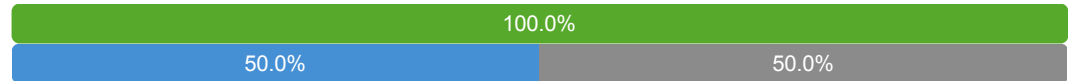
Mar 04, 2015 21:28:13 by Linda Latham (Deputy Registrar, Regulatory Compliance)

Work to begin in April 2015.

Strategy 7.5

Owner: Linda Latham

Implement new COC Decision and Reasons template for COC non-referral decisions



Mar 02, 2015 22:59:57 by Linda Latham (Deputy Registrar, Regulatory Compliance)

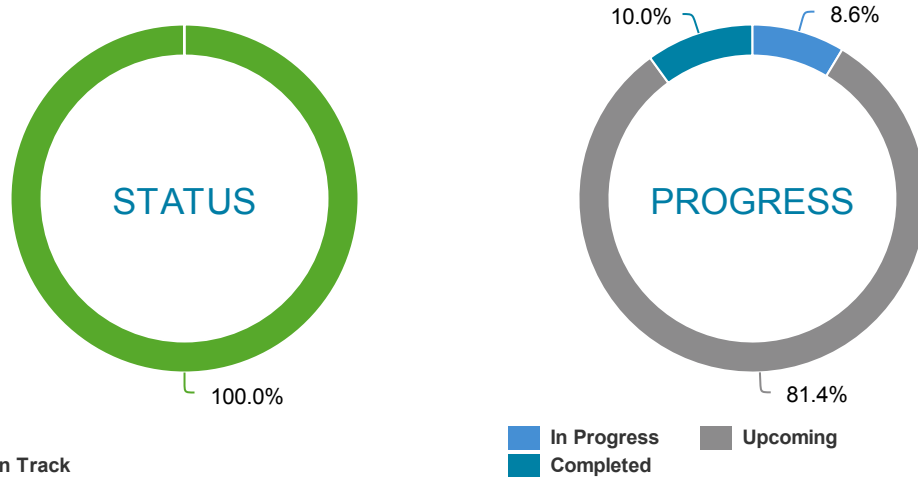
Committee Vice Chair to develop template for lead reviewer presentation of files.: (25% Completed) Draft template underway

New COC Decision template to be put into use by year end 2015.

Strategic Objective 8

Owner: Linda Latham

REGULATORY FRAMEWORK - The practice and title-provisions of the Professional Engineers Act are judiciously enforced and continuously improved



Strategy Updates

Strategy 8.1

Owner: Linda Latham and Marisa Sterling

Categorize all enforcement inquiries by source of allegation and violation type



Mar 04, 2015 21:32:10 by Linda Latham (Deputy Registrar, Regulatory Compliance)

Work to begin March 15, 2015.

Strategy 8.2

Owner: Linda Latham and Marisa Sterling

Develop key performance indicators (KPIs) of enforcement activity.



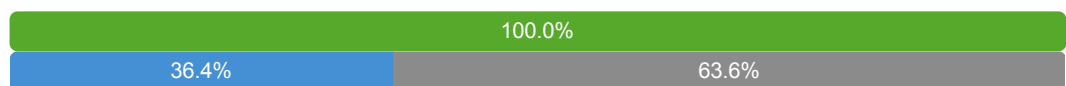
Mar 04, 2015 21:32:57 by Linda Latham (Deputy Registrar, Regulatory Compliance)

Work to begin March 15, 2015.

Strategy 8.3

Owner: Linda Latham and Marisa Sterling

Develop new enforcement activity report



Mar 09, 2015 16:48:51 by Gerard McDonald (Registrar)

Revise report: (100% Completed) Enforcement activity report was revised with new measurements and included in the 2014 PEO Annual Report.

Strategy 8.4

Owner: Linda Latham and Marisa Sterling

Revise enforcement policy and procedures manual

100.0%

Mar 04, 2015 21:34:05 by Linda Latham (Deputy Registrar, Regulatory Compliance)

Work to begin in spring 2015.

Strategy 8.5

Owner: Linda Latham and Marisa Sterling

Develop criteria to assess and prioritize enforcement violations and link them to associated degrees of prosecutorial action

100.0%

Mar 04, 2015 21:34:48 by Linda Latham (Deputy Registrar, Regulatory Compliance)

Work to begin March 15, 2015.

Strategy 8.6

Owner: Linda Latham and Marisa Sterling

Carry out root cause analysis of obstacles to enforcement prosecutorial success

100.0%

Mar 04, 2015 21:35:21 by Linda Latham (Deputy Registrar, Regulatory Compliance)

Work to begin spring 2015.

Strategy 8.7

Owner: Johnny Zuccon and Bernard Ennis

Communicate intent of 2014 changes to the Building Code Act to building officials and monitor compliance

100.0%

25.0%

25.0%

50.0%

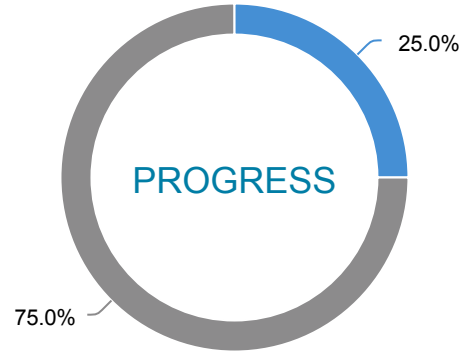
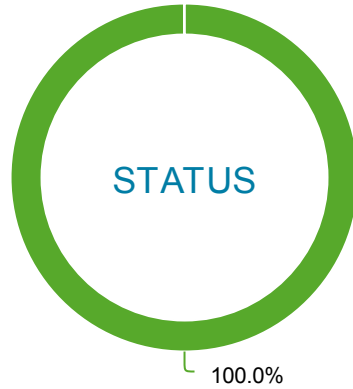
Mar 05, 2015 20:46:55 by Johnny Zuccon (Deputy Registrar, Tribunals and Regulatory Affairs)

Discussions held with Ministry of Municipal Affairs and Housing and Building Officials about their concerns regarding removal of table; staff met with Chris Roney, Dave Brown and Len King to discuss next steps; scope of work for legal research prepared. Councillors have determined that PEO should not cede to the MMAH request for introducing the PEO-OAA Joint Bulletin as an Appendix within the BCode. Next steps this item is now on hold pending MMAH responses.

Strategic Objective 9

Owner: Johnny Zuccon

REGULATORY FRAMEWORK - Tribunals employ accepted smart practices in all operations and are seen to be independent and fair



■ On Track

■ In Progress

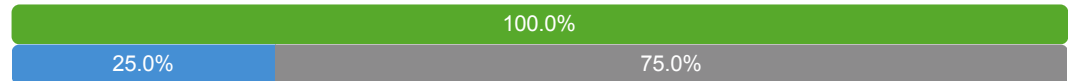
■ Upcoming

Strategy Updates

Strategy 9.1

Owner: Johnny Zuccon and Sal Guerriero

Establish and implement enhanced practices for all PEO Tribunals



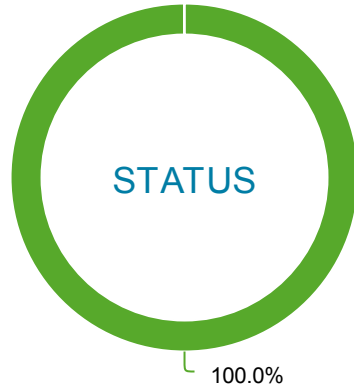
Mar 05, 2015 20:56:18 by Johnny Zuccon (Deputy Registrar, Tribunals and Regulatory Affairs)

Performed environmental scan from other regulatory bodies for best practices. Practice Directions were identified as the common vehicle for communicating best practices. REC has approved the concept. Next steps will include DIC approval to have staff produce a list of potential practice directions to be developed. Anticipate completing this strategy by end of December 2015.

Strategic Objective 10

Owner: Johnny Zuccon

STAKEHOLDERS - Engage key regulatory ministries and industry in engineering public policy development



■ On Track

■ In Progress

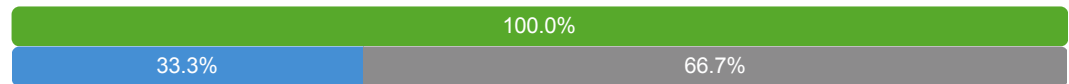
■ Upcoming

Strategy Updates

Strategy 10.1

Owner: Johnny Zuccon and Bernard Ennis

Work with various PEO units and external stakeholders to further the aim, expressed in Council position, of introducing professional design coordination into the Ontario Building Code



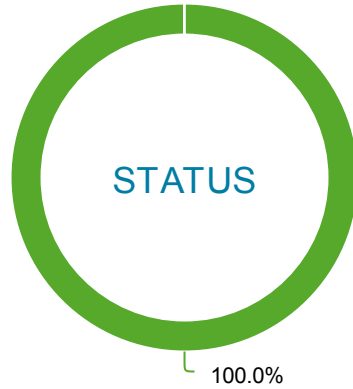
Mar 05, 2015 20:48:34 by Johnny Zuccon (Deputy Registrar, Tribunals and Regulatory Affairs)

Placed this item on the agenda for EABO's April/May meeting. Next steps will be contingent on EABO discussions. Anticipate completing this strategy by end of December 2015.

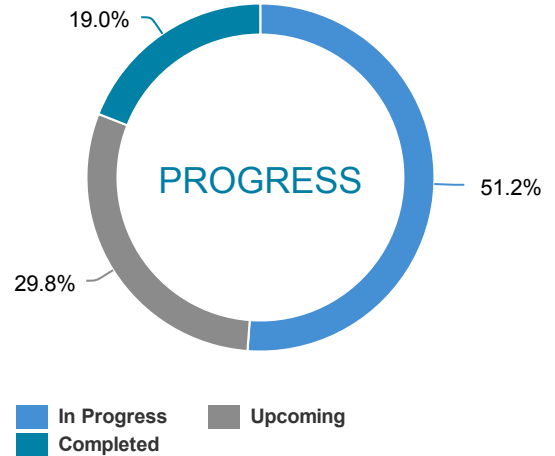
Strategic Objective 11

Owner: Michael Price

STAKEHOLDERS - Other engineering bodies (eg. OSPE, OACETT, CEO, and Ontario universities, among others), are supported within the limits of their respective mandates



■ On Track

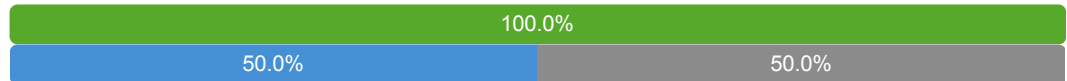


Strategy Updates

Strategy 11.1

Owner: Michael Price and Pauline Lebel

Collaborate with other Ontario engineering bodies to provide information on licensing requirements



Mar 04, 2015 16:53:20 by Michael Price (Deputy Registrar, Licensing and Finance)

Maintain ongoing relationships with OSPE wrt experience requirements: (40% Completed)

Ongoing Participation in Seminars

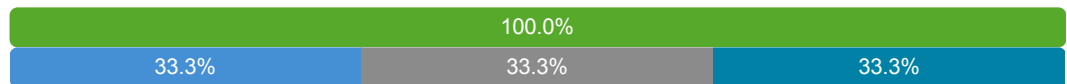
Provide support to PEO chapters: (33% Completed) Ongoing Presentations to Chapters

Presentations to government, employers, Chapters and IEG panels to be completed by December 31, 2015

Strategy 11.2

Owner: Scott Clark and Matthew Ng

Review National Engineering Month partnerships to enhance cooperation among main engineering bodies (PEO, OACETT, and OSPE)



Mar 04, 2015 16:15:30 by Matthew Ng (Manager, Chapters)

National Engineering Month Partnerships: (100% Completed) National Engineering Month Ontario Steering Committee discussed the governance structure of the National Engineering Month Partnerships. National Engineering Month 2015 is currently underway. During the review of the 2015 campaign, the project will be moving to the next step, which is drafting the revised

governance structure based on the committee's discussions. The overall strategy 11.2 is current and on track. This task 11.2.1 is completed.

Draft revised governance structure re NEMOSC: (10% Completed) National Engineering Month 2015 commenced. Monitoring program and activities for providing input to the governance structure document

Next steps: Continue collecting program and activities data from the National Engineering Month 2015 to feed into the governance structure document. Revised governance structure document will be reviewed by National Engineering Month Ontario Steering Committee.

Project expected to be completed by 31 December 2015.

Strategy 11.3

Inactive

Owner: Scott Clark and Fern Goncalves

Explore with OSPE alternative funding arrangements for the OPEA Gala to promote the long-term viability and prestige of the event

100.0%

Mar 02, 2015 23:48:00 by Fern Goncalves (Director, People Development)

OPEA Gala Funding (PD11): (100% Completed) 3-year OPEA Memorandum of Understanding for 2015 - 2017 signed by PEO and OSPE

OPEA Memorandum of Understanding (PD11): (100% Completed) Council approval of 3-year Memorandum of Understanding for 2015 - 2017 OPEA.

Strategy 11.4

Owner: Michael Price

Improve PEO lines of communication with CEAB, CEQB and universities

100.0%

50.0%

50.0%

Mar 04, 2015 16:55:07 by Michael Price (Deputy Registrar, Licensing and Finance)

Prepare Correspondence to CODE Chair: (25% Completed) Initial Letter Regarding Limited Licence Changes Completed

Attend CEAB and CEQB meetings: (10% Completed) Manager, Licensure attended February 7 CEAB Meeting

Establish regular Council reporting by PEO's CEAB and CEQB reps by Q4 2015.

Strategy 11.5

Owner: Michael Price and Lawrence Fogwill

Explore options, in consultation with CEAB and universities, for addressing effect of Limited Licence changes on university professors

100.0%

100.0%

Mar 04, 2015 16:56:14 by Michael Price (Deputy Registrar, Licensing and Finance)

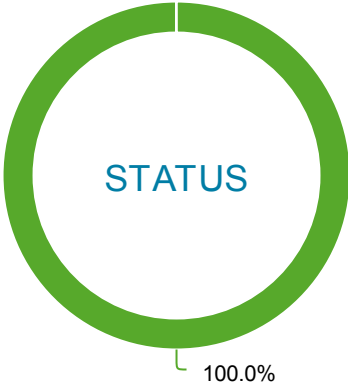
ARC CODE Fact Finding : (20% Completed) Letter Sent

Meeting scheduled for March 20, 2015

Strategic Objective 12

Owner: Michael Price

STAKEHOLDERS - Productive partnerships are developed with Engineers Canada and other constituent associations



On Track

In Progress

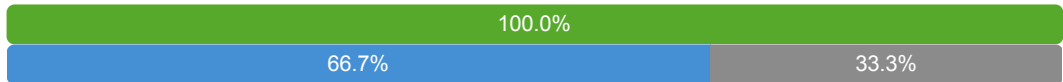
Upcoming

Strategy Updates

Strategy 12.1

Owner: Michael Price

Contribute to Engineers Canada initiatives to address maximization of common standards and assess applicability of other CA practices in licensing, accreditation discipline and enforcement issues



Mar 04, 2015 16:58:26 by Michael Price (Deputy Registrar, Licensing and Finance)

Add items to National Admissions Officials Agenda of National Interest: (20% Completed)

Reviewed Geoscientist Proposal

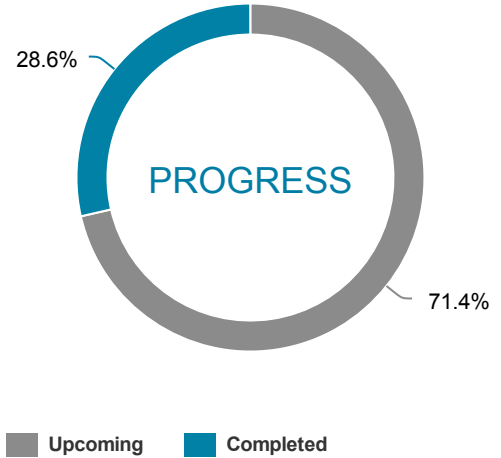
Licensing Affairs Committee: (18% Completed) Respond to Process Information Requests

Monitor Engineers Canada Educational Credential Proposal to be completed by Q4 2015.

Strategic Objective 13

Owner: Johnny Zuccon

STAKEHOLDERS - Public respect for the role of PEO is increased in accordance with the objects of the Professional Engineers Act



Strategy Updates

Strategy 13.1

Owner: Johnny Zuccon and Connie Mucklestone

Audit PEO communications activities to determine their current effectiveness and make recommendations for increasing their effectiveness in support of the organization's Vision and Mission



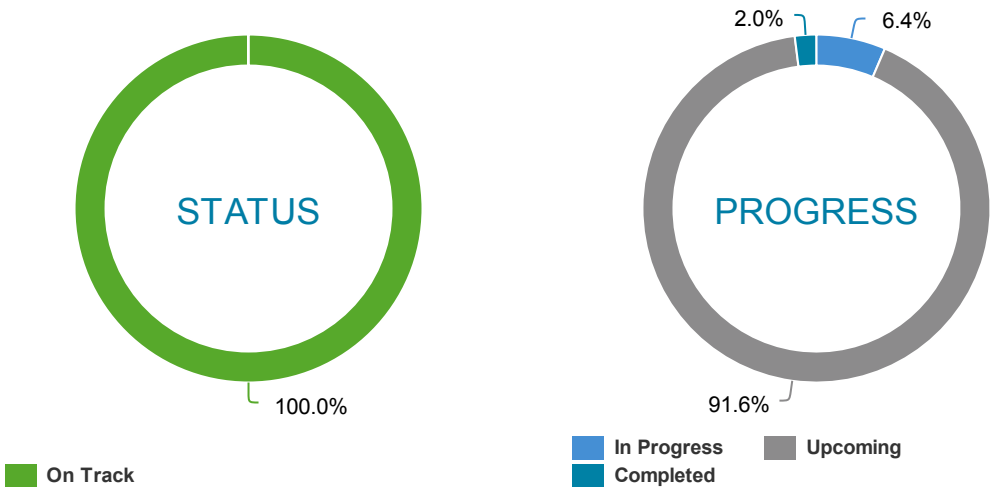
Mar 05, 2015 21:07:52 by Johnny Zuccon (Deputy Registrar, Tribunals and Regulatory Affairs)

RFP sent to six firms on February 27, 2015. Next steps include awarding the successful vendor. Anticipate completing the strategy by end of December 2016.

Strategic Objective 14

Owner: Johnny Zuccon

OPERATIONS - Electronic communications are engaging, interactive, dynamic and appropriately targeted and integrated



Strategy Updates

Strategy 14.1

Owner: Johnny Zuccon and Connie Mucklestone

Review website analytics and end-user functionality to determine next iteration of PEO web presence



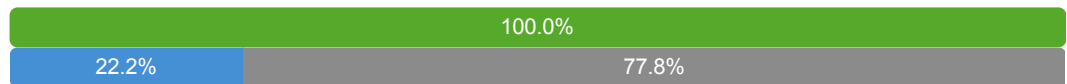
Mar 05, 2015 21:09:16 by Johnny Zuccon (Deputy Registrar, Tribunals and Regulatory Affairs)

Work to commence following the AGM. Anticipate completing this strategy by end of September 2016.

Strategy 14.2

Owner: Johnny Zuccon and Connie Mucklestone

Develop web-based version of Engineering Dimensions to enhance accessibility of information for members



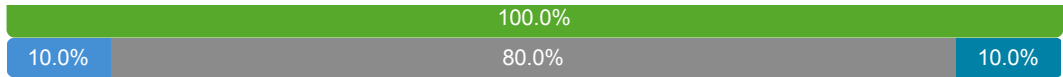
Mar 05, 2015 21:14:21 by Johnny Zuccon (Deputy Registrar, Tribunals and Regulatory Affairs)

Online research is work in progress. Next steps include establishing new magazine work flow to accommodate the on-line Engineering Dimension edition. Designing the ED website. Anticipate completing this strategy by end of September 2016.

Strategy 14.3

Owner: Johnny Zuccon and Connie Mucklestone

Develop and cement social media as a PEO communications tool



Mar 05, 2015 21:18:45 by Johnny Zuccon (Deputy Registrar, Tribunals and Regulatory Affairs)

The approved PEO Social Media Policy was uploaded to the chapters.peo.on.ca website and chapters were informed. Next steps include, communication of staff, developing of communication materials, establishing PEO presence on other social media sites and integrating social media into PEO communications. Anticipate completing this strategy by end of September 2016.

Strategy 14.4

Owner: Michael Price and Moody Farag

Clarify applicant information about courses in lieu and provide more detailed instructions for obtaining PEO approval on PEO's website



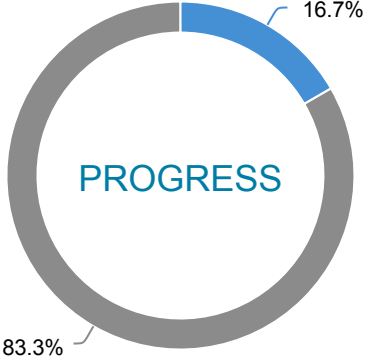
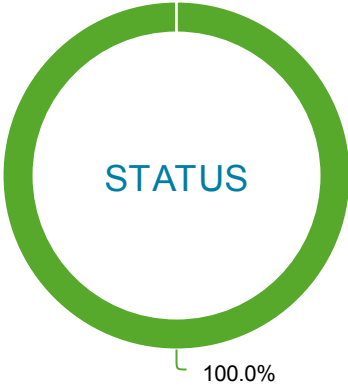
Mar 04, 2015 17:09:19 by Michael Price (Deputy Registrar, Licensing and Finance)

ARC Policy Review to be completed and then update website by Q4 2015.

Strategic Objective 15

Owner: Michael Price

OPERATIONS - Service delivery is improved by clarifying staff and volunteer responsibilities and managing performance



■ On Track
 ■ In Progress
■ Upcoming

Strategy Updates

Strategy 15.1

Owner: Scott Clark and Fern Goncalves

Align individual staff objectives to priorities and goals and provide coaching, support, training and empowerment to increase competencies and improve service delivery



Mar 04, 2015 12:59:58 by Scott Clark (Chief Administrative Officer)

Project expected to commence Q2 2015.

Strategy 15.2

Owner: Michael Price and Maria Cellucci

Explore utility of a new Chart of Accounts and Staff Contribution System to facilitate accurate and informative financial tracking



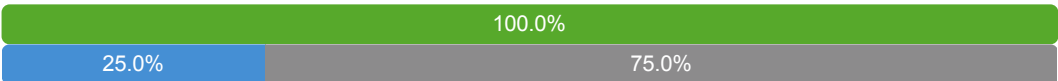
Mar 04, 2015 17:12:25 by Michael Price (Deputy Registrar, Licensing and Finance)

Chart of accounts vision and goals to be developed and implemented by end of 2015.

Strategy 15.3

Owner: Michael Price and Moody Farag

Initiate Lean Management Project to review steps and processing times of the P. Eng. Licensing process



Mar 05, 2015 18:59:28 by Michael Price (Deputy Registrar, Licensing and Finance)

Identify processing steps : (100% Completed) Staff Meetings with Lean Management Consultant

July 16, 17 and August 6 and 7, 2014

Strategy 15.4

Owner: Michael Price and Moody Farag

Review applicant assessment communications to ensure clarity

100.0%

Mar 04, 2015 17:16:41 by Michael Price (Deputy Registrar, Licensing and Finance)

Letters to be reviewed, modified and approved by Q1 2016.

Strategy 15.5

Owner: Michael Price and Pauline Lebel

Conduct a survey as a follow-up to applicants that have been interviewed by the ERC

100.0%

Mar 04, 2015 17:19:24 by Michael Price (Deputy Registrar, Licensing and Finance)

Survey questionnaire developed, conducted and implement recommendations by July 1, 2016

Strategy 15.6

Owner: Michael Price and Lawrence Fogwill

Establish Process Indicators for Temporary Licence, Limited Licence, Consulting Engineer Designation and Certificate of Authorization

100.0%

100.0%

Mar 05, 2015 21:29:41 by Michael Price (Deputy Registrar, Licensing and Finance)

TL Milestones: (85% Completed) The in strictly an internal staff function when ALL application requirements have been submitted. No committee input is required. A new TL can be issued within 15 business days for complete applications. Renewals can be issued within 10 business days for a complete application. We will produce some statistics to support this.

LL Milestones: (15% Completed) A Working Group has been formed with members of ARC, ERC, LIC and staff to coordinate the new LET requirements and process. The first meeting was March 4th, next meeting planned for March 24th. The WG will be instrumental in helping to develop the key time lines and milestones for applications, as will both ARC and ERC. Both committee chairs are directly and actively involved in each TF.

CEDC milestones: (25% Completed) CED approvals and renewals are dependent on the committee. This topic to be discussed at the next CEDC meeting on May 21.

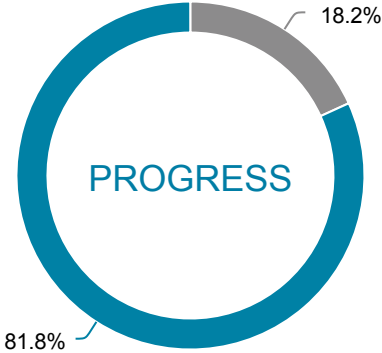
Establish Milestones for C of A: (50% Completed) Certificates of Authorization applications, which are properly filled out and complete, are currently processed for approval within 5 business days. RUSH applications are normally approved by the next business day. For renewals, additional research is required.

Expected to be completed by Q4 2015

Strategic Objective 16

Owner: Scott Clark

OPERATIONS - Cost management and service delivery are improved by actively managing service provider performance



■ Upcoming ■ Completed

Strategy Updates

Strategy 16.1

Owner: Matthew Ng, Ralph Martin, Jeannette Chau, Scott Clark, and Alan Zimmermann

Manage vendor performance, reduce or consolidate vendors where possible and consider going to RFP / RFQ if appropriate to maximize the value provided by PEO's 3rd party suppliers



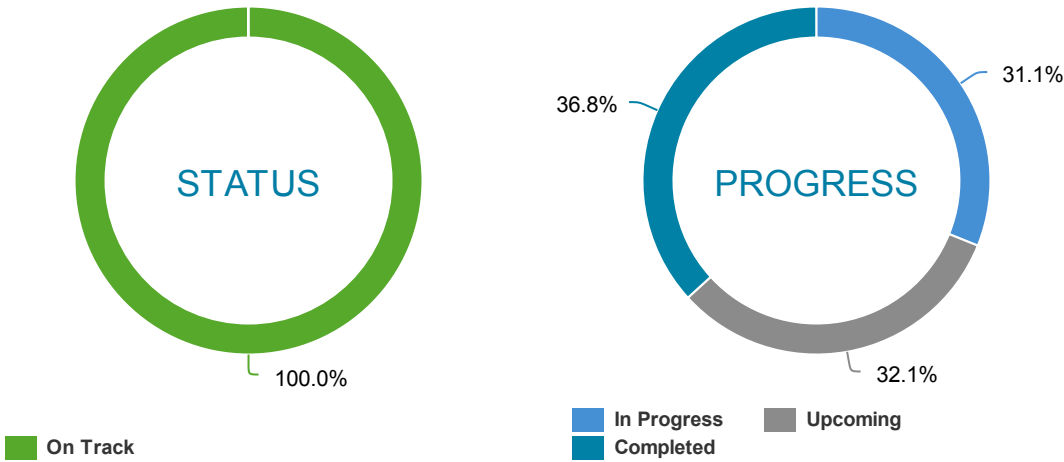
Mar 04, 2015 14:51:11 by Scott Clark (Chief Administrative Officer)

- Establish vendor governance: (100% Completed)** Following the Control Objectives for Information Technology (COBIT5) framework, governance established with key vendors.
- Implement good IT governance: (100% Completed)** Ticketing system installed and in use by staff
- Next steps: IT audit to be conducted for compliance against established governance practices including Payment Card Industry (PCI) compliance. Project expected to be completed December 2016.
- Official Election Agent Services RFP: (100% Completed)** Official Elections Agent RFP completed and OEA engaged to conduct election. Project completed.
- EIR RFP: (100% Completed)** EIR RFP completed and new service provider selected. Project completed.
- Catering Services RFP: (100% Completed)** New caterer introduced December 2014. Project completed.

Strategic Objective 17

Owner: Scott Clark

OPERATIONS - PEO Headquarters occupancy rates and building efficiency are optimized



Strategy Updates

Strategy 17.1

Inactive

Owner: Scott Clark and John Cookson

Assess furniture assets in long-term storage for disposal to optimize storage requirements and minimize storage costs



Mar 03, 2015 11:46:47 by John Cookson (Manager, Building Operations)

Long-term Asset Storage Requirements: (100% Completed) Assets have been documented and a full inventory has been prepared

Assess Asset Inventory: (100% Completed) Finance has identified which assets have any book value and those that still do.

Determine Disposal Options: (100% Completed) Several furniture dealers contacted and none were interested in purchasing items with no book value.

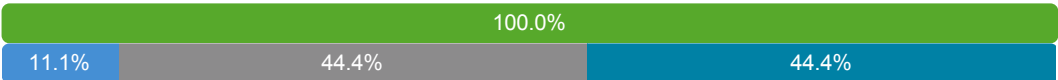
Prepare Disposal Plan : (100% Completed) Disposal and storage plan approved by Registrar

Disposal and Storage: (100% Completed) All assets have been disposed of or are now in storage at 40 Sheppard. PEO will no longer incur any storage fees going forward.

Strategy 17.2

Owner: Scott Clark and John Cookson

Renovate suite 101 to enhance working conditions of front-line reception staff, provide greater privacy to applicants and increase meeting space for volunteers



Mar 03, 2015 12:44:24 by John Cookson (Manager, Building Operations)

Suite 101 Renovations: (100% Completed) All options, design layouts and preliminary budgets are complete

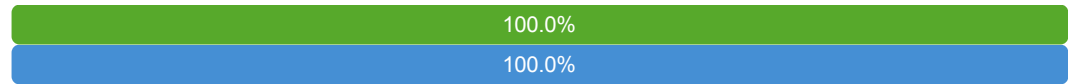
Demolition/Construction Begins: (100% Completed) Permits delivered to General Contractor

New design and drawings: (100% Completed) All drawings and designs have been submitted.
Tender: (100% Completed) General Contractor has submitted all documentation to the appropriate trades for quotes
Tender Process Review: (95% Completed) Awaiting CCDC to be signed by the President.
Construction schedule is to have space complete and ready for furniture delivery and final set up on April 10th. Anticipated move in date is April 20th. Final completion of project (removal of current reception desk) is scheduled for April 24th.

Strategy 17.3

Owner: Scott Clark and John Cookson

Create a 40 Sheppard capital projects document archive to improve research and analysis capabilities and enhance decision-making



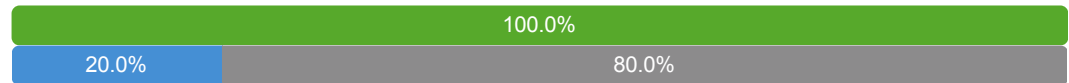
Mar 04, 2015 13:04:58 by Scott Clark (Chief Administrative Officer)

Building Document Archive: (15% Completed) Archiving of building documents ongoing. Project is expected to be completed Q4 2016.

Strategy 17.4

Owner: Scott Clark and John Cookson

Update the long-term capital plan for 40 Sheppard to ensure appropriate stewardship of PEO's building asset and improve financial planning



Mar 04, 2015 13:09:24 by Scott Clark (Chief Administrative Officer)

Long Term Capital Plan: (32% Completed) Meeting with BJC to review progress is scheduled for March 17, 2015.

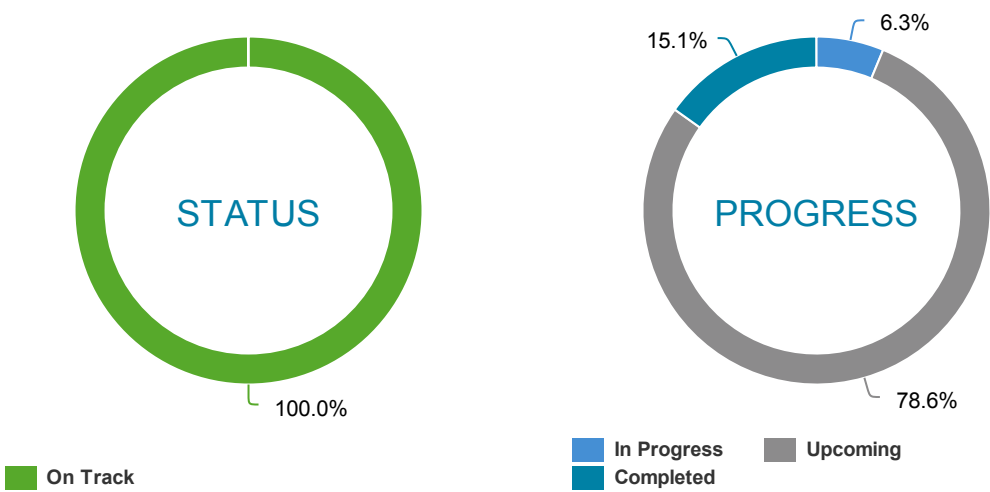
Next steps: Capital Plan will be reviewed by Finance Committee and Council as part of 2016 budget process.

Project expected to be completed Q1 2017.

Strategic Objective 18

Owner: Scott Clark

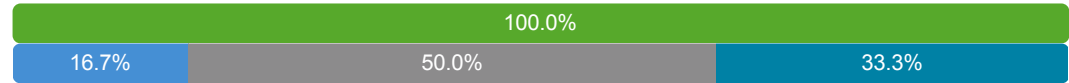
OPERATIONS - Risk is mitigated by assessing vulnerabilities and addressing service gaps



Strategy Updates

Strategy 18.1 Owner: Scott Clark and Alan Zimmermann

Decommission Prism 4.3 and outsource eblasts



Mar 04, 2015 13:14:09 by Scott Clark (Chief Administrative Officer)

Manage risk of Prism 4.3: (25% Completed) Chapter websites to WordPress sites and calendars to Prism 5.11

Worked with DMC to update 700+ bad email addresses

Outsource eBlasts: (80% Completed) Pilot successfully run with York Chapter and all member PEO HQ eBlast

Next Steps: Review results of eblast pilot, make recommendations for implementation. Training will be conducted for key stakeholders. The outsourced eblast solution will be implemented April 2015. Prism 4.3 will be decommissioned.

Project expected to be completed by September 2015.

Strategy 18.2 Owner: Scott Clark and Alan Zimmermann

Re-launch Sharepoint based upon accepted smart practices

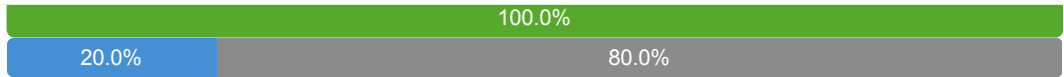


Mar 04, 2015 13:14:23 by Scott Clark (Chief Administrative Officer)

Project expected to commence Q3 2015.

Strategy 18.3 Owner: Scott Clark and Alan Zimmermann

Replace the outsourced core infrastructure provider



Mar 11, 2015 12:07:36 by Scott Clark (Chief Administrative Officer)

RFP outsourced environment: (10% Completed) CAO appointed as Business Sponsor for the project. Project initiated at kick-off meeting with key stakeholders.

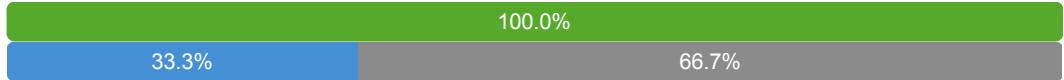
Next steps: An RFP process will be undertaken and the IT infrastructure will be migrated to a new vendor.

Project expected to be completed by August 2015.

Strategy 18.4

Owner: Scott Clark and Alan Zimmermann

Update systems – PCs; website performance; Optical Imaging Technology



Mar 03, 2015 15:02:18 by Alan Zimmermann (Director, Information Technology)

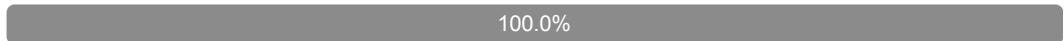
Update PC's & Laptops: (20% Completed) Project well underway with 7 / 28 upgrades completed thus far

Next Steps: Continue to execute project plan, aiming to complete all upgrades by May, 2015

Strategy 18.5

Owner: Michael Price and Moody Farag

Implement new Online Licensing system



Mar 04, 2015 18:02:43 by Michael Price (Deputy Registrar, Licensing and Finance)

To be implemented in conjunction with Aptify Phase 2. Expected to be completed Q4 2016

Strategy 18.6

Owner: Scott Clark and Alan Zimmermann

Implement an IT dashboard to focus efforts on improving service availability, service performance, and client satisfaction



Mar 04, 2015 13:19:30 by Scott Clark (Chief Administrative Officer)

IT Dashboard: (100% Completed) Initial dashboard created and being utilized by IT

Next steps: IT dashboard will be refined to add more detailed metrics based on system performance and utilization of metrics.

Project is expected to be completed by Q4 2015.

Strategy 18.7

Owner: Alan Zimmermann and Scott Clark

Develop a disaster recovery / business continuity plan to mitigate risk of disruption to ongoing PEO operations

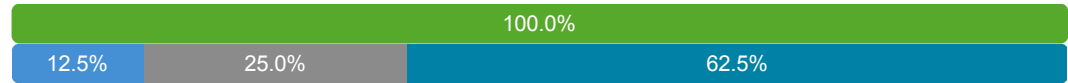


Mar 04, 2015 13:25:58 by Scott Clark (Chief Administrative Officer)

Project expected to commence March 2015.

Strategy 18.8

Owner: Scott Clark and Matthew Ng

Develop a guide to CASL for Chapters to facilitate common understanding, compliance and mitigate risk**Mar 04, 2015 13:29:01 by Scott Clark (Chief Administrative Officer)**

Engage legal counsel on CASL issue: (100% Completed) Task completed - engaged with legal counsel on Canadian Anti Spam Legislation (CASL) issue in the context of our chapters and what they do. Moving on to the next task, which is to determine the breadth of communications undertaken by our chapters

Determine breadth of communications undertaken by Chapters: (100% Completed) Task completed - Chapter communications analyzed and classified into broad groups that is easy to interpret for Canadian Anti Spam Legislation (CASL). Next steps to conduct risk assessment and business impact assessment based on the results obtained in this step.

Conduct Risk Assessment and Business Impact Assessment: (100% Completed) Task completed - Risk assessment conducted and documented and business impact assessed and documented fully in preparation for the next step - to create the DRAFT Canadian Anti Spam Legislation (CASL) guide for chapters.

Draft CASL Guide for Chapters: (100% Completed) Completed the draft Canadian Anti Spam Legislation (CASL) guide for chapters. Corporate Services department received final copy back from PEO communications department. Next step is to develop the communications é training strategy and materials for chapters and other stakeholders.

Develop communication / training strategy and materials: (100% Completed) Communication plan with Chapters and other stakeholders, Canadian Anti Spam Legislation (CASL) training material for Chapters and the strategy of handling the training developed by the Chapter Office and approved by Chief Administrative Officer (CAO). The project is on track to be completed by 31 Dec 2015

Distribute CASL Guide for Chapters: (80% Completed) Guide sent to legal counsel for review, comments received and incorporated. Task is 80% complete. The project is on track to be completed by 31 Dec 2015

Distribute CASL Guide for Chapters: (80% Completed) CASL Guide sent to PEO Communications for final edit. Task is 80% complete.
Next steps: Guide will be distributed to Chapters. Training material will be developed for annual training for Chapters in privacy and CASL.
Project is expected to be completed by 31 Dec 2015

Strategy 18.9

Owner: Scott Clark, Michael Price, and Alan Zimmermann

Impliment APTIFY Phase 1**Mar 12, 2015 16:11:39 by Gerard McDonald (Registrar)**

Establish Governance: (100% Completed) Steering Committee approved Governance Structure January 12

Perform Mini-Discovery Session: (100% Completed) the final requirements report was signed off on Feb 13th

Budget Development and Approval: (100% Completed) Budget approved by Finance Committee on March 11, 2015

Aptify Phase 1 implimentation should be completed by Mid-Fall, 2015

Strategy 18.10

Owner: Scott Clark and Alan Zimmermann

Aptify - Phase 2



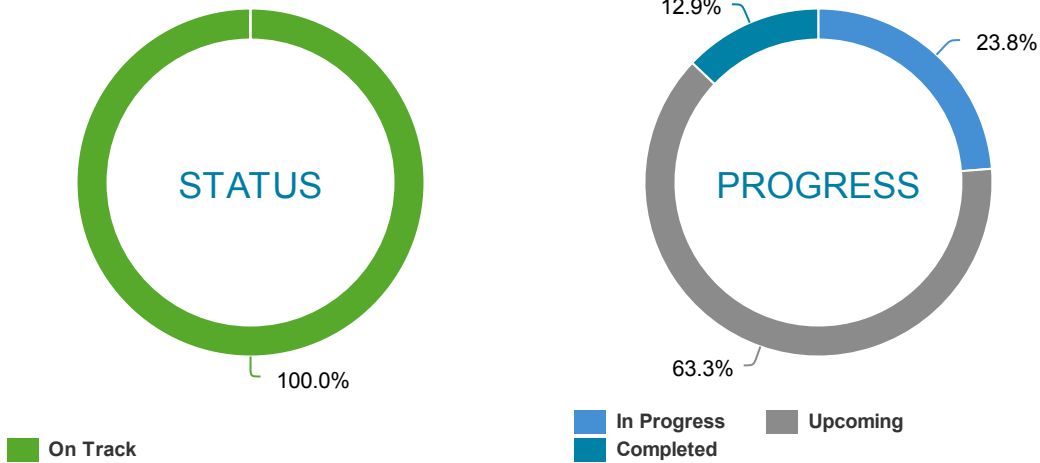
Mar 04, 2015 13:29:40 by Scott Clark (Chief Administrative Officer)

Project expected to commence Q3 2015.

Strategic Objective 19

Owner: Scott Clark

STAFF, VOLUNTEERS & COUNCIL - PEO has a sustainable organization-wide continuous-improvement culture

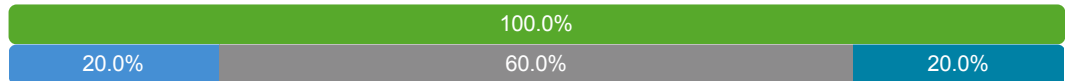


Strategy Updates

Strategy 19.1

Owner: Scott Clark and Alan Zimmermann

Establish IT Service Management controls and IT Project Management controls to increase predictability create efficiency and meet stakeholder needs



Mar 04, 2015 13:34:44 by Scott Clark (Chief Administrative Officer)

IT Project Management Controls: (60% Completed) Completed 7th floor A/V project, now closing it properly with the Business Unit following PMBOK (Project Management Body of Knowledge) best practises

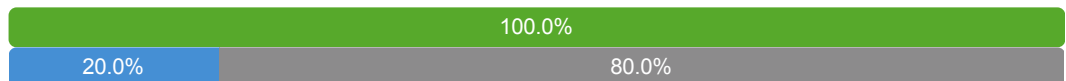
Next Steps: IT policies will be created to provide guidance. Project management controls will be audited as part of continuous improvement. IT services management processes will be created and implemented based on best practices from Informaiton Technology Intrastructure Library (ITIL). Lessons learned will be applied as needed.

Project Management audit planned for Q2, 2015
Project is expected to be completed by Q4 2017.

Strategy 19.2

Owner: Scott Clark and Jeannette Chau

Develop GLP training modules to enhance the skills of the GLP members and effectiveness of the GLP



Mar 04, 2015 13:36:05 by Scott Clark (Chief Administrative Officer)

Determine training requirements: (75% Completed) Second GLP training development meeting

held Feb 10th.

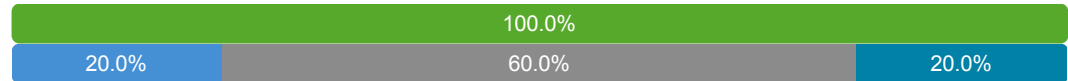
Next steps: Development of powerpoint presentations and training materials, production of training modules, development of communications strategy and roll out.

Project expected to be completed by April 2016.

Strategy 19.3

Owner: Scott Clark and Matthew Ng

Develop a Reference / FAQ Guideline module to improve access to information and enhance the learning opportunity for Chapter volunteers



Mar 04, 2015 13:38:53 by Scott Clark (Chief Administrative Officer)

Chapter FAQ Guideline: (100% Completed) Completed the determination of training requirements - Chapter FAQ guideline. Task completed. Project is on track to be completed by 31 December 2015

Develop FAQ PowerPoint presentation: (20% Completed) Collected pertinent information for PowerPoint slides.

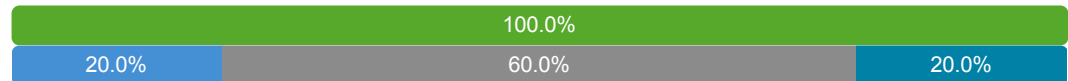
Next steps: A training module will be developed along with a communication strategy and roll out of module to Chapters.

Project expected to be completed by December 2015

Strategy 19.4

Owner: Scott Clark and Matthew Ng

Develop Chapter financial management training module for Chapter Chairs and Treasurers to broaden understanding of fiscal processes and enhance accountability



Mar 04, 2015 13:41:34 by Scott Clark (Chief Administrative Officer)

Training requirements for Chapter Chairs and Treasurers Training Module: (100% Completed) training requirements for Chapter Chairs and Treasurers established. Task completed. Project is on track to be completed by 31 December 2015.

Develop PowerPoint presentation and other training materials for treasurer's training: (22% Completed) Collected the past training material for treasurer meeting. Received requestes from the chapters of the need for a treasurer training. Next steps is to develop the PowerPoint in a way that it can be adopted as script for the web module (webinar)

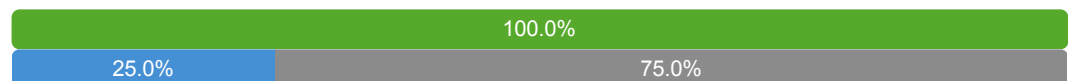
Next steps: Training module will be developed along with a communication strategy to support roll of module to Chapters.

Project is expected to be completed by December 2015.

Strategy 19.5

Owner: Scott Clark and Fern Goncalves

Update Employee Manual to ensure that PEO policies are in compliance with legislation and industry accepted smart practices; and post on SharePoint to enhance access to current information for all staff and facilitate common understanding and compliance



Mar 03, 2015 14:08:24 by Fern Goncalves (Director, People Development)

Employee Manual (PD1): (35% Completed) Continued review of policies and Employee Manual.

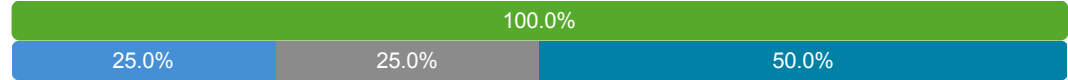
Next steps: Draft Employee Manual presented to Senior Management Team for review and approval.

Project expected to be completed by January 2016.

Strategy 19.6

Owner: Scott Clark and Fern Goncalves

Harmonize generic volunteer orientation with committee-specific on-boarding to improve volunteer understanding of PEO policies and volunteer engagement



Mar 03, 2015 14:05:31 by Fern Goncalves (Director, People Development)

Volunteer Orientation / On-boarding (PD2): (100% Completed) PowerPoint presentation for the volunteer orientation module developed and approved.

Volunteer Orientation Module (PD2): (100% Completed) Production schedule developed and video shot participants and date confirmed.

Launch Volunteer Orientation Module (PD2): (25% Completed) Video shoot scheduled for March 6.

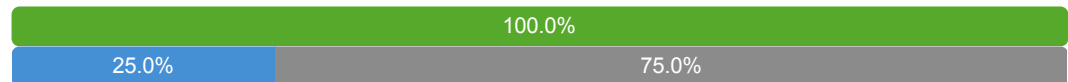
Next steps: Once video shoot complete, post production and review of draft module.

Project expected to be completed by Dec 2015.

Strategy 19.7

Owner: Scott Clark and Fern Goncalves

Develop Volunteer Manual to improve volunteer understanding of PEO policies and enhance access to current information



Mar 03, 2015 14:10:13 by Fern Goncalves (Director, People Development)

Volunteer Manual (PD3): (50% Completed) Review of volunteer policies and development of manual.

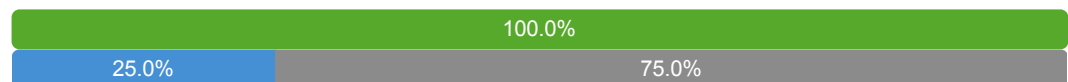
Next steps: Present draft Volunteer Manual to Advisory Committee on Volunteers for review and approval. Once approved, post on SharePoint.

Project expected to be completed by April 2016.

Strategy 19.8

Owner: Scott Clark and Fern Goncalves

Provide Privacy Policy training to volunteers and staff to facilitate common understanding and compliance



Mar 03, 2015 14:13:11 by Fern Goncalves (Director, People Development)

Privacy Policy Training (PD6): (75% Completed) Privacy module PowerPoint slides approved. Third review and edit of video script completed.

Next steps: Develop production schedule for web module.

Project expected to be completed by August 2015.

Strategy 19.9

Owner: Scott Clark and Fern Goncalves

Conduct a member survey to assess relevance of PEO to their needs

100.0%

33.3%

66.7%

Mar 03, 2015 14:11:45 by Fern Goncalves (Director, People Development)

Member Needs Survey (S6): (10% Completed) Research underway on survey questionnaire best practices.

Next steps: Present draft member survey to Senior Management Team for review and approval.

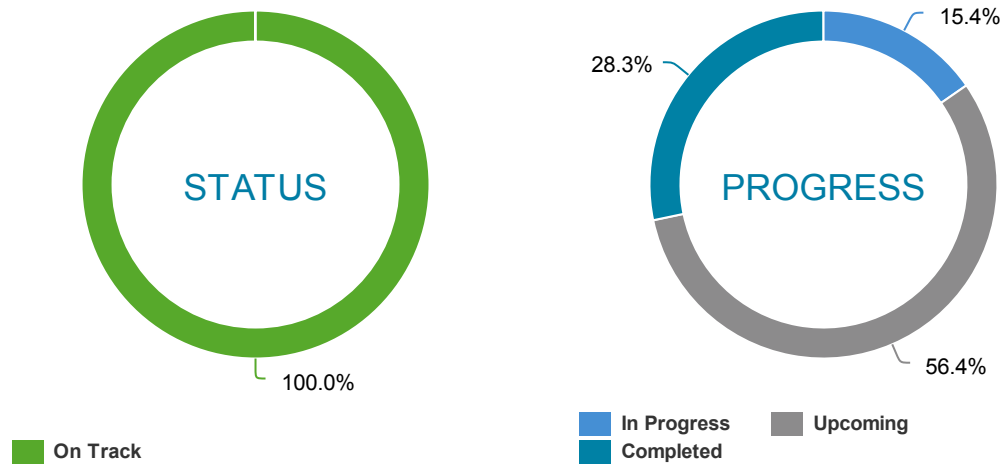
Once approved, administer member needs survey.

Project expected to be completed by June 2015.

Strategic Objective 20

Owner: Scott Clark

STAFF, VOLUNTEERS & COUNCIL - PEO's governance approach is robust, transparent and trusted

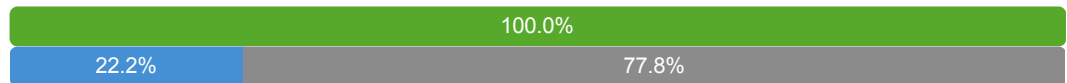


Strategy Updates

Strategy 20.1

Owner: Johnny Zuccon and Connie Mucklestone

Develop and publish series of articles on aspects of PEO governance and accepted smart practices for governance of regulatory bodies



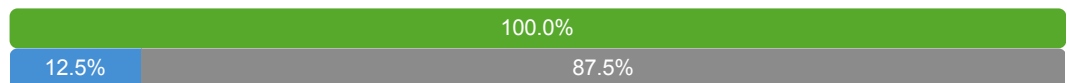
Mar 05, 2015 21:22:19 by Johnny Zuccon (Deputy Registrar, Tribunals and Regulatory Affairs)

Solicitation of input from Council, Secretariat and SMT is ongoing. Some potential authors noted and once topics are finalized authors and articles can be assigned and published. Anticipate completing this strategy by end December 2017.

Strategy 20.2

Owner: Scott Clark and Ralph Martin

Review election costs and procedures of other Constituent Associations and develop a proposal for PEO elections that enhances efficiencies and controls costs



Mar 04, 2015 13:49:43 by Scott Clark (Chief Administrative Officer)

Council Election Costs: (10% Completed) Monitoring 2015 election costs and preparing to canvass election costs of other constituent associations.

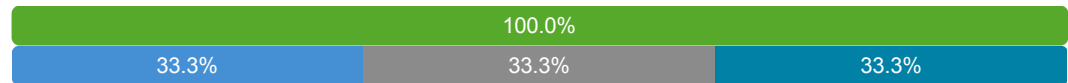
Next steps: A review of election costs and procedures of other constituent associations will be conducted. CESC will review report and make recommendations to Council. An RFP for Official Election Agent services will be conducted.

Project expected to be completed by August 2015.

Strategy 20.3

Owner: Scott Clark and Ralph Martin

Develop a Councillor orientation program to improve new Councillor on-boarding



Mar 04, 2015 13:51:20 by Scott Clark (Chief Administrative Officer)

Council Orientation: (100% Completed) Orientation presentation delivered at 2014 Council retreat

Council Orientation: (50% Completed) Presentation slides under review.

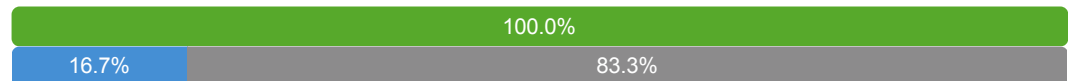
Next steps: Deliver 2015 Council Orientation program

Project expected to be completed by May 2015.

Strategy 20.4

Owner: Scott Clark and Ralph Martin

Develop a briefing note training program for staff and volunteers to improve the quality of submissions to Council and to enhance decision-making at Council



Mar 03, 2015 18:53:53 by Ralph Martin (Manager, Secretariat)

Briefing Note Training: (60% Completed) Presentation slides being drafted.

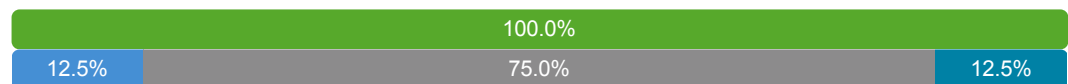
Next steps: SMT to review and update presentation slides and recommend staff for training, training to be delivered. Following successful delivery of training to staff, a webcast will be prepared to support volunteer training.

Project expected to be completed by November, 2015.

Strategy 20.5

Owner: Scott Clark and Ralph Martin

Develop and implement an electronic queuing and voting application for Council meetings to enhance the effectiveness of the Council Chair and improve meeting efficiency



Mar 03, 2015 18:48:21 by Ralph Martin (Manager, Secretariat)

Queuing and Voting Application: (100% Completed) Completed trial of CAA at October 2014 EXE meeting - application did not operate as expected, other technologies will be sourced out.

Council Voting and Queuing Application.: (10% Completed) Business sponsor assigned, project charter being drafted

Voting and queuing application to be developed using principles outlined in draft policy for IT projects involving or supported by IT. This includes project management protocols, defining requirements, conducting an RFP, developing the application solution and user acceptance testing.

Project is expected to be completed Q4, 2016.

Strategy 20.6

Inactive

Owner: Scott Clark and Ralph Martin

Develop Council / Executive Committee motion tracking system to improve research capabilities and enhance Council oversight

100.0%

Mar 04, 2015 13:54:40 by Scott Clark (Chief Administrative Officer)

Develop and populate Council/Executive Committee Motion Tracking System: (100% Completed) Tracking System Developed

SMT reviews the Council/Executive Committee motion tracking application: (100% Completed) Motion tracking system approved by SMT

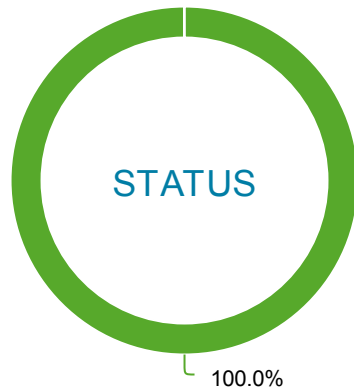
Council motion tracking: (100% Completed) Council Action Log posted to secure Council website

Project completed.

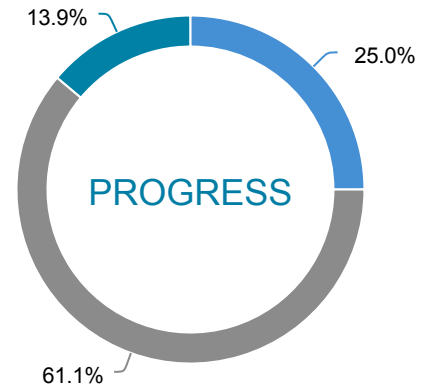
Strategic Objective 21

Owner: Scott Clark

STAFF, VOLUNTEERS & COUNCIL - Chapters are engaged in the regulatory mandate of PEO



On Track



In Progress Upcoming
Completed

Strategy Updates

Strategy 21.1

Owner: Scott Clark and Manoj Choudhary

Develop a Licensure Assistance Program (LAP) orientation training module to improve access and enhance the learning opportunity for Interns and Guides



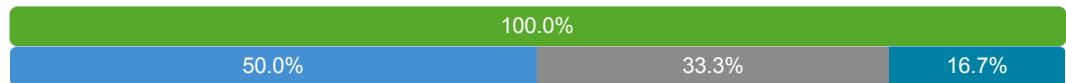
Mar 04, 2015 13:55:19 by Scott Clark (Chief Administrative Officer)

Project expected to commence Q1 2016

Strategy 21.2

Owner: Scott Clark and Matthew Ng

Constitute a Chapter IT Governance Task Group to develop Chapter IT standards and recommended practices and enhance communication between Chapters and PEO on Chapter IT issues



Mar 04, 2015 13:58:45 by Scott Clark (Chief Administrative Officer)

Develop task group terms of reference (IT Envisioning Governance): (100% Completed) terms of reference established and approved. Task completed. Project currently on track to be completed by 31 December 2015.

Recruit volunteers for ITEG Task group: (70% Completed) Applications received and being reviewed.

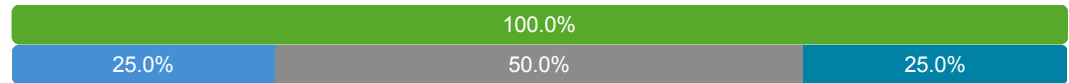
Next steps: ITEG task group work plan being developed. IT governance protocols for Chapters will be developed along with a communication strategy.

Project expected to be completed by December 2015

Strategy 21.3

Owner: Scott Clark and Fern Goncalves

Plan and implement combined Volunteer Leadership Conference involving leaders from chapters and committees / task forces to be held in conjunction with the PEO Annual General Meeting to facilitate common understanding of regulatory issues among all volunteers



Mar 03, 2015 14:17:12 by Fern Goncalves (Director, People Development)

Volunteer Leadership Conference Pilot (PD12): (25% Completed) Volunteer Leadership Conference Planning Committee (VLCPC) developing program agenda and breakout activities for 1-day conference.

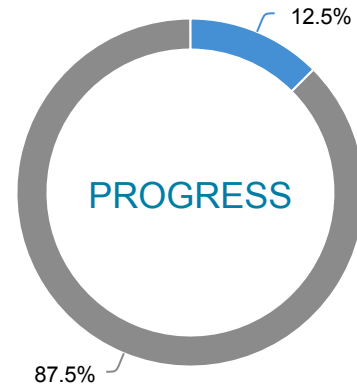
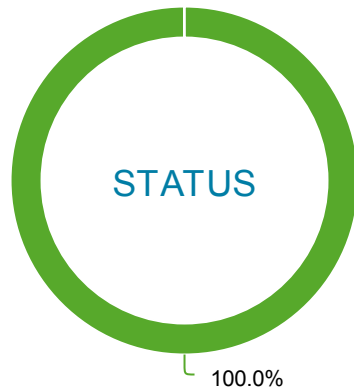
Next steps: Pilot volunteer leadership conference takes place on April 24, 2015. Following the conference, evaluate success and present recommendations to Executive Committee.

Project expected to be completed by September 2015.

Strategic Objective 22

Owner: Michael Price

STAFF, VOLUNTEERS & COUNCIL - Equity and diversity values and principles are integrated into the general policy and business operations



■ On Track

■ In Progress

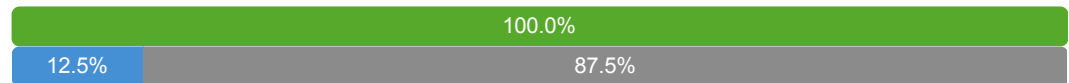
■ Upcoming

Strategy Updates

Strategy 22.1

Owner: Michael Price, Moody Farag, and Pauline Lebel

Online equity and diversity training module is available to all ARC and ERC members. Introduce mandatory equity and diversity and AODA training for all ARC and ERC members



Mar 04, 2015 18:24:13 by Michael Price (Deputy Registrar, Licensing and Finance)

Present equity and diversity module: (25% Completed) Agenda Item for February 27 ERC Business Meeting

Present equity and diversity module: (25% Completed) ERC were provided with presentation and link to the online model at February 2014 business meeting. ARC and ERC members to complete module by Q2 2016.

Strategic Objective 23

Owner: Scott Clark

STAFF, VOLUNTEERS & COUNCIL - Organizational renewal is ensured through succession plans and talent management strategies



■ Upcoming

Strategy Updates

Strategy 23.1

Owner: Scott Clark and Fern Goncalves

Conduct analysis of volunteer database to identify committee HR plan gaps and turn-over rate.



Mar 04, 2015 13:59:17 by Scott Clark (Chief Administrative Officer)

Project expected to commence Q4 2015.

Strategy 23.2

Owner: Scott Clark and Fern Goncalves

Develop succession plans and talent management strategies to enhance operational effectiveness



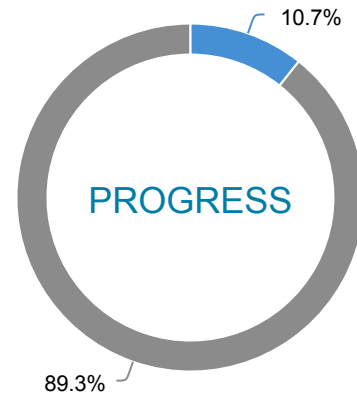
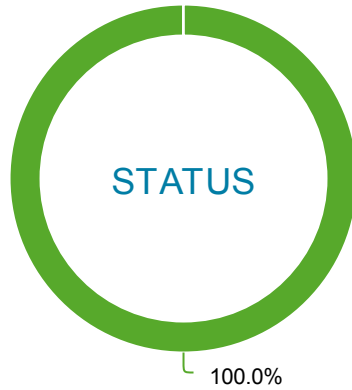
Mar 04, 2015 13:59:33 by Scott Clark (Chief Administrative Officer)

Project expected to commence Q2 2015.

Strategic Objective 24

Owner: Scott Clark

STAFF, VOLUNTEERS & COUNCIL - PEO is recognized as an employer of choice



On Track

In Progress

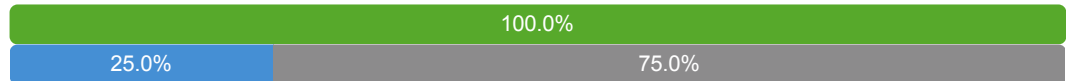
Upcoming

Strategy Updates

Strategy 24.1

Owner: Scott Clark and Fern Goncalves

Conduct an employee job satisfaction survey to assess and improve employee engagement and morale



Mar 03, 2015 14:19:27 by Fern Goncalves (Director, People Development)

Job Satisfaction Survey (PD9): (15% Completed) Research and development of job satisfaction survey questionnaire.

Next steps: Present draft job satisfaction survey to Senior Management Team for review and approval. Once approved, conduct survey and analysis of results.

Project expected to be completed by June 2015.

Strategy 24.2

Owner: Scott Clark and Fern Goncalves

Develop an employer-of-choice strategy to increase employee engagement; enhance preservation of the knowledge base; promote employee satisfaction; and improve organizational performance



Mar 04, 2015 14:00:09 by Scott Clark (Chief Administrative Officer)

Project expected to commence Q3 2015.



Professional Engineers
Ontario

C-499-4.5
Appendix B

Professional Engineers

2015-2017 STRATEGIC PLAN

PERFORMING TO OUR POTENTIAL
THROUGH STRATEGIC CLARITY

40 Sheppard Ave W

A STRATEGIC PLAN

is a fundamental tool and resource used to orient and align the work of an entity. It also provides senior management an essential means of informing our stakeholders, as well as of leading and managing the organization. In March 2014, our Council set out to create a new strategic plan to focus our activities for the next three years, from 2015 through 2017. This document is the result. The goal areas and strategic objectives set by this plan will determine the priorities for our programs and initiatives, and provide guidance for Council, committees, task forces and staff. Council will monitor the plan's ongoing progress. The strategies to realize the plan's objectives will be reviewed annually as part of our budget planning cycle.

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INTRODUCTION

Professional Engineers Ontario (PEO) is facing numerous challenges as we approach 100 years of regulating the engineering profession in Ontario. In this era of rapid change, we must prepare ourselves for new engineering disciplines, adapt to the increased pace of technological change, respect requirements for regulation to be balanced, inclusive and evidence-based, and respond to incursions upon our mandate to regulate the engineering profession.

In addition, we must change as an organization. Council, management and staff must anticipate and proactively understand the problems we are facing. Appropriate judgments will increase the prospect of our remaining relevant to our stakeholders.

This three-year strategic plan provides the road map for how we will meet these challenges and implement the required changes. The strategic plan is not an action plan or a work plan. Rather, it is a forward-looking blueprint that can be used to provide our organization a common direction. Specific strategies and action plans, with targeted completion dates, will flow from this strategic plan.

WHO WE ARE

Established on June 14, 1922, Professional Engineers Ontario (PEO) is the licensing and regulating body for professional engineering in the province. It operates under the authority of the *Professional Engineers Act* to serve and protect the public interest by setting and upholding high academic, experience and professional practice standards for the engineering profession. Individuals licensed by PEO are the only people permitted by law to undertake and assume responsibility for engineering work in Ontario. PEO is governed by a Council of elected professional engineers and government appointees comprising both professional engineers and non-engineers.

DEFINITIONS

VISION—a description of what an organization aspires to become;

MISSION—an organization’s unchanging purpose; its who, what, why and how;

GOAL AREAS—elements relating to its mission on which PEO must concentrate attention during the course of the strategic plan to move closer to its vision;

STRATEGIC OBJECTIVES—the aims toward which effort and action are directed and coordinated (the “what”);

STRATEGIES—the approaches for reaching the strategic objectives (the “how”); and

ACTION PLANS—activities or projects in line with each strategy, budgeted annually.

STRATEGIC PLAN PROCESS

Council authorized work to begin on a new PEO Strategic Plan at its March 2014 meeting. Over the course of the next nine months, senior management, staff, volunteers and Council members deliberated upon the strengths and weaknesses of the organization and perceived opportunities and threats it would be facing over the plan period. New vision and mission statements were solicited and refined and core values for the organization were reconfirmed. Finally, strategic objectives for the plan period were articulated. At its November 2014 meeting, Council approved the 2015-2017 Strategic Plan and the associated budget elements for the 2015 calendar year.

PRINCIPAL OBJECT

PEO’s principal object as set out in section 2(3) of the *Professional Engineers Act* is “to regulate the practice of professional engineering and to govern its members, holders of certificates of authorization, holders of temporary licences, holders of provisional licences and holders of limited licences in accordance with this Act, the regulations and the by-laws in order that the public interest may be served and protected”.

ADDITIONAL OBJECTS

For the purpose of carrying out its principal object, PEO has additional objects, set out in section 2(4) of the Act:

1. To establish, maintain and develop standards of knowledge and skill among its members;
2. To establish, maintain and develop standards of qualifications and standards of practice for professional engineering;
3. To establish, maintain and develop standards of professional ethics among its members;
4. To promote public awareness of the role of the Association; and
5. To perform such other duties and exercise such other powers as are imposed or conferred on the Association by or under any Act.



CORE VALUES

In 2004, PEO Council developed five operating principles for organizational behaviour to underpin the activities of PEO's staff and volunteers in fulfilling its mission. These are its core values. PEO's vision, and the strategic objectives and strategies for moving toward it, must align with its core values. These core values were reaffirmed by Council as part of the current planning process.

PEO'S CORE VALUES ARE:

ACCOUNTABILITY—PEO protects the public interest by being accountable to the public and to practitioners. PEO staff and volunteers are responsible for their actions and decisions, deliver what they promise to deliver, and their performance is reviewed on this basis. PEO honours its legislated and financial obligations.

RESPECT—PEO demonstrates respect for its staff, volunteers, applicants, licence holders and external stakeholders through fair practices and timely, informative communications.

INTEGRITY—PEO's processes and practices, including consistency of its policies and their application, are aligned with the *Professional Engineers Act* to maintain the integrity of the licence. PEO firmly and impartially adheres to its legislated requirements in pursuit of regulatory excellence.

PROFESSIONALISM—PEO operates in a professional manner by demonstrating competence, impartiality and reliability.

TEAMWORK—PEO achieves its goals through effective teamwork and collaborative partnerships among its staff, between its staff and volunteers, and with other bodies involved in the practice of professional engineering.

STAKEHOLDERS

Those having a stake in what PEO does include:

- Public;
- Government;
- Practitioners and future practitioners;
- PEO staff;
- PEO volunteers;
- Ontario Society of Professional Engineers
- Ontario licensing and certification bodies for engineering, architecture, technology, and natural science;
- Engineers Canada
- Our colleague constituent associations;
- Higher education institutions with engineering programs;
- Technical societies; and
- Employers of engineers.



OUR VISION

The trusted leader in professional self-regulation

OUR MISSION

Regulate and advance the practice of engineering to protect the public interest

GOAL AREAS

The strategic objectives for the organization have been organized into five goal areas that will guide PEO's work for the duration of the plan:

- Practitioners;
- Regulatory Framework;
- Stakeholders;
- Services; and
- Council, Staff and Volunteers.

KEY PERFORMANCE INDICATORS

Key performance indicators (KPIs) are the quantifiable measures Council uses to gauge the performance of PEO.

The following KPIs have been selected to give the most relevant "snapshot" of our organization's core functions:

- Compliance action statistics;
- Public confidence survey score;
- Employee and member engagement;
- Percentage of budget spent on core mandate;
- Active practice rate; and
- Licence uptake rate.

PEO STRATEGIC PLAN, 2015-2017—PERFORMING TO OUR POTENTIAL THROUGH STRATEGIC CLARITY

“The principal object of the Association is to regulate the practice of professional engineering and to govern its members, holders of certificates of authorization, holders of temporary licences, holders of provisional licences and holders of limited licences in accordance with this Act, the regulations and the by-laws in order that the public interest may be served and protected.” *Professional Engineers Act, s. 2(3)*

VISION

The trusted leader in professional self-regulation

MISSION

Regulate and advance the practice of engineering to protect the public interest

VALUES

Accountability, Respect, Integrity, Professionalism, Teamwork

GOAL AREAS

PRACTITIONERS

STRATEGIC OBJECTIVES

Public interest is enhanced through ensuring qualified applicants are licensed to practise professional engineering and that practitioners are competent and ethical.

Public recognition is increased through ensuring titles, designations, certificates and marks are issued to qualified applicants and entities.

Members regard PEO as their trusted advisor and advocate in matters of professional practice.

REGULATORY FRAMEWORK

STRATEGIC OBJECTIVES

Elliot Lake Commission of Inquiry recommendations are earnestly implemented.

Regulations, standards and guidelines are produced through an evidence-based, integrated and streamlined policy-making process.

Licensing is based on levels of competence.

The complaints process is optimized, balancing transparency, fairness and timeliness.

The practice and title provisions of the *Professional Engineers Act* are judiciously enforced and continuously improved.

Tribunals employ best practices in all operations and are seen to be independent and fair.

STAKEHOLDERS

STRATEGIC OBJECTIVES

Engage key regulatory ministries and industry in engineering public policy development.

Other engineering bodies (e.g. Ontario Society of Professional Engineers, Ontario Association of Certified Engineering Technicians and Technologists, Consulting Engineers of Ontario and Ontario universities, among others) are supported within the limits of their respective mandates.

Productive partnerships are developed with Engineers Canada and other constituent associations.

Public respect for the role of PEO is increased in accordance with the objects of the *Professional Engineers Act*.

OPERATIONS

STRATEGIC OBJECTIVES

Electronic communications are engaging, interactive, dynamic, and appropriately targeted and integrated

Service delivery is improved by clarifying staff and volunteer responsibilities and managing performance.

Cost management and service delivery are improved by actively managing service provider performance.

PEO headquarters occupancy rates and building efficiency are optimized.

Risk is mitigated by assessing vulnerabilities and addressing service gaps.

COUNCIL, STAFF AND VOLUNTEERS

STRATEGIC OBJECTIVES

PEO has a sustainable, organization-wide, continuous-improvement culture.

PEO's governance approach is robust, transparent and trusted.

Chapters are engaged in the regulatory mandate of PEO.

Equity and diversity values and principles are integrated into PEO's general policy and business operations.

Organizational renewal is ensured through succession plans and talent management strategies.

PEO is recognized as an employer of choice.



Professional Engineers
Ontario

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Enforcement Hotline: 416-224-9528, Ext. 1444

Website: www.peo.on.ca

PEO STRATEGIES 2015-17

Colour Key: Tribunals and Regulatory Affairs has primary responsibility for strategy
 Corporate Services has primary responsibility for strategy
 Licensing and Finance has primary responsibility for strategy
 Regulatory Compliance has primary responsibility for strategy

PRACTITIONERS

Strategic Objective [WHAT]	Strategy [HOW]
<p>1. Public interest is enhanced through ensuring qualified applicants are licensed to practise professional engineering and that practitioners are competent and ethical</p>	<p>1.1 Introduce two performance standards related to Tower Cranes and Supervising & Delegating. Establish these in regulations and promote their use.</p> <p>1.2 Engage an assessment expert to review the ERC interview process for applicants that have been referred by the ARC.</p> <p>1.3 Establish process to close Inactive files in a timely manner</p> <p>1.4 Provide information to prospective applicants through increased seminars and webinars</p> <p>1.5 Develop a Professional Practice Exam (PPE) distance learning module for EITs to improve access and enhance the learning</p>
<p>2. Public recognition is increased through ensuring that titles, designations, certificates and marks are issued to qualified applicants and entities</p>	<p>2.1 Conduct reputation survey to determine attitudes of licence holders and stakeholders towards PEO for ongoing project of enhancing public recognition</p> <p>2.2 Develop and implement communications plan around the LET/LL and C of A regulation changes to independent practice.</p> <p>2.3 Develop and implement a targeted communications plan to encourage internationally trained engineers to become licensed.</p>
<p>3. Members regard PEO as their trusted advisor and advocate in matters of professional practice</p>	<p>3.1 Produce an educational program to inform members about the role of the PSC and the services that Practice Advisory can offer to practitioners, and promote their use.</p> <p>3.2 Explore the merits of developing a practice guide for PEO members practicing internationally</p>

PEO STRATEGIES 2015-17

REGULATORY FRAMEWORK

Strategic Objective [WHAT]	Strategy [HOW]
<p>4. Elliot Lake Commission of Inquiry recommendations are earnestly implemented</p>	<p>4.1 Develop a Performance Standard for structural inspections of existing buildings which will require the production of a Structural Adequacy Report. (Recommendations 1.4 and 1.6)</p> <p>4.2 Develop a regulation for a structural engineering specialist title. (Recommendation 1.5)</p> <p>4.3 Develop a Performance Standard that will require P.Eng.s to make available, on request, any records in their possession or control related to the structural integrity of a building (Recommendation 1.21)</p> <p>4.4 Develop a Performance Standard instructing P.Eng.s that the contents of an engineering report, or draft report, including a Structural Adequacy Report, should not be altered simply because the client requests that it be changed. Rather, any alteration of an engineering report, or draft report, should be based on sound engineering principles or changed facts. (Recommendation 1.23)</p> <p>4.5 Under the direction of the CPDCQA Task Force, prepare a plan for a comprehensive program of continuing professional development and quality assurance with a strong focus on competency. (Recommendation 1.24)</p> <p>4.6 Develop a regulation requiring practitioners to advise clients of any suspensions or revocations of their licences, and the reasons therefor, that arise out of disciplinary actions resulting from specific circumstances. (Recommendation 1.25)</p> <p>4.7 Make available specific disciplinary information on the PEO website in a format readily and easily searchable by the name of a practitioner. (Recommendation 1.26).</p> <p>4.8 Define, in regulation or legislation, as may be required, the roles and responsibilities of a “Prime Consultant”. (Recommendation 1.27)</p>
<p>5. Regulations, standards and guidelines are produced through an evidence-based, integrated and streamlined policy-making process</p>	<p>5.1 Develop and implement an evidence-based regulatory policy development program for staff and committees, including training, tools, and coaching</p> <p>5.2 Reorient OCEPP operations to focus on workshops that will gather evidence for regulatory policy development purposes.</p> <p>5.3 Establish proactive relationships with key ministry officials to help promote regulatory initiatives.</p> <p>5.4 Implement a legislation monitoring program</p> <p>5.5 Develop a mechanism to identify regulatory gaps in the</p>

PEO STRATEGIES 2015-17

Strategic Objective [WHAT]	Strategy [HOW]
	<p><i>Professional Engineers Act and monitor political environment for opportunities to introduce amendments.</i></p> <p>5.6 Review strength of rationale for repealing the industrial exception.</p>
<p>6. Licensing is based on levels of competence</p>	<p>6.1 Contribute to Engineers Canada initiatives to address maximization of common standards in issues of national interest.</p> <p>6.2 Contribute to APEGBC Canadian Environment Experience Requirement Project Steering Committee and assess recommendations for potential implementation.</p> <p>6.3 Articulate, in coordination with the ARC, the expectations and requirements of accreditation.</p> <p>6.4 Analyze, in coordination with the ARC, the utility of the “looking to exempt” designation of Washington Accord Applicants.</p> <p>6.5 Conduct a policy review of Canadian experience requirements, technical exam programs and national mobility</p>
<p>7. The complaints process is optimized, balancing transparency, fairness and timeliness</p>	<p>7.1 Establish targets for the timelines associated with the various types of files and activities that investigations require and report on target achievement</p> <p>7.2 Develop a system to monitor and report discrete complaint investigation steps against the established targets.</p> <p>7.3 Develop revised publicly available Complaints Guide reflecting current complaint and investigation processes</p> <p>7.4 Develop internal complaints procedures manual.</p> <p>7.5 Implement new COC Decision and Reasons template for COC non-referral decisions</p>
<p>8. The practice and title-provisions of the <i>Professional Engineers Act</i> are judiciously enforced and continuously improved</p>	<p>8.1 Categorize all enforcement inquiries by source of allegation and violation type.</p> <p>8.2 Develop key performance indicators (KPIs) of enforcement activity.</p> <p>8.3 Develop new enforcement activity report.</p> <p>8.4 Revise enforcement policy and procedures manual.</p> <p>8.5 Develop criteria to assess and prioritize enforcement violations and link them to associated degrees of prosecutorial action.</p> <p>8.6 Carry out root cause analysis of obstacles to enforcement prosecutorial success.</p> <p>8.7 <i>Communicate intent of 2014 changes to the Building Code Act to building officials and monitor compliance.</i></p>

PEO STRATEGIES 2015-17

Strategic Objective [WHAT]	Strategy [HOW]
9. Tribunals employ accepted smart practices in all operations and are seen to be independent and fair	9.1 Establish and implement enhanced practices for all PEO Tribunals

PEO STRATEGIES 2015-17

STAKEHOLDERS

Strategic Objective [WHAT]	Strategy [HOW]
<p>10. Engage key regulatory ministries and industry in engineering public policy development</p>	<p>10.1 Work with various PEO units and external stakeholders to further the aim, expressed in Council position, of introducing professional design coordination into the Ontario Building Code.</p>
<p>11. Other engineering bodies (eg. OSPE, OACETT, CEO, and Ontario universities, among others), are supported within the limits of their respective mandates</p>	<p>11.1 Collaborate with other Ontario engineering bodies to provide information on licensing requirements</p> <p>11.2 Review National Engineering Month partnerships to enhance cooperation among main engineering bodies (PEO, OACETT, and OSPE).</p> <p>11.3 Explore with OSPE alternative funding arrangements for the OPEA Gala to promote the long-term viability and prestige of the event.</p> <p>11.4 Improve PEO lines of communication with CEAB, CEQB and universities.</p> <p>11.5 Explore options, in consultation with CEAB and universities, for addressing effect of Limited Licence changes on university professors.</p>
<p>12. Productive partnerships are developed with Engineers Canada and other constituent associations</p>	<p>12.1 Contribute to Engineers Canada initiatives to address maximization of common standards and assess applicability of other CA practices in licensing, accreditation discipline and enforcement issues.</p>
<p>13. Public respect for the role of PEO is increased in accordance with the objects of the <i>Professional Engineers Act</i></p>	<p>13.1 Audit PEO communications activities to determine their current effectiveness and make recommendations for increasing their effectiveness in support of the organization's Vision and Mission.</p>

PEO STRATEGIES 2015-17

OPERATIONS

Strategic Objective [WHAT]	Strategy [HOW]
<p>14. Electronic communications are engaging, interactive, dynamic and appropriately targeted and integrated</p>	<p>14.1 Review website analytics and end-user functionality to determine next iteration of PEO web presence.</p> <p>14.2 Develop web-based version of <i>Engineering Dimensions</i> to enhance accessibility of information for members.</p> <p>14.3 Develop and cement social media as a PEO communications tool.</p> <p>14.4 Clarify applicant information about courses in lieu and provide more detailed instructions for obtaining PEO approval on PEO's website.</p>
<p>15. Service delivery is improved by clarifying staff and volunteer responsibilities and managing performance</p>	<p>15.1 Align individual staff objectives to priorities and goals and provide coaching, support, training and empowerment to increase competencies and improve service delivery</p> <p>15.2 Explore utility of a new Chart of Accounts and Staff Contribution System to facilitate accurate and informative financial tracking.</p> <p>15.3 Initiate Lean Management Project to review steps and processing times of the P. Eng. Licensing process</p> <p>15.4 Review applicant assessment communications to ensure clarity.</p> <p>15.5 Conduct a survey as a follow-up to applicants that have been interviewed by the ERC</p> <p>15.6 Establish Process Indicators for Temporary Licence, Limited Licence, Consulting Engineer Designation and Certificate of Authorization.</p>
<p>16. Cost management and service delivery are improved by actively managing service provider performance</p>	<p>16.1 Manage vendor performance, reduce or consolidate vendors where possible and consider going to RFP / RFQ if appropriate to maximize the value provided by PEO's 3rd party suppliers.</p>
<p>17. PEO Headquarters occupancy rates and building efficiency are optimized</p>	<p>17.1 Assess furniture assets in long-term storage for disposal to optimize storage requirements and minimize storage costs.</p> <p>17.2 Renovate suite 101 to enhance working conditions of front-line reception staff, provide greater privacy to applicants and increase meeting space for volunteers.</p> <p>17.3 Create a 40 Sheppard capital projects document archive to improve research and analysis capabilities and enhance decision-making.</p> <p>17.4 Update the long-term capital plan for 40 Sheppard to ensure appropriate stewardship of PEO's building asset and improve financial planning.</p>

PEO STRATEGIES 2015-17

Strategic Objective [WHAT]	Strategy [HOW]
<p>18. Risk is mitigated by assessing vulnerabilities and addressing service gaps</p>	<p>18.1 Decommission Prism 4.3 and outsource eblasts</p> <p>18.2 Re-launch Sharepoint based upon accepted smart practices</p> <p>18.3 Replace the outsourced core infrastructure provider</p> <p>18.4 Update systems – PCs; website performance; Optical Imaging Technology</p> <p>18.5 Implement new Online Licensing system</p> <p>18.6 Implement an IT dashboard to focus efforts on improving service availability, service performance, and client satisfaction.</p> <p>18.7 Develop a disaster recovery / business continuity plan to mitigate risk of disruption to ongoing PEO operations.</p> <p>18.8 Develop a guide to CASL for Chapters to facilitate common understanding, compliance and mitigate risk.</p> <p>18.9 Impliment Aptify Phase 1</p> <p>18.10 Aptify – Phase 2</p>

PEO STRATEGIES 2015-17

STAFF, VOLUNTEERS & COUNCIL

Strategic Objective [WHAT]	Strategy [HOW]
<p>19. PEO has a sustainable organization-wide continuous-improvement culture</p>	<p>19.1 Establish IT Service Management controls and IT Project Management controls to increase predictability create efficiency and meet stakeholder needs.</p> <p>19.2 Develop GLP training modules to enhance the skills of the GLP members and effectiveness of the GLP.</p> <p>19.3 Develop a Reference / FAQ Guideline module to improve access to information and enhance the learning opportunity for Chapter volunteers.</p> <p>19.4 Develop Chapter financial management training module for Chapter Chairs and Treasurers to broaden understanding of fiscal processes and enhance accountability.</p> <p>19.5 Update Employee Manual to ensure that PEO policies are in compliance with legislation and industry accepted smart practices; and post on SharePoint to enhance access to current information for all staff and facilitate common understanding and compliance.</p> <p>19.6 Harmonize generic volunteer orientation with committee-specific on-boarding to improve volunteer understanding of PEO policies and volunteer engagement.</p> <p>19.7 Develop Volunteer Manual to improve volunteer understanding of PEO policies and enhance access to current information.</p> <p>19.8 Provide Privacy Policy training to volunteers and staff to facilitate common understanding and compliance.</p> <p>19.9 Conduct a member survey to assess relevance of PEO to their needs.</p>
<p>20. PEO’s governance approach is robust, transparent and trusted</p>	<p>20.1 Develop and publish series of articles on aspects of PEO governance and accepted smart practices for governance of regulatory bodies.</p> <p>20.2 Review election costs and procedures of other Constituent Associations and develop a proposal for PEO elections that enhances efficiencies and controls costs.</p> <p>20.3 Develop a Councillor orientation program to improve new Councillor on-boarding.</p> <p>20.4 Develop a briefing note training program for staff and volunteers to improve the quality of submissions to Council and to enhance decision-making at Council.</p> <p>20.5 Develop and implement an electronic queuing and voting application for Council meetings to enhance the effectiveness of</p>

PEO STRATEGIES 2015-17

	<p>the Council Chair and improve meeting efficiency.</p> <p>20.6 Develop Council / Executive Committee motion tracking system to improve research capabilities and enhance Council oversight.</p>
<p>21. Chapters are engaged in the regulatory mandate of PEO</p>	<p>21.1 Develop a Licensure Assistance Program (LAP) orientation training module to improve access and enhance the learning opportunity for Interns and Guides.</p> <p>21.2 Constitute a Chapter IT Governance Task Group to develop Chapter IT standards and recommended practices and enhance communication between Chapters and PEO on Chapter IT issues.</p> <p>21.3 Plan and implement combined Volunteer Leadership Conference involving leaders from chapters and committees / task forces to be held in conjunction with the PEO Annual General Meeting to facilitate common understanding of regulatory issues among all volunteers.</p>
<p>22. Equity and diversity values and principles are integrated into the general policy and business operations</p>	<p>22.1 Online equity and diversity training module is available to all ARC and ERC members. Introduce mandatory equity and diversity and AODA training for all ARC and ERC members.</p>
<p>23. Organizational renewal is ensured through succession plans and talent management strategies</p>	<p>23.1 Conduct analysis of volunteer database to identify committee HR plan gaps and turn-over rate.</p> <p>23.2 Develop succession plans and talent management strategies to enhance operational effectiveness.</p>
<p>24. PEO is recognized as an employer of choice</p>	<p>24.1 Conduct an employee job satisfaction survey to assess and improve employee engagement and morale.</p> <p>24.2 Develop an employer-of-choice strategy to increase employee engagement; enhance preservation of the knowledge base; promote employee satisfaction; and improve organizational performance.</p>

APTIFY STATUS UPDATE

Purpose: To inform Council of the progress of the Aptify Project since the February 2015 Council Meeting

Motions to consider: none required

Prepared by: Michael Price, P.Eng., MBA, FEC – Deputy Registrar – Licensing & Finance

The Aptify Gap Analysis, Requirements Definitions and Proposed solutions were completed and agreed to for each business unit in February. A statement of work was then prepared by IT and a Budget proposal was then received from Aptify for the development work for the solutions, to support user acceptance testing, to provide go-live support and to provide staff training.

At the March 11 Finance Committee Meeting, the committee unanimously approved a Go Live Aptify Budget of \$618,388 (consisting of \$US 493,38 for Aptify and \$Cdn 27,500) and the deferral of \$625,000 from the 2015 Capital Budget (\$350,000 for Aptify Phase 2 and \$275,000 for the relaunch of SharePoint).

To fund the 2015 Aptify Go-Live Project, a total of \$625,000 of previously approved 2015 IT capital projects will be deferred.

Approved 2015 Aptify Go-Live Budget

Description	Vendor	Cost
1 Gap Analysis	Aptify	\$ 48,000
2 Address Gaps	Aptify	\$ 290,510
3 UAT & go-live support	Aptify	\$ 53,480
4 SME and Staff Training	Aptify	\$ 15,400
5 Reports creation	External	\$ 27,500
6 Contingency on 2 & 3	Aptify	\$ 85,998
Total		\$ 520,888

Item 2 is a fixed price contract. All Aptify costs are in US dollars.

Aptify will now require 10 to 12 weeks for software development under the fixed price contract. The Project Steering Committee is continuing to meet weekly and is in the process of developing high level timelines for the project milestones.

User Acceptance Testing should begin in June 2015.

The expected launch of Aptify is the fall of 2015.

ENGINEERS CANADA UPDATE

Purpose: To inform Council of the recent activities of Engineers Canada

Motion(s) to consider:

none required

Past President Bergeron, one of PEO's Directors on the Engineers Canada board, requested that the attached document "Big Picture Thinking – Express Entry Immigration System" be circulated to Council as part of the Engineers Canada update. The Board Meeting Summary from the February 2015 meeting has been provided as well.

Appendices

- Appendix A – Big Picture Thinking – Express Entry Immigration System
- Appendix B – Engineers Canada February 2015 Board Meeting Summary

BIG PICTURE THINKING - SEPTEMBER 2014

Express Entry Immigration System

GENERAL

The Board's Big Picture Thinking at each meeting helps to build Engineers Canada's envisioned future. Board members will:

- contribute new ideas,
- offer a fresh perspective to the process of envisioning the future,
- benefit from the insights of other Board members,
- understand the trials and tribulations involved,
- gain knowledge of potential growth paths for Engineers Canada, and
- increase their ability to foresee and avoid the pitfalls.

The essential function of Big Picture Thinking is the ability to synthesize data. This means:

- identifying the overarching patterns and themes in the world outside Engineers Canada,
- discerning strategic insights by "connecting all the dots", and
- developing appropriate responses to trends and emerging issues to a future vision that describes what will be different because of the work of Engineers Canada.

BACKGROUND

Every year, Canada plans to open its doors to over 260,000 immigrants through one of three streams – economic, family, and humanitarian. In 2014, up to 47,300 of those prospective new Canadians could be skilled professionals or skilled tradespeople applying to come to Canada through the economic stream programs: Federal Skilled Worker Program, the Canadian Experience Class, and Provincial Nominee Programs. Those who self-identify as engineers will generally come through an economic stream, specifically through the Federal Skilled Worker Program.

The federal government is committed to having a transparent, efficient and timely immigration system that can support the needs of Canada's economy, and select immigrants with a high likelihood of successful economic and social integration. Currently, immigration applications are evaluated on a first-come-first served basis, which does not necessarily align with labour market demands in Canada. The federal government is introducing new policies and programs to improve the responsiveness of the immigration system.

THE ENVISIONED FUTURE

The educational credential assessment is what we know is in place right now. Express Entry will potentially drive demand for regulated professions to help ensure that an international engineering graduate, is license ready at the point of immigration. In order to make sure that all those performing engineering work in Canada are held publicly accountable for their work, regardless of where they were originally educated or worked, what must engineering regulators consider?

Licence ready candidates would be assessed to be competent, of good character and have a demonstrated understanding of the legal and ethical framework to practice in Canada. The licence provides the public a means to hold the individual accountable for their competence and integrity once they start to practice.

Express Entry, as it will be launched January 1, 2015 could potentially increase the number of international engineering graduates who arrive in Canada with job offers but do not pursue their license. These individuals will be in Canada and employed doing engineering work. This presents both a potential public safety risk and increased enforcement by provincial regulators regarding illegal practice.

DISCUSSION QUESTIONS

The Board considered the following questions to envision how they see this initiative 5 years or more into the future.

- What **role should the provincial and territorial regulators** play in supporting federal initiatives that help IEGs integrate and find employment in Canada as engineers?
- 2. What **role should Engineers Canada be playing** in bridging the government's immigration agenda and the public interest role of the regulators?
- 3. **What societal benefits may accrue if a full assessment of eligibility for licensure** were required for the purposes of immigration where the international trained professional has a job offer?

THE DISCUSSION

The following points were brought forth during the discussion.

FUTURE STATE

- For anyone wanting to come to Canada, they also want a smooth process. Nonetheless, the objectives of the immigration system and the objectives of the engineering regulators are not the same.
- When we discuss future states we should not be limited by our existing paradigms. Although we use volunteer assessors today, we are free to choose other approaches if it makes sense to do so.
- Our future state may be more clear than how we will get there. In the future all constituent associations should accept an evaluation of immigrant educational qualifications. If it is positive, then they would agree that the public interest is protected and treat those applicants as if they had graduated from a Canadian Engineering university.
- The future state requires thinking globally and acting locally. Whatever future solution we arrive at will be much like a distributed computing model. We will need to harness our collective expertise in order to arrive at the best answers.
- The largest amount of time we spend on registration is on international applicants.

Big Picture Thinking – Express Entry Immigration System – September 2014

- We exist in a world where an increasing amount of engineering is not done in Canada, but is done all over the world. For example, PEGNL licenses engineers who never set foot in Canada to work on Canadian offshore projects. We are moving towards a different world in terms of where the work is done and how we license people. We need faster processes to licence people who want to work from their home jurisdiction on a project that is taking place in Canada.
- We must deal with international applicants more efficiently than we have in the past. This new process can be part of that. We should be focusing resources on our registration processes to understand how to do this quicker and to a higher standard.

FEDERAL GOVERNMENT EXPECTATIONS

- There will be increasing pressure for the constituent associations to cooperate with the federal government. For example, the federal government will say “You are dealing with the Washington Accord.” We are supposed to recognize these standards as equivalent to our own. Otherwise, we may legitimately be accused of making it more difficult for immigrants to enter into the Canadian workforce.
- It may be erroneous to assume that all foreign trained engineers coming to Canada are interested in becoming licensed. Not all Canadian graduates become P. Eng so why would we assume otherwise. Similarly the federal government is pursuing talent, not necessarily licensed engineers.

ASSESSMENT

- It may make sense to use third parties such as WES to do a first triage of applicants. If the unqualified applicants can be sorted out early, then it eases the burden on the regulators who are constrained by a limited number of volunteer assessors.
- In as much as it may improve the ability to bring “qualified” immigrants to Canada, the Express Entry Program appears to be a good idea. However, the question remains; “How do we assess applicants properly?.” In this new context, that now includes linking applicants to jobs. We will need a creative, innovative and timely solution to this challenge. As always, we must ensure that, in the end, the public interest is protected.
- It would be good if the academic assessment being done could be used for both immigration and licensure. Engineers Canada can play a guiding role in this and the role of the associations would be to accept this assessment. From an applicant’s point of view they would know that if they are academically qualified and could rely on the information they receive to understand the other steps required for licensure, but at least they would not have to go through the academic assessment again.
- If we could reinforce the Washington Accord to assure ourselves that all the countries are setting forth acceptable academic programs we could then rely on this for the applicable academic assessments.
- Across the country, we have quite different approaches. Some associations delegate this responsibility to staff and handle such things as mobility in 5 minutes, while other associations

have not delegated this responsibility and tend to take 2 months. We signed the Washington Accord 25 years ago, but only one province follows it. Similarly, a lot of our standards are different and we waste a lot of time and energy because all follow different rules. Nonetheless, it is positive that the federal government is trying to force us to overcome the differences and be more reasonable in our approach to assessments.

ROLES

- Under current regulations the regulators do not have a mandate to help IEGs find employment. The role of the regulator is to treat them fairly when they apply for licensure and make sure they have accurate, helpful information about what they are going to face when they do come to Canada. We do not want them to come to Canada under false pretenses.
- Engineers Canada's role is to facilitate consistency across the country. They can develop guidelines that help associations move toward greater consistency.
- There are many ways to contribute as a regulatory body. OIQ recently collaborated with the Ministry of Immigration. We developed a tool "Compass" that lets a foreign applicant validate their eligibility for licensure before leaving their country. This type of collaboration could be a model for a similar relationship and tool development with the federal government.
- The role of Engineers Canada is to build the brand of professional engineering.

EMPLOYMENT INTEGRATION

- The integration piece is important. When we think of integration, we need to look at "soft skills" and "cultural understanding", if we are good at these we ultimately provide a higher quality of engineer and protect the public better. The integration piece links directly to providing a quality engineering, product and is a role the regulator.
- In Ontario it may be more appropriate if the concept of helping an immigrant find employment were delegated to the Ontario Society of Professional Engineers and not to PEO who is more concerned with licensure. We have to decide, separately, how we treat "employment integration" and "licensure".
- We must realize that most foreign applicants are coming from a country where self-regulation of the profession is not the norm. In many countries, when you have an engineering degree you are an engineer. This is not the case in Canada. Immigrants have a hard time making this distinction. Therefore, it is important to move towards integrating the immigration and licensure processes so that applicants fully understand the whole process.
- As regulators, we are most interested in licensure. Yet, we need to keep in mind that as part of the triage process we are going to be dealing with people who want to come to Canada but who may not necessarily want to practice as engineers. We need to have a system that is not so tight that it eliminates this latter group.

Big Picture Thinking – Express Entry Immigration System – September 2014

- It may helpful if we could get more statistical information concerning numbers of immigrants, associated employment success, and other social factors to help with decision making.

SUMMARY

- Protection of the public must be the primary guiding principle
- It is difficult for some immigrants to understand how different Canadian requirements for licensure are in comparison their country. A concerted effort is necessary to help bridge this gap.
- Associations have not traditionally played a role in facilitating employment, but there may be some value in extending current roles to include employment integration.
- Greater application of the Washington Accord by all associations would be beneficial.
- We need to become faster and more efficient at conducting assessments. Going forward alternative methods of assessment should be considered.
- We can no longer assume that an applicant seeking licensure in Canada will wish to reside in Canada. Canadian projects are, at times, now being managed offshore.

February 2015 Board Meeting Summary

Materials are on the [Board Meeting Microsite](#) and [Engineers Canada website](#), as linked in item titles.

Nominations Approved

Canadian Engineering Accreditation Board:
Gérard Lachiver, FIC, ing., Chair
Wayne MacQuarrie FEC, P.Eng., Vice-Chair
Malcolm Reeves, FEC, P.Eng., Past-Chair

Canadian Engineering Qualifications Board:
Frank Collins, P.Eng., Member
Shawna Argue, FEC, P.Eng., Member-at-large
Ron LeBlanc, FEC, P.Eng., Member-at-large

Accreditation Board Update

The Accreditation Board's Executive Committee provided information and updates about the transition to outcomes assessment. Outcomes assessment and continual improvement will be part of the accreditation decision process in June 2015. The Accreditation Board also presented a progress report highlighting recent activities and improvements made to the accreditation process.

NCDEAS Update

The NCDEAS, while supportive of outcome-based assessments, presented an update on its concern about the sum of all accreditation requirements. They recommended creating a working group of the NCDEAS and the Accreditation Board to review feedback and propose solutions.

Qualifications Board Update

The Qualifications Board presented a new status reporting process. A work plan that includes a tracking tool and identification of resources required from the constituent associations will be presented to the Board during its May meeting.

CEO Report to the Board

CEO Kim Allen updated the Board on Engineers Canada's key initiatives: Framework for Regulation, Online Competency Assessment Program, Affinity Programs, Career Action Program, Public Affairs, Educational Credential Assessment Project, Engineering Change Lab and the Environmental Scan.

President's Update

President Paul Amyotte updated the Board on his efforts to promote linkages and communications between the owners, Board, staff and stakeholders. He stressed that the more trust is generated the better we will understand and respect our common strengths and differences. This, in turn, will benefit the profession.

Policy Governance

The review of monitoring reports was deferred to the April Board teleconference.

The CEO is preparing an interim monitoring report detailing how Policy Governance Model implementation respects GP-4 Investment in Governance.

Educational Credential Assessment Project

Engineers Canada is applying to be designated by Citizenship and Immigration Canada to provide Educational Credential Assessments (ECAs) for internationally-educated engineering graduates (IEGs). ECAs are used by the federal government to award points for immigration. They are **not** academic assessments for licensure.

Engineers Canada's designation will put IEGs in direct contact with the engineering profession early in their immigration process. Information will be provided on working in engineering in Canada, the licensure process and the engineering regulators' authority. Candidates that wish to apply for licensure will be directed to the regulators for assessment.

The CEO is preparing an interim monitoring report detailing how the project supports End 1.4 (timely and consistent foreign credential recognition), respects EL-3 (financial condition) and addresses EL-2.3 (operate without consideration of constituents' viewpoints regarding operational means which directly impact them).

Major Events Presentations

Three presentations were delivered by:

APEGBC – On APEGBC's response to the Mount Polley failure.

OIQ – On the Charbonneau Commission's investigation of collusion and corruption schemes, proposed solutions and recommendations, and actions taken by OIQ.

PEO – On lessons learned from the Elliot Lake Inquiry and actions taken by PEO.

Big Picture Thinking

A session on the one year Canadian experience requirement for immigration, facilitated by Christina Comeau, Practice Lead, Collaboration and Innovation, asked the constituent associations: can their duty to protect the public be met without the experience requirement, are there other ways to assess applicants' ability to practise, and what responsibility does the profession have to ensure international applicants are licensed as quickly as possible? A summary of the session will soon be available [on the Board meeting microsite](#).

Open Forum

The Open Forum provided an opportunity for the Board, Presidents, CEOs and other key stakeholders to share ideas and seek broad input.

A five step process to create a shared envisioned future was presented. The process includes an environmental scan, a big picture thinking session, capturing feedback, discussions at an open forum, and adjusting Ends if required.

A presentation on the Ontario Human Right Commission policy with respect to the one-year Canadian experience barrier was made by Jeff Poirier, Senior Analyst.

The Linkages Task Force presented its interim report on Board linkage with ownership. A three-year plan will be submitted for approval by the Board at the May 2015 meeting. During the Board meeting, the Engineers Canada Board approved the addition of two constituent association CEOs and two Presidents to the Task Force.

Upcoming Meetings

Board Teleconference (April 17, 2015 – TBD)

Open Forum, Board Meeting and Annual Meeting of Members

May 20-23, 2015, Hotel Arts, Calgary, AB.

Board Workshop

June 7-10, 2015, Fairmont Winnipeg, MB.

REGIONAL CONGRESS OPEN ISSUES REPORT

Purpose: To update Council on issues raised at Regional Congresses

No motion required

Prepared by: Matt Ng., P.Eng., Manager, Chapters

1. Background

At its August 2010 meeting, the Executive Committee, by consensus, agreed that a Regional Councillors Report, setting out chapter issues that were approved at each Regional Congress to go forward to Regional Councillors Committee, be included as an information item on future Council agenda.

2. Appendices

- Appendix A – Regional Congress Open Issues Report.

Regional Congress Open Issues

<i>Issue</i>	<i>Date Opened</i>	<i>Motion Text</i>	<i>Mover Second</i>	<i>Update Description</i>	<i>Meeting</i>	<i>Revision Date</i>	<i>Recommendation</i>	<i>Closed</i>	<i>Action By</i>
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Western

49	Jun/2012	Whereas PEO is trying to encourage Engineering graduates to become Professional Engineers, and whereas becoming a Professional Engineer has positive impacts to employees at the workplace, and whereas the current turn-around time for reviewing a P. Eng application is 12-16 weeks after the referees forms have been received, and whereas there could be an expected increase in the volume of applicants with the removal of the industrial exception, be it resolved that RCC request Council to find appropriate ways to reduce the turn around time metric to 4 weeks for 90% of applicants.	A Scott, K Percival	Nothing to report. RCC hoping to get some information on lean study before the next RCC meeting on March 28th.	Western Congress	18-Feb-15	Remain Open	<input type="checkbox"/>	
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<i>Issue</i>	<i>Date Opened</i>	<i>Motion Text</i>	<i>Mover Seconder</i>	<i>Update Description</i>	<i>Meeting</i>	<i>Revision Date</i>	<i>Recommendation</i>	<i>Closed</i>	<i>Action By</i>
51	Sep/2012	Whereas PEO has struggled for a number of years with governance issues, and, Whereas PEO has responded recently to a number of these issues in a knee-jerk reaction, Whereas other motions have been proposed to review council makeup, WRC requests that RCC request PEO to initiate a governance review of the PEO. To this end, a taskforce shall be set up comprising PEO stakeholders and shall include additional members from other professional organizations. Such taskforce shall review current governance of PEO, explore alternate governance models and provide recommendations to PEO Council.	B Breukelman, V Bandy	Western Regional Congress clarified the issue behind this Motion and will decide the outcome during the face to face June 2015 round of regional congresses.	Western Congress	18-Feb-15	Remain Open	<input type="checkbox"/>	
54	Jun/2014	That WRC requests RCC to clearly establish roles/responsibilities of the hosting chapter in organizing the PEO Annual Meeting and Penta Forum events.	S Mathew, V Bandy	Move to close. Document was presented to the congress and will be circulated amongst members.	Western Congress	18-Feb-15		<input checked="" type="checkbox"/>	

<i>Issue</i>	<i>Date Opened</i>	<i>Motion Text</i>	<i>Mover Secunder</i>	<i>Update Description</i>	<i>Meeting</i>	<i>Revision Date</i>	<i>Recommendation</i>	<i>Closed</i>	<i>Action By</i>
55	Sep/2014	WRC requests RCC to establish a task force to consider recommended changes and potential implementation of the proposed structured EIT program as presented in the PENTA Forum 2014, so to adress Western Open Issue 49 by 2015 PEO AGM.	W Kershaw, D Al-Jailawi	Structured EIT ad-hoc group will continue to meet, to work out realistic options on what might interest companies to participate in the program	Western Congress	18-Feb-15	Remain Open	<input type="checkbox"/>	

<i>Issue</i>	<i>Date Opened</i>	<i>Motion Text</i>	<i>Mover Second</i>	<i>Update Description</i>	<i>Meeting</i>	<i>Revision Date</i>	<i>Recommendation</i>	<i>Closed</i>	<i>Action By</i>
West Central									
29	Feb/2014	WCRC wants RCC to review the invitation and attendance policy of Chapter AGM and Meetings where a senior regional Councillor is seeking re-election, and where a senior regional Councillor is seeking election to other council positions.	F Dato, S Naseer	RCC Meeting; No updates to report. Work is in progress regarding this issue is ongoing.	West Central Congress	04-Feb-15	Remain Open	<input type="checkbox"/>	
31	Jun/2014	WCRC wants RCC to establish a mechanism to track motion's progress and their proposed implementations.	G Abelmessih, T Biju	Moved to close. The congress was satisfied with the suggested flow-chart of processes and the disposition of motions distribution following the congress meetings	West Central Congress	04-Feb-15		<input checked="" type="checkbox"/>	
32	Jun/2014	WCRC wants RCC to implement means of improving the knowledge new licensee have with regard to the role and mandate of PEO in society, its chapter system and volunteerism in general for the Association.	S Favell, J Chisholm	No updates to report. Chapter Office is still working on the Welcome Package to new licensees	West Central Congress	04-Feb-15	Remain Open	<input type="checkbox"/>	

<i>Issue</i>	<i>Date Opened</i>	<i>Motion Text</i>	<i>Mover Second</i>	<i>Update Description</i>	<i>Meeting</i>	<i>Revision Date</i>	<i>Recommendation</i>	<i>Closed</i>	<i>Action By</i>
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Eastern

109	Jun/2013	To determine the feasibility of establishing a steering committee in the Eastern Regional Congress to investigate how to better service and engage members in the greater Ottawa area (National Capital Region).	T Kirby, G Boone	Subcommittee to provide updates on work done during the next Eastern Congress	Eastern Congress	24-Feb-15	Remain Open	<input type="checkbox"/>	
111	Sep/2014	Whereas the ERC wants to improve the future allotment planning processes; For chapters to prepare Draft Business Plan 3 weeks prior to the June Congress for a presentation/discussion/peer review of their Business Plans at their June Congress.	G Houze, B Milliken	No update to report. Waiting for the Regional Allotment Task Force recommendations	Eastern Congress	24-Feb-15	Remain Open	<input type="checkbox"/>	

COUNCILLORS ITEMS

- a) **Notices of Future Agenda Items**
- b) **Councillors' Questions**

Purpose: To provide Councillors with an opportunity to provide notice of items for inclusion on the next Council meeting agenda, and to ask questions.

No motion required

Prepared by: Dale Power, Secretariat Administrator

CONSENT AGENDA

Purpose: To approve the items contained in the consent agenda

Motion(s) to consider: (requires a simple majority of votes cast to carry)

That the consent agenda be approved.

Prepared by: Dale Power, Secretariat Administrator

Routine agenda items that may be approved without debate are included in a consent agenda and may be moved in a single motion. However, the minutes of the meeting will reflect each item as if it was dealt with separately. Including routine items on a consent agenda expedites the meeting.

Items included on the consent agenda may be removed and dealt with separately if they contain issues or matters that require review.

Please review the minutes ahead of time for errors or omissions and advise Dale Power (416-224-1100, ext. 1130 or dpower@peo.on.ca) if there are any required revisions prior to the meeting so that the minutes, when presented, may be considered within the consent agenda.

The following items are contained in the consent agenda:

- 5.1 Minutes of 237th Executive meeting – October 21, 2014
- 5.2 Minutes – 498th Council meeting – February 6, 2015
- 5.3 Approval of CEDC Applications
- 5.4 Committees/Task Forces Annual Work Plans
- 5.5 Changes to Committees/Task Forces Roster
- 5.6 Social Media Policy and PEO Privacy Policy

MINUTES – 237th Executive Committee – October 21, 2014

Purpose – To ratify the minutes of the 237th Executive Committee meeting

Motion(s) to consider: (requires a simple majority of votes cast to carry)

That the minutes of the 237th meeting of the Executive Committee, held on October 21, 2014, as presented to the meeting at C-499-5.1, Appendix A, be ratified.

Prepared by: Dale Power, Secretariat Administrator

1. Need for PEO Action

To practice best business practices, Council should formally record its consent to the actions taken by the Executive Committee.

The Executive Committee, at its meeting held January 20, 2015, confirmed that the attached minutes from the 237th meeting of the Executive Committee, held October 21, 2014, accurately reflect the business transacted at that meeting.

2. Current Policy

It is PEO convention that Council ratify minutes of Executive Committee meetings.

3. Appendices

- Appendix A – Minutes of the 237th Meeting of the Executive Committee



Minutes

The 237th Meeting of the EXECUTIVE COMMITTEE of PROFESSIONAL ENGINEERS ONTARIO was held at PEO Offices, 40 Sheppard Avenue West, Toronto, Ontario on Tuesday, October 21, 2014 at 3:00 p.m.

Present: A. Bergeron, P.Eng., Past President
G. Comrie, P.Eng., Vice President
M. Wesa, P.Eng., Vice President
N. Colucci, P.Eng.
R. Willson, P. Eng.

Staff: G. McDonald, P.Eng., Registrar
S.W. Clark, LL.B.
R. Martin
M. Price, P.Eng.
J. Zuccon, P.Eng.
D. Power

Regrets: J.D. Adams, P.Eng., President and Chair
T. Chong, P.Eng., President Elect
R. Huang, LLB.

CALL TO ORDER

Notice having been given and a quorum being present, Past President Bergeron, acting as Chair, called the meeting to order.

14-18

APPROVAL OF AGENDA

Moved by Vice President Wesa, seconded by Councillor Willson:

That:

- a) the agenda, as presented to the meeting at E-237-1.1, Appendix A, be approved, and
- b) the Chair be authorized to suspend the regular order of business.

CARRIED

Moved by Councillor Willson, seconded by Vice President Wesa:

That the Executive Committee move in camera.

CARRIED

14-19

IN-CAMERA SESSION

While in camera, the Executive Committee:

- a) Verified the in-camera minutes of the 236th Executive Committee meeting held August 12, 2014;
- b) Discussed next steps regarding the Registrar's Investigation – Villa with legal counsel;
- c) Received a legal opinion on section 8(3) of the Act;
- d) Discussed a procedural matter regarding Canadian experience

requirements, technical exam programs and national mobility.

**14-20
MINUTES – 236th Executive Committee
Meeting – August 12, 2014**

The Committee reviewed the minutes of the 236th Executive Committee meeting held August 12, 2014.

Moved by Vice President Wesa, seconded by Councillor Willson:

That the minutes of the 236th open session meeting of the Executive Committee accurately reflect the business transacted at that meeting.

CARRIED

**14-21
Volunteer Leadership Conference
Planning Committee**

The Committee reviewed the Terms of Reference for the Volunteer Leadership Conference Planning Committee (VLCPC). The EXE Committee was informed that Councillors Colucci and Willson were selected as members of the VLCPC at the October RCC meeting.

The VLCPC mandate will be revised to reflect that the Volunteer Leadership Conference is a one time program, subject to review.

Moved by Vice President Comrie, seconded by Councillor Colucci:

That the Executive Committee:

- 1. Approves the Terms of Reference for the 2015 Volunteer Leadership Conference Planning Committee (VLCPC) as presented and amended at E-237-3.2, Appendix A.**
- 2. Appoints George Comrie as the Executive Committee representative to the VLCPC.**
- 3. Directs the Regional Councillors Committee and the Advisory Committee on Volunteers to appoint two representatives from their respective committees to the VLCPC.**
- 4. Approves a budget of \$5,000 for the VLCPC.**

CARRIED

The Regional Councillors Committee and the Advisory Committee on Volunteers will be informed that the Volunteer Leadership Conference is a pilot project.

**14-22
2015-17 Strategic Plan**

The Registrar was asked to provide an update on the Strategic Plan. He advised that this plan is a broad framework and that strategies can be added as Council sees fit.

There being no further business, the meeting concluded.

These minutes consist of minutes 14-18 to 14-22 inclusive and two pages.

J. D. Adams, P.Eng., President and Chair

G. McDonald, P.Eng., Registrar

OPEN SESSION MINUTES – 498th Council Meeting – February 6, 2015

Purpose: To record that the minutes of the open session of the 498th meeting of Council accurately reflect the business transacted at that meeting.

Motion(s) consider: (requires a simple majority of votes cast to carry)

That the minutes of the 498th meeting of Council, held February 6, 2015, as presented to the meeting C-499-5.2, Appendix A, accurately reflect the business transacted at that meeting.

Prepared by: Dale Power, Secretariat Administrator

1. Need for PEO Action

To practice best business practices, Council should record that minutes of an open session of a meeting of Council accurately reflect the business transacted at a meeting.

2. Current Policy

Section 25(1) of By-Law No. 1 states that meetings of PEO are to be governed by *Wainberg's Society Meetings*. Rule 27.5 of *Wainberg's* states that "There is no legal requirement to have minutes verified, but it is considered good practice. The motion does not by itself ratify or adopt the business transacted; it merely verifies the minutes as being correct [a correct record of the discussions held and decisions made at the meeting]."

3. Appendices

- Appendix A - Minutes – 498th Council open session meeting – February 6, 2015



Minutes

The 498TH MEETING of the COUNCIL of PROFESSIONAL ENGINEERS ONTARIO (PEO) was held at PEO Offices, 40 Sheppard Avenue West, Toronto, Ontario on Friday, February 6, 2015 at 9:00 a.m.

Present: J. D. Adams, P.Eng., President [minutes 11467 – 11472 only]
A. Bergeron, P.Eng., Past President
T. Chong, P.Eng., President Elect
G. Comrie, P.Eng., Vice President (Elected)
M. Wesa, P.Eng., Vice President (Appointed) – [plenary session only]
R. Huang, LL.B., Council Chair
I. Bhatia, P.Eng.
D. Brown, P.Eng.
D. Chui, P.Eng. [minutes 11468 g-h to 11484 only]
N. Colucci, P.Eng.
B. Dony, P.Eng.
R. A. Fraser, P.Eng.
S. K. Gupta, P.Eng.
R. Jones, P.Eng.
C.M. Kidd, P.Eng.
L. King, P.Eng.
B. Kossta
E. Kuczera, P.Eng.
M. Long-Irwin [minutes 11468 to 11479]
S. Reid, C.Tech. [11465 – 11479 only]
S. Robert, P.Eng.
C.D. Roney, P.Eng.
C. Sadr, P.Eng.
R.K. Shreewastav, P.Eng. [11465 – 11479 only]
M. Spink, P.Eng.
R. Willson, P.Eng.

Regrets: R. J. Hilton, P.Eng.

Staff: G. McDonald, P.Eng., Registrar
S.W. Clark, LL.B.
L. Latham, P.Eng.
M. Price, P.Eng.
J. Zuccon, P.Eng.
R. Martin
D. Power

- Guests:
- H. Brown, Brown & Cohen Communications-Public Affairs
[minutes 11465– 11484, except minute 11468]
 - D.L. Freeman, P.Eng., PEO Director, Engineers Canada
[minutes 11465 – 11474, except minute 11468]
 - T. Chute-Molina, Office of the Fairness Commissioner
[minutes 11469 – 11484]
 - B. Steinberg, CEO of Consulting Engineers Ontario
[minutes 11469 – 11480]
 - W.R. Bilanski, P.Eng., Past President
[minutes 11465 – 11484, except minute 11468]
 - S. Inchesi, P.Eng., Chair, EDU Committee
[minutes 11474 only]

On Thursday evening, Council held a plenary session to discuss Engineers Canada response to questions regarding their proposed Education Credential Assessment Program.

Council convened at 9:00 a.m. Friday, February 6, 2015.

CALL TO ORDER

Notice having been given and a quorum being present, the Chair called the meeting to order.

11465

APPROVAL OF AGENDA

Moved by Councillor Shreewastav, seconded by Councillor Chong:

That:

- a) the agenda, as presented to the meeting at C-498-1.1, Appendix A be amended by:**
 - i. adding 2.8 HRC Update**
- b) the Chair be authorized to suspend the regular order of business.**

CARRIED

11466

PRESIDENT'S REPORT

There was no report.

11467

REGISTRAR'S REPORT

Registrar McDonald advised that he had nothing further to report beyond his regular written update to Council.

11468

IN-CAMERA SESSION

Moved by Councillor Willson, seconded by Councillor Jones:

That Council move in camera.

CARRIED

While in-camera, Council:

- a) verified the in-camera minutes from the 497th meeting of Council held November 2014;
- b) approved 941 Regulation changes – limited license/Certificate of Authorization, President's Waiting period, and other administrative, governance and housekeeping items;

- c) discussed options for 40 Sheppard Avenue West – 8th Floor with further discussion and final decision moved to open session;
- d) received decisions and reasons of the Discipline Committee;
- e) received a legal update on legal actions in which PEO is involved;
- f) there were no issues reported regarding PEO’s Anti-Workplace Violence and Harassment Policy;
- g) received a report from the Complaints Review Councillor.
- h) received a report from HRC

Council recessed for lunch.

Upon reconvening, President Adams presented the following Councillors with service pins in appreciation of their volunteer services to Professional Engineers Ontario:

- Councillor Willson – 10 years
- Councillor Sadr – 15 years
- Councillor Kidd – 20 years
- Councillor Fraser – 20 years
- Councillor Chui – 25 years

**11469
40 SHEPPARD AVENUE WEST – 8TH FLOOR**

Council considered several options regarding future use of the 8th floor, 40 Sheppard Avenue West.

Moved by Councillor Colucci, seconded by Councillor Bhatia:

That Council approves PEO occupying suite 800 and directs the Registrar to create concept layouts with associated budgets to be presented at the May 2015 Council meeting.

DEFEATED
Recorded Vote

For

- J.D. Adams
- I. Bhatia
- N. Colucci
- S. Gupta
- B. Kossta
- E. Kuczera
- M. Long-Irwin
- S. Reid
- S. Robert
- R. Shreewastav

Against

- A. Bergeron
- D. Brown
- T. Chong
- D. Chui
- G. Comrie
- B. Dony
- R. Fraser
- R. Jones
- C. Kidd
- L. King
- C. Roney
- C. Sadr
- M. Spink

Abstain

- R. Willson

Moved by Councillor Brown, seconded by Councillor King:

That Council approves leasing suite 800 for commercial office purposes.

CARRIED
Recorded Vote

<u>For</u>	<u>Against</u>	<u>Abstain</u>
J.D. Adams	N. Colucci	C. Sadr
A. Bergeron	G. Comrie	
I. Bhatia	S. Gupta	
D. Brown	B. Kossta	
T. Chong	E. Kuczera	
D. Chui	S. Reid	
B. Dony	S. Robert	
R. Fraser	R. Shreewastav	
R. Jones	M. Spink	
C. Kidd	R. Willson	
L. King		
M. Long-Irwin		
C. Roney		

11470
REVISED IMPLEMENTATION PLAN FOR
ELLIOT LAKE COMMISSION OF INQUIRY
RECOMMENDATIONS

The revised implementation plan provided was reviewed by the Legislation Committee, Professional Standards Committee, Structural Assessment Guideline Subcommittee and the Continuing Professional Development, Competence and Quality Assurance Task Force prior to presentation to Council. Councillor Roney referred to the peer review portion of the briefing note pointing out that the motion review was in fact done by the Legislation Committee, not the Elliot Lake Advisory Committee which has been stood down.

In order to provide clarification Council was advised that the Council Action Directives (Appendix A) is very specific in naming the committee or staff responsible for carrying out each recommendation contained in the Elliot Lake Commission of Inquiry Report.

Moved by Councillor Dony, seconded by Past President Bergeron:

That Council direct the Legislation Committee, Professional Standards Committee and the Continuing Professional Development, Competence and Quality Assurance Task Force to carry out the actions listed in Column 3 of Appendix A.

Councillor Roney referred to the action item under Recommendation No. 1-5, Appendix A, suggesting an amendment to proceed with the introduction of a structural engineer specialist under the Professional Engineers Act and/or Regulation 941.

Moved by Councillor Roney, seconded by Councillor Jones:

Replace the action item under recommendation 1.5 in column 3 of Appendix A with the following: That Council directs the Registrar to work with the Legislation Committee, Professional Standards Committee and its subcommittees, and others as the Registrar sees fit, to prepare the necessary amendments to the Professional Engineers Act and/or Regulation 941 to enact this recommendation. The Registrar shall ensure that our established consultation protocols are followed in the development of these amendments.

DEFEATED
Recorded Vote

For

J.D. Adams
A. Bergeron
D. Brown
N. Colucci
R. Jones
M. Long-Irwin
S. Robert
C. Roney
R. Shreewastav

Against

I. Bhatia
T. Chong
D. Chui
G. Comrie
B. Dony
R. Fraser
S. Gupta
C. Kidd
L. King
B. Kossta
E. Kuczera
S. Reid
C. Sadr
M. Spink
R. Willson

Council then voted on the main motion.

CARRIED

11471
LEGISLATION COMMITTEE

There was no report.

11472
STATISTICS - COMPLAINTS, DISCIPLINE
AND LICENSING

There were no comments or queries regarding the complaints, discipline and licensing statistics.

11473
EXTENSION OF TERM FOR ENGINEERS
CANADA DIRECTOR

Declaring a conflict of interest, Councillor Roney recused himself. He returned briefly to answer questions from Councillors, recusing himself again during Council's deliberations.

Moved by Councillor Brown, seconded by Councillor Shreewastav:

That Chris Roney's term on the Engineers Canada Board be extended to May 2018 so that he will be eligible to stand as a candidate for the

position of President-Elect of Engineers Canada at the 2015 Annual Board meeting. If unsuccessful at the election, his term will be deemed to be concluded at the end of May 2015.

CARRIED

**11474
PEO/OSPE JOINT MATH POSITION PAPER**

The Education Committee requested approval from Council to contact OSPE to request collaboration on a joint position paper on math curriculum (and possibly physics) for presentation to the Ministry of Education on behalf of engineers in Ontario. Mr. Inchesi, Chair of the Education Committee, was present to answer questions.

Moved by Vice President Comrie, seconded by Councillor Colucci:

That Council approves EDU to create a joint position paper on math curriculum (and possibly physics), in collaboration with OSPE, for presentation to the Ministry of Education on behalf of engineers in Ontario.

CARRIED

**11475
APTIFY – STATUS UPDATE**

Mr. Price, Deputy Registrar, Licensing and Finance, provided a verbal report which included current status and the overall implementation plan. He confirmed that there is a project charter in place. A further update will be provided at the March Council meeting.

Responding to a query Registrar McDonald advised that no additional funding will be sought to implement Phase I although money may be transferred, with the permission of the Finance Committee, from the Phase II budget to implement Phase I.

Deputy Registrar Price confirmed that a mechanism for reporting CPD would be considered in Phase II.

During Aptify discussions Councillor Chiu raised the issue of eBlasts and timing thereof. He was advised that while this is not related to Aptify, commencement of the pilot would begin the week of February 9, 2015, followed by the rollout to all Chapters.

**11476
ENGINEERS CANADA UPDATE**

There was no update.

**11477
REGIONAL CONGRESS OPEN ISSUES
REPORT**

A written report was provided.

**11478
LGA RESIGNATION – CHRIS RONEY**

Council was advised of Chris Roney's resignation as a Lieutenant Governor in Council appointee, effective following the conclusion of the 2015 PEO AGM, to the Council of the Association of Professional Engineers of Ontario.

11479
COUNCILLOR ITEMS

- a) Notice of Items
Councillor Fraser informed Council that motions would be presented at the March Council meeting related to the fundamental academic admission principles, following up on the plenary session with Engineers Canada on February 5, 2015, and to principles underlying accredited program P.Eng. expectations.
- b) Engineers Canada
Councillor Shreewastav advised that “Canadian Experience” is an item for open discussion at the February Engineers Canada meeting and that he, or one of the other Engineers Canada directors, would be happy to share input on this from PEO Council at this meeting.
- c) Finance Committee
Councillor Willson referred to Council motions C-492-4.5 and 5.4 passed in March 2014. He requested that Council be provided with the names of the Investment Subcommittee members and that the Finance Committee (FIC) annual workplan, based on the appropriate template, be tabled for the March Council meeting. He asked if the May 2014 Finance Committee workplan was posted on the website. Councillor Jones advised that the Finance Committee is proposing changes to the accounts for future budgets to achieve greater separation of PEO operating and building expenses.
- d) Topic for March Plenary Session
Councillor Comrie suggested that proposed revisions to the Engineer Canada Ends be the topic of the March Plenary Session. Registrar McDonald confirmed that this was the case.
- e) Audit Committee
Councillor Bhatia advised that the role of the Audit Committee in supervising and overseeing the Investment Committee was an agenda item for the next Audit Committee meeting.

11480
CONSENT AGENDA

Moved by Councillor Colucci, seconded by Councillor Bhatia:

That the Consent Agenda be approved.

CARRIED

Included on the consent agenda are:

- 5.1 Minutes – 497th Council Meeting – November 21, 2014
- 5.2 Approval of Wolfe-Smith Awardees
- 5.3 Changes to Committees/Task Forces Roster
- 5.4 PEO Representative to OACETT Council

[Note: minutes 11481 to 11484 reflect the motions provided in the briefing notes presented to the meeting.]

**11481
MINUTES – 497TH COUNCIL MEETING –
November 21, 2014**

That the minutes of the open session of the 497th meeting of Council, held on November 21, 2014 as presented to the meeting at C-498-5.1, Appendix A accurately reflect the business transacted at that meeting.

CARRIED

**11482
APPROVAL OF WOLFE-SMITH AWARDEES**

That Council approve the following awards to the following examination program candidates:

- 1) V. G. Smith Award – Lisa Melanie De Angelis, P.Eng.**
- 2) S. E. Wolfe Award – Moises Pimienta, P.Eng.**

CARRIED

**11483
CHANGES TO COMMITTEES/TASK FORCES
ROSTER**

That the recommended changes to the 2015 PEO Committees and Task Forces Membership Roster be approved as presented at C-498-5.3 Appendix A.

CARRIED

**11484
PEO REPRESENTATIVE TO OACETT
COUNCIL**

That Changiz Sadr, P.Eng. be re-appointed as PEO's representative on the Council of the Ontario Association of Certified Engineering Technicians and Technologists, from June 2015 to June 2017.

CARRIED

There being no further business, the meeting concluded.

These minutes consist of eight pages and minutes 11465 to-11484 inclusive.

R. Huang, LL.B, Chair

G. McDonald, P.Eng., Registrar

Briefing Note – Decision

CONSULTING ENGINEER DESIGNATION APPLICATIONS

Purpose: Under Section 61(2) of Regulation 941 under the *Professional Engineers Act*, the Consulting Engineer Designation Committee (CEDC) may make recommendations to Council in respect of all matters relating to application for designation as a consulting engineer. The CEDC is recommending that Council approve the following motions.

Motion(s) for Council to consider: (requires a simple majority of votes cast to carry)

1. That Council approve the exemption from examinations and the applications for designation as Consulting Engineer as set out in Section 1 of Appendix A of Briefing Note C-499 presented to the meeting.
2. That Council approve the applications for re-designation as Consulting Engineer as set out in Section 2 of Appendix A of Briefing Note C-499 presented to the meeting.
3. That Council decline the application for designation as Consulting Engineer as set out in Section 3 of Appendix A of Briefing Note C-499 presented to the meeting.
4. That Council grant permission to use the title “Consulting Engineers” (or variations thereof) to the firms set out in Section 4 of Appendix A of Briefing Note C-499 presented to the meeting.

Prepared by: Lawrence Fogwill, P.Eng, Manager, Registration

Moved by: Councillor Santosh Gupta, P.Eng.

1. Need for PEO Action

Council needs to accept the recommendations of the Consulting Engineer Designation Committee (CEDC) with respect to the applications submitted for its consideration before the applicants are informed of the PEO’s decision with respect to their application.

2. Proposed Action / Recommendation

That Council approve/deny the applications for designation and redesignation.

3. Next Steps (if motion approved)

The applicants will be advised of Council’s decision with respect to their applications.

4. Peer Review & Process Followed

Process Followed	All applications were reviewed by PEO staff, the Regional Subcommittees of CEDC and later approved by CEDC on January 29, 2014.
Council Identified Review	Not applicable. Required by Regulation.
Actual Motion Review	As stated under above process.

5. Appendices

- Appendix A – Report of the Consulting Engineer Designation Committee
- Appendix B – Legal Implications

To the 499th Meeting of the Council of
Professional Engineers Ontario

REPORT OF THE CONSULTING ENGINEER DESIGNATION COMMITTEE

Chair: Eric Nejat, P.Eng.

- 1. The Committee has reviewed the following applications for DESIGNATION and recommends to Council that these 7 applicants be exempted from examinations pursuant to Section 56(2) of O.Reg.941 and that they be considered for DESIGNATION AS CONSULTING ENGINEER, having met the requirements pursuant to Section 56(1) of O.Reg.941:**

#	P.Eng.	Company Name	Address	Licence #
1.1	BAYLEY, JASON MILES	Rochon Engineering	553 Basaltic Rd, Concord ON, L4K 4W8	100142701
1.2	CANDARAS, ANASTASIOS MENELAUS	A.M. Candaras Associates Inc.	203-8551 Weston Rd, Woodbridge ON, L4L 9R4	6762017
1.3	FOSTER, JOHN	Jfive Developments Ltd.	1 Parker Crt, Barrie ON, L4N 2A6	90156373
1.4	GAYOWSKY, GREGORY RONALD	RTG Systems Inc.	201-3518 Mainway, Burlington ON, L7M 1A8	100143038
1.5	LANGLOIS, JEFFREY LAWRENCE	R.J. Burnside & Associates Ltd.	3 Ronnell Cres, Collingwood ON, L9Y 4J6	90293473
1.6	SAVOLDELLI, MAURO UGO JOSEPH	Setchell & McKinnon Ltd.	1253-225 The East Mall, Etobicoke ON, M9B 0A9	40808503
1.7	TANASIJEVIC, ZORAN	Stephenson Engineering Ltd.	202-2550 Victoria Park Dr, North York ON, M2J 5A9	100014420

2. The Committee has reviewed the following applications for REDESIGNATION and recommends to Council that these 51 applicants be granted REDESIGNATION AS CONSULTING ENGINEER, having met the requirements pursuant to Section 57(2) of O.Reg.941:

#	P.Eng.	Company Name	Address	Licence #
2.1	ADEMA, STEVEN JOHN	Tacoma Engineers Inc.	1-176 Speedvale Ave W, Guelph ON, N1H 1C3	90483066
2.2	BAHAR, GENI BRAFMAN	Navigats Inc.	486 Cranbrooke Ave, Toronto ON, M5M 1N7	90532243
2.3	BARKER, DOUGLAS ROBERT	D.R. Barker & Associates Ltd.	110 Chisolm St, Oakville ON, L6K 3H9	2383016
2.4	BENNER, GARY EDWARD	Underground Consulting Inc.	28 Bowood Ave, Toronto ON, M4N 1Y4	3326014
2.5	BOSCARIOL, ALDO ANGELO	A.A. Boscariol Associates Limited	3738 Huntington Ave, Windsor ON, N9E 3W8	4550018
2.6	CARTER, DAVID WILLIAM	Curoaqua International Inc.	1005-123 Eglinton Ave E, Toronto ON, M4P 1J2	7048010
2.7	CHAN, PETER TIM-LOI	exp Services Inc.	500-220 Commerce Valley Dr W, Markham ON, L3T 0A8	7408750
2.8	CLIPSHAM, ROBERT ESMOND	Fiddes Clipsham Inc.	101-16 Mountainview Rd S, Georgetown ON, L7G 4K1	8729014
2.9	COHOON, JOSEPH HARVEY	J.H. Cohoon Engineering Limited	440 Hardy Road, Brantford ON, N3T 5L8	8861015
2.10	DIBBEN, HAROLD ARTHUR	Lassing Dibben Consulting Engineers	67B Plant St, PO Box 472, Batawa ON, K0K 1E0	90240292
2.11	DILORETO, BRUNO	Dillon Consulting Limited	608-3200 Deziel Dr, Windsor ON, N8W 5K8	11617404
2.12	EGBERTS, GERARD ANTHONY LEONARD	Egberts Engineering Limited	1110-235 Yorkland Blvd, North York ON, M2J 4Y8	12943015
2.13	EVANS, RICHARD LUKE	RPA Inc.	501-55 University Ave, Toronto ON, M5J 2H7	90345885
2.14	FEHERTY, WILLIAM MARTIN PETER	Basetech Consulting Inc.	309 Roy Wood Cres, Newmarket ON, L3Y 1A6	90398918
2.15	FILIPUZZI, ROBERT DAVID	Fabian Papa & Partners Inc.	204-216 Chrislea Rd, Woodbridge ON, L4L 8S5	90459066
2.16	FINELLI, DONATO	MTE Consultants Inc.	1016 Sutton Dr, Unit A, Burlington ON, L7L 6B8	90228180
2.17	FISHER, DAVID GRAHAM	Haddad Geotechnical Inc.	17-151 Amber St, Markham ON, L3R 3B3	14260400
2.18	GALAJDA, LARRY MICHAEL	Stantec Consulting Ltd.	49 Frederick St, Kitchener ON, N2H 6M7	15363013
2.19	GARSHON, GERALD ALEXANDER	G.A.G. Consultants Ltd.	190 Apple Blossom Dr, Thornhill ON, L4J 0J4	15633019

2.20	GRAY, BRIAN RODERICK	PETO MacCallum Ltd.	165 Cartwright Ave, North York ON, M6A 1V5	17029018
2.21	HATT, GARY ALEXANDER	Cole Engineering Group	70 Valleywood Dr, Markham ON, L3R 4T5	18780304
2.22	HAUSMANIS, IMANTS	Hausmanis & Associates	448 Oxbow Park Dr, Wasaga Beach ON, L9Z 2T8	18805010
2.23	HURTER, ROBERT WALTER	HurterConsult Incorporated	4-5330 Canotek Rd, Ottawa ON, K1J 9C1	21026018
2.24	JAUHA, HARVINDER SINGH	Macrologix Inc.	53 Marathon Ave, Concord ON, L4K 5G6	90405432
2.25	KILLEN, DAVID THOMAS	Landmark Engineers Inc.	2280 Ambassador Dr, Windsor ON, N9C 4E4	90483207
2.26	KOŁODZIEJSKI, EDWARD ALOYSIUS	exp Services Inc.	200-499 King St E, Hamilton ON, L8N 1E1	24366015
2.27	LI, CHUNG-YAN THOMAS	G.L. Tiley & Associates Ltd.	46 Dundas St E, Flamborough ON, L9H 7K6	26769208
2.28	MALPASS, JAMES SAMUEL	J.S. Malpass and Associates	18 Hillcrest Ave, St Thomas ON, N5P 2J8	28838357
2.29	MARRA, ADRIANO	Four Corners Engineering Inc.	9-1 Whitmore Rd, Woodbridge ON, L4L 8G4	90530262
2.30	MATICH, MIROSLAV ANTHONY JOHN	MAJM Corporation Ltd.	79 Bywood Dr, Etobicoke ON, M9A 1M2	29625019
2.31	MCEWEN, BRIAN ALEXANDER	B.A. McEwen & Associates Ltd.	1350 Wiltshire Ave, Burlington ON, L7M 1X9	30334015
2.32	MIKOLAJEWSKI, ARNOLD ALLEN	MPC Consulting Engineering	190 Wall Rd, Niagara-on-the-Lake ON, L0S 1J0	31642705
2.33	MOLLAJ, AGIM	Armoclan Engineering Ltd.	27-246 Brockport Dr, Etobicoke ON, M9W 6W2	100045079
2.34	MUIR, ROBERT JOSEPH GRENVILLE	Coulter Building Consultants	22-920 Brant St, Burlington ON, L7R 4J1	33037011
2.35	OVCJAK, JOSEPH JOHN	WSP Canada Inc.	300-1425 Cormorant Rd, Hamilton ON, L9G 4V5	35040500
2.36	PAPA, FABIAN	Fabian Papa & Partners Inc.	204-216 Chrislea Rd, Woodbridge ON, L4L 8S5	90431412
2.37	PAYNE, JOHN GARNETT	John G. Payne & Associates Ltd.	7 Black Willow Crt, Richmond Hill ON, L4E 2M7	35960509
2.38	PERALTA, NICK JOSEPH	N.J. Peralta Engineering Ltd.	45 Division St N, Kingsville ON, N9Y 1E1	36224012
2.39	PRASAD, GANGAVARAPU DURGA	Prascon Inc.	411-4100 Ponytrail Dr, Mississauga ON, L4W 2Y1	37328010
2.40	ROBINS, DARRYL MICHAEL	Darryl M. Robins Consulting Inc.	4844 Highway No. 6, RR1, Miller Lake ON, N0H 1Z0	100009829
2.41	ROBINSON, ANDREW JOHN	Robinson Consultants Inc.	210-350 Palladium Dr, Kanata ON, K2V 1A8	39304019
2.42	SCHACHTER, NATHAN	Cimentic Engineering Ltd.	103-3370 South Service Rd, Burlington ON, L7N 3M6	40890014

2.43	SEYCHUK, JOHN LAURENCE	Golder Associates Ltd.	100-6925 Century Ave, Mississauga ON, L5N 7K2	41651019
2.44	TILSLEY, JAMES EDWIN	James E. Tilsley & Associates Ltd.	5 Steeplechase Ave, Aurora ON, L4G 6W5	46498010
2.45	VEERASAMMY, RENATO LUIGINO	RBS Consulting Engineering Group Inc.	2798 Shering Cres, Innisfil ON, L9S 1H1	90363938
2.46	VENNERI, FRANK	Venneri Consulting Engineers Ltd.	1-1170 Sheppard Ave W, North York ON, M3K 2A3	48032015
2.47	VICKERMAN, GRANVILLE BERNARD	VME Technologies Inc.	1414 Lasalle Blvd, Sudbury ON, P3A 1Z6	11650357
2.48	WALLACE, TERRY GRAHAM	LEA Consulting Ltd.	625 Cochrane Dr, 9th Flr, Markham ON, L3R 9R9	90257049
2.49	WASMUND, BERT ORLAND	Hatch Ltd.	2800 Speakman Dr, Mississauga ON, L5K 2R7	48999015
2.50	WEBB, GERALD SYDNEY	Golder Associates Ltd.	32 Steacie Dr, Kanata oN, K2H 9A6	49223019
2.51	WIGGINS, ROBERT SCOTT	Stantec Consulting Ltd.	300-675 Cochrane Dr, West Tower, Markham ON, L3R 0B7	49946015

3. The Consulting Engineers Designation Committee (CEDC) has considered the following application for designation and recommends that the application be DECLINED.

#	P.Eng.	Company Name	Address	Licence #
3.1	GARDNER, JOHN ERNEST CURRIE	Rendrag Solutions Inc.	1897 Lakeshore Rd, PO Box 1223, Niagara-on-the-Lake ON, L0S 1J0	15564503

The CEDC recommends to the Council of the Association that Mr. Gardner's application for designation be **DECLINED** because he does not currently meet the requirement for designation with respect to his inadequate experience as captured in Section 56(1)(b).

4. The Committee recommends to Council that the following 3 FIRMS be granted PERMISSION TO USE THE TITLE "CONSULTING ENGINEERS", having met the requirements pursuant to Section 68 of O.Reg.941:

#	Company Name	Address	Designated Consulting Engineer (s)
4.1	Braymore Design Inc.	2220 Midland Ave, Unit 85AP, Scarborough ON, M1P 3E6	Yong Ping Ju
4.2	Fiddes Clipsham Inc.	101-16 Mountainview Rd S, Georgetown ON, L7G 4K1	Robert E. Clipsham
4.3	FP&P HydraTek Inc.	204-216 Chrislea Rd, Vaughan ON, L4L 8S5	Fabian Papa, Paolo Albanese and Robert Filipuzzi

Legal Implications/Authority

1. Pursuant to Section 56(2), Council has the authority to exempt an applicant from any of the examinations required by section 56(1) to be taken by an applicant for a Consulting Engineer Designation if Council is satisfied that the applicant has appropriate qualifications.

Pursuant to Section 56(1) Council **shall** designate as a Consulting Engineer every applicant for the Designation who meets the requirements set out in Section 56(1)(a-d). As a result there does not appear to be any discretion for Council to refuse applicants who meet the requirements.

2. Pursuant to Section 57(2) Council **shall** redesignate as a consulting engineer every applicant who meets the requirements of section 57(2) (a-c). As a result there does not appear to be any discretion for Council to refuse applicants who meet the requirements.

COMMITTEES/TASK FORCES ANNUAL WORK PLANS AND HUMAN RESOURCES PLANS

Purpose: To approve committee/task force work plans and human resources plans.

Motion(s) to consider: (requires a simple majority of votes cast to carry)

[Committees and Task Forces Policy, Sections: Role of Council (2) and Committee/Task Force Operations (3)]

That the committee/task force work plans and human resources plans as presented at C-499-5.4 Appendices Ai) and ii) and B inclusive be approved.

Prepared by: Fern Gonçalves, CHRP, Director People Development

Moved by: Rakesh Shreewastav, P.Eng.

1. Need for PEO Action

Under the Committees and Task Forces Policy (Committees/Task Forces Operations, Item 3), each committee/ task force is to prepare an annual work plan and human resources plan for the following year by September 30 each year.

One of the roles of Council under the Committees and Task Forces Policy (Role of Council, Item 2), is to approve committee/task force mandates, Terms of Reference, annual work plans and human resources plans. The following committees/task forces have submitted the indicated documents for Council approval:

Committee/Task Force	HR plan	Work plan
A. Awards Committee (AWC)	✓	✓
B. Continuing Professional Development and Quality Assurance Task Force (CPDCQATF)	-	✓

Note: Changes in the HR Plan are identified with grey highlight.

2. Proposed Action / Recommendation

That Council approve the submitted work plans and human resources plans for the indicated committees/task forces.

3. Next Steps (if motion approved)

The work plans and human resources plans will be posted on the PEO website and the committees/task forces will implement their plans.

4. Peer Review & Process Followed

Process Followed	Committees and Task Forces Policy – <i>Reference Guide</i> , Section 3 - Committee and Task Force Operations <ul style="list-style-type: none"> Item 3.3 - By September 30 each year, each committee/task force shall prepare an annual Work and Human Resources Plan for the following year.
Council Identified Review	N/a
Actual Motion Review	N/a

Briefing Note – Decision

5. Appendices

- Appendix A – Awards Committee (AWC)
 - i) 2015 Human Resources Plan (with Appendix A)
 - ii) 2015 Work Plan

- Appendix B – Continuing Professional Development and Quality Assurance Task Force (CPDCQATF)
 - i) 2015 Work Plan

Human Resources Plan - 2015

AWARDS COMMITTEE (AWC)

Committee: Awards Committee	Date Developed: January 23, 2015
Committee Review Date: January, 2015	Date Council Approved:

Categories	Target / Ideal (To meet the needs of the Committee)	Currently in Place	Gap [ST = Short-term Goal LT = Long-term Goal]
Core Competencies <ul style="list-style-type: none"> Skills/Abilities Expertise/Knowledge 	<ul style="list-style-type: none"> Key objectives and core competencies are listed in Appendix A 	<ul style="list-style-type: none"> See Appendix A 	<ul style="list-style-type: none"> No gaps
Committee Membership	<ul style="list-style-type: none"> 11 members At least 1 Councillor, 2 OSPE appointees, 1 OOH Companion and at least 3 from the OOH list and from the OPEA 	<ul style="list-style-type: none"> 10 members (2 OSPE & 1 Councillor) 4 OPEA and 6 OOH (2 Companions) 	<ul style="list-style-type: none"> 1 Member
Broad Engagement Career Stage	<ul style="list-style-type: none"> At least 1 from every career stage (i.e. early, mid and late) 	<ul style="list-style-type: none"> 10 senior in career Majority in Class F 	<ul style="list-style-type: none"> LT – 1 mid or 1 early (< 10 yrs)
Disciplines & Sectors	<ul style="list-style-type: none"> At a minimum: 1 from government, 1 from academia, 6 from a wide variety of disciplines and sectors 	<ul style="list-style-type: none"> Academia, aerospace, automotive, federal / provincial , municipal, private (energy/power, management consulting, legal) Biochemical, biotech, nanotech chemical, civil, forensic, electrical, mechanical, metallurgical, environmental, chemical 	<ul style="list-style-type: none"> No gap
Gender / Diversity	<ul style="list-style-type: none"> At least 1/3 female members 	<ul style="list-style-type: none"> 3 female and 7 male members 	<ul style="list-style-type: none"> No gap
Geographic Representation	<ul style="list-style-type: none"> Full geographic representation 	<ul style="list-style-type: none"> Geographic representation across all regions 	
CEAB / International Engineering Graduates	<ul style="list-style-type: none"> A minimum of 3 CEAB & 2 International Engineering Graduates 	<ul style="list-style-type: none"> 7 CEAB and 3 IEB 	<ul style="list-style-type: none"> No gap
Licensed –vs– Non-licensed	<ul style="list-style-type: none"> All P.Engs. 	<ul style="list-style-type: none"> All P.Engs. 	<ul style="list-style-type: none"> No gap
Volunteer Development Plans <ul style="list-style-type: none"> List potential development opportunities <i>[See Appendix B]</i> 	<ul style="list-style-type: none"> Advancement to Vice Chair / Chair / Past Chair Lateral move to other committee/task force Election to Council Appointment to external agencies 	<ul style="list-style-type: none"> Vice Chair appointed by AWC with expectation he / she will become Chair and that current Chair will become Past Chair For the other roles member self-identify future plans 	<ul style="list-style-type: none"> No gap
Succession Planning <ul style="list-style-type: none"> Time on Committee 	<ul style="list-style-type: none"> At least 2 members with 0 to 5 years on committee At least 2 members with 5 to 10 years 	<ul style="list-style-type: none"> New Chair – Jan 2014 0 to 5 years = 2 5 to 10 years = 4 Over 10 years = 4 	<ul style="list-style-type: none"> No gap
Terms of Office: <ul style="list-style-type: none"> Chair/Vice Chair Committee members 	<ul style="list-style-type: none"> Maximum three (3) years At least every two (2) years a new member joins the committee 		

Human Resource (HR) Plan – Awards Committee (AWC)

APPENDIX A

A. Key objectives and core competencies (per the Work Plan)

<u>List top 3–5 Committee Work Plan Outcomes:</u>	<u>List core competencies for each Work Plan outcome:</u>
1. List of recommended nominees for the OOH, Sterling and OPEA Award submitted to Council (and in the case of OPEA, OSPE board) for approval	<ul style="list-style-type: none"> - Possess a good knowledge of PEO award criteria and selection process - Facilitation, review and evaluation of nomination submissions for OPEA, OOH and Sterling awards programs; independently and then through participation in a structured committee process
2. A balanced and high caliber pool of nominees for all Awards Programs and External Honours	<ul style="list-style-type: none"> - Ability to develop relationships with engineering stakeholders to promote awareness of awards programs and solicit increased nominations - Ability to oversee, facilitate and evaluate Awards Program Communication Plan and periodically monitor for effectiveness - Promote and make presentations on the Awards Program at Chapter or PEO events, RCC, other external venues, etc.
3. PEO website that promotes the Awards Program and is user friendly in accessing and completing the nomination processes for the various awards	<ul style="list-style-type: none"> - Proficient understanding of Awards Program nomination process and best practices used in other programs - Ability to contribute to promotion of Awards Programs, website development and electronic submissions
4. Greater efficiency and easier participation for AWC and PEO members by leveraging technology	<ul style="list-style-type: none"> - Ability to work with technology such as SharePoint and video teleconferencing

B. Action plan for volunteer recruitment

<u>List top 2 – 3 preferred core competencies (knowledge, skills, abilities)</u>	<u>List specific attributes for each core competency</u>	<u>Briefly state how you will meet your needs</u> [ie: development plans for current member(s); request additional volunteer resources]	<u>Resources Needed</u>	<u>Target Date for completion</u>
<p>Ability to assess and make recommendations on how service years are to be calculated for OOH recipients.</p> <p>Ability to review and understand selection criteria used for the OPEA award recipients – especially Citizenship Award and the new Engineering Project or Achievement Award</p> <p>Ability to determine process for awarding the Engineering Project or Achievement Award during the OPEA gala.</p>		Facilitated strategic session (no external resources required)		June 2015 Strategic Session
Ability to work with technology such as SharePoint and video teleconferencing		PEO training sessions	PEO IT staff	Ongoing at each meeting

Human Resource (HR) Plan – Awards Committee (AWC)

C. Comments

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DRAFT

Work Plan – 2015 Awards Committee (AWC)

C-499-5.4
Appendix A(ii)

Approved by Committee: January 2015		Review Date: January 2016	
Approved by Council: TBD		Approved Budget: [\$15,025.00 – AWC] [\$4,000 – Sterling Award]	
Mandate [as approved by Council]:	To advise and make recommendations to Council on the association's awards program and activities, including the promotion and monitoring of the Ontario Professional Engineers Awards (OPEA) Program, Order of Honour (OOH), Sterling Award and External Honours activities to support achievement of the object of the Act, which states, "Promote awareness of the Profession's contribution to society and the role of the association".		
Terms of Reference [Key duties]:	<ol style="list-style-type: none"> 1. Assess eligible nominations for the association's Order of Honour, Ontario Professional Engineers Awards, Sterling Award and External Awards programs and make recommendations for potential awardees to PEO Council for approval. 2. Monitor the awards program strategies. 3. Review the documentation, criteria and processes for each OPEA award category and make appropriate recommendations for improvement. 4. Encourage the nomination and celebration of deserving colleagues for recognition through Professional Engineers Awards Programs (OOH, OPEA and Sterling) and External Honours. 5. Monitor and review past award recipients and other award programs to identify persons deserving further recognition through upgrades or external honours. 6. Review and consider/recommend to Council new awards where appropriate. 7. Oversight of the nomination for the Engineers Canada Fellowship program and for the Ontario Volunteer Service Award. 		
Tasks, Outcomes and Success Measures:	Task/Activities:	Outcomes and Success Measures	Due date:
	1.1 Assess eligible nominations for the association's Order of Honour (OOH)	List of recommended nominees for the OOH, Sterling and OPEA Award submitted to Council (and in the case of OPEA, OSPE board) for approval	1.1 Nov 2015
	1.2 Assess nominations for the Sterling Award		1.2 Nov 2015
	1.3 Assess eligible nominations for the Ontario Professional Engineers Awards (OPEA)		1.3 Apr 2015
	1.4 Identify and facilitate eligible nominations for the various External Honours Programs		1.4 Ongoing

Work Plan – 2015 Awards Committee (AWC)

	<p>2.1 Facilitate nominations for potential candidates for all awards programs, including keeping track of high calibre candidates for the OPEA awards, OOH upgrades.</p> <p>2.2 Review the OOH nomination form and process.</p> <p>2.3 Implement an Engineering Project or Achievement award category under the OPEA program.</p> <p>2.4 External Honours Program - facilitate nominations for potential candidates for external awards programs</p> <p>2.5 Oversight of the nomination for the Engineers Canada Fellowship program</p> <p>2.6 Oversight of the nomination for the Ontario Volunteer Service Award</p> <p>2.7 Review progress on Communication Plan developed in 2011 and make revisions to it or to the Awards Program nomination processes as required</p>	<p>A balanced and high calibre pool of nominees for all Awards Programs</p>	<p>Ongoing</p> <p>Ongoing</p> <p>June 2015 Strategic Session</p> <p>Ongoing</p> <p>June 2015 Strategic Session</p>
	<p>3.1 Contribute and provide input into the development of PEO website as it pertains to the Awards Program Utilize web-based video-telecom communication and other tools for AWC business</p> <p>4.1 PEO/OSPE GAC Subcommittee</p> <ul style="list-style-type: none"> • develop protocol for use of vignettes post award ceremony • develop protocol for dealing with pictures from the award ceremonies 	<p>PEO website that promotes the Awards Program and is user friendly in accessing and completing the nomination processes for the various awards</p> <p>Greater efficiency and easier participation for AWC and PEO members by leveraging technology</p>	<p>Ongoing</p> <p>Ongoing</p>

Work Plan – 2015 Awards Committee (AWC)

Committee/ Task Force Members	<ul style="list-style-type: none"> • Nancy Hill, P.Eng., Chair (since 2014), OSPE representative, 2009-2013 • Helen Wojcinski, P.Eng., Past Chair (Chair 2011-13), member since 2007 • Rakesh Shreewastav, P. Eng. Council Liaison (2014), member since 2014 • Michael A. Ball, P.Eng., member since 1996-1997, 2000 • Daniel Couture, P.Eng., OSPE representative, member since 2002 • G. Ross Gillett, P. Eng., member since 2000 • Argyrios (Gerry) Margaritis, P. Eng., member since 2006 • Clare Morris, P.Eng., OSPE representative, member since 2014 • John Severino, P.Eng., member since 2009 • Stephen Tsui, P.Eng., member since 2003
AWC External Honours Subcommittee Members AWC Sterling Subcommittee Members Joint PEO/OSPE OPEA Gala Advisory Subcommittee (GAC) Members	<ul style="list-style-type: none"> • John Severino, P.Eng., Chair since 2014 • Michael A. Ball, P.Eng., member since 2014 • Nancy Hill, P.Eng., member since 2009 • Helen Wojcinski, P.Eng., member since 2009 • John Severino, P.Eng., Chair since 2013 • George Comrie, P.Eng., member since 2009 • Andrew M. Dowie, P.Eng., member since 2010 • Márta Ecsedi, P.Eng., member since 2009 • G. Ross Gillett, P. Eng., Past Chair 2011-2013, member since 2009 • Marisa Sterling, P.Eng., member since 2009 • Valerie Sterling, member since 2009 • Helen Wojcinski, P.Eng., Chair since 2014 • Daniel Couture, P.Eng., OSPE Rep, member since 2014 • Nancy E. Hill, P.Eng, member since 2014 • Clare Morris, P.Eng. OSPE Rep, member since 2014
Council Liaison:	Rakesh Shreewastav, P. Eng. Council Liaison, member since 2014
Committee Advisor:	Fern Goncalves, Director, People Development Olivera Tosic, Recognition Coordinator
Inter-committee collaboration:	Regional Councillors Committee (RCC) – Volunteer recognition
External Stakeholders:	OSPE Staff and OSPE Board of Directors Engineers Canada Provincial and Federal Government

WORK PLAN - 2015

C-499-5.4
Appendix B

CONTINUING PROFESSIONAL DEVELOPMENT, COMPETENCE AND QUALITY ASSURANCE TASK FORCE (CPDCQATF)

Approved by Committee: March 27, 2015		Review Date: [DATE]	
Approved by Council: [DATE]		Approved Budget: [AMOUNT] [DATE]	
Mandate [as approved by Council]:	<p>There are no specific powers assigned to this committee by the Professional Engineers Act, Regulation 941/90 or By-Law 1.</p> <p>The mandate of the committee is to fulfill the second of the additional objects of the Act:</p> <p style="margin-left: 40px;"><i>2(4) For the purpose of carrying out its principal object, the Association has the following additional objects:</i></p> <p style="margin-left: 40px;"><i>2. To establish, maintain and develop standards of knowledge and skill among its members.</i></p>		
Terms of Reference [Key duties]:	<p>The Continuing Professional Development, Competency, and Quality Assurance Task Force is directed by PEO Council to prepare a plan for a comprehensive program of continuing professional development and quality assurance with a strong focus on competency. The key elements of the task force's duties are:</p> <ol style="list-style-type: none"> 1. 'determine the public interest oriented goal or goals for the proposed CPD program 2. determine the form of CPD most capable of achieving the identified goal or goals 3. consider how a competency assurance program can be used in conjunction with a continuing professional development program both to assess the program's effectiveness and to provide information on how the CPD program can be improved 		
Tasks, Outcomes and Success Measures:	Task/Activities:	Outcomes Success measures	Due date:
	<ol style="list-style-type: none"> 1. Develop facts to support continuing professional development program policy. <ol style="list-style-type: none"> a. Prepare and undertake a survey of practitioners on attitudes to CPD (% doing CPD, # hours spent/year, willingness to comply with program, concerns, etc.) b. Conduct survey of employers, clients and regulators regarding their views on practitioner competence, knowledge, skills and quality of service c. Hold a workshop, in cooperation with Ontario Centre for Engineering and Public Policy, to investigate options for CPD and QA programs. 2. Consider implications of "knowledge assurance" versus competent practice. <ol style="list-style-type: none"> a. Which does PEO want to promote? b. Another option is to consider the difference between motivating practitioners to adopt "advanced practices" or maintaining "standard practices". 	<p>Survey results presented to PEO by vendor</p> <p>Survey results presented to PEO by vendor</p> <p>Report on workshop provided to Task Force</p> <p>Decision on options made by Task Force</p>	<p>September 2015</p> <p>September 2015</p> <p>June 2015</p> <p>June 2015</p>

WORK PLAN - 2015

CONTINUING PROFESSIONAL DEVELOPMENT, COMPETENCE AND QUALITY ASSURANCE TASK FORCE (CPDCQATF)

	<p>3. Define 'practising' and 'non-practising'</p> <ol style="list-style-type: none"> a. Identify methods of confirming 'non-practising' status b. Determine whether CPD and quality assurance required for 'non-practising' license holders <p>4. Identify common body of professional knowledge required for all practising license holders (e.g. use of seal, ethical obligations, duty to report, professional practice guideline, relevant external legislation, etc.)</p> <p>5. Identify problem statement and core principle of CPD program. Currently, TF holds the following as core principle: The CPD program requirements for each practitioner must be based on a statement of risk associated with area of practice which is identified as part of the individual's work description.</p> <p>6. Determine whether core CPD training required to ensure all practising license holders are aware of common body of professional knowledge</p> <p>7. Identify and assess methods of assuring that practising license holders are maintaining competence in technical skills and knowledge required for their practice</p> <ol style="list-style-type: none"> a. Reliance on external certification and designation programs b. Establish criteria for evaluation of individual CPD programs c. Involve CPD consultant to assist TF in defining CPD program requirements d. Determine the method for reporting (annual, every three years, etc.) and content of report e. Consider means for assessing their competence to continue practising f. Redefine 'professional misconduct' <p>8. Consider how to implement CPD on the basis of practitioner's risk to public</p> <ol style="list-style-type: none"> a. Define criteria and methodology for determining risk levels for individual practitioners b. Identify how individual risk levels will determine CPD requirements c. Identify risk reducers (e.g. organizational quality assurance programs) 	<p>Definitions agreed to by Task Force</p> <p>Document on common body of professional knowledge prepared by Task Force</p> <p>Statement of problem and core principle of CPD agreed to by Task Force</p> <p>Decision made by Task Force</p> <p>Report prepared by Task Force</p> <p>Report prepared by Task Force</p>	<p>June 2015</p> <p>October 2015</p> <p>October 2015</p> <p>October 2015</p> <p>December 2015</p> <p>December 2015</p>
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WORK PLAN - 2015

CONTINUING PROFESSIONAL DEVELOPMENT, COMPETENCE AND QUALITY ASSURANCE TASK FORCE (CPDCQATF)

Committee/ Task Force Members	<p>Chair Vice-Chair</p> <p>Ex-Officio</p>	<p>Past President Annette Bergeron LGA Councillor Chris Roney Councillor Dave Brown Amin Ghobeity Rick Hohendorf Tyler Ing Chris Maltby Marco Mariotti Sean McCann Bruce Miller President Dave Adams</p>	<p>Member since 2014 Member since 2014 Member since 2014 Member since 2014 Member since 2014 Member since 2014 Member since 2014 Member since 2014 Member since 2014 Member since 2014</p>
Council Liaison	None assigned		
Committee Advisor:	Bernard Ennis, P. Eng. Director, Policy and Professional Affairs		
Inter- committee collaboration:	The Task Force may consult and/or collaborate with the following PEO committees/task forces over the next year: Discipline Committee, Complaints Committee, Enforcement Committee, Chapter Chairs and various task forces.		
Stakeholders:	The Task Force may engage in dialogue with or seek consultations from the following during the next year: PEO Council, Ministry of Labour, Ministry of Municipal Affairs and Housing, Ministry of the Environment, Ministry of Transport, Electrical Safety Authority, Ontario Society for Professional Engineers, Consulting Engineers Ontario, OACETT, Engineers Canada, other provincial engineering associations, Ontario Association of Architects and others.		

CHANGES TO 2015 COMMITTEES AND TASK FORCES MEMBERSHIP ROSTER

Purpose: To approve changes to Sections 1 (Board Committees), 2 (Other Committees reporting to Council) and 4 (Task Forces) of the 2015 PEO Committees and Task Forces Membership Roster.

Motion(s) to consider: (requires a simple majority of votes cast to carry)

[Committee and Task Force Policy, Role of Council (Items 3 and 4)]

That the recommended changes to the 2015 PEO Committees and Task Forces Membership Roster be approved as presented at C-499-5.5, Appendix A.

Prepared by: Fern Gonçalves, CHRP, Director People Development

Moved by: Rakesh Shreewastav, P.Eng.

1. Need for PEO Action

It is the role of Council to approve annual rosters of committee members under the Committees and Task Forces Policy (Role of Council, Item 4), and authorize the membership of those volunteers who formally participate on its behalf through membership on committees and task forces. Furthermore, Council is asked to approve volunteer members of committees and task forces in accordance with PEO's insurance policy requirements.

Council approved a Roster of Committees and Task Forces at the November 21, 2014 meeting.

Appendix A sets out "Changes to Sections 1 (Board Committees), 2 (Other Committees reporting to Council) and 4 (Task Forces) of the Roster" that require Council approval at this time.

2. Proposed Action / Recommendation

Approve the changes to Sections 1 (Board Committees), 2 (Other Committees reporting to Council) and 4 (Task Forces) of the 2015 PEO Committees and Task Forces Membership Roster as per the Committees and Task Forces Policy, Role of Council (Items 3 and 4).

3. Next Steps (if motion approved)

- a. If approved, the newly appointed and re-appointed members will be notified accordingly.
- b. The updated *2015 Committee and Task Force Membership Roster* will be posted on PEO's website.

4. Peer Review & Process Followed

Process Followed	Committees and Task Forces Policy – Role of Council <i>Item 3:</i> Approve the committee-elected Chair. <i>Item 4:</i> Approve the annual roster of committee members. Council delegates authority to make interim appointments to committees during the year to the Registrar, subject to Council confirmation at the next scheduled meeting.
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5. Appendices

- Appendix A – Changes to 2015 PEO Committees and Task Forces Membership Roster.

Changes to Sections 1 (Board Committees), 2 (Other Committees Reporting to Council) and 4 (Task Forces) of the 2015 Committees and Task Forces Roster

499th Council Meeting

Committee/Task Force Appointments:

New members	Service	Committee
Uthayakaren Thuraiajah, P.Eng.	March 2015 – Dec 2015	Experience Requirements Committee (ERC)

The proposed Experience Requirements Committee (ERC) volunteer has completed a formal application process and, in consultation with the Committee Advisor, was evaluated by the Director, People Development, and is being recommended to serve as noted. He attended a training session consisting of two parts: a 1.5 hour orientation and attendance at the interview session as an observer. During the orientation, each potential ERC member receives information about different categories of ERC interviews, how to conduct interviews and fill out the assessment form for each individual applicant as well as how to handle difficult cases. Following the orientation, he/she is required to attend an interview session as an observer on the same day.

Changes to the Committee and Task Force Roster:

Changes	Service	Committee
Barna Szabados, P.Eng.	Jan 2015 – Jan 2016	Academic Requirements Committee (ERC) – Chair (re-elected)
Stelian George-Cosh, P.Eng.	Jan 2015 – Jan 2016	Academic Requirements Committee (ERC) – Vice Chair (re-elected)
Tony Cecutti, P.Eng.	Feb 2015 – Jan 2016	Complaints Committee (COC) – Chair (re-elected)
Chris Roney, P.Eng.	Feb 2015 – Jan 2016	Complaints Committee (COC) – Vice Chair (re-elected)
Eric Nejat, P.Eng.	Jan 2015 – Jan 2016	Consulting Engineer Designation Committee (CEDC) – Chair (re-elected)
Douglas Barker, P.Eng.	Jan 2015 – Jan 2016	Consulting Engineer Designation Committee (CEDC) – Vice Chair (re-elected)
Peter Broad, P.Eng.	Jan 2015 – Jan 2016	Enforcement Committee (ENF) – Chair (re-elected)
Roger Barker, P.Eng.	Jan 2015 – Jan 2016	Enforcement Committee (ENF) – Vice Chair (re-elected)
Andy Bowers, P.Eng.	Jan 2015 – Jan 2016	Professional Standards Committee (PSC) – Chair (re-elected)
Fanny Wong, P.Eng.	Jan 2015 – Jan 2016	Professional Standards Committee (PSC) – Vice Chair (re-elected)
Ishwar Bhatia, P.Eng.	Feb 2015 – TBD	Government Liaison Committee (GLC) – Council Liaison
President Adams, P.Eng.	April 2014 – AGM 2015	Finance Committee (FIC) – Investment subcommittee

Changes to Sections 1 (Board Committees), 2 (Other Committees Reporting to Council) and 4 (Task Forces) of the 2015 Committees and Task Forces Roster

499th Council Meeting

Changes	Service	Committee
Councillor Brown, P.Eng. (HRC representative)	April 2014 – AGM 2015	Finance Committee (FIC) – Investment subcommittee
Councillor Jones, P.Eng. (FIC representative)	April 2014 – AGM 2015	Finance Committee (FIC) – Investment subcommittee
Fern Gonçalves, CHRP, M.Ed. (Pension Plan Administrator) (non-voting)	April 2014 – AGM 2015	Finance Committee (FIC) – Investment subcommittee
Sal Guerriero, P.Eng. (Registered Pension Plan member)	April 2014 – AGM 2015	Finance Committee (FIC) – Investment subcommittee

Committee and Task Force Resignations:

Resigned members	Service	Committee
Megan Smith	2014 – Feb 2015	Education Committee (EDU) – student representative
President Adams, P.Eng.	2013 – Dec 2014	Ad-hoc Elliot Lake Advisory Committee (ELC)
Councillor Brown, P.Eng.	2013 – Dec 2014	Ad-hoc Elliot Lake Advisory Committee (ELC)
Councillor King, P.Eng.	2013 – Dec 2014	Ad-hoc Elliot Lake Advisory Committee (ELC)
LGA Councillor Roney, P.Eng.	2013 – Dec 2014	Ad-hoc Elliot Lake Advisory Committee (ELC)
Denis Dixon, P.Eng.	2013 – Dec 2014	Ad-hoc Elliot Lake Advisory Committee (ELC)

Briefing Note – Decision

C-499-5.6

ALIGNING PEO'S CORPORATE SOCIAL MEDIA POLICY AND PRIVACY POLICY

Purpose: To approve revisions that would align the Corporate Social Media Policy and the Privacy Policy.

Motion to consider: (requires a simple majority of votes cast to carry)

That Council approve the revisions to PEO's Corporate Social Media Policy and Privacy Policy as presented at C-499-5.6, Appendix A.

Prepared by: Ralph Martin, Manager, Secretariat

1. Need for PEO Action

Staff has become aware that PEO's recently approved Corporate Social Media Policy contradicts its Privacy Policy on the issue of required consent for taking photographs and video production. These two policies need to be aligned.

2. Proposed Action / Recommendation

Council approve the underlined changes in Appendix A.

3. Next Steps (if motion approved)

Changes to the Corporate Social Media Policy and the Privacy will be communicated to staff and volunteers.

4. Peer Review & Process Followed

Process Followed	<ul style="list-style-type: none">• In February, 2015 staff became aware that the Corporate Social Media Policy contradicts the Privacy Policy• Legal counsel was contacted and asked to provide input on how to align the policies based on the state of privacy law.• Legal counsel reviewed both policies and provided language that would align the Corporate Social Media Policy and the Privacy Policy.
Council Identified Review	<ul style="list-style-type: none">• N/A
Actual Motion Review	<ul style="list-style-type: none">• N/A

5. Appendices

- Appendix A – Proposed Revisions to Align the Corporate Social Media Policy and Privacy Policy

Proposed Changes to Align the Corporate Social Media Policy and Privacy Policy

(Changes are underlined)

[p.4 – PEO Corporate Social Media Policy]

Unless an image is captured at a public PEO or local Chapter function or event, authorized content providers must ensure consent (via a Photo Release or Registration Form) is obtained from individuals whose images are identifiable prior to publishing such images on PEO-branded or other social media accounts.

At all times, whether at a Public PEO or local Chapter function or event, images of any individual under the age of 18 are not to be published on any PEO-branded or other social media account without written permission of a legal guardian.

[p.8 – PEO Privacy Policy - Principle 3 - Obtaining Consent for Collection, Use or Disclosure of Personal Information]

In determining the appropriate form of consent, PEO takes into account the sensitivity of the personal information and the reasonable expectations of individuals. For example, PEO believes that potential volunteers and awards recipients would agree to being considered without express consent. Similarly, PEO believes that express consent is not required for taking or publishing pictures of adults attending public PEO and local Chapter functions and events. However detailed descriptions of volunteers on PEO's website or in the Association Operations Directory or annual report normally will occur after consent has first been obtained.