



Professional Engineers
Ontario

Council Meeting

501st Meeting of Council
of Professional Engineers Ontario

to be held on
Thursday, May 28, 2015
5:30 p.m. – reception
6:00 p.m. – dinner
7:00 – plenary session

Friday, May 29, 2015
9:00 a.m. – 4:00 p.m.

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

Thursday, May 28, 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. Ontario Society of Professional Engineers (OSPE) Strategic Plan
 - ii. Continuing Professional Development, Competency and Quality Assurance Task Force (CPDCQA TF) Update

1. 2015-2019 ONTARIO SOCIETY OF PROFESSIONAL ENGINEERS (OSPE) STRATEGIC PLAN

Purpose: To provide Council with an overview of OSPE's Strategic Plan.

No motion required

Prepared by: Dale Power – Secretariat Administrator

2015-2019 ONTARIO SOCIETY OF PROFESSIONAL ENGINEERS (OSPE) STRATEGIC PLAN

Sandro Perruzza, CEO and Karen Chan, President and Chair, will present OSPE's Strategic Plan.

Appendices

- Appendix A – 2015-2019 Ontario Society of Professional Engineers (OSPE) Strategic Plan



OSPE 2015-2019

STRATEGIC PLAN

Engage, Amplify, Excel



ONTARIO
SOCIETY
OF PROFESSIONAL
ENGINEERS

ABOUT OSPE

The Ontario Society of Professional Engineers (OSPE) is the voice of the engineering profession in Ontario. We represent the entire engineering community, including licensed and unlicensed professionals, graduates, and students who work or will work in several of the most strategic sectors of Ontario's economy. OSPE elevates the profile of the profession by advocating with governments, offering valued member services and providing opportunities for ongoing learning, networking and community building. OSPE was formed in 2000 after members of Professional Engineers Ontario (PEO) voted to separate regulatory and advocacy functions into two distinct organizations.

We represent the entire engineering community in Ontario, including:

- Professional engineers
- Unlicensed engineers
- Interns
- New graduates
- Students

We advance the interests of engineers by:

- Advocating on issues of importance such as economic issues, employment opportunities, salary, and professional development
- Raising awareness of the role of engineers in society
- Influencing public policy that affects the profession

Our actions benefit the public:

A strong engineering profession that contributes to good public policy development benefits the public.

We are a progressive organization:

We take a principled and evidence-based position on issues of importance to the profession and the general public.

We engage with a community of diverse stakeholders:

We actively work to strengthen engagement with different communities, including governments, industry, professional organizations, educational institutions and other stakeholders.

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MISSION

As a strong, progressive organization, OSPE supports, represents, and advances the engineering community's professional and economic interests while promoting engineering excellence for the benefit of the public.

VISION

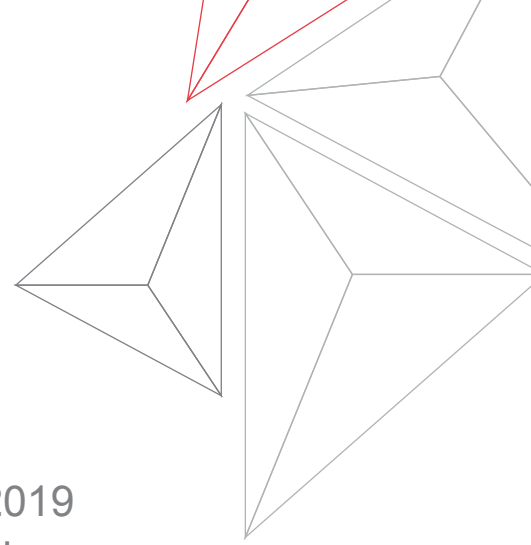
Our vision is to be the voice of Ontario's engineers that champions the interests of the province's engineering community.

*"Scientists dream about
doing great things.
Engineers do them."*

JAMES A. MICHENER - AUTHOR



A MESSAGE FROM THE BOARD



We are so pleased to share the OSPE 2015-2019 Strategic Plan *Engage, Amplify, Excel* with you.

This is a very progressive plan for the association. It paints a clear picture of where we'll go and how we'll get there, and it answers questions that OSPE members and non-members have been asking for too long, such as why should I be a member, what value do I get, and why do you need my voice?

This strategy defines what we must do to meet the needs of members today and in the future. It is an inclusive plan built on collaboration and strong relationships. It reflects the entire community and is a better representation of who we are. No matter what stage you are at in your career, where you live, your particular discipline, or whether you are licensed or not, there is something for every engineer.

The Board of Directors worked closely with OSPE staff in the development of this plan, and we're eager to support it. We're committed to connecting with members more frequently and meaningfully to understand your needs and interests so we can support you today and keep pace with your shifting priorities as you move through your careers.

The goals that are laid out aren't unfounded promises; they're solid commitments, with short, mid and long-term goals that can be tracked and measured. Many of them aren't new – we've been talking about them for a long time. The difference is that now we can see how our goals will come to life and the roles we all play in achieving them.

OSPE is ready to execute this strategic plan. We have the staff and the volunteer support to grow our network and expand our influence. Perhaps what is most exciting is that work is already underway; momentum is building, and we are starting to gain more credibility and influence.

We appreciate the input of volunteers and members who have talked to us about the strategy and participated in the town hall discussions. Your input was critical in validating strategic directions and priorities. We are building an association that you will be proud to support, and we're counting on your continued involvement. With more engineers engaged in the activities of the association, our voice will be even louder and harder to ignore.



DANIEL J. YOUNG,
M.Eng., P. Eng.
President and Chair



KAREN CHAN,
MBA, P. Eng.
Vice Chair

A MESSAGE FROM THE CEO

You told us in surveys, focus groups, town hall discussions, and one-on-one conversations that OSPE needs to be focused and provide clear value to members.

Engage, Amplify, Excel is the strategy you asked for.

Over the next five years, we will increase membership by becoming the association of choice for Ontario's engineering community. We have identified four strategic drivers that will see us achieve this goal. Our work will focus on creating value for members at all stages of your careers. We will build public awareness and appreciation of the profession, we will firmly establish OSPE as a trusted advisor to governments, and we will strengthen relationships with partners and other engineering communities.

This strategy is about growth and shifting attitudes and perceptions – of the public, governments, partners, and most importantly, our members. For too long, you have underestimated the vital role you play in the success of the association and the advancement of the engineering profession in Ontario. The success of this strategy hinges on your active involvement.

We need to leverage your experience and expertise so we can continue to influence policy and planning. Every day you make incredible contributions to society. We are going to share those stories, so more people understand how integral engineers are to the health, competitiveness and vitality of our province.

We need to leverage your experience and expertise so we can continue to influence policy and planning. Every day you make incredible contributions to society.

SANDRO PERRUZZA

OSPE is the only association in Ontario with the mandate to represent the entire engineering community, and this is our greatest strength. We have the numbers, and with your engagement, a strong voice to influence decisions that will have a profound impact on the profession and the day-to-day lives of all Ontarians.

This is a bold plan, inspired by your discussions and engagement at the numerous town halls and regional events. It will take us in exciting new directions. I'm proud to be on this journey with you.



SANDRO PERRUZZA
Chief Executive Officer,
Ontario Society of Professional Engineers



EXECUTIVE SUMMARY

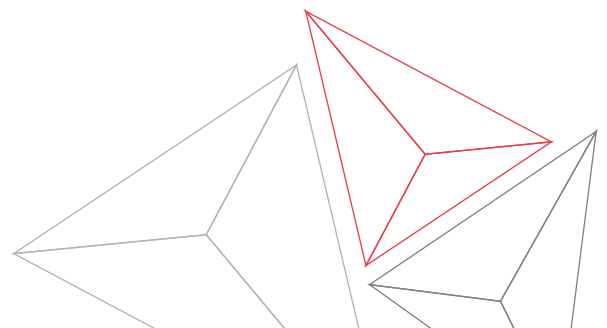
The Ontario Society of Professional Engineers (OSPE) represents licensed and non-licensed engineers in the Science, Technology, Engineering and Mathematics (STEM) sector. Our core offerings and activities include advocacy on behalf of the profession, career services, professional development, affinity programs and community management.

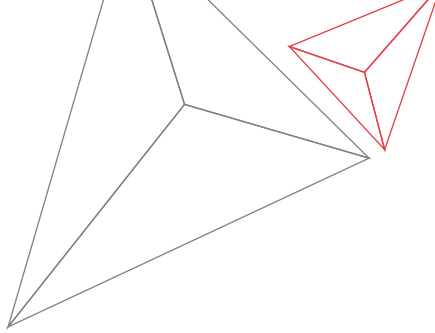
Members are increasingly becoming discerning about where to spend their membership dollars, and they have been struggling to understand the unique value OSPE offers them.

At the same time, many are struggling to find employment in their field of study, or are feeling undervalued and overlooked in their current roles. Most believe the contributions of the engineering profession are not recognized or acknowledged by the public.

OSPE needs to show leadership as the voice of engineers. We must deliver tangible value to our members, and grow our network of members and stakeholders across the province to amplify our voice and influence change.

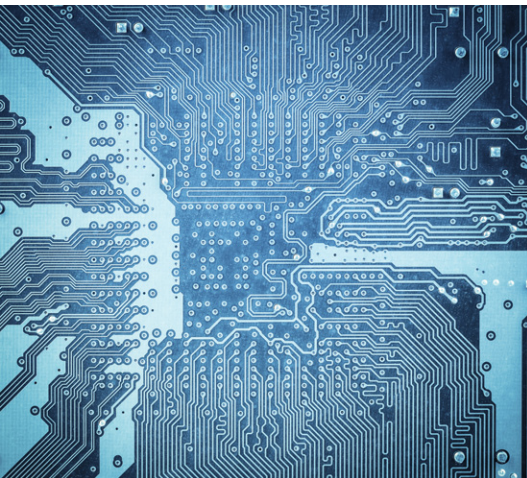
We can't achieve all of these goals by doing what we've always done. We need a new plan.





ENGAGE, AMPLIFY, EXCEL is OSPE's boldest strategic plan yet. We've set an ambitious target to increase paid membership by **25% over five years**, and we will do this by focusing on these four strategic drivers.

- >> CREATE MEMBER VALUE
- >> RAISE PUBLIC AWARENESS
- >> FOCUS ON PUBLIC POLICY
- >> BUILD COMMUNITY ENGAGEMENT



With this plan, we will:

- Become the association of choice for licensed and unlicensed engineers in Ontario
- Get more engineers talking to amplify the voice of the profession in government policy and planning discussions, as well as in the media
- Aggressively promote employment of engineers in the province and provide appropriate support at every stage of their careers
- Prepare members for new demands and expectations with relevant and competitive professional development offerings, by partnering with learned engineering societies

OSPE is the only engineering association in the province that is mandated to serve the needs of the entire engineering community, including licensed and unlicensed professionals, graduates, and students.

We are passionate about elevating the public profile of the engineering profession and providing the support that our members need to not only succeed, but excel in their careers.

We have the resources and the expertise to meet these commitments, and we are confident that *Engage, Amplify, Excel* will move OSPE and our members forward.





STRATEGIC GOALS

CREATE MEMBER VALUE

1. *Support and meet the individual needs of the engineer at all stages of his or her career.*

“Advancing the interests of engineers in Ontario” and being “the voice of engineers” are not just tag lines – they are the driving forces behind the work we do every day. This goal is about deepening engagement, enriching our offerings and building stronger relationships so we can fulfill these commitments. We will work closely with members so we understand their needs today and keep pace with shifting priorities over the course of their careers.

How we will achieve this:

- Increase awareness of OSPE’s programs and services among existing and potential members, as well as other stakeholders
- Build on professional development curriculum
- Provide mentoring and networking opportunities for members at every stage of their careers
- Seek new opportunities for collaboration with (STEM) sector organizations
- Continue to support career development with relevant research and data

How we will measure success:

- Increase the member satisfaction rating from 76% to 85% over a five year period

“There is a stereotype of technical engineers that is still, frankly, quite prevalent, but what we’ve discovered is that engineers have huge hearts.”

BORIS MARTIN - CEO, ENGINEERS WITHOUT BORDERS

RAISE PUBLIC AWARENESS

2. Elevate the understanding and appreciation for the engineering profession in Ontario and its contribution to the public interest.

Our members help governments, communities and businesses achieve innovation and research, health and safety, risk management, sustainability and economic development goals. And yet, less than 30% of the 225,000 individuals with engineering degrees in Ontario are working in their field of study. This strategic goal will focus on sharing stories and establishing a strong media presence to elevate the public profile of the profession and close the employment gap for our members.



“There is nothing I believe in more strongly than getting young people interested in science and engineering, for a better tomorrow, for all humankind.”

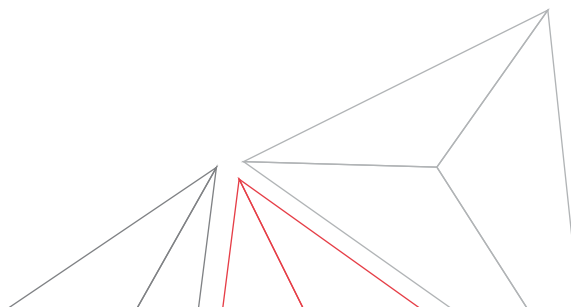
BILL NYE - SCIENCE EDUCATOR,
TELEVISION HOST AND FORMER MECHANICAL ENGINEER

How we will achieve this:

- Establish the voice of engineers in the media
- Develop a targeted communications strategy to foster stronger media relationships
- Heighten the profile of engineering experts and their achievements in OSPE publications
- Undertake a proactive social media campaign to engage non-traditional audiences
- Look for opportunities to collaborate with partners on issues of common interest for greater exposure

How we will measure success:

- Improve the stature and prevalence of the engineering profession in the media by increasing “subject matter expert” impressions by 20% over the next five years



STRATEGIC GOALS

FOCUS ON PUBLIC POLICY

3. *Ensure engineers are viewed as trusted experts that can influence governments to promote policies for the benefit of the public and the profession.*

More than half of OSPE's professional members cite advocacy and promoting the profession as their primary reason for joining the association. We will create more opportunities for two-way dialogue with governments, opposition parties, special interest groups and industry leaders. We'll leverage the experience and expertise of our members, along with sound research and evidence to influence planning and decisions on matters of professional and public significance.



How we will achieve this:

- Leverage volunteer experts to greater advantage and elevate the profile of OSPE committee work
- Create more opportunities for two-way dialogue between OSPE members, government, industry leaders, and opposition parties
- Increase activity in federal initiatives, including the Ring of Fire, labour market studies, and women in engineering
- Communicate OSPE advocacy activities and achievements more effectively to members
- Build coalitions with non-engineering groups on issues of common interest
- Promote the contributions that engineers make to policy discussions and planning through social media

How we will measure success:

- Increase the number of published reports, policy papers, position submissions and consultation invitations by 20% over five years

"Engineering is not merely knowing and being knowledgeable, like a walking encyclopedia; engineering is not merely analysis; engineering is not merely the possession of the capacity to get elegant solutions to non-existent engineering problems; engineering is practicing the art of the organizing forces of technological change... Engineers operate at the interface between science and society."

GORDON STANLEY BROWN - PIONEER ELECTRICAL ENGINEER AND INSTITUTE PROFESSOR, MIT

BUILD COMMUNITY ENGAGEMENT

4. Build strong, connected and engaged communities for engineers.

We are the only engineering association in Ontario with such a broad and diverse membership base. We represent licensed and unlicensed engineers in all disciplines and regions of the province, at all stages of their careers – from students to retirees. We will act as a community manager and foster collaboration among stakeholders to elevate the profile of engineering, promote the interests of engineers, and create professional development programs that meet current and emerging needs.

How we will achieve this:

- Extend our reach into STEM sectors
- Create more networking and collaboration opportunities that bring PEO and OSPE members together
- Foster stronger relationships with engineering societies and non-engineering organizations
- Establish online communities of practice

How we will measure success:

- Increase OSPE community initiatives and partnerships with other engineering groups, affiliated partners, and engineering and learned societies by 50% over the next five years



Thank you to the members and non-members, volunteers, legislators and public stakeholders who influenced the development of Engage, Amplify, Excel. We value your input and hope you will continue to lend your voice to the work we do on behalf of the engineering profession and all Ontarians. We would be happy to discuss this strategy with you. Feel free to reach out to our staff or Board members if you have questions, and be sure to watch for progress reports on our website and in our publications.

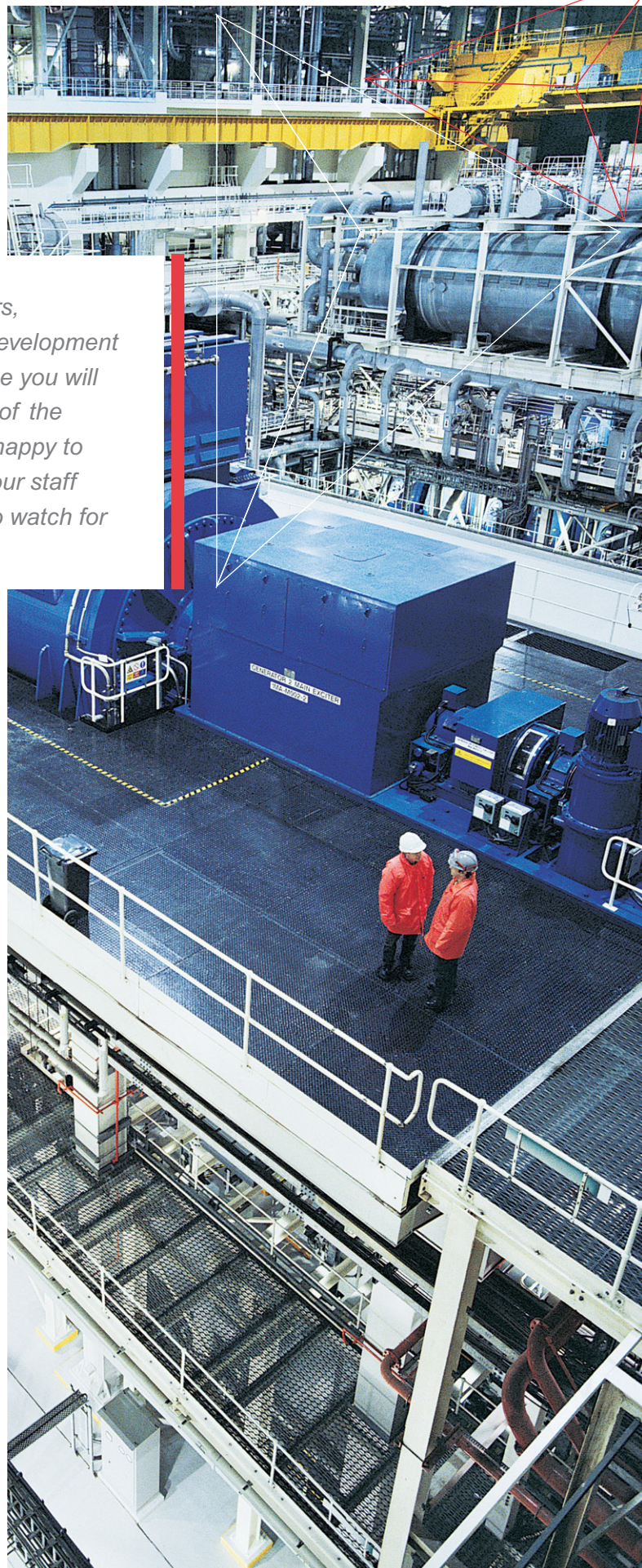
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CONTINUING PROFESSIONAL DEVELOPMENT AND QUALITY ASSURANCE TASK FORCE

Purpose: To inform Council of progress of the Continuing Professional Development, Competence and Quality Assurance Task Force.

No motion required

Sponsored by: Annette Bergeron, Chair, CPDCQA TF

Prepared by: Bernard Ennis, P. Eng., Director, Policy and Professional Affairs

1. Status Update

At the March 21, 2014 meeting Council approved the following motion:

That Council approve the Terms of Reference for the Continuing Professional Development, Competency and Quality Assurance Task Force provided in C-492-3.5, Appendix A.

The terms of reference stated that the Chair was responsible for providing Council with updates on the progress of the Task Force.

2. Appendices

- Appendix A – Backgrounder - Continuing Professional Development and Quality Assurance Task Force



Backgrounder

C-501 – PLENARY – ii.
Appendix A

CONTINUING PROFESSIONAL DEVELOPMENT, COMPETENCE AND QUALITY ASSURANCE TASK FORCE

Introduction

In September 2013, OSPE presented a report on continuing professional development (CPD) to PEO Council. The report recommended that PEO adopt a modified version of the program used by the Association of Professional Engineers and Geoscientists of Alberta (APEGA).

After review of the report by the Professional Standards Committee and consultation with the PEO membership, Council decided to create the Continuing Professional Development, Competence, and Quality Assurance Task Force (Task Force).

Council approved the Terms of Reference (ToR) and created this task force on March 21, 2014. The ToR calls for the Task Force “to prepare a plan for a comprehensive program of continuing professional development and quality assurance”. Subsequently, ten PEO volunteers, each representing a different demographic of PEO membership as described in the Terms of Reference, were selected to sit on the Task Force. Annette Bergeron, as representative of the Executive Council, was installed as chair. In addition to the Task Force, due to the importance of this matter, a review network was established. That network consists of 60 members who sought to participate on the Task Force but were not selected. The purpose of this network is to consider and comment on proposals made by the Task Force in order to refine the final output.

On October 15, 2014 the Honourable Paul R. Bélanger, Commissioner of the Elliot Lake Inquiry, released his report on the collapse of the Algo Mall in Elliott Lake. Among the recommendations in the report one was of significance for the Task Force.

Recommendation 1.24

The Professional Engineers of Ontario (PEO) should establish a system of mandatory continuing professional education for its members as soon as possible, and in any event no later than 18 months from the release of this Report.

The members of the Task Force noted that the Council decision to proceed with a CPD program was made before the issuance of the Bélanger Report. Therefore, the Task Force members concluded that PEO should not be compelled to respond to the directive from the Inquiry by rushing to implement an ill-considered plan. However, the Task Force also recognizes the possibility that, due to the high profile afforded to the incident at the Algo Mall by the media and the Inquiry, the government will pressure all parties to adopt the recommendations. The Task Force will be prepared to respond to government by demonstrating a rigorous plan that suits the needs of the public, PEO and members.

PEO owes it to members and the public to make a decision on CPD based on a thorough investigation of the facts. As the Task Force’s Terms of Reference reported, “PEO Council has formed at least three task

forces and committees to investigate the need for and the ways of implementing competency assurance or continuing professional development. Council has also conducted two membership surveys that found strong support for the implementation of a continuing competency program, created but did not implement the Professional Excellence Program and passed motions directing the Registrar to develop a system of mandatory self-declaration of competence maintenance.” Each of the previous attempts to implement a CPD program was abandoned in the face of opposition. There are always contrary opinions that make a decision challenging to implement. Opposition can only be countered by dealing with the concerns of those opposed either through better design of the program or through communication that explains the program in a way that counters objections. Therefore, the Task Force has commissioned Ipsos Reid to carry out a policy research project to ascertain attitudes and perceptions of PEO members towards the proposed CPD program. The results of this project will be used to assist in the design of the program and to develop a communications and education plan to explain the CPD program to all stakeholders.

During the period from September 18, 2014 to May 8, 2015 the Task Force held 8 meetings. The Task Force has prepared a work plan, considered many pieces of research on competency assessment and continuing professional development, arranged for stakeholder polling, and has developed a set of guiding principles that will define a future PEO continuing professional development and quality assurance program. The Task Force has developed the framework for a proposed CPD program that

- i) differs from those in other provinces
- ii) recognizes that there are both practicing and non-practicing licence holders
- iii) ensures CPD requirements will be based on the risk that the work of individual member presents to the public and the profession

Guiding Principles for a CPD Program

1. CPD Program must be necessary to improve the regulation of professional engineering

The first principle that the Task Force adopted stipulates that PEO should not implement a CPD program that is essentially “window dressing”. Those advocating for a CPD program often point out that PEO is the only professional engineering association in Canada that does not have a CPD program. The Task Force felt that no program should be put in place solely for PEO to say they have a program.

PEO’s role as mandated by the *Professional Engineers Act*, is to regulate the practice of professional engineering in order that the public interest may be served and protected. It is clear that decisions made by PEO must not be made on the basis of member self-interest, the interest of the profession, or the interest of engineering companies. Whatever policies are adopted must fulfill PEO obligation to the public.

The Task Force has established a need for a CPD program based on protecting the public interest.

2. CPD Program Requirements must be Relevant for Practice

Following from that principle, the Task Force concluded that whatever CPD program is established it must be relevant to the practice of professional engineering and it must be done in the interest of safeguarding public health, safety and welfare. For this reason, the Task Force also concluded that PEO should not follow the lead of most other provincial associations by adopting a program that allows members to acquire CPD credits for activities unrelated to the practice of professional engineering.

A CPD program should be implemented only to facilitate the obligations that professional engineers have already taken upon themselves by accepting the privilege of licensure. Maintaining competence in practice is an ethical obligation imposed on all licence holders by section 77.1.v of Ontario Regulation 941. That section states that a practitioner shall act at all times with “competence in the performance of any engineering services that are undertaken.” A CPD program should be tied only to the actual engineering services provided by the practitioner and the skills and knowledge needed to perform that work.

3. CPD Program must be Pragmatic

Goals established by professional regulatory bodies for a CPD program vary from profession to profession. Some professions specifically identify the need to push the profession to higher levels of skills and knowledge. The objective of this leading-edge approach is to continually raise the standard of practice within the profession.

Commissioner Bélanger seems to have this conception of CPD in mind as the recommendation states a mandatory PEO CPD program should enable “members to expand and gain greater expertise and competence in their areas of practice”.

The Task Force decided that introducing a CPD program for this purpose was unnecessary. Not all practitioners work at the leading edge of science and technology. Those that do will be driven by employers or market forces to augment their skills and knowledge. The Task Force agreed that the purpose of any future PEO CPD program should be to ensure that practitioners maintain a level of knowledge and skill commensurate with safeguarding the public.

4. CPD Program must recognize Diversity of Practitioners’ needs and resources

The Task Force agrees that diversity of both engineering practices and member demographics is not an excuse for PEO to avoid implementing CPD program. Instead the program should be designed with diversity in mind. Consequently, PEO should not rely on a one size fits all CPD approach as done in other provinces. A single all-encompassing CPD program would be either too onerous for some members or watered-down to meaninglessness for others. Most importantly, the program should allow professional engineers the opportunity to design their CPD plan to align with their area of practice and the available professional development opportunities.

PEO must ensure that members in every area of the province are reasonably accommodated and will have suitable CPD resources available to meet the program requirements. Therefore the program should be flexible to accommodate different methods of skills and knowledge delivery.

Since a CPD program should be aimed at promoting competency in practice the program needs to treat practicing and non-practicing members differently. Some members of the task force have expressed concern regarding the need for non-practicing engineers to have any CPD requirements. However, there is recognition that non-practicing members who wish to continue to hold a licence that provides practice rights, even if they do not exercise those rights, have the same benefits and obligations as practicing members. For instance, non-practicing members must understand that, even though they are in a non-practicing capacity, any act or statement made by them when they identify themselves as professional engineers is subject to the same duty of care as a practicing member.

Every practitioner should be familiar with the role of the professional engineer and obligations established in the *Professional Engineers Act* and its regulations. Members should be aware of changes in the regulations that govern the profession including professional standards, as well as changes in both statutory and common law that may impact on them whether they are practicing or not. PEO's practice advisory unit has found that a large percentage of the membership is either unfamiliar with or confused about many of the fundamental provisions established in the Act and its regulations. For instance, based on questions brought to the attention of the Professional Standards Committee, a large majority of the membership is confused about the meaning of the term "public" in the Act.

The existence of a similar situation in Quebec led to the introduction of mandatory professionalism courses by the OIQ. The Task Force has suggested that a minimum level of CPD that ensures both practicing and non-practicing members have a current understanding of the Act and its regulations as well as best practices for professionalism described in such PEO Guidelines as the *Guideline for Professional Practice* and the *Guideline for Use of the Professional Engineer's Seal*.

5. CPD Program Requirements must be Scalable and Proportional to Risk to the Public

The Task Force decided to address the diversity of practice among PEO members by adopting a risk-based approach to CPD. That is, CPD requirements would be correlated to the amount of risk to the public the practitioner's work entails. The Task Force has spent much of its meeting time devising a methodology to categorize risk to the public posed by individual practitioners.

The risk attributable to practicing engineers is often mitigated through the implementation of risk management measures within firms and industry or through oversight of the work by regulatory authorities. For instance, the nuclear industry undoubtedly has a high degree of risk associated with it. However, industry and government have mitigated that risk by creating a heavily regulated system with both internal checks and balances and regulatory oversight.

The task force views CPD as only one of a variety of methods that may contribute to a reduction in risk to the public. Therefore, to establish a licensee's individual CPD requirement, each licensee would carry out a standardized Engineering Practice Risk Assessment of his or her practice. The parameters for such an assessment could include items such as the following:

1. Practitioner's area of practice or discipline
2. Practitioner holds an external industry certification that requires CPD
3. Percentage of time practicing vs. management, marketing, etc.
4. Has practitioner's scope of practice changed recently?
5. Does practitioner work in an emerging field of technology
6. Practitioner's responsibility level (A-F) according to Classification Guide of Engineering Responsibility Levels
7. Severity of errors or omissions in work performed (economic, environmental, number of persons affected).
8. Severity of consequences possible due to practitioner error
9. Is practice covered by professional liability insurance?
10. Does practitioner's work follow well established industrial codes and standards?
11. Is the firm audited as part of an industry approved quality assurance program?
12. Size and structure of organization for or through which the practitioner provides engineering services.
13. Internal quality assurance programs or peer reviews

Based on the outcome of the risk assessment the practitioner would be assigned specific CPD requirements in an effort to further address the residual risks not addressed by other initiatives. The Task Force believes that this approach will encourage many firms or individual practitioners to adopt risk management procedures such as quality assurance programs or peer reviews as alternatives to compulsory CPD as the sole means of reducing risk. Under these conditions CPD requirements for a practitioner would be commensurate with the actions taken by the practitioner or firm while still achieving PEO's goal of reducing the overall risk associated with the member's engineering practice.

To accommodate these considerations the Task Force has suggested that the CPD program have levels of CPD requirements assigned according to

Tier	Category	CPD Requirements
1	Non-practising	Professionalism (Ethics, Regulatory, Legal)
2	Practising	Tier 1 + self-directed technical commensurate with engineer's practice risk assessment
3	Specialist	Tier 1 + Tier 2 + mandatory technical

Additional tiers such as retired status or different categories of practising may be considered for variations in risk associated with different industries or types of business organization. The CPD requirements for particular areas of practice could be flexibly adapted to deal with issues reported by clients, employers or government. For example, the Ontario government has recently reported to PEO concerns regarding the quality of work provided by professional engineers in the area of environmental site assessment. Most of these problems indicate a lack of understanding of the regulations or of best practices available to the industry. Most of these problems are attributable to small firms that do not have the resources to interpret the regulations or investigate best practices. By creating a CPD requirement for these specific practitioners and ensuring that the appropriate training is made available, PEO assists both these practitioners and the public.

Some members of the Task Force have suggested that specific areas of practice need recognition as specialist categories. The introduction of specialist categories needs to be considered in light of one of the other recommendations from the Bélanger Inquiry. That recommendation called for a structural assessment of buildings to be carried out by a Structural Engineering Specialist. The Task Force has suggested that mandatory CPD requirements for the proposed Structural Engineering Specialist could be the first stage of implementation of a CPD program that would be expanded to other areas of practice.

6. CPD Program must be Effective

Like all policy implementations, PEO must have a means for determining whether the program is effective. To accomplish this task there must be a stated goal for the program, a baseline, and a means for measuring progress towards the goal. Further consideration must be given to how this data can be obtained. PEO will likely need to obtain advice on how to do this from experts with experience in development and assessment of continuing professional development programs.

Also, PEO must have a system to ensure that members who consider their work to be low risk are not actually doing high risk work. For instance, control and software engineers have reported that they have very little or no impact on the public safety. This may be the result of a misunderstanding of who the public is (the public includes workers in the plant and the firms and consumers to whom completed

products are distributed) or what kinds of risks professional engineers are responsible for preventing or mitigating.

Finally, PEO must ensure that the program provides assistance to professional engineers for both determining their individual CPD requirements and for locating suitable means of complying with those requirements. This will require the establishment of tools to provide assistance in carrying out this assessment.

Conclusion

The Task Force continues to refine this proposed program and to carry out research to justify the kinds of program elements that should be included. A report on the program will be provided to Council in December 2015.

Comments and Suggestions

The Task Force asks that all stakeholders who have an interest in this program submit their comments, questions and suggestions to CPDCQA@peo.on.ca.

Prepared by the Continuing Professional Development, Competence, and Quality Assurance Task Force
May 12, 2015

Annette Bergeron, P. Eng.	Chair
David Brown, P. Eng.	Current member of PEO Council
Amin Ghoheity, P. Eng.	Academic licence holder
Rick Hohendorf, P. Eng.	Licence holder employed in an in-house engineering department
Tyler Ing, P. Eng.	Non-practicing employed licence holder
Marco Mariotti, P. Eng.	Licence holder employed by a government
Chris Maltby, P. Eng.	Licence holder employed by a manufacturing company
Sean McCann, P. Eng.	Licence holder employed by a consulting practice
Bruce Miller, P. Eng.	Retired Licence holder
Chris Roney, P. Eng.	Sole Practitioner

Briefing Note - Decision

C-501-1.1

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-501-1.1, 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 – 501st Council meeting agenda

Agenda

C-501-1.1
Appendix A

501st Meeting of the Council Professional Engineers Ontario

Date: Thursday, May 28 and Friday, May 29, 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, May 28th – 7:00 p.m. – 9:00 p.m.

	Description	Type
<u>PLENARY SESSION</u>		
i.	OSPE STRATEGIC PLAN	
ii.	CONTINUING PROFESSIONAL DEVELOPMENT, COMPETENCY AND QUALITY ASSURANCE TASK FORCE (CPDCQA TF) UPDATE	

Friday, May 29th – 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>PRIORITY ISSUES</u>		
2.1	2016 BUDGET ASSUMPTIONS	Decision
2.2	CONTINUING PROFESSIONAL DEVELOPMENT, COMPETENCY AND QUALITY ASSURANCE TASK FORCE (CPDCQA TF) TERMS OF REFERENCE	Decision
2.3	PROCESS FOR PRESIDENT'S AWARD	Decision

	Description	Type
3. <u>CONSENT AGENDA</u>		
3.1	OPEN SESSION MINUTES – 499 TH COUNCIL MEETING – MARCH 26-27, 2015	Decision
3.2	OPEN SESSION MINUTES – 500 TH COUNCIL MEETING – APRIL 25, 2015	Decision
3.3	CHANGES TO COMMITTEES/TASK FORCES ROSTER	Decision
4. <u>IN-CAMERA SESSION</u>		
4.1	IN-CAMERA MINUTES – a) 499 TH MEETING OF COUNCIL – MARCH 27, 2015	Decision
4.2	DISCIPLINE COMMITTEE – DECISIONS AND REASONS	Information
4.3	LEGAL UPDATE	Information
4.4	PEO'S ANTI-WORKPLACE HARASSMENT AND ANTI-WORKPLACE VIOLENCE POLICIES	Information
5. <u>INFORMATION AND COUNCILLOR ITEMS</u>		
5.1	APTIFY UPDATE	Information
5.2	MEMBERSHIP SATISFACTION SURVEY	Information
5.3	LEGISLATION COMMITTEE UPDATE	Information
5.4	COUNCILLOR ITEMS	Information
5.5	ENGINEERS CANADA UPDATE	Information
5.6	REGIONAL CONGRESS ISSUES REPORT	Information
5.7	COMPLAINTS, DISCIPLINE, LICENSING AND REGISTRATION STATISTICS	Information

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]

Upcoming Events

Thursday, June 18, 2015; Friday, June 19, 2015 and Saturday, June 20, 2015 – Council Retreat
White Oaks Resort, Niagara-on-the-Lake, Ontario

Saturday, November 21, 2015 – Chapter Leaders Conference, Toronto, Ontario

Saturday, November 21, 2015 – OPEA Gala, International Centre, Toronto

2015 Council Mailing Schedule

2015

Meeting Type	Meeting Date	Initial BN Due Date – Councillors/Staff	Initial Agenda Mailing Date	Supp. Agenda ¹ Due Date	Supp. Agenda Mailing Date
Council	May 28-29	May 12	May 15	May 20	May 22
Executive	Aug. 11	July 24	July 29	July 31	Aug. 5
Council	Sept. 24-25	Sept. 8	Sept. 11	Sept. 16	Sept. 18
Executive	Oct. 20	Oct. 5	Oct. 7	Oct. 9	Oct. 14
Council	Nov. 19-20	Nov. 3	Nov. 6	Nov. 11	Nov. 13

¹ - requires the approval of the Chair or Registrar

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

Briefing Note – Information

C-501-1.2

PRESIDENT'S REPORT

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

Motion(s) to consider:

none required

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

Briefing Note – Information

C-501-1.3

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.

2016 BUDGET ASSUMPTIONS

Purpose: To approve the assumptions for preparation of the 2016 operating and capital budgets.

Motions to consider:

That the 2016 Budget Assumptions, as presented in C-501-2.1, Appendix A and as recommended by the Finance Committee, be approved.

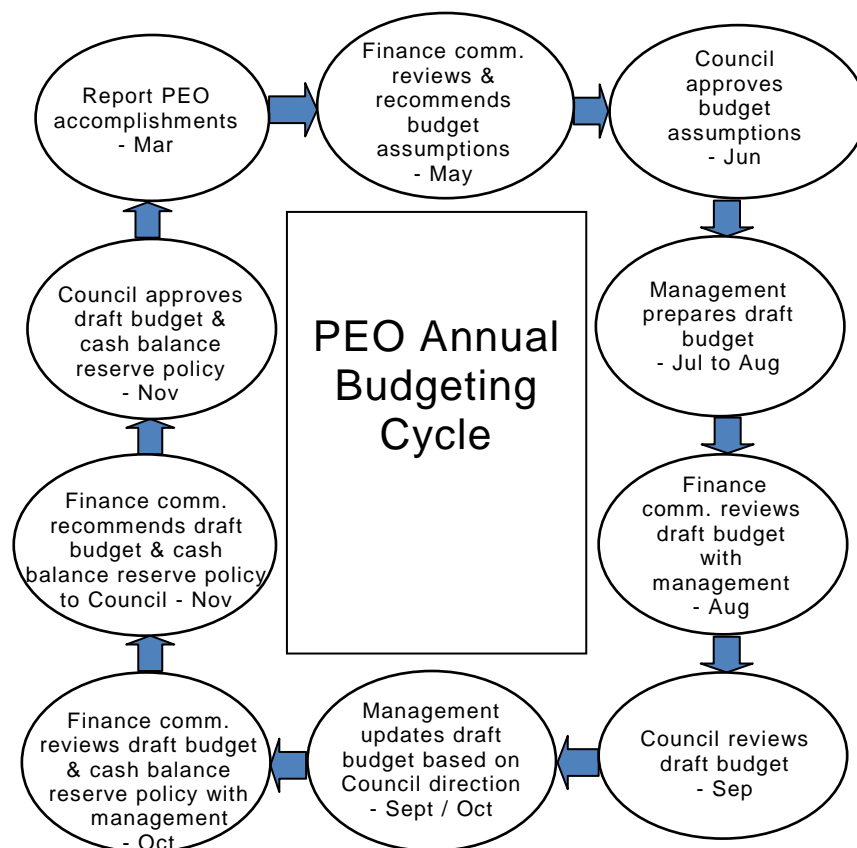
That the Registrar be directed to initiate the budgeting process, per PEO's Budgeting Cycle, and provide the 2016 operating budget and capital budgets at the September 2015 Council meeting based on the approved assumptions.

Prepared by: Maria Cellucci, CA, CPA - Controller

Motion Sponsor: Roger Jones, P. Eng. – Chair, Finance Committee

1. Need for PEO Action

As per Council approved business planning cycle, Council is required to approve the budget assumptions for the next financial year in June. A combination of inputs from concerned domain experts, Council directives, and a trend analysis of historical data are used for the generation of the budget assumptions. A schematic of PEO's budgeting cycle is shown in Figure below.



2. Proposed Action / Recommendation

The Finance Committee met on May 14, 2015 and recommended that the budget assumptions, as set out in the attached Appendix A, be approved by Council.

3. Next Steps (if motions approved)

PEO Finance will facilitate the planning and budgeting activities and provide necessary support to the departments and committees in order to accomplish the following:

1. Using the approved 2016 budget assumptions, staff will create the 2016 operating and capital budgets to reflect the funding needs of various essential purposes and committees, using PEO's Activity-based budgeting.
2. The first draft 2016 budget will be presented to the Finance Committee in late August 2015 for its input and recommendations.
3. The draft 2016 budget will be provided to Council for information / feedback at its September 2015 meeting.
4. Directions and changes recommended by Council in the September 2015 meeting will be incorporated into the draft 2016 budget.
5. After second round Finance Committee review, the final draft of the 2016 Operating and Capital Budgets will be presented to Council in November 2015 for approval in order to provide funding for PEO's 2016 operations.

4. Appendices

- Appendix A – 2016 Operating and Capital Budgets Assumptions



Professional Engineers
Ontario

Professional Engineers Ontario
2016 Operating and Capital Budgets
Assumptions

2016 Operating and Capital Budgets Assumptions

This document presents a list of key assumptions for revenues, operating expenses and capital expenses related to PEO's 2016 operating and capital budgets.

A. General Assumptions

- The 2016 operating budget is expected to be a balanced budget.
- In line with previous years, Council directed projects will be funded from the discretionary fund in net assets.

B. Capital Assumptions

PEO's capital expenditures in 2016 are mainly expected for:

IT – Projects originally budgeted for 2015 but deferred to 2016 to complete Aptify Phase 1:

- \$350,000 for Aptify phase 2, focusing on enhancing processes, gaining efficiencies, and rolling out the system to more functional areas within PEO; and
- \$275,000 for the Online Licensing System, focusing on a re-launch of SharePoint to create a technology platform to build online services.

IT – Projects other

- \$350,000 for mitigating IT risks, auditing IT services, replacing or updating outdated systems, and providing new functionality.

Building improvements – recoverable

- Repairs/upgrades to common areas of building approximately \$1,700,000 as recommended by Brookfield Global Integrated Solutions (BGIS) in the Asset Funding Needs Report updated in April, 2015, including the following repairs in excess of \$100,000:
 - \$1,100,000 – Elevator (4) upgrades - recoverable over 20 years
 - \$ 250,000 – Humidification boiler – recoverable over 25 years

Facilities

- Furniture/filing cabinet additions and/or replacements - \$5,000.

C. Revenue Assumptions

Based on the actual member statistics and trend analysis the estimated budget assumptions for the 2016 budget are as follows:

1. Membership levels, fees and dues

- All fees, including P.Eng fees, EIT fees, application fees, registration fees, limited licence fees, provisional licence fees are expected to remain unchanged for the eighth consecutive year and continue to be the lowest in Canada;
- The Financial Credit program will continue – qualified applicants will be given a waiver of the P.Eng. application fee and first year EIT fees. This will have an impact on the EIT annual fee and P.Eng. application fee revenues;
- 1% to 1.5% net growth rate for full fee P.Eng. membership;
- 3.5 % to 4% net growth rate for retirees and partial fee membership; and
- Miscellaneous revenue from enforcement related activities, regulatory recoveries,

2016 Operating and Capital Budgets Assumptions

and administrative fees, will be factored in the 2016 budget.

2. Investment income

Investment income in 2016 is expected to be in the range of 3.5% to 4.5%. The return for the year ended December 31, 2014 was 3.5%. The annualized return for the period January 1, 2015 to April 30, 2015 was 4.8%.

3. Advertisement income

Advertising revenue in 2016 is expected to be in the range of \$325,000 to \$350,000. Revenue for the first three issues in 2015 was approximately \$145,000 and we expect the trend to continue for the remainder of the year (remaining three issues), with an upsurge toward the end of the year, based on past history. Revenue for the year ended December 31, 2014 was \$355,572.

4. Rental income from 40 Sheppard

The fourth floor, which was fully renovated by December, 2014, is currently vacant and no lease negotiations are in progress to date. Given current economic conditions and availability of comparable units in the area, we anticipate the space will be leased by the second quarter of 2016.

A tenant has currently requested to exercise his right for a fourth extension. Terms have been negotiated and the lease amending agreement has been prepared and is in the process of being signed. This lease extension is for a further five years, commencing January 1, 2016 to December 31, 2020.

Suite 800, on the eighth floor (7,535 sq. ft.) is currently under renovation and will be available to lease by mid July 2016. Given current economic conditions and availability of comparable units in the area, we anticipate the space will be leased by the first quarter of 2016.

We will have updated information in a few months and will revise assumptions accordingly and advise.

Recovery income should remain in line with total recoverable expenses and slippage should occur only to extent of any vacancies.

D. Expense Assumptions

1. Salaries

Salaries in 2016 are budgeted to increase by 3%, supported by salary market research data, and comprised of:

- 2% for CPI (Consumer Price Index) adjustment – as forecast by Statistics Canada for 2016; and
- 1% for merit/equalization pool.

2. Benefits

Benefits include health, vision and dental benefits. For the budget, a premium increase of 2.2% has been assumed. This figure may be revised based on the information received from the provider.

2016 Operating and Capital Budgets Assumptions

3. PEO Pension Plan

The pension plan contribution for 2016 will be based on the three year mandatory funding valuation conducted by PEO's actuary, Buck Consultants. Employer costs are projected to be 18.6% of gross salary.

4. Statutory Deductions

These include Employer Health Tax (EHT), Canada Pension Plan (CPP) and Employment Insurance (EI). It is anticipated that statutory deductions will not increase substantially in the 2016 calendar year. For 2015 the rates were: EHT - 1.95%, CPP - 4.95% and EI at 1.88%. Both EHT and CPP rates have been at the same level for over ten years although maximum contributory earnings have increased for CPP. For 2016, we will assume that statutory deductions will remain the same for EHT and CPP and the EI rate will be 2.65%.

5. Other Assumptions

- The non-labour/programs spending increase is assumed to be at forecast inflation of 2% and all programs will be subject to evaluation;
- Chapter spending may vary outside the range depending on a review of Chapter budget requests for 2015 and Chapter bank balances; and
- The Engineers Canada assessment rate is expected to remain unchanged.

6. 40 Sheppard

These expenses include operating expenses (recoverable and non-recoverable) and financing expenses. Total recoverable tenant expenses are expected to increase less than 3%. Other non-recoverable expenses consist mostly of broker and legal fees and will increase in 2016 as leases are renewed. The financing costs are at a fixed rate of 4.95%.

CONTINUING PROFESSIONAL DEVELOPMENT, COMPETENCY AND QUALITY ASSURANCE TASK FORCE – TERMS OF REFERENCE

Purpose: To amend the terms of reference for the Continuing Professional Development, Competency and Quality Assurance Task Force

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

That Council approve the amendments to the Continuing Professional Development, Competency and Quality Assurance Task Force Terms of Reference as presented at C- 501-2.2, Appendix A.

Prepared by: Scott W. Clark, LL.B., Chief Administrative Officer

Moved by: Councillor Dave Brown, P.Eng.

1. Need for PEO Action

At its March 2014 meeting, Council approved the Terms of Reference for the Continuing Professional Development, Competency and Quality Assurance Task Force (the Task Force) and its initial membership structure.

Included in the Terms of Reference is a requirement for a member of the Executive Committee to assume the role of Chair of the Task Force. The Executive Committee member appointed as Chair was Past President Bergeron.

At the close of the 93rd Annual General Meeting on April 25, 2015, Past President Bergeron ceased to be a member of the Executive Committee and therefore would no longer qualify as the Executive Committee representative on the Task Force.

In order not to disrupt the work of the Task Force and given that the Task Force's work is expected to be completed by the end of this year (2015), Council is being asked to consider amendments to the Terms of Reference of the Task Force that would provide the Task Force with membership continuity (Appendix A).

2. Proposed Action / Recommendation

It is recommended that Council approve the amendments to the Terms of Reference for the Task Force.

3. Next Steps (if motion approved)

- The Terms of Reference will be revised and posted on the PEO Website
- Members of the Task Force and staff will be informed of the changes to the Terms of Reference

4. Peer Review & Process Followed

Process Followed	N/A
Council Identified Review	N/A
Actual Motion Review	N/A

5. Appendices

- Appendix A – Continuing Professional Development, Competency and Quality Assurance Task Force Terms of Reference (draft amendments)



Terms of Reference

Continuing Professional Development, Competency, and Quality Assurance Task Force March 21 2014

OBJECTIVES

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. Council is implementing this policy in recognition of the fact that PEO should be proactive in regulating the profession. A proactive stance focuses on preventing faulty engineering practice rather than relying on a system for punishing licence holders for practice failures that could possibly have caused harm.

Continuing Professional Development is believed to provide net benefits to PEO and its stakeholders that include:

- alignment with practices utilized by other professional organizations
- increased credibility of PEO as a regulator through use of CPD to ensure the current skills and knowledge of professional engineering practitioners are consistent with the state of art in their discipline
- increased competence of individual licence holders
- improvement in professional engineering practice resulting in improvement in the safeguarding of life, health, property, economic interests, the public welfare or the environment, or the managing of any such act

However, such potential net benefits need to be quantified with respect to any specific implementation of CPD. The task force is to review the continuing professional development programs of other professional bodies in the Province of Ontario and engineering licensing organizations in other jurisdictions and identify criteria for success present in these programs. Success is to be understood as including but not limited to the following:

- a) universal or near universal compliance
- b) verifiability of compliance
- c) actual increase in skills and knowledge of practicing licence holders
- d) ability to demonstrate the benefits of the program to licence holders and the public

The plan will describe, in detail, the elements of a continuing professional development program that can be successful given the diversity of situations in which PEO members are engaged. The plan will also describe the quality assurance program that complements the continuing professional development program.

BACKGROUND

During the past 25 years PEO Council has formed at least three task forces and committees to investigate the need for and the ways of implementing competency assurance or continuing professional development. Council has also conducted two membership surveys that found strong support for the implementation of a continuing competency program, created but did not implement the Professional Excellence Program and passed motions directing the Registrar to develop a system of mandatory self-declaration of competence maintenance. At this time, PEO is the only engineering regulator in Canada that has no form of either mandatory or voluntary continuing professional development.

Professional associations have developed many differing forms of continuing professional development. Activities accepted as meeting the requirements of these programs include reading professional publications, publishing articles, attending conferences or seminars, self-study, watching webinars, or attaining certifications. However, for the most part, compliance is a matter of trust. Most associations rely on self-declaration by the members of their continuing

competency activities. Others require evidence, in the form of Continuing Education Credits (CEU) certificates, of attendance at professional training sessions.

However, there can be weaknesses in compulsory CPD programs that need to be considered. A webinar can be streaming on a computer without the attention of the professional. Conferences or seminars that provide CEUs recognize that many people sign up but do not attend or attend for only the portion of the day when they can obtain the certificate. The effectiveness of a CPD program depends on meaningful participation by the members; that is, their willingness to engage in activities that will reinforce their qualifying skills and knowledge, introduce state of the art concepts, and ensure they conduct themselves professionally. But that participation must also be verifiable and shown to produce the anticipated maintenance or improvement in skills and knowledge.

Effectiveness can only be determined by a quality assurance program that works in conjunction with the continuing professional development program. A QA program can employ numerous different assessment methods. One association requires members to undergo an oral exam annually. Associations could track complaints, law suits or charges against members and determine whether those actions related to incompetence or poor professional practice. Practice reviews or audits could be used. Another option would be the requirement for members to submit with their annual licence renewal a report on their professional development activities and how it relates to their engineering practice. A random number of CPD reports could be selected for review each year. For any reviews that raised concerns the reporting licence holder could be questioned. A QA program could involve periodic surveying of stakeholders such as clients, employers or government to ascertain their perception of the quality of services provided by members. The Task Force is asked to examine various QA options and propose a program that will provide assurance to PEO licence holders and the public that the CPD is effective and a reasonable burden on the licence holders and their employers.

MANDATE (Specific Tasks)

This task force, with the assistance of staff and external resources (if needed), is expected to provide to Council a plan for a continuing professional development program that can be successfully implemented and is consistent with the aims of the Association.

Subtasks that the subcommittee should consider as crucial to this process are:

- a) determine the public interest oriented goal or goals for the proposed CPD program (e.g. maintaining practitioner competence, maintaining public trust in the profession, enhancing Canada's economic competitiveness by ensuring practitioners are conversant with the state of the art in their disciplines, providing value to clients and employers, etc.);
- b) conduct a cost-benefits analysis and determine the net cost and net benefits to each stakeholder group: PEO members, public, clients, employers, etc.
- c) compare each of the various options for a CPD program on the basis of criteria including but not limited to:
 - accessibility of CPD opportunities to all licence holders
 - applicability to all areas of engineering practice
 - requirements for non-practicing licence holders
 - affordability
 - reportability of CPD activities
 - verifiability of reported CPD activities
- d) determine the form of CPD most capable of achieving the identified goal or goals;
- e) obtain, using any necessary resources or techniques, evidence needed to justify both goal or goals and form of the proposed CPD program to licence holders and other stakeholders so as to mitigate opposition to the implementation of a CPD program;
- f) 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;

- g) conduct consultations of licence holders and other stakeholders;
- h) identify PEO operational changes needed to implement the programs;
- i) provide estimate of annual cost of the programs to PEO and to licence holders;
- j) identify any regulation amendments needed to allow implementation of the programs; and
- k) recommend whether PEOs should implement a similar program for ensuring quality of Certificate of Authorization holding firms and, if such a program is implemented, criteria for how to conduct this program.

MEMBERSHIP

Since a continuing professional development program would need to consider the differing professional demands on licence holders The initial composition of the Task Force should be comprised of 7 – 10 members with at least one member from each of the following, with the option to consider councilors who may act in one or more of the categories below:

- a licence holder employed by a consulting practice
- a licence holder employed in an engineering department providing in-house engineering services
- a retired licence holder
- a non-practicing employed licence holder
- a licence holder employed by a government
- a licence holder employed as a professor in a college or university
- a licence holder employed by a manufacturing company
- a sole practitioner
- a councilor
- a member of the Executive Committee to assume the role of Chair

Once appointed, the members remain in office until they either resign or the Task Force is stood down.

During the course of the project each member should consult with colleagues in order to refine his or her views so that they may be considered representative of similarly situated licence holders.

CHAIR

In addition to the duties of a task force Chair, the Chair of this TF will be responsible for written updates to Council on a regular basis.

BUDGET

It is anticipated that for the first part of the project the Task Force will require funds for meeting and regular volunteer costs as associated with travel, accommodation and meal expenses. The 2014 expenses are estimated to be \$20,000 and should be provided from Council discretionary project funds. Since the Task Force will make use of extensive consultation with PEO licence holders and stakeholders such as employers and clients and may need to retain services of external resources such as experts in creating and assessing continuing professional development programs the task force request additional funds in 2015. These additional funds may amount to \$80,000.

DELIVERABLES

The Task Force will present a report describing the recommended CPD program to Council no later than December 2015. The report should include a gap analysis for any proposed programs compared to any of the existing professional development programs from the sister organizations across the country.

Meeting Schedule: At discretion of the Task Force members
 Completion Date: December 2015

PRESIDENT'S AWARD

Purpose: To approve a process for the selection and approval of the PEO President's Award.

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

That Council approve the process for the selection and approval of the President's Award, as presented to the meeting at C-501-2.3, Appendix A.

Prepared by: Fern Goncalves, M.Ed., CHRP, Director, People Development

Moved by: Councillor David Brown, P.Eng.

1. Need for PEO Action

- At its March 2015 meeting, Council recommended that staff develop and present a process regarding the selection of an award recipient for the President's Award for approval at the May Council meeting to ensure that, in future, appropriate consultation with the President and Council take place.

2. Proposed Action / Recommendation

- It is recommended that Council approve the proposed President's Award Selection Process.

3. Next Steps (if motion approved)

- The President's Award Selection Process will be incorporated in the Council Manual and shared with each incoming PEO President

4. Peer Review & Process Followed

Process Followed	N/A
Council Identified Review	N/A
Actual Motion Review	N/A

5. Appendices

- Appendix A – President's Award Selection Process

President's Award Selection Process

Each year, the President's Award is given to a non-engineer who has demonstrated extraordinary support or promoted public awareness of the engineering profession. Council reviews nominations and determines whether the selected criteria have been met, and ensures that the best candidate is recognized by the award.

Nomination Process

At the October meeting of the Executive Committee, the President submits a short list of one (1) or two (2) nominees for consideration for the President's Award. With EXE's concurrence, the pool of nominees is given to the Director, People Development who will collaborate with the Communications Department to conduct research and develop a descriptive summary outlining how the proposed nominee(s) has demonstrated extraordinary support or promoted public awareness of the engineering profession.

At no time will any nominee be informed that they are being considered for the President's Award.

The Director, People Development will prepare a briefing note, to be approved and sponsored by the President, for Council's consideration at its November meeting.

Selection Process

Council is responsible for approving the selected nominee for the President's Award.

Invitation to Award Recipient

Only following Council's approval of the selected nominee will an invitation be extended on behalf of the President and Council to the award recipient to advise that he/she has been awarded the President's Award.

Announcement of Award Recipient

The name of each year's award recipient is made public once the awardee has confirmed acceptance of the President's Award.

Award Presentation

The President's Award is normally presented at the Order of Honour Gala; however should scheduling conflicts arise, consideration could be given to presenting the award at the Annual General Meeting (AGM) luncheon.

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:

- 3.1 Minutes – 499th Council meeting – March 27, 2015
- 3.2 Minutes – 500th Council meeting – April 25, 2015
- 3.3 Changes to Committees/Task Forces Roster

OPEN SESSION MINUTES – 499th Council Meeting – March 27, 2015

Purpose: To record that the minutes of the open session of the 499th 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 499th meeting of Council, held March 27, 2015, as presented to the meeting C-501-3.1, 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 – 499th Council open session meeting – March 27, 2015



Minutes

C-501-3.1
Appendix A

The 499TH MEETING of the COUNCIL of PROFESSIONAL ENGINEERS ONTARIO (PEO) was held at PEO Offices, 40 Sheppard Avenue West, Toronto, Ontario on Friday, March 27, 2015 at 9:00 a.m.

Present: J. D. Adams, P.Eng., President
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) – [via teleconference]
R. Huang, LL.B., Council Chair
I. Bhatia, P.Eng.
D. Brown, P.Eng.
D. Chui, P.Eng.
N. Colucci, P.Eng.
B. Dony, P.Eng.
R. A. Fraser, P.Eng.
S. K. Gupta, P.Eng. [minutes 11485 – 11496]
R. Jones, P.Eng.
C.M. Kidd, P.Eng.
L. King, P.Eng.
B. Kossta
E. Kuczera, P.Eng.
M. Long-Irwin [minutes 11485 – 11495]
S. Reid, C.Tech.
S. Robert, P.Eng.
C.D. Roney, P.Eng. [minutes 11485 – 11490]
C. Sadr, P.Eng. [minutes 11485 – 11495]
R.K. Shreewastav, P.Eng.
M. Spink, P.Eng. [minutes 11488 – 11508]
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 11489 - 11508]
 - L. Buchholz, Brown & Cohen Communications-Public Affairs
[Plenary only]
 - D.L. Freeman, P.Eng., PEO Director, Engineers Canada
[Plenary only]
 - D. Preley, Incoming Councillor
[minutes 11489 – 11508]

On Thursday evening, Council held a plenary session to discuss Engineers Canada Ends.

Council convened at 9:00 a.m. Friday, March 27, 2015.

CALL TO ORDER

Notice having been given and a quorum being present, the Chair called the meeting to order.

11485 APPROVAL OF AGENDA

Moved by Past President Bergeron, seconded by Councillor Shreewastav:

That:

- a) the agenda, as presented to the meeting at C-499-1.1, Appendix A be approved, with the following amendments:**
 - i. the addition of the following items under item 4.8 – Councillors Items:**
 - a. Discipline Committee/GLC Committee Reports**
 - b. Council Representative for the Enforcement Committee and OCEPP Advisory Board**
 - ii. withdrawal of item 3.2 Principles Underlying Accredited Program P.Eng. Expectations**
- b) the Chair be authorized to suspend the regular order of business.**

CARRIED

11486 PRESIDENT'S REPORT

The President reported that:

- the Program Review Sub-committee of the Finance Committee has proposed the development of two financial statements, one for the operation of PEO business and one for the ownership of the building
- he has been involved with the Linkages Task Force at Engineers Canada to discuss ways of working with constituent associations and Engineers Canada
- he had written an open letter dated February 27, 2015 to the Right Honorable Stephen Harper, Premier Kathleen Wynne and Mayor John Tory regarding aging infrastructure in the province, copy of which was provided to all Council members.

11487 REGISTRAR'S REPORT

Registrar McDonald advised that he had nothing further to report beyond his regular written update to Council.

11488

Moved by Councillor Kossta, seconded by Councillor Brown:

IN-CAMERA SESSION

That Council move in camera.

CARRIED

While in-camera, Council:

- a) ratified the in-camera minutes from the 237th Executive Committee held on October 21, 2014;
- b) ratified the in-camera minutes – Registrar’s investigation – from the 237th Executive Committee held on October 21, 2014;
- c) verified the in-camera minutes from the 498th meeting of Council held February 2015 as amended;
- d) approved the nominees for the Ontario Professional Engineers Award;
- e) approved the nominee for the President’s Award;
- f) received a report from HRC
- g) received decisions and reasons of the Discipline Committee;
- h) received a legal update on legal actions in which PEO is involved;
- i) there were no issues reported regarding PEO’s Anti-Workplace Violence and Harassment Policy.

**11489
FUNDAMENTAL ACADEMIC ADMISSION
PRINCIPLES**

Councillor Fraser brought forward to Council the fundamental academic admission principles to assist PEO Engineers Canada Directors in their discussions on Education Credential Assessment (ECA) by articulating clearly PEO’s fundamental principles concerning the academic assessment of applicants for P.Eng. licensure.

Moved by Councillor Gupta, seconded by Councillor Fraser:

That Council:

- 1. Affirms the fundamental principle that individuals, not programs or institutions, are to be assessed for the purposes of determining P.Eng. licence qualifications.
- 2. Affirms that the fundamental principle that all P.Eng. licensees must meet PEO’s standards for academic depth and breadth.
- 3. Affirms the fundamental principle that all P.Eng. licensees must pass PEO approved 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 PEO approved examinations assessment of the individual applicant.

**CARRIED
Recorded Vote**

For
A. Bergeron
D. Brown

Against
J. D. Adams

Abstain
I. Bhatia

T. Chong
D. Chui
N. Colucci
G. Comrie
B. Dony
R. Fraser
S. Gupta
R. Jones
C. Kidd
L. King
B. Kossta
E. Kuczera
M. Long-Irwin
S. Reid
C. Roney
C. Sadr
R. Shreewastav
M. Spink
M. Wesa
R. Willson

**11490
PRINCIPLES UNDERLYING ACCREDITED
PROGRAM P.ENG. EXPECTATIONS**

This item was withdrawn pending further peer review.

**11491
LEGISLATION COMMITTEE**

Councillor Dony reported on Council's request that the Legislation Committee look at the possibility of adding a definition for "Member in Good Standing" to the Regulations. Since definitions are there to provide clarity for further regulatory language, policy directives should first be created so that the Legislation Committee can then turn these directives into the appropriate regulatory language.

**11492
STATISTICS - COMPLAINTS, DISCIPLINE
AND LICENSING**

There were no comments or queries regarding the complaints, discipline and licensing statistics.

**11493
2014 AUDITED FINANCIAL STATEMENTS**

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.

Steve Stewart, Auditor, Deloitte LLP, was welcomed to the meeting to answer questions regarding the audited financial statements.

President-elect Chong thanked PEO's financial services staff for the efficient and effective way of presenting information to PEO's independent auditors. He also thanked Councillor Bhatia, Past Chair of the Audit Committee, for his guidance and assistance during the audit

process.

Deputy Registrar Price provided highlights of the audited financial statements.

The Auditor explained a revision to *Note 2- Change in accounting policy* that was required due to a change in the auditing standards that apply to not-for-profit accounting.

Moved by President-elect Chong, seconded by Councillor Kossta:

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 as amended; and**
- b) **authorize the President and President-elect to sign the statements on Council's behalf.**

CARRIED

A request was made to present a business case at an upcoming Council meeting regarding digital vs. hard copy advertising revenue for Engineering Dimensions to determine impact to PEO's advertising revenue.

**11494
RECOMMENDATION FOR AN AUDITOR
FOR 2015**

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

Moved by President-elect Chong, seconded by Councillor Bhatia:

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.

CARRIED

**11495
APTIFY UPDATE**

Registrar McDonald explained that under the Extraordinary Expenditure Policy, the Finance Committee, on March 11, 2015, agreed to re-allocate funds from the capital budget that had been earmarked for Phase 2 of Aptify as well as the Sharepoint re-launch, to the Aptify Phase 1 budget to allow the undertaking of the necessary steps to bring the Aptify project forward. Budget details were provided.

Alan Zimmermann, Director, Information Technology, provided a status update regarding functional processes that have been implemented for Aptify and answered questions.

Council asked for regular updates regarding the progress of Aptify over the next six months, including a timeline schedule for substantial items. It was noted that the next phase should include on line licensing.

Moved by Councillor Kuczera, seconded by Past President Bergeron:

That Council endorses the March 11, 2015 decision of the Finance Committee approving an increase in the Aptify budget of \$618,388 and the deferral of \$625,000 from the 2015 Capital Budget (\$350,000 for Aptify Phase 2 and \$275,000 from the re-launch of Sharepoint) and that staff provide Council with the appropriate management strategy by the May 2015 Council meeting.

CARRIED UNANIMOUSLY

Council directed the Registrar to prepare a policy change to ensure that significant budget increases for items are presented to Council for approval.

**11496
REPORTING OF SAFETY CONCERNS**

Council, at its February 6, 2015 meeting, 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.

Moved by Councillor Brown, seconded by Councillor Colucci:

That Council:

- 1. 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. 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).**

CARRIED

**11497
FRAMEWORK FOR THE ENGAGEMENT OF
INTERIOR DESIGN PROFESSIONAL
SERVICES**

Moved by Councillor Jones, seconded by Councillor Brown:

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.**

MOTION WITHDRAWN

The motion was withdrawn pending a review of PEO's procurement procedures.

**11498
STRATEGIC PLAN UPDATE**

Registrar McDonald provided a progress report on the Strategic Plan advising that updates would be provided to Council at its March, June and September meetings.

Councillor Shreewastav congratulated Registrar McDonald and his team noting that the Strategic Plan format provides clear progress of the organizational strategies. He suggested that going forward high level updates be shared with PEO committee leaders. Registrar McDonald suggested to Council that once approved, strategies be posted online.

Past President Bergeron suggested that a high level Strategic Plan update be included as part of the Annual General meeting agenda.

As requested by President-elect Chong, Marisa Sterling provided an interim report on the Industrial Exception. She advised that PEO has entered into a contract with McMaster University, Public Policy Department within the Faculty of Engineering. Data is being collected. Of the forty or so cases where workers were injured or died and the Ministry of Labour successfully prosecuted the cases against either the supervisor or employer in provincial court, two have come to light that may provide some evidence to support the repeal but further research is required to determine if there is a causal link between the engineering work and the actual accident. She provided information on these two cases, cited in 2009. Other components of data collection include a survey of voluntary compliance companies in industry. Stats are being collected outside of Ontario, however, since the industrial exception is unique to Ontario only, causal links are being pursued in Ontario only. A further update will be provided at the November Council meeting.

**11499
ENGINEERS CANADA UPDATE**

The Engineers Canada February 2015 Board meeting summary as well as information regarding the Express Entry Immigration system was

provided in the meeting package. There were no questions or comments.

**11500
REGIONAL CONGRESS OPEN ISSUES
REPORT**

A written report was provided.

**11501
COUNCILLOR ITEMS**

a) Discipline Committee Update

Councillor Bhatia, as Council liaison, provided an update including the composition of the Discipline Committee. Training sessions were conducted at the November 7, 2014 Discipline Committee meeting including topics of fairness and bias and appeals.

b) GLC Committee Update

Councillor Bhatia, as Council liaison, provided an update of the committee's activities. He thanked staff members Jeannette Chau and Gonzalo Pineros as well as Howard Brown, Brown & Cohen Communications-Public Affairs, for their contributions to the committee.

c) Council Representative for the Enforcement Committee

Councillor Willson advised that this is a very active committee that will require a new Council liaison as of the Annual General meeting and asked that interested Councillors contact People Development.

d) Council Representative for the OCEPP Advisory Board

Councillor Willson advised that the original mandate of this advisory board was on societal issues; however, PEO would like to see a focus on regulatory issues. This advisory board will require a Council liaison as of the Annual General meeting.

e) Social Media Posting

Past President Bergeron read out a social media posting from a young female engineer who attended a PEO luncheon event pointing out that less than ten percent of the attendees were women and her disappointment that there were no women at the head table and that the only speakers were men.

f) Outgoing Councillors

Past President Bergeron thanked outgoing Councillors Willson, Roney, Wesa and herself for service to PEO.

**11502
CONSENT AGENDA**

Moved by Councillor Colucci, seconded by Councillor Bhatia:

That the Consent Agenda be approved with the removal of item 5.4 - Committees/Task Forces Annual Work Plans, to be dealt with separately.

CARRIED

Included on 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 (removed from consent agenda)
- 5.5 Changes to Committees/Task Forces Roster
- 5.6 Social Media Policy and PEO Privacy Policy

[Note: minutes 11503 to 11508 reflect the motions provided in the briefing notes presented to the meeting.]

**11503
MINUTES – 237TH EXECUTIVE MEETING –
October 21, 2014**

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.

CARRIED

**11504
MINUTES – 497TH COUNCIL MEETING –
FEBRUARY 6, 2015**

That the minutes of the open session of the 498th meeting of Council, held on February 6, 2015 as presented to the meeting at C-499-5.2, Appendix A accurately reflect the business transacted at that meeting.

CARRIED

**11505
APPROVAL OF CONSULTING ENGINEER
DESIGNATION APPLICATIONS**

That Council:

- 1. 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-499-5.3 presented to the meeting.**
- 2. Approve the applications for re-designation as Consulting Engineer as set out in Section 2 of Appendix A of Briefing Note C-499-5.3 presented to the meeting.**
- 3. Decline the application for designation as Consulting Engineer as set out in Section 3 of Appendix A of Briefing Note C-499-5.3 presented to the meeting.**
- 4. 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-499-5.3 presented to the meeting.**

CARRIED

**11506
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-499-5.5 Appendix A.

CARRIED

**11507
SOCIAL MEDIA POLICY AND PEO PRIVACY**

That Council approve the revisions to PEO’s Corporate Social Media Policy and Privacy Policy as presented at C-499-5.6, Appendix A.

POLICY

CARRIED

**11508
COMMITTEES/TASK FORCES ANNUAL
WORK PLANS**

Councillor Willson referred to task one in the Continuing Professional Development, Competence and Quality Assurance Task Force (CPDCQATF) work plan noting that one workshop, probably in the GTA, would not satisfy the outreach requirement to give members a sense that they are being consulted on various issues. Past President Bergeron, as Chair of the CPDCQATF, advised that this would be taken under advisement. She noted that existing Chapter events across the province to reach out to members could be considered as an outreach strategy.

Moved by Councillor Colucci, seconded by Councillor Kossta:

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.

CARRIED

[Secretariat Note: This item was removed from the Consent Agenda]

Vice-President Comrie, on behalf of Council, expressed appreciation to Councillor Huang for her good work as Council Chair over the past year.

There being no further business, the meeting concluded.

These minutes consist of ten pages and minutes 11485 to 11508 inclusive.

R. Huang, LL.B, Chair

G. McDonald, P.Eng., Registrar

OPEN SESSION MINUTES – 500th Council Meeting – April 25, 2015

Purpose: To record that the minutes of the open session of the 500th 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 500th meeting of Council, held April 25, 2015, as presented to the meeting C-501-3.2, 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 – 500th Council open session meeting – April 25, 2015



Minutes

C-501-3.2
Appendix A

The 500th MEETING of the COUNCIL of PROFESSIONAL ENGINEERS ONTARIO (PEO) was held at the Westin Harbour Castle, Toronto, Ontario on Saturday, April 25, 2015 at 3:00 p.m.

Present: T. Chong, P.Eng., President and Council Chair
J.D. Adams, P.Eng., Past President
G. Comrie, P.Eng., President-Elect
P. J. Quinn, P.Eng., Vice President (Elected)
I. Bhatia, P.Eng.
D. Brown, P.Eng.
D. Chui, P.Eng.
N. Colucci, P.Eng.
B. Dony, P.Eng., Vice President (Appointed)
R.A. Fraser, P.Eng.
S.K. Gupta, P.Eng.
R.J. Hilton, P.Eng.
R. Huang, LL.B.
R. Jones, P.Eng.
C.M. Kidd, P.Eng.
L. King, P.Eng.
B. Kossta
E. Kuczera, P.Eng.
M. Long Irwin
D. Preley, P.Eng.
S. Reid, C.Tech.
S. Robert, P.Eng.
C. Sadr, P.Eng.
R.K. Shreewastav, P.Eng.
M. Spink, P.Eng.
W. Turnbull, P.Eng.

Staff: G. McDonald, P.Eng., Registrar
S.W. Clark, LL.B.
L. Latham, P.Eng.
M. Price, P.Eng.
J. Zucco, P.Eng.
C. Cellucci
C. Mucklestone
A. Zimmermann
R. Martin
D. Power

CALL TO ORDER

Notice having been given and a quorum being present, the Chair called the meeting to order.

**11509
WAIVER OF NOTICE – ITEM 10 –
LIMITED LICENSE REGULATION**

Moved by Councillor Fraser, seconded by Councillor Kossta:

That Council waive notice for item 10 – Limited License Regulation – Application forms.

CARRIED UNANIMOUSLY

**11510
APPROVAL OF AGENDA**

Council reviewed the agenda for the meeting.

Moved by Councillor Jones, seconded by Councillor Reid:

That:

- 1. the agenda, as presented to the meeting at C-500-1.1, Appendix A be approved with the following amendment:
 - i. Item 10 – Limited License Regulation – Application Forms****
- 2. the Chair be authorized to suspend the regular order of business.**

CARRIED

**11511
SPECIAL RULES OF ORDER**

The Chair stated that Section 25(3) of By-Law No. 1 requires that, at the first meeting of Council following the Annual General Meeting, all *Special Rules*, which were in force immediately before the close of business at the Annual General Meeting, are to be presented to Council for adoption and/or amendment, if it so wishes.

Moved by Councillor Kuczera, seconded by Councillor Huang:

That the Special Rules of Order, as presented to the meeting at C-500-3, Appendix A, with amendments in yellow only, to be effective immediately and to remain in effect until the close of business at the 2016 Annual General Meeting, be approved.

Moved by Councillor King, seconded by Councillor Fraser:

That the main motion be tabled.

CARRIED

Moved by Councillor Brown, seconded by Councillor King:

That the main motion be brought back for further discussion and deliberation.

CARRIED
Recorded Vote

<u>For</u>	<u>Against</u>	<u>Abstained</u>
I. Bhatia	D. Adams	B. Kossta
D. Brown	D. Chui	
N. Colucci	R. Fraser	
G. Comrie	S. Gupta	
B. Dony	P. Quinn	
R. Hilton		
R. Huang		
R. Jones		
C. Kidd		
L. King		
E. Kuczera		
M. Long-Irwin		
D. Preley		
S. Reid		
S. Robert		
C. Sadr		
R. Shreewastav		
M. Spink		
W. Turnbull		

Council then voted on the main motion.

That the Special Rules of Order, as presented to the meeting at C-500-3, Appendix A, with amendments shown in yellow only, to be effective immediately and to remain in effect until the close of business at the 2016 Annual General Meeting, be approved.

CARRIED

**11512
PROPOSED CHANGES TO THE
SELECTION PROCESS FOR COUNCIL
MEETING CHAIR**

That the selection process for Council Meeting Chair as set out in C-468-5.7, Appendix A be replaced by the following:

Selection Process

- 1. Annually, Council will first select its Meeting Chair at its meeting following the Annual General Meeting.**
- 2. The Meeting Chair, who must be an elected-member of Council, will serve at the pleasure of Council for a one year term; however the Council Meeting Chair may be removed by two-thirds vote of Council. The President may be appointed by Council to serve as Meeting Chair.**
- 3. The President will first ask if there are any other Councillors who wish to be considered for Meeting Chair. If there are none, the President will be considered acclaimed and serve as Meeting Chair.**

4. If any eligible Councillors have identified themselves as being interested and willing to serve as Chair, a vote will be conducted on whether to hold an election for Meeting Chair. The Past President will conduct the vote.
5. If two-thirds of Council vote to hold an election, the Past President will conduct a vote for Meeting Chair.
6. If the vote concludes with two candidates, neither of whom has a two-thirds majority, the President shall be considered acclaimed and serve as Meeting Chair.

WITHDRAWN

That Council amend the Council-approved Governance Principle #5, as set out in the Council Manual to read:

5. Council will annually select a meeting Chair from among the elected members of Council

WITHDRAWN

That the Council Manual be updated to reflect Motions 1 and 2

WITHDRAWN

**11513
APPOINTMENT OF COUNCIL MEETING
CHAIR**

The Chair stated that, at its February 2011 meeting, Council approved a process for selecting a Council Meeting Chair that requires Council to annually appoint its Meeting Chair at the first Council meeting following the Annual General Meeting.

The names of Councillors who had indicated their willingness to serve as Council Meeting Chair was provided and the Chair asked for further nominations. When the final list of nominations had been determined, he declared the nominations closed.

President Chong, having put his name forward for this appointment, turned the gavel over to President-Elect Comrie.

Each candidate who consented to serve was invited to address the meeting. An electronic vote was then conducted to select the Council Meeting Chair.

Moved by Councillor Sadr, seconded by Councillor Brown:

That Council approve the appointment of President Chong, P.Eng., as the Council Meeting Chair for the 2015-2016 Council year or until his successor is appointed.

CARRIED

President-Elect Comrie returned the gavel to President Chong, newly elected Council Meeting Chair.

**11514
APPOINTMENT OF REGIONAL
COUNCILLORS COMMITTEE CHAIR**

The Chair stated that Council was being asked to approve the Chair of the Regional Councillors Committee (RCC) for the ensuing Council year in accordance with the Committees and Task Forces Policy.

Moved by Councillor King, seconded by Councillor Kuczera:

That Councillor Changiz Sadr, P.Eng., be appointed as Chair of the Regional Councillors Committee, effective immediately and to hold office until the close of business at the 2016 Annual General meeting.

CARRIED

It was noted that Councillor Colucci, P.Eng., was the new Vice-Chair of the Regional Councillors Committee.

**11515
APPOINTMENT OF VICE PRESIDENT**

The Chair stated that Section 3(1)2 of Regulation 941 under the *Professional Engineers Act* requires that Council appoint a Vice President from among its Councillors who are members of the Association at a meeting to be held after the close of business and on the day of the Annual Meeting of members or within thirty days thereafter. Non-member Lieutenant Governor-in-Council appointees are ineligible from serving as Vice President under this Regulation.

The Chair announced the names of Councillors who had indicated their willingness to serve as Vice President and asked for further nominations. When the final list of nominations had been determined, he declared the nominations closed.

In keeping with the procedures for appointing Councillors to board positions, the Chair advised that voting would be by electronic vote in accordance with Special Rule #4.

Each candidate consented to serving and was invited to address the meeting.

An electronic vote was then conducted to select the Vice President.

Moved by Councillor Sadr, seconded by Councillor Shreeewastav:

That Council accept the result of the electronic vote for the Vice-President and approve the appointment of Councillor Bob Dony, P.Eng., as Vice President (appointed) for the 2015-2016 Council year.

CARRIED

11516

The Chair stated that Section 28.(1)(e) of Regulation 941 under the

APPOINTMENT OF COUNCILLORS TO EXECUTIVE COMMITTEE

Professional Engineers Act requires Council to appoint one or more other members of Council, in addition to the president, president-elect, immediate past president and the two vice presidents, to serve on the Executive Committee. Council must, therefore, first decide on the number of additional Councillors to serve on the Committee.

Moved by Councillor Jones, seconded by Councillor Kuczera.

That the number of additional Councillors to serve on the Executive Committee be set at three.

Moved by Vice-President Quinn, seconded by Councillor Chui:

That the motion be amended to read: That the number of additional Councillors to serve on the Executive Committee be set at two.

**AMENDMENT CARRIED
AMENDED MOTION CARRIED**

Section 28.(1.1) of Regulation 941 requires that at least one member appointed by the Lieutenant Governor be appointed to the Executive Committee. Consequently, Council must first elect a Lieutenant Governor Appointee (LGA) to the Committee before proceeding to elect any other members of Council to the Committee.

The Chair announced the names of LGA Councillors who had indicated their willingness to serve on the Executive Committee and asked for further nominations. When the final list of nominations had been determined, he declared the nominations closed.

Each candidate consented to serving and was invited to address the meeting.

An electronic vote was then conducted to select the LGA representative to serve on the Executive Committee.

The Chair then announced the names of Councillors who had indicated their willingness to serve on the Executive Committee and asked for further nominations. When the final list of nominations had been determined, he declared the nominations closed.

Each candidate consented to serving and was invited to address the meeting.

An electronic vote was then conducted to select the additional member of the Executive Committee.

Moved by President-Elect Comrie, seconded by Councillor King:

That Council accept the results of the electronic vote for the Executive Committee and approve the appointments of Councillor Rebecca Huang, LL.B., as the LGA representative and Councillor Changiz Sadr, P.Eng., as the additional members to the Executive Committee for the 2015-2016 Council year.

CARRIED

**11517
APPOINTMENT TO BOARD
COMMITTEES**

The Chair stated that, at the first meeting of Council following the Annual General Meeting, Council is to make several appointments that determine the structure of Council for the ensuing year. He explained that Board Committees are committees that operate on a Council year basis (i.e. Annual General Meeting to Annual General Meeting) and whose membership must be composed of a majority of sitting members of Council.

a) Audit Committee

The Chair announced the names of Councillors who had indicated their willingness to serve on the Audit Committee and asked for further nominations. When the final list of nominations had been determined, he declared the nominations closed.

By acclamation, five Councillors were appointed to the Audit Committee.

Moved by Councillor Colucci, seconded by Councillor Dony:

That Council approve the acclaimed appointments of President Chong, P.Eng., and Councillors Danny Chui, P.Eng., Santosh Gupta, P.Eng., Ewald Kuczera, P.Eng. and Changiz Sadr, P.Eng. as members to the Audit Committee for the 2015-16 Council year.

CARRIED

b) Finance Committee

The Chair announced the names of Councillors who had indicated their willingness to serve on the Finance Committee and asked for further nominations. When the final list of nominations had been determined, he declared the nominations closed.

Each candidate who consented to serve was invited to address the meeting.

An electronic vote was then conducted to select the members of the Human Resources Committee.

Moved by Vice President Quinn, seconded by Councillor Kuczera:

That Council accept the results of the electronic vote and approve the appointments of Councillors David Brown, P.Eng., Nick Colucci,

11517
APPOINTMENT TO BOARD
COMMITTEES – Cont'd

P.Eng., Roger Jones, P.Eng., and Charles Kidd, P.Eng. as members
to the Finance Committee for the 2015-16 Council year.

CARRIED

c) Human Resources Committee

The Chair announced the names of Councillors who had indicated their willingness to serve on the Human Resources Committee and asked for further nominations. When the final list of nominations had been determined, he declared the nominations closed.

Each candidate who consented to serve was invited to address the meeting.

An electronic vote was then conducted to select the members of the Human Resources Committee.

Moved by Councillor Sadr, seconded by Councillor Gupta:

That Council accept the results of the electronic vote for the Human Resources Committee members and approve the appointments of Councillors David Brown, P.Eng. and Marilyn Spink, P.Eng. as additional members to the Human Resources Committee for the 2015-16 Council year.

CARRIED

d) Legislation Committee

The Chair announced the names of Councillors who had indicated their willingness to serve on the Legislation Committee and asked for further nominations. When the final list of nominations had been determined, he declared the nominations closed.

Each candidate consented to serving and was invited to address the meeting.

An electronic vote was then conducted to select the members of the Legislation Committee.

Moved by Councillor Colucci, seconded by Councillor Sadr:

That Council accept the results of the electronic vote for the Legislation Committee members and approve the appointments of Councillors Bob Dony, P.Eng., Roydon Fraser, P.Eng., Bill Kossta, Ewald Kuczera, P.Eng., and Sharon Reid, C.Tech. as members to the Legislation Committee for the 2015-16 Council year.

CARRIED

11518
OSPE-PEO Joint Relations Committee

The Chair announced the names of Councillors who had indicated their willingness to serve on the OSPE-PEO Joint Relations Committee (JRC) and asked for further nominations. When the final list of nominations had been determined, he declared the

nominations closed.

Each candidate who consented to serve was invited to address the meeting.

An electronic vote was then conducted to select the members of the OSPE-PEO Joint Relations Committee.

Moved by Councillor Shreewastav, seconded by Councillor Colucci:

That Council accept the results of the electronic vote for the OSPE-PEO Joint Relations Committee and approve the appointments of Councillors Roger Jones, P.Eng., Marilyn Spink,, P.Eng., and Warren Turnbull, P.Eng., as PEO's additional representatives on the OSPE-PEO Joint Relations Committee for the 2015-16 Council year.

CARRIED

**11519
OSPE Advocacy Committee**

The Chair announced the names of Councillors who had indicated their willingness to serve on the OSPE Advocacy Committee and asked for further nominations. When the final list of nominations had been determined, he declared the nominations closed.

Each candidate who consented to serve was invited to address the meeting.

An electronic vote was then conducted to select a member of the OSPE Advocacy Committee.

Moved by Councillor Kuczera, seconded by Councillor Chui:

That Council accept the electronic vote for the OSPE Advocacy Committee and approve the appointment of Councillor Mary Long-Irwin as PEO's representative on the OSPE-Advocacy Committee for the 2015-16 Council year.

CARRIED

**11520
Councillor Items**

There were no items brought forward for discussion or consideration.

**11521
Limited Licence Regulation –
Application Forms**

Vice President Dony explained that Council, at their February 6, 2015 meeting, approved a series of amendments to Regulation 941 to implement changes primarily to the Limited Licence (and by extension, to the Certificate of Authorization). In order for implementation to take place on July 1, 2015, Council is required to approve the Limited Licence Application form and the Application for Certificate of Authorization form as drafted in November 2013.

Moved by Vice President Dony, seconded by President-Elect Comrie:

That the “Limited Licence Application” (dated November 2013) and the “Application for Certificate of Authorization” (dated November 2013) as presented to the meeting at -500-10 Appendix A and Appendix B, be approved, to become effective in Regulation 941 on July 1, 2015.

CARRIED

There being no further business, the meeting concluded.

These minutes consist of ten pages and minutes 11509 to 11521 inclusive.

T. Chong, P.Eng., Chair

G. McDonald, P.Eng., Registrar

CHANGES TO 2015 COMMITTEES AND TASK FORCES MEMBERSHIP ROSTER

Purpose: To approve changes to 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 (Item 4)]

That Sections 1 (Board Committees) and 2 (Other Committees Reporting to Council) of the 2015 PEO Committees and Task Forces Membership Roster be approved as presented at C-501-3.3, Appendices A and B.

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 confirm interim appointments to committees during the year, authorizing 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.

According to the *Procedures for Appointing Councillors to Committees* under the Committees and Task Forces Policy, 'Board Committees operate on a Council year basis (i.e. annual general meetings (AGM) to AGM) and all members of all board committees, including non-Councillors, are to be appointed or re-appointed at this time'.

Appendix A is the *2015 Committees and Task Forces Membership Roster* updated after AGM, which includes changes to all Board Committees.

Appendix B sets out changes to Sections 1 (Board Committees) and 2 (Other Committees Reporting to Council) of the Roster that are reflected in Appendix A, such as resignations, mid-year appointments of new members, appointment of Council Liaisons as well as election of Chair(s)/Vice Chair(s).

2. Proposed Action / Recommendation

Approve changes to the *2015 PEO Committees and Task Forces Membership Roster (updated after the AGM)* as per the Committees and Task Forces Policy, Role of Council (Item 4).

3. Next Steps (if motion approved)

- If approved, the newly appointed members will be notified accordingly.
- The *2015 Committee and Task Force Membership Roster (updated after the AGM)* will be posted on PEO's website.

4. Peer Review & Process Followed

Process Followed	Committees and Task Forces Policy – Role of Council <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 – 2015 PEO Committees and Task Forces Membership Roster.
- Appendix B – Changes to Sections 1 and 2 of the Roster.

2015 PEO ANNUAL MEMBERSHIP ROSTER**Updated after 2015 Annual General Meeting (AGM)****Section 1: Board Committees***

Board Committees have a fiduciary and/or oversight role; operate on a Council year basis (i.e. Annual General Meeting (AGM) to AGM); have the majority of its members as sitting members of Council; and members are selected either by position, election or appointment at the Council meeting immediately following the AGM.

*The President and the president-elect shall be *ex-officio members* of all committees established under Section 30 of By-Law 1 (i.e. all committees not established by the Act of Regulations).

Executive Committee (EXE)		
Mandate as per Terms of Reference	<p>"The Executive Committee,</p> <p>a) may act on behalf of the Council with respect to urgent matters arising between regular meetings of the Council but shall report to the Council with respect to such actions;</p> <p>b) may consult with other committees of the Council;</p> <p>c) shall act upon or report upon matters that are referred to it by the Council;</p> <p>d) may advise the CEO/Registrar or any other officer or official of PEO on matters of policy;</p> <p>e) may make periodic reviews, forecasts, plans and recommendations to the Council concerning the future organization and operation of the Association;</p> <p>f) may advise the Council on matters pertaining to the Canadian Council of Professional Engineers; and</p> <p>g) may advise the Council on all financial matters, including, without limitation, investments, budgets, capital requirements, income, expenditures, salaries, reserves and contingencies or extraordinary expenses, both for current and future operations."</p> <p>[R.R.O. 1990, Reg. 941, s. 29.]</p> <p><u>EXE Terms of Reference</u></p>	
Composition	President, president-elect, past-president, appointed and elected vice-presidents, at least one LGA Councillor and additional Councillor(s), if any, as determined by Council at its first meeting following the AGM.	
	EXE Committee Members (appointed to role)	Contributing From / To
Chair	President Chong	2011/12, 2013 - AGM 2016
	Past President Adams	2007 - AGM 2016
	President-elect Comrie	2001/06, 2012/13, 2014 - AGM 2016
	Vice-president (elected) Quinn	1997/01, 2005/08, 2011/12, 2015 - AGM 2016
	Vice-president (appointed) Dony	2015 - AGM 2016
	LGA Councillor Huang	2009 - AGM 2016
	Councillor Sadr	2015 - AGM 2016
Committee Advisor	Gerard McDonald - Registrar	2014

Audit Committee (AUC)		
Mandate as per Terms of Reference	To oversee the auditing of the association's financial statements by an external auditor; and To monitor the Accounting and Financial reporting processes and Systems of Internal Control.	
	<u>AUC Terms of Reference</u>	
Composition	5 members; at least 3 members must be current members of Council.	
AUC Members (appointed to role)		Contributing From / To
Chair	TBD	
Vice Chair	TBD	
	President Chong (Past Chair 2014)	2006 - AGM 2016
	Councillor Chui	2014 - AGM 2016
	LGA Councillor Gupta (Past Vice Chair 2014)	2014 - AGM 2016
	Councillor Kuczera	2013 - AGM 2016
	Councillor Sadr	2013 - AGM 2016
AUC Subcommittee Members (appointed to role)		Contributing From / To
Volunteer Expense Appeal Subcommittee	TBD	
	TBD	
	TBD	
Committee Advisor	Maria Cellucci - Controller, Financial Services	2011
Staff Support	TBD	
Admin Support	Lucy Capriotti - Administrative Assistant, Financial Services	2008

Finance Committee (FIC)		
Mandate as per Terms of Reference	To review financial projections and recommend appropriate financial strategies, including program reviews and capital projects. To review the annual budget and make recommendations to Council. To monitor short term and long term investment policy. For both short term and long term pension funds. To assist in the identification of factors having significant impact on the budget. To review financial performance against the budget. To recommend policies to permit more effective budgetary control, fee remission, investment and insurance.	
	<u>FIC Terms of Reference</u>	
Composition	6 members; 4 members MUST be current members of Council.	
FIC Members (appointed to role)		Contributing From / To
Chair	TBD	
Vice Chair	TBD	
	Councillor Brown	2015 - AGM 2016
	Councillor Colucci	2014 - AGM 2016
	Councillor Jones (Past Vice Chair 2014)	2010/11, 2013 - AGM 2016
	Councillor Kidd	2014 - AGM 2016
	TBD - Non-councillor member(s)	

FIC Subcommittee Members (appointed to role)		Contributing From / To
Investment subcommittee	President Chong	2015 - AGM 2016
	TBD (HRC representative)	
	TBD (FIC representative)	
	Fern Gonçalves (Pension Plan Administrator) (non-voting)	2014 - AGM 2016
	Sal Guerriero (Registered Pension Plan member)	2014 - AGM 2016
Committee Advisor	Maria Cellucci - Controller, Financial Services	2011
Staff Support	TBD	
Admin Support	Lucy Capriotti - Administrative Assistant, Financial Services	2008

Human Resources Committee (HRC)		
Mandate as per Terms of Reference	<p>To conduct the recruitment process for the position of CEO/Registrar and make recommendations to Council; participate in the selection of senior staff.</p> <p>To review the performance and compensation of the CEO/Registrar and make recommendations to Council.</p> <p>To establish annual measurable goals and objectives for the position of CEO/Registrar for Council's review and approval.</p> <p>Act as reviewer on significant human resources issues.</p> <p>To work with the government appointments secretariat regarding LGA appointments.</p> <p>Act as reviewer on significant staff human resources issues.</p> <p><u>HRC Terms of Reference</u></p>	
Composition	5 members, President, President-elect, Past President, and two current members of Council.	
HRC Members (appointed to role)		Contributing From / To
Chair	TBD	
	President Chong	2014 - AGM 2016
	President-elect Comrie	2004/06, 2012/13, 2014 - AGM 2016
	Past President Adams	2007 - AGM 2016
	Councillor Brown	2014 - AGM 2016
	LGA Councillor Spink	2015 - AGM 2016
Committee Advisor	Scott Clark - Chief Administrative Officer	2012
Staff Support	Fern Gonçalves - Director, People Development	2012

Legislation Committee (LEC)		
Mandate as per Terms of Reference	<p>To provide oversight and guidance to matters pertaining to PEO's Act, Regulation and By-Laws. This will include but not be limited to (i) acting as custodian for PEO Legislation, identifying PEO policies, rules and operational issues which touch on or affect PEO Legislation and providing guidance as to which of these should be put into legislation;(ii) overseeing draft changes to PEO Legislation and (iii) keeping Council apprised of relevant external Legislative initiatives and changes which may affect PEO Legislation.</p> <p><u>LEC Terms of Reference</u></p>	
Composition	5 members, all current members of Council.	

LEC Members (appointed to role)		Contributing From / To
Chair	Councillor Fraser (2015)	2009 - AGM 2016
Vice Chair	Vice-president (appointed) Dony (2015)	2012 - AGM 2016
	LGA Councillor Kossta	2009/14, 2015 - AGM 2016
	Councillor Kuczera	2015 - AGM 2016
	LGA Councillor Reid	2014 - AGM 2016
Council Liaison	Councillor Fraser (2011)	
Committee Advisor	Johnny Zuccon - Deputy Registrar, Tribunals & Regulatory Affairs	2010

OSPE-PEO Joint Relations Committee (OSPE-PEO JRC)		
Mandate as per Terms of Reference	<p>The purpose of the Committee is to:</p> <p>a) Build relationships between the leaders of the two organizations to strengthen regulation, service and advocacy for the profession within their respective mandates;</p> <p>b) Facilitate the exchange of information between the two organizations;</p> <p>c) Identify issues and facilitate cooperation between the two organizations in areas of mutual interest / concern; and</p> <p>d) Provide a forum for the discussion and informal resolution of potential areas of opportunity or conflict between the two organizations.</p> <p><u>JRC Terms of Reference</u></p>	
Composition	<p>The Committee consists of the following members: a) The President/Chair plus three (3) senior volunteers of the Ontario Society of Professional Engineers; b) The Chief Executive Officer of the Ontario Society of Professional Engineers; c) The President and three (3) senior volunteers of Professional Engineers Ontario; and d) The Chief Executive Officer of Professional Engineers Ontario.</p>	
OSPE-PEO JRC Members (appointed to role)		Contributing From / To
Co-Chairs	President Chong	2015 - AGM 2016
	Karen Chan (OSPE President/Chair) (2015)	2014 - OSPE AGM 2016
	Sandra Ausma (OSPE Board Director)	2015 - OSPE AGM 2016
	Councillor Jones	2015 - AGM 2016
	Gerard McDonald (Registrar)	2014
	Michael Monette (OSPE Vice Chair)	2015 - OSPE AGM 2016
	Sandro Perruzza (OSPE CEO)	2014
	LGA Councillor Spink	2014 - AGM 2016
	Councillor Turnbull	2015 - AGM 2016
	Danny Young (OSPE Past Chair)	2004/08, 2010/12, 2014 - OSPE AGM 2016
	Council Liaison	TBD [to be appointed by Council]
Committee Advisor	Gerard McDonald - Registrar	2014

Regional Councillors Committee (RCC)		
Mandate as per Terms of Reference	<p>To act as the responsible authority for the PEO Chapters in the five PEO regions.</p> <p>To respond to Council, chapters and regions on matters of concern to chapters and regions.</p> <p>To respond to Council on matters pertaining to the approved Mission, Focus and Strategic Plan of the association.</p> <p><u>RCC Terms of Reference</u></p>	

Composition	10 members, all current members of Council elected as Regional Councillors. RCC Chairs and Vice Chairs are elected annually from within the committee via secret ballot.	
RCC Members (appointed to role)		Contributing From / To
Chair	Councillor Sadr (2015)	2013 - AGM 2017
Vice Chair	Councillor Colucci (2015)	2014 - AGM 2016
	Councillor Brown	2013 - AGM 2017
	Councillor Chui	2012 - AGM 2016
	Councillor Kidd	2014 - AGM 2016
	Councillor King (Past Chair 2013/14)	2008 - AGM 2016
	Councillor Kuczera	2013 - AGM 2017
	Councillor Preley	2015 - AGM 2017
	Councillor Robert	2014 - AGM 2016
	Councillor Turnbull	2015 - AGM 2017
Council Liaison	Councillor Sadr (2015)	
Committee Advisor	Matthew Ng - Manager, Chapters	2007

Section 2: Other Committees Reporting to Council

(Operate on a calendar year)

Academic Requirements Committee (ARC)		
Mandate as per Terms of Reference	To assess the academic qualifications of applicants referred to the Academic Requirements Committee (ARC) by the Registrar or requested the ARC to review their qualifications, To advise Professional Engineers Ontario (PEO) on academic matters relating to PEO Admission procedures and policies, and To oversee the Professional Practice Examination (PPE). <u>ARC Terms of Reference</u>	
Composition	27 members; Majority are Professors/Associate Professors at one of Ontario's Engineering universities. Members MUST be licensed P.Engs.	
ARC Members (appointed to role)		Contributing From / To
Chair	Barna Szabados (2012, re-elected 2015)	2000 - Dec 2015
Vice Chair	Leila Notash (2015)	2003 - Dec 2015
	Sanjiwan D. Bhole	2004 - Dec 2015
	Yehoudith (Judith) Dimitriu	1992 - Dec 2015
	Bob Dony (Past Chair 2011-2012)	1998 - Dec 2015
	Waguhi H. ElMaraghy	1989-94, 1998 - Dec 2015
	Amir Fam	2010 - Dec 2015
	Roydon Fraser	1998 - Dec 2015
	Stelian George-Cosh (2012, past Vice Chair)	2004 - Dec 2015
	Ross L. Judd	Pre-1984 - Dec 2015
	Meilan Liu	2010 - Dec 2015
	Joseph (Joe) Lostracco	2014 - Dec 2015
	Magdi Emile Mohareb	2010 - Dec 2015
	Girgis (George) Nakhla	2003 - Dec 2015
	Suresh Neethirajan	2013 - Dec 2015
	Remon Pop-Iliev	2005 - Dec 2015
	Amin S. Rizkalla	2010 - Dec 2015
Heather D. Sheardown	2005 - Dec 2015	

New appointments are in **bold**.

OSPE representatives are identified with beige highlight.

Non-P.Eng. volunteers are identified with blue highlight.

	Medhat Shehata	2014 - Dec 2015
	Shamim A. Sheikh	2002 - Dec 2015
	Juri Silmberg	Pre-1984 - Dec 2015
	Jacqueline Stagner	2013 - Dec 2015
	J. Allen Stewart	2014 - Dec 2015
	Ramesh Subramanian	2013 - Dec 2015
	Seimer Tsang	1999 - Dec 2015
	Tze-Wei (John) Yeow	2010 - Dec 2015
	Malgorzata S. Zywno	1993 - Dec 2015
Council Liaison	Councillor Fraser (2009)	
Committee Advisor	Moody Farag - Manager, Admissions	2004

Advisory Committee on Volunteers (ACV)		
Mandate as per Terms of Reference	To assist and advise committees in fulfilling their operational requirement under the policy. To assist Council by reviewing proposed revisions to Committee and Task Force - Mandates, Terms of Reference, Work plans and Human Resource Plans.	
	<u>ACV Terms of Reference</u>	
Composition	Currently 9 members (all P.Engs) with experience as PEO volunteers at the Council, Committee and Chapter level.	
ACV Members (appointed to role)		Contributing From / To
Chair	Christopher Kan (2014, re-elected 2015)	2010 - Dec 2015
Vice Chair	Doug Hatfield (2015)	2002 - Dec 2015
	Councillor Colucci	2002 - Dec 2015
	Christian Bellini	2013 - Dec 2015
	Michael Chan (Past Chair 2011-2014)	2008 - Dec 2015
	Denis Dixon	1998 - Dec 2015
	Márta Ecsedi (Past Vice Chair)	2013 - Dec 2015
	Sean McCann	2015 - Dec 2015
	Vic Pakalnis	2011 - Dec 2015
ACV Subcommittee Members (appointed to role)		Contributing From / To
Conflict of Interest Policy Development Subcommittee	Christian Bellini	2014 - Dec 2015
	Michael Chan	2014 - Dec 2015
	Denis Dixon	2014 - Dec 2015
	Chris Kan	2015 - Dec 2015
Training and Committee Chairs Workshop Subcommittee	Doug Hatfield (Co-Chair since 2012)	2011 - Dec 2015
	Vic Pakalnis (Co-Chair since 2012)	2011 - Dec 2015
	Christopher Kan	2011 - Dec 2015
	Sean McCann	2015 - Dec 2015
Vital Signs Survey 2016 Subcommittee	Christian Bellini	2014 - Dec 2015
	TBD	
Council Liaison	Councillor Colucci (2014)	
Committee Advisor	Fern Gonçalves - Director, People Development	2009
Staff Support	Viktoria Aleksandrova - Committee Coordinator	2009

New appointments are in **bold**.

OSPE representatives are identified with beige highlight.

Non-P.Eng. volunteers are identified with blue highlight.

Awards Committee (AWC)		
Mandate as per Terms of Reference	To coordinate, manage, promote and monitor the Professional Engineers Ontario (PEO) Ontario Professional Engineers Awards (OPEA) Program, Order of Honour (OOH), 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".	
	<u>AWC Terms of Reference</u>	
Composition	10 members	
	AWC Members (appointed to role)	Contributing From / To
Chair	Nancy E. Hill (2014)	2009 - Dec 2015
Vice Chair	John Severino (2014)	2009 - Dec 2015
	LGA Councillor Shreewastav	2014 - Dec 2015
	Michael A. Ball	1996-97, 2000 - Dec 2015
	Daniel Couture (OSPE)	2002 - Dec 2015
	G. Ross Gillett	2000 - Dec 2015
	Argyrios (Gerry) Margaritis	2006 - Dec 2015
	Clare Morris (OSPE)	2014 - Dec 2015
	Stephen Tsui	2003 - Dec 2015
	Helen Wojcinski (Past Chair 2011-2014)	2007 - Dec 2015
	AWC Subcommittee Members (appointed to role)	Contributing From / To
Sterling Award Subcommittee	John Severino (Chair)	2013 - Dec 2015
	George Comrie	2009 - Dec 2015
	Andrew M. Dowie	2010 - Dec 2015
	Márta Ecsedi	2009 - Dec 2015
	G. Ross Gillet (Past Chair 2011-2013)	2009 - Dec 2015
	Marisa Sterling	2009 - Dec 2015
	Valerie Sterling	2009 - Dec 2015
	AWC Subcommittee Members (appointed to role)	Contributing From / To
Joint PEO/OSPE OPEA Gala Advisory Subcommittee (GAC)	Helen Wojcinski - Chair (2014)	2014 - Dec 2015
	Daniel Couture (OSPE)	2014 - Dec 2015
	Nancy E. Hill	2014 - Dec 2015
	Clare Morris (OSPE)	2014 - Dec 2015
Council Liaison	LGA Councillor Shreewastav (2014)	
Committee Advisor	Fern Gonçalves - Director, People Development	2009
Staff Support	Olivera Tosic - Recognition Coordinator	2010

Central Election and Search Committee (CESC)	
Mandate as per Terms of Reference	The Central Election and Search Committee shall: (a) encourage Members to seek nomination for election to the Council as President-elect, vice-president or a councillor-at-large; (b) assist the Chief Elections Officer as may be required by him or her; and (c) receive and respond to complaints regarding the procedures for nominating, electing and voting for members to the Council in accordance with this Regulation. O. Reg. 157/07, s. 3 (3) <i>[Excerpt from R.R.O. 1990, REGULATION 941].</i>
	<u>CESC Terms of Reference</u>

Composition	5 members; the penultimate past-president; the immediate past-president; the president; and two other Members.	
CESC Members (appointed to role)*		Contributing From / To
Chair	Penultimate Past President Dixon	2012-13, 2014 - Sept 2015
	President Adams	2008-09, 2010 - Sept 2015
	Past President Bergeron	2013 - Sept 2015
	Paul Ballantyne	2014 - Sept 2015
	Phil Maka	2012 - Sept 2015
Council Liaison	Past President Bergeron (2014)	
Committee Advisor	Scott Clark - Chief Administrative Officer	2007

Complaints Committee (COC)		
Key Duties & Responsibilities as per Terms of Reference	<p>To investigate and consider complaints made by the public or members of the association regarding the conduct or actions of PEO members, licence holders, or Certificate of Authorization holders.</p> <p>To determine the appropriate course of action with respect to those complaints, in accordance with Section 24(2) of the Act.</p> <p>To direct the Discipline Committee to hear and determine allegations of professional misconduct or incompetence against PEO members, licence holders or Certificate of Authorization holders that come to the Committee's attention, as deemed necessary.</p> <p>To advise Council on matters relating to incompetence, professional misconduct and the Code of Ethics.</p> <p><u>COC Terms of Reference</u></p>	
Composition	Currently 15 members, HR Plan identifies 16 members; membership also includes two (2) LGA-Councillors (a minimum of one LGA is required for quorum) and 2 public members appointed by Attorney General. Membership represents a wide field of engineering practice.	
COC Members (appointed to role)		Contributing From / To
Chair	Tony Cecutti (2014, re-elected 2015)	2000 - Dec 2015
Vice Chair	Chris Roney (2014, re-elected 2015)	1998 - Dec 2015
	LGA Councillor Kossta	2008 - Dec 2015
	LGA Councillor Spink	2015 - Dec 2015
	Peter R. Braund, LL.B.	2013 - Oct 2015
	John Bray	2001 - Dec 2015
	David Filer	1998 - Dec 2015
	Peter Frise	1997 - Dec 2015
	Keith Fuller	2010 - Dec 2015
	Nancy E. Hill (Past Chair 2012-2013)	2000 - Dec 2015
	George McCluskey	2014 - Dec 2015
	David Moncur	2002 - Dec 2015
	M. Jane Phillips	1986-93, 1995 - Dec 2015
	A. Rebecca Pringlemeir	2014 - Dec 2015
	John Zane Swaigen, LL.M.	2013 - Oct 2015
Council Liaison	LGA Councillor Kossta (2015)	
Committee Advisor	Linda Latham - Deputy Registrar, Regulatory Compliance	2010

New appointments are in **bold**.

OSPE representatives are identified with beige highlight.

Non-P.Eng. volunteers are identified with blue highlight.

Complaints Review Councillor (CRC)		
Description	A Complaints Review Councillor appointed by Council pursuant s. 25 shall review the handling of complaints when the complainant is dissatisfied with the outcome [e.g. the complaint has been dismissed by the Complaints Committee and does not go forward to the Discipline Committee] to ensure that the process was administered correctly. <u>CRC Terms of Reference</u>	
Composition	3 members; restricted to (1) LGA member of current PEO Council or (2) a person approved by the Attorney General.	
CRC Members (appointed to role)		Contributing From / To
Chair	LGA Councillor Long-Irwin	2010 - Dec 2015
	Robert A. Kominar, LL.B.	2013 - Oct 2015
	Theodore Nemetz, LL.B.	2013 - Oct 2015
Council Liaison	LGA Councillor Long-Irwin (2010)	
Committee Advisor	Sal Guerriero - Manager, Tribunals	2008

Consulting Engineer Designation Committee (CEDC)		
Description	Committee that recommends to Council applicants for designation as a Consulting Engineer and permission for companies to use the title Consulting Engineers or variations thereof. <u>CEDC Terms of Reference</u>	
Composition	11 members; MUST be P.Eng.; majority are Consulting Engineers representing a variety of practice disciplines.	
CEDC Committee Members (appointed to role)		Contributing From / To
Chair	Eric Nejat (2013, re-elected 2015)	1995 - Dec 2015
Vice Chair	Douglas Barker (2013, re-elected 2015)	1994 - Dec 2015
	Denis Dixon	2000 - Dec 2015
	Roy Fletcher	1998 - Dec 2015
	J. Shawn Gibbons	2006 - Dec 2015
	Rob Kivi (CEO representative)	2015 - Dec 2015
	H. Richard Patterson	1995 - Dec 2015
	Larry Pond	1992 - Dec 2015
	Donald Christopher Redmond	2001 - Dec 2015
	Chris Roney	2009 - Dec 2015
	Gerry Webb	1988-2000, 2001 - Dec 2015
CEDC Subcommittee Members (appointed to role)		Contributing From / To
Eastern Subcommittee	J. Shawn Gibbons	2015 - Dec 2015
	Andrew Lawton	2012 - Dec 2015
	Andrew John Robinson	1991 - Dec 2015
	Gerry Webb	2015 - Dec 2015
Northern Subcommittee	Larry Pond	2015 - Dec 2015
	Donald Christopher Redmond	2001 - Dec 2015
Southern Subcommittee	Will Teron	2014 - Dec 2015
	1 vacancy	
Toronto Subcommittee	Douglas Barker	1994 - Dec 2015
	Levente Laszlo Diosady	2007 - Dec 2015

New appointments are in **bold**.

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Non-P.Eng. volunteers are identified with blue highlight.

Toronto Subcommittee (cont'd)	Roy Fletcher	2015 - Dec 2015
	Eric Nejat	2015 - Dec 2015
	Denis Dixon	2000 - Dec 2015
	Thomas Henry Woolhouse	2006 - Dec 2015
Western Subcommittee	Peter Golem	2015 - Dec 2015
	Rick Patterson	2015 - Dec 2015
	Robert Brian Pula	<2003 - Dec 2015
Council Liaison	TBD [to be appointed by Council]	
Committee Advisor	Lawrence Fogwill - Manager, Registration	2014

Discipline Committee (DIC)		
Mandate as per Terms of Reference	To hear and determine allegations of professional misconduct or incompetence against a member of the association, a holder of a Certificate of Authorization, a limited licence, a provisional licence, or a temporary licence To hear applicants for reinstatement under section 37 of the Professional Engineers Act. Perform such other duties assigned by Council. <u>DIC Terms of Reference</u>	
Composition	Set out in the <i>Professional Engineers Act</i> : 27. (1) The Discipline Committee is continued and shall be composed of the following persons appointed by the Council: 1. At least one elected member of the Council. 2. At least one member of the Association who is, i. a member of the Council appointed by the Lieutenant Governor in Council, or ii. not a member of the Council, and approved by the Attorney General. 3. At least one person who is, i. a member of the Council appointed by the Lieutenant Governor in Council under clause 3 (2) (c), or ii. neither a member of the Council nor a member of the Association, and approved by the Attorney General. 4. At least three members of the Association each of whom has at least 10 years experience in the practice of professional engineering. 2010, c. 16, Sched. 2, s. 5 (59).	
	DIC Members (appointed to role)	Contributing From / To
Chair	Michael Wesa (2013)	1992 - Dec 2015
Vice Chair	Ravi Gupta (2013)	2003 - Dec 2015
Appointed per 27. (1) 1. At least one elected member of the Council.	President Chong	2012 - AGM 2016
	Councillor Chui	2012 - AGM 2016
	Vice-president (appointed) Dony	2012 - AGM 2016
	Councillor Fraser	1998 - AGM 2017
	Councillor Kidd	2014 - AGM 2016
	Councillor King	2008 - AGM 2016
Appointed per 27. (1) 2. At least one member of the Association who is, i. a member of the Council appointed by the Lieutenant Governor in Council, or ii. not a member of the Council, and approved by the Attorney General.	LGA Councillor Bhatia	2009 - Dec 2015
	LGA Councillor Gupta	2002 - Dec 2015
	LGA Councillor Hilton	2007 - Dec 2015
	LGA Councillor Shreewastav	2005 - Dec 2015

New appointments are in **bold**.

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Appointed per 27. (1) 3. At least one person who is, i. a member of the Council appointed by the Lieutenant Governor in Council under clause 3 (2) (c), or ii. neither a member of the Council nor a member of the Association, and approved by the Attorney General.	LGA Councillor Huang	2011 - Dec 2015
	LGA Councillor Reid	2011 - Dec 2015
	Richard Elliot Austin, LL.B.	2013 - Oct 2015
	Stella Harmantas Ball, LL.B.	2013 - Oct 2015
	David N. Germain, J.D.	2013 - Oct 2015
	Leigh Andrew Lampert, LL.B.	2013 - Oct 2015
	Kathleen L. Robichaud, LL.B.	2013 - Oct 2015
	Sonia Singh, LL.B.	2013 - Oct 2015
	Evelyn J. Spence, LL.B.	2013 - Oct 2015
	Karen S. Valentine, LL.B.	2013 - Oct 2015
Appointed per 27. (1) 4. At least three members of the Association each of whom has at least 10 years experience in the practice of professional engineering.	James Amson	2011 - Dec 2015
	Paul Ballantyne	2010 - Dec 2015
	Colin Cantlie	2001 - Dec 2015
	Corneliu Chisu	2009-11, 2012 - Dec 2015
	Bruce Clarida	2000 - Dec 2015
	Gina Cody	2000 - Dec 2015
	Kam Elguindi	1993-95, 1998 - Dec 2015
	Diane Freeman	2003-11, 2012 - Dec 2015
	Aubrey Friedman	2004 - Dec 2015
	Daniela Iliescu	1992 - Dec 2015
	Rishi Kumar	2004 - Dec 2015
	Leslie (Les) Mitelman	2011 - Dec 2015
	Jag Mohan	1990 - Dec 2015
	Nick Monsour	1987 - Dec 2015
	Anne Poschmann	1993 - Dec 2015
	Pat Quinn	2011 - Dec 2015
	Glenn Richardson	1997 - Dec 2015
	David Robinson	2004 - Dec 2015
	Edward Rohacek	1985 - Dec 2015
	L. Brian Ross	1995 - Dec 2015
	Virendra Sahni	2004 - Dec 2015
	Kenneth Serdula	1994 - Dec 2015
	David Spacek	2008 - Dec 2015
Albert Sweetnam	2002 - Dec 2015	
Henry Tang	2004 - Dec 2015	
John Vieth	2004 - Dec 2015	
William Walker	>1984 - Dec 2015	
R. Anthony Warner	2000 - Dec 2015	
Rob Willson	2011 - Dec 2015	
Council Liaison	LGA Councillor Bhatia (2011)	
Committee Advisor	Johnny Zuccon - Deputy Registrar, Tribunals & Regulatory Affairs	2008

* Lieutenant Governor Appointees and Councillors may stay on the Discipline Committee once no longer holding those positions, subject to approval of the Chair of the Discipline Committee **and appointed by Council pursuant to section 27(1)4**. The terms of Councillors Fraser and Gupta on the Discipline Committee are to continue under the Professional Engineers Act, s. 27(1)4. should they no longer be Councillors while serving on the Discipline Committee.

Education Committee (EDU)		
Description	Committee on awareness matters involved in pre-university student and educator outreach and curriculum issues involving math, science and technology. Also administers the Engineer-in-Residence program.	
	<u>EDU Terms of Reference</u>	
Composition	Currently 9 members; representation from chapter education activities; elementary/secondary/post-secondary schools and private sector companies.	
EDU Members (appointed to role)		Contributing From / To
Chair	Samer Inchasi (2012/14, re-elected in 2015)	2010 - Dec 2015
Vice Chair	Michael Arthur (2014, re-elected 2015)	2012 - Dec 2015
	Ramy Ghattas	2012/13, 2014 - Dec 2015
	Wanda Mary Juricic	2010 - Dec 2015
	Ravi K. Peri	2010 - Dec 2015
	Priscilla Williams, EIT (EIT representative)	2014 - Dec 2015
	Karen Cain	2015 - Dec 2015
	Gordon Griffith	2015 - Dec 2015
	Radomir Grigorov	2015 - Dec 2015
Council Liaison	TBD [to be appointed by Council]	
Committee Advisor	Jeannette Chau - Manager, Student and Government Liaison Programs	2011
Staff Support	Gonzalo Pinos - Student and Government Liaison Program Coordinator	2014

Enforcement Committee (ENF)		
Mandate as per Terms of Reference	To advise Council on matters relating to the enforcement of the provisions of the <i>Professional Engineers Act</i> dealing with unlicensed and unauthorized practice.	
	<u>ENF Terms of Reference</u>	
Composition	9 members; All MUST be P.Eng.; One must be a lawyer as well; representation from a variety of engineering practice.	
ENF Members (appointed to role)		Contributing From / To
Chair	Peter Broad (2013/14, re-elected 2015)	2009 - Dec 2015
Vice Chair	Roger Barker (2013/14, re-elected 2015)	2010 - Dec 2015
	Stephen Georgas, LL.B.	2012 - Dec 2015
	Gary Houghton	2000 - Dec 2015
	William Jackson (Chair 2009-2012)	2000 - Dec 2015
	Solomon Ko	2000 - Dec 2015
	Donald Marston, LL.B.	2007 - Dec 2015
	Edward Poon	2008 - Dec 2015
	Ajai Varma	2008 - Dec 2015
	1 vacancy	
Council Liaison	Councillor Kuczera (2015)	
Committee Advisor	Linda Latham - Deputy Registrar, Regulatory Compliance	2011
Staff Support	Marisa Sterling - Manager, Enforcement, Regulatory Compliance	2010

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	Steven Haddock - Compliance Officer, Regulatory Compliance	2002
Removal of Industrial Exception Task Force (RIETF) - Enforcement Subcommittee		
Mandate as per Terms of Reference	To determine how PEO may best assist industry with the implementation of the removal of the industrial exception.	
	<u>RIETF Terms of Reference</u>	
Composition	Members from affected industry associations, affected individuals, as well as at least two members of the Enforcement Committee. Members appointed by PEO Council.	
RIETF members (appointed to role)		Contributing From / To
Chair	Peter Broad (re-elected in 2012)	2010 - Dec 2015
Vice Chair	Duncan E.F. Blachford (2012)	2011 - Dec 2015
	Dave Adams	2011 - Dec 2015
	Thomas Chong	2011 - Dec 2015
	Wayne Kershaw	2010 - Dec 2015
	Ahmand Khadra, EIT	2011 - Dec 2015
	Clarence Klassen	2011 - Dec 2015
	James Lowe	2011 - Dec 2015
	Yogarane (Ranee) Mahalingam	2011 - Dec 2015
	Tracy McColl	2011 - Dec 2015
	Phil Smith	2012 - Dec 2015
	Stela Stevandic	2010 - Dec 2015
	Kenneth Warden	2011 - Dec 2015
	Michael Wesa	2011 - Dec 2015
Removal of Industrial Exception Ambassadors (appointed to role)		Contributing From / To
	David Howard	2013 - Dec 2015
	Chris Kan	2013 - Dec 2015
	Tom Norton	2013 - Dec 2015
	Frank Verardi	2013 - Dec 2015
Council Liaison	Past President Adams (2010)	
Committee Advisors	Marisa Sterling - Manager, Enforcement, Regulatory Compliance	2010
	Steven Haddock - Compliance Officer, Regulatory Compliance	2010

Equity and Diversity Committee (EDC)		
Mandate as per Terms of Reference	To recommend action plan to integrate equity and diversity values and principles into the general policy and business operations of PEO.	
	<u>EDC Terms of Reference</u>	
Composition	8 members; represents broad diversity of PEO membership.	
EDC Members (appointed to role)		Contributing From / To
Chair	Márta Ecsedi (2004)	2004 - Dec 2015
Vice Chair	Mervin Dewasha (2012)	2004 - Dec 2015
	Greg Allen	2012 - Dec 2015
	Rishi Kumar	2004 - Dec 2015

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	Sharon Reid	2011 - Dec 2015
	Shaun Rose	2004 - Dec 2015
	Rakesh Shreewastav	2009 - Dec 2015
	Vera Straka	2011 - Dec 2015
Council Liaison	LGA Councillor Shreewastav (2009)	
Committee Advisor	Fern Gonçalves - Director, People Development	2009
Staff Support	Olivera Tosic - Recognition Coordinator	2010

Experience Requirements Committee (ERC)

Mandate as per Terms of Reference	To assess the experience of applicants through file review and by personal interview as may be required: (a) To determine if experience under the Regulations has been met; (b) To recommend to the ARC how experience should be taken into account in assigning of examinations; (c) To interview applicants where there is a question of the ability to communicate effectively in English; and (d) in the case of reinstatement – to assess applicant's knowledge and understanding of the current laws and standards governing the practice of professional engineering.
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ERC Terms of Reference

Composition	154 members; membership is restricted; MUST be P.Eng.; MUST have at least 10 years of engineering work experience.
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ERC Members (appointed to role)		Contributing From / To
Chair	Santosh Gupta (2012/14, re-elected in 2015)	2000 - Dec 2015
Vice Chair	David Kiguel (2015)	2004 - Dec 2015
	Samuel Abd el Malek	2007 - Dec 2015
	Galal Abdelmessih	2004 - Dec 2015
	Ali Afshar	2006 - Dec 2015
	Shah Alamgir	2012 - Dec 2015
	Behzad Alavi	2010 - Dec 2015
	George Apostol	2000 - Dec 2015
	Nanjappan Ardhanarisamy	2014 - Dec 2015
	Behrouz (Bruce) Atrie	2004 - Dec 2015
	Magdy Milad Attia	2009 - Dec 2015
	Afshin Azadmanesh Samimi	2013 - Dec 2015
	Arshad Azhar	2005 - Dec 2015
	Naeim Azizi Tavakkoli	2013 - Dec 2015
	Devinder Bahra	2004 - Dec 2015
	Steven Bailey	2013 - Dec 2015
	Pregrad Banjanin	2011 - Dec 2015
	Christian Bellini (Past Chair)	2005 - Dec 2015
	Mark Bendix	2003 - Dec 2015
	Md Soharab U. Bhuiyan	2008 - Dec 2015
	Duncan Blachford	2012 - Dec 2015
	Spiridon Bot	2006 - Dec 2015
	Mohamed Boutazakhti	2008 - Dec 2015
	Ruben Burga	2012 - Dec 2015
	Betty Anne Butcher	1996 - Dec 2015
	Jeremy Carkner	2012 - Dec 2015
	Pelegirino V. Castaldo	2013 - Dec 2015

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Raju Chander	2006 - Dec 2015
Jian Ming (Jimmy) Chang	2005 - Dec 2015
Michael Chapman	2006 - Dec 2015
V. George Chelvanayagam	2004 - Dec 2015
Dan Cosmin	2006 - Dec 2015
Michael Dang	2000 - Dec 2015
Farid Danial	2005 - Dec 2015
Roger De Gannes	2013 - Dec 2015
Charles De la Riviere	2002 - Dec 2015
Milorad Dimitrijevic	2006 - Dec 2015
Mircea Dreve	2005 - Dec 2015
Afshin Ebtekar	2004 - Dec 2015
S. Jalal Emami	2005 - Dec 2015
Hassan Erfanirad	2005 - Dec 2015
Zbigniew Ewertowski	2004 - Dec 2015
Reda Fayek	2006 - Dec 2015
Roberto Floh	1996 - Dec 2015
Rabiz Foda	2000 - Dec 2015
Ketan Gandhi	2013 - Dec 2015
Dalila Giusti	2001 - Dec 2015
Branislav Gojkovic	2004 - Dec 2015
Dragan Grandic	2005 - Dec 2015
Mohinder Grover	1999 - Dec 2015
Liang Guo	2014 - Dec 2015
Ravi Gupta (Past Vice Chair 2012/13)	1992 - Dec 2015
Faiz Hammadi	2005 - Dec 2015
Barry Hitchcock	1997 - Dec 2015
Md Akhtar Hossain	2013 - Dec 2015
Magued Ibrahim	2004 - Dec 2015
Shawky Ibrahim	2004 - Dec 2015
Marios A. Ioannidis	2010 - Dec 2015
William Jackson	1996 - Dec 2015
Peter Jarrett	1998 - Dec 2015
Ayvun E. Jeganathan	2005 - Dec 2015
Jega Jeganathan	2014 - Dec 2015
David A. Kahn	2009 - Dec 2015
Satish Kanaujia	2004 - Dec 2015
Vjayanthi Keshavamurthy	2014 - Dec 2015
Mohammad Khalid	2013 - Dec 2015
Nazli Khan	2014 - Dec 2015
Saleemullah Khan	2006 - Dec 2015
Berta Krichker	1998 - Dec 2015
Rishi Kumar	2004 - Dec 2015
Desmond Lau	2007 - Dec 2015
C. LeRoy Lees	1999 - Dec 2015
Dexter Lestage	2005 - Dec 2015
Guo Min (Galen) Li	2006 - Dec 2015

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John Lill	2010 - Dec 2015
Ramiro Liscano	2007 - Dec 2015
Bosko Madic	2005 - Dec 2015
Yogarane (Ranee) Mahalingam	2006 - Dec 2015
Nazmy Markos	2007 - Dec 2015
Alexei Martchenko	2005 - Dec 2015
James McConnach	2001 - Dec 2015
Florin Merauta	2014 - Dec 2015
Constantin Mighiu	2004 - Dec 2015
Huirong Min	2013 - Dec 2015
Bahram Mirpourian	2002 - Dec 2015
Cameran Mirza	1998 - Dec 2015
Elmer Mittelstaedt	1998 - Dec 2015
Michael Mladjenovic	2013 - Dec 2015
George Mlynsky	1998 - Dec 2015
Jiteshkumar Modi	2004 - Dec 2015
V. Alan Moore	2001 - Dec 2015
Miriam Mozes	1995 - Dec 2015
Zoran Mrdja	2005 - Dec 2015
John Mrkonjic	2004/13, 2014 - Dec 2015
Muhammad Mudassar	2008 - Dec 2015
Anis Muhammad	2005 - Dec 2015
Thamir (Tom) Murad	2004 - Dec 2015
Maged Naguib	2009 - Dec 2015
Rodica Nitu	2010 - Dec 2015
Jacinta O'Brien	1992 - Dec 2015
Attila Olah	2005 - Dec 2015
Catalin Gabriel Onea	2005 - Dec 2015
Gheorghe (George) Oprea	2001 - Dec 2015
Mario A. Orbeozo	2004 - Dec 2015
Daniel R. Ospina	2013 - Dec 2015
Tibor Palinko	2002 - Dec 2015
Efeng (Michael) Pan	2013 - Dec 2015
Anthony Paz	1998 - Dec 2015
Andrew Tadeusz Poray	2009 - Dec 2015
Saverio Pota	2015 - Dec 2015
Robert Primeau	2002 - Dec 2015
Eugene J. Puritch	2007 - Dec 2015
Majid Rahimi-Chatri	2008 - Dec 2015
Julija Rakocevic	2013 - Dec 2015
Venkatasubramanian Raman	2006 - Dec 2015
Mario R. Ramirez-Roldan	2010 - Dec 2015
Comondore (Ravi) Ravindran	2001 - Dec 2015
Farzad Rayegani	2002 - Dec 2015
Shiraz Yusuf Rehmani	2013 - Dec 2015
Amin Rizkalla	2005 - Dec 2015
Ghaus M. Rizvi	2013 - Dec 2015

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	Yuliya (Julia) Rozhko	2005 - Dec 2015
	Titus Rusu	2013 - Dec 2015
	Changiz Sadr	2003 - Dec 2015
	Saeid Safadel	2004 - Dec 2015
	Magdy S. Samaan	2008 - Dec 2015
	William S. Sanabria Nunez	2010 - Dec 2015
	Peter Schmidt	2000 - Dec 2015
	Paul Seager	1999 - Dec 2015
	George S. Semaan	2005 - Dec 2015
	Vladimir (Walter) Serov	2008 - Dec 2015
	Tahir Shafiq	1995 - Dec 2015
	Urmish Shah	2008 - Dec 2015
	Abdul Waheed Shaikh	2012 - Dec 2015
	Duncan Sidey	2006 - Dec 2015
	Frank Sigouin-Allan	2001 - Dec 2015
	Ferdo Simov	2004 - Dec 2015
	John M. Smith	2005 - Dec 2015
	Saleh Tadros	2000 - Dec 2015
	Sasa (Sasha) Tasic	2005 - Dec 2015
	Mihir Thakkar	2009 - Dec 2015
	Uthayakaren Thurairajah	Mar 2015 - Dec 2015
	William Van-Heyst	2012 - Dec 2015
	Ivan Vasiljevic	2013 - Dec 2015
	Milan J. Vyas	2007 - Dec 2015
	Jianguo Wang	2010 - Dec 2015
	Mingchun (David) Wang	2008 - Dec 2015
	Donald Worth	1999 - Dec 2015
	Yu Song (Matthew) Xie	2000 - Dec 2015
	Qi (Sharon) Xue	2010 - Dec 2015
	De Zi Yang	2004 - Dec 2015
	Shigong (George) Yin	2004 - Dec 2015
	Richard Yoon	2003 - Dec 2015
	Sufang (Sarah) Zhang	2005 - Dec 2015
Council Liaison	LGA Councillor Gupta (2009)	
Committee Advisor	Pauline Lebel - Manager, Licensure	2011

Fees Mediation Committee (FMC)

Description	Pursuant to Section 32 of the <i>Professional Engineers Act</i> and Sections 30 and 31 of Regulation 941, the committee is formed as required to mediate or arbitrate fee disputes between engineers and their clients. Council designates members as being eligible to serve on the Fees Mediation Committee. <u>FMC Terms of Reference</u>
Composition	5 members are currently designated as eligible to serve on the FMC. Committee members are designated by Council. The Complaints Review Councillor and members of Complaints or Discipline Committees are not eligible for membership on the FMC.

FMC Members (appointed to role)		Contributing From / To
Chair	Kathryn G. Sutherland	2006 - Dec 2015
Vice Chair	TBD	
	David B. Caryll	2000 - Dec 2015
	Gordon Danson	2006 - Dec 2015
	J. Guy Potvin	2010 - Dec 2015
	Peter F. Scott	1989 - Dec 2015
Council Liaison	TBD [to be appointed by Council]	
Committee Advisor	Sal Guerriero - Manager, Tribunals	2012
Staff Support	Svitlana Tereshchenko - Tribunals Law Clerk	2012

Government Liaison Committee (GLC)		
Mandate as per Terms of Reference	To provide oversight and guidance for the PEO Government Liaison Program (GLP). <u>GLC Terms of Reference</u>	
Composition	Member of the Regional Councillors Committee (RCC), 2 LGA members of Council, Chapter GLP Chair, P.Eng. active in a Riding Association, P.Eng. member of OSPE's Political Action Network, P.Eng. member of Engineers Canada Bridging Engineers and Government Program, Executive Director of the Ontario Centre of Engineering and Public Policy, the President and the President-elect are ex-officio members.	
GLC Members (appointed to role)		Contributing From / To
Chair	Darla Campbell (P.Eng. in a Riding Association) (2015)	2010 - Dec 2015
Vice Chair	Gabriel Tse (Chapter GLP Chair) (2015)	2014 - Dec 2015
	LGA Councillor Bhatia	2010 - Dec 2015
	LGA Councillor Hilton	2010 - Dec 2015
	Councillor Kidd (RCC member)	2014 - AGM 2016
	Bill Allison (CEO representative)	2015 - Dec 2015
	Hafiz Bashir (GLP Chapter Chair)	2013 - Dec 2015
	Bernard Ennis (OCEPP)	2011 - Dec 2015
	Jonathan Hack (OSPE PAN)	2013 - Dec 2015
	Michael Chan (ACV representative)	2015 - Dec 2015
	Daniel King, EIT	2015 - Dec 2015
	Angel Serah (student representative)	2014 - Dec 2015
	Rakesh Shreewastav (Engineers Canada BG&E)	2015 - Dec 2015
Ex-officio members	Gerard McDonald - Registrar	2014
	Howard Brown - GLP Consultant	2010
Council Liaison	LGA Councillor Bhatia (2015)	
Committee Advisor	Jeannette Chau - Manager, Student and Government	2011
Staff Support	Gonzalo Pineros - Student and Government Liaison Program Coordinator	2014

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Licensing Committee (LIC)		
Mandate as per Terms of Reference	To coordinate and integrate the ongoing development of PEO's licensing requirements and processes, including the inputs of other PEO committees and external stakeholders involved in the licensing process.	
	<u>LIC Terms of Reference</u>	
Composition	Nine members as follows: two (2) to be nominated by the Academic Requirements Committee (ARC) – one for a 3-year term, and one for a 2-year term; two (2) to be nominated by the Experience Requirements Committee (ERC) – one for a 3-year term, and one for a 2-year term; one(1) to be nominated by the Registration Committee (REC) for a 3-year term; one (1) to be nominated by the Legislation Committee (LEC) for a 1-year term, as liaison with LEC and Council; three (3) other members to be drawn from among PEO volunteers with extensive domain knowledge of licensure – one for a 3-year term, and two for a 2-year term.	
	LIC Members (appointed to role)	Contributing From / To
Chair	George Comrie (LPTF, 3-year term) (2015)	2014 - Dec 2015
Vice Chair	Barna Szabados (ARC, 3-year term) (2015)	2014 - Dec 2015
	Roydon Fraser (ARC, 2-year term)	2014 - Dec 2015
	Santosh Gupta (ERC, 3-year term)	2014 - Dec 2015
	Ravi Gupta (ERC, 2-year term)	2014 - Dec 2015
	Chee Lee (REC, 3-year term)	2014 - Dec 2015
	Bob Dony (LEC, 1-year term)	2014 - Dec 2015
	Richard Weldon (LPTF, 2-year term)	2014 - Dec 2015
	Christian Bellini (NFTF, 2-year term)	2014 - Dec 2015
Council Liaison	Vice-president (appointed) Dony (2014)	
Committee Advisor	Michael Price - Deputy Registrar, Licensing and Finance	2014

Ontario Center for Engineering and Public Policy (OCEPP) Advisory Board		
Description	OCEPP Advisory Board (OAB) will provide advice, as appropriate, to OCEPP's director.	
	<u>OAB Terms of Reference [to be posted]</u>	
Composition	The board will comprise of 2 members from the broad engineering community; Director, OCEPP; 1 member from each of: Consulting Engineers Ontario, university students, academe, industry, media/government relations, government and the Ontario Society of Professional Engineers.	
	OCEPP Advisory Board Members (appointed to role)	Contributing From / To
Chair	Brian Surgenor (academe) (2013)	2011 - Dec 2015
Vice Chair	David Euler (Broad Engineering Community) (2013)	2013 - Dec 2015
	Shereen Amin (Ontario Government)	2013 - Dec 2015
	Ken Clupp (Broad Engineering Community)	2011 - Dec 2015
	William De Angelis (CEO)	2011 - Dec 2015
	Bernard Ennis (Director, Policy and Professional Affairs)	2011 - Dec 2015
	Desmond Gomes (OSPE)	2013 - Dec 2015
	Lesley Herstein (student)	2013 - Dec 2015
	Dan Ilika (media)	2014 - Dec 2015
	Gary Thompson (industry)	2011 - Dec 2015

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Council Liaison	TBD [to be appointed by Council]	
Committee Advisor	Bernard Ennis - Director, OCEPP	2011

PEO-OAA Joint Liaison Committee (PEO-OAA JLC)		
Mandate as per Terms of Reference	To coordinate the enforcement of the <i>Professional Engineers Act</i> and the <i>Architects Act</i> with respect to required engineering and architectural qualifications for the design and general review services related to building construction. This committee is also expected to discuss any issues which may arise relating to scope of work. The committee will refer issues as necessary to the Joint Practice Board, Council, Enforcement Committee or other groups. <u>JLC Terms of Reference</u>	
Composition	Committee is administered jointly by PEO and OAA; currently, 5 PEO representatives with extensive Ontario Building Code experience.	
PEO-OAA JLC Members (appointed to role)		Contributing From / To
Co-Chair	Chris Roney (2008) (PEO)	2008
Co-Chair	TBD (OAA)	
	Mark Bendix	2008
	David Dengler	2008
	David Tipler	2008
Council Liaison	TBD [to be appointed by Council]	
Committee Advisor	Bernard Ennis - Director, Policy and Professional Affairs	2008

Professional Standards Committee (PSC)		
Mandate as per Terms of Reference	To fulfill that part of the second of the additional objects of the Act dealing with establishing, maintaining and developing standards of practice: 2(4) For the purpose of carrying out its principal object, the Association has the following additional objects: 2. To establish, maintain and develop standards of qualification and standards of practice for the practice of professional engineering. <u>PSC Terms of Reference</u>	
Composition	10 members; MUST be P.Eng.; Volunteers represent a variety of engineering practice; also operates with a number of Guideline sub-groups of non-committee members.	
PSC Members (appointed to role)		Contributing From / To
Chair	Andy Bowers (2012, re-elected 2015)	2000 - Dec 2015
Vice Chair	Wai-Man (Fanny) Wong (2012, re-elected 2015)	2010 - Dec 2015
	Jamie Catania	2014 - Dec 2015
	Denis Dixon	2007 - Dec 2015
	Roger Jones	2010 - Dec 2015
	Leslie (Les) Mitelman	1994 - Dec 2015
	Colin Moore	2002 - Dec 2015
	Nicholas Pfeiffer	2012 - Dec 2015
	L. Brian Ross	1999 - Dec 2015
	Heather Swan	2012 - Dec 2015

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PSC Subcommittee Members (appointed to role)		Contributing From / To
Forensic Engineering Subcommittee	James Bennett	2011 - Dec 2015
	Helmut Brosz	2011 - Dec 2015
	Jamie Catania	2011 - Dec 2015
	Keith A. Ellison	2011 - Dec 2015
	Michael L. J. Maher	2011 - Dec 2015
	David Roy Porter	2011 - Dec 2015
	Dennis Pupulin	2011 - Dec 2015
	Christopher D. Thompson	2011 - Dec 2015
	Renato Veerasammy	2011 - Dec 2015
	James Wilkinson	2011 - Dec 2015
	Les Mitelman - Chair (2012)	2012 - Dec 2015
	Hitesh Doshi	2012 - Dec 2015
Guideline for Performance Audits and Reserve Funds Studies for Condominiums Subcommittee	Henry J. Jansen	2012 - Dec 2015
	R.K. Jeff Jeffcoatt	2012 - Dec 2015
	Dale D. Kerr	2012 - Dec 2015
	David Uren	2012 - Dec 2015
	Edgar Beltran Vargas	2012 - Dec 2015
Guideline for Review of Completed Works Subcommittee	Wai-Man (Fanny) Wong - Chair (2012)	2012 - Dec 2015
	Sen Hu	2013 - Dec 2015
	James R.H. Lowe	2013 - Dec 2015
	Praneeta Moti	2013 - Dec 2015
	Peter Cornelius Rusch	2013 - Dec 2015
Industrial Subcommittee	Roger Jones - Chair (2012)	2010 - Dec 2015
	Duncan Blachford	2013 - Dec 2015
	George Ciobanu	2013 - Dec 2015
	Rick Comrie	2013 - Dec 2015
	Andrew Donlan	2013 - Dec 2015
	Phil Lasek	2013 - Dec 2015
	James Lowe	2013 - Dec 2015
	Henry Tang	2013 - Dec 2015
	Subrhamanya (Sarma) Vangala	2013 - Dec 2015
	Frank Verardi	2013 - Dec 2015
Solid Waste Management Guideline Subcommittee	Heather Swan (2015)	2012 - Dec 2015
	Shovini Dasgupta	2015 - Dec 2015
	Mohsen Keyvani	2015 - Dec 2015
	Dickson Odame-Osafo	2015 - Dec 2015
	Steven Rose	2015 - Dec 2015
	Donna Serati	2015 - Dec 2015
	John Severino	2015 - Dec 2015
Betsy Varghese	2015 - Dec 2015	
Structural Engineering Assessment Guideline Subcommittee	L. Brian Ross - Chair (2013)	2013 - Dec 2015
	Norm Becker	2013 - Dec 2015
	Jeremy Bishop	2013 - Dec 2015
	Donald R. Ireland	2013 - Dec 2015
	Neil A. Kennedy	2013 - Dec 2015

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Structural Engineering Assessment Guideline Subcommittee (cont'd)	Rashmi Nathwani	2014 - Dec 2015
	Will Teron	2013 - Dec 2015
	<i>Roger Jeffreys (observer)</i>	2015
	<i>Andrew Steen (observer)</i>	2015
Structural Engineering in Buildings Subcommittee	Kevin Chessman	2010 - Dec 2015
	Donald R. Ireland	2010 - Dec 2015
	Neil A. Kennedy	2010 - Dec 2015
	John R. Mark	2010 - Dec 2015
	Michael Edward Moffatt	2010 - Dec 2015
	Robert Morrison	2010 - Dec 2015
	Ranka Radonjic-Vuksanovic	2010 - Dec 2015
	David Rolph Tipler	2010 - Dec 2015
Tower Crane Review Subcommittee	Richard Ambrozy	2010 - Dec 2015
	Michael Burrell	2010 - Dec 2015
	George Charitou	2010 - Dec 2015
	Jaak Jurimae	2010 - Dec 2015
	Richard Piatti	2010 - Dec 2015
Council Liaison	TBD [to be appointed by Council]	
Committee Advisor	Bernard Ennis - Director, Policy & Professional Affairs	2000
Staff Support	José Vera - Manager, Standards and Practice	2011

Registration Committee (REC)		
Description	To hold hearings, when required by the applicant, subsequent to a receipt of a Registrar's Notice of a proposal to refuse to issue a licence, limited licence, temporary licence, provisional licence and Certificate of Authorization. To hold hearings at the request of a licensee or certificate holder in respect of a Registrar's proposals to suspend or revoke a limited licence, temporary licence, provisional licence and Certificate of Authorization.	
	<u>REC Terms of Reference</u>	
Composition	13 members	
	REC Members (appointed to role)	Contributing From / To
Chair	Kathryn Sutherland (2007)	2004 - Dec 2015
Vice Chair	Virendra Sahni (2011)	2004 - Dec 2015
	LGA Councillor Huang	2009 - Dec 2015
	LGA Councillor Kossta	2007 - Dec 2015
	LGA Councillor Long-Irwin	2010 - Dec 2015
	Corneliu Chisu	2006 - Dec 2015
	Bogdan Damjanovic	2006 - Dec 2015
	Tilak Gunaratne	2004 - Dec 2015
	Joseph Khatamay	2004 - Dec 2015
	Chee Lee	2006 - Dec 2015
	M.Neville Perera	2004 - Dec 2015
	Simon Sukstorf	2014 - Dec 2015
	Anthony C Tam	2000 - Dec 2015
	Attorney General (AG) appointee (vacant)	TBD
Council Liaison	LGA Councillor Kossta (2009)	

New appointments are in **bold**.

OSPE representatives are identified with beige highlight.

Non-P.Eng. volunteers are identified with blue highlight.

Committee Advisor	Johnny Zuccon - Deputy Registrar, Tribunals & Regulatory Affairs	2008
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Section 3: Regional Committees

East Central Regional Congress Committee		
Mandate	To openly communicate, discuss issues, propose improvements and share best practices amongst PEO Chapter office staff, Chapters delegates and Councillors in an open forum.	
Composition	14 members: two (2) Regional Councillors , two (2) official delegates per each of the six (6) Chapters within the East Central Region.	
Members (appointed to role)		Contributing From / To
Chair	Councillor Colucci (2015)	2014 - AGM 2016
Vice Chair	Councillor Sadr (2015)	2013 - AGM 2017
	East Toronto Chapter delegates (2)	n/a
	Lake Ontario Chapter delegates (2)	n/a
	Scarborough Chapter delegates (2)	n/a
	Simcoe Muskoka Chapter delegates (2)	n/a
	Willowdale Thornhill Chapter delegates (2)	n/a
	York Chapter delegates (2)	n/a
Council Liaison	Councillor Colucci (2015)	
Committee Advisor	Matthew Ng - Manager, Chapters	2007

Eastern Regional Congress Committee		
Mandate	To openly communicate, discuss issues, propose improvements and share best practices amongst PEO Chapter office staff, Chapters delegates and Councillors in an open forum.	
Composition	16 members: two (2) Regional Councillors, two (2) official delegates per each of the seven (7) Chapters within the Eastern Region.	
Members (appointed to role)		Contributing From / To
Chair	Councillor Kidd (2015)	2014 - AGM 2016
Vice Chair	Councillor Brown (2015)	2013 - AGM 2017
	Algonquin Chapter delegates (2)	n/a
	Kingston Chapter delegates (2)	n/a
	Ottawa Chapter delegates (2)	n/a
	Peterborough Chapter delegates (2)	n/a
	Quinte Chapter delegates (2)	n/a
	Thousand Island Chapter delegates (2)	n/a
	Upper Canada Chapter delegates (2)	n/a
Council Liaison	Councillor Kidd (2015)	
Committee Advisor	Matthew Ng - Manager, Chapters	2007

Northern Regional Congress Committee		
Mandate	To openly communicate, discuss issues, propose improvements and share best practices amongst PEO Chapter office staff, Chapters delegates and Councillors in an open forum.	
Composition	16 members: two (2) Regional Councillors, two (2) official delegates per each of the seven (7) Chapters within the Northern Region.	

New appointments are in **bold**.

OSPE representatives are identified with beige highlight.

Non-P.Eng. volunteers are identified with blue highlight.

Members (appointed to role)		Contributing From / To
Chair	Councillor Robert (2015)	2014 - AGM 2016
Vice Chair	Councillor Preley (2015)	2015 - AGM 2017
	Algoma Chapter delegates (2)	n/a
	Lake of the Woods Chapter delegates (2)	n/a
	Lakehead Chapter delegates (2)	n/a
	North Bay Chapter delegates (2)	n/a
	Porcupine Kapuskasing Chapter delegates (2)	n/a
	Sudbury Chapter delegates (2)	n/a
	Temiskaming Chapter delegates (2)	n/a
Council Liaison	Councillor Robert (2015)	
Committee Advisor	Matthew Ng - Manager, Chapters	2007

West Central Regional Congress Committee		
Mandate	To openly communicate, discuss issues, propose improvements and share best practices amongst PEO Chapter office staff, Chapters delegates and Councillors in an open forum.	
Composition	<i>16 members: Two (2) Regional Councillors, two (2) official delegates per each of the seven (7) Chapters within the West Central Region.</i>	
Members (appointed to role)		Contributing From / To
Chair	Councillor Chui (2015)	2012 - AGM 2016
Vice Chair	Councillor Turnbull (2015)	2015 - AGM 2017
	Brampton Chapter delegates (2)	n/a
	Etobicoke Chapter delegates (2)	n/a
	Kingsway Chapter delegates (2)	n/a
	Mississauga Chapter delegates (2)	n/a
	Oakville Chapter delegates (2)	n/a
	Toronto Humber Chapter delegates (2)	n/a
	West Toronto Chapter delegates (2)	n/a
Council Liaison	Councillor Chui (2015)	
Committee Advisor	Matthew Ng - Manager, Chapters	2007

Western Regional Congress Committee		
Mandate	To openly communicate, discuss issues, propose improvements and share best practices amongst PEO Chapter office staff, Chapters delegates and Councillors in an open forum.	
Composition	<i>20 members: Two (2) Regional Councillors, two (2) official delegates per each of the nine (9) chapters within the Western Region.</i>	
Members (appointed to role)		Contributing From / To
Chair	Councillor King (2015)	2008 - AGM 2016
Vice Chair	Councillor Kuczera (2015)	2013 - AGM 2017
	Brantford Chapter delegates (2)	n/a
	Chatham Kent Chapter delegates (2)	n/a
	Georgian Bay Chapter delegates (2)	n/a
	Grand River Chapter delegates (2)	n/a
	Hamilton-Burlington Chapter delegates (2)	n/a

New appointments are in **bold**.

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	Lambton Chapter delegates (2)	n/a
	London Chapter delegates (2)	n/a
	Niagara Chapter delegates (2)	n/a
	Windsor-Essex Chapter delegates (2)	n/a
Council Liaison	Councillor King (2015)	
Committee Advisor	Matthew Ng - Manager, Chapters	2007

East Central Regional Election and Search Committee – (RESC)

Mandate	To find, motivate and act as a resource for suitable potential candidates for the election of East Central Region Councillor.	
Composition	<i>7 members: Vice Chair of the East Central Regional Congress Committee (aka junior East Central Regional Councillor), the elected Chapter Chairs from the six (6) Chapters within the East Central Region.</i>	
	Members (appointed to role)	Contributing From / To
Chair	Councillor Sadr (2015)	2015 - AGM 2016
	East Toronto Chapter Chair	n/a
	Lake Ontario Chapter Chair	n/a
	Scarborough Chapter Chair	n/a
	Simcoe Muskoka Chapter Chair	n/a
	Willowdale Thornhill Chapter Chair	n/a
	York Chapter Chair	n/a
Council Liaison	Councillor Sadr (2015)	
Committee Advisor	Matthew Ng - Manager, Chapters	2007

Eastern Regional Election and Search Committee – (RESC)

Mandate	To find, motivate and act as a resource for suitable potential candidates for the election of Eastern Region Councillor.	
Composition	<i>8 members: Vice Chair of the Eastern Regional Congress Committee (aka junior Eastern Regional Councillor), the elected Chapter Chairs from the seven (7) Chapters within the Eastern Region.</i>	
	Members (appointed to role)	Contributing From / To
Chair	Councillor Brown (2015)	2015 - AGM 2016
	Algonquin Chapter Chair	n/a
	Kingston Chapter Chair	n/a
	Ottawa Chapter Chair	n/a
	Peterborough Chapter Chair	n/a
	Quinte Chapter Chair	n/a
	Thousand Island Chapter Chair	n/a
	Upper Canada Chapter Chair	n/a
Council Liaison	Councillor Brown (2015)	
Committee Advisor	Matthew Ng - Manager, Chapters	2007

New appointments are in **bold**.

OSPE representatives are identified with beige highlight.

Non-P.Eng. volunteers are identified with blue highlight.

Northern Regional Election and Search Committee – (RESC)		
Mandate	To find, motivate and act as a resource for suitable potential candidates for the election of Northern Region Councillor.	
Composition	<i>8 members: Vice Chair of the Northern Regional Congress Committee (aka junior Northern Regional Councillor), the elected Chapter Chairs from the seven (7) Chapters within the Northern Region.</i>	
Members (appointed to role)		Contributing From / To
Chair	Councillor Preley (2015)	2015 - AGM 2016
	Algoma Chapter Chair	n/a
	Lake of the Woods Chapter Chair	n/a
	Lakehead Chapter Chair	n/a
	North Bay Chapter Chair	n/a
	Porcupine Kapuskasing Chapter Chair	n/a
	Sudbury Chapter Chair	n/a
	Temiskaming Chapter Chair	n/a
Council Liaison	Councillor Preley (2015)	
Committee Advisor	Matthew Ng - Manager, Chapters	2007

West Central Regional Election and Search Committee – (RESC)		
Mandate	To find, motivate and act as a resource for suitable potential candidates for the election of West Central Region Councillor.	
Composition	<i>8 members: Vice Chair of the West Central Regional Congress Committee (aka junior West Central Regional Councillor), the elected Chapter Chairs from the seven (7) Chapters within the West Central Region.</i>	
Members (appointed to role)		Contributing From / To
Chair	Councillor Turnbull (2015)	2015 - AGM 2016
	Brampton Chapter Chair	n/a
	Etobicoke Chapter Chair	n/a
	Kingsway Chapter Chair	n/a
	Mississauga Chapter Chair	n/a
	Oakville Chapter Chair	n/a
	Toronto Humber Chapter Chair	n/a
	West Toronto Chapter Chair	n/a
Council Liaison	Councillor Turnbull (2015)	
Committee Advisor	Matthew Ng - Manager, Chapters	2007

Western Regional Election and Search Committee – (RESC)		
Mandate	To find, motivate and act as a resource for suitable potential candidates for the election of East Central Region Councillor.	
Composition	<i>10 members: Vice Chair of the Western Regional Congress Committee (aka junior Western Regional Councillor), the elected Chapter Chairs from the seven (9) Chapters within the Western Region.</i>	
Members (appointed to role)		Contributing From / To
Chair	Councillor Kuczera (2015)	2015 - AGM 2016

New appointments are in **bold**.

OSPE representatives are identified with beige highlight.

Non-P.Eng. volunteers are identified with blue highlight.

	Brantford Chapter Chair	n/a
	Chatham Kent Chapter Chair	n/a
	Georgian Bay Chapter Chair	n/a
	Grand River Chapter Chair	n/a
	Hamilton Burlington Chapter Chair	n/a
	Lambton Chapter Chair	n/a
	London Chapter Chair	n/a
	Niagara Chapter Chair	n/a
	Windsor Essex Chapter Chair	n/a
Council Liaison	Councillor Kuczera (2015)	
Committee Advisor	Matthew Ng - Manager, Chapters	2007

Section 4: Task Forces

Continuing Professional Development, Competency and Quality Assurance Task Force (CPDCQATF)		
Mandate as per Terms of Reference	The 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.	
	<u>CPDCQATF Terms of Reference</u>	
	CPDCQATF Members (appointed to role)	Contributing From / To
Chair	Annette Bergeron (2014)	2014 - Dec 2015
Vice Chair	Chris Roney (2014)	2014 - Dec 2015
	Councillor Brown	2014 - AGM 2015
	Amin Ghobeity (PhD)	2014 - Dec 2015
	Rick Hohendorf	2014 - Dec 2015
	Tyler Ing	2014 - Dec 2015
	Chris Maltby	2014 - Dec 2015
	Mario Mariotti	2014 - Dec 2015
	Sean McCann	2014 - Dec 2015
	Bruce Miller	2014 - Dec 2015
Council Liaison	TBD [to be appointed by Council]	
Committee Advisor	Bernard Ennis - Director, Policy and Professional Affairs	2014

Emerging Disciplines Task Force (EDTF)		
Mandate as per Terms of Reference	To develop a clear understanding of emerging engineering practices (Established by Council Motion, March 28, 2008)	
	<u>EDTF Terms of Reference</u>	
	EDTF Members (appointed to role)	Contributing From / To
Chair	Peter DeVita (2008)	2008 - Dec 2015
Vice Chairs	George Comrie (2010)	2008 - Dec 2015
	Argyrios (Gerry) Margaritis (2010)	2008 - Dec 2015
	Laura Deakin	2010 - Dec 2015
	James Finch	2008 - Dec 2015
	Brian Haydon (Canadian Standards Association)	2012 - Dec 2015
	Roger Jones	2010 - Dec 2015

New appointments are in **bold**.

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	Yuri Kuzyk	2008 - Dec 2015
	Tyson Macaulay	2009 - Dec 2015
	Ian Marsland	2011 - Dec 2015
Observers	Colin Cantlie (member 2008-2012)	2012
	Corneliu Chisu (member 2010-2012)	2012
	Alana Lavoie (Engineers Canada)	2010
	Tze-Wei (John) Yeow (member 2009-2012)	2012
Council Liaison	Councillor Jones (2013)	
Committee Advisor	Jordan Max - Manager, Policy	2008

PEO National Framework Task Force (NFTF)		
Mandate as per Terms of Reference	1. To explore the potential value to the public and profession of a national framework; 2. To participate in the development of PEO's position on a national framework for licensure; and 3. To support the active participation of the CEO/Registrar or designate and the two PEO National Framework Task Force members as representatives of PEO on the Canadian National Framework Task Force.	
	<u>NFTF Terms of Reference</u>	
PEO NFTF Members (appointed to role)		Contributing From / To
Chair	Diane Freeman* (2010)	2009 - Dec 2015
Vice Chair	Christian Bellini (2010) (ERC)	2010 - Dec 2015
	Tony Cecutti (COC)	2009 - Dec 2015
	Roydon Fraser (ARC, LEC & DIC)	2010 - Dec 2015
	Ross L. Judd (ARC)	2009 - Dec 2015
	Nicholas Pfeiffer (PSC)	2014 - Dec 2015
	Kathryn Sutherland* (REC)	2009 - Dec 2015
Council Liaison	LGA Councillor Gupta (2010)	
Committee Advisor	Johnny Zuccon - Deputy Registrar, Tribunals & Regulatory Affairs	2012

* PEO's designated representatives on the Canadian National Framework Task Force.

Section 5: External Appointments

Building Code Technical Advisory Committee (BC TAC)		Term End
Randal Brown	(re-appointed September 2010)	No term
Vincent Chu	(re-appointed September 2010)	No term

Canadian Engineering Accreditation Board (CEAB) - PEO's representative		Term
Bob Dony	(appointed Nov 2013)	Nov 2013 - June 31, 2017

Canadian Engineering Qualifications Board (CEQB) - PEO's representative		Term
Roydon Fraser	(appointed Feb 2014)	July 1, 2014 - June 30, 2017

Canadian National Exhibition Association (CNEA)		Term End
John Turner (appointed Oct. 2011, re-appointed in September 2014)		Oct 2015

New appointments are in **bold**.

OSPE representatives are identified with beige highlight.

Non-P.Eng. volunteers are identified with blue highlight.

Engineers, Architects and Building Officials (EABO) Committee		Term End
Mark Bendix	(appointed September 2011)	TBD
David Dengler	(re-appointed September 2011)	TBD
Chris Roney	(appointed September 2011)	TBD

Engineers Canada - Board of Directors		Term End
Chris Roney	(appointed as of May 2011)	May 2018*
Rakesh Shreewastav	(appointed as of June 2013)	May 2016
Diane Freeman	(re-appointed as of March 2014, service since 2011)	May 2014/AGM 2016
Annette Bergeron	(appointed as of March 2014)	AGM 2017
George Comrie	(appointed as of March 2014)	AGM 2017

* The term is extended as per Council motion of February 6, 2015

Engineers Canada - Competency-Based Project Steering Committee		Term End
Michael Price	(appointed as of March 2011)	TBD

Engineers Canada - National Framework Task Force		Term End
Diane Freeman	(appointed as of September 2010)	TBD
Kathryn Sutherland	(appointed as of September 2010)	TBD

Greater Toronto Airports Authority (GTAA)		Term End
Kathy Milsom	(appointed as of May 2013)	May 2016

National Engineering Month Ontario Steering Committee (NEMOSC)		Term End
George Comrie		TBD

National Women and Aboriginal Committee - Association of Professional Engineers and Geoscientists of Alberta (APEGA)		Term End
Valerie Davidson	(appointed July 2012)	TBD

Ontario Association of Certified Engineering Technicians and Technologists (OACETT) Board		Term End
Changiz Sadr	(appointed June 2013, re-appointed Feb 2015)	June 2017

Ontario Society of Professional Engineers (OSPE) - Advocacy Committee		Term End
LGA Councillor Long-Irwin	(appointed as of May 2013, re-appointed 2014/2015)	AGM 2016

2015 PEO Annual Committee and Task Force Roster

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New appointments are in **bold**.

OSPE representatives are identified with beige highlight.

Non-P.Eng. volunteers are identified with blue highlight.

Changes to Sections 1 (Board Committees) and 2 (Other Committees Reporting to Council) of the 2015 Committees and Task Forces Roster

501st Council Meeting

New appointments:

First/Last Name	Service	Committee
Marilyn Spink, P.Eng.	2015	Complaints Committee (COC) – P.Eng. Councillor
Karen Cain, P.Eng.	2015	Education Committee (EDU)
Gordon Griffith, P.Eng.	2015	Education Committee (EDU)
Radomir Grigorov, P.Eng.	2015	Education Committee (EDU)
Daniel King, EIT	2015	Government Liaison Committee (GLC) – EIT representative

- The above volunteers for the Complaints Committee (COC), Education Committee (EDU) and Government Liaison Committee (GLC) have completed a formal application process and, in consultation with the Committee Advisors, were evaluated by the Director, People Development. The Complaints Committee (COC) member was approved by the Registrar to serve on the above committee in accordance with the *PEO Committee and Task Force Policy* (Section 7.4).

Changes to the Committee and Task Force Roster:

First/Last Name	Service	Committee
Board Committees		
Roydon Fraser, P.Eng.	2009	Legislation Committee (LEC) – Chair
Bob Dony, P.Eng.	2012	Legislation Committee (LEC) – Vice Chair
Changiz Sadr, P.Eng.	2013	Regional Councillors Committees (RCC) – Chair (2015)
Nick Colucci, P.Eng.	2014	Regional Councillors Committees (RCC) – Vice Chair (2015)
Other Committees reporting to Council		
Leila Notash, P.Eng.	2003	Academic Requirements Committee (ARC) – Chair (2015)
Bill Kossta	2015	Complaints Committee (COC) – Council Liaison
Ewald Kuczera, P.Eng.	2015	Enforcement Committee (ENF) – Council Liaison
George Comrie, P.Eng.	2015	Licensing Committee (LIC) – Chair
Barna Szabados, P.Eng.	2015	Licensing Committee (LIC) – Vice Chair

Changes to Sections 1 (Board Committees) and 2 (Other Committees Reporting to Council) of the 2015 Committees and Task Forces Roster

501st Council Meeting

Committee and Task Force Resignations/Retirements:

First/Last Name	Service	Committee
Paul Ballantyne, P.Eng.	2010 – Dec 2014 2013 – May 2015	Awards Committee (AWC) Advisory Committee on Volunteers (ACV) – Communications Strategy Subcommittee
Denis Dixon, P.Eng.	2013 – May 2015	Advisory Committee on Volunteers (ACV) – Communications Strategy Subcommittee
Vic Pakalnis, P.Eng.	2013 – May 2015	Advisory Committee on Volunteers (ACV) – Communications Strategy Subcommittee
Roger Jeffreys, P.Eng.	2015	Professional Standards Committee (PSC) – Structural Engineering Assessment Guideline Subcommittee
Andrew Steen, P.Eng.	2015	Professional Standards Committee (PSC) – Structural Engineering Assessment Guideline Subcommittee

In Camera Session

In-camera sessions are closed to the public

Aptify Management Strategy - Update

Purpose: To inform Council of the Aptify management strategy, how updates will be provided going forward, and to provide a current project status update.

No motion required

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

1. Management Strategy

The management strategy for Aptify encompasses a multi-tiered governance structure focussed on increasing communications and driving accountability for deliverables.

- **Executive Committee** (Chair: Gerard McDonald, Registrar)
 - Executive oversight, ensuring alignment and managing communications
- **Steering Committee** (Chair: Michael Price, Deputy Registrar, Licensing and Registration)
 - Project oversight, managing to budget, timelines, and scope
- **Project Team / Working Committee** (Chair: Paula Habas, IT Project Manager)
 - Project management, holding IT, Aptify, and SME's accountable for their deliverables
- **Technical Committee** (Chair: Zico Sarmiento, IT Manager)
 - Technical management, holding IT and Aptify accountable for quality in data conversion, integrations to other systems, and delivery of the portal
- **Vendor Committee** (Chair: Alan Zimmermann, IT Director)
 - Vendor management, holding Aptify accountable to deliverables per the Statement of Work (SOW)

The Steering Committee Terms of Reference are included in Appendix B – Terms of Reference.

2. Status Update

Going forward, a monthly update will be provided for each council meeting, and through the Registrar's update in months when there is no council meeting. It will include a project status report based on progress to the plan, and an update on spending per the budget.

A status update as of May 15, 2015, is found at Appendix C – Project Plan Update, and Appendix C – Budget Update.

Appendices

- Appendix A – Committee Membership
- Appendix B – Steering Committee Terms of Reference
- Appendix C – Project Plan Update
- Appendix D – Budget Update

Committee Membership

Executive Committee

Purpose: Executive oversight, ensuring alignment and managing communications

Chair: Gerard McDonald, Registrar

Members: Michael Price, Deputy Registrar, Licensing and Registration; Maria Cellucci, Controller; and Alan Zimmermann, IT Director

Steering Committee

Purpose: Project oversight, managing to budget, timelines, and scope

Chair: Michael Price, Deputy Registrar, Licensing and Registration

Members: Maria Cellucci, Controller; Alan Zimmermann, IT Director; Paula Habas, IT Project Manager; Irena Langenfelds, Supervisor DMC; Lawrence Fogwill, Manager Registration; and Moody Farag, Manager Admissions

Project Team / Working Committee

Purpose: Project management, holding IT, Aptify, and SME's accountable for their deliverables

Chair: Paula Habas, IT Project Manager

Members: Anna Carincilio, Supervisor Examinations; Pauline Lebel, Manager Licensure; Muna Labib, Licensing Subject Matter Expert (SME); Daniel Mandefro, Licensing SME; Nancy Matar, Experience Assessments SME; Chetan Mehta, Manager Financial Services and Business Planning; Jenny Zang Accountant; Jenny Melendez Account Services SME; Annaresa Alocada Account Services SME; Esther Kim, Admissions SME; Angela Bennett, Admissions SME; Steven Haddock, Compliance Officer; Nora Hashani, DMC SME; Isabel Herling, Licensing and Registration SME; Imelda Suarez, CofA SME; Margaret Walcott, Licensing and Registration SME; and Alexandria Bartholomeusz, CofA SME

Technical Committee

Purpose: Technical management, holding IT and Aptify accountable for quality in data conversion, integrations into other systems, and delivery of the portal

Chair: Zico Sarmiento, IT Manager

Members: Khurram Saleem, Senior Programmer Analyst; Kevin Wu, Programmer Analyst; Colin Hatfield, Programmer Analyst; and Serguei Broussenko, Contractor

Vendor Committee

Purpose: Vendor management, holding Aptify accountable to deliverables per the Statement of Work

Chair: Alan Zimmermann, IT Director

Members: Paula Habas, IT Project Manager; Zico Sarmiento, IT Manager; and the Aptify Project Manager, Aptify Solutions Architect, and Aptify Business Analyst

Aptify Steering Committee - Terms of Reference

Role

To provide the leadership, direction and support required to successfully launch Aptify. This encompasses direct management of Subject Matter Experts (SME's), project guidance on milestones, timelines and scope, and approval with sign-off after each major milestone.

Responsibilities

Steering Committee responsibilities per member include:

- Engage SME's within their function to ensure commitment to the project;
- Provide input on project milestones, timelines and scope;
- Provide input on staff and member communications;
- Identify risks and make decisions to mitigate risk;
- Approve user requirements by providing sign-off;
- Approve User Acceptance Testing (UAT) by providing sign-off;
- Approve Mock Go-live by providing sign-off;
- Before go-live, recommend "Go" at the Go/No-Go meeting with SMT;
- Provide approval to open up the portal to members; and
- Provide sign-off after go-live to close out the project.

Membership

Members include:

- Chair & Project Sponsor - Michael Price, Deputy Registrar, Licensing and Registration;
- Project Manager - Paula Habas, Senior Project Manager, Information Technology;
- Alan Zimmermann, Director, Information Technology;
- Maria Cellucci, Controller;
- Irena Langenfields, Supervisor, Document Management;
- Moody Farag, Manager, Admissions; and
- Lawrence Fogwill, Manager, Registration.

Frequency of Meetings

- Weekly until Aptify go-live and a break-in period after go-live.

Reporting

- Steering Committee meeting minutes distributed to members after each meeting.
- Updates to the SMT as presented by the Business Sponsor.

Aptify Project Plan Update – May 15, 2015

Updates

- March 27th – Budget approved by Council
 - Includes Aptify development, support during testing and go-live, and staff training
 - Also includes contractor support to help develop required reports
- April 10th – Statement of Work (SOW) signed
 - Aptify development underway, including portal revisions
 - Weekly governance sessions established with Aptify
- April 23rd – Project Plan approved by Steering Committee
 - Major milestones established
 - Dependancies built into project plan
- May 12th - Data Conversion completed
 - Includes successful data reconciliation
 - Test system available for reports / views

Next Steps

- Aptify completes development
 - Satisfying all requirements in the SOW
 - This includes delivery of the portal
- Readiness for User Acceptance Testing (UAT)
 - Complete development of reports / views
 - Conduct successful Quality Assurance (QA) testing
- User Acceptance Testing (UAT)
 - Test against gaps
 - Test functional processes
 - Collaboratively test processes end to end

**Aptify Budget Update
15-May-15**

Ref. #	Project components	Vendor	Amount	Update
1	Gap Analysis	Aptify	\$ 48,000	\$ 31,411 Complete
2	Address Gaps	Aptify	\$ 290,510	\$ 63,600 1st installment of fixed price contract
3	UAT & Go Live	Aptify	\$ 53,480	
4	SME and Staff Training	Aptify	\$ 15,400	
5	Reports Creation	Robert Half	\$ 27,500	\$ 9,263 April spend
6	25% contingency on 2 & 3	Aptify	\$ 85,998	\$ 0
Total			\$ 520,888	\$ 104,274 Aptify in USD
in Cdn \$			\$ 618,388	\$ 123,791

To fund the 2015 Aptify Go-Live Implementation, a total of \$625,000 of 2015 approved capital projects will be deferred as follows:

Ref. #	Description	Total approved budget	Deferred Budget
1	Aptify Phase 2	\$ 350,000	\$ 350,000
2	Re-launch Sharepoint	\$ 350,000	\$ 275,000
Total		\$ 700,000	\$ 625,000

MEMBER SATISFACTION SURVEY

Purpose: To update Council on a strategic plan initiative that PEO conduct a member survey.

No motion required

Prepared by: Fern Goncalves, M.Ed., CHRP, Director, People Development

1. Background

- A strategic objective of the approved 2015-2017 Strategic Plan is that PEO has a sustainable organization-wide continuous-improvement culture. One of the strategies is that PEO conduct a member survey to assess the relevance of PEO to their needs.
- To achieve the strategy, a Member Satisfaction Survey questionnaire was developed to seek input on how well PEO regulates and advances the practice of engineering from professional engineers practicing in Ontario.

2. Proposed Action / Recommendation

- At the request of President Chong, the Regional Councillors Committee (RCC) will peer review the attached Member Survey questionnaire.
- Council members are encouraged to provide any comments to the RCC by June 26, 2015.
- RCC to provide their peer review report by August 14, 2015 to the Director, People Development, who will coordinate the preparation of the briefing note for Council.

3. Appendices

- Appendix A – Member Satisfaction Survey

2015 PEO Member Satisfaction Survey

PEO is seeking input on how well it regulates and advances the practice of engineering to protect the public interest in Ontario.

Please give us your feedback about how we can better regulate professional engineering in Ontario.

The survey will take about 30 minutes to complete. You can leave the survey partway through, and pick up where you left off when you return to it by clicking on the link in your email.

All responses will be treated confidentially, and comments will not be attributed.

Please click "Next" to begin.

The survey closes <DATE TBD>. Thank you in advance for your time and responses.

Gerard McDonald, P.Eng.
Registrar

Demographics

Tell us about yourself.

1. How many years have you been licensed as a professional engineer in any jurisdiction?

- 0 to 2 years
- 3 to 5 years
- 6 to 10 years
- 11 to 15 years
- 16 to 20 years
- More than 20 years

2. How many years have you been licensed by PEO?

- 0 to 2 years
- 3 to 5 years
- 6 to 10 years
- 11 to 15 years
- 16 to 20 years
- More than 20 years

3. What other professional association(s) do you belong to (separate by commas)?

2015 PEO Member Satisfaction Survey

4. Who pays for your licence fee?

- Self
- My employer
- Self-employed and my business pays
- Honorary member

5. In how many provinces do you hold a professional engineering licence?

- 1 province
- 2 provinces
- 3 provinces
- More than 3 provinces

6. Are you an internationally educated professional?

- Yes
- No

7. Were you registered in the Engineering Intern (EIT) program during the PEO licence application process?

- Yes
- No

8. Besides being a Professional Engineer (P.Eng.), please indicate your connection to PEO. (select all that apply)

- Member of PEO Council
- Member of a Chapter Executive
- Member of a PEO committee or task force
- None

My relationship with PEO

Tell us how we are doing.

9. Please share your opinion regarding these statements about PEO.

PEO ...

	Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree	Don't Know
Is interested in advancing the practice of professional engineering	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

2015 PEO Member Satisfaction Survey

Keeps me informed of new government requirements pertaining to professional engineering practice	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Does a good job of influencing legislation in a way that supports the regulation of the practice of professional engineering	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Provides valuable and timely professional practice guidelines, standards, bulletins and updates	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Respects my professional opinions and consultation feedback	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Understands the daily challenges and opportunities in practicing professional engineering in Ontario	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Understands how the practice of professional engineering is changing	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Does a good job of protecting the public from incompetent and/or unethical professional engineers	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Wants to help me to improve my professional practice	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

10. Please provide feedback on service delivery:

	Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree	Don't Know
Overall, PEO delivers fair value for licence fees	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
PEO staff conduct themselves in a professional manner	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Staff respond quickly and efficiently to questions/enquiries	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Renewal fees billing issues are fairly and satisfactorily resolved	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
The transfer of my P.Eng. licence from another province to PEO was a simple and straightforward process	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
PEO effectively communicates regulatory information to licence holders	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
PEO's web-site is a good source of information	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
The web-site is easy to use	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

My engagement with PEO

2015 PEO Member Satisfaction Survey

11. Are you aware of your Chapter affiliation?

- Yes
- No

12. Do you regularly attend Chapter meetings and/or events?

- Yes
- No

13. If no, why not?

14. How many Chapter functions did you attend this year?

- None [If none, skip to question 16]
- 1 to 4
- 5 to 10
- >10

15. What types of activities do you attend in your Chapter? (select all that apply)

- Licensing ceremonies
- GLP activities – e.g. Take your MPP to Work Day
- Mentoring
- Professional development/education
- Professional networking
- Social / recreational events
- Other

16. Did you participate in any of the following programs, either directly or indirectly, in the past two years? (select all that apply)

- Annual General Meeting (AGM)
- Chapter Annual General Meeting
- Education Conference
- Government Liaison Program (GLP) Academies
- Government Liaison Program (GLP) Conference
- Annual Queen's Park Day
- Ontario Centre for Engineering Public Policy (OCEPP) Conference
- None

2015 PEO Member Satisfaction Survey

PEO's Regulatory Role

Regulatory Mandate

PEO is mandated under the *Professional Engineers Act* to regulate the practice of professional engineering and to govern those individuals and organizations that PEO licences in order that the public interest may be served and protected. (This includes assessing education and experience qualifications needed for licensure, enforcement, investigating complaints, and conducting hearings and discipline.)

17. Do you believe PEO's efforts are sufficient?

	Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree	Don't Know
Please indicate your degree of agreement	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

18. If you are neutral or disagree, what efforts should be made to deal with deficiencies?

Standards of Practice, Knowledge, Skill and Qualification

PEO is mandated under the *Professional Engineers Act* to establish, maintain and develop standards of practice, knowledge, skill, and qualification for the practice of professional engineering.

19. Do you believe PEO's efforts are sufficient?

	Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree	Don't Know
Please indicate your degree of agreement	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

20. If you are neutral or disagree, what efforts should be made to deal with deficiencies?

Code of Ethics

PEO is mandated under the *Professional Engineers Act* to establish, maintain and develop standards of professional ethics.

2015 PEO Member Satisfaction Survey

21. Do you believe PEO's efforts are sufficient?

	Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree	Don't Know
Please indicate your degree of agreement	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

22. If you are neutral or disagree, what efforts should be made to deal with deficiencies?

Promote Public Awareness of the Role of PEO

PEO is mandated under the *Professional Engineers Act* to promote public awareness of the role of PEO.

23. Do you believe PEO's efforts are sufficient?

	Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree	Don't Know
Please indicate your degree of agreement	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

24. If you are neutral or disagree, what efforts should be made to deal with deficiencies?

25. An objective for PEO as a professional regulatory body is to increase the level of understanding of professional regulation among our members. Do you agree that PEO is doing a good job in this respect?

	Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree	Don't Know
Please indicate your degree of agreement	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

26. If you are neutral or disagree, what efforts should be made to deal with deficiencies?

2015 PEO Member Satisfaction Survey

27. One of PEO’s duties as a professional regulatory body is to investigate all complaints made against licence holders in a fair and impartial manner. Do you agree that PEO is doing a good job in this respect?

	Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree	Don't Know
Please indicate your degree of agreement	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

28. If you are neutral or disagree, what efforts should be made to deal with deficiencies?

29. One of PEO’s duties as a professional regulatory body is to enforce against illegal practice of professional engineering, or illegal use of engineering titles. Do you agree that PEO is doing a good job in this respect?

	Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree	Don't Know
Please indicate your degree of agreement	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

30. If you are neutral or disagree, what efforts should be made to deal with deficiencies?

31. One of PEO’s duties as a professional regulatory body is to discipline members for misconduct or incompetence. Do you agree that PEO is doing a good job in this respect?

	Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree	Don't Know
Please indicate your degree of agreement	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

32. If you are neutral or disagree, what efforts should be made to deal with deficiencies?

2015 PEO Member Satisfaction Survey

33. Please indicate whether you believe PEO focuses its resources appropriately in the following areas:

	Far too little	Too little	Right amount	Too much	Far too much	Don't Know
Licensing	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Complaints	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Discipline	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Enforcement	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Standards and guidelines	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Chapters	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Communications	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Repeal of industrial exemption	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
PEO Awards Programs	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Pre-university education outreach	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Engineering Intern (EIT) Program	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Government Liaison Program (GLP)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Student Membership Program (SMP)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Engineers Canada	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Ontario Centre for Engineering and Public Policy (OCEPP)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Council

The current composition of Council is:

- 1 – President
- 1 – President-elect
- 1 – Past President
- 1 – Elected Vice President (1 year term)
- 1 – Appointed Vice President (by Council for 1 year – from a member of Council)
- 5–7 – Lieutenant Governor Appointees (LGA) – P.Eng. member
- 3–5 – Lieutenant Governor Appointees (LGA) – non-P.Eng.
- 10 – Regional Councillors
- 3 – Councillors at Large
- [Total of 25 – 29 Council members]

34. Is the size and make up of Council the best to carry out the mandate of PEO?

- Right size and composition

2015 PEO Member Satisfaction Survey

- Right size, needs a different composition
- Too big, and wrong composition
- Too big, however the composition is correct
- Too small, and wrong composition
- Too small, however the composition is correct
- Don't know

35. If you believe that the size and/or composition of Council needs to change, what do you suggest? Why?

36. Do you feel that there should be term limits for Councillors?

- Yes
- No

Committees

PEO council mandates the creation of committees to help develop specific policies that guide the association. Some committees are ongoing and their existence and mandate are defined in the *Professional Engineers Act*, such as the Discipline Committee and the Experience Requirements Committee, or Regulation 941/90, and reflect PEO's core business. Others are created by Council.

37. Do you feel that there should be term limits for volunteers serving on a Committee?

- Yes
- No

38. Do you have any other comments?

Thank you for completing our survey!

Briefing Note – Information

C-501-5.3

LEGISLATION COMMITTEE UPDATE

Purpose: To inform Council of the recent activities of the Legislation Committee.

Motion(s) to consider:

none required

Councillor Fraser, Chair of the Legislation Committee, will provide a report on activities of the Legislation Committee.

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

ENGINEERS CANADA UPDATE

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

Motion(s) to consider:

none required

Annette Bergeron, one of PEO's Directors on the Engineers Canada board, will provide a verbal report.

Appendice

- Appendix A – Engineers Canada Newsletter – May 14, 2015

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[Français](#)



C-501-5.5
Appendix A

newsletter

May 14, 2015

Meetings

Annual General Meeting and Awards

Engineers Canada's Annual General Meeting (AGM) events and Awards Gala are taking place from May 20-23 in Calgary, Alberta. The Gala will be held on the evening of May 21. Engineers Canada will be included in a supplement published in the *Globe and Mail* on that day that will include information about the Awards recipients and our incoming president, Digvir Jayas, FCAE, FEIC, FEC, P.Eng. Details about the meetings and events are available on our [Board Meeting Microsite](#).

Sponsorship of AGM Events and Awards Gala

Engineers Canada would like to thank our sponsors for their generous support of our Awards Gala and AGM events:

| Platinum



| Gold



| Silver



| Bronze



XL Group
Insurance



| Supporters



| Friends



AGM Car Rental Draw



Budget, Engineer Canada's endorsed supplier for car rentals, has donated a five-day car rental for a draw at our Annual General Meeting for delegates and guests.

Remember to fill out your ballot (one entry per person) during the AGM so that your name will be entered into the draw. The draw will be made Friday, May 22, during Fun Night. The lucky winner will receive a congratulations letter from Budget with the terms and conditions.

OSPE Meeting

May 5 – Engineers Canada President Paul Amyotte, FEC, P.Eng., brought greetings to the [Ontario Society of Professional Engineers](#) (OSPE) meeting in Toronto on behalf of Engineers Canada.

Canadian Engineering Accreditation Board

May 6 – Engineers Canada President Paul Amyotte, FEC, P.Eng., convened accreditation system stakeholders to a workshop in Ottawa. The objective of the workshop was to improve the current consultative and collaborative process related to accreditation. Participants included representatives of the National Council of Deans of Engineering and Applied Science, the Canadian Engineering Accreditation Board, Boards of Examiners/Academic Requirements Committees, Engineers Canada Board representatives on the Accreditation Board, President-Elect and staff members.

The day was spent discussing the different stakeholder needs and exploring possible future improvements to the Canadian engineering accreditation system, which on several occasions was referred to as the “gold standard”. The President of Engineers Canada and the Chair of the Canadian Engineering Accreditation Board will present a joint report on outcomes of the workshop at the Engineers Canada Board meeting in Calgary on May 22, 2015.

British Columbia's Island Health Workshop Featuring PIEVC

May 11 – Guy Félio, Ph.D., P.Eng., FCSCE, Practice Lead, Special Projects, and David Lapp, FEC, P.Eng., Practice Lead, Engineering and Public Policy, participated in a workshop organized by British Columbia's [Island Health](#) dealing with climate change impacts on health infrastructure. Island Health is the authority that provides health care to more than 765,000 people on Vancouver Island. The workshop was attended by approximately 40 professionals, some from remote sites such as Tofino and Prince George.

The objectives of the first part of the workshop in Victoria were two-fold: 1) bring together health professionals from Island Health and other stakeholders to learn about future climate predictions; and 2) be informed about the Public Infrastructure Engineering Vulnerability Committee (PIEVC) engineering Protocol application to health care facilities.

During the second part of the workshop, participants shared information about five Island Health facilities in view of selecting one for the application of the PIEVC Protocol.

Natural Resources Canada – Climate Change Adaptation Platform Plenary Meeting

May 5 – David Lapp participated in the 7th meeting of the Climate Change Adaptation Platform Plenary Meeting held in Montréal on May 5–6, 2015. The Plenary is a Federal–Provincial–Territorial committee with a few non-government organizations, including Engineers Canada, which advises Natural Resources Canada (NRCan) on its climate adaptation program and the activities of 11 sector working groups formed to collaborate on adaptation projects across Canada. Most projects focus on the development and application of climate adaptation products and tools. These are located in the [adaptation library](#).

Co-chairs Mr. Lapp and Paul Kovacs, Executive Director, [Institute for Catastrophic Loss Reduction](#), presented the work of the Infrastructure and Buildings Working Group and facilitated a conversation on collaboration. Transport Canada provided an update on the national transportation climate change assessment. Environment Canada reported on the status of updating of Intensity-Duration-Frequency curves for stormwater and wastewater system design. The meeting included an external review of the status of adaptation in Canada, followed by group discussion to define adaptation goals and future focus areas for 2020 and 2025. NRCan will incorporate this input into its application for the next five-year program that will start in April 2016.

Research Presented at Geoscience Joint Meeting

May 3–7 – Jamie Ricci, MS, Practice Lead, Research, attended the [2015 Joint Assembly in Montréal](#) to present on the Geoscience Careers Master's Preparation Survey (Geo Career MaPS). Ms. Ricci conducted this extensive research as part of her work with the American Geosciences Institute, in collaboration with the Association of American Geographers, prior to joining Engineers Canada.

[Geo Career MaPS](#) is an effort to examine competencies acquired during geoscience Master's programs in the United States, as described by Master's students and professors from terminal Master's programs. This information was then compared to competencies that non-academic professionals identify as important to their careers. This project aims to understand how well aligned curricula and advising practices are with workforce requirements. The research was funded by the National Science Foundation (Award GEO-1202707).

The Joint Assembly is co-sponsored by the [American Geophysical Union](#), [Geological Association of Canada](#), the [Mineralogical Association of Canada](#) and the [Canadian Geophysical Union](#). Ms. Ricci and one of her co-authors, Heather Houlton, MS, American

Geosciences Institute, presented during the session “Geoscience Professionalism 2015: Issues, Responsibilities, and Information—What's New That You Need to Know?” convened by Oliver Bonham, P.Geo., Chief Executive Officer, Geoscientists Canada, and Dr. Louis Bernier, Services Géoscientifiques Labtem, Inc.

For more information, visit [Geo Career MaPS](#) or contact Jamie.Ricci@engineerscanada.ca

Awards and Accolades Engineers Nova Scotia Member Receives Mainstay Award



Photo courtesy of Engineers Nova Scotia: Engineers Nova Scotia President Ann Mellema, FEC, P.Eng., and Engineers Nova Scotia Chief Executive Officer Len White, FEC, P.Eng., join Conrad LeLièvre, FEC, P.Eng., as he receives the 2015 Health and Safety Educator Mainstay Award

May 5 – Engineers Nova Scotia member Conrad LeLièvre, FEC, P.Eng., is a 2015 Health and Safety Educator Mainstay Award recipient. [The Mainstay Awards](#), presented by the Workers' Compensation Board and the Nova Scotia Department of Labour and Advanced Education, celebrate excellence in occupational health and safety, injury prevention and return-to-work programs. [Read more](#). Congratulations Mr. LeLièvre!

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	Chapter Manager to create a communiqué to Chapters with information on Aptify's progress from the 499th Council Meeting's Briefing note and Disposition of Motions from that meeting.	RCC	28-Mar-15	Remain Open	<input type="checkbox"/>	M Ng
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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 Banday	RCC is waiting for Western Regional Congress to reconvene in June to decide the outcome of this open issue.	RCC	28-Mar-15	Remain Open	<input type="checkbox"/>	
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 is still to meet in order to work out realistic options on what might interest companies to participate in the program.	RCC	28-Mar-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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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 agreed that a senior regional councillor should be allowed to fulfill his/her duty as regional councillors till the end of the term and empowered the chair to communicate RCC suggested election process changes to the Central Election and Search Committee.	RCC	28-Mar-15		<input 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	Chapter Office is working on improving the Welcome Package to new licensees that could provide the additional information with regard to the role and mandate of PEO in society, its chapter system and volunteerism, in general, for the association.	RCC	28-Mar-15	Remian Open	<input type="checkbox"/>	Chapter Office

<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>
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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	Committee continues to work on their objectives. Councillor Brown established next Eastern Regional Congress date as a deadline for this committee to report to the congress.	RCC	28-Mar-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	Eastern Region Chapters were directed to submit their Draft Business Plans no later than May 8, 2015 for a presentation/discussion/peer review of their Business Plans at their June Congress that will take place on May 30, 2015.	RCC	28-Mar-15	Remain Open	<input type="checkbox"/>	

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

	2013	2014	2015 (Apr. 30)
COC's Caseload			
Filed Complaints ¹ not disposed of by COC at previous year-end	135	127	105
Complaints Filed (<i>PEAct s. 24. 1(a)</i>) during the Year	66	69	17
Total Caseload in the Year	201	196	122
Total Filed Complaints Disposed of by COC in the Year (for details see <i>COC's Disposition of Complaints</i> below)	74	91	45
Total Filed Complaints Pending for COC Disposition (for details see <i>Status of Active Filed Complaints</i> below)	127	105	77
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	3
Direct that the matter not be referred. (<i>PEAct s. 24. 2(b)</i>)	59	47	35
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	7
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	3
Complaint disposed of after more than 180 days of filing	52	44	42
COC Processing Time – Days from Complaint Filed to COC Disposition			12 mo rolling average
Average # Days	416	362	654
Minimum # Days	92	105	91
Median # Days	377	183	390
Maximum # Days	1013	1408	1686

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		77
Complaints filed more than 180 days ago	54	54
Waiting for Approval and Reason regarding COC Decision	10	
Complaints under active consideration by COC	11	
Completed Investigation ready for COC consideration	4	
Regulatory Compliance Investigation	29	
Complaints filed between 91-180 days ago	10	10
Waiting for Approval and Reason regarding COC Decision	0	
Complaints under active consideration by COC	1	
Completed Investigation ready for COC consideration	2	
Regulatory Compliance Investigation	7	
Complaints filed within the past 90 days	13	13
Waiting for Approval and Reason regarding COC Decision	1	
Complaints under active consideration by COC	0	
Completed Investigation ready for COC consideration	2	
Regulatory Compliance Investigation	10	

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 – May 2015 Council Meeting Report

Discipline Phase

	2012	2013	2014	2015 (up to May 13)
Matters Referred to Discipline	6	3	7	4
Matters Pending (Caseload)	18*	10	12**	16
Written Final Decisions Issued	10	10	6	0
<i>DIC Activity</i>				
Pre-Hearing Conferences Held	6	4	4	2
Hearings Phase commenced	10	3	1	1
Hearings Phase completed	8	6	3	1

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

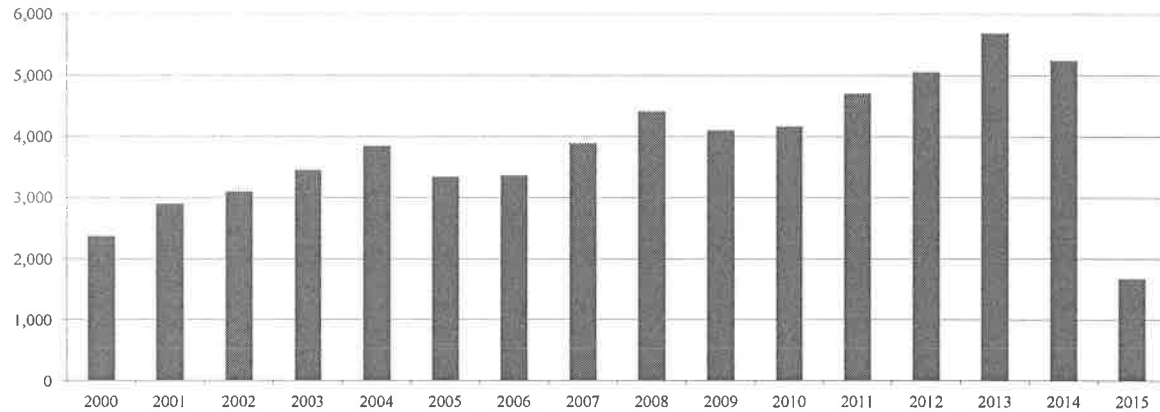
Note: This matter was still counted into the number of “Matters Pending (Caseload)” in 2012, but no longer counted in 2013.

** 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	422
MARCH	165	136	234	169	298	340	316	272	345	379	373	453	398	428	395	368
APRIL	206	225	277	279	304	269	291	280	381	294	239	338	297	414	361	329
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	486	
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	4,706	5,056	5,694	5,245	1,680
MONTHLY AVERAGE	198	242	258	288	321	279	281	324	368	342	347	392	421	475	437	420
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	4,706	5,056	5,694	5,245	1,680

Applications Received - Year To Date



REGISTRATION STATISTICS – May 2015 Council Meeting Report

Registration Phase

	2014	2015 (up to May 13)
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	2
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