



Professional Engineers
Ontario

Council Meeting

503rd Meeting of Council
of Professional Engineers Ontario

to be held on
Thursday, November 19, 2015
5:30 p.m. – reception
6:00 p.m. – dinner
7:00 – plenary session

Friday, November 20, 2015
9:00 a.m. – 4:00 p.m.

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

Thursday, November 19, 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. Continuing Professional Development, Competency and Quality Assurance Task Force (CPDCQA TF) Presentation
 - ii. Town Hall Update
 - iii. Aptify Update
 - iv. Communication Audit

Briefing Note - Decision

C-503-1.1

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-503-1.1, 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 – 503rd Council meeting agenda

C-503-1.1
Appendix A

Agenda

503rd Meeting of the Council Professional Engineers Ontario

Date: Thursday, November 19 and Friday, November 20, 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 **OR** Dial-in: 1-888-866-3653
 40 Sheppard Avenue West Participant Code: 9394319#
 Toronto, Ontario

Thursday, November 19th – 7:00 p.m. – 9:00 p.m.

	Spokesperson
PLENARY SESSION	
<ul style="list-style-type: none"> CPDCQA Task Force Presentation Town Hall Update Aptify Update Communication Audit 	Annette Bergeron Gerard McDonald Gerard McDonald Connie Mucklestone

Friday, November 20th – 9:00 a.m. – 4:00 p.m.

CALL TO ORDER			
1. APPROVAL OF AGENDA AND LEADERSHIP REPORTS		Spokesperson	Type
1.1	APPROVAL OF AGENDA	Chair	Decision
1.2	PRESIDENT/REGISTRAR'S REPORT	Chair/Registrar	Information
2. PRIORITY ITEMS		Spokesperson	Type
2.1	CPDCQA TASK FORCE	Councillor Brown	Decision
2.2	FUTURE OF OCEPP	Councillor Brown	Decision
2.3	2016 OPERATING BUDGET	Maria Cellucci	Decision
2.4	2016 CAPITAL BUDGET	Maria Cellucci	Decision
2.5	BORROWING RESOLUTION	Maria Cellucci	Decision
2.6	ENGINEERING DIMENSIONS EDITORIAL OBJECTIVES	Vice-President Quinn	Decision
2.7	GUIDELINE – DESIGN EVALUATION OF DEMOUNTABLE EVENT STRUCTURES SUBCOMMITTEE	Councillor Jones	Decision

2.8	PROFESSIONAL ENGINEERS PROVIDING FORENSIC ENGINEERING INVESTIGATIONS	Councillor Jones	Decision
2.9	PROFESSIONAL STANDARDS INDUSTRIAL SUBCOMMITTEE FINAL REPORT	Councillor Jones	Decision
2.10	COUNCIL TERM LIMITS	Councillor Brown	Decision
2.11	ACT CHANGE PROTOCOL	Councillor Fraser	Decision
2.12	ANNUAL TECHNOLOGY ALLOWANCE FOR COUNCILLORS	Ralph Martin	Decision
2.13	CHAIN OF OFFICE	Chair	Decision
2.14	ONE YEAR REVIEW OF ENGINEERING DIMENSIONS' RETURN TO PRINT	Councillor Brown	Decision
2.15	COMMERCIAL TENANT PRIVACY POLICY	Scott Clark	Decision
2.16	MEMBER SURVEY QUESTIONNAIRE	Fern Goncalves	Decision
3.	<u>CONSENT AGENDA</u>	Spokesperson	Type
3.1	OPEN SESSION MINUTES – 239 TH EXECUTIVE COMMITTEE MEETING – AUGUST 11, 2015	Chair	Decision
3.2	OPEN SESSION MINUTES – 240 TH EXECUTIVE COMMITTEE MEETING – OCTOBER 27, 2015	Chair	Decision
3.3	OPEN SESSION MINUTES – 502 ND COUNCIL MEETING – SEPTEMBER 25, 2015	Chair	Decision
3.4	APPROVAL OF CEDC APPLICATIONS	Councillor Gupta	Decision
3.5	PEO ANNUAL COMMITTEE AND TASK FORCES MEMBERSHIP ROSTER	Fern Goncalves	Decision
3.6	COMMITTEES AND TASK FORCES HUMAN RESOURCES AND WORK PLANS	Fern Goncalves	Decision
3.7	CHANGES TO COMMITTEE/TASK FORCE TERMS OF REFERENCE	Fern Goncalves	Decision
4.	<u>IN-CAMERA</u>	Spokesperson	Type
4.1	IN-CAMERA MINUTES – 239 TH EXECUTIVE COMMITTEE MEETING – AUGUST 11, 2015	Chair	Decision
4.2	IN-CAMERA MINUTES – 502 ND COUNCIL MEETING – SEPTEMBER 25, 2015	Chair	Decision
4.3	PRACTICE STANDARD TOWER CRANE REVIEW	Councillor Jones	Decision
4.4	PROFESSIONAL STANDARDS COMMITTEE REPORT ON BELANGER'S RECOMMENDATION 1.21	Councillor Jones	Decision
4.5	2016 ORDER OF HONOUR AWARDS	Fern Goncalves	Decision
4.6	2016 GORDON M. STERLING AWARD	Fern Goncalves	Decision
4.7	HRC UPDATE	President-elect Comrie	Information

4.8	REPEAL OF INDUSTRIAL EXCEPTION – DATA GATHERING AND ANALYSIS PLAN UPDATE	Linda Latham	Information
4.9	DISCIPLINE COMMITTEE – DECISIONS AND REASONS	Linda Latham	Information
4.10	LEGAL UPDATE	Linda Latham	Information
4.11	PEO’S ANTI-WORKPLACE HARASSMENT AND ANTI-WORKPLACE VIOLENCE POLICIES – COUNCILLOR VIOLATIONS, IF ANY	Chair	Information
5. INFORMATION ITEMS		Spokesperson	Type
ONGOING ITEMS			
5.1	LEGISLATION COMMITTEE UPDATE	Councillor Fraser	Information
5.2	RCC UPDATE	Councillor Sadr	Information
5.3	ENGINEERS CANADA UPDATE	Chris Roney	Information
5.4	CANADIAN ENGINEERING ACCREDITATION BOARD (CEAB) REPORT	Vice-President Dony	Information
5.5	CANADIAN ENGINEERING QUALIFICATIONS BOARD (CEQB) REPORT	Councillor Fraser	Information
5.6	STATISTICS - COMPLAINTS, DISCIPLINE, LICENSING AND REGISTRATION UPDATE	Latham/Price/Zuccon	Information
5.7	COUNCILLOR ITEMS	Chair	Information
CONCLUSION			

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

Saturday, November 21, 2015 – Chapter Leaders Conference

Saturday, November 21, 2015 – OPEA Gala

Friday, April 29, 2016 – Volunteer Leadership Conference, Royal York Hotel, Toronto

Friday, April 29, 2016 – Order of Honour Awards Gala, Royal York Hotel, Toronto, Ontario

Saturday, April 30, 2016 - Annual General Meeting, Royal York Hotel, Toronto, Ontario

2016 Council Committee Meeting/Mailing Schedule

2016 Council Mailing Schedule

Meeting Date	Meeting Type	Initial BN Due Date – Members at Large	Initial BN Due Date – Councillors/Staff	Initial Agenda Mailing Date	Supp. Agenda¹ Due Date	Supp. Agenda Mailing Date
Feb. 4-5	Council	Jan. 14	Jan. 19	Jan. 22	Jan. 26	Jan. 29
March 10-11	Council	Feb. 18	Feb. 23	Feb. 26	March 1	March 4
April 30 ²	Council	N/A	April 12	April 15	April 19	April 22

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-503-1.2

PRESIDENT/REGISTRAR'S REPORT

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

Motion(s) to consider:

none required

President Chong and Registrar McDonald will provide an oral report on their recent PEO activities.

CONTINUING PROFESSIONAL DEVELOPMENT, COMPETENCE AND QUALITY ASSURANCE TASK FORCE

Purpose: To act on the final report of the Continuing Professional Development, Competence and Quality Assurance Task Force.

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

1. That Council approve the guiding principles and the basic program elements outlined in the section on Proposed Implementation in the Final Report as presented to the meeting at C-503-2.1, Appendix A.
2. That Council direct the Registrar to develop and implement a communications plan to notify PEO licence holders and other stakeholders about the proposed continuing professional development and quality assurance program and provide that plan to Council for approval at its February 2016 meeting.
3. That Council direct the Registrar to create Terms of Reference for a continuing professional development program development task force which will be responsible for developing the risk review form, the continuing professional development requirement algorithm, and the criteria for acceptable technical activities and to provide the Terms of Reference to Council for approval at its February 2016 meeting.

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

Moved by: David Brown, P. Eng.

1. Need for PEO Action

- The Terms of Reference of the Continuing Professional Development, Competence and Quality Assurance Task Force called for the Task Force to present a report describing the recommended CPD program to Council no later than December 2015. The Task Force has completed its work and is providing the requested report for Council approval.
- The Task Force recognizes that additional work is needed in order to move ahead with the program

2. Proposed Action / Recommendation

- The Task Force has produced the concept for a continuing professional development program.
- Council is being asked to approve the concept and to initiate the steps needed to move towards further development of this program and the creation of a communications plan in preparation for a referendum

3. Next Steps (if motion approved)

- The members of the CPDCQA Task Force should be consulted during the development of the Terms of Reference for the Task Force charged with identifying and making recommendations about implementation issues.
- At this stage there are no external dependencies or constraints on PEO's ability to move ahead. In order to implement the proposed program PEO will likely need to amend the *Professional Engineers Act*, make changes to PEO's administrative processes and policies, implement a revision of the PEO website and association administration software, and develop a budget. The follow-up Task Force should deal with these issues.

4. Peer Review & Process Followed

Process Followed	<ul style="list-style-type: none">• The CPDCQA TF has meet 12 times since its creation in March 2014• The Task Force conducted extensive research on issues related to CPD as described in the attached report• The Task Force has provided two updates to Council• Members were consulted through an online survey• The proposed CPD program has been presented on numerous occasions to members at Town Halls, RCC meetings, chapter meetings, and other events• Member opinions were solicited and received through a dedicated email site• Feedback from members was considered and used to develop the proposed program
Council Identified Review	<ul style="list-style-type: none">• N/A
Actual Motion Review	<ul style="list-style-type: none">• The motion was prepared in consultation with the Task Force members.

5. Appendices

- Appendix A – Final Report of the Continuing Professional Development, Competence and Quality Assurance Task Force



Final Report

CONTINUING PROFESSIONAL DEVELOPMENT, COMPETENCE AND QUALITY ASSURANCE TASK FORCE
November 20, 2015

Executive Summary

This Task Force was directed by Council to prepare a concept for a comprehensive approach to continuing professional development and quality assurance. The approach developed by the Task Force was not intended to solve a particular problem. Rather, as stated in the Terms of Reference for this Task Force, "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."

The Task Force has developed the framework for a proposed continuing professional development (CPD) program that

- i) recognizes that there are both practising and non-practising licence holders
- ii) focuses on maintaining provision of competent engineering services rather than introducing a bureaucratic hurdle
- iii) ensures CPD requirements will be based on the risk that the work of the individual licence holder presents to the public and the profession
- iv) encourages licence holders and their employers to adopt risk mitigation measures within the work environment
- v) improves on programs implemented by associations in other provinces

The report provides the basic concept of a procedure for determining the CPD requirements for individual licence holders based on a number of factors that may or not be present in their practice environment and which may contribute to the risk to the public. The program allows licence holders and their employers to make independent choices regarding how they will mitigate this risk through either continuing professional development or the implementation of various best practice measures. Having finished its work the Task Force is recommending that Council establish a new Task Force for the purpose of developing the detailed structure of the program outlined in this report.

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 planning for a CPD program was made before the issuance of the Bélanger Report. 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 feels that Council must be prepared to respond to government by demonstrating a progressive concept.

During the period from September 18, 2014 to October 7, 2015 the Task Force held 12 meetings. The Task Force considered many pieces of research on competency assessment and continuing professional development, arranged for stakeholder consultation through focus groups, polling and written submissions and has developed a set of guiding principles that define a future PEO continuing professional development and quality assurance program.

Background

PEO owes it to licence holders 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.”

Except for APEGBC and PEO, all provincial and territorial engineering associations have mandatory continuing professional development requirements for all practising licence holders. The programs in place require licence holders to complete 240 hours of continuing professional development over a three year period. In most programs, practising as a professional engineer can account for up to 50 hours per year. The programs also allow the licence holder to attribute up to 10 hours per year of non-engineering related community participation and 10 hours per year of engineering related participation (mentoring, judging science fairs, or serving on public committees). Formal educational activities, authoring engineering papers, presenting at seminars or conferences, and other contributions to the knowledge of the profession can also be applied towards the licence holder’s CPD requirements.

PEO has consistently relied on licence holders to comply with their ethical obligation “to act at all times with competence in the performance of any professional engineering services that are undertaken.” (s. 7.1.v, O. Reg. 941). Compliance with this obligation would require that licence holders determine their capability whenever they take on engineering work. However, numerous psychological and pedagogical studies have found that self-assessment of competence is notoriously unreliable. A form of natural cognitive bias (the Dunning-Kruger effect) leads the vast majority of people in every profession and activity to consistently overestimate their competence in skills and knowledge. Many other professional regulators in Canada and elsewhere have acted on this information and removed reliance on self-assessment of competence from their regulatory policies. In its place, these regulators have instituted competence maintenance programs that incorporate externally assisted self-assessments, formal practice reviews conducted by trained evaluators, and compulsory education programs.

The Task Force studied the programs put in place by doctors, physiotherapists, nurses, architects, dentists and other professions and, in some cases, the policy reviews that gave rise to these programs. The larger professions in Ontario have, for the most part, abandoned reliance on self-assessment of competence and have also moved away from simple continuing professional development programs that merely count hours or equivalents.

The Task Force recognized that professional engineering practice differs from that in other professions primarily because the work of engineers is generally subjected to scrutiny either because it is done in teams or because the output of the work is reviewed by regulators. This additional layer of quality assurance, in many cases, reduces the risk to the public associated with the provision of professional engineering services.

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 this 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 licence holders 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. A CPD program should be tied to the 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 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 a 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 licence holders 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 licence holders 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 improving knowledge and skills utilized in practice, the program needs to treat practising and non-practising licence holders differently. Some members of the

Task Force have expressed concern regarding the need for non-practising engineers to have any CPD requirements. However, there is recognition that non-practising licence holders 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 those practising. For instance, non-practising licence holders must understand that, even though they are in a non-practising capacity, any act or statement made by them when they identify themselves as licence holders is subject to the same duty of care as a practising member.

Every practitioner should be familiar with the role of licence holders and obligations established in the *Professional Engineers Act* and its regulations. They 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 practising 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 should ensure that both practising and non-practising licence holders 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 licence holders 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 the risk to the public posed by individual practitioners.

The risk attributable to practising 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 Review of his or her practice. The parameters for such a review 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 practising 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 review, the practitioner would be assigned 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 review
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 benefits 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.

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. PEO will have to provide guidance documents and staff support in order to assist licence holders as they work through the risk review form.

Consultation

Each of the previous attempts initiated by PEO Council 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 addresses objections.

Therefore, the Task Force has made considerable effort to consult with PEO licence holders and to ensure that membership is aware of the details of the program. The Task Force Chair, Annette Bergeron, presented the proposed program at Town Hall meetings across the province during the period of September to November 2015.

The Task Force also commissioned Ipsos Reid to carry out a policy research project to ascertain attitudes and perceptions of PEO licence holders towards the proposed CPD program. The project had two components. First, Ipsos Reid conducted three focus groups with 29 PEO members as participants. The major take-aways from these discussions were:

- CPD must be mandatory if it is to work. Participants in the focus groups stated that practitioners were unlikely to voluntarily undertake CPD and report their activities. This is borne out by experience. Currently, PEO has a voluntary program for reporting CPD. Only 15 licence holders have taken advantage of this program.
- The participants overwhelmingly agreed that knowledge and skills required for practising as professional engineers is constantly changing and that it is important for engineers to remain up-to-date.
- The observers noted that generally the participants assumed that mandatory means PEO would set compulsory courses for all practitioners. This is a misunderstanding since mandatory refers to the reporting aspect of the program only.
- The participants noted that the principles of the program were clear and set important objectives for the program. However, they also noted that implementation is key to success – program must be well constructed and well communicated.
- The CPD should be flexible on the whole to allow the broad spectrum of engineering fields to participate, while being specialized to provide useful and relevant training to engineering disciplines.

The second component of the policy research project was an on-line survey of licence holders to gauge their reactions to the proposed CPD program. A total of 6,786 licence holders completed the survey. This represents an 8.8% response rate and the margin of error is $\pm 1.14\%$ 19 times out of 20.

The survey indicated that over 80% of PEO licence holders would like to see PEO develop a CPD program based on the principles outlined above. The respondents thought that the principles did a good job of communicating that CPD requirements will be based on a risk review; however, more needs to be done to clarify that the onus is on individual engineers to develop their own CPD plans and that firms may adopt risk management procedures in order to reduce CPD requirements for individual licence holders.

The results of this survey will be a resource that may be used to assist in the refining the design of the program and to develop a communications and education plan to explain the CPD program to all stakeholders.

Proposed Implementation

All PEO licence holders will be required to complete an on-line annual report as part of their licence renewal process (Appendix A). For non-practising licence holders the report will simply be a declaration that they are not practising professional engineering in any capacity. Non-practising licence holders will have no CPD requirements other than a regular ethics and professional practice refresher course. The Task Force has decided that this course is needed in order to ensure that licence holders declaring non-practice status understand what activities are foreclosed to them when making this declaration. They should also understand the ethical obligations and legal consequences of giving opinions on engineering matters even while not employed in an engineering position.

For those who are practising the initial part of the report will be the completion of an engineering practice risk review form. See Appendix B for a draft risk review matrix developed by the Task Force. The form requires licence holders to respond to questions that ascertain the risk associated with their practice and the related best practices and risk mitigation measures employed. Completion of this form will generate the individual CPD requirements.

Appendix C contains example scenarios and, where applicable, example engineering practice risk review forms for a member with 23 years of engineering practice in a consulting firm and a non-practising member.

Appendix D is the beginning of a list of definitions needed to clarify some aspects of the program. The follow-up implementation task force will need to refine these definitions and introduce additional definitions where needed. The implementation task force should prepare a guideline that will assist licence holders with the CPD assessment procedure.

Recommendations

The Task Force is making the following recommendations which will be framed as motions in the accompanying Council briefing note.

1. That Council accept the guiding principles and the basic program elements outlined in the section on Proposed Implementation.

2. That Council direct the Registrar to create Terms of Reference for an CPD program development task force which will be responsible for developing the risk review form, the CPD requirement algorithm, and the criteria for acceptable technical activities and to provide these Terms of Reference to Council for approval at its February 2016 meeting.

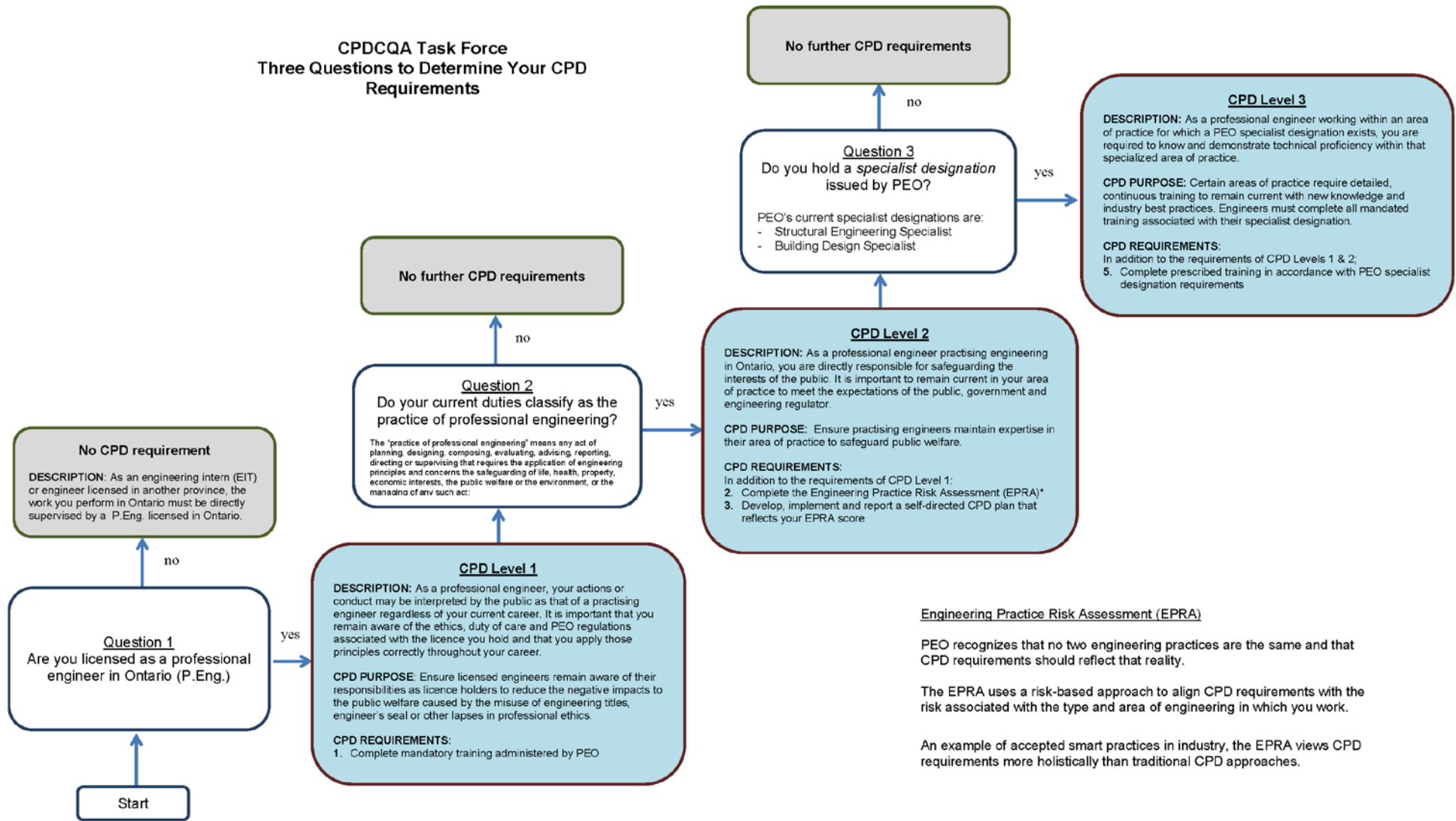
3. That Council direct the Registrar to develop and implement a communications plan to notify PEO licence holders and other stakeholders about the proposed continuing professional development and quality assurance program and provide that plan to Council for approval at its February 2016 meeting.

Prepared by the Continuing Professional Development, Competence, and Quality Assurance Task Force
November 20, 2015

Annette Bergeron, P. Eng.	Chair
David Brown, P. Eng.	Current member of PEO Council
Amin Ghobeity, P. Eng.	Academic licence holder
Rick Hohendorf, P. Eng.	Licence holder employed in an in-house engineering department
Tyler Ing, P. Eng.	Non-practising 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.	Sole Practitioner
Bruce Miller, P. Eng.	Retired Licence holder
Chris Roney, P. Eng.	Licence holder employed by a consulting practice

Appendix A - CPD Requirement Determination Procedure

CPDCQA Task Force
Three Questions to Determine Your CPD Requirements



Appendix B – Risk Mitigation Evaluation Questions

Risk Review Category	Present Practice Circumstance (check one)	Explanation and/or examples
Area of Practice Environment	Team	One of many Engineers in Discipline who collaborate
	Individual	Only engineer in company doing work in my Area of Practice
Organizational Structure of Practice	Established Multi-Discipline Team	Many engineers in each discipline of a multi-disciplinary company
	Established Single-Discipline Team	Many engineers in the company practicing in a single discipline
	Sole Engineer	Only engineer in the company doing this type of work
Engineering Role	I provide input to engineering documents	Input only. Rarely do full calculations
	I prepare engineering documents	Perform calculations, plans and designs
	I review engineering documents	Review work but do not stamp/release it
	I certify and release engineering documents	I review/stamp/certify documents. I am the last check-point
Engineering Standards	Area of Practice is governed by established regulatory codes	Building Codes
	Area of Practice is governed by peer reviewed best practice standards	American Society for Heating, Refrigeration and Airconditioning Engineers
	Area of Practice is not regulated	Very few published works in the field
External Engineering Peer Reviews	Mandatory Technical reviews are performed by a regulatory body	Nuclear? Electrical Safety Authority?
	Mandatory Non-Technical reviews are performed by a regulatory body	Municipal Building Department Review, MTO
	Non-Mandatory Technical or non-Technical reviews are performed within the industry	Contractors bidding, shop drawing reviews catch mistakes
	No external reviews	Nobody reviews design after completion
Internal Engineering Peer Reviews	Formal Review Process In Place - Every Job	Every job is reviewed and documented
	Formal Review Process In Place - Some jobs only	Eg. New/High risk jobs only. Routine jobs are not always reviewed

Appendix B – Risk Mitigation Evaluation Questions

	Informal Process	Checks done sparingly on an as needed basis decided by the engineer
	No Process	No process for peer reviewing work
Quality Management System	Subscribe to an industry recognized QMS process	Certified under ISO 9000/9001, CSA N286
	Other formal QMS	Six Sigma
	In-house QMS	A formally documented system developed internally
	No QMS process	
Engineering Outcome	Minimal Impact	Very minor affects to very few people or assets. Minor loss of productivity or inconvenience. (Car breaks down)
	Minor Impact	Minor affect to few persons or assets. Minor injuries or loss of private assets (Damage to property or systems) but repairable.
	Moderate Impact	Minor affects to many persons. <\$50k assets. (Failure of a cell tower transformer).
	Significant Impact	May affect a significant amount of people or assets. <\$500k assets (Cell tower loses power (many people affected)).
	Major Impact	Serious affect to people or assets - Deaths, loss of public assets, major loss of private assets. Nuclear power plant radiation release, bridge collapse
External Industry Certifications (PEO Excluded)	I hold an external certification relevant to my Area of Practice	LEED, PMP, Certified Wood Grader, BCIN's
	I hold an external certification relevant to my Industry	PMP, ASHRAE,
	I do not hold an external certification	PEO Designations are excluded (CEO, P.Eng, BDS)
Engineering Organizations (PEO Excluded)	I actively participate in an engineering body	CSCE, IEEE - Give presentations, attend meetings, Hold Elected Office
	I am a member of an engineering body	CSCE, IEEE, CEO
	I do not belong to any organized engineering bodies	

Appendix B – Risk Mitigation Evaluation Questions

Responsibility Level	A	Few technical decisions called for and these will be of a routine nature with ample precedent or clearly defined procedures guidance
	B	Decisions made are normally within established guidelines
	C	Makes independent studies, analyses, interpretations and conclusions. Difficult, complex or unusual matters or decisions are usually referred to more senior authority.
	D	Recommendations reviewed for soundness of judgement but usually accepted as technically accurate and feasible
	E	Makes responsible decisions not usually subject to technical review. Takes courses of action necessary to expedite the successful accomplishment of assigned projects.
	F	Makes responsible decisions on all matters, including the establishment of policies subject only to overall company policy and financial controls
Audited	External Audits of work are performed regularly	
	Internal Audits are performed by external organization	
	Internal audits are performed by company management	
	No audit of work is performed	
Practice Improvements (Lessons Learned Program)	Process to track and fix errors/omissions and communicate lessons learned	A process to track corporate errors, communicate and correct them. Lessons Learned process.
	Informal Process	Error tracking. No formal fix process
	No error tracking	No error tracking
Age of company	Established 20 years	Older companies have a broader corporate knowledge in their field and location to avoid engineering mistakes in less tangible ways not captured by other questions
	Intermediate 10 years	
	New <10 years	

Appendix B – Risk Mitigation Evaluation Questions

Experience (within Current Area of Practice)	Over 20 years	Same work for 20+ years
	Less than 20 years	Same work for 10+ years
	Less than 10 years	Same work for 5+ years
	Less than 5 years	New Job, New Type of work, New industry, Switched from non-practicing to practicing
Engineering Mentorship	Engineer has a formal engineering mentor	Inside or outside company, who meet regularly on a scheduled basis (quarterly, semi-annually). Supervisor relationship would count if also in mentorship role.
	Engineer mentored via peers	No established mentor. Works with a network of people
	No mentor	
Industry Publications	I regularly read industry publications pertaining to my Area of Practice	Monthly
	I often read industry publications pertaining to my Area of Practice	Quarterly
	I rarely read industry publications pertaining to my Area of Practice	Semi-annually
	I do not read industry publications pertaining to my Area of Practice	Yearly or not really.
Reference Library	I own and maintain an up to date reference library	Full reference available - Intimate knowledge of library contents
	My company has an up to date reference library accessible to me	Full reference available - Some knowledge of library contents
	I have a reference library, not all titles up to date	Moderate reference library available - Some titles may not be the latest version
	I have a limited reference library available and title may be out of date	Only limited materials available and/or references may not be the latest version
Industry Updates	The industry standards update infrequently	e.g. The pipe connections I design haven't changed in 50+ years
	The industry standards update at regular	e.g. Building code revisions every 5 years

Appendix B – Risk Mitigation Evaluation Questions

	intervals and are well publicized	
	The industry standards update regularly	New ways of doing things change often (2-3 years)
	No formal industry standards, always changing	Emerging fields constantly changing
Company Training	My company provides ongoing technical training related to my area of practice	Engineer at GM who receives constant training from employer
	My company provides infrequent technical training related to my area of practice	Company brings in a training session once a year
	My company provides no technical training related to my area of practice	No training
Breadth of Practice	Specialist covering a very narrow Area of Practice	Design and maintain the chemical process for a single product line
	Generalist covering a broad Area of Practice	Design many type of buildings and structures over a wide range of climates
Other CPD Programs	I am required complete mandatory CPD by an engineering regulator in another province	CPD for APEGA, APEGNB, etc
	I voluntarily comply with a CPD program by an engineering regulator in another province	Voluntary Program such as APEGBC
	I am required to comply with CPD for another certification.	CPD for PMP, LEED, etc
	I do not do any other CPD	
Education Level (Engineering Degree)	PhD	
	Masters	
	Bachelors	

Appendix C - CPD Requirement Scenarios

Scenario 1

- Professional engineer with 23 years experience
- Practising, structural
- Certified by external organization in area related to practice
- Senior engineer in firm with 4 licence holders; responsible for reviewing and sealing all documents
- Single discipline firm with formal review process for all projects
- Firm has audit processes, up-to-date library, and provides training
- Industry is well-regulated with constantly updated standards, project documents subject to non-technical review by regulatory body
- CPD requirement: 13 hours

Scenario 2

- Professional engineer, retired
- Non-practising – with commitment to not practise during the year
- CPD Requirement: 0 hours

Practising

The practice of professional engineering is defined in the *Professional Engineers Act*.

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

A person is practising professional engineering if, at any time, he or she performs an act that is covered by this definition. Licence holders are not judged to be practising on the basis of whether or not they apply their seals to documents. Nor does one need to be employed in a firm with a Certificate of Authorization in order to practise. A person may be practising professional engineering even though he or she does not produce documents such as drawings or reports. For example, making a judgment based on an understanding of engineering principles that impacts on the safety, property or economic interest of any person (including the owners or other employees of the organization employing the licence holder) would constitute engineering practice within the definition of the Act.

Non-practising

To be considered non-practising a person must not perform any act that is covered by the definition.

Briefing Note – Decision

C-503-2.2

ONTARIO CENTRE FOR ENGINEERING AND PUBLIC POLICY (OCEPP)

Purpose: To decide on the future of the Ontario Centre for Engineering and Public Policy.

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

1. That Council discontinue the Ontario Centre for Engineering and Public Policy and its operations.
2. That funds associated with OCEPP be removed from the 2016 budget
3. That the OCEPP Advisory Board be stood down with thanks.

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

Moved by: Dave Brown, P. Eng.

1. Need for PEO Action

- The rationale for this action was discussed at the Council plenary session on September 24, 2015 and is given in the attached report “OCEPP Future: Appraisal of Options” at Appendix A.

2. Proposed Action / Recommendation

- The Ontario Centre for Engineering and Public Policy will cease operation.
- There are no regulatory policy or legal implications to this decision
- The current \$145,000 labour and program budget for OCEPP will be cancelled

3. Next Steps (if motion approved)

- There is no further action to be taken other than communication of this decision to members and stakeholders such as Ontario Society for Professional Engineers and Engineers Canada.

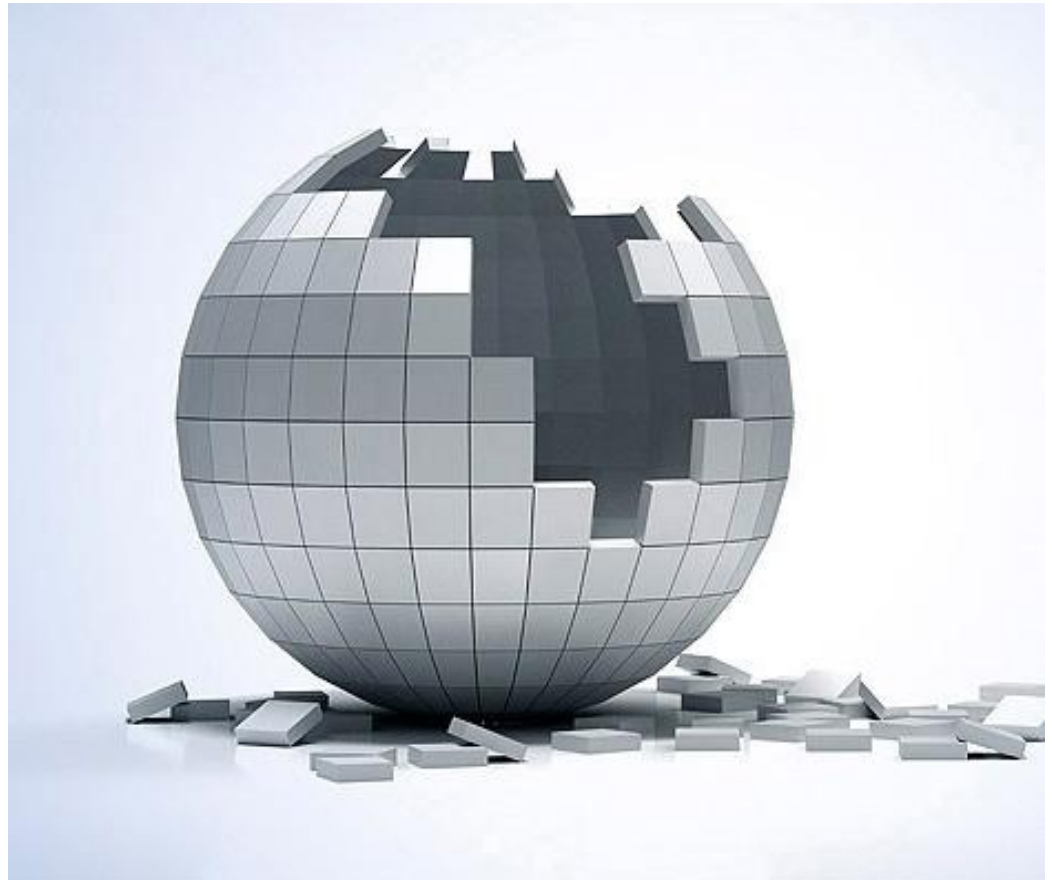
4. Peer Review & Process Followed

Process Followed	<ul style="list-style-type: none">• The policy was presented to Council at its Plenary Session on September 24, 2015• Council conducted a straw vote at that Session and voted 14 to 7 to discontinue OCEPP• The policy was reviewed and considered by the OCEPP Advisory Board who presented their own proposal to Council
Council Identified Review	<ul style="list-style-type: none">• N/A
Actual Motion Review	<ul style="list-style-type: none">• N/A

5. Appendices

- Appendix A – OCEPP Future: Appraisal of Options
- Appendix B – Proposal from the OCEPP Advisory Board

OCEPP FUTURE: APPRAISAL OF OPTIONS



May 28, 2015

Ontario Centre for Engineering and Public Policy

OPTIONS

Status Quo Ante

Between 2009 and 2014, OCEPP provided opportunities for professional engineers to voice their position on public policy issues. In effect, OCEPP operated as an event organizer to present conferences and seminars at which professional engineers and others could make presentations. Though the structure, staffing and resources of OCEPP changed over this period the operational focus remained constant.

Status quo ante refers to this initial version of the current phase in OCEPP's existence. In this option, OCEPP would be funded by PEO at a level commensurate with its 2009 staffing levels and operations, and given a mission consistent with the activities undertaken during the 2009 - 2011 period. Under this scenario, OCEPP would be a fully funded program within PEO for as long as Council wished it to continue. However, as described in this report there are risks and very little benefit to this option.

Strategic Realignment with Core PEO Regulatory Functions

In 2011 OCEPP was integrated into PEO's Policy and Professional Affairs unit. Staffing was reduced, an Advisory Board was added and Council directed OCEPP to focus on regulatory matters. As it was not clear how OCEPP should deal with regulatory matters, the centre continued with the conference, seminars and journal as means to encourage practitioners to become engaged in public policy debates. Consideration has been given to how OCEPP could be incorporated into PEO's regulatory policy operations. However, since there is an internal policy unit that is responsible for regulatory policy, the Centre operating within the department would be redundant and, in fact, would effectively create an obstacle to the operations of the policy unit.

Independent Think Tank

The original proposal for OCEPP envisioned that it would function as an independent think tank. The original intention behind the formation of OCEPP remains valid: there remains a need for an engineering centred perspective on public policy issues. However, in setting up OCEPP, Council provided a single year of financing during which period the Centre was to find sufficient funding to become self-sufficient. That was clearly inadequate as any think tank takes years to develop credibility, exposure, operational effectiveness, staffing, and a network of fellows. If Council believes in the mission of the Centre, it should be prepared to provide annual funding of between \$1 million and \$1.5 million throughout a 5-10 year incubation period.

1. OCEPP overview

In any planning exercise, an organization needs to first step back to determine what outcomes are expected from the activities of the organization. The Council briefing note document, *Engaging Engineers in Public Policy – An Outline* (January 24-25, 2008), that was the first mention of the plan to establish a Centre for Engineering and Public Policy, presented a number of potential functions of the centre but did not articulate a clearly defined mission.

At its June 2008 meeting Council formally sought to expand its involvement in policy and engagement matters by creating the Ontario Centre for Engineering and Public Policy through the following motion:

"That Council direct the CEO/Registrar to hire an Executive Director - Centre for Engineering and Public Policy, on a one-year contract, to operationalize the Centre and further authorize the expenditure of \$200,000, for this purpose and the associated expenses from PEO reserves in 2008, and in addition, that a minimum of \$300,000 be included in PEO's 2009 budget for the Centre of Engineering and Public Policy."

The briefing note that led to this motion listed a number of vaguely described functions to be included in a program to engage engineers in public policy but did not specify which ones the Centre would undertake. The note also included several 'whereas' clauses but none of these defined the reason for establishing the Centre, its mission, or its objective. Consequently, no one has been clear about the purpose of the Centre's activities.

The original plan envisioned OCEPP quickly securing external funding and separating formally from PEO to become an independent policy think tank. While many organizations and individuals were approached, external financial support did not materialize as expected. The problem was Council authorized only sufficient seed capital to begin a one-year effort to obtain external funding. However, without a demonstrated ability to perform research and influence public policy sources of external funding could not be convinced to invest. With no long term plan or willingness of PEO to support the Centre while it attained credibility during a development phase, OCEPP was primed to fail.

With the future of the centre at a crossroads and the departure of its executive director in spring 2010, council set up the Sustaining OCEPP Task Force to investigate future options for the centre. Council invited Consulting Engineers of Ontario, OSPE and OCEPP to its September 2010 meeting, to present their vision for OCEPP. Following the presentations and discussion, Council voted that evening to make OCEPP a PEO department. Bernard Ennis, PEO's director of policy and professional affairs, took on the additional role of OCEPP director in early 2011.

Since 2011 there have been conflicting and contradictory directions from council on what it expects from OCEPP, as well as long periods without any communication or discussion about the Centre at council meetings. For instance, at its November 2010 meeting, council approved a motion to create the OCEPP Advisory Board. Among the many items in its mandate, the Board was asked to provide advice for transforming OCEPP into a self-sustaining operation, even though council agreed at the previous (September) meeting to make OCEPP a PEO department. In September 2012, Council was

presented with a draft mandate, terms of reference, work plan and human resources plan. Instead of discussing the documents, Council referred them to the OSPE-PEO Joint Relations Committee (JRC), but did not provide any direction to JRC. JRC met in November 2012; however the only action to arise out of this discussion was to add an OSPE representative to the Board. None of the documents submitted to Council were approved leaving the Board and staff unclear as to Council's expectations for OCEPP.

Consequently, in the absence of direction from Council, the Board has held its own strategic planning sessions to determine what opportunities exist for a centre dedicated to providing engineering input to public policy. The Board suggested that there are two directions to consider for moving forward:

1. Maintain the status quo ante, with restoration of the original 2009 budget, refilling vacant or semi-filled positions, and continuing all previous activities such as the conference, the seminar series, the *Journal*, and external collaborations while operating as a program within PEO; or
2. Immediately establish OCEPP in its original conception as an independent think tank with committed long-term funding to provide it with the opportunity to become self-sufficient.

A third option is to integrate OCEPP fully into the regulatory policy department as an in-house think tank responsible for conducting research and analysis on PEO regulatory policy matters. This follows from the last direction received from Council regarding OCEPP's role.

2. Regulatory policy

At its September 2010 meeting, council passed a motion stating that "OCEPP be directed to focus, for the next year, on dealing with regulatory matters." Though that one-year period has not been extended, no further direction has been provided and many councillors still hold that OCEPP's work should be limited to regulatory matters. For this reason, it is important to be clear about what constitutes regulatory policy and how OCEPP can implement work in this area.

In order to determine whether OCEPP activities should be limited to dealing with regulatory policy, it is necessary to clarify what such work entails. One aspect of regulatory policy involves the generation of new or amended regulations under the *Professional Engineers Act*. Generally, these policies are internally generated and developed by various PEO committees or task forces. It is difficult to see how policies related to licensing qualifications and procedures, disciplinary processes, and PEO's other regulatory roles could be the subject of the current OCEPP activities which rely on receiving submissions from engineers not normally involved with PEO activities. Engineers not engaged in PEO committees are not knowledgeable about issues such as carrying out the principle object of the Act while conforming to common law and the policies of other administrators such as the Fairness and Human Rights commissions.

If adequately staffed and funded, OCEPP could do its own research or commission research on these matters. That is, OCEPP could hire experts, conduct public consultations and workshops and perform other activities to gather information on the implications, effectiveness and justification of proposed policies. However, research in support of PEO regulatory policy development is really the domain of those internal PEO groups working on these matters. If these groups require research to

support their work, PEO's regulatory policy staff should be carrying out that data collection and analysis. There is no reasonable benefit to be expected by transferring this work to OCEPP.

The other aspect of regulatory policy concerns the development of policies related to the impact of external regulations on the practice of professional engineering or on PEO's ability to regulate the profession. For instance, the Ontario Labour Mobility Act and the Human Rights Commission policy regarding discrimination on the basis of Canadian experience are external factors that need to be considered in developing PEO's regulatory policies.

Producing opinions on the implications of specific legislation for the profession of engineering is clearly an area where OCEPP could concentrate its efforts, but this would mean conducting or commissioning analytical research. This type of policy work would primarily be done by lawyers, not engineers, since it involves the interpretation of legislation within the context of the existing legal regime that constrains the practice of engineering. But again, since the work of commissioning external experts can be done by internal PEO groups or staff, an independent policy centre is not needed.

A variation on this aspect of regulatory policy development involves the promotion of changes to external legislation needed to improve the regulation of professional engineering. Rather than considering and commenting on the implications of external legislation after the fact, OCEPP could proactively consider areas of engineering practice and engineering regulation that could benefit from changes in legislation other than the *Professional Engineers Act* and build the cases to propose these changes. Such activities would begin by identifying problems associated with the practice of professional engineering that demand changes in public policy. For example, OCEPP could evaluate and propose changes to legislation such as the *Ontario Building Code* or the *Occupational Health and Safety Act* that would make it easier for engineers who have identified threats to health and safety to initiate corrective action in order to protect the public. Since developing proposals regarding changes to public policy would require input from many groups outside PEO, committees and task forces made up entirely of PEO members are not proper sites for this work. OCEPP, with its external connections, would be the more appropriate vehicle for developing a case for action on public policy that would seem to serve the interests of professional engineers.

3. Public Policy

Public policy refers to the objectives of the state relating to the well being of its citizens that guide governmental action. These policies are generally embodied in legislation. Because the objectives describe the matters that are important to the community public policy is an expression of their values. Engagement in public policy refers to activities undertaken to:

1. Influence the content of the government's agenda
2. Recommend the making, amending or cancelling of statutes
3. Recommend priorities for the spending of public money
4. Change attitudes of the public or groups within the public towards specific issues

Professional engineers are engaged in public policy at many levels. Practitioners from engineering firms and technical organizations, university faculty and ministry engineers are often called upon by government policy advisors to provide subject matter expertise during the development of policy

options. Engineers sit on many committees, advisory boards, or expert panels that provide input to government at all levels. Engineering business associations such as Consulting Engineers Ontario, and industrial or sector associations such as the Municipal Engineers Association are regularly consulted by government on policies that are being implemented.

Government does listen to engineers, either as stakeholders or as subject matter experts, but generally their role is to help move a pre-existing agenda forward. The engineering profession is rarely, if ever, involved in the push to include items on the government agenda. To do that calls for strategic long-term thinking, a continuous program of government and media relations, significant public engagement, and abundant research.

Since there is currently no public advocacy organization providing high level, engineering orientated policy engagement, OCEPP could step in and fulfill this function. Under this scenario, the role of OCEPP would be:

- to identify, from an engineering perspective, gaps in current or proposed legislation or government programs that may negatively affect the life, health, property, or economic interests of Ontarians and propose measures for removing the gaps or mitigating their effects.
- to identify, from an engineering perspective, opportunities to positively affect the life, health, property, or economic interests of Ontarians and propose changes in legislation, government programs or public attitudes that could realize these opportunities.

These are very broad mission statements but possibly not as broad as those of other policy centres. For instance, here are the self-described missions of three major Canadian think tanks.

C. D. Howe Institute: “to raise living standards by fostering economically sound public policies.”

Fraser Institute: “improving the quality of life for people of all ages and income levels by exploring what policies will lead to greater prosperity and improved health for all levels of society.”

Canadian Centre for Policy Alternatives: “concerned with issues of social, economic and environmental justice.”

The mandate of a policy centre or think tank needs to be broad so that the institution can address issues as they arise from within the context of its purpose and so that it can have a long term strategy and be able to select the issues and approaches that best help move society towards that goal.

Policy work is an expense; it does not generate revenue. However, only with sufficient funding can progress be achieved on policy issues. Organizations that want to sway government to change policy direction must present solid, well-analyzed research. Policy work is time consuming and slow to achieve results; it may take years of engagement with the public and government to get traction on a policy initiative by slowly moving the focus of social conversation towards the centre’s message.

It is equally important for an organization to be at the table before a policy decision is reached - not after. In fact, it is preferable that an organization with an interest in a particular policy matter initiates the discussion. For example, OSPE has made some headway in raising concerns about current provincial energy policy and getting a number of changes implemented, but progress has been slow because OSPE became involved after the energy policy was announced. If Council wants to make an impact with OCEPP it must provide adequate resources to enable the Centre to get ahead of issues, to be thinking and talking about issues before they become part of the political agenda.

But, in order to be credible in its recommendations, OCEPP would need to be completely independent of PEO. Membership in the association is non-voluntary and its members have widely divergent views on many topics. It is not reasonable for PEO, or an affiliated body, to take positions on matters of public policy that are not acceptable to sizable portions of the membership when those members have no option to disassociate themselves from the association without serious consequences to their careers and livelihoods.

4. OCEPP operations

Since its inception in 2008, OCEPP has developed a recognized brand as a forum for discussion about public policy issues from an engineering perspective. The OCEPP brand has been used to mark:

- an annual policy conference;
- noontime policy seminars, other events and co-sponsored symposia;
- publication of articles (from March 2009 to December 2010 OCEPP had a stand-alone bimonthly publication, *The Journal of Policy Engagement*; since January 2011 OCEPP papers have been published in the "Policy Engagement" section of PEO's *Engineering Dimensions* magazine);
- an annual student essay competition; and
- special projects such as involvement in the seven-year Work in a Warming World (W3) project based at York University.

Back in 2009 and early 2010 OCEPP helped conduct ground-level research for Engineers Canada's Framework for Licensure project. Since then—and unlike typical policy organizations such as the Mowat Centre at the University of Toronto or the Canadian Centre for Policy Alternatives—OCEPP has not conducted research on policy matters. Instead, as evidenced by the activities listed above, the centre has functioned solely as a conference promoter and media outlet. However, unlike other conference promotion enterprises, OCEPP did not profit from these events due to large number of complementary participants such as PEO Councillors and Chapter volunteers.

OCEPP staff currently comprises a part-time director and full-time program assistant. In 2009 and 2010 OCEPP had a full-time executive director, business manager and junior fellow. In 2014, due to a lack of resources and a concern regarding its role, OCEPP decided not to hold any further conferences or seminars.

5. Assessment of the status quo

Unlike other think tanks and policy centres, OCEPP—due to a lack of resources—does not conduct or commission research. Consequently, OCEPP cannot independently develop policy papers. Instead,

OCEPP acts solely as a clearinghouse for publication and presentation of other people's work. Since OCEPP has no control over the positions presented the Centre gains no credibility as an opinion maker and cannot develop and maintain consistency of policy positions issued under its name.

A major potential problem arising from this practice is the risk of PEO owning policy positions put forward by others. There has already been negative feedback aimed at PEO in response to some articles published in the *Journal*. Also, two groups of authors have assumed that because they were published in the *Journal*, PEO was endorsing their positions and looked to PEO to advance their causes. On neither issue was OCEPP able to conduct a comprehensive policy analysis. It would have been extremely risk for PEO to endorse and advocate for these positions without that analysis.

Though providing a forum for engineers to voice opinions on public policy is consistent with PEO's intention to encourage professional engineers to become engaged directly in influencing public policy, Council should reconsider whether it would be more appropriate to leave this to OSPE.

Current Centre activities have a high demand on resources and a low correlation to PEO's regulatory mandate. For instance, PEO gets little or nothing out of the conference because there is no follow up on issues raised. Without funding or staff, issues raised by conference speakers or *Journal* articles cannot be developed into fully articulated PEO positions. For instance, a panel at the 2012 Conference raised many concerns about the long-term viability of glass condominium buildings. This would be an excellent issue for professional engineers to demonstrate leadership on a matter of public policy by explaining the need for changes to the *Ontario Building Code* and the *Condominium Act*. However, OCEPP had no mechanism for continuing the project following the conference.

Credible advocacy and policy organizations are those that produce substantive research and take their own stance of matters of interest. They are not the mouthpieces for others to promote their positions.

6. Assessment of the strategic realignment option

Following Council's decision to move OCEPP into PEO operations the Centre was integrated into a new Policy and Professional Affairs department. Policy and Professional Affairs is the nexus of PEO's policy activities. Its mission is to provide Council with thoroughly analyzed advice regarding issues affecting PEO's mandate of regulating the practice of professional engineering so that the public interest may be served and protected. As a regulator PEO must use its regulation making powers judiciously; regulatory policies provide systematic justification for the use and content of each particular application of PEO's rule-making powers.

Under this realignment, OCEPP's purpose, as part of PEO's regulatory policy unit, is to ensure Council and the profession are provided with a range of well analyzed views from external advisors on matters of public policy that affect the engineering profession. The Centre anticipates that Council will use these policy recommendations either a) to identify issues that may impact the regulation of the practice of professional engineering; or b) to communicate recommendations about external regulation impacting on the practice to policy makers in government and other associations.

However, our experience has shown that academics and engineering practitioners do not engage in initiating or developing policy considerations related to PEO regulatory issues such as licensing

requirements, need for and implications of creating specializations, jurisdictional conflicts with other regulators, and other matters dealing with the regulation of the profession.. Practitioners, outside the PEO volunteer cadre, simply do not engage in analysis of how PEO does or should regulate the practice of the profession. PEO staff and committee volunteers are the experts on these matters.

OCEPP has considered the possibility of conducting workshops, focus groups and other meetings to initiate discussions and solicit input from subject matter experts (not just engineers) on matters pertaining to PEO's regulatory mandate in order to generate or test policy options. This proposal was incorporated into the 2015-2017 Strategic Plan as Strategy B2.(b):

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

The intention of this strategic component is to make OCEPP relevant to PEO, integrated with other PEO operations and manageable within limited resources provided, and to do so in a manner that builds on its past. The workshop approach, which allows OCEPP to choose the issues to be considered and to direct those activities towards the production of an outcome, gives OCEPP a limited but useful role within PEO.

Maintaining a separate brand (OCEPP) within PEO in order to undertake this small portion of regulatory policy development requires additional expenses and contributes nothing that cannot be done directly by PEO. Workshops and focus groups can easily be conducted by the in-house policy unit as is done by other professional regulatory bodies. Consequently, there seems to no reason to maintain a separate OCEPP identity within Tribunals and Regulatory Affairs.

7. Assessment of the independent think tank option

The third option would see PEO provide the means for OCEPP to establish itself as an independent think tank. As an independent policy body, OCEPP would have a broader range of stakeholders and potential issues to explore than it can have while affiliated with PEO. The Centre could become a public advocate on all issues related to professional engineering. This should include taking a critical look at PEO and its performance as a regulator, its licensing and discipline practices, and creating public policy positions on the regulation of professional engineering

Once independent, the centre can be used to provide a bridge between the engineering profession and opinion makers, to create better awareness of the perspective that engineers can bring to government decision-making

This emphasis on understanding the public will seem strange to those who initially proposed the need for a centre in order 'to get the message out' due to their firm belief that engineers could solve any problem, including those of public policy, and the fault was in the reluctance of politicians and the public to act on the solutions proposed by engineers.

Engineers can propose technical solutions for any problem that is put in front of them. But, in my experience, they have difficulty understanding that a solution that is not politically acceptable is not a solution no matter how well it deals with the problem on a technical level. Engineers often believe that a technically superior idea sells itself, and if it doesn't, it's because the opponents of the idea have bought into some anti-technology myth. In most cases, however, the disagreement is actually a

clash of values or interests; an ethical or political situation that isn't amenable to engineering modes of thinking. So, if engineers want their work on public policy issues to have an impact they need to incorporate the mechanisms used by other policy makers into their own way of thinking.

The profession needs to recognize that public policy organizations are in the persuasion business, not the education business. That is, they are not in the business of presenting facts as though facts speak for themselves. This is not general practice for engineers and engineers are not generally perceived as communicators of ideas. In an article about Big Data in the June 2013 issue of Fast Company magazine, Leslie Bradshaw, the COO of Guide says: "The art is in preparing the content for optimal human consumption. The data doesn't just talk back to you. You collect, you analyze, you tell stories. Think of an iceberg. Underneath the waterline are data storage and analysis. Those are your engineers and scientists. Up above is the interface. It's both literal and narrative. It starts with the hard sciences—the math, the analytics—but it ends up with the softest: how to tell the story." Notice what she's saying: engineers can provide data but they won't be the ones telling the story. And on every public policy issue it's the storytelling that's important.

Persuasion is not controlled by the speaker; it depends on the audience's acceptance of what the speaker says. In order to present a policy idea persuasively the speaker must understand the position of the audience thoroughly. The task of a think tank, like all policy driven bodies, is to make policy arguments that are based on the values and attitudes of the audience. Its business is to frame the proposed policy solutions in a manner that will be acceptable to the public.

Like all think tanks OCEPP needs to attract fellows. Forming linkages to practitioners, engineering associations, engineering faculties, engineering technical societies and the Canadian Academy of Engineering is important, since these will be the likely sources of engineering-centred policy solutions, but not sufficient. The think tank will need to study the public as well as the problem; the Centre will need to study what the public thinks about engineers and what attitudes the public has towards engineering influence on their lives. This requires input from non-engineering experts in fields as diverse as economics, law and journalism. Policy development and advocacy is essentially an interdisciplinary activity.

In order to be persuasive, OCEPP must be trusted by the audience and that can happen only when OCEPP is at arm's length from PEO. The Centre cannot function independently while sharing facilities and in-kind services with PEO. Its mission, governance and administration must be separate from PEO as well. However, it will need substantial funding to tide it over until it can become self-sufficient. At the recent "Engineers Want In" conference the opinion makers' panel emphasized the need for patience. A public policy organization needs years to build network connections, credibility and a narrative in order to become persuasive.

The assumption that money would flow to an untested organization with no structure, strategy, policy staff or message was unrealistic and all parties should have foreseen that failure. Before OCEPP can attract the funding necessary to be self-sustaining, a case has to be made that OCEPP is a viable, functioning organization with credible operations and a defined mission. To reach that state PEO must be committed to a 5-10 year incubation plan with sufficient ongoing funding to demonstrate the Centre's usefulness.

8. Recommendation

Based on the preceding analysis none of the options that retain OCEPP in any form warrants serious consideration. Therefore, we are recommending that Council discontinue OCEPP and reallocate its \$70,000 budget into a policy research fund for Tribunals and Regulatory Affairs.

The status quo ante option produces serious risks for PEO of owning unpopular policy positions advanced by engineers given a platform by OCEPP. This option has a high demand on PEO resources yet produces nothing of value for PEO as there is no correlation between the PEO regulatory mandate and the work of external authors presented by OCEPP.

The strategic realignment option is also unviable. Retaining a separate entity with its own Board within a PEO department is structurally unworkable. Every unit within PEO should be directly accountable to Council and subject to direction by senior management in order to fulfill the mission of the association. Integration of an organization responding to a separate Board with an incompatible mission into the organizational hierarchy of the association serves no purpose. Trying to assign the role of regulatory policy development to OCEPP when this is already a function within PEO simply duplicates organizational units. Everything that OCEPP could do can be done by more efficiently by PEO's regulatory policy unit; separate branding is not necessary.

The only reason to maintain a separate entity with unique branding would be to create an independent think tank. However, that option requires PEO to be the sponsoring body for a significant period. Unless Council is ready to provide the substantial funding needed over the timeframe needed to create a viable, self-sustaining, independent think tank the OCEPP project should be discontinued.

Discontinuation of the program is the most appropriate step at this time as there are other options available for introducing the engineering profession into public policy debates. OSPE, as the advocacy body for professional engineers, is naturally involved in public policy. The Society regularly develops positions on policy issues consistent with its mandate and engages in government relations to advocate for these positions. OCEPP, as an independent think tank, would duplicate much of the activities of OSPE. It is not really necessary to have both organizations.

The advocacy arena that OCEPP and OSPE fit into is becoming even more crowded as Engineers Canada is planning to create a Canadian Centre for Engineering and Public Policy. A national centre would be better able to deal with public policy issues that are common to all the provinces or require action by both federal and provincial governments. A national body would be more likely to attract ongoing funding from large corporations and could find support from all the constituent associations. Its ability to take positions on controversial issues would not be constrained by the divergence of views within the engineering profession since it is not a licensing body and therefore does not need to respect the opinions of all members in the way that a provincial regulator does.

In addition to these organizations, many engineering faculties have developed specialized public policy centres. In addition to the ArcelorMittal Dofasco Centre for Engineering and Public Policy at McMaster University, there are the Cities Centre and Transportation Research Institute at University of Toronto, the Institute for Sustainable Energy at Waterloo University, Queen's Institute for Energy and Environmental Policy and similar centres elsewhere. These focused interdisciplinary, university

based centres are better able to coordinate engineering research with policy development than OCEPP could.

9. Lessons Learned

PEO's experience with OCEPP and other policy initiatives such as the industrial exemption repeal demonstrates the need for a better understanding of the policy process and long-term strategic thinking within the governance structure of PEO. Based on past experience of confused, conflicting and reactive policymaking, it is clear that PEO's fragmented and rudimentary policy processes need to be fixed. PEO has set itself a goal of being the global leader in self-regulation. Policy is the driver of the regulatory process. Policy sets the governance agenda. Policy demonstrates the commitment of an organization to its mission. Policy realizes the organization's goals. In order to achieve the global leadership goal, PEO must commit substantial resources to regulatory policy research, analysis and development.

Currently, PEO's commitment to the policy process is considerably less than that of other large regulators in Ontario, such as the College of Teachers which has a staff of 14 (including 4 lawyers) in its Policy and Research Unit. The College has an additional 5 staff in its Standards of Practice and Education Unit which develops policies (standards and guidelines) for teaching practice. Total policy staff represents approximately 12% of OCT staff. Similar resources are attributed to policy departments in the Law Society and the College of Nurses. Even the Ontario Good Roads Association has 15% of its staff working on policy (2 out of 14). PEO currently has 4 staff members in the regulatory policy and professional standards areas (approximately 4% of staff) and much of their time is spent on other tasks such as practice advice and committee management.

Many self-regulatory associations already demonstrate extremely professional policy processes that mirror the systems in place in think tanks and large special-interest advocacy bodies. These organizations are not reactive, responding to member whims, but proactive. They think strategically and long term. They recognize the influence of external drivers that affect their organizations now and those that will likely affect them in the future. For instance, the College of Teachers held a workshop in 2014, facilitated by a strategic innovation management firm, with participants from professional regulators, important external stakeholders, academics and lawyers to investigate the possible scenarios for the self-regulatory regime in 2030. The College understands that consideration of the ways in which various trends can affect its mandate will ensure it is prepared to deal with situations that will arise rather than scrambling to find a quick fix.

Forward thinking associations depend on their policy units to continuously monitor the political and social environment to identify trends and prepare strategies for every contingency. This commitment to the policy process enables these associations to be prepared to deal with crises and the sudden appearance of opportunities to advance their interests.

In order to move towards world class regulatory status, the association should determine whether all the various components of PEO's policy, government relations and strategic communications operations are properly structured, tasked and aligned to accomplish what is needed. It is recommended that an external consultant – preferable a panel of three or four experts in public administration, government relations, and political strategy – be retained to examine and provide recommendations on this aspect of PEO.

OCEPP and the Way Forward

Submission to PEO Council from the OCEPP Advisory Board
September, 2015

C-503-2.2
Appendix B

Recommendation:

OCEPP should be funded by PEO at a level commensurate with its 2009 staffing levels and operations, and be given a mandate consistent with the activities undertaken since 2011. OCEPP needs to change its governance structure; it should be made a Committee of Council.

Background

Ontario's policy-makers face a range of serious technological challenges. Among the most pressing concerns are renewal of aging infrastructure, developing economical, clean and sustainable energy sources, and reducing waste. To better understand the issues and to develop sustainable solutions, government, business and industry leaders increasingly need advice from the engineering community. Since its establishment by PEO council in 2008, OCEPP has developed a recognized brand as a forum for discussion about public policy issues from an engineering perspective. OCEPP was created to help ensure that engineers continue to fill this vital role and to help safeguard the public trust.

OCEPP has operated as a department of PEO since September 2010, in accordance with a decision by PEO council on September 23, 2010. The Centre's mandate is to engage the engineering profession, academic community, policy-makers, opinion leaders and others interested in advancing the public interest. Bernie Ennis, PEO Director of Policy and Professional Affairs, took on the additional role of OCEPP Director in early 2011. Catherine Shearer-Kudel became the Program Manager in the Spring of 2009. Catherine left in Fall 2014 and was not replaced. OCEPP has an Advisory Board that met for the first time in July of 2011 with a mandate to provide advice, as appropriate, to OCEPP's Director. It meets three times a year. The board membership is made up of two members from the broad engineering community and one member from each of: Consulting Engineers of Ontario, the Ontario Society of Professional Engineers, students, academe, industry, media/government relations and the Ontario government.

Questions have been raised as to the viability of OCEPP. The OCEPP Advisory Board strongly believes that PEO should continue to support OCEPP, if only to continue to support its current activities. . The negative view is that the activities of OCEPP are not in strict alignment with PEO's regulatory mandate. However, so are a number of other programs supported by PEO, including the Student Membership Program, the Government Liaison Program, the OPEA Gala, the Engineer-in-Residence program and even the local Chapters. As members of PEO, Board members fully support all of these programs, because they help promote and support the profession of engineering.

Advisory Board Membership (2014-2015)

Shereen Amin (MOECC, Toronto)
Ken Clupp (DSB Security, Ottawa)
Bill De Angelis (City of Toronto)
Bernie Ennis, Staff (Director, PEO)

David Euler, Assoc Chair (City of North Bay)
Desmond Gomes (OSPE Representative)
Lesley Herstein (University of Toronto)
Brian Surgenor, Chair (Queen's University)
Gary Thompson (Toronto Hydro)

Questions and Answers on OCEPP

As further background to this recommendation, and to promote discussion around the mandate of OCEPP, a series of questions on OCEPP issues are answered below.

1) What currently works well for OCEPP?

The status quo for OCEPP encompasses the following activities:

- an annual policy conference
- noon-time policy seminars, other events and co-sponsored symposia
- publication of articles (since January 2011 OCEPP papers have been published in the "Policy Engagement" section of PEO's *Engineering Dimensions* magazine)
- an annual student essay competition for both university and college students

2) What needs to change at OCEPP?

- OCEPP should become a Committee of Council. This means that the OCEPP Board would take its direction from Council, instead of from PEO staff
- OCEPP should expand its outreach activities to include assisting Chapters with the promotion of discussion on engineering and public policy

3) What should OCEPP not be doing?

- OCEPP should not be operating as an independent think tank
- OCEPP should not deal with regulatory matters, as that is the responsibility of PEO's Policy and Professional Affairs unit
- OCEPP should not be in the business of generating white papers on policy (it is in the business of promoting discussion on the subject of policy)
- OCEPP should not be involved with special projects (such as the York University W3 project)

4) Why should Council continue to support OCEPP?

- Support of OCEPP as a program is consistent with PEO's mandate to promote and support the profession of engineering, in the same way that it supports the Student Membership program, the Government Liaison program and the Engineer-in-Residence program (see attachment A)

5) Why does OCEPP fit better with PEO than with OSPE

- OSPE is about advocacy on policy. OCEPP is about education on policy.
- OCEPP is about encouraging practitioners to become engaged in public policy debate

Attachment A:**Comparison of Budgets for SMP, GLP, OPEA, EIR and OCEPP**

In the President's Message in the Annual Review for 2014 as published in the May/June 2015 issue of PEO Dimensions, David Adams wrote:

"The Ontario government decreed over 10 years ago that PEO divest itself of member advocacy. This we tried to do with the transfer of personnel and start-up funding to OSPE. Because OSPE membership did not grow as expected, PEO continued to finance programs, which could be argued are outside of our mandate. These include the Student Membership Program, the Government Liaison Program, the OPEA Gala, The Engineer-in-Residence program and OCEPP. The annual cost to PEO of these programs in 2013 reached \$830,000, with \$976,000 budgeted this past year (2014). Council has approved this continued financial support. This position may have to be revisited as budget pressures increase".

Table 1 gives the breakdown of the \$976,000 figure for 2014. A comparison is also made to previous years. Note that the figure for 2014 is high, as the cost of labour was added to the budget of each program at the time this table was generated by PEO, to provide a more realistic measure of the cost of each program.

Table 1. Financial data for SMP, GLP, OPEA, EIR and OCEPP

Program	2011		2012		2013		2014		
	Actual	Budget	Actual	Budget	Actual	Budget	Budget	Labour	Total
Student Members	51,570	94,268	50,865	106,052	64,741	105,918	104,000	112,456	216,456
Govt. Liaison	181,556	238,482	161,190	228,300	185,003	231,400	234,161	53,525	287,686
OPEA Gala	109,576	138,908	84,858	138,850	89,093	118,600	117,318	3,127	120,445
EIR Program	48,320	59,000	64,000	59,000	73,191	74,000	74,000	7,014	81,014
OCEPP	104,036	143,400	77,047	114,625	59,186	104,430	88,675	181,438	270,113
Total in 2014								\$975,714	

2016 OPERATING BUDGET

Purpose: To review and approve the draft 2016 operating budget.

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

That Council approve the draft 2016 operating budget as recommended by the Finance Committee and as presented to the meeting at C-503-2.3, Appendix A.

Prepared by: Maria Cellucci, CA, CPA

Moved by: Roger Jones, P.Eng. – Chair, Finance Committee

1. Need for PEO Action

The Finance Committee completed its review of the draft 2016 operating and capital budgets (“2016 budgets”) on October 26, 2015 and is presenting a balanced budget which meets the reserve requirements required by Council policy. As the next step in Council’s business planning cycle, Council is to approve the draft 2016 operating budget.

The key highlights of the draft 2016 operating budget are summarized below and compared to the 2015 forecast. A copy of the draft 2016 operating budget is attached in **Appendix A**.

Total revenues in 2016 are budgeted at \$25.5m and total expenses are budgeted at \$25.3m resulting in an excess of revenues over expenses of \$216k. 2016 Budget Assumptions approved by Finance Committee and received by Council in May, 2015 called for a balanced budget.

Revenue

The 2016 budgeted revenue is planned to be \$25.5m representing an increase of \$1.1m or 4.5% over the 2015 forecasted revenue. The increase is largely due to:

- An increase in application, registration, examination and other fees of \$647k or 10.3% due to an increase in examinations written, and CofA applications and registrations;
- An increase in P. Eng revenue dues of \$219k or 1.4% due to natural growth in P.Eng membership based on the historical trend; and
- An increase in 40 Sheppard revenues of \$216k or 9.9% due to lease up in 2016 of vacant space on fourth and eighth floor.

P.Eng licence fees are the lowest in Canada and will remain frozen for the eighth consecutive year. All other fees remain frozen for the sixth consecutive year. The 2016 budget assumes that all fees remain unchanged.

Expenses

The 2016 budgeted expenses are planned to be \$25.3 which represents an increase of \$973k or 4.0% over 2015 forecasted expenses. The increase is largely due to:

- An approved 3% increase in staff salary for merit increases and CPI adjustment. This increase is supported by Compensation research surveys of comparable organizations.
- An increase of \$469k in Amortization due largely to the completion of Phase 1 of Aptify in early 2016;

- An increase of \$118k in Postage and courier due to an increase in postage rates by Canada Post in January, 2016 and an increase in postage for Engineering Dimensions due to Council decision to revert to paper version for all members except those who request the digital edition;
- An increase of \$87k in PEO occupancy costs as building common area maintenance costs (CAM) have increased and an increase in storage and other office maintenance costs; and
- An increase of \$56k for Chapters largely due to a ten percent increase in allotments per RCC directive.

The above were partially offset by:

- Reduction of \$167k in computers and telephone due to significant savings from securing a new supplier for hosting and managing the IT infrastructure;
- Reduction of \$133k in contract staff due largely to reduction in IT support;
- Reduction of \$63k in Legal due largely to a lower legal reserve for corporate matters and an increase in in-house legal work; and
- Reduction of \$61k in consultants largely due to elimination of the consultant for the CPDCQA Task Force, PEO communications audit, and the policy development research consultant.

2. Proposed Action / Recommendation

That Council approves the draft 2016 operating budget.

3. Next Steps (if motion approved)

On receiving Council approval, the 2016 operating budget will be used for supporting PEO operations in 2016.

4. Peer Review & Process Followed

Process Followed	<p>In accordance with the Council approved PEO business planning cycle, the draft operating budget (Appendix A) is provided to Council for approval.</p> <p>Council approved the following motions in the May 29, 2015 meeting: That Council:</p> <ol style="list-style-type: none"> a) Receive the 2016 Budget Assumptions, as presented in C-501-2.1, Appendix A and as recommended by the Finance Committee; and b) Direct the Registrar 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 received assumptions <p>As per Council direction, the senior management team and staff began work on the 2016 budgets and 2015 forecasts in July. A draft copy of the 2016 budgets were completed in late August and distributed to the Finance committee prior to its meeting on September 1, 2015.</p> <p>During this meeting, the Finance Committee met with the members of the senior</p>
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	<p>management team to review the first draft of the 2016 budgets. The Finance Committee agreed that the draft version of the 2016 budgets be presented to Council for information (and feedback) at the September Council meeting.</p> <p>The 2016 budgets were revised by staff in accordance with the directive provided by Council at the September 25th meeting.</p> <p>The Finance Committee met on October 4, 2015 to review and approve the revised draft 2016 budgets and recommended that these be presented to Council for approval.</p>
Council Identified Review	Council reviewed the draft 2016 budgets on September 25 th , 2015 and provided direction to the Finance Committee for changes to the budgets.
Actual Motion Review	The Finance Committee met on October 4, 2015 to review and approve the revised draft 2016 operating and capital budgets and recommended that these be presented to Council for approval.

5. Appendices

- **Appendix A** – 2016 Draft Operating Budget
Projected Financial Statements 2016 to 2021
Supporting Schedules
- **Appendix B** - Highlights of Significant Changes in 2016 Budget Program Expenses as compared to the 2015 Forecast
- **Appendix C** – 2016 Budget Assumptions
- **Appendix D** – Strategic Plan – Comprehensive Strategies & Budget Implications

Professional Engineers Ontario
2016 Budget vs 2015 Forecast - Variance Analysis

C-503-2.3
Appendix A

Draft - October 16, 2015

REF. NO	DESCRIPTION	2016 Budget	2015 Forecast	\$ inc FY16 BUD vs FY15 FOR	% inc	2015 Budget	\$ inc FY16 BUD vs FY15 BUD	% inc	2014 Actual
	REVENUE	A	B	C=(A - B)	D	E	F=(A - C)	G	H
1	P. Eng Revenue	\$ 15,494,884	\$ 15,275,452	\$ 219,432	1.4%	\$ 15,255,254	\$ 239,630	1.6%	\$ 14,840,457
2	Appln, regn, exam and other fees	6,933,243	6,286,514	646,729	10.3%	6,160,971	\$ 772,272	12.5%	5,884,172
3	40 Sheppard revenue	2,403,544	2,187,810	215,734	9.9%	2,557,329	\$ -153,785	-6.0%	2,083,065
4	Advertising income	375,000	375,000	-	0.0%	375,000	\$ -	0.0%	355,572
5	Investment income	315,000	300,000	15,000	5.0%	340,928	\$ -25,928	-7.6%	219,885
	TOTAL REVENUE	25,521,671	24,424,776	\$ 1,096,895	4.5%	24,689,482	\$ 832,189	3.4%	23,383,151
	EXPENSES								
6	Salaries and benefits / Retiree and future benefits	11,954,741	11,350,973	603,768	5.3%	11,882,216	72,525	0.6%	10,303,016
7	40 Sheppard expenses	2,500,585	2,537,137	(36,552)	-1.4%	2,497,056	3,529	0.1%	2,362,884
8	Purchased services	1,589,240	1,562,496	26,744	1.7%	1,464,031	125,209	8.6%	1,090,529
9	Amortization	1,401,753	932,553	469,200	50.3%	1,203,524	198,229	16.5%	978,437
10	Volunteer expenses	946,090	944,751	1,339	0.1%	924,565	21,525	2.3%	761,264
11	Engineers Canada	928,426	898,388	30,038	3.3%	898,388	30,038	3.3%	901,420
12	Chapters	902,095	845,700	56,395	6.7%	850,145	51,950	6.1%	722,121
13	PEO occupancy costs	879,841	792,780	87,061	11.0%	851,605	28,236	3.3%	732,760
14	Computers and telephone	731,740	898,559	(166,819)	-18.6%	825,890	(94,150)	-11.4%	773,951
15	Postage and courier	643,740	525,568	118,172	22.5%	483,195	160,545	33.2%	424,151
16	Legal (Corporate, Prosecution & Tribunal)	606,120	669,407	(63,287)	-9.5%	575,120	31,000	5.4%	649,465
17	Transaction fees	520,100	505,701	14,399	2.8%	509,900	10,200	2.0%	508,034
18	Consultants	283,300	344,312	(61,012)	-17.7%	390,300	(107,000)	-27.4%	240,431
19	Contract staff	431,318	564,582	(133,264)	-23.6%	264,738	166,580	62.9%	666,368
20	Professional development	208,000	207,824	176	0.1%	203,500	4,500	2.2%	109,170
21	Recognition, grants and awards	191,110	186,992	4,118	2.2%	187,110	4,000	2.1%	187,667
22	Business expenses (staff)	155,595	152,777	2,818	1.8%	155,725	(130)	-0.1%	91,355
23	Printing	119,592	123,371	(3,779)	-3.1%	104,600	14,992	14.3%	161,002
24	Office supplies	105,275	92,391	12,884	13.9%	99,275	6,000	6.0%	121,723
25	Insurance	103,212	102,132	1,080	1.1%	99,155	4,057	4.1%	97,304
26	Advertising	104,000	94,900	9,100	9.6%	95,400	8,600	9.0%	90,348
	TOTAL EXPENSES	25,305,873	24,333,294	972,579	4.0%	24,565,438	740,435	3.0%	21,973,400
	EXCESS OF REVENUE OVER EXPENSES BEFORE UNDERNOTED	215,798	91,482	124,316	135.9%	124,044	91,754	74.0%	1,409,751
	Council Discretionary Reserve Expenses	0	65,000	-65,000	-100.0%	0	0 -		60,515
	EXCESS OF REVENUE OVER EXPENSES	215,798	26,482	189,316	714.9%	124,044	91,754	74.0%	1,349,236

Professional Engineers Ontario
2016 DRAFT OPERATING BUDGET

C-503-2.3 Appendix A

Variance Analysis - 2016 Budget Vs 2015 Forecast

Ref. No.	Variance Explanation
1	Natural growth in P.Eng membership based on historical trend. There have been no fee increases in last seven years and none has been budgeted for 2016.
2	Increase largely due to increase in exams written along with an increase in the number of expected P.Eng registrations and CofA applicants in 2016. There have been no fee increases budgeted in 2016.
3	Increase largely due to lease-up in 2016 of vacant space on fourth and eighth floors.
4	No changes in advertising revenues expected in 2016.
5	Income expected from investments based on average holdings during the year.
6	Increase in 2016 largely due to Finance Committee approved cpi/merit increase of 3%, supported by Compensation research surveys of comparable organizations. The remaining variance was due to savings from turnover during 2015.
7	Decrease largely due to lower non recoverable costs in 2016.
8	Increase largely due to higher printing costs for Engineering Dimensions due to Council decision to revert to paper version for all members except those who request the digital edition, higher costs for a trainer/facilitator for the policy development conference and Council workshop and bi-annual survey undertaken by the Enforcement committee. These costs are expected to be partially offset by no Repeal and CPCDCQA Task Force activities budgeted in 2016 and lower costs for the electronic voting agent, etc.
9	Increase largely due to full year amortization from expected completion of phase 1 of APTIFY and other 2016 capital expenditures.
10	Volunteer expenses for meals, mileage, accommodation, travel expenses for attending various committees, conferences and meetings.
11	This amount represents the allocation to Engineers Canada. The rate per member remains the same and the increase is due to the budgeted increase in members.
12	Higher allotments to Chapters per RCC directive.
13	Higher property taxes and and facility maintenance costs.
14	Reduction in outsourcing costs for IT infrastructure, network maintenance costs and lower teleconferencing costs for all candidate meetings for Council elections. Partially offset by increase in software support costs.
15	Increase largely due to an increase in postage rates by Canada Post in 2016 and an increase in postage for Engineering Dimensions due to Council decision to revert to paper version for all members except those who request the digital edition.
16	Decrease largely due to lower costs for legal reserve for corporate matters and increase in in-house legal work.
17	Increase largely due to higher credit card commissions and transaction fees as an increasing number of members and applicants pay dues online and actuarial service fees.
18	Reduction largely due to elimination of consultant costs for CPDCQA task force, corporate communications consultant and technical expert for conducting policy development research. Partially offset by higher costs for auditor for Fairness commission action plan, management consultant for HRC, etc.
19	Costs for contract staff to support departmental activities - lower costs expected in 2016 largely due to reduction in IT.
20	Costs for staff training and educational courses in 2016 are expected to be in line with 2015 forecast.
21	Increase largely due to increase in costs for PR items for various events like SMP (student membership program), etc.
22	Staff costs for meals, mileage, accommodation, parking, etc. for attending various PEO related business meetings and events.
23	Decrease largely due to lower printing costs for the exams application forms.
24	Costs for files, folders, binders, books and other office stationery, tea, coffee and other consumables.
25	Slight increase in insurance premiums to reflect 2015 experience.
26	Higher newspaper/magazine advertising costs for implementing targeted plan to encourage international engineering graduates to become licensed.

Professional Engineers Ontario
Statement of Projected revenues and expenses
for the years ending December 31

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Appendix A

16-Oct-15

	2014 ACTUAL	2015 FORECAST	2016 BUDGET	2017 PROJECTION	2018 PROJECTION	2019 PROJECTION	2020 PROJECTION	2021 PROJECTION
REVENUE								
P.Eng Revenue	\$14,840,457	\$15,275,452	\$15,494,884	\$15,711,812	\$15,931,778	\$16,154,823	\$16,380,990	\$16,610,324
Application, registration, examination and other fees	5,884,172	6,286,514	6,933,243	7,030,308	7,128,733	7,228,535	7,329,734	7,432,351
Building operations	2,083,065	2,187,810	2,403,544	2,930,493	2,988,868	3,043,670	3,095,903	3,117,365
Advertising income	355,572	375,000	375,000	377,813	380,646	383,501	386,377	389,275
Investment Income	219,885	300,000	315,000	315,000	377,180	439,881	504,048	560,135
	\$23,383,151	\$24,424,776	\$25,521,671	\$26,365,426	\$26,807,205	\$27,250,409	\$27,697,052	\$28,109,450
EXPENSES								
Staff salaries and benefits/Retiree and future benefits	10,303,016	11,350,973	11,954,741	12,193,836	12,437,713	12,686,467	12,940,196	13,199,000
40 Sheppard expenses	2,362,884	2,537,137	2,500,585	2,475,651	2,480,128	2,485,055	2,491,310	2,540,847
Purchased services	1,090,529	1,562,496	1,589,240	1,621,025	1,653,445	1,686,514	1,720,244	1,754,649
Amortization	978,437	932,553	1,401,753	1,483,733	1,453,832	1,369,559	1,254,868	857,939
Volunteer expenses	761,264	944,751	946,090	965,012	984,312	1,003,998	1,024,078	1,044,560
Engineers Canada	901,420	898,388	928,426	946,995	965,934	985,253	1,004,958	1,025,057
Chapters	722,121	845,700	902,095	920,137	938,540	957,310	976,457	995,986
PEO occupancy costs	732,760	792,780	879,841	897,438	915,387	933,694	952,368	971,416
Computers and telephone	773,951	898,559	731,740	746,375	761,302	776,528	792,059	807,900
Postage and courier	424,151	525,568	643,740	656,615	669,747	683,142	696,805	710,741
Legal (Corporate, Prosecution & Tribunal)	649,465	669,407	606,120	618,242	630,607	643,219	656,084	669,205
Transaction fees	508,034	505,701	520,100	530,502	541,112	551,934	562,973	574,232
Consultants	240,431	344,312	283,300	288,966	294,745	300,640	306,653	312,786
Contract staff	666,368	564,582	431,318	439,944	448,743	457,718	466,872	476,210
Professional development	109,170	207,824	208,000	212,160	216,403	220,731	225,146	229,649
Recognition, grants and awards	187,667	186,992	191,110	194,932	198,831	202,807	206,864	211,001
Business expenses (staff)	91,355	152,777	155,595	158,707	161,881	165,119	168,421	171,789
Printing	161,002	123,371	119,592	121,984	124,424	126,912	129,450	132,039
Office supplies	121,723	92,391	105,275	107,381	109,528	111,719	113,953	116,232
Insurance	97,304	102,132	103,212	105,276	107,382	109,529	111,720	113,954
Advertising	90,348	94,900	104,000	106,080	108,202	110,366	112,573	114,824
	21,973,400	24,333,294	25,305,873	25,790,990	26,202,198	26,568,216	26,914,052	27,030,018
EXCESS OF REVENUE OVER EXPENDITURE								
before undernoted	\$1,409,751	\$91,482	\$215,798	\$574,436	\$605,007	\$682,193	\$783,000	\$1,079,431
Council Discretionary Reserve	60,515	65,000	0	0	0	0	0	0
EXCESS OF REVENUE OVER EXPENDITURE	\$1,349,236	\$26,482	\$215,798	\$574,436	\$605,007	\$682,193	\$783,000	\$1,079,431

Professional Engineers Ontario
Balance sheet projection
for the years ending December 31

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Appendix A

16-Oct-15

	2014 ACTUAL	2015 FORECAST	2016 BUDGET	2017 PROJECTION	2018 PROJECTION	2019 PROJECTION	2020 PROJECTION	2021 PROJECTION
ASSETS								
CURRENT								
Cash	1,739,886	91,489	409,227	1,468,563	3,530,004	5,594,541	7,726,684	9,843,212
Marketable securities at fair value	6,331,704	4,531,704	4,531,704	4,531,704	4,531,704	4,531,704	4,531,704	4,531,704
Cash & marketable securities	8,071,590	4,623,193	4,940,931	6,000,267	8,061,708	10,126,245	12,258,388	14,374,916
Accounts receivable	498,159	498,159	498,159	498,159	498,159	498,159	498,159	498,159
Prepaid expenses and deposits	204,332	204,332	204,332	204,332	204,332	204,332	204,332	204,332
Other assets	443,952	387,870	305,664	215,883	117,960	11,081	(105,650)	(232,483)
	9,218,033	5,713,554	5,949,086	6,918,641	8,882,159	10,839,817	12,855,229	14,844,925
Capital assets	37,062,729	39,692,690	38,744,956	37,397,838	35,059,326	32,787,862	30,520,450	28,575,185
	46,280,762	45,406,244	44,694,042	44,316,478	43,941,485	43,627,679	43,375,679	43,420,110
LIABILITIES								
CURRENT								
Accounts payable and accrued liabilities	1,385,054	1,385,054	1,385,054	1,385,054	1,385,054	1,385,054	1,385,054	1,385,054
Fees in advance and deposits	8,843,131	8,843,131	8,843,131	8,843,131	8,843,131	8,843,131	8,843,131	8,843,131
Current portion of long term debt	901,000	928,000	952,000	980,000	996,000	1,035,000	1,035,000	1,035,000
	11,129,185	11,156,185	11,180,185	11,208,185	11,224,185	11,263,185	11,263,185	11,263,185
LONG TERM								
Long term debt	8,467,000	7,539,000	6,587,000	5,607,000	4,611,000	3,576,000	2,541,000	1,506,000
Employee future benefits	11,153,100	11,153,100	11,153,100	11,153,100	11,153,100	11,153,100	11,153,100	11,153,100
	19,620,100	18,692,100	17,740,100	16,760,100	15,764,100	14,729,100	13,694,100	12,659,100
Net Assets	15,531,477	15,557,959	15,773,757	16,348,193	16,953,200	17,635,394	18,418,394	19,497,825
	46,280,762	45,406,244	44,694,042	44,316,478	43,941,485	43,627,679	43,375,679	43,420,110

Professional Engineers Ontario
Statement of projected cash flows
for the years ending December 31

C-503-2.3
Appendix A

16-Oct-15

	2015	2016	2017	2018	2019	2020	2021
<u>Operating</u>	FORECAST	BUDGET	PROJECTION	PROJECTION	PROJECTION	PROJECTION	PROJECTION
Excess of revenue over expenses - operations	26,482	215,798	574,436	605,007	682,193	783,000	1,079,431
Add (deduct) items not affecting cash							
Amortization	1,843,879	2,366,525	2,538,566	2,585,217	2,563,499	2,512,940	2,354,683
Amortization - other assets	56,082	82,206	89,781	97,923	106,879	116,731	126,833
Total Operating	1,926,443	2,664,529	3,202,784	3,288,147	3,352,571	3,412,671	3,560,947
<u>Financing</u>							
Repayment of mortgage	(901,000)	(928,000)	(952,000)	(980,000)	(996,000)	(1,035,000)	(1,035,000)
Total Financing	(901,000)	(928,000)	(952,000)	(980,000)	(996,000)	(1,035,000)	(1,035,000)
<u>Investing</u>							
<i>Additions to Capital Assets:</i>							
Additions to Building (Recoverable)	(2,874,373)	(476,791)	(791,448)	(96,706)	(142,034)	(95,528)	(259,418)
Additions to PEO office space	(705,523)	-	-	-	-	-	-
Additions related to APTIFY	(625,000)	(60,000)	(250,000)	-	-	-	-
Additions to other Capital Assets (F&F, IT, Phone, AV)	(268,944)	(882,000)	(150,000)	(150,000)	(150,000)	(150,000)	(150,000)
Total Investing	(4,473,840)	(1,418,791)	(1,191,448)	(246,706)	(292,034)	(245,528)	(409,418)
Net Cash Increase/(Decrease) during the year	(3,448,397)	317,738	1,059,336	2,061,441	2,064,537	2,132,143	2,116,529
Cash, beginning of year	1,739,886	91,489	(1,390,773)	1,468,563	3,530,004	5,594,541	7,726,684
Cash, end of year	(1,708,511)	409,227	(331,437)	3,530,004	5,594,541	7,726,684	9,843,212
Cash/Investments, end of year	4,623,193	4,940,931	6,000,267	8,061,708	10,126,245	12,258,388	14,374,916
Comprised of:							
Cash (net of transfer-in of \$1.8MM from investments)	91,489	409,227	1,468,563	3,530,004	5,594,541	7,726,684	9,843,212
Investments	4,531,704	4,531,704	4,531,704	4,531,704	4,531,704	4,531,704	4,531,704
	4,623,193	4,940,931	6,000,267	8,061,708	10,126,245	12,258,388	14,374,916

Professional Engineers Ontario
40 Sheppard Ave. - Statement of projected revenues and expenses
for the years ending December 31
16-Oct-15

C-503-2.3
Appendix A

Description	2015 FORECAST	2016 BUDGET	2017 PROJECTION	2018 PROJECTION	2019 PROJECTION	2020 PROJECTION	2021 PROJECTION
Rental income	743,456	834,673	1,004,451	1,010,312	1,010,732	1,021,300	1,031,513
Operating cost	1,515,969	1,678,861	1,975,284	2,032,821	2,092,410	2,154,138	2,197,602
Property tax	356,912	384,677	471,222	480,647	490,260	500,065	509,685
Parking income	141,000	143,100	175,770	184,559	193,786	203,476	179,409
Other space rent	115,048	117,594	117,594	117,594	117,594	102,927	102,927
Other income	0	2,400	2,400	2,400	2,400	2,400	2,400
TOTAL REVENUE	2,872,385	3,161,305	3,746,721	3,828,333	3,907,182	3,984,306	4,023,536
Less PEO Share of CAM & Tax	684,575	757,761	816,228	839,465	863,512	888,403	906,171
TOTAL REVENUE excluding PEO share of CAM & Tax	2,187,810	2,403,544	2,930,493	2,988,868	3,043,670	3,095,903	3,117,365
Janitorial	216,423	207,452	211,601	215,833	220,150	224,553	229,044
Payroll	246,122	246,931	251,869	256,907	262,045	267,286	272,632
R&M	178,989	172,247	175,691	179,205	182,789	186,445	190,174
R&M - Amortization	523,032	563,145	601,039	631,091	662,646	695,778	709,694
Utilities	498,969	548,646	559,619	570,811	582,227	593,872	605,749
Administration	27,022	26,420	26,948	27,487	28,037	28,598	29,170
Roads & grounds	17,175	18,838	19,215	19,599	19,991	20,391	20,799
Life safety & security	12,157	23,015	23,475	23,945	24,424	24,912	25,410
Management fees	81,608	84,856	86,553	88,284	90,049	91,850	93,687
Building insurance	18,670	18,895	19,273	19,658	20,052	20,453	20,862
Property taxes	461,896	461,982	471,222	480,647	490,260	500,065	510,066
TOTAL RECOVERABLE EXPENSES	2,282,063	2,372,427	2,446,505	2,513,467	2,582,670	2,654,203	2,707,287
Leasing and other non recoverable expenses	30,897	14,440	14,440	14,440	14,440	14,440	14,440
Amortization	462,710	470,673	478,075	486,217	495,173	505,025	515,126
Financial expenses	446,042	400,805	352,859	305,469	256,284	206,045	210,166
TOTAL OTHER EXPENSES	939,649	885,918	845,374	806,126	765,897	725,510	739,731
TOTAL EXPENSES	3,221,712	3,258,345	3,291,879	3,319,593	3,348,567	3,379,713	3,447,018
Less PEO Share of CAM & Tax	684,575	757,761	816,228	839,465	863,512	888,403	906,171
TOTAL EXPENSES excluding PEO share of CAM	2,537,137	2,500,584	2,475,651	2,480,128	2,485,055	2,491,310	2,540,847
NET INCOME	-349,327	-97,040	454,842	508,740	558,615	604,593	576,518

Professional Engineers Ontario
Adjustments from first draft 2016 Operating Budget to Current Draft of 2016 Budget
as at October 14, 2015

C-503-2.3
Appendix A

The following two changes were made to the first draft of the 2016 Operating budget based on Council motions of September 25:

1. Engineering Dimensions - revert to paper version for all members except those who request digital edition	
Additional costs to print	- 161,000
Additional costs to mail (postage)	- 143,000
Net Cost	- 304,000
2. Voting - savings from Going Paperless for members whose email address PEO has	
Savings to mail (postage)	65,000
Savings to insert/seal and envelopes	20,000
Other: additional costs	- 10,000
Net Savings	75,000
Combined impact to Original Net Surplus	- 229,000
Original Net Surplus Per Statement of revenue and expenses reported to Council Sep. 24/15	444,798
New Net Surplus per Statement of revenue and expenses reported to Council Nov. 20/15	215,798

Statement of Revenue and Expense Accounts affected:	<u>Original</u>	<u>Revised</u>	<u>Change</u>
	Sep. 24/15	Nov. 20/15	
#8 Purchased Services	1,448,240	1,589,240	141,000
#14 Computers and telephone	721,740	731,740	10,000
#17 Postage and courier	565,740	643,740	78,000
Total	2,735,720	2,964,720	229,000

Professional Engineers Ontario
2016 Budget vs 2015 Forecast - Variance Analysis

C-503-2.3
Appendix A

Adjustment for "Uncontrollable" costs

26-Oct-15

Description	2016 Budget	2015 Forecast	\$ inc FY16 BUD vs FY15 FOR	% inc
TOTAL EXPENSES excluding Salaries and Benefits, per Statement of Revenue and Expenses	13,351,132	12,982,321	368,811	2.8%
<u>Adjustment for "Uncontrollable" costs</u>				
Increase in amortization due to Aptify	(366,000)		(366,000)	
Council decision to revert to paper version of Engineering Dimensions	(304,000)		(304,000)	
RCC direction to increase Chapter allotments	(51,000)		(51,000)	
Increase in Canada Post rates effective January, 2016	(50,000)		(50,000)	
Increase in Engineers Canada costs due to higher volume	(30,000)		(30,000)	
Total Adjustments	(801,000)	-	(801,000)	
Total Expenses after adjustment for "Uncontrollable" costs	12,550,132	12,982,321	(432,189)	-3.3%

**Professional Engineers Ontario
2016 Budget - Consolidated**

C-503-2.3
Appendix B

Highlights of significant changes in 2016 budget program expenses as compared to 2015 forecast

DRAFT - Oct 16, 2015

Overview:

Total program expenses in 2016 are expected to increase by \$369K or 2.8% over the 2015 forecast. The increase is largely due to higher costs for Engineering Dimensions due to a Council decision to revert to paper version of Engineering Dimensions for all members except those who request the digital edition, higher facility costs, higher Chapter allotments per RCC directive and higher amortization costs related to Aptify implementation, offset by lower expenses as no Repeal and CPDCQA TF activities budgeted for 2016 and lower legal costs.

Department	2016 Budget	2015 Forecast	2015 Budget	Variance		Explanation of significant variances
				2016 Budget Vs 2015 Fcst		
				\$	%	
Corporate Services	\$ 4,695,194	\$ 4,490,439	\$ 4,577,604	\$ 204,755	4.6%	Higher property taxes; increase in allotments to Chapters; higher costs (meals, mileage, travel, accommodation, etc.) for AGM, OOH, GLP and various other events.
Corporate Service - Building	2,500,585	2,537,137	2,497,056	(36,552)	-1.4%	Largely due to a reduction in non-recoverable expenses.
ITS	1,736,655	1,577,856	1,492,182	158,799	10.1%	Higher costs due to increase in amortization expenses resulting from the expected completion of Aptify phase 1.
Executive Office	1,121,171	1,211,749	1,101,028	(90,578)	-7.5%	Decrease largely due to lower legal costs and lower travel related expenses for volunteers budgeted for 2016.
Licensing	980,445	1,006,045	903,662	(25,600)	-2.5%	Decrease largely due to decrease in costs for contract staff.
Finance	597,256	564,313	538,940	32,943	5.8%	Higher postage costs due to expected Canada post rate increase and higher credit card commission fees.
Regulatory Compliance	320,400	450,878	383,610	(130,478)	-28.9%	Reduction as no Repeal activities budgeted for 2016, reduction in legal costs.
Tribunals & Regulatory Affairs	588,820	632,195	666,535	(43,375)	-6.9%	CPDCQA TF expects to finish its work in 2015. Council direction for 2016 not yet determined, hence no budget.
Communications	810,605	511,709	522,605	298,896	58.4%	No allocation for corporate comm consultant. Partially offset by increase in costs for a targeted plan to encourage international engineering graduates to become licensed, and Engineering Dimensions' video production, freelance photography and postage.
Subtotal - Program expenses	\$ 13,351,131	\$ 12,982,321	\$ 12,683,222	\$ 368,810	2.8%	

Professional Engineers Ontario
2016 Budget - Corporate Services

C-503-2.3
Appendix B

Highlights of significant changes in 2016 budget program expenses as compared to 2015 forecast

DRAFT - Oct 16, 2015

Overview:

Corporate Services expenses are expected to increase by \$205k or 4.6% over the 2015 forecast due largely to an increase in facility costs and higher allotments to Chapters per RCC directive. Partially offset by a reduction in costs for electronic voting agent.

Cost Object No.	Cost Object Description	2016 Budget	2015 Forecast	2015 Budget	Variance		Explanation of significant variances
					2016 Bud Vs 2015 Fcst		
					\$	%	
100	Align Activities	30,575	30,575	30,575	-	0.0%	
104	Govt. Liaison Committee	6,850	6,850	6,850	-	0.0%	
105	National Eng Month	40,000	40,000	40,000	-	0.0%	
200	Peer Review	500	500	500	-	0.0%	
210	Committee staff advisors group	250	250	250	-	0.0%	
211	Student Memb-General	70,600	67,050	70,600	3,550	5.3%	Higher due to return to traditional sponsorship level for PEO Student Conference
265	Internship	140,480	130,880	144,756	9,600	7.3%	Higher costs (meals and location rentals) and postage
410	Annual General Meeting	137,695	118,710	114,820	18,985	16.0%	Higher costs (meals, mileage, travel, accommodation, etc.) for AGM
412	Govt. Liaison Program	221,000	212,350	221,400	8,650	4.1%	Higher costs (meals, airfare, accommodation, video production etc.) for attendance at various events (e.g. Queen's Park Day)
420	Order of Honour	123,950	115,840	113,150	8,110	7.0%	Higher costs for meals, entertainment, audio visual, etc. for order of honour
470	Ontario P.Eng. Awards	153,260	153,260	153,260	-	0.0%	
475	Volunteer Leadership Conference	72,600	66,865	69,365	5,735	8.6%	Higher costs (meals, trainer, audio visual, etc.) for volunteer leadership conference
477	Chapters	793,150	742,150	742,150	51,000	6.9%	Higher allocation to Chapters per RCC directive
478	Regional Congress	60,125	60,325	60,125	(200)	-0.3%	
479	Regional Councilors Committee	81,700	83,700	81,700	(2,000)	-2.4%	
480	Education Committee	72,250	67,583	72,250	4,667	6.9%	Higher costs (meals, mileage, travel, accommodations) and increase in allotments to Chapters for chapter education programs
485	EIR	69,000	59,000	59,000	10,000	16.9%	Increase due to expansion of Engineer-In-Residence program at request of EDU
510	Facility	1,603,259	1,498,558	1,561,158	104,701	7.0%	Increase in property taxes, facility maintenance costs and costs for consumables (drinks, tea, coffee, etc.)
515	Printing & Mail Services	95,900	95,700	95,900	200	0.2%	
535	Procurement	45,000	44,621	45,000	379	0.8%	
545	Telephone Services	51,555	52,045	52,045	(490)	-0.9%	
550	Customer Service Management	5,500	5,500	5,500	-	0%	
610	HR Planning S-General	36,500	36,500	36,250	-	0%	
620	Recruitment Staff-General	5,000	5,000	5,000	-	0%	
625	Recruitment Volunteer-General	250	250	250	-	0%	

Professional Engineers Ontario
2016 Budget - Corporate Services

C-503-2.3
Appendix B

Highlights of significant changes in 2016 budget program expenses as compared to 2015 forecast

DRAFT - Oct 16, 2015

Overview:

Corporate Services expenses are expected to increase by \$205k or 4.6% over the 2015 forecast due largely to an increase in facility costs and higher allotments to Chapters per RCC directive. Partially offset by a reduction in costs for electronic voting agent.

Cost Object No.	Cost Object Description	2016 Budget	2015 Forecast	2015 Budget	Variance		Explanation of significant variances
					2016 Bud Vs 2015 Fcst		
					\$	%	
630	Development - Staff & Volunteers	204,000	204,000	204,000	-	0%	
640	Compensation	16,000	16,000	16,000	-	0%	
645	Benefit Administration-General	103,550	76,591	76,550	26,959	35%	Higher costs for experts for benefit calculations, meals and actuarials fees.
660	Recognition Volunteer-General	18,500	18,500	18,500	-	0%	
680	Equity & Diversity	10,075	10,075	10,075	-	0%	
685	Advisory Comm. on Volunteers	13,775	13,775	13,775	-	0%	
686	Awards Selection Committee	15,025	15,377	15,025	(352)	-2%	
687	Human Resources & Comp. Committee	26,250	15,500	6,250	10,750	69%	Higher costs for management consultant per HRC directive
817	Secretariat Services	5,000	5,000	5,000	-	0%	
827	Policy Development	-	-	-	-	0%	
835	Council Elections	202,650	269,291	270,650	(66,641)	-25%	Decrease due largely to a reduction in costs for electronic voting agent. Partially offset by an increase in postage (Canada Post rate hike) and introduction of two new budget items (campaign budget for candidates and robo-call reminders).
845	Executive Committee	8,500	8,000	8,500	500	6%	
850	Council Meetings	68,150	67,400	68,150	750	1%	
860	Council Workshop	79,275	68,275	78,275	11,000	16%	Higher costs for enhanced partner program
865	Council Orientation	1,000	250	1,000	750	300%	
870	Search Committee	-	68		(68)	-100%	
918	GG Sterling Award	4,000	4,000	4,000	-	0%	
923	Province-Wide Mentoring Program	2,495	4,275	-	(1,780)	-42%	
Corporate Services Total		\$4,695,194	\$4,490,439	4,577,604	\$204,755	4.6%	

Professional Engineers Ontario

2016 Budget - Building

Highlights of significant changes in 2016 budget program expenses as compared to 2015 forecast

DRAFT - Oct 16, 2015

Overview:

Building expenses are expected to decrease by \$37k or 1.4% over the 2015 forecast due to a reduction in non-recoverable expenses.

Cost Object No.	Cost Object Description	2016 Budget	2015 Forecast	2015 Budget	Variance		Explanation of Significant Variances
					2016 Bud Vs 2015 Fcst		
					\$	%	
511	40 Sheppard Ave West	2,500,585	2,537,137	2,497,056	-\$ 36,552	-1.4%	Largely due to a reduction in non-recoverable expenses
Building Total		\$2,500,585	\$2,537,137	\$2,497,056	(\$36,552)	-1.4%	

Professional Engineers Ontario

2016 Budget - ITS

C-503-2.3
Appendix B

Highlights of significant changes in 2016 budget program expenses as compared to 2015 forecast

DRAFT - Oct 16, 2015

Overview:

ITS expenses are expected to increase by \$159k or 10.1% over the 2015 forecast due largely to amortization related to completion of Aptify Phase 1, offset by a reduction in outsourcing costs for IT infrastructure.

Cost Object No.	Cost Object Description	2016 Budget	2015 Forecast	2015 Budget	Variance		Explanation for variances
					2016 Bud Vs 2015 Fcst		
					\$	%	
100	Align Activities	5,850	5,850	5,850	-	0.0%	
710	InfoSys Dev-General	904,571	549,281	615,404	355,290	64.7%	Increase in amortization due to expected completion of Aptify phase 1 and costs for IT contractor
715	Information System Operation	750,134	941,202	829,828	(191,068)	-20.3%	Reduction in outsourcing costs for IT infrastructure and network maintenance costs. Partially offset by increase in costs for hardware amortization and software support costs.
720	Data Security-General	20,000	20,886	20,000	(886)	-4.2%	
725	Desktop-General	9,500	11,166	9,500	(1,666)	-14.9%	
730	Web Portal	24,600	27,500	2,600	(2,900)	-10.5%	Reduction in website maintenance costs
735	Printing Systems	22,000	21,971	9,000	29	0.1%	
ITS Total		\$1,736,655	\$1,577,856	\$1,492,182	\$158,799	10.1%	

Professional Engineers Ontario
2016 Budget - Executive Office
Highlights of significant changes in 2016 budget program expenses as compared to 2015 forecast

C-503-2.3
Appendix B

DRAFT - Oct 16, 2015

Overview:

Executive Office expenses are budgeted to decrease by \$91k or 7.5% over 2015 forecast due largely to lower legal costs expected for 2016 and higher costs in 2015 for Town Hall meetings.

Cost Object No.	Cost Object Description	2016 Budget	2015 Forecast	2015 Budget	Variance		Explanation for variances
					2016 Budget Vs 2015 Fcst		
					\$	%	
100	Align Activities	4,775	4,798	2,820	(23)	-	
805	Executive Operations	1,200	1,643	1,700	(443)	-27.0%	
810	Engineers Canada-General	949,741	922,389	908,023	27,352	3.0%	Increase in allocation to Engineers Canada
815	President's Office	14,855	50,050	21,605	(35,195)	-70.3%	Higher audio visual costs, meals, travel expenses for town hall meetings in 2015
825	Represent PEO	51,900	58,455	74,180	(6,555)	-11.2%	Reduction in sponsorship costs and travel related expenses for attendance at various provincial AGMs
830	OSPE-General	6,150	7,256	6,150	(1,106)	-15.2%	Lower costs for attending various events
875	Audit Committee	44,850	45,122	44,850	(272)	-0.6%	
907	Legal Reserve	44,750	119,086	38,750	(74,336)	-62.4%	Lower legal costs expected in 2016
928	National Framework Task Force	2,950	2,950	2,950	-	0.0%	
Executive Office Total		\$1,121,171	\$1,211,749	\$1,101,028	(\$90,578)	-7.5%	

Professional Engineers Ontario

2016 Budget - Licensing

Highlights of significant changes in 2016 budget program expenses as compared to 2015 forecast

C-503-2.3
Appendix B

DRAFT - Oct 16, 2015

Overview:

Licensing expenses are expected to decrease by \$26k or 2.5% over 2015 forecast due to lower costs for contractors, offset by an increase in costs for the Fairness Commission action plan.

Cost Object No.	Cost Object Description	2016 Budget	2015 Forecast	2015 Budget	Variance		Explanation for variances
					2016 Bud vs 2015 Fcst		
					\$	%	
100	General	12,850	12,850	10,100	-	0.0%	
215	CofA Renewal-General	7,000	7,000	6,000	-	0.0%	
220	Potential Immgr-General	500	500	500	-	0.0%	
225	Support Univ-General	4,000	4,000	200	-	0.0%	
230	Reinstatement-General	1,750	1,750	1,750	-	0.0%	
235	IAMA Transfers	7,250	7,250	4,249	-	0.0%	
240	Temporary Licensing	6,050	6,050	6,800	-	0.0%	
245	P.Eng. Licensing	682,374	718,829	674,373	(36,455)	-5.1%	Reduction due to lower costs for contractors
246	Licensing Enhancements	42,350	31,370	26,350	10,980	35.0%	Increase in costs for the Fairness Commission action plan
248	Licensing committee	11,250	11,250	10,000	-	0.0%	
250	Provisional Licence	1,700	1,700	500	-	0.0%	
255	Limited Licensing	1,250	1,250	8,750	-	0.0%	
262	Institute Accreditation	3,700	3,700	2,500	-	0.0%	
270	CofA-General	5,000	5,000	3,750	-	0.0%	
275	Consulting Engr. Designation	1,050	1,250	1,050	(200)	-16.0%	
277	Exam Development	1,700	1,700	1,700	-	0.0%	
280	Academic Requirements Com	42,800	43,725	36,000	(925)	-2.1%	
285	Experience Requirements Com	37,050	37,050	19,750	-	0.0%	
290	Consulting Engineers Des	11,900	11,900	11,500	-	0.0%	
525	Document Management Center	90,450	89,450	70,250	1,000	1.1%	
999	Non-working Staff Time	8,471	8,471	7,590	-	0.0%	
Licensing Total		\$980,445	\$1,006,045	\$903,662	-\$25,600	-2.5%	

Highlights of significant changes in 2016 budget program expenses as compared to 2015 forecast

DRAFT - Oct 16, 2015

Overview:

Finance expenses are budgeted to increase by \$33k or 5.8% over 2015 forecast due to higher postage costs and service charges for credit card transactions.

Cost Object No.	Cost Object Description	2016 Budget	2015 Forecast	2015 Budget	Variance		Explanation for variances
					2016 Bud Vs 2015 Fcst		
					\$	%	
100	General	1,000	1,000	1,000	-	0.0%	
520	Fees & Accounts Administration	498,050	459,101	438,550	38,949	8.5%	Higher postage costs for mailing receipts and related correspondence to members and higher service charges for credit card transactions
530	Financial Management	87,211	87,211	88,395	-	0.0%	
542	Business Planning	1,700	1,700	1,700	-	0.0%	
555	Accounts Payable	1,995	5,100	1,995	(3,105)	-60.9%	Lower costs for issuing cheques
575	Finance Committee	7,300	10,201	7,300	(2,901)	-28.4%	Lower costs for meals, mileage, accommodation and related costs for finance comm. meetings
Finance Total		\$597,256	\$564,313	\$538,940	\$32,943	5.8%	

Professional Engineers Ontario
2016 Budget - Regulatory Compliance
Highlights of significant changes in 2016 budget program expenses as compared to 2015 forecast
DRAFT - Oct 16, 2015

Overview:

Regulatory Compliance is budgeted to decrease by \$130k or 28.9% over 2015 Forecast due largely to no Repeal activity currently budgeted for 2016 and a reduction in enforcement legal costs due to in-house legal.

Cost Object No.	Cost Object Description	2016 Budget	2015 Forecast	2015 Budget	Variance		Explanation for variances
					2016 Bud Vs 2015 Fcst		
					\$	%	
100	Align Activities	6,735	6,749	6,945	(14)	-0.2%	
310	Registration Investigation	16,175	30,575	10,500	(14,400)	-47.1%	Reduction in costs for registration counsel.
320	Enforcement	30,800	69,252	43,050	(38,452)	-55.5%	Reduction due to in-house legal.
325	Discipline Prosecution	111,910	125,169	111,750	(13,259)	-10.6%	Reduction in costs for discipline prosecution
340	Complaints Investigation	88,520	87,929	90,420	591	0.7%	
360	Complaints Com	40,800	40,512	27,085	288	0.7%	
380	Enforcement Committee	25,460	10,360	13,860	15,100	145.8%	Increase due to bi-annual enforcement survey undertaken by committee.
929	Repeal Industrial Exception TF	-	80,332	80,000	(80,332)	-100.0%	No Repeal activity currently budgeted for 2016.
Regulatory Compliance Total		\$320,400	\$450,878	\$383,610	-\$130,478	-28.9%	

Professional Engineers Ontario

2016 Budget - Tribunals

Highlights of significant changes in 2016 budget program expenses as compared to 2015 forecast

DRAFT - Oct 16, 2015

Overview:

Tribunals and Regulatory Affairs expenses are budgeted to decrease by \$43k or 6.9% over 2015 forecast due largely to the CPDCQA task force completing its work in 2015, offset by an increase in higher tribunal operations costs as a result of greater number of hearing days for 2016 and higher legal costs to deal with disposition of five dormant files.

Cost Object No.	Cost Object Description	2016 Budget	2015 Forecast	2015 Budget	Variance		Explanation for variances
					2016 Bud Vs 2015 Fcst		
					\$	%	
100	Align Activities	2,620	2,552	2,520	68	2.7%	
104	Journal of Policy Engagement	12,675	19,175	19,175	(6,500)	-33.9%	Reduction in printing and postage costs for the Journal
105	Annual Policy Conference	18,700	20,700	18,700	(2,000)	-9.7%	Reduction in scholarship grants
106	Policy Engagement Series and O	12,000	12,000	12,000	-	0.0%	
108	Ad Hoc Work Groups	9,600	9,600	9,600	-	0.0%	
109	Advisory Board	4,375	4,375	4,375	-	0.0%	
110	Legislation Committee	8,600	7,516	5,950	1,084	14.4%	Volunteer costs tracking higher than budgeted for 2015.
111	Practice Advisory	9,250	16,770	12,400	(7,520)	-44.8%	No budget for a survey required for 2016.
112	Tribunals Office Operations	1,500	400	1,500	1,100	275.0%	Inventory re-stocking for Administrative Law book.
116	Practice Standards	1,000	250	250	750	300.0%	
125	GOV Relations-General	800	575	575	225	39.1%	
140	Legal Affair-General	1,000	624	-	376	60.3%	
153	Tribunal Operations-Regn.	64,900	50,600	84,690	14,300	28.3%	Chair anticipates higher legal costs to deal with disposition of 5 dormant files.
154	Tribunal Operation-Discipline	195,200	150,473	181,500	44,727	29.7%	Anticipate greater number of hearing days for 2016 caseload.
155	Joint Practice Board	3,850	3,850	3,850	-	0.0%	
157	Registration Committee	34,300	35,117	31,700	(817)	-2.3%	
158	Discipline Committee	43,650	41,600	43,150	2,050	4.9%	
160	Professional Standards (PSC)	42,450	43,275	42,350	(825)	-1.9%	

DRAFT - Oct 16, 2015

Overview:

Tribunals and Regulatory Affairs expenses are budgeted to decrease by \$43k or 6.9% over 2015 forecast due largely to the CPDCQA task force completing its work in 2015, offset by an increase in higher tribunal operations costs as a result of greater number of hearing days for 2016 and higher legal costs to deal with disposition of five dormant files.

Cost Object No.	Cost Object Description	2016 Budget	2015 Forecast	2015 Budget	Variance		Explanation for variances
					2016 Bud Vs 2015 Fcst		
					\$	%	
167	Complaints Review Councilor	48,950	23,150	18,900	25,800	111.4%	Caseload implications necessitating more budget for independent counsel for Chair.
180	EABO	1,100	1,100	1,100	-	0.0%	
185	Stakeholder Relations	6,500	30,750	29,850	(24,250)	-78.9%	No survey budget required for 2016.
190	CPDCQA Task Force	-	104,211	91,450	(104,211)	-100.0%	CPDCQA task force anticipates completing its work in 2015. No Council direction yet for work in 2016.
375	Fees Mediation Committee	13,900	16,100	20,600	(2,200)	-13.7%	Anticipate less requirement for independent legal counsel work.
827	Policy Development	45,250	30,700	23,700	14,550	47.4%	Added \$25k budget for consultation work to deal with Specialist Designation.
915	Center for Engineering Public Policy	6,650	6,732	6,650	(82)	-1.2%	
Tribunals & Regulatory Affairs Total		\$588,820	\$632,195	\$666,535	-\$43,375	-6.9%	

Professional Engineers Ontario
2016 Budget - Communications

C-503-2.3
Appendix B

Highlights of significant changes in 2016 budget program expenses as compared to 2015 budget

DRAFT - Oct 16, 2015

Overview:

Communications is budgeted to increase by \$299k or 58.4% over 2015 forecast due largely to Council decision to revert to paper version of Engineering Dimensions for all members except those who request the digital edition, as well as an increase in costs for a targeted plan to encourage international engineering graduates to become licensed. Partially offset by no allocation for a corporate communication consultant in 2016.

Cost Object No.	Cost Object Description	2016 Budget	2015 Forecast	2015 Budget	Variance		Explanation for variances
					2016 Bud Vs 2015 Fcst		
					\$	%	
100	Align Activities	780	780	780	-	0.0%	
415	Branding-General	32,525	31,894	34,525	631	2.0%	
425	Comm.-General	102,500	110,335	122,050	(7,835)	-7.1%	No allocation for corporate comm consultant in 2016, partially offset by increase in costs for a targeted plan to encourage international engineering graduates to become licensed.
430	Dimensions	673,450	367,350	363,900	306,100	83.3%	Higher costs to produce and distribute Engineering Dimensions as a result of Council decision to revert to paper version for all members, except those who explicitly request the digital edition.
435	Extra Dimensions-General	600	600	600	-	0.0%	
455	Misc. Comm.-General	750	750	750	-	0.0%	
Communications Total		\$810,605	\$511,709	\$522,605	\$298,896	58.4%	



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%.

**2015-17 Strategic Plan
Comprehensive Strategies & Budget Implications
Oct. 26, 2015**

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

CAB: Council Approved Budget for the Activity (Council specific \$ approved budget, eg. CPDCQA Task Force)
CCB: Captured in the Capital Budget (within the 2016 capital budget, eg. APTIFY project budget)
COB: Captured in the Operating Budget (within the 2016 operating budget)
SPB: Strategic Plan Budget (proposed 2016 \$ budget for a Strategy within the Strategic Plan, eg. Communications audit)

PRACTITIONERS

Strategic Objective [WHAT]	Strategy [HOW]	2016 Budget Implications
A1. Public interest is enhanced through ensuring qualified applicants are licensed to practise professional engineering and that practitioners are	a) Introduce two performance standards related to Tower Cranes and Supervising & Delegating. Establish these in regulations and promote their use. b) Engage an assessment expert to review the ERC interview process for applicants that have been referred by the ARC. c) Establish process to close Inactive files in a timely manner d) Provide information to prospective applicants through increased seminars and webinars	COB - T-116 - within existing staff resources; expect to complete in 2016 COB- F246 – external consultant (\$40,100) Completed 2015 COB-F245 – travel to Immigrant serving agencies(\$3,325)

<p>competent and ethical</p>	<p>e) Develop a Professional Practice Exam (PPE) distance learning module for EITs to improve access and enhance the learning</p>	<p>Completed</p>
<p>A2. Public recognition is increased through ensuring that titles, designations, certificates and marks are issued to qualified applicants and entities</p>	<p>a) Conduct reputation survey to determine attitudes of licence holders and stakeholders towards PEO for ongoing project of enhancing public recognition</p> <p>b) Develop and implement communications plan around the LET/LL and C of A regulation changes to independent practice.</p> <p>c) Develop and implement a targeted communications plan to encourage internationally trained engineers to become licensed.</p>	<p>Completed.</p> <p>COB – within existing staff resources and within T-415 and T- 425.</p> <p>SPB – within T-425 (\$3,000 for printing, \$10,000 for advertising)</p>
<p>A3. Members regard PEO as their trusted advisor and advocate in matters of professional practice</p>	<p>a) Produce an educational program to inform members about the role of the PSC and the services that Practice Advisory can offer to practitioners, and promote their use.</p> <p>b) Explore the merits of developing a practice guide for PEO members practicing internationally</p>	<p>Completed.</p> <p>Completed.</p>
<p>Incremental Cost for Practitioners Goal Area</p>		<p>\$56,425</p>

REGULATORY FRAMEWORK

Strategic Objective [WHAT]	Strategy [HOW]	2016 Budget Implications
<p>B1. Elliot Lake Commission of Inquiry recommendations are earnestly implemented</p>	<ul style="list-style-type: none"> a) Develop a Performance Standard for structural inspections of existing buildings which will require the production of a Structural Adequacy Report. (Recommendations 1.4 and 1.6) b) Develop a regulation for a structural engineering specialist title. (Recommendation 1.5) c) Develop a Performance Standard that will require P.Eng.s to make available, on request, any records in their possession or control related to the structural integrity of a building (Recommendation 1.21) d) Develop a Performance Standard instructing P.Eng.s that the contents of an engineering report, or draft report, including a Structural Adequacy Report, should not be altered simply because the client requests that it be changed. Rather, any alteration of an engineering report, or draft report, should be based on sound engineering principles or changed facts. (Recommendation 1.23) e) Under the direction of the CPDCQA Task Force, prepare a plan for a comprehensive program of continuing professional development and quality assurance with a strong focus on competency. (Recommendation 1.24) f) Develop a regulation requiring practitioners to advise clients of any suspensions or revocations of their licences, and the reasons therefor, that arise out of disciplinary actions resulting from specific circumstances. (Recommendation 1.25) g) Make available specific disciplinary information on the 	<p>COB- T110, T111 and T160; within existing staff resources</p> <p>COB- T110, T111 and T160; within existing staff resources</p> <p>COB- T110, T111 and T160; within existing staff resources</p> <p>COB- T110, T111 and T160; within existing staff resources</p> <p>To be completed in 2015.</p> <p>COB- T110,T111 and T160; within existing staff resources</p> <p>Existing staff resources</p>

Strategic Objective [WHAT]	Strategy [HOW]	2016 Budget Implications
	<p>PEO website in a format readily and easily searchable by the name of a practitioner. (Recommendation 1.26).</p> <p>h) Define, in regulation or legislation, as may be required, the roles and responsibilities of a “Prime Consultant”. (Recommendation 1.27)</p>	<p>COB- T110,T111 and T160; within existing staff resources</p>
<p>B2. Regulations, standards and guidelines are produced through</p>	<p>a) Develop and implement an evidence-based regulatory policy development program for staff and committees, including training, tools, and coaching</p> <p>b) Reorient OCEPP operations to focus on workshops that will</p>	<p>Completed</p> <p>Pending Council direction on OCEPP; COB - T-</p>

Strategic Objective [WHAT]	Strategy [HOW]	2016 Budget Implications
<p>an evidence-based, integrated and streamlined policy-making process</p>	<p>gather evidence for regulatory policy development purposes.</p> <p>c) Establish proactive relationships with key ministry officials to help promote regulatory initiatives.</p> <p>d) Implement a legislation monitoring program</p> <p>e) Develop a mechanism to identify regulatory gaps in the <i>Professional Engineers Act</i> and monitor political environment for opportunities to introduce amendments.</p> <p>f) Review strength of rationale for repealing the industrial exception.</p>	<p>106; workshop costs, including technical consultant (\$5,000)</p> <p>COB - T-111; ongoing within existing staff resources</p> <p>Completed. Ongoing activities within staff resources</p> <p>COB – T110; within existing staff resources; opportunity for act amendments via omnibus bill related to Elliot Lake Recommendations</p> <p>None at this time – may change in November, 2015.</p>
<p>B3. Licensing is based on levels of competence</p>	<ul style="list-style-type: none"> • Contribute to Engineers Canada initiatives to address maximization of common standards in issues of national interest. • Contribute to APEGBC Canadian Environment Experience Requirement Project Steering Committee and assess recommendations for potential implementation. • Articulate, in coordination with the ARC, the expectations and requirements of accreditation. • Analyze, in coordination with the ARC, the utility of the “looking to exempt” designation of Washington Accord Applicants. • Conduct a policy review of Canadian experience 	<p>COB- F246 – meetings and travel (\$6,350)</p> <p>COB- F246 – within existing staff resources</p>

Strategic Objective [WHAT]	Strategy [HOW]	2016 Budget Implications
	requirements, technical exam programs and national mobility	
B4. The complaints process is optimized, balancing transparency, fairness and timeliness	<ul style="list-style-type: none"> a) Establish targets for the timelines associated with the various types of files and activities that investigations require and report on target achievement b) Develop a system to monitor and report discrete complaint investigation steps against the established targets. c) Develop revised publicly available Complaints Guide reflecting current complaint and investigation processes d) Develop internal complaints procedures manual. e) Implement new COC Decision and Reasons template for COC non-referral decisions 	<p>CCB16 - Aptify Phase II (\$30,000)</p> <p>CCB16 - Aptify Phase II (included above)</p> <p>COB – M340 - within existing staff resources</p> <p>COB – M340 - within existing staff resources</p> <p>COB – M340 - within existing staff resources</p>
B5. The practice and title-provisions of the <i>Professional Engineers Act</i> are judiciously enforced and continuously improved	<ul style="list-style-type: none"> a) Categorize all enforcement inquiries by source of allegation and violation type. b) Develop key performance indicators (KPIs) of enforcement activity. c) Develop new enforcement activity report. d) Revise enforcement policy and procedures manual. e) Develop criteria to assess and prioritize enforcement violations and link them to associated degrees of prosecutorial action. f) Carry out root cause analysis of obstacles to enforcement prosecutorial success. g) Communicate intent of 2014 changes to the <i>Building Code Act</i> 	<p>COB – M320 - within existing staff resources</p> <p>COB – M320 - within existing staff resources</p> <p>COB – M320 - within existing staff resources</p> <p>COB – M320 - within existing staff resources</p> <p>COB – M320 - within existing staff resources</p> <p>COB – M320 - within existing staff resources.</p> <p>COB - T-110 (\$1,000) and T-155 (\$3,850)</p>

Strategic Objective [WHAT]	Strategy [HOW]	2016 Budget Implications
	to building officials and monitor compliance.	
B6. Tribunals employ best practices in all operations and are seen to be independent and fair	a) Establish and implement best practices for all PEO Tribunals	COB - T-153,T-154 and T-375; within existing staff resources
Incremental Cost for Regulatory Framework Goal Area		\$46,200

STAKEHOLDERS

Strategic Objective [WHAT]	Strategy [HOW]	2016 Budget Implications
<p>C1. Engage key regulatory ministries and industry in engineering public policy development</p>	<p>a) Work with various PEO units and external stakeholders to further the aim, expressed in Council position, of introducing professional design coordination into the Ontario Building Code.</p>	<p>COB – T111 within staff resources</p>
<p>C2. Other engineering bodies (eg. OSPE, OACETT, CEO, and Ontario universities, among others), are supported within the limits of their respective mandates</p>	<p>a) Collaborate with other Ontario engineering bodies to provide information on licensing requirements</p> <p>b) Review National Engineering Month partnerships to enhance cooperation among main engineering bodies (PEO, OACETT, and OSPE).</p> <p>c) Explore with OSPE alternative funding arrangements for the OPEA Gala to promote the long-term viability and prestige of the event.</p> <p>d) Improve PEO lines of communication with CEAB, CEQB and universities.</p> <p>e) Explore options, in consultation with CEAB and universities, for addressing effect of Limited Licence changes on university professors.</p>	<p>COB- F245 – within existing staff resources</p> <p>Expect completion in 2015</p> <p>Completed</p> <p>Complete in 2015</p> <p>Complete in 2015</p>
<p>C3. Productive partnerships are developed with Engineers Canada and other constituent associations</p>	<p>a) Contribute to Engineers Canada initiatives to address maximization of common standards and assess applicability of other CA practices in licensing, accreditation discipline and enforcement issues.</p>	<p>COB- F245, F262 and F277 – within existing staff resources</p>

<p>C4. Public respect for the role of PEO is increased in accordance with the objects of the <i>Professional Engineers Act</i></p>	<p>a) Audit PEO communications activities to determine their current effectiveness and make recommendations for increasing their effectiveness in support of the organization’s Vision and Mission.</p>	<p>COB – within existing staff resources and T-415, T-425 and T-430.</p>
<p>Incremental Cost for Stakeholders Goal Area</p>		<p>Nil</p>

OPERATIONS

Strategic Objective [WHAT]	Strategy [HOW]	2016 Budget Implications
<p>D1. Electronic communications are engaging, interactive, dynamic and appropriately targeted and integrated</p>	<p>a) Review website analytics and end-user functionality to determine next iteration of PEO web presence.</p> <p>b) Develop web-based version of Engineering Dimensions to enhance accessibility of information for members.</p> <p>c) Develop and cement social media as a PEO communications tool.</p> <p>d) Clarify applicant information about courses in lieu and provide more detailed instructions for obtaining PEO approval on PEO’s website.</p>	<p>COB - \$50,000</p> <p>COB – within existing staff resources</p> <p>COB – within existing staff resources</p> <p>Complete in 2015</p>
<p>D2. Service delivery is improved by clarifying staff and volunteer responsibilities and</p>	<p>a) Align individual staff objectives to priorities and goals and provide coaching, support, training and empowerment to increase competencies and improve service delivery</p> <p>b) Explore utility of a new Chart of Accounts and Staff Contribution System to facilitate accurate and informative</p>	<p>Existing staff resources</p> <p>COB- F542 – within existing staff resources</p>

Strategic Objective [WHAT]	Strategy [HOW]	2016 Budget Implications
<p>managing performance</p>	<p>financial tracking.</p> <p>c) Initiate Lean Management Project to review steps and processing times of the P. Eng. Licensing process</p> <p>d) Review applicant assessment communications to ensure clarity.</p> <p>e) Conduct a survey as a follow-up to applicants that have been interviewed by the ERC</p> <p>f) Establish Process Indicators for Temporary Licence, Limited Licence, Consulting Engineer Designation and Certificate of Authorization.</p>	<p>Completed</p> <p>COB- F245 – within existing staff resources</p> <p>Complete in 2015</p> <p>Complete in 2015</p>
<p>D3. Cost management and service delivery are improved by actively managing service provider performance</p>	<p>a) Manage vendor performance, reduce or consolidate vendors where possible and consider going to RFP / RFQ if appropriate to maximize the value provided by PEO's 3rd party suppliers.</p>	<p>COB - \$15,000 CCB - \$35,000</p>
<p>D4. PEO Headquarters occupancy rates and building efficiency are optimized</p>	<p>a) Assess furniture assets in long-term storage for disposal to optimize storage requirements and minimize storage costs.</p> <p>b) Renovate suite 101 to enhance working conditions of front-line reception staff, provide greater privacy to applicants and increase meeting space for volunteers.</p> <p>c) Create a PEO Headquarters capital projects document archive to improve research and analysis capabilities and enhance decision-making.</p> <p>d) Update the long-term capital plan for 40 Sheppard to ensure appropriate stewardship of PEO's building asset and improve financial planning.</p>	<p>Completed</p> <p>Expect completion in 2015</p> <p>COB - D817 – Secretariat Services (\$5,000)</p> <p>Existing staff and property management</p>

Strategic Objective [WHAT]	Strategy [HOW]	2016 Budget Implications
<p>D5. Risk is mitigated by assessing vulnerabilities and addressing service gaps</p>	<ul style="list-style-type: none"> a) Decommission Prism 4.3 and outsource eblasts b) Re-launch Sharepoint based upon best practices c) Replace the outsourced core infrastructure provider d) Update systems – PCs; website performance; Optical Imaging Technology e) Implement new Online Licensing system f) Implement an IT dashboard to focus efforts on improving service availability, service performance, and client satisfaction. g) Develop a disaster recovery / business continuity plan to mitigate risk of disruption to ongoing PEO operations. h) Develop a guide to CASL for Chapters to facilitate common understanding, compliance and mitigate risk. 	<p>Completed in 2015</p> <p>CCB - \$170,000 <i>(does not include website)</i></p> <p>COB - Consultant for defining project requirements - \$75,000</p> <p>Existing staff and IT vendor support resources</p> <p>COB - \$5.1k / month to obtain near real time disaster recovery on infrastructure</p> <p>Expect completion in 2015</p>
<p>Incremental Cost for Operational Goal Area</p>		<p>\$411,200</p>

STAFF, VOLUNTEERS & COUNCIL

Strategic Objective [WHAT]	Strategy [HOW]	2016 Budget Implications
<p>E1. PEO has a sustainable organization-wide continuous-improvement culture</p>	<ul style="list-style-type: none"> a) Establish IT Service Management controls and IT Project Management controls to increase predictability create efficiency and meet stakeholder needs. b) Develop GLP training modules to enhance the skills of the GLP members and effectiveness of the GLP. c) Develop a Reference / FAQ Guideline module to improve access to information and enhance the learning opportunity for Chapter volunteers. d) Develop Chapter financial management training module for Chapter Chairs and Treasurers to broaden understanding of fiscal processes and enhance accountability. e) Update Employee Manual to ensure that PEO policies are in compliance with legislation and industry best practices; and post on SharePoint to enhance access to current information for all staff and facilitate common understanding and compliance. f) Harmonize generic volunteer orientation with committee-specific on-boarding to improve volunteer understanding of PEO policies and volunteer engagement. g) Develop Volunteer Manual to improve volunteer understanding of PEO policies and enhance access to current information. h) Provide Privacy Policy training to volunteers and staff to facilitate common understanding and compliance. i) Conduct a member survey to assess relevance of PEO to 	<p>COB – D630 – Development – Staff & Volunteers (\$5,000)</p> <p>Expect completion in 2015</p> <p>Expect completion in 2015</p> <p>Existing staff resources</p> <p>Expect completion in 2015</p> <p>Existing staff resources</p> <p>Expect completion in 2015</p>

	their needs.	Existing staff resources if conducted using Survey Monkey. Council may request that a 3 rd party vendor conduct survey.
E2. PEO's governance approach is robust, transparent and trusted	<ul style="list-style-type: none"> a) Develop and publish series of articles on aspects of PEO governance and best practices for governance of regulatory bodies. b) Review election costs and procedures of other Constituent Associations and develop a proposal for PEO elections that enhances efficiencies and controls costs. c) Develop a Councillor orientation program to improve new Councillor on-boarding. d) Develop a briefing note training program for staff and volunteers to improve the quality of submissions to Council and to enhance decision-making at Council. e) Develop and implement an electronic queuing and voting application for Council meetings to enhance the effectiveness of the Council Chair and improve meeting efficiency. f) Develop Council / Executive Committee motion tracking system to improve research capabilities and enhance Council oversight. 	<p>COB – within existing staff resources and T-430 (\$2,500 for possible freelance writing)</p> <p>Expect completion in 2015</p> <p>Completed</p> <p>Expect completion in 2015</p> <p>CCB - \$30,000</p> <p>Completed</p>
E3. Chapters are engaged in the regulatory mandate of PEO	<ul style="list-style-type: none"> a) Develop a Licensure Assistance Program (LAP) orientation training module to improve access and enhance the learning opportunity for Interns and Guides. b) Constitute a Chapter IT Governance Task Group to develop Chapter IT standards and best practices and enhance communication between Chapters and PEO on Chapter IT issues. c) Plan and implement combined Volunteer Leadership 	<p>COB – D630 – Development – Staff & Volunteers (\$5,000)</p> <p>Expect completion in 2015</p> <p>Expect completion in 2015</p>

	Conference involving leaders from both chapters and committees / task forces to be held in conjunction with the PEO Annual General Meeting to facilitate common understanding of regulatory issues among all volunteers.	
E4. Equity and diversity values and principles are integrated into the general policy and business operations	a) Online equity and diversity training module is available to all ARC and ERC members. Introduce mandatory equity and diversity and AODA training for all ARC and ERC members.	COB- F245 – within existing staff resources
E5. Organizational renewal is ensured through succession plans and talent management strategies	a) Conduct analysis of volunteer database to identify committee HR plan gaps and turn-over rate. b) Develop succession plans and talent management strategies to enhance operational effectiveness.	Existing staff resources Existing staff resources
E6. PEO is recognized as an employer of choice	a) Conduct an employee job satisfaction survey to assess and improve employee engagement and morale. b) Develop an employer-of-choice strategy to increase employee engagement; enhance preservation of the knowledge base; promote employee satisfaction; and improve organizational performance.	Expect completion in 2015 COB - D645 – Benefit Administration (\$2,500)
Incremental Cost for Staff Volunteers and Council Goal Area		\$45,000
Total Incremental Cost for entire Strategic Plan		\$558,825

2016 CAPITAL BUDGET

Purpose: To review and approve the draft 2016 capital budget.

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

That Council approve the draft 2016 capital budget as recommended by the Finance Committee as presented to the meeting at C-503-2.4 Appendix A.

Prepared by: Maria Cellucci, CA, CPA

Moved by: Roger Jones, P.Eng. – Chair, Finance Committee

1. Need for PEO Action

The Finance Committee completed its review of the draft 2016 operating and capital budgets (“2016 budgets”) on October 26, 2015 and is presenting a balanced budget which meets the reserve requirements required by Council policy. As the next step in Council’s business planning cycle, Council is to approve the draft 2016 capital budget.

The key highlights of the draft 2016 capital budget are summarized below. A copy of the draft 2016 capital budget is attached in **Appendix A**.

The total capital budget for 2016 is \$1.4m and is comprised of the following parts:

- i. Capital improvements to 40 Sheppard - \$477k;
- ii. Facilities - \$20k; and
- iii. Information Technology - \$927k.

i. Capital improvements to 40 Sheppard

All of these capital improvements are considered to be Common Area Maintenance costs (CAM) and are therefore, recoverable from tenants and were recommended by BGIS in the Asset Funding Needs Report prepared in June, 2015. The significant planned improvements in 2016 include:

- \$188k for mechanical update of the original hydraulic elevator from 1986;
- \$59k for the painting of underground garage walls to protect concrete and improve look;
- \$57k for the replacement of insulated glazing units of 35 exterior windows;
- \$51k for replacement of three overhead exterior doors (garage overhead and loading);
- \$25k for the paving of entrance to underground parking lot; and
- \$24k for restoration of exterior building walls.

ii. Facilities

The only planned outlay for 2016 is the purchase of needed office furniture.

iii. Information Technology (“IT”)

Significant IT projects planned for 2016 include:

- \$250k for replacement of Audio-visual provider and equipment to provide a reliable solution for conducting of ARC/ERC interviews;
- \$215k to update aging hardware in the LAN room which is required for safety and security;
- \$75k to update the internal facing intranet; and

- \$60k to replace ABM which is an older budgeting program.

The above expenditures are specific to PEO operations and are planned to leverage current technologies to automate processes and raise the effectiveness and efficiency of day-to-day regular PEO operations.

2. Proposed Action / Recommendation

That Council approves the draft 2016 capital budget.

3. Next Steps (if motion approved)

On receiving Council approval, the 2016 capital budget will be used for supporting PEO operations in 2016.

4. Peer Review & Process Followed

Process Followed	<p>In accordance with the Council approved PEO business planning cycle, the draft capital budget (Appendix A) is provided to Council for approval.</p> <p>Council approved the following motions in the May 29, 2015 meeting: That Council:</p> <ul style="list-style-type: none"> a) Receive the 2016 Budget Assumptions, as presented in C-501-2.1, Appendix A and as recommended by the Finance Committee; and b) Direct the Registrar 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 received assumptions <p>As per Council direction, the senior management team and staff began work on the 2016 budgets and 2015 forecasts in July. A draft copy of the 2016 budgets was completed in late August and distributed to the Finance committee prior to its meeting on September 1, 2015.</p> <p>During this meeting, the Finance Committee met with the members of the senior management team to review the first draft of the 2016 budgets. The Finance Committee agreed that the draft version of the 2016 budgets be presented to Council for information (and feedback) at the September Council meeting.</p> <p>The draft 2016 budgets were revised by staff in accordance with the directive provided by Council at the September 25th meeting.</p> <p>The Finance Committee met on October 26, 2015 to review and approve the revised draft 2016 budgets and recommended that these be presented to Council for approval.</p>
Council Identified Review	<p>Council reviewed the draft 2016 budgets on September 25th, 2015 and provided direction to the Finance Committee for changes to the budgets.</p>
Actual Motion Review	<p>The Finance Committee met on October 26, 2015 to review and approve the revised draft 2016 operating and capital budgets and recommended that these be presented to Council for approval.</p>

5. Appendices

- Appendix A – 2016 Draft Capital Budget

Professional Engineers Ontario
2016 Capital Budget
Draft - Oct 16, 2015

C-503-2.4
Appendix A

EP	Cost Object	Project Name	Project Benefit Assumptions	FY2016 Budget
CS	40 Sheppard (recoverable)	Terminal and Package Units - Heat Pump Replacement	Many original to building, average replacement per year is three (3)	\$21,206
CS	40 Sheppard (recoverable)	Exterior Windows - Windows – Insulated Glazing Units	Many original to building, average replacement per year is thirty-five (35)	\$56,650
CS	40 Sheppard (recoverable)	Plumbing Fixtures - Custodial/Utility Sinks Renewal	Damaged, requires replacement	\$3,122
CS	40 Sheppard (recoverable)	Pedestrian Paving - Pavement – Unit Pavers North Renewal	Health & Safety issue – possible trip and fall hazard	\$24,734
CS	40 Sheppard (recoverable)	Exterior Doors - Garage Overhead & Loading Dock Door Renewal	Nearly thirty years old, frequent issues that can impede access and exit of parking garage	\$51,332
CS	40 Sheppard (recoverable)	Elevators and Lifts - Elevators – Mechanical Upgrade Hydraulic Parking Garage Elevator	Original Elevators – Consultant recommendation	\$188,496
CS	40 Sheppard (recoverable)	Wall Finishes - Paint Underground Garage Walls	Protect unpainted concrete and improve look of garage	\$58,467
CS	40 Sheppard (recoverable)	Floor Finishes - Paint Penthouse Floors with Epoxy finish	To protect new equipment from damage from the dust from the unpainted floor	\$11,192
CS	40 Sheppard (recoverable)	Exterior Walls - Exterior Building Restoration	Remove stain from exterior, to assist in leasing vacant space	\$24,457
CS	40 Sheppard (recoverable)	Wall Finishes - Stairwell Vinyl Baseboard Replacement	Replace damaged and non-cleanable baseboards	\$3,729
CS	40 Sheppard (recoverable)	Plumbing Fixtures - Hot Water Tank Replacement	Have reached life expectancy and they are starting to leak and are not functioning at top performance	\$10,232
CS	40 Sheppard (recoverable)	Exterior Doors - Replace Three (3) Ground Floor Exterior Doors	Damaged and complaints from tenants because of drafts	\$16,488
CS	40 Sheppard (recoverable)	Wall Finishes - Repaint Loading Dock Floors and Walls	Protect unpainted concrete from damage and improve look of the area.	\$6,686
Subtotal – 40 Sheppard				\$476,791
CS	Facilities	Office Furniture	Provide for needed office furniture throughout the year	\$20,000
Subtotal - Facilities				\$20,000
ITS	InfoSys	APTIFY Phase 2 (Case Management)	Improved case management dashboard with enhanced tracking capabilities	\$30,000
ITS	InfoSys	APTIFY Phase 2 (Searchable Database)	Public facing searchable database of decisions by infraction	\$30,000
ITS	InfoSys	Update the Internal Facing Intranet	Re-deploy based on best practises to build foundation from which to offer new services	\$75,000
ITS	InfoSys	Update the Public Facing Website	Custom look and feel with responsive design	\$50,000
ITS	InfoSys	Create an online expense form integrated with Dynamics	Effective integration with Microsoft Dynamics	\$30,000
ITS	InfoSys	Create online attendance records / vacation scheduling	Reduce paper, streamline the process	\$10,000
ITS	InfoSys	Create an online meeting calendar	Improve communications	\$10,000
ITS	InfoSys	Create online budget / actual KPI reporting	Reduce paper, streamline the process	\$30,000
ITS	InfoSys	Create online requisition for Purchase Orders	Reduce paper, streamline the process	\$7,500
ITS	InfoSys	Create an online expense appeals form	Reduce paper, streamline the process	\$7,500
ITS	InfoSys	Update PO system in Solomon	Integrated system has better accuracy and efficiency.	\$5,000
ITS	InfoSys	Replace ABM	More efficient and accurate budget processing	\$60,000
ITS	InfoSys	Assess PEO for Payment Card Industry (PCI) Compliance	Effective compliance with industry standards and addressing system shortfalls	\$35,000
ITS	InfoSys	Replace Audio / Visual (A/V) provider	Provide a reliable solution to improve effectiveness of meeting spaces	\$250,000
ITS	InfoSys	Council Automation Application (CAA)	Tool for use by council and committees will provide system efficiency improvements	\$30,000
ITS	InfoSys	Canadian Anti SPAM Law (CASL)	To ensure required compliance with Canadian rules and regulations	\$15,000
ITS	InfoSys	Wireless A/V display in meeting rooms	Provide wireless A/V in select meeting rooms for more productive meetings	\$2,000
ITS	InfoSys	Update aging hardware in LAN room	Devices are reaching end of software life and replacement is required for safety and security	\$215,000
ITS	InfoSys	Update PC's & Laptops	PC's and meeting room laptops requested for improved meeting and employee effectiveness	\$30,000
ITS	InfoSys	Replace Graphics Printer	Eight year old printer needs to be replaced to improve efficiency.	\$5,000
Subtotal - Information Systems				\$927,000
TOTAL 2016 Capital Budget				\$1,423,791

BORROWING RESOLUTION POLICY

Purpose: To renew PEO existing operating line of credit and corporate credit cards with Scotiabank until January 31, 2017.

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

That Council:

- a) approve the borrowing of money upon the credit of the association by way of:
 - i) an operating overdraft up to an amount not to exceed CAD\$250,000; and
 - ii) use of corporate credit cards with an aggregate limit not to exceed CAD\$120,000.
- b) in compliance with PEO's Internal Control Banking Policy, hereby confirms that this Borrowing Resolution is to expire on January 31, 2017.

Prepared by: Maria Cellucci, CPA, CA - Controller

Moved by: Roger Jones, P.Eng. – Chair, Finance Committee

1. Need for PEO Action

PEO's By-Law #1 – Section 47 states that:

“Council may from time to time borrow money upon the credit of the Association by obtaining loans or advances or by way of overdraft or otherwise”

PEO's Internal Control Banking Policy requires that “the borrowing resolution shall be reviewed and approved by Council on an annual basis”.

To help manage the working capital and provide convenience to senior volunteers and staff, Scotiabank provides PEO two credit facilities:

- a. an operating overdraft up to an amount not to exceed CAD \$250,000 at Prime rate; and
- b. use of corporate credit cards with an aggregate limit not to exceed CAD\$120,000.

These credit facilities expire on January 31, 2016, so this agenda item is being considered now. In order to renew the existing credit arrangement with the bank for another year, Council is asked to approve the borrowing resolution.

PEO has adequate cash flow to meet its business requirement on regular basis. The overdraft facility is obtained only for contingency purposes. Corporate credit cards provide convenience to senior volunteers and senior staff for PEO business expenditures. The credit card balances are paid off every month.

2. Proposed Action / Recommendation

The Finance Committee recommends that Council:

- a) Approve the borrowing of money upon the credit of the association by way of:
 - 1) An operating overdraft up to an amount not to exceed CAD\$250,000; and

2) Use of corporate credit cards with an aggregate limit not to exceed CAD\$120,000.

b) In compliance with PEO's Internal Control Banking Policy, confirm that this Borrowing Resolution is renewed to expire on January 31, 2017.

3. Next Steps (if motion approved)

If approved by Council, the President and the Registrar will sign the attached (Appendix A) Borrowing Resolution so that Scotiabank can renew the current credit facilities to January 31, 2017.

4. Peer Review & Process Followed

Process Followed	<ul style="list-style-type: none">The borrowing resolution was developed by staff in 2005, after considering PEO's working capital requirements.
Council Identified Review	N/A
Actual Motion Review	<ul style="list-style-type: none">The borrowing resolution was approved by the Finance Committee in a meeting held on October 26, 2015.

5. Appendices

- Appendix A – Borrowing Resolution

ASSOCIATION OF PROFESSIONAL ENGINEERS OF ONTARIO (PEO)

BORROWING RESOLUTION

PEO's By-Law No. 1, section 47(a) states that:

The Council may from time to time: (a) borrow money upon the credit of the Association by obtaining loans or advances or by way of overdraft or otherwise;

Resolution

That Council:

- a) approve the borrowing of money upon the credit of the Association by way of:
 - i) establishing an operating overdraft up to an amount not to exceed CAD \$250,000;
and
 - ii) obtaining corporate Visa credit cards with an aggregate limit not to exceed CAD\$120,000.

- b) confirm that this Borrowing Resolution expires on January 31, 2017.

* * * * *

Certified this 20th day of November, 2015 to be a true, and a complete copy of section 47 of By-Law No. 1 of the Association and of a resolution passed by Council.

Signed by _____
Thomas Chong, M.Sc., P.Eng, FEC, PMP, President

Signed by _____
Gerard MacDonald, P. Eng, Registrar

ENGINEERING DIMENSIONS EDITORIAL OBJECTIVES

Purpose:

Council should provide direction and renewed policies to staff.

Council should, through an Advisory Communications Board, exercise its responsibility to the membership in the ethos of Engineering Dimensions.

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

That

1. Council approves the objectives as presented to the meeting at C-503-2.6, Appendix A;
2. Council approves the establishment of a three person Advisory Communications Board, (the ACB), to act for Council, (with final decision making authority should the Editor require guidance as to content), and report to Council for ratification of its decisions in a timely fashion.
3. The ACB consist of three recent past-presidents willing to serve, who will establish its terms of office and reference for Council approval.
4. Council agrees that the renewal of Engineering Dimensions is a matter where time is of the essence, and that all shall act accordingly.
5. The ACB have an annual expense allowance of \$2,000 from the operations budgets.

Prepared by: Pat Quinn P.Eng., Vice President

Moved by: Pat Quinn P.Eng., Vice President

1. Need for PEO Action

- Engineering Dimensions has immense untapped potential for connecting members to PEO;
- Its present objectives, (policy decisions of the past) require re-examination;
- It is desirable to expand its objectives to allow creativity in its output;

2. Proposed Action / Recommendation

- To update policy objectives for Engineering Dimensions, as laid out in Appendix A. and to provide on-going Council oversight through an Advisory Communications Board.

3. Next Steps (if motion approved)

If Council approves the establishment of a three person Advisory Communications Board, (the ACB consisting of three recent past-presidents willing to serve), to act for Council, appropriate staff will canvas recent past-presidents and brief them on Council's resolution and will assist them in setting up and administering the work, which begins with the ACB establishing its terms of office and reference for Council approval at its February 2016 meeting.

4. Peer Review & Process Followed

<p>Process Followed</p>	<p>Communication Audit Report Professional Engineers Ontario (PEO) June 2015</p> <p><i>“Critically evaluate your communications products for their relevance, timeliness and impact”;</i></p> <p><i>“Engineering Dimensions may be viewed as too conservative, not timely”;</i></p> <p><i>“Engineering Dimensions is the identified official publication of PEO. The magazine is well known but not necessarily well-read.</i></p> <p><i>“When the most recent reader survey data is available, we recommend PEO critically examine Engineering Dimensions for its purpose, frequency, topicality, etc.”.</i></p> <p><i>“The launch of a quarterly Engineering Dimensions could be used as an opportunity to re-fresh the publication with an updated look and feel e.g. more visual, less text dense, more focus on celebrating the achievements/ accomplishments of PEO, the profession and its members”.</i></p> <p>Through discussions with staff a revised editorial objectives is presented.</p>
<p>Council Identified Review</p>	<p>N.A.</p>
<p>Actual Motion Review</p>	<p>N.A.</p>

5. Appendices

- Appendix A – Editorial Objectives: (with original objectives shown and amended)

EDITORIAL OBJECTIVES: (with original objectives shown and amended):

Engineering Dimensions, while focussing ~~focuses mainly~~ on the legal, regulatory and ethical aspects of the profession, ~~(as opposed to member services or furthering the technical body of knowledge)~~ as well as PEO operations and chapter activities, has an objective of publishing an interesting, informative and stimulating periodical.

- To provide information on ~~standards of knowledge, skill, qualification, practice, ethics and conduct relevant to~~ the practice of professional engineering, PEO activities, and appropriate topics of current general interest.
- To showcase the achievements of ~~members in the service of the profession~~ engineers and ~~in illustration of best professional~~ engineering practices.
- To be a forum for the exchange among members of ideas and knowledge, but especially related to the practice of professional engineering and the activities of the association.
- To provide information to members on events, issues and public policy developments ~~in Ontario, and elsewhere~~ especially those relevant to the practice of professional engineering, ~~such as emerging areas of practice or legislative change~~ in Ontario.
- To promote public awareness of the Professional Engineers Act, the role of the association and the responsibilities of professional engineers. ~~including how the public interest is served and protected through the practice of professional engineering.~~

Guideline - Design Evaluation of Demountable Event Structures Subcommittee

Purpose: Professional Standards Committee requests authorization to form a “Design Evaluation of Demountable Event Structures” Subcommittee to prepare a guideline describing the best practices for engineers involved in this line of work.

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

That Council direct the Professional Standards Committee to form a Design Evaluation of Demountable Event Structures subcommittee to develop a guideline as described in the Terms of Reference presented to the meeting at C-503-2.7, Appendix A.

Prepared by: José Vera, P. Eng. – Manager, Practice and Standards, and
Sherin Khalil, P. Eng. – Standards and Guidelines Development Coordinator on behalf of
Andy Bowers, P. Eng. – Chair of the Professional Standards Committee

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

1. Need for PEO Action

- PEO staff has received inquiries on best practices for “Design Evaluation of Demountable Event Structures”.
- PEO staff has received a request from the Chair of the “Ministry of Municipal Affairs and Housing Expert Advisory Panel on Outdoor Temporary Stages” to develop best practices in this area of engineering. This panel was tasked with providing advice to government on whether and how to regulate outdoor temporary stages following recent stage failures in both Ottawa and Toronto.
- Furthermore, municipalities require that these structures undergo an engineering design evaluation.
- Finally, PEO already has guidelines which apply to Demountable Event Structures, such as: Structural Design Services, General Review of Construction, and a bulletin on Structural Condition Assessments. However, it has no guidelines for these types of Design Evaluations.

2. Proposed Action / Recommendation

- Professional Standards Committee, per its mandate, proposes to form a subcommittee to carry out the work identified on the attached Terms of Reference in Appendix A.
- In accordance with Council policy, Professional Standards Committee requires a Council decision in order to proceed.

3. Next Steps (if motion approved)

- Professional Standards Committee will direct staff to find volunteers for the subcommittee and to begin work on the documents.
- During the development of this guideline PEO staff and subcommittee members will consult with practitioners and other parties including members of the public affected by professional engineers carrying out this work. When the draft documents are completed they will be posted on the PEO website for public consultation with the members and stakeholders.

4. Peer Review & Process Followed

<p>Process Followed</p>	<ul style="list-style-type: none"> • Staff reported the Professional Standards Committee (PSC) received a request for a practice guideline for the “Design Evaluation of the Demountable Event Structures” from the Chair of “Ministry of Municipal Affairs and Housing Expert Advisory Panel on Outdoor Temporary Stages”. • Professional Standards Committee members reviewed the provided information and decided that, according to PSC’s assessment criteria, the development of a practice guideline was appropriate. The criteria PSC uses for assessment of the need for guidelines and standards are: <ul style="list-style-type: none"> a) Number of members affected by the practice b) Impact on the public c) Number of inquiries made to PEO about the practice d) Required by creation or amendment of legislation e) Change in the Professional Engineers Act or its Regulations f) Demonstration through the existence of disciplinary cases indication common misconceptions of engineers’ responsibilities that a coherent, consistent standard of practice is required g) Direction of Council
<p>Council Identified Review</p>	<ul style="list-style-type: none"> • N/A
<p>Actual Motion Review</p>	<ul style="list-style-type: none"> • Pending development of the draft guideline. • Completed draft guideline will be posted on the PEO website for public consultation.

5. Appendices

- Appendix A – Terms of References- Design Evaluation of Demountable Event Structures Subcommittee
- Appendix B – Memorandum to PEO from Tony Crimi, P.Eng. Chair, Expert Advisory Panel on Outdoor Temporary Stages
- Appendix C – Recommendation Letter to PEO from Albert Schepers, P.Eng., President of GS Engineering Consultants Inc



Terms of Reference

Design Evaluation of Demountable Event Structures Subcommittee (July 30, 2015)

OBJECTIVES

The Design Evaluation of Demountable Event Structures Subcommittee is directed by the Professional Standards Committee to investigate the professional aspects in this area of engineering practice. The subcommittee shall recommend best practices for engineers involved in this line of work, and prepare a guideline describing these best practices. Furthermore, the guideline may be referred to by other regulators and members of the public, who seek to understand the role and responsibilities of engineers undertaking this type of work.

BACKGROUND

In October 2013 the Ministry of Municipal Affairs and Housing (MMAH) established the “*Expert Advisory Panel on Outdoor Temporary Stages*”. This panel was tasked with providing “recommendations to government on the regulation of the design and construction of temporary stages”. The Chair of this panel contacted PEO to indicate that their members identified a need for best practices in this area of engineering. Furthermore, municipalities require that these structures undergo an engineering design evaluation. This engineering design evaluation could be separated into two functions:

- Design Verification, and
- Design Validation

Design Verification

Demountable Event Structures are often designed and manufactured outside of Ontario. Consequently, practitioners in Ontario are retained to ensure that the design of these structures complies with applicable statutes, regulations, standards, codes, by-laws, rules, and industry best practices. Design verification by a professional engineer refers to a review of the engineering design documents, including installation, dismantling, maintenance, and operation plans for these structures, to ensure correctness against local or National design requirements. The subcommittee will recommend best practices when these documents are not available.

Design Validation

Demountable Event Structures are portable and are often used in several different locations. Consequently, practitioners are retained to evaluate the design of the structure as erected at a specific site to ensure it can withstand the loading conditions of the new location. Design validation by a professional engineer means the engineering design documents, including site specific installation drawings and operation plans for these structures, have been examined for correctness against the local requirements in the new location. The subcommittee will recommend best practices when components are substituted, different systems are assembled together, older components are used, and other design modifications are made that need to be validated by an engineer.

Demountable Event Structure

A temporary structure dedicated to house the technical production of entertainment events, including custom temporary structures, for either indoor or outdoor use.

The subcommittee will review and if needed revise these definitions.

PEO already has guidelines which apply to Demountable Event Structures, including: Structural Design Services, General Review of Construction, and a bulletin on Structural Condition Assessments. However, it has no specific guidelines for these type of Design Evaluations.

MANDATE (Specific Tasks)

This subcommittee is expected to obtain and provide information that will aid engineers to perform their engineering role when conducting a design evaluation of these structures in accordance with the *Professional Engineers Act* and *Regulation 941*. Tasks that the subcommittee should consider as useful to this process are:

- a) prepare a practice guideline for *Design Evaluation of Demountable Event Structures*,
- b) recommend to the Professional Standards Committee a performance standard for *Design Evaluation of Demountable Event Structures* if there is evidence for mandatory requirements,
- c) review and consider the final recommendations of the "*Expert Advisory Panel on Outdoor Temporary Stages*" when developing the above practice guideline, and
- d) review recommendations, such as inquiry or coroner's reports, arising of failures of Demountable Event Structures, such as those in Downsview, Calgary, and Ottawa.

Furthermore the subcommittee shall provide the Professional Standards Committee with interim progress reports to ensure the tasks are on schedule.

MEMBERSHIP

The subcommittee should be comprised of 7-10 members including 2 representatives of government regulatory bodies that regulate and inspect Demountable Event Structures. The majority of members should be engineers working in different engineering services firms that conduct design evaluations of Demountable Event Structures.

DELIVERABLES

The Subcommittee will present the completed practice guideline to the Professional Standards Committee no later than September 2017.

Meeting Schedule: At discretion of the Chair
Completion Date: September 2017

Memorandum to: Jonny Zuccon, P. Eng.
Deputy Registrar, Tribunals and Regulatory Affairs
Professional Engineers Ontario

From: Tony Crimi, P. Eng.
Chair, Expert Advisory Panel on Outdoor Temporary Stages

Date: February 6, 2015

Subject: MMAH Expert Advisory Panel on Outdoor Temporary Stages

Dear Mr. Zuccon,

As you may be aware, in October 2013 the Ministry of Municipal Affairs and Housing (MMAH) established the "Expert Advisory Panel on Outdoor Temporary Stages" (the Panel). The Panel was tasked with providing advice to government on whether and how to regulate outdoor temporary stages following recent stage failures in both Ottawa and Toronto.

A broad range of stakeholders were represented on the Panel, including municipalities and representatives from the live performance industry. A number of its members, including myself, are professional engineers licenced by Professional Engineers Ontario who supported the process by lending their technical expertise. Following its final meeting on November 24, 2014, the Panel is now engaged in drafting their recommendations to government.

Over the course of their deliberations, it became clear to the Panel that public safety would be best assured by utilising the expertise of professional engineers in the design of outdoor temporary stages, including the stage platform, roof, walls and associated structures, such as speaker towers. There was consensus among the Panel that a regulatory requirement for professional engineers to be involved in the construction and installation of these demountable event (temporary) structures, along with some level of design review, should be in place. The Panel is therefore including this within their report.

In order to better understand the current requirements with respect to the design of outdoor temporary stages, the Panel has asked me to contact you to obtain the position of Professional Engineers Ontario, as the regulator of the practice of professional engineering, on whether the Professional Engineers Act currently requires some or all of these demountable event structures (including stage platforms, roofs, walls and associated structures, such as speaker towers) to be designed by a professional engineer. Panel members have requested clarification on this matter because differing opinions were provided during the deliberations.

In addition, the Panel has compiled information that they believe could be helpful to those involved in the design and construction of outdoor temporary stages and could be included in a best practice guidelines document. I would like to know if PEO would be interested in working with MMAH or others to prepare such a document to assist professional engineers in the design, operation and maintenance of these structures. It is anticipated that this document could complement a proposal for any necessary regulatory standards in this area.

To support our work, the Panel would appreciate your responses to the items discussed above.

Further, if you would like to also include MMAH in future discussions on this subject, I am happy to invite the appropriate individuals to participate in these discussions.

Thank you in advance for your assistance.

Sincerely,

A handwritten signature in black ink, appearing to read 'Tony Crimi', with a long horizontal flourish extending to the right.

Tony Crimi, P. Eng.
Chair

November 26, 2014

Professional Engineers of Ontario
25 Sheppard Avenue West, Suite 1000
North York, Ontario
M2N 6S9

Attention: Mr. Jose Vera, P.Eng.

Dear Jose

Subject: Professional Engineer's Practice Guidelines for Demountable Event Structures

I have just spent the past year on a government committee reviewing regulations on the use of demountable event staging. These structure are basically elevated platforms, stages, with a fabric roof covering and sometimes fabric walls. The roof covering is usually supported by light tubular trusses and columns. The roof structure may also carry lights, speakers, scenery, etc., depending on the event.

The committee was established as a result of failures in Ontario, Ottawa Bluesfest and an event at Downsview, as well as failures in Indianapolis and Alberta. The concern is that building departments and Ministry of Labour jurisdiction is unclear as these structures may not be covered under the building code or, if covered by the building code, the requirements are vague. Though the committee report has not yet been submitted to the government one issue discussed at some length, and generally agreed to by the Ministry of Housing, Ministry of Labour, building officials, and practitioners, is that guidelines would be useful. One recommendation that may be in the report going to government is that professional engineers sign off on these structures before they are put into service. Signing off implies a review of the design, the reused components, the installation, and any operational instructions.

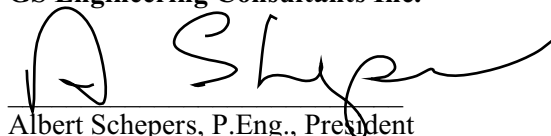
My experience with these structures goes back almost 20 years when I worked with a fabricator to provide operational instructions as well as design services. All of the work I did, though based in part on the Ontario Building Code and Canadian design standards, was based on information out of England and ANSI standards. There is no equivalent Canadian standard or Ontario regulation.

It is my recommendation to PEO, in anticipation of the report, that, and I appreciate that the Professional Standards Committee will need to make the decision, the PEO establish a committee to prepare the necessary practice guideline. There is much more information available and should you wish a more detailed presentation I would be pleased to do so.

Barry Steinberg informs me that PEO is in the process of doing a jurisdictional review. If PEO could benefit from my involvement on the recent government committee discussions I would be pleased to assist.

Sincerely

GS Engineering Consultants Inc.



Albert Schepers, P.Eng., President

copy Barry Steinberg P.Eng. Consulting Engineers of Ontario

NEW GUIDELINE - *Professional Engineers Providing Forensic Engineering Investigations*

Purpose: Professional Standards Committee requests Council to approve the listed guideline and authorize its publication.

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

That Council:

1. *Approve the practice guideline for Professional Engineers Providing Forensic Engineering Investigations as presented to the meeting at C-503-2.8, Appendix A;*
2. *Direct the Registrar to publish the guideline and notify members and the public of its publication through usual PEO communications; and*
3. *Stand down the Guideline for Forensic Engineering Subcommittee with thanks.*

Prepared by: Sherin Khalil, P.Eng. – *Standards and Guidelines Development Coordinator* and José Vera, P. Eng. – *Manager Standards and Practice* on behalf of Andy Bowers, P. Eng. – *Chair of the Professional Standards Committee (PSC)* and Jamie Catania, P. Eng. – *Chair of the PSC Subcommittee: Guideline for Professional Engineers Providing Forensic Engineering Investigations*

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

1. Need for PEO Action

Guideline for Professional Engineers Providing Forensic Engineering Investigations

- Professional Standards Committee was instructed by Council to proceed with the development of this guideline as per the following motion:
 - 466th Council meeting on November 18-19, 2010:
That Professional Standards Committee be instructed to proceed with the development of the guideline described in the Terms of Reference at C-466-4.2, Appendix A.
- This guideline addresses forensic engineering practice and provides information on how practitioners should carry out forensic engineering activities in an ethical and legal manner.

2. Proposed Action / Recommendation

- The Professional Standards Committee, the relevant PSC subcommittee and staff recommend that Council approve *Professional Engineers Providing Forensic Engineering Investigations* guideline.

3. Next Steps (if motion approved) Next Steps (if motion approved)

- Manager, Practice and Standards will work with PEO Communications Department to prepare the draft document for publication as a PEO Guideline.
- Articles will be published in Engineering Dimensions and notices posted on the website to notify PEO members about the publication of this document.

4. Peer Review & Process Followed

<p>Process Followed</p>	<ul style="list-style-type: none"> • PSC subcommittee of subject matter experts developed the draft guideline. • Draft document was reviewed by staff for compliance with the <i>Professional Engineers Act</i>. • Draft document was peer reviewed by a Review Network of subject matter experts. • Draft document was reviewed and approved by Professional Standards Committee. • Draft document was posted on the PEO website for member and stakeholder consultation. The following stakeholders were directly invited to the public consultation: <ul style="list-style-type: none"> ➤ Ministry of the Environment and Climate Change (MOECC) ➤ Ministry of Transportation ➤ Ministry of labour ➤ Office of The Ontario Fire Marshal - The Ministry of Community Safety and Correctional Services ➤ Technical Standards & Safety Authority ➤ Electrical Safety Authority ➤ Workplace Safety and Insurance Board ➤ Infrastructure Health & Safety Association ➤ Hydro One ➤ ENCON Insurance ➤ Consulting Engineers Ontario ➤ Ontario Society of Professional Engineers ➤ Several Law firms • Draft document was revised where warranted by comments received from members and other stakeholders after consultation with relevant subcommittees, PSC and staff.
<p>Council Identified Review</p>	<p>Not Applicable</p>
<p>Actual Motion Review</p>	<p>Not Applicable</p>

5. Appendices

- Appendix A – Guideline for *Professional Engineers Providing Forensic Engineering Investigations*.
- Appendix B – Public Consultation Comments for Guideline *Professional Engineers Providing Forensic Engineering Investigations*.
- Appendix C – Fire Marshall Response to Public Consultation Request.

Guideline for Professional Engineers providing Forensic Engineering Investigations

CONTRIBUTORS

James Bennett, P. Eng.
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James Wilkinson, P.Eng.
Renato Veerasammy, P. Eng.

Notice: The Professional Standards Committee has a policy of reviewing guidelines every five years to determine if the guideline is still viable and adequate. However, practice bulletins may be issued from time to time to clarify statements made herein or to add information useful to those engineers engaged in this area of practice. Users of this guideline who have questions, comments or suggestions for future amendments and revisions are invited to submit these to PEO using the standard form included in the following online document: http://peo.on.ca/index.php/ci_id/23427/la_id/1.htm

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1. PEO PURPOSE FOR GUIDELINES

Professional Engineers Ontario (PEO) produces guidelines for the purpose of educating both licensees and the public about best practices.

For more information on PEO's guideline and development process, which includes PEO's standard form for proposing revisions to guidelines, please read our document:

http://peo.on.ca/index.php/ci_id/23427/la_id/1.htm

For a complete list of PEO's guidelines, please visit Appendix _____.

To view other PEO guidelines, please visit the Publications section of the PEO website:

http://peo.on.ca/index.php/ci_id/1834/la_id/1.htm.

2. PREFACE

This guideline addresses forensic engineering as defined in Section 4. Professional engineers called to appear as an expert witness should consult the PEO guideline *The Professional Engineer as an Expert Witness*.

During 2010, PSC prepared terms of reference for a subcommittee comprising of professional engineers engaged in the practice of providing forensic engineering services. This group was asked to prepare a practice guideline for engineers retained to provide forensic engineering services. Furthermore, this guideline would provide information on how the practitioners should carry out forensic engineering activities in an ethical and legal manner.

The subcommittee met for the first time on April 19, 2011 and submitted a completed draft in XXXXXX, 2012. Following a reader review process, public consultations and PSC consideration the draft was substantially revised. The final draft of the document was submitted to the Professional Standards Committee for approval on XXXX, XX, 2012. The completed guideline was approved by Council at its meeting on XXXX XX, 2012.

Note:

References in this guideline to engineers apply equally to professional engineers, temporary licence holders, provisional licence holders and limited licence holders.

Practitioners as defined in the Professional Engineers Act, which from onwards will be simply referred to as the *Act*, refers to engineers and firms holding a Certificate of Authorization to offer and provide engineering services to the public.

For the purposes of this guideline the term the *public interest* refers to the safeguarding of life, health, property, economic interests, the public welfare and the environment.

3. PURPOSE AND SCOPE OF GUIDELINE

This guideline was developed to assist engineers who:

- a) Practise Forensic Engineering and/or offer professional Forensic Engineering Services.
- b) Conduct Forensic Engineering investigations.

Furthermore this Guideline was written to assist the clients and employers of engineers as to the type of activities, work and options that may be needed to properly carry out a forensic engineering assignment.

Courts in any Jurisdiction determine or set out the requirements for testimony to be proffered in their court. Ultimately the trier of fact determines if an engineer is qualified as an Expert Witness in a specific proceeding. This guideline is not intended to replace this process.

The engineer should be mindful of other public interests having jurisdiction in an investigation, which may take precedence over private interests, for example investigations by the Ontario Fire Marshal and Emergency Management, or the Ontario Ministry of Labour.

4. INTRODUCTION

There are a number of definitions of forensic engineering, but it can generally be defined as the application of professional engineering principles and methodologies to the investigation of failures and incidents, usually to determine causation. Normally, it involves the preparation of a report of findings, which may form the basis for testimony in legal proceedings as an expert witness. A forensic engineer may serve as an engineering consultant to members of the legal profession and as an expert witness in courts of law, arbitration proceedings and administrative adjudication proceedings.

Forensic engineering is a part of professional engineering practice that may cover all disciplines of engineering. It is a specialized set of skills that can include multi-disciplinary training in failure analysis, simulation, safety, accelerated life testing, statistical analysis, as well as knowledge of the specific engineering field.

Failures and incidents may include fires and explosions, transportation accidents, a broad range of mechanical equipment failures and structural failures. Investigation of structures, products and assemblies that exceed their serviceability limits also involve the application of forensic engineering principles.

5.

PROFESSIONAL RESPONSIBILITY

5.1 Before Conducting the Investigation

a) Immediate Response

An engineer may be required to attend at a site in the immediate aftermath of an incident. As previously noted the engineer should be mindful of other public interests having jurisdiction in an investigation, which may take precedence over private interests. Consequently, engineers must ensure they have the appropriate authority and permission to access the site before conducting the investigation.

When the engineer arrives on a site where there are unidentified hazards, including physical instability of the site, the first task should be to check in with responsible parties already established on site to assess potential hazards. These may include security personnel, safety officers, regulatory officers, or other engineers with different functions or responsibilities.

As the first priority is safety, the engineer should give consideration to:

- the apparent organization on site,
- the presence or absence of qualified or authorized personnel on site,
- the authority and responsibilities granted to the engineer by the client or employer,
- the assessment of hazards by other engineers, experts or site personnel, and
- the engineer's own skill and experience to assess the given apparent conditions.

The engineer is expected to act within his or her duty as a professional to recommend the necessary procedures and measures to be put in place for the protection of the engineer and the other parties on site and the general public where appropriate. If the engineer is either unqualified or unauthorized to direct measures that allow activities to safely continue on-site, then the engineer is expected to act within his or her duty as a professional to alert the appropriate personnel, and recommend the necessary temporary procedures to be put in place to isolate people from hazards.

In Ontario the Occupational Health and Safety Act (OHSA) and the various pursuant regulations set out specific duties for Constructors, Employers, Supervisors and Workers in the workplace. In addition Section 31(1) of OHSA imposes a duty on a Professional Engineer to ensure that the advice provided by the engineer is not given incompetently or negligently. Accordingly, the engineer needs to be aware of the requirements of OHSA and any other regulations pertaining to working in hazardous locations and operate at all times in compliance. This guideline is not intended to supersede or replace legislated responsibilities as set out in OHSA or other applicable regulations and statutes.

Of secondary concern is further property loss. Engineers are encouraged to cause the necessary or appropriate personnel, procedures and measures to be put in place to reduce further property loss.

It should be noted that preventing risk of further injury or property damage is not part of the engineer's primary role in the practice of forensic engineering, but in certain circumstances, an engineer may have to take on this role in the absence of other authority on site.

In some instances, the client may request the attending engineer to determine not only the cause of the failure or incident, but whether the equipment, facility or process can be made operational with whatever modifications necessary as soon as possible to bring it back into operation. If this potentially creates a conflict of interest for the engineer, she/he should so inform the client.

b)Initial Incident Appraisal

Below are some potential situations that may occur initially during the course of the engineer's work relating to initial incident appraisal.

The event response and investigation may need to be managed by a senior individual with authority or overall responsibility for the site, enterprise, or operation. This individual, (i.e. client or employer) may need to be advised by the engineer to undertake an initial incident appraisal to determine the general circumstances of the incident or event. The engineer should advise the client or employer to seek legal advice with respect to whether other parties need to be provided with an opportunity to participate in the investigation. The engineer should impress on the client or employer the need to preserve the integrity of the site. For example, depending on the circumstances, this may involve setting up a security barrier to prevent disturbance of evidence. Engineers must note that evidence can sometimes be in the form of digital data. Where there is a concern that environmental or weather conditions could significantly impact the site or evidence prior to a formal investigation commencing, then interim protection measures, such as shelters, may need to be instigated. Alternatively, the engineer should advise that a record, for example photographic or video, be maintained for future reference as to the conditions in the immediate aftermath of the incident or event.

c)Planning the Investigation

Where the initial site visit and determination of circumstances suggest that the causes of the incident or failure are not obvious or where a properly documented investigation is required for other reasons, an independent forensic engineering investigation will need to be initiated. In most instances, such an investigation should be put in place as quickly as possible so as to maximize the access of the engineer to the relevant site conditions. In some instances it may be appropriate to plan on a phased investigation.

The engineer should keep in mind spoliation concerns. For more information on spoliation refer to Appendix 2.

d)Terms of Reference

The Terms of Reference are based on instructions by the client or employer. The Terms of Reference should be as broad as possible if the intent is to find the cause of the incident. Furthermore, the Terms of Reference will define the problem to be addressed by the engineer.

An engineer can be retained to investigate a single component or aspect of a failure. This is acceptable, provided that the Terms of Reference are clearly defined. Where there are regulations or quality control requirements governing such investigations, these must be considered as minimum requirements.

e) Relevant Expertise and Qualifications

The engineer carrying out the forensic engineering investigation must be a member in good standing of Professional Engineers Ontario. The engineer must be able to show that she or he has special knowledge through study or experience of the nature of the incident which is to be or is being investigated. If during the forensic investigation, the engineer determines that she or he does not have such special knowledge, the engineer shall so inform the client and, if possible, direct the client to an engineer or other professional with such knowledge. Specifically, it is professional misconduct to undertake work the practitioner is not competent to perform by virtue of the practitioner's training and experience (Section 72(2)h from O. Reg. 941 of the Act). Failure to properly inform the client is reviewable on conduct and competency grounds and the engineer may be held accountable by the client, the Court and/or the PEO.

f) Composition of the Investigation Team

Following the development of a preliminary investigation extent, the composition of the investigation team needs to be established. In some instances, the entire investigation extent may be delivered by a single forensic engineer. However, it is common for additional specialists, support services, testing laboratories, etc. to be involved. In certain circumstances, in particular where there may be two unrelated aspects to an incident or event, the client or employer may elect to retain separate investigation teams. Where this is deemed appropriate, the client or employer should be advised to ensure that the extents of work are clearly defined and documented and that the entire team works cooperatively and shares all relevant information. However, it is preferable that all the required additional specialist or support services be retained and delivered by the Lead Engineer. This avoids overlap and allows the Lead Engineer to manage the work and maintain delivery schedules.

g) Creating a Cooperative Environment

The client or employer should be asked to ensure that all relevant documents and records are compiled and made available. Relevant documents may not be restricted to the incident under investigation. They may also include maintenance and inspection records, quality control plans, certification documents, industry codes and standards, etc. In cases where the relevance of certain information may be questionable, it should be provided anyway.

Ideally, the engineer should be given free access to the site and should be allowed to interview personnel with relevant information. The client should be aware of the need for the investigation to be undertaken in a cooperative and open environment. Should the Lead Engineer perceive any lack of cooperation in the course of the investigation, the client should be immediately informed.

h) Fees for Services

Preferably, the costs of forensic investigations should be estimated and invoiced at a rate per unit time basis for engineering and associated services and a unit charge per routine type tests. Lump sum pricing is discouraged unless the engineer has a well defined extent of work at the outset of the investigation.

Retainer fees for services to be rendered may be requested from the client by the engineer conducting the investigation before any work is undertaken.

As indicated in the Professional Engineers Ontario *Code of Ethics*, Section 77 of the O. Reg. 941, practitioners shall not attempt to gain an advantage over other practitioners by paying or accepting a commission in securing professional engineering work.

A contingency fee must not be charged, as it inherently undermines the engineer's duty to provide an unbiased and accurate report. Contingency arrangements are defined as any fees paid that are contingent on a specific outcome or settlement.

i) Conflict of Interest

Regardless of who may have retained the engineer, the engineer is reminded that they must carry out the forensic engineering investigation in conformity with the PEO Code of Ethics, Section 77 of Ontario Regulation 941. For example, the engineer must disclose immediately to the client any interest, direct or indirect, that might be construed as prejudicial in any way to the professional judgment of the engineer in rendering service to the client. For more information on the Code of Ethics and avoiding Conflict of Interest please refer to the PEO Guideline *Professional Engineering Practice*.

5.2 While Conducting Investigation

The engineer should carry out due diligence to determine which regulations apply and their impact on the requirements of the investigation.

Within the Terms of Reference of the investigation, the engineer should be prepared to advise the client or employer of any investigation methodologies that are appropriate under the circumstances to determine the causes of the failure. The engineer should also be prepared to propose additional investigation methodologies that may be beneficial to determination of the causes of the failure. More details on these methodologies are provided in Appendix 2 of this Guideline. However, engineers should beware of the client who sets the Terms of Reference to suit their needs. Furthermore, engineers must note that there is no place for unsupported 'opinion' in an objective forensic analysis of technical circumstances. Any interpretations or conclusions should be supported to a reasonable degree of engineering certainty.

In many investigations, relevant data is scarce. Reasonable and well-founded assumptions can be formulated to replace this data, but the engineer needs to clearly report upon the nature of any assumptions made, and identify any corresponding sensitivity in the findings that result. Furthermore, it is appropriate for the engineer to refrain from coming to any findings if there is insufficient data.

The process of identifying contributors to an event where a loss has occurred is inherently a potential threat to particular parties that have a stake in the outcome of the investigative process. The engineer needs to be cognizant of the close scrutiny that the analysis process will likely endure, and in all cases the analysis must be supportable, and backed up by documented evidence.

At the same time, the engineer is expected to be mindful of the balance of benefit and cost to any particular analysis approach, and avoid unnecessarily extravagant avenues of analysis.

a)Extent of Investigation

The extent of investigation is determined by the engineer based on the Terms of Reference.

The extent of the investigation should be defined as being as broad as necessary to encompass all actual or potential conditions related to the incident. For example, an investigation involving failure of industrial machinery needs to consider activities leading up to the incident, the human factors relating to procedures, manufacturer's manuals, training, management control, quality control protocols, and any related environmental factors that could have a bearing on establishing contributing causes.

The client should be advised that the extent of the investigation may have to be revised as information becomes available from the investigation. Such advice should be presented in a timely manner.

The engineer should take care that the client or employer does not attempt to ask for or reach conclusions beyond the extent of the investigation. Any limitations to the extent of the investigation should be included when findings are communicated. The engineer should know what questions are being asked and what questions cannot be accurately answered given the extent of the investigation. Either the client will widen the Terms of Reference or be prepared for a narrow answer to a narrow question. Maintaining this position over the life of a project is essential. The Terms of Reference should be well defined before the investigation. Furthermore, the Terms of Reference should be put in writing early in the process. Engineers should be mindful of their professional obligations in situations when a client requests changes the Terms of Reference during the investigation

b)Maintaining Objectivity and Avoiding Bias

It is important to maintain an open mind during the investigation. It is imperative that ultimate conclusions are based upon the entirety of the evidence. While it is reasonable that preliminary conclusions are drawn based upon the available evidence at every step, it is critical that those be subject to revision as new evidence becomes available.

The engineer must maintain objectivity in undertaking the forensic investigation and avoid potential biases. These potential biases can be summarized briefly as:

- Association Bias. This bias can arise out of the engineer's financial or employment relationship to the client or employer. As per the *Expert Witness* guideline, "*Experts must understand their role is to be neutral and impartial servants of the court or tribunal they appear before, and not representatives or advocates of the party hiring them.*"
- Expectation Bias. This is the subconscious tendency of those who have predetermined a certain outcome, to search for data or analysis methods that will support that outcome, and ignore contradictory information. Consequently, it is prudent investigative practice to keep an open mind, especially in the early stages of an investigation, and never prematurely predict the outcome. Furthermore, it is prudent to ensure the analytical approach follows a conservative methodology, in part to correct for the potential influence of hidden forms of bias. This bias should be further minimized by careful examination of the factual data about the failure and by

- listing all the possible reasons for the failure, even those that initially appear to be extremely unlikely.
- **Data Bias.** The specific data collected, and the methodology of the analysis can bias findings and conclusions. It is important that sufficient appropriate data is used in the analysis of the failure to assess all the potential reasons for it.

In like manner, with regard to any regulations and standards that may be relevant, the engineer must be careful not to imply that variance from a regulation or standard is in itself the cause of a failure. The presence of a variation from a regulation does not necessarily have anything to do with the reason a particular failure occurred. Conversely, meeting regulation or standard does not preclude the potential for a failure.

c)Duty to Report

The Duty to Report of an engineer stems from the requirement that the engineer's duty to protect the public welfare is paramount. Engineers involved in forensic engineering investigations are directed to Section 9 of the PEO Guideline "*Professional Engineering Practice*" for a full explanation thereof.

d)Expert Testimony

The report deriving from the forensic engineering investigation may be used in litigation and other legal proceedings as background for the forensic engineer's testimony as an expert witness. The Professional Engineers Ontario Guideline "*The Professional Engineer as an Expert Witness*" should be referred to in investigating, analyzing and preparing a report used for this purpose.

6. DEFINITIONS

For the purposes of this guideline the following terms and definitions apply.

Chain of Custody

the chronological documentation, showing seizure or collection, custody, control, transfer, analysis and disposition of physical or digital evidence.

Expert Opinion

an opinion provided from a person with extensive skills or ability based on education, training, knowledge of the applicable standards, knowledgeable on recent developments in the field and experience in a particular area of study to provide a subjective belief based on an accurate understanding of the degree to which it is supported by the evidence.

Factual Report

a report that only contains actual facts from an investigation, rather than providing theories or personal interpretations.

Hold Point

A Hold Point is a mandatory verification point beyond which work cannot proceed without the approval of the relevant stakeholder in the forensic investigation.

Lead Engineer

the engineer for a particular investigation who takes direct responsibility for the completion and results;

or the engineer for a particular investigation who has primary responsibility for the project and who will be involved in a significant manner.

Inspection and Test Plan

An Inspection and Test Plan (ITP) is a document that records all inspection and testing requirements relevant to the forensic investigation. An Inspection and Test Plan identifies the items of materials and work to be inspected or tested, by whom and at what stage or frequency, as well as Witness and Hold Points, references to relevant standards, acceptance criteria and the records to be maintained.

Non-standard Test Procedure

a test that does not completely follow the proven methods and techniques of the standard test process or procedure;

or a method or technique that has not been recognized as an industry standard

Standard Test Procedure

a written guide that describes and outlines the methods and techniques providing instruction detailing all steps or activities of a process or procedure so that the test is administered and interpreted in a consistent manner.

Witness Point

A Witness Point provides a stakeholder in the forensic investigation with the opportunity to witness the inspection or test or aspect of the work, at their discretion. A Witness Point can be waived by the stakeholder, or if the stakeholder was given the requisite notice and the

witness has not arrived, the testing may proceed.

APPENDIX 1 – Forensic Engineering Resources of Interest to Engineers

Note that this list in no way limits the responsibility of an engineer or the scope of this guideline:

Resources	Website
Associations	
National Academy of Forensic Engineers	http://www.nafe.org/
Books	
Forensic Engineering Investigation by Randall K. Noon	http://www.crcpress.com/product/isbn/9780849309113
Forensic Engineering Fundamentals, Harold Franck & Darren Franck	http://www.crcpress.com/product/isbn/9781439878392
Guidelines	
Guidelines for Forensic Engineering Practice (ASCE)	http://www.asce.org/Product.aspx?id=23622321621&productid=176118199
Standards	
American Society for Testing and Materials (ASTM) Standards and Publications	http://www.astm.org/Standard/standards-and-publications.html
Canadian Standards Association (CSA)	http://www.csagroup.org/
National Fire Protection Association (NFPA) Codes and Standards	http://www.nfpa.org/codes-and-standards

APPENDIX 2 – INSPECTION

The following are suggestions regarding the inspection phase of a forensic engineering investigation. This section is not intended to encompass all aspects of investigations nor is it a rigid guide to be followed as if a procedure.

Not all of these steps will be applicable to every investigation, and further it may not be practical or even possible to complete some of these steps, even when they are applicable. These are not intended to be formulaic or necessarily sequential, but rather are presented in this order here for ease of understanding.

1. Planning

The following points are to be considered prior to beginning the inspection.

1.1. Review all Available Information and Documents

It is desirable to review all of the available relevant information prior to commencing the investigation. It may be helpful to sort the information into a logical order and to vet the information to determine if the information is relevant for your work and what information is not.

Any additional relevant information the engineer suspects might be available should be requested from the client.

It is important to note that information review should be an ongoing process because material may become available during the investigation. Information made available at different times and stages of the investigation should be identified with disclosure dates in the master file. It is advisable to flag any updated, altered, conflicting or changed versions of material for ease of future reference.

1.2. Prepare preliminary investigation objectives

The development of these objectives should include the client or manager in order to ensure that the objectives of the investigation are achieved, and should include consideration of the extent of the investigation, budgets, review meetings, due dates and deadlines, and other considerations.

It is appropriate to disclose and/or discuss what is not (or may not be) possible because of time, budgets, expertise, lack of data, or other factors. Further, any known limitations or objections (e.g. an ethical objection) should be disclosed and/or discussed as early as possible.

1.3. Review Prior Actions Taken

Consider what has already been done by other parties (such as firefighting, extrication of victims, police or other investigations, shoring of buildings for safety, cleaning, recoating, replacement of parts, change in operation, etc.) in the context of how these actions have affected the conditions or items to be inspected. This also extends to deletion of data, shredding of documents, erasing photographs, and disposal of samples.

This may highlight what actions need to be taken so as to avoid further destruction of incident conditions or prevent further samples being lost.

1.4. Develop preliminary investigation plan

This is the outline of the significant aspects of the investigation.

This may include:

- Development of sampling plan and/or in situ testing plan. This may include planning for re-enactment or duplication or computer modeling of the event.
- Establish sample sizes, types, input data and sequence.
- Consideration of health & safety considerations for the inspection.
- Consideration of other parties, and potential joint investigations (in many instances investigation may need to be undertaken simultaneously by a number of parties).
- Consideration of how your inspection may alter or destroy a condition. This is typically a time when offers of joint inspection should be made, and efforts made to preserve the evidence unaltered until decisions are made. For example, some systems may require changes in power state to preserve digital evidence.
- Consideration of Site Access and Limitations (i.e. ability to take samples, destructive and non-destructive testing, etc.)
- Consideration of the effects of the investigation, specifically whether or not the actions taken during the investigation will diminish the opportunity for repair or replacement.

2. Conducting the Inspection

2.1. Initial Review

The nature and process of this review can vary significantly depending on the type of the event or incident, but the following are some examples:

- Equipment Walk down. This may include a tour of the machine and inspection to understand its function.
- Possible review of related storage facilities or sources for materials and/or chemicals.
- Building assessment.
- Review of Physical Evidence. This step may include any component or item that is included in the event. It is relevant to consider if any actions in this phase may

compromise the available evidence in any way. Often anything more than a visual inspection or non-destructive testing (such as thermal scan, ground penetrating radar, Windsor pin, or boroscopes) is not favorable until all the parties have had an opportunity to be present.

- Inspection or survey of the roadway. This step can include a survey of general roadway surface characteristics, roadway markings, lane layouts and obstruction geometry.
- Machine or Vehicle Inspection: This step could include documenting the basic particulars such as make/model/serial number/VIN/etc., collection of photographs, measurements of the location and extent of damage, inspection of various components
- Consideration of devices containing digital data.

2.2. Information Gathering

Engineers are reminded that there is information beyond the suggestions below that can be consulted regarding the collection and storage of all manner of physical evidence. Specifically there are ASTM standards addressing this issue in Appendix 1. Additionally, if samples are being collected for the purposes of testing relative to a standard, that standard should be reviewed in order to ensure samples are collected in a suitable fashion.

2.2.1. Non-Destructive Information Gathering

Observations

It is advisable to take detailed notes regarding the observed conditions, either as physical notes or audio recordings. In the event of audio recordings, it is preferable to have these transcribed as early as possible and the accuracy of the transcription verified by the person completing those observations.

Photography and Videography

To the extent possible, all relevant aspects should be photographed and or videotaped. It should be recognized that not all observations can be appropriately recorded photographically or by video.

Use standard formats and compact size for sharing of data. When selecting the storage media it is useful to consider both reverse compatibility and forward compatibility issues.

Measurements

Useful measurements that do not interfere with the evidence should be taken.

Other Information or Documents

It is advisable to access and consider any other relevant information or documents. Some examples are; Original Equipment Manufacturer (OEM) information, Design documents (drawings, specifications); operating data; inspection records; maintenance procedures; literature review; and modifications/ changes made.

2.2.2. Destructive Information Gathering

Evidence Collection

- Chain of Custody: A chain of custody should be recorded with the evidence. Furthermore, engineers have an obligation to keep any evidence that is collected. Engineers should be knowledgeable of standards regarding evidence collection. Appendix 1 contains some relevant resources.
- Evidence Integrity: The act of collecting should not influence or affect the evidence taken.
- Sample Labeling: Always provide as much information as possible including: the location, date and time of collection; the person collecting the evidence, (If possible the person collecting the samples should sign the container or tag to identify them); a detailed description of the evidence; file number or reference; sample number. Further, when collecting evidence it is advisable to photograph the evidence in the original locations, as well as once collected.
- Sample Storage: As required, samples should be preserved in a manner that will not contaminate, spoil the evidence or compromise the storage container. Remember to consider moisture accelerating corrosion in a closed environment. Silica bags in the evidence are a reasonable solution to this problem.
- Sample Disposal: It is advisable to obtain consent from your client prior to the destruction and/or disposal of any evidence collected during an investigation.

Field Simulations/ In-situ Testing/Laboratory Testing

Standard Procedures – Generally these may be difficult to complete outside of a laboratory environment. If such testing is undertaken, consideration should be given to the laboratory used, in terms of the laboratory's ability to complete that testing. Also, the suitability of a test should be considered, including the influence of the collection method on the test results. The referenced standards in Appendix 1 are helpful when considering laboratory testing

Non-standard Procedures – A specialized test is needed where there is no standard procedure for the case to be tested. It is easier to develop such a test or simulation that meets the requirements of the testing, but it is more difficult to explain and support the process. Consequently, these tests usually require more documentation.

Exemplar Testing – Inspection and testing of an exemplar can be a valuable investigation method. Similar concerns regarding non-standard procedures need to be considered in these situations.

Caution needs to be exercised when completing and/or relying on any testing to represent the conditions of a particular event. When completing any testing it is important to document the testing appropriately, and be careful to not create conditions that are not representative of the subject situation or are misleading.

Spoilation Concerns

If destructive inspection / testing is required, all interested parties should be provided an opportunity to review and comment on the inspection / testing protocol and hold points, and

witness the said inspection / testing. Consensus should be strived for in the inspection / testing protocol. Even when all parties are present, any disassembly or inspection that changes the state of the evidence should be documented in detail for ease of future explanation. It should be noted that in the case of digital evidence the inspection could change the state of this evidence.

Further Inspection

Upon completion of an inspection, it is advisable to consider if further work is required. Some other aspects to consider are: Return Site Visit; Equipment or Components to be Inspected; In situ tests, Calculations or Analysis to be Performed; Laboratory Testing; Component Analysis; Personnel to be interviewed.

APPENDIX 3 – ENGINEERING ANALYSIS

1 Introduction

The analysis portion of a forensic investigation comprises the synthesis of data collected during the investigation, and involves the application of engineering principles. Analysis is designed to elicit determinations about the physical circumstances of the incident that could not be derived from observation alone. Generally, the focus is upon the identification of ‘causes’, and if more than one is identified, quantification of the contribution of each cause. The purpose of analysis is to produce results that contribute to scientifically or logically deciding between multiple potential causes, isolating the cause, or identifying or eliminating a potential cause or contributing factor to the cause. Analysis typically takes place after data collection and evidence preservation, and is based on observations from these earlier steps. The results of *in situ* and laboratory testing may also provide vital input to engineering analysis.

Because of the wide range of possible analytical techniques and the potential variability in the extent of analysis required in any particular investigation, the following is intended only as a general guide. The engineer is ultimately responsible for identifying the type, breadth, and depth of analysis required in order to complete a prudent and effective investigation, but must nonetheless ensure any analysis is completed in accordance with the principles identified below.

2 Analysis

The forensic analysis should be designed to effectively address the particular issues at hand. The appropriate extent may vary widely, however. This is generally a result of a combination of factors, including the amount of data available, the type of event being investigated, and the extent of analysis techniques available. Investigations may justifiably require teams of investigators performing extensive analysis of many forms. Alternatively, there are forensic investigations wherein no formal analysis may be necessary, because the contributing causes to an incident are easily identified and their influence measurable through observation alone. Prudent examination of the evidence will often allow for a confident technical assessment of the cause of an incident.

There are no limitations or minimum requirements to the extent of a forensic analysis, but the engineer needs to be acutely aware of what is considered widely accepted by the specific engineering community. Engineers should be cautious about areas of analysis which can be considered unusual or diverting from standard methodology. Analysis methodologies are ideally proven and time-tested techniques that reinforce the objectivity of the engineer: findings should flow from the application of engineering principles to the available information, regardless of the particular individual performing the application. The results should be demonstrably repeatable. Any interpretations or conclusions should be supported to a reasonable degree of engineering certainty.

If the appropriate extent exceeds that permissible by financial or temporal constraints, this limitation needs to be quickly communicated to the Client or Employer, and in any formal report on the matter. Indeed, any restriction that acts to limit the analysis of the incident to a level below that deemed prudent by the wider engineering community needs to be clearly identified.

3 Analysis Techniques

Techniques may comprise any structured approach that assists with the identification of factors that contributed to the cause, timing, or location of the incident. Generally speaking, these techniques will mirror the engineering expertise of the engineer.

Ultimately, the analysis may require capabilities in any of the following generalized approaches:

- The application of physical and engineering principles to the specific product/process/structure/event/system, i.e.:
 - The calculation of stresses, loads, motions, energy levels, or other physical conditions present at the time of a failure, including the use of computational assistance provided by numerical methods or simulation;
 - The identification of strength and condition of materials or components, and an understanding of the behaviour of their failure;
 - The application of physical principles to masses in motion or masses in contact, in order to determine loading or timing of incidents;
 - The back-analysis of an engineering design to confirm that appropriate parameters and assumptions were previously used;
 - The application of simulation results to the interpretation of the circumstances leading to the incident or failure;
 - The retracing of processes or procedures that led to an incident, potentially including any of a variety of formalized or systematic failure analysis methods. This may involve the use of analytical software;
- The evaluation of human performance as a contributor to the cause of the incident;
- The assessment of the effect of environmental factors;
- The comparison of circumstances present to any relevant standards, regulations, statutes, or other expected levels of performance;
- Scientific and engineering modeling and simulation;
- Logic , Elimination, Deduction, Causality; and
- Consideration of Failure Modes and Effects.

4 Best Practices

Technical Responsibility

There are some disciplines in forensic engineering where engineers are asked to assess the technical responsibility of the various parties which were potentially involved in decisions leading to the failure. The investigating engineer should make the assessment by a comparison of the work performed by each party with: the regulatory or statutory requirements; the standard of practice normally expected to carry out the work; and, otherwise, whether the problem causing the failure was common knowledge in the relevant industry. It is not the engineer's responsibility to assess the liability of the parties, this is the role of the court.

Evidence

The investigating engineer must be careful to identify what evidence is independently obtained (i.e. physical or digital information) and what evidence is subjectively obtained (i.e. circumstances reported by witnesses). Both the frailty of human memory and the influence of bias among witnesses can render subjectively obtained information of limited value.

Cognitive Performance

In addition to possessing a deep understanding of their various areas of expertise, engineers are well served by at least a basic understanding of human physical and cognitive performance, in order to assist with the identification of causative factors.

Data Analysis

In any discipline of forensic engineering, there will be widely-accepted techniques for the analysis of data. There is a clear duty (from both the Court system and PEO) for an engineer to identify any shortcomings in their ability to handle certain analyses as a result of a lack of appropriate knowledge or tools. The engineer can expect to be asked to demonstrate proficiency in the specific analytical areas by parties interested in the outcome of the forensic investigation.

Assumed Parameters

All assumed parameters that are necessary to complete an analysis must be clearly stated. The values assumed for such parameters must be justified and supported by reference to appropriate and current design manuals, best practice guidelines, published literature or other objective sources.

Internal Review Process

In the event that certain data cannot be known with reliability, the level of uncertainty should be explored by the engineer. Generally speaking, findings should be checked for plausibility, and should accommodate all relevant observations. Findings which are inconsistent with a certain observation should be carefully scrutinized for validity. An internal review process by a colleague is particularly valuable and strongly recommended, as a means to identify any inconsistencies in the relationship of observations to findings, and to identify otherwise subtle forms of bias.

5 Arriving at Conclusions

Conclusions may take the form of the following:

- finding the single cause,
- finding multiple causes,
- eliminating one cause or a set of causes, or
- determining that there is insufficient data to support a logical conclusion of any cause or to distinguish between causes.

In the last case one is proving that there is no evidence-based approach to determine cause, given the state of available evidence.

APPENDIX 4 – FORENSIC ENGINEERING REPORTS

Generally engineers engaged in the practice of forensic engineering at some point will be required to outline their findings in a formal technical report to provide others an opportunity to review, and possibly scrutinize the work of the engineer that was the basis for the conclusions drawn. It is noteworthy that in some circumstances verbal communications may suffice. The report format and content may vary, depending on the nature of the investigation and the needs of the client. The following sections provide an overview of the different types of written reports that may be used to document the results of the forensic engineering investigation.

Formal Technical Reports

Formal reports should follow an organized and carefully planned sequence that will allow the reader to fully understand the facts of the case and the interpretation of the evidence that led to the ultimate conclusions drawn. They are typically divided into sections allowing the reader to easily reference the following: an abstract, introduction, procedures, results, discussion, conclusions, recommendations, appendices, and references. It is advisable to cleanly separate observations from analysis and discussion. Longer reports should include a table of contents and lists of illustrations. Formal technical reports are usually reviewed internally by colleagues and approved prior to release. The details of the review process are usually mandated by the engineer's employer, but may also be tailored to the specific needs of the client. Any formal report prepared by the engineer completed as a result of services offered to the public that offers an engineering opinion must be sealed in accordance with Section 53, O. Reg 941. Consult the PEO's Guideline on the *Use of the Professional Engineer's Seal* for more information.

A formal report presents the results of the forensic investigation in significant detail and would typically include the following:

- A clear statement of the purpose of the investigation,
- The name, area of expertise, and qualifications of the author(s),
- Any specific direction provided by a client, instructions, Terms of References
- Extent of investigation,
- Agreed facts or background information related to the case and statement of assumptions,
- Detailed observations related to the case,
- Detailed description of any testing conducted,
- Detailed description of any research conducted or relied upon,
- Detailed description of analysis methods used,
- Detailed explanations for any opinions expressed,
- Scientific basis or references for formulating opinions,
- Explanation of the reliability of the opinion expressed if possible,
- Explanation of any non standard procedures

It is important to recognize that the engineer's report usually relies on specialized technical knowledge that may not be easily understood. The Stephen T. Gouge *Inquiry into Pediatric Forensic Pathology in Ontario* listed a number of recommendations in Chapter 16 regarding the communicating of forensic pathology opinions. Many of the recommendations could also be applied to the work of engineers practicing forensic engineering. Some examples include:

- “Not only the opinion should be stated but also the reasoning used to reach it, the limitations and the strength or degree of confidence.”
- “The opinion must be communicated in clear easily understood language”
- “Avoid legal and technical jargon”
- “Emphasis placed on empirical evidence in comparison to peer reviewed literature”
- “Avoid misleading language that could imply an unreasonable degree of certainty such as the phrase “consistent with” which means “could be”.”

Informal Reports

There are many occasions when a formal report is unwarranted or would be considered an unnecessary task. Such situations could include those in which time constraints or the destruction of evidence prevents a proper investigation from being performed, where the causes of the incident or failure are readily apparent and easily understood, or where it is perceived that future litigation is unlikely to occur. In this situation, the investigation findings may be outlined in an informal report format. Usually this approach to reporting is taken by the engineer in consultation with the client or employer. Informal Reports should include a disclaimer that they should not to be used for court, and are only a summary of findings. Furthermore, informal reports offering an engineering opinion provided as a service to the public need to be sealed.

When preparing an informal report, it is important for the engineer to recognize that in the future, the client’s needs may change and the engineer may be required to provide a formal technical report. Therefore it is imperative that excellent documentation be maintained, including notes, photographs with photo logs and video if possible.

Writings and Other Activities that Present No Technical Opinion

From time to time, a client may ask the engineer to use their technical knowledge to augment some potentially partisan, non-engineering activity. An example of this may be assisting a legal client in preparing cross-examination questions for another expert engineer. Here the engineer is not performing analysis, or concluding, or reporting opinion. The engineer is reminded that this fact does not absolve the engineer of responsibility or accountability for their actions, only that this guideline does not address such activities.

Expert Witness Reports and the Rules of Civil Procedure

In many cases, forensic engineering reports are entered as evidence in court proceedings, public inquiries, coroners’ inquests or other judicial or quasi-judicial hearing civil proceedings. If a report is being prepared by a professional engineer who is also acting as an expert witness, the PEO’s Guideline *The Professional Engineer as an Expert Witness* should be consulted. For matters that will appear before the Ontario Superior Court of Justice, the professional engineer should be aware of amendments in 2010 to the *Rules of Civil Procedure* (Ontario regulation 194 53.03) that address the form and content of expert reports. These changes, along with issues related to the discoverability of draft reports and peer consultations on draft opinions, are discussed in greater detail in *The Professional Engineer as an Expert Witness* Guideline.

Other Standards for Report Writing

Other organizations provide recommendations for report writing that should also be referenced prior to committing findings to paper.

Integrating Other Expert Reports

It is not uncommon for forensic engineers to employ or collaborate with other experts in the creation of their report. In such cases, it should be clearly stated who was responsible for every portion within the report. Proper credit for work must be provided.

CONSULTATION COMMENTS

Document: Guideline for Professional Engineers Providing Forensic Engineering Investigations
Review Period: September 3, 2014 – October 31, 2014

#	Date	Comments	PSC Response
1	9/2/2014 12 :17 PM	<p>A little more clarity in 4. Introduction would be helpful:</p> <ol style="list-style-type: none"> 1. Incidents and accidents may result in forensic investigations. 2. Forensic investigations include forensic engineering investigations (subject of the guideline). 3. Other aspects of the forensic investigation - i.e. from a more "softer" management system perspective - are not in scope of the guideline (although a professional engineer may perform this type of investigation). <p>I am assuming that softer aspects of forensic investigations are not in scope of the guideline. If the intent is to broaden the scope of the guideline, additional reference material should be added.</p>	<ol style="list-style-type: none"> 1. No action required 2. No action required 3. Engineering best practices are not necessarily delineated between soft and hard practices. The guideline was written to take into account industrial investigations that are inherently multi-disciplinary. <p>Practice guidelines deal with the professional obligations and cannot get into technical details.</p>
2	9/2/2014 2:21 PM	<p>I attach my corrections to the guidelines.</p> <p>[Attachment 2 – Forensic Engineering.pdf]</p>	<p>The comments were reviewed by the subcommittee and addressed.</p> <p>As per The National Academy of Forensic Engineers a forensic engineer may serve as an engineering consultant to members of the legal profession and as an expert witness in courts of law, arbitration proceedings and administrative adjudication proceedings.</p> <p>Subcommittee agreed to remove this reference.</p>

<p>3</p>	<p>9/3/2014 7:27 AM</p>	<p>My comments extend only to the introductory parts as I have not been able to get to the material content.</p> <p>In 4 you use “the investigation of failures and events,” in the definition then “Failures and incidents” two paragraphs down. Also in 5.1b. I would use the same wording throughout.</p> <p>Immediate Response – I think lawyers would use this section to make the engineer responsible for site problems during the investigation. The legal tactic of spreading the blame to everyone available should be considered in how this section is written. I would suggest you focus on getting the engineer to ensure there are defined expectations in place for everyone on site.</p> <p>The word “should” in documents giving advice might as well be “must” as used by lawyers allocating blame. I believe this document needs to consider it use more carefully. I was first concerned by its extensive use in 5b. In my opinion, the intent should be to have clearly defined responsibilities on the site, with the engineer responsible for reporting what is seen to the appropriate party. Anything else diffuses responsibility.</p>	<p>The subcommittee replaced “events” with incidents.</p> <p>A reference to the Occupational Health and Safety Act was added here.</p> <p>Furthermore, some of these issues are contractual. There are employees who are already responsible along with firemen and police.</p> <p>The objective of this section is to let the engineer know that there are safety concerns in sites.</p> <p>If an engineer sees a potential hazard during the course of their work they have duty to report it.</p> <p>The subcommittee already addressed this issue, and the term “should” is appropriate for a practice guideline.</p>
<p>4</p>	<p>9/3/2014 11:30 AM</p>	<p>Anytime one party employs a firm to conduct an after the fact investigation there will naturally be pressure on the firm to come up with the answer the client was hoping for.</p> <p>I am the President of a company that was involved in a municipal project where there were five Consulting Engineering Firms and several contractors that hold Certificates of Authorization.</p> <p>A very prominent Geotechnical Engineering firm was hired by the Municipality to investigate and produced a report that was damning to all of the firms to varying degrees.</p>	<p>This issue should be addressed via the Complaints Process.</p>

		<p>What is concerning is that the report was prepared solely on information provided by the Municipality and at no time did this firm contact any of the Professional Engineers from the other firms to get “their side of the story” or any additional information that might have explained why or how certain things were done.</p> <p>Beyond a lack of professional courtesy on this project, I feel strongly that any document that encourages best practices, must recommend that the investigator make an attempt to contact all parties for information, particularly when those parties are represented by Professional Engineers.</p>	<p>There is no obligation to contact other engineering firms unless we are talking about a peer review.</p>
5	9/3/2014 3:46 PM	<p>Save and except the last paragraph on page 5, this is excellent work, and the participants are to be congratulated.</p> <p>With respect to my one nitpick, I see no reason to reference Noon. The PEO document is well able to stand on its own, and is likely to become a reference for future discussions on this subject in other venues. As such I suggest that paragraph be removed. Otherwise - good work!</p>	<p>Thanks for your comments.</p> <p>The subcommittee agreed to remove this reference.</p>
6	9/4/2014 11:37 AM	<p>Hi,</p> <p>Attached is a scanned copy of the guideline with revisions made by [REDACTED].</p> <p>[Attachment 6 - Guideline for Professional Engineers Providing Forensic Engineering Investigations Revised.pdf]</p>	<p>The comments were reviewed by the subcommittee and addressed. The “spoliation concerns” section was modified accordingly.</p>
7	9/4/2014 9:21 PM	<p>Thank you for the opportunity to review the final draft of the Guideline for Professional Engineers providing Forensic Engineering Investigations.</p> <p>I practice in the field of forensic engineering in Alberta, predominantly fire and electrical failures for the past six years. Prior to that I had experience as an aircraft accident investigator with the Canadian Forces.</p>	

		<p>The guideline is well set out, and a good overview of the tasks facing a forensic investigator. My only comment relates to section 5.1, a) Immediate Response. Under the section “The first priority is safety. The engineer should give consideration to:” I would suggest the addition of a bullet point that reads, “any limitations to the right of access established by statutory authority.”</p> <p>Often in fire investigations the fire scene remains under the control of the fire marshal, even while the parties are conducting their investigation. This is particularly the case when the fire authority has not found a cause for the fire, and are relying on specialist investigators to assist in rendering findings. In such circumstances the forensic engineer only has a right of access when granted by the authority having jurisdiction. That may also result in limitations in the ability to remove evidence, or may require the engineer to request that the fire marshal seize certain items.</p> <p>Under the references section, you might want to consider adding Franck’s textbook from CRC press which provides a good overview of the full scope of forensic engineering. <i>Forensic Engineering Fundamentals</i>, Harold Franck & Darren Franck, CRC Press, 2012.</p> <p>Thanks again for the opportunity to comment.</p>	<p>This section was revised to note authorities having jurisdiction.</p> <p>Agreed to add this reference.</p>
8	9/17/2014 10:30 AM	<p>I have read this document with great interest, since it is an area that I have practiced in for almost 30 years. The document makes one or two notable and impactful assertions, but is generally vague. More importantly, the document does little to ‘guide’ a Professional Engineer in the practice of Forensic Engineering. In addition, the document does not delineate the line between engineering and non-engineering.</p> <p>If this document is to be used as a guide, then it must contain more detail on trial preparedness. Engineers need to know how to prepare their case for trial and how to conduct themselves at trial. These are</p>	<p>Practice guidelines cannot be detailed by definition, since they deal with general professional obligations. Furthermore, PEO guidelines can only be about the practice of engineering, since PEO only has jurisdiction over engineers and engineering.</p> <p>For information on trial preparedness please refer to the PEO “Expert Witness” guideline.</p>

		<p>critical considerations, and if executed properly, will greatly assist a trier or fact. I have witnessed many experts at trial and very few are properly prepared to be of assistance to the court. Judge’s rulings reflect the mistakes made by engineers at trial. I have included some cases that I have been involved in where the judge commented on the engineering testimony. The committee should read these in full and others cases (I have many more) in order to fully appreciate their role in setting guidelines for this area of expertise.</p> <p>Finally, how does an experienced Forensic Engineer deal with non-engineers in this business? Non-engineers do not have a code of conduct and generally do and say whatever they feel will benefit their client. Can non-engineers even practice in this field?</p> <p>The document needs many changes. It is too ‘vanilla’ now.</p> <p>[Attachment 8A - Reasons Justice Nadeau (DM Drugs v Bywater).pdf Attachment 8B - 1369349 Ontario v. Bates CanLII.PDF Attachment 8C - Danyliw v. Turnpike Masonry - clean.pdf Attachment 8D - 2009canlii43188.pdf]</p>	<p>Non-engineers can only practice professional engineering under the supervision of an engineer. If you know of cases for non-engineers are practicing engineering you should contact PEO’s Enforcement group.</p>
9	10/2/2014 2:21 PM	<p>My comments on the draft Guideline are:</p> <p>Section 5.1 a) This section should include mention that being retained to perform an investigation does not give an engineer any special right. The engineer must obtain permission to access or there is a risk of a charge of trespass.</p> <p>It is mentioned later in the document however it should be mentioned here that evidence should not be affected. Ideally each party should be present so it cannot be claimed the evidence was affected in some manner which adversely affects one party’s rights.</p>	<p>Agreed staff added a note that the engineer has the appropriate authority and permission to access the site to perform the inspection.</p> <p>This concern is addressed in 5.1 b) “The engineer should impress on the client or employer the need to preserve the integrity of the site. For example, depending on the circumstances, this may involve setting up a security barrier to prevent disturbance of evidence.”</p>

		<p>I question the last sentence on page 7. I don't think this applies in all cases. I suggest there be more explanation of why there could be a conflict. This would provide guidance. For example if asked to assess a collapsed small building the conclusion could be the roof members of wood simply rotted. I see no conflict in the engineer preparing the report also detailed the repairs. There could be conflict if the matter becomes a legal issue of who is responsible.</p> <p>Section 5.1 b) Very good.</p> <p>Section 5.1 c) I feel it would be good to mention here the advantage of cooperation with others. This can be drawn from the PEO ethics as well as cooperation can get the work done more easily.</p> <p>Section 5.2 The first sentence of the second paragraph needs qualification. I don't agree with the engineer using methodologies that are not applicable or that can give misleading results. The engineer should most certainly discuss and consider any methodologies proposed by the client but should not limit to these.</p> <p>Section 5.2 b) The report should state clearly any limitations.</p> <p>Appendix 1 It bothers me when references are stated in a document such as this since it may be taken that they are the only ones that can be applied. The engineer acting as a professional should determine what codes/standards/regulations are applicable and which are not. The</p>	<p>This concern is addressed.</p> <p>Thank you very much.</p> <p>This concern is already addressed in section: f) Creating a Cooperative Environment.</p> <p>Agreed this sentence was removed.</p> <p>Agreed a note was added to mention limitations.</p> <p>Agreed, the title was changed to "resources". Furthermore, general resources will be used.</p>
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	<p>latest should always be considered. It should be pointed out that not applying an available standard leaves conclusions more open to challenge. Applying a standard that does not apply leaves the report equally open to challenge.</p> <p>The standards listed are US, are there no Canadian standards?</p> <p>Appendix 2, 1.4 Again very good</p> <p>Appendix 2, 2.1 The last bullet is written for a motor vehicle accident but applies equally when a machine is involved.</p> <p>Appendix 2, 2.2.1 It is of course preferable to transcribe the audio recording as early as possible. A client may not be willing to pay the cost. In work I have done audio recordings of notes were made and it was agreed with the client they would not be transcribed unless required. This compromise allows the information to be recorded at the risk it may not be the best. It is what is discussed on page 26, that is it should be kept in mind the requirements may change with time.</p> <p>Appendix 3 , 3 Although the engineer should maintain current knowledge the engineer should also not apply modern methods blindly to old work. Materials and construction practices change. Not using the correct material strength or assuming something was constructed same as it would be today can result in invalid conclusions.</p> <p>Appendix 3 , 5 This is similar to the comment on 3 above. Codes go through revisions indicating codes are not found to be perfect so even if something follows a code it can still fail. I am aware of a requirement in an older</p>	<p>Thanks again.</p> <p>Agreed, modified accordingly.</p> <p>Disagree, the note that this is a preferable practice was already added.</p> <p>Reworded to “comprehensive” knowledge.</p> <p>The guideline is note saying that proper codes should note</p>
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		<p>Canadian Timber code that if followed significantly underestimates stress to the level of failure.</p> <p>The proper code must be applied. Codes are for standard conditions and may not be adequate. The National Building Code Of Canada includes mention that it may not be adequate in the case of chemical plants or nuclear facilities. This is not to say the code is not applied as a minimum but that additional criteria should be used.</p> <p>Codes are now becoming performance based. This requires greater consideration than simply following the proscribed stated requirements.</p> <p>Conclusion The Guideline should prove useful. A general comment I have is that I feel it could be reduced in size. There is overlap and repetition.</p> <p>I have not made a check of the contributors in the PEO database. I trust they represent a broad range. 2.1 in appendix 2 might lead one to think it is only for vehicle accidents while I see it being used in structural engineering of both buildings and machines, electrical failures and process systems and others. Engineering is broad and any guideline must either suit all or be clearly identified with teh limits.</p> <p>I trust this is useful.</p>	<p>be applied. It just mentions that failure to comply with code is in itself not the automatic cause of an incident.</p> <p>Thank you the subcommittee will clean up the repetition and redundancies.</p>
<p>10</p>	<p>10/15/2014 10:22 AM</p>	<p>I did look at the PEO Forensic Engineering guideline immediately after you emailed, nearly 3 weeks ago. I found it very good. I have converted the document at the web link back into a word document and made comments highlighted in tan and suggested rewordings highlighted in yellow to ease distribution and discussion among committee members.</p> <p>I found one phrasing, still unchanged from the previous version, and I have to say I feel very strongly about this point, and, unfortunately I</p>	<p>Thank you, the subcommittee made several edits to address these concerns.</p>

		<p>had previously held back from a delicate subject in relation to my concerns about this point. No more. I have written at length and with candour looking at the phrase:</p> <p><i>The engineer must be able to show that she or he has special knowledge through study or experience of the nature of the incident which is to be investigated.</i></p> <p>I have made comment from several points of view, but, I wish to be clear, there is one questionable practice I fear this sentence will legitimize and encourage and I think it would only do harm to have the sentence as it exists in the guideline, without context or qualifications. It took me some time and reflection to properly put my thoughts forward in the most proper terms for such a delicate subject.</p> <p>I have made a few other comments on other areas of the guideline. I was preparing more than a page of new content on an abstract/logical level for the analysis section, and then thought better of it as it could only delay a good document from moving forward. I look forward to participating in making a future document that is even better.</p> <p>Please find attached the marked up document in both DOC and ODT formats. [attached as .pdf]</p> <p>I am of course happy to speak with anyone at the PEO or on the committee who might wish to discuss my submissions with me. Following the last round of feedback, Mr. Thompson called me to discuss some wording.</p> <p>I have recently received some happy news from the PEO that my application for designation as a consulting engineer has been approved. I find the process provides no feedback, and I had some uncertainty in completing the application, but the outcome is very welcomed.</p>	
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		[Attachment 10 - Marked up Forensic Engineering Guideline.pdf]	
11	10/23/2014 2:13 PM	<p>Hi there,</p> <p>First of all, thank you for putting together a document for the Professional body. I have not had a chance to read through this document in its entirety but I wanted to provide a few comments based on what I have read and skimmed through already.</p> <ol style="list-style-type: none"> 1) This document seems to be written most for the “typical” engineering disciplines (Geo, Structural, Mechanical, Electrical). I’m not surprised as they comprise the bulk of membership. Please bear in mind there are other disciplines that may have subtle differences on failure of equipment. In my case, forensic evaluation of failed medical devices causing patient harm. 2) I did not see any recommendations on the P.Eng to have liability insurance, and the value of that insurance. 3) I did not see any recommendations on the P.Eng if they should hire their own legal counsel depending on the nature of the job, and what would be a good point to hire legal advice. That is, can a P.Eng be sued for their opinion particularly if it is slanderous or is it protected? <p>Thanks – I look forward to reading the end product!</p>	<ol style="list-style-type: none"> 1) PEO guidelines deal with professional obligations and generally cannot get into detailed situations such as failed medical devices. 2) Liability insurance is a requirement for practitioners who have a C of A. 3) The Expert Witness PEO guideline already addresses this concern.
12	10/28/2014 11:05 AM	<p>Attached is the [REDACTED] [REDACTED] comments regarding the PEO Draft Guideline for Professional Engineers Providing Forensic Engineering Investigations.</p> <p>[Attachment 12A - Response to Public Consultation Request.pdf] Attachment 12B - Endorsement July 16, 2012.pdf] Attachment 12C - NAFI Engineering article.pdf]</p>	Staff will reply directly to the Office of the Fire Marshall.
13	10/29/2014 3:11 PM	<p>To Whom It May Concern,</p> <p>Please find attached the filled out form with some suggestions for the</p>	Thank you, the subcommittee made several edits to address these concerns.

		<p>Forensic Engineering Guidelines.</p> <p>The notice also mentioned the opportunity to volunteer on the subcommittee; however, I see no method of signing up in the notice or on the PEO website. I'd like to volunteer to be on the subcommittee.</p> <p>Kindly review the attached form and take my suggestions into consideration. I have been in the forensic engineering field for over 6 years and those are some of the common questions or concerns I come across that are not mentioned in the guidelines. Thank you for your time.</p> <p>[Attachment 13 - Forensic Engineering Guidelines Suggestions.pdf] [Attachment 13 - ForensicEngineering.xlsx]</p>	<p>The guideline is not meant to give prescriptive advice for specific circumstances. The guideline is broad and does not exclude any engineering disciplines.</p> <p>Notes were added to include "electronic evidence".</p> <p>Appendix 3 – Inspection, already covers concerns with collecting relevant evidence.</p>
14	10/30/2014 2:57 AM	<p>Thank you for this opportunity to provide my draft feedback.</p> <p>If my feedback can be incorporate into your document, this will save APEGA from creating its own document, and it will make it easier to enforce emerging disciplines such as CIE, Nano Technology, etc. in Alberta.</p>	<p>To the subcommittee, this comment is a repeat of 13 above. Please ignore it.</p>
15	10/31/2014 8:03 AM	<p>Dear Sir/Madam:</p> <p>I am responding to your e-mail message of September 02, 2014. Kindly note the following points:</p> <ul style="list-style-type: none"> - I have thoroughly reviewed the above document. - Having done so, it is my distinct impression that this is indeed a well-developed and well-expanded write-up. <p>I agree with its format per se; and, envisage no changes in it—at least for the time being.</p>	<p>Thank you for your feedback.</p>

		Thank you so much. Kind regards!	
16	10/31/2014 11:06 AM	<p>[Handwritten response, transcribed]</p> <p>“Comments” on the Guidelines for Professional Engineers Providing Forensic Engineering Investigations</p> <p>1) “Definitions” should include the word “Forensic” as pertaining to court of justice, or to public disputation, legal proceeding.</p> <p>2) The word engineer should include the words “professional or licensed” in front of the engineer word. This way we respect that the engineer is qualified to participate in this significant procedure.</p> <p>3) The document has much detail which could be shortened somewhat because of repetition of the direction.</p> <p>4) The information will benefit solutions to particular projects with allowances for the parties involved.</p> <p>[Attachment 15 - 1092_001.pdf]</p>	<p>1) Not necessary, forensic is already defined at the beginning of the guideline.</p> <p>2) Respectfully disagree, technically speaking the term “engineer” falls under the jurisdiction of PEO.</p> <p>3) Agreed, the guideline will be shortened.</p> <p>4) Agreed, thanks</p>

**Ministry of
Community Safety and
Correctional Services**

Office of the
Fire Marshal and
Emergency Management

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File Reference/Référence: PEO Forensic
Engineering Guideline

October 28, 2014

José Vera , P.Eng., MEPP
Manager Standards and Practice
Professional Engineers Ontario (PEO)
101-40 Sheppard Ave. West
Toronto, ON M2N 6K9

Sent by email to consultations@peo.on.ca

Re: Draft Guideline for Professional Engineers providing Forensic Engineering
Investigations

Dear Mr. Vera

Thank-you for providing the Office of the Fire Marshal and Emergency Management (OFMEM) the opportunity to provide feedback regarding the proposed Guideline for Professional Engineers Providing Forensic Engineering Investigations. The OFMEM employs several professional engineers that provide forensic engineering services for fire and explosion investigations in Ontario. Our engineers have directly provided assistance in criminal investigations, civil litigation, product recalls, creation and revision of product standards and regulations. We also often encounter private engineers conducting forensic engineering during the course of our investigations. We feel we are in a good position to provide input given our extensive experience with the field over many years.

As a member of the committee I obtained valuable insight into the development of the draft guideline. The draft created is a good start to providing assistance to professional engineers engaged in forensic engineering. I have had the opportunity to review the guideline with my engineering colleagues and our management team. There are four issues we feel require further refinement. They are related to engineers employed as civil servants, the scope of work, duty to report and guideline organization.

Engineers Employed as Civil Servants

Our engineers conducting forensic engineering investigations are civil servants and as such they are also governed by the Public Service of Ontario Act. Consequently there are times when in the interest of the crown, for example during the early stages of a criminal investigation, they will not be in a position to share information, cooperate or prevent alteration of evidence. Duties imposed by this guideline may put them in a conflict of interest with their duties to the crown. We appreciate your inclusion of the uniqueness of our situation under 5.1 c) planning the investigation; however this statement may have more impact on the overall document if it was moved to the section titled "Purpose and Scope of the Guideline". We also suggest adding the sentence, "The PEO recognizes that engineers also employed as civil servants, such as the OFMEM or MOL, also have duties to the crown under the Public Service of Ontario Act that may result in a conflict of interest with this guideline."

I have attached a decision by Justice Fitzpatrick on a motion outlining an example of the crown's position regarding the conflict of interest for your information.

Scope of Work

We agree that the terms of reference should come from the client; however the scope of work should be developed by the engineer. The terms of reference being in broadest terms, what the client is looking for. For example, related to our field that may be the investigation of a fire or explosion; or more specifically a component or items with that subset (electricity, gas, specific appliance etc.). In contrast, the scope of work would entail what steps the engineer must take to achieve that goal, for example, a scene examination, laboratory examination, testing, review witness statements etc. I believe that was our intention during development of the guideline; however there are conflicting statements in the document. Page 10 5th paragraph states "the scope will be defined by the client before the investigation". The engineer as the expert is most qualified and must be accountable to advise a client on what steps or details are required to conduct an investigation. This puts the onus on the engineer to be thorough and complete. It is not enough to advise engineers to "beware of a scope that is narrowed during the investigation".

Along that same vein, the engineer is responsible to advise a client when insufficient information is available to provide an opinion. We encounter private professional engineers who provide expert opinion without examining all the available evidence. This lends an air of credibility to a flawed investigation that can be confusing to the courts requiring extensive debate within the courtroom to rectify. For example, in a recent investigation we were told by private engineers that they do not use witness statements. In another example, an engineer provided testimony on evidence that was extensively altered prior to his examination and revised his opinion upon cross examination. The simple fact is, if there is insufficient evidence engineers should advise their client rather than feel the need to satisfy their clients desire for an answer no matter how flawed. This needs to be stated in the guideline. If an engineer does not have sufficient access

to data to provide an opinion, they must not provide an opinion on partial data or provide qualifying statements indicating the limitations of their opinion.

I have also attached a recent article regarding an example of how limiting an engineer's scope of work can create issues with a fire investigation that was published by the National Association of Fire Investigators (NAFI) in the United States for your information.

Duty to Report

It is clearly stated that a professional engineer's duty to protect the public welfare is paramount; however we feel that further information should be provided to advise engineers of what that entails. Engineers conducting forensic engineering are more likely to encounter defective products and unsafe conditions.

We feel that is not enough to merely inform their client, but engineers should be responsible to identify the issue to the appropriate regulatory authority. Most regulatory authorities do not have the manpower to conduct extensive investigations into every product or aspect related to public safety and instead they rely on complaints or voluntary manufacture disclosure to initiate investigations. We have experienced issues with some manufactures (clients) that delay reporting of incidents that may be putting the safety of individuals at risk. Also we have experienced professional engineers denying issues with products acting as an advocate for their client that eventually are subject to voluntary recalls. This duty to report (but to the client only) is not acceptable and is eroding the public perception of engineers.

Existing legislation may not necessarily be adequate to provide engineers direction in regards to their actions. The Canada Consumer Product Safety Act only requires manufactures, importers or sellers to report incidents. We feel that PEO should state clearly that not only must an engineer inform their client, but also the appropriate regulatory authority when they become aware of a public safety issue.

Guideline Organization

Finally, as an organization suggestion Appendix 2 and 3 and 4 could be combined with some items included in the main document as a "how to" guide and include headings such as:

- Immediate Response
- Initial Incident Appraisal
- Planning the Investigation
- Composition of the Investigative Team
- Creating a Cooperative Environment

Leaving the following topics under Professional Responsibility such as:

Terms of Reference
Relevant Expertise and Qualifications
Defining Scope (revised)
Conflict of Interest
Maintaining Objectivity and Bias
Duty to Report (revised)
Expert Testimony

José, I want to personally thank-you for your leadership role in moving this forward. Committee members involved in the formation of the draft were from various disciplines with a wide variety of ideas and opinions. And quite frankly, everyone was also very busy with their “full time jobs” that made it a challenge. If I can be of any further assistance, please let me know.

Sincerely,

Jamie

James Bennett, P.Eng.
Forensic Fire Protection Engineer
Office of the Fire Marshal and Emergency Management

Enclosures:

Endorsement on Motion By The Plaintiff For Relief regarding a proposed Expert. Justice Fitzpatrick. (Endorsement July16,2012.pdf)

The Use and Misuse of Engineers in Fire Investigation. Richard Kovarsky, P.E. (NAFI Engineering article.pdf)

Cc:

James Fisher
Operations Manager – Fire Investigation Services Operations Support Unit
Office of the Fire Marshal and Emergency Management

Professional Standards Industrial Subcommittee Final Report

Purpose: Professional Standards Committee requests Council to receive the *Professional Standards Industrial Subcommittee Final Report*.

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

That Council:

1. *Receive the Professional Standards Industrial Subcommittee Final Report as presented to the meeting at C-503-2.9, Appendix A;*
2. *Direct the Registrar to send the Professional Standards Industrial Subcommittee Final Report to the Enforcement department and external stakeholders for their consideration; and*
3. *Stand down the Professional Standards Industrial Subcommittee with thanks.*

Prepared by: Sherin Khalil, P.Eng. – *Standards and Guidelines Development Coordinator* and José Vera, P. Eng. – *Manager Standards and Practice* on behalf of Andy Bowers, P. Eng. – *Chair of the Professional Standards Committee (PSC)* and Roger Jones, P. Eng. – *Chair of the Industrial Subcommittee.*

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

1. Need for PEO Action

- Professional Standards Committee was instructed by Council to proceed with the development of the *Professional Standards Industrial Subcommittee Final Report* as per the following motion:
 - 476th Council meeting on March 2, 2012:
That Council directs the Professional Standards Committee to establish an Industrial sub-committee with a mandate to address industrial issues, within the practice of professional engineering, related to industrial/product design and manufacturing.
- The *Professional Standards Industrial Subcommittee Final Report* identified the most critical issues, within the practice of professional engineering, related to industrial product design, process and manufacturing engineering;
- The *Professional Standards Industrial Subcommittee Final Report* examined if there are existing industry or PEO guidelines and standards that could help address these issues;
- Furthermore, the *Professional Standards Industrial Subcommittee Final Report* identified which of these issues could be addressed by new guidelines and if required new performance standards;
- Finally, the *Professional Standards Industrial Subcommittee Final Report* identified no need for new guidelines and performance standards to the PSC. However, *Professional Standards Industrial Subcommittee Final Report* recommended updating to existing guidelines.

2. Proposed Action / Recommendation

- The Professional Standards Committee, the relevant PSC subcommittee and staff recommend that Council received the *Professional Standards Industrial Subcommittee Final Report*.

3. Next Steps (if motion approved)

The Registrar to send the *Professional Standards Industrial Subcommittee Final Report* to:

- Enforcement department; and
- External Stakeholders, such as:
 - Ministry of Labour;
 - Canadian Standards Association; and
 - Technical Standards & Safety Authority.

4. Peer Review & Process Followed

Process Followed	<ul style="list-style-type: none">• Industrial subcommittee of subject matter experts developed the <i>Professional Standards Industrial Subcommittee Final Report</i>.• Draft document was reviewed by staff.• Draft document was reviewed and approved by <i>Professional Standards Committee</i>.
Council Identified Review	Not Applicable
Actual Motion Review	Not Applicable

5. Appendices

- Appendix A – *Professional Standards Industrial Subcommittee Final Report*.

Professional Standards Committee

Industrial Subcommittee Final Report: March 2015

Industrial Subcommittee Members

Andrew Donlan, P. Eng.
Duncan Blachford, P. Eng.
Frank Verardi, P. Eng.
George Ciobanu, P. Eng.
Henry Tang, P. Eng.
James Lowe, P. Eng.
Phil Lasek, P. Eng.
Rick Comrie, P. Eng.
Roger Jones, P. Eng. (Chair)
Sarva Vangala, P. Eng.

Estimated total man years of engineering experience of the subcommittee: 300 man years

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Introduction

At the Council meeting of March 2, 2012, Briefing Note C-476-3.4 (Appendix 1) was received and a motion passed to the effect that Council direct the Professional Standards Committee to establish an Industrial sub-committee with a mandate to address industrial issues, within the practice of professional engineering, related to industrial/product design and manufacturing.

Subsequently, the Professional Standards Committee developed Terms of Reference for that sub-committee (Appendix 2) which included the following mandate:

- identify the most critical issues, within the practice of professional engineering, related to industrial/product design and manufacturing;
- communicate with different stakeholders in industry (e.g. Society of Manufacturing Engineers) to receive their input on the most critical issues related to industrial/product design and manufacturing;
- determine if there are existing industry or PEO guidelines and standards that could help address these issues;
- identify which of these issues could be addressed by new guidelines and if required new performance standards;
- identify the need for guidelines and performance standards to the PSC.

Methodology

With assistance from Volunteer Management, members were sought for the sub-committee. Staff and the sub-committee chair selected nine sub-committee members whose backgrounds represented a wide array of industrial experience including industrial product design, manufacturing (including associated machinery) and the process industries¹.

The sub-committee intention was to review major issues pertaining to Manufacturing Industry, that latter defined for the purpose of this study as comprising both piece-part manufacture, assembly and application as well as the raw material Harvesting (pulp & paper), Mining (metals), Processing, Refining and intermediate Product manufacture.

Each sub-committee member was tasked with providing a list of engineering practice problems they had encountered while working in industry. Based on this experience-based input of the sub-committee members, the raw data provided were evaluated and organized as recognizable issues.

A “6W” analysis – What, Why, When, How (to fix), Where, and Who - was completed for each to define its relative importance, impacts, history, etc. in the context of this study.

¹ The PSISC agreed to refer to the “Manufacturing and Process Industries” as “Manufacturing” on the premise that, for example, from “ore-body” to “metal parts”, interim “products” were manufactured and engineering was likely involved.

Analysis & Findings

Forty-three discrete issues were identified. Each of the 43 issues was analysed and reported on in the same fashion. The issue was briefly described and stakeholders identified; the 6W's analysis was completed; and sub-committee comments and staff comments were added. The full analyses can be found in Appendices 3 and 4.

Regardless of whether an issue was within the sub-committee mandate or not, those with a *direct* impact on the practice of professional engineering were deemed to be critical issues (21 in all), those with no direct impact on the practice were deemed not to be critical.

Characterization

These 43 issues fell into three categories: nine were characterized as related to the Duty to Report/Duty to Inform; six were characterized as related to Change Management; and the remaining twenty-eight were outside the scope of the subcommittee's mandate.

Category 1: Duty to Inform / Duty to Report

Critical Issues

The following critical issues dealt with situations involving the Duty to Report/ Duty to Inform:

- Critical Issue 1: Counterfeit Components
- Critical Issue 3: Efficiency Improvements Increase Ergonomic Risk
- Critical Issue 4: Process Planning that Causes Pollution
- Critical Issue 6: Machinery Guarding
- Critical Issue 16: Cost Controls
- Critical Issue 17: Financial Restraints
- Critical Issue 19: Regulation Changes affecting Current Designs
- Critical Issue 26: Cost versus Safety
- Critical Issue 27: Conflict of Interest In-house Engineer

Applicable Professional Obligations

Practitioners have an obligation “to present clearly to the practitioner’s employer the consequences to be expected from a deviation proposed in work, if the professional engineering judgment of the practitioner is overruled by non-technical authority in cases where the practitioner is responsible for the technical adequacy of professional engineering work” (from Reg. 941/90 Section 72.(2)(f)). This obligation is known as the Duty to Inform.

Furthermore, practitioners have an obligation “to make responsible provision for complying with applicable statutes, regulations, standards, codes, by-laws and rules in connection with work being undertaken by or under the responsibility of the practitioner” (from Reg. 941/90 Section 72.(2)(d)). Finally, practitioners have an obligation “to act to correct or report a situation that the practitioner believes may endanger the safety or the welfare of the public” (from Reg. 941/90 Section 72.(2)(c)). This obligation is known as the Duty to Report and is currently covered in the *Professional Engineering Practice* guideline.

Category 2: Change Management

Critical Issues

The following critical issues dealt with situations where design changes were made without the notification of an engineer:

- Critical Issue 2: Change Management in Manufacturing
- Critical Issue 7: Changes to Robot Controls
- Critical Issue 11: Safety Systems not Reviewed by Engineers
- Critical Issue 13: Management of Change to Engineered Designs or Systems
- Critical Issue 15: Change Management in Process Development
- Critical Issue 18: Changes to Materials or Products

Applicable Professional Obligations

Practitioners have an obligation “to present clearly to the practitioner’s employer the consequences to be expected from a deviation proposed in work, if the professional engineering judgment of the practitioner is overruled by non-technical authority in cases where the practitioner is responsible for the technical adequacy of professional engineering work” (from Reg. 941/90 Section 72.(2)(f)). This obligation is known as the Duty to Inform.

Furthermore, practitioners have an obligation “to make responsible provision for complying with applicable statutes, regulations, standards, codes, by-laws and rules in connection with work being undertaken by or under the responsibility of the practitioner” (from Reg. 941/90 Section 72.(2)(d)). Finally, practitioners have an obligation “to act to correct or report a situation that the practitioner believes may endanger the safety or the welfare of the public” (from Reg. 941/90 Section 72.(2)(c)). This obligation is known as the Duty to Report and is currently covered in the *Professional Engineering Practice* guideline.

Category 3: Outside Mandate

The following issues were deemed to be outside of the mandate of the subcommittee:

- Critical Issue 5: Equipment not Triggering PSR
- Critical Issue 20: PSR Requirements Misinterpreted
- Critical Issue 21: Proactive Compliance
- Critical Issue 26: Cost versus Safety
- Critical Issue 27: Conflict of Interest In-house Engineer
- Issue 28: Lack of trust in Professional Engineers in Manufacturing
- Issue 29: The repeal of the Industrial Exception causing power shift
- Issue 30: The repeal of the Industrial Exception causing cost burden
- Issue 31: The repeal of the Industrial Exception requiring licences & C of A
- Issue 32: Non-engineers using the title “engineer”
- Issue 33: Seal requirements unclear
- Issue 34: Costs of Repeal
- Issue 35: Need for More Manufacturing
- Issue 36: Off-shoring
- Issue 37: Unlicensed workers

- Issue 38: The “Industrial Exception”
- Issue 39: University Education
- Issue 40: Capital Equipment
- Issue 41: Industry uncompetitive
- Issue 42: Power costs
- Issue 43: Integrators

Conclusions

The subcommittee found no evidence of a requirement for existing guidelines or standards to be amended to accommodate industrial practices, nor for new guidelines or standards to be created to accommodate industrial practices.

The subcommittee found that many of the reported ‘critical issues’ relating to engineering activities in industry would tend to be resolved if PEO improved engineers’ understanding of their Duty to Report and the Use of Seal guideline, and engineers in industry applied the essential elements of the Duty to Report and Use of Seal in their work.

Recommendations

Intrinsic to Terms of Reference

The Professional Standards Committee should move ahead with a previously planned Duty to Report guideline taking note of the analyses in this report on that topic. As an interim measure, PSC could propose an amendment to the existing Professional Engineering Practice guideline in which Duty to Report is addressed.

The Professional Standards Committee should move ahead with the planned update to the present Use of Seal guideline, taking note of the interpretations in industry noted in this report.

The Professional Standards Committee and staff should develop an Information Briefing Note to submit this report to Council as evidence of completing the mandate expressed in Council’s original instruction for this work.

Other

The Professional Standards Committee should notify appropriate PEO staff and committees of the specific analyses/issues where the sub-committee and staff comments identified recommended actions by those staff and committees.

The Professional Standards Committee should consider how the findings of this report can be conveyed to external stakeholders, co-regulators, etc. whose action may be warranted.

It is recommended that any future work on this topic use the established industry SIC codes to allow more specific references to be made.

Appendix 1: Council Motion to undertake work

Please refer to Briefing Note C-476-3.4 found in page 195 of the Agenda of 476th Meeting of Council below:

http://www.peo.on.ca/index.php/ci_id/19584/la_id/1.htm

Appendix 2: Terms of Reference approved for work

Professional Standards Industrial Subcommittee

(December 3, 2012)

OBJECTIVES

The Professional Standards Committee (PSC) has established an Industrial Sub-Committee (PSISC) to identify industry issues within the practice of professional engineering related to industrial product design, manufacturing including associated machinery, and processing industries. The subcommittee shall identify the need for practice guidelines and if required performance standards to address these industry issues.

BACKGROUND

With the Repeal of the Industrial Exception (RIE), industry sectors with a primarily manufacturing focus are expected to benefit from engineering guidelines and professional standards specifically geared to the different engineering activities in industry.

Knowledge of the Professional Engineers Act (hereafter called "The Act") within industry at large is limited. Consequently, engineers in industry may require documented best practices in the form of guidelines or regulations in the form of performance standards.

MANDATE (Specific Tasks)

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

- a) identify the most critical issues, within the practice of professional engineering, related to industrial product design, manufacturing including associated machinery, and processing industries.
- b) communicate with different stakeholders in industry (e.g. Society of Manufacturing Engineers) to receive their input on the most critical issues related to industrial/product design and manufacturing.
- c) determine if there are existing industry or PEO guidelines and standards that could help address these issues.
- d) identify which of these issues could be addressed by new guidelines and if required new performance standards.
- e) identify the need for guidelines and performance standards to the PSC.

MEMBERSHIP

The subcommittee should be comprised of 5-7 members including at a minimum 3-4 representatives of the manufacturing industry. Practitioners should be from a variety of sectors including resource extraction, component manufacturing, assembly, as well as process plants that includes the industrial process industry spectrum.

Appendix 3: Identified Issues in scope – detailed analysis

Critical Issue 1: Counterfeit Components

Description of Issue

Counterfeit components are received from off-shore suppliers; typically IC's, but there are others.

Stakeholders

The public, Canadian Manufacturers Association IEEE, Industry, Ontario Government, and equipment users (including the military)

The 6 W's Analysis

What: Counterfeit components get purchased and used with performance and reliability issues; consumer, industrial and military finished goods are compromised.

Why: Counterfeits are in the supply chain, look real and cost less; not enough oversight by qualified staff.

When: has been on-going for a while.

How (to fix): diligent purchasing; engineering oversight; QA (testing).

Where: Ontario (and Canadian) manufacturing industries

Who: Industry, Government (federal), PEO (as the regulator), equipment users.

Subcommittee Comments

Members experienced this problem with piping components (nuts and bolts).

Counterfeit ICs have long been a concern.

The engineer specifies what is needed to satisfy the design and QA verifies this.

Automotive companies require ISO certification for safety components.

Members agreed this is a serious electronic and user industry issue.

This issue has been covered by an IEEE "Spectrum" article.

Staff Comments

This issue involves the Duty to Report, since engineers need to ensure:

- There are specifications/standards for components being used, and
- There is a QA program in place, and
- Purchasing departments are aware and challenged to seek solutions.
- The QA program works to a high level of counterfeit exclusion.

The above practices can reduce, but not eliminate, the chance of using of counterfeit components.

The Tower Crane Review subcommittee previously discussed the issue of counterfeit components.

Critical Issue 2: Change Management in Manufacturing

Description of Issue

This can include various aspects, for example:

- Rearrangement of equipment/machinery within the facility
- Process ergonomics changes
- Events such as lift-truck traffic pattern changes

Stakeholders

CSA standards committees, Ergonomics professional associations, Industrial Hygiene professional associations

The 6 W's Analysis

What: Process changes and change management in manufacturing

Why: Process changes affect engineering

When: Has been on-going for a while.

How (to fix): Engineer must be notified of change and/or look for them.

Where: Ontario (and Canadian) manufacturing industries

Who: Industry and stakeholders

Subcommittee Comments

Previously well engineered systems can, through LEAN initiatives and other changes, can become unsafe.

Staff Comments

This issue involves the Duty to Report, since engineers should inform their client/employer that a system needs to be in place to ensure that they are notified of changes affecting engineering.

Critical Issue 3: Efficiency Improvements May Increase Ergonomic Risk

Description of Issue

Efficiency improvements on certain processes, e.g. to gain cycle time/reduce task time and to save energy or materials, can lead to an increase in the operators ergonomic risk.

Stakeholders

CSA standards committees, Ergonomics professional associations, Industrial Hygiene professional associations

The 6 W's Analysis

What: Efficiency improvements

Why: To reduce cycle time and/or task times of certain processes, or reduce costs

When: Ongoing

How (to fix): Engineer is notified of changes or observes them

Where: Ontario (and Canadian) manufacturing industries

Who: Industry and stakeholders

Subcommittee Comments

These changes can lead to an increase in operator ergonomic risks.

Staff Comments

This issue involves the Duty to Report, since engineers should inform their client/employer that a system needs to be in place to ensure that they are notified of changes affecting engineering.

Critical Issue 4: Process Planning that may cause pollution

Description of Issue

There are cases where planning for equipment/processes will produce smoke/fumes/noise/etc. hazardous to health.

Stakeholders

CSA standards committees, Ergonomics professional associations, Industrial Hygiene professional associations

The 6 W's Analysis

What: Some equipment/processes produce smoke/fumes/noise, etc, that are hazardous to health

Why: The change may be seen as a lower cost option and may not be evaluated, inspected or regulated.

When: Ongoing

How (to fix): Better regulation, education, management

Where: Ontario (and Canadian) manufacturing industries

Who: Industry, process management, engineers, other staff, and various regulators

Subcommittee Comments

Engineers must include proper ventilation and noise abatement in their designs.

Effects on plant effluent must be examined.

Engineers must document the original design intent of the process/equipment and indicate the impact of a change.

The manufacturer should have procedures in place to flag changes that require the approval of an engineer.

Staff Comments

This issue involves the Duty to Report, since engineers should inform their client/employer that a system needs to be in place to ensure that they are notified of changes affecting engineering.

Critical Issue 5: Equipment not Triggering PSR

Description of Issue

There are cases where the design or installation of equipment did not trigger a Pre-Start Health & Safety Review (PSR) that was in all likelihood required. For example, equipment must meet CSA code even if there are no interlocks.

Stakeholders

CSA standards committees, Ergonomics professional associations, Industrial Hygiene professional associations, and Ministry of Labour

The 6 W's Analysis

What: The design/installation of equipment not triggering a PSR for any reason.

Why: Lack of oversight, no engineer available, PSR not thought necessary.

When: Ongoing

How (to fix): Better regulation, awareness and education

Where: Ontario manufacturing industries

Who: Industry and Ministry of Labour, plant management, plant engineers.

Subcommittee Comments

More information is needed

The Ministry of Labour should be invited to a future meeting (not done in this PSISC session.)

Staff Comments

This issue needs to be discussed with the Ministry of Labour

This issue is similar to Critical Issue 20.

Critical Issue 6: Machinery Guarding

Description of Issue

Mechanical blocks to avoid harm to operator body parts are interlocked with operational states of the machine. There are cases where changes are made to the equipment or process and the effects on worker protection are not considered. The defeating of safety devices for “convenience” has been known.

Stakeholders

CSA standards committees, Ergonomics professional associations, Industrial Hygiene professional associations, plant management.

The 6 W’s Analysis

What: Machinery guards

Why: Operator safety

When: Ongoing

How (to it is done): Mechanical blocks to protect operator's body parts

Where: Ontario manufacturing industries

Who: Industry and Equipment Suppliers, plant management.

Subcommittee Comments

This issue is covered by existing CSA standards.

Staff Comments

This issue involves the Duty to Report, since engineers should inform their client/employer that a system needs to be in place to ensure that they are notified of changes affecting engineering.

Critical Issue 7: Changes to Robotic Controls

Description of Issue

Originally a robot is required to comply with a CSA standard for robotic controls. However, the speed of the robot, and other operating parameters, might be changed by operators for a variety of reasons, affecting the safety of the system.

Stakeholders

CSA standards committees, Ergonomics professional associations, Industrial Hygiene professional associations

The 6 W's Analysis

What: Control of robots: mass, speed and spatial range of robots, force and material applied by robot tools at work-piece.

Why: Robotic motion may pose a danger to operators and other staff

When: Ongoing

How (to fix): Better regulation, design, engineering and application

Where: Ontario manufacturing industries

Who: Industry, Engineers and Regulators

Subcommittee Comments

This issue is covered by existing CSA standards, which shall be complied with. However, any operator changes must be reported by them to plant engineers and/or management or observed by the plant engineer.

Staff Comments

This issue involves the Duty to Report, since engineers should inform their client/employer that a system needs to be in place to ensure that they are notified of changes affecting engineering.

Critical Issue 8: High Voltage Testing of Products

Description of Issue

HV equipment and methods can be implemented without review of the plant engineer

Stakeholders

CSA standards committees, Standards Council of Canada, WSIB, Electrical Safety Authority (ESA)

The 6 W's Analysis

What: High voltage testing of products on assembly line not being reviewed by an engineer

Why: Believed to be an "established" omission. No pressing safety issues reported. No PEO enforcement. There is satisfaction with the status quo.

When: Past and present practice

How (to fix): Require equipment and methods to be reviewed by a licenced electrical engineer.

Where: Ontario industries

Who: Industry, Engineers and Regulators

Subcommittee Comments

The high voltage test could electrocute the technician doing the test, but the technician is not aware of the danger.

A nearby operator could also be affected.

Equipment and/or product could be damaged.

This may be an "IE" repeal issue.

Staff Comments

This issue should be sent to the ESA.

Critical Issue 9: Electrical Standards not Reviewed by Engineers

Description of Issue

CSA standards do not necessarily have engineers writing standards in every case.

Stakeholders

CSA standards committees, Standards Council of Canada,

The 6 W's Analysis

What: Electrical products offered for sale to the public without an engineer review

Why: An "established" omission. Following a prescriptive standard is not engineering. However the standard should be reviewed by an engineer.

When: Past and present practice

How (to fix): Require that the standard be reviewed.

Where: Ontario industries

Who: CSA, PEO (Enforcement)

Subcommittee Comments

Domestic electrical appliances are an example. While there are standards for the design and testing of such products, the standard is not required to be reviewed by an engineer for suitability, nor is it required that an engineer review the product itself for compliance with the standard.

There is also the matter of safety being maintained over the appliance's life-cycle.

CSA may cover most risks.

Staff Comments

This issue should be sent to CSA and PEO Enforcement.

Critical Issue 10: Mechanical Standards not Reviewed by Engineers

Description of Issue

CSA standards do not necessarily have engineers writing standards in every case.

Stakeholders

CSA standards committees, Standards Council of Canada,

The 6 W's Analysis

What: Mechanical products offered for sale to the public without an engineer review

Why: An "established" omission. Following a prescriptive standard is not engineering. However the standard should be reviewed by an engineer.

When: Past and present practice

How (to fix): Require that the standard be reviewed.

Where: Ontario industries

Who: CSA, PEO (Enforcement)

Subcommittee Comments

Example: domestic appliances. Same as Issue 9 (electrical)

Staff Comments

This issue should be forwarded to the CSA and PEO Enforcement.

Critical Issue 11: Safety Systems not Reviewed by Engineers

Description of Issue

Safety systems, such as interlocks on a production line in a factory, may not have been reviewed by an engineer. For example, a high voltage testing lock-out – set up with light beam and relay – but if the relay fails, product under test can remain energized. Another would be the design engineering on “grab line” interlocks on various processes.

Stakeholders

CSA standards committees, Standards Council of Canada,

The 6 W’s Analysis

What: Safety systems (such as interlocks on a production line) may not have been reviewed by an engineer.

Note: Safety may be compromised if an “active” (as opposed to a “passive”) fail-safe is used. Safety actions requiring the presence of active fail-safe system, itself subject to failure, adds risk, e.g. Japanese nuclear reactor cooling pump emergency power supplies (batteries) were flooded due to location at a lower level.

Why: Omission. Design failure.

When: Past and present practice.

How (to fix): Require review. Analyze risk. Designs need to be sealed by an engineer. Determine the appropriate standard(s).

Where: Ontario

Who: PEO (enforcement), Industry (out of self-interest).

Subcommittee Comments

This issue is similar to the change management issue.

There are several cases where some companies do not do a PSR.

Staff Comments

This issue is similar to Issue 2: Change Management in Manufacturing.

Critical Issue 12: Pressure Vessels not Reviewed by Engineers

Description of Issue

Pressurized vessels in process plants may not have been reviewed by an engineer.

Stakeholders

Canadian Boiler Society, Technical Safety & Standards Authority

The 6 W's Analysis

What: Pressure vessels in process plants may not have been reviewed by an engineer.

Why: Omission? What are the legal requirements?

When: Where is the evidence that this issue is really occurring?

How (to fix): Require pressure vessel review. Determine the appropriate standard(s). Industry would need to check insurance requirements.

Where: Ontario

Who: PEO enforcement, ASME, OSHA, Insurance companies

Subcommittee Comments

There is an established pressure vessel safety protocol in place in all process industries, both for design and use.

The regulation requires a Professional Engineer to design and seal the drawing and then register it with the TSSA. The plant's liability insurance will ask for these documents.

The subcommittee agreed the system for approving pressure vessels works. However, there are cases where some companies do not do a PSR.

Staff Comments

This issue should be sent to the Ministry of Labour, since in an inspection by the Ministry of Labour, they would check for the TSSA sticker on pressure vessels.

Critical Issue 13: Management of Change to Engineered Designs or Systems

Description of Issue

Properly engineered systems for continuous manufacturing systems have been subjected to rigorous safety reviews to ensure that when in use the public, including employees, are protected. In striving for increased output, improved yields, lower costs and other enhancements these systems are often subjected to changes to the original engineered design. To ensure that the original safety features are not compromised there must be a systematic approach to effecting such changes. More than one engineering discipline may be required to review a change.

- Review of original engineering documentation
- Review of the proposed change and its effect upon safety in operation
- Review of the change after modification, i.e. installed as per revised specifications
- Conduct Pre-Start-up Safety Review
- Document all of the above.

Stakeholders

Ministry of Labour

The 6 W's Analysis

What: Management of Change to Engineered Designs or Systems.

Why: to maintain level of safety and performance.

When: on-going.

How: Use systematic approach.

Where: Industry.

Who: Industry.

Subcommittee Comments

Example: raising the temperature of a chemical reaction 10 degrees can double the rate of the chemical reaction leading to increased temperature of the reaction mass and potentially an explosion. A PSR will not catch this type of problem.

Staff Comments

This issue is similar to issue 2: Change Management in Manufacturing.

Critical Issue 14: Legal Responsibilities of Engineers for Safety of Engineered Systems

Description of Issue

Recent changes to the Professional Engineers Act as well as Federal Law Bill C45 both describe responsibilities of an engineer with respect to his work instructions and advice. Federal Law, Bill C45, in short states that an individual, in the undertaking to direct how another person does work (i.e.: supervisor, manager, owner) who contravenes his or her duty to take reasonable steps to prevent bodily harm, and shows wanton or reckless disregard for the lives or safety of others, may be charged with Criminal Negligence, e.g: Racking: if one is aware of any racking that is considered to be unsafe (does not meet the design standards) and one does not have it inspected, repaired to standard or replaced and someone is injured due to a rack failure, one may be charged with Criminal Negligence and might go to jail and/or be fined heavily and acquire a criminal record.

Stakeholders

PEO, Ministry of Labour

The 6 W's Analysis

What: the legal responsibilities of engineers regarding the safety of engineered systems
Why, When, How, Where, Who: not addressed

Subcommittee Comments

None.

Staff Comments

Further to Bill C45, the Ministry of Labour could charge an engineer with endangering a worker by providing "negligent advice". Reference on Bill C45:
<http://www.ccohs.ca/oshanswers/legisl/billc45.html>

Critical Issue 15: Change Management in Process Development

Description of Issue

New solutions in process development may result in changes causing modifications to the original engineer's design work

Stakeholders

Consulting Engineers
Industry corporate directors
Engineers directly employed by industries
Production Managers and Supervisors
Maintenance Engineers directly employed by industries

The 6 W's Analysis

What: the Change Management process modifies design work.

Why: Changes generally are at the core of processes mostly designed by engineers.

When: On-going.

How (to fix it): engineer's systematic oversight.

Where: Industry.

Who: engineers, management, other stakeholders.

Subcommittee Comments

None

Staff Comments

This issue is similar to issue 2: Change Management in Manufacturing.

Critical Issue 16: Cost Controls

Description of Issue

Cost controls requested by corporate controllers and implemented by management direction may prevent completion of design work or preventive maintenance causing safety problems.

Stakeholders

Consulting Engineers
Industry corporate directors
Engineers directly employed by industries
Production Managers and Supervisors
Maintenance Engineers directly employed by industries

The 6 W's Analysis

What: Cost controls modify engineered processes and equipment, possible oversights.

Why: They are at the core of process and equipment design, also operation.

When: On-going as a continuous improvement program.

How (to fix): Ensure engineer review at all stages (design, implementation, operation, etc.)

Where: Ontario industry.

Who: Engineers, management, regulators.

Subcommittee Comments

None

Staff Comments

"Professional misconduct" means - failure of a practitioner to present clearly to his or her employer the consequences to be expected from a deviation proposed in the work. If the professional engineering judgment of the practitioner is overruled by non-technical authority in situations where the practitioner *is still responsible for the technical adequacy of professional engineering work*, a case of professional misconduct may still be found against the engineer.

Critical Issue 17: Financial Restraints

Description of Issue

Financial restraints imposed by management may affect the ability to implement environmental controls effectively.

Stakeholders

Consulting Engineers
Industry corporate directors
Engineers directly employed by industries
Production Managers and Supervisors
Maintenance Engineers directly employed by industries

The 6 W's Analysis

What: Financial constraints.

Why: Working capital is always limited in competitive business.

When: On-going.

How (to fix): Prioritize environmental issues in the competitive claims on working capital, maintain legality under applicable statutes, and maintain engineering oversight.

Where: Ontario industry.

Who: engineers, regulators.

Subcommittee Comments

None

Staff Comments

"Professional misconduct" means - failure of a practitioner to present clearly to his or her employer the consequences to be expected from a deviation proposed in the work. If the professional engineering judgment of the practitioner is overruled by non-technical authority in situations where the practitioner *is still responsible for the technical adequacy of professional engineering work*, a case of professional misconduct may still be found against the engineer.

This issue is similar with issue 16: Cost Controls.

Critical Issue 18: Changes to Materials or Products

Description of Issue

Product or materials used in production may change in such a way as to adversely affect an earlier design change initiated by the engineer. Furthermore, the engineer might not be notified of the change.

Stakeholders

Consulting Engineers
Industry corporate directors
Engineers directly employed by industries
Production Managers and Supervisors
Maintenance Engineers directly employed by industries

The 6 W's Analysis

What: New products and materials may adversely affect earlier compliant design by the engineer.

Why: Unknown side effects, unintended consequences.

When: After they are put into service.

How (to fix): Ensure engineering oversight on all such changes.

Where: Ontario industry, process and shop floor.

Who: Engineers, management, stakeholders.

Subcommittee Comments

For example, a process was designed for neutral pH oil, but the manufacturer started using an acidic process fluid.

Staff Comments

This issue is similar to issue 2: Change Management in Manufacturing.

Critical Issue 19: Regulation Changes affecting Current Designs

Description of Issue

Legislative changes in safety or environment may affect processes previously designed by an engineer to older standards.

Stakeholders

Consulting Engineers
Industry corporate directors
Engineers directly employed by industries
Production Managers and Supervisors
Maintenance Engineers directly employed by industries

The 6 W's Analysis

What: Legislative changes in safety or environment affecting processes designed by an engineer.

Why: Potential unintended consequences.

When: Date of promulgation.

How (to fix): Proactive engineering input to legislators to head off problems, and/or change the process to comply.

Where: Queen's Park.

Who: PEO, OSPE, OCEPP, GLP, other regulators, individual engineers, MPP's (when informed.)

Subcommittee Comments

How are engineers to know about all regulation changes?

Staff Comments

Buildings are designed to the Building Code of the time.

"Professional misconduct" means - failure of a practitioner to present clearly to his or her employer the consequences to be expected from a deviation proposed in the work. If the professional engineering judgment of the practitioner is overruled by non-technical authority in situations where the practitioner *is still responsible for the technical adequacy of professional engineering work*, a case of professional misconduct may still be found against the engineer.

Critical Issue 20: PSR Requirements Misinterpreted

Description of Issue

There have been misunderstandings by decision makers when strictly following the flowcharts from government with respect to requirements for PSHSR in relation to regulation 851 for Pre-Start Health and Safety Reviews and Machine Guarding. There is a lack of information leading to a belief that a PSHSR can be performed without upfront information with which to base the review.

Stakeholders

The Ministry of Labour

The 6 W's Analysis

What: Some decision makers may not understand the consequences of blindly following government PSHSR flowchart requirements in relation to regulation 851 for Pre-Start Health and Safety Reviews and Machine Guarding.

Why: Some decision makers are not qualified.

When: On-going.

How (to fix): Require competent oversight.

Where: Ontario industry.

Who: PEO, engineers, management.

Subcommittee Comments

The Ministry of Labour flowcharts can be easily misinterpreted by the lay person. Perhaps, an engineer should do a risk assessment.

Staff Comments

Does the PEO guideline on PSRs address this issue? If not should it be updated?

This issue is similar to issue 5: Equipment not Triggering a PSR.

Critical Issue 21: Proactive Compliance

Description of Issue

Regulation seems only to happen after violation reports, not by proactively searching out those who are not following the “Act”.

Stakeholders

Not addressed.

The 6 W’s Analysis

What: After-the-fact regulation, not a proactive search for those who are not following the “Act”.

Why: Lack of resources and/or will to enforce.

When: on-going, may get worse in the face of the exponential growth of engineering activities and new technologies.

How (to fix): Enhance regulator commitment, resources and performance.

Where: Ontario.

Who: PEO.

Subcommittee Comments

None

Staff Comments

A voluntary Practice Review program is in place.

Critical Issue 26: Cost versus Safety

Description of Issue

Engineers need to “sell” safety to all stakeholders

Stakeholders

Not addressed.

The 6 W’s Analysis

What: the cost of regulatory action vs. the safety improvement that may be expected.

Why: to achieve the right balance between the two.

When: on-going

How (to fix): do case by case risk analysis.

Where: Ontario.

Who: PEO, Industry.

Subcommittee Comments

Example from a PSHSR engineer who was retained by a company to perform a “risk assessment” leading to a PSHSR. The report recommendations carried with it a number of corrective actions that would lead to specific costs. The customer who hired the engineering consultants was not satisfied with the report and claimed the costs excessive and relieved the engineer from proceeding. So, safety would appear to be sacrificed in this case on the reason of costs

Staff Comments

"Professional misconduct" means - failure of a practitioner to present clearly to his or her employer the consequences to be expected from a deviation proposed in the work. If the professional engineering judgment of the practitioner is overruled by non-technical authority in situations where the practitioner *is still responsible for the technical adequacy of professional engineering work*, a case of professional misconduct may still be found against the engineer.

This issue is similar to issue 16: Cost Controls.

Critical Issue 27: Conflict of Interest In-house Engineer

Description of Issue

When sales department interferes with engineering decisions, there can be potential conflict of interest situations facing in-house engineers.

Stakeholders

Not addressed.

The 6 W's Analysis

What: A sales vs. engineering conflict.

Why: Endemic

When: historical and on-going.

How (to fix): need teamwork and common goals.

Where: Ontario.

Who: Industry, Engineers.

Subcommittee Comments

None

Staff Comments

The Professional Engineering Practice guideline covers Conflict of Interest examples. Perhaps an example in a sales manufacturing environment could be added.

Appendix 4: Other Identified Issues

Appendix 4 lists other issues which were raised to the subcommittee by industry. Generally, these are issues which are well beyond PEO's regulatory mandate. They are included here for the sake of completeness of reporting.

Issue 22: Engineering done by Third Party

Description of Issue

A case where the solution is to have the PSR engineering done by a "third" party

Stakeholders

Not addressed.

The 6 W's Analysis

What: PSR's too often done by a "third" party (contract) engineer.

Why: internal pressures; lack of respect for staff engineers.

When: on-going.

How (to fix): promote the value of an in-house engineer doing the work.

Where: Ontario industry.

Who: OSPE.

Subcommittee Comments

It may appear better for the in-house engineer to go to a 3rd party for a PSR due to internal pressures. There may be an endemic lack of respect for staff engineers in the manufacturing sector.

Staff Comments

This issue would appear to fall under the domain of OSPE, since the PEO does not do advocacy. Furthermore, companies might choose to limit their liability by going to a third party.

Issue 23: Industry Over-simplifies Complex Product Design Issues

Description of Issue

There are cases where Industry thinks it must follow simplistic design constructs to determine what and how certain products made. Actually, only a free and competitive market for products can determine what is manufactured. The “how” involves both market and regulation (standards.)

Stakeholders

Not addressed.

The 6 W’s Analysis

What: the products being and to be produced and the standards to which they are made is given by external situations and/or events.

Why: survival of the industry and economic well-being.

When: on-going.

How (to fix): no fix needed for “what product” but attention to standards needed.

Where: Ontario industry.

Who: stakeholders, regulators.

Subcommittee Comments

Engineers need guidelines for the standards used in industry.

Not conducive to the survival of the company in a competitive market.

Staff Comments

This issue would appear to fall under the domain of OSPE, since the PEO does not do advocacy.

Issue 24: Non-engineers Design Equipment

Description of Issue

Other “experts” design equipment – experts based on experience and not qualifications.

Stakeholders

Not addressed.

The 6 W’s Analysis

What: Non-engineer “experts” design equipment, experience and competence may be lacking.

Why: they can do it; licensing evaded over the years; no enforcement.

When: the past and on-going.

How (to fix): enforcement.

Where: Ontario industry.

Who: PEO Enforcement

Subcommittee Comments

For example, when the sales person sells a product that is "pre-engineered" the engineer is now stalemated and might be working with an impossible design.

Staff Comments

This issue cannot be addressed by a guideline, but rather is an Enforcement issue.

Issue 25: Professional Engineering Definition not widely understood

Description of Issue

General misunderstanding of engineering appears to be widespread across manufacturing.

Stakeholders

Not addressed.

The 6 W's Analysis

What: Industry presumption (wrong) that section (12)3a covered all engineering work by employees.

Why: PEO introduced (12)3a then essentially abdicated the field. Enforcement has been essentially non-existent.

When: since 1922 (or 1984?)

How (to fix): educate and enforce. Repeal (12)3a. Licence qualified manufacturing sector staff, e.g. with Limited Licenses.

Where: Ontario industry.

Who: PEO Enforcement, OSPE, Industry management.

Subcommittee Comments

PEO has essentially abdicated this field. Industry presumed, wrongly, that section (12)3a covered all engineering work by staff. Enforcement has been essentially non-existent.

Staff Comments

This issue cannot be addressed by a guideline, but rather is an Enforcement issue.

Issue 28: Lack of trust in Professional Engineers in Manufacturing

Description of Issue

There appears to be a lack of belief or trust in engineers within manufacturing. Some manufacturers have spent many years of designing products without a licensed engineer.

Stakeholders

Not formally addressed.

The 6 W's Analysis

What: Lack of belief or trust in engineers within industry.

Why: Engineers seen to be self-serving, not shareholders or management-oriented.

When: historical and on-going.

How (to fix): education of managers, engage professionalism of engineers.

Where: Ontario.

Who: Engineers, PEO Enforcement, OSPE, Industry.

Subcommittee Comments

None

Staff Comments

This issue cannot be addressed by a guideline, but rather if there are manufacturers designing engineered products without professional engineers there is an Enforcement issue.

Issue 29: The repeal of the Industrial Exception causing power shift

Description of Issue

Some in industry believe that the passing of the “repeal” would give engineers too much power.

Stakeholders

Not formally addressed.

The 6 W’s Analysis

What: Concern of a power shift when the “repeal” eventually passes.

Why: turf battles. Impaired management imperative. Increased costs.

When: historical and on-going.

How: negotiation, build trust, commitment of engineers to company success, more engineer-employee share ownership.

Where: Ontario.

Who: Industry, OSPE, Engineers, PEO Enforcement.

Subcommittee Comments

None recorded.

Staff Comments

This issue cannot be addressed by a guideline, but rather falls under Enforcement.

Issue 30: The repeal of the Industrial Exception causing cost burden

Description of Issue

The repeal would require companies to have engineering work performed by P.Eng.'s and would cost them money to either hire outside consultant or to hire engineering staff. This situation would be cost burden to these manufacturing firms

Stakeholders

Not formally addressed.

The 6 W's Analysis

What: Cost burden of engineering staff and consultants.

Why: pay rates higher than less qualified staff.

When: historical and on-going.

How (to fix): establish value-added contribution of engineers, enforcement.

Where: Ontario.

Who: PEO Enforcement, Industry, OSPE.

Subcommittee Comments

Discussed, but none recorded.

Staff Comments

This issue cannot be addressed by a guideline, but rather falls under Enforcement.

Issue 31: The repeal of the Industrial Exception requiring licences & C of A

Description of Issue

Small businesses in business for 40+ years without C of A or with no engineers on staff now are required to be licensed.

Stakeholders

Not addressed.

The 6 W's Analysis

What: New requirement.

Why: correction of a historical anomaly

When: the past and ongoing.

How (to fix): education, promotion, enforcement.

Where: Ontario.

Who: PEO Enforcement, Industry.

Subcommittee Comments

Discussed, but none recorded.

Staff Comments

This issue cannot be addressed by a guideline, but rather falls under Enforcement.

Issue 32: Non-engineers using the title “engineer”

Description of Issue

There are cases when non-engineers use the title “engineer”. Reserve-of-title not respected.

Stakeholders

Not addressed.

The 6 W’s Analysis

What: Violation of the “reserve of title”.

Why: historical, a US or UK-imported use? No action ever taken.

When: historical and on-going.

How (to fix): enforcement

Where: Ontario.

Who: PEO Enforcement, OSPE.

Subcommittee Comments

Discussed, general concern by PSISC members

Staff Comments

This issue cannot be addressed by a guideline, but rather falls under Enforcement.

Issue 33: Seal requirements unclear

Description of Issue

Based on guidelines for “Use of the Engineering Seal” it is specific that an engineer does not need to seal drawings for their employer even if the ultimate user is the public. This seems to be contradictory to section 12 in the sense that all engineering except that in 12(3)(a) needs to be by an engineer.

Stakeholders

Not addressed

The 6 W’s Analysis

What: use of seal requirements

Why: a misunderstanding

When: historical and on-going.

How (to fix): PEO to clarify

Where: Ontario.

Who: PEO Practice & Standards

Subcommittee Comments

See Use of Seal document. Use of the Seal as a symbol of signing authority raised – not resolved and not presently compliant with regulations.

Staff Comments

The PSC is looking into changing the Use of Seal regulations so that all final engineering documents would need to be sealed.

Issue 34: Costs of Repeal

Description of Issue

In a meeting with Sylvia Jones, MP Dufferin-Caledon at her office in Orangeville [correction: Queen's Park] as an ambassador to PEO for the "Repeal", her basic theme was that manufacturing in her area was concerned about the costs that the repeal would mean to their organizations.

Stakeholders

Not discussed

The 6 W's Analysis

What: Lack of understanding by some MPPs and industry.

Why: a misunderstanding and a concern

When: endemic, a result of CME lobbying, also an on-going "search for votes"

How (to fix): educate MPP's (and industry)

Where: Ontario.

Who: PEO (GLP and OCEPP) and OSPE.

Subcommittee Comments

Discussion, no new insight recorded.

Staff Comments

This issue does not fall within the scope of the subcommittee.

Issue 35: Need for More Manufacturing

Description of Issue

Manufacturing is a source of wealth and complements the resource and process industries. A "service economy" won't cut it.

Ontario needs to "re-shore" manufacturing by getting competitive and persuading industry to do it (see "Take Back Manufacturing" (TBM) by the SME.) We need to make process industry capital equipment in Canada and generate equipment export opportunity (in addition to raw materials), also to process more raw materials here. Note: At the K.O. Meeting, we defined "manufacturing" as including the process industries.

Stakeholders

Most of the Ontario population.

The 6 W's Analysis

What: loss of manufacturing industry in Ontario.

Why: Source of wealth.

When: as soon as possible

How (to fix): Re-shore. Get competitive, persuade industry to do it, see TBM Make process industry capital equipment in Canada. Generate equipment export opportunity (in addition to raw materials.) Process more raw materials here.

Where: Ontario.

Who: Industry

Subcommittee Comments

General discussion, no new insights recorded. PEO supports "TBM", but cannot be "in the van" of advocacy.

Presentation by SME well received.

Staff Comments

This issue does not fall within the scope of the subcommittee.

Issue 36: Off-shoring

Description of Issue

Technical and engineering skills lost due to reduced manufacturing industry.

Stakeholders

Industry, engineers, general Ontario population

The 6 W's Analysis

What: Technical and engineering skills lost, need to replace for strategic and economic reasons. Also loss of Intellectual Property (IP)

Why: loss of manufacturing industry; cultural trends (“white collar” career preferences); too many “useless degree” university places.

When: over the last 20 years.

How (to fix): Enable “TBM”. Industrial Apprenticeships – set up indentured positions at all levels (from High School leaving to B.Eng. Graduates), integrated with university courses. This is the “I²LS” plan from SME. Sell the value, satisfaction and pay-level of a “hands on” job. **Facilitate** I²LS as a route to licensure.

Where: Ontario industry and Universities

Who: Ontario industry and Universities

Subcommittee Comments

General discussion, no new insights recorded. Purview of “TBM”.

Staff Comments

This issue does not fall within the scope of the subcommittee.

Issue 37: Unlicensed workers

Description of Issue

There are some workers practicing engineering illegally, and have been for decades. There is a need for a licensure track, e.g. Limited Licence, or (new idea) an Industrial Licence, in which experience replaces academics. Allow application without "prosecution tracking" (or they won't apply, or even ask how).

Stakeholders

Engineers, employers, public.

The 6 W's Analysis

What: some workers practicing engineering illegally, and have been for decades

Why: they can, with employer connivance and low probability of penalty.

When: historical, on-going.

How (to fix): Provide a licensure track, e.g. Limited Licence, or (new idea) an Industrial Licence in which experience replaces academics. Allow application without "prosecution tracking" (or they won't apply, or even ask how).

Where: Ontario

Who: PEO and Industry

Subcommittee Comments

Discussed, but no new insights recorded.

Staff Comments

This issue does not fall within the scope of the subcommittee.

Issue 38: The “Industrial Exception”

Description of Issue

The Industrial Exception is still in place.

Stakeholders

Not addressed

The 6 W’s Analysis

Why: See PEO material

When: start now to rebut the recent cabinet decision to delay further

How (to fix): Lobby MPP's to remove 12(3)a. Point out safety and innovation issues.

Where: Queen's Park

Who: PEO, Members, perhaps some proactive industry, also GLP and OCEPP.

Subcommittee Comments

Discussed, but no new insights recorded.

Provincial Government may change (it did not.)

Staff Comments

This issue does not fall within the scope of the subcommittee.

Issue 39: University Education

Description of Issue

University courses do not prepare graduates well for industry. Graduates lack practical skills. University Lab work doesn't provide it. Undergraduate intake is no longer from "hobby based" youngsters (cars, electronic construction, boating, etc.) The Industrial Exception is still in place.

Stakeholders

Industry, engineers, technicians and technologists

The 6 W's Analysis

What: Graduates lack practical skills. University Lab work doesn't provide it

Why: Undergraduate intake no longer from "hobby based" youngsters (cars, electronic construction, boating, etc.); cultural changes (bias against "hands on" jobs.)

When: Has been so for a while, i.e. two decades.

How (to fix): See Apprenticeships. Change EIT requirements to include shop work. Favour entrance students who have apprenticeships going, hobby skills, practical aptitude, etc. Implement the Integrated **Industrial Learning System** (I²LS) being promoted by SME, OSPE and others, and supported in principle by PEO.

Where: Ontario

Who: Industry, Universities, PEO, OSPE, SME.

Subcommittee Comments

None recorded, but good discussion at SME "TBM" presentation.

Staff Comments

This issue does not fall within the scope of the subcommittee.

Issue 40: Capital Equipment

Description of Issue

Lost, sold, decommissioned or obsolete capital equipment
Products "off-shored", equipment no longer needed. Disposed of; investment value not seen.

Stakeholders

Industry, suppliers.

The 6 W's Analysis

What: Usable but older capital equipment taken out of use. Process plant decommissioned.

Why: Products "off-shored", equipment no longer needed.

When: Last two decades.

How (to fix): Refurbish, re-invest.

Where: Ontario industry

Who: Ontario industry

Subcommittee Comments

None recorded.

Staff Comments

This issue does not fall within the scope of the subcommittee.

Issue 41: Industry uncompetitive

Description of Issue

Third-world competition has won-out over local manufacturing.

Stakeholders

None recorded.

The 6 W's Analysis

What: Third-world competition “too successful”.

Why: Ontario wages and salaries too high; high Canadian dollar; too much regulation; too high taxes at all levels; lack of innovation (including in management); over reliance on the resource sector.

When: Last three decades, and earlier.

How (to fix): Change the independent variables (exchange rate a given, a dependent variable), reduce weight of government on industry, lower corporate taxes.

Where: Ontario industry

Who: Ontario government and industry

Subcommittee Comments

Discussed, but no new ideas recorded.

Staff Comments

This issue does not fall within the scope of the subcommittee.

Issue 42: Power costs

Description of Issue

High power costs to industry and households. The former inhibits investment; the latter erodes discretionary income that would otherwise be spent in the Ontario economy.

Stakeholders

Industry, power users at-large.

The 6 W's Analysis

What: power costs non-competitive, works against industry reinvesting in Ontario and household spending.

Why: Uneconomic FIT program; unintended result of Ontario's "Green Energy Program".

When: Last few years

How (to fix): Scrap the FIT, more gas plants, re-invest in nuclear energy, keep cleaned coal plants operational. Check OPSE proposals.

Where: Ontario

Who: Government, PEO and OSPE to lobby.

Subcommittee Comments

Discussed and recognized as a problem. No new ideas recorded.

Staff Comments

This issue does not fall within the scope of the subcommittee.

Issue 43: Integrators

Description of Issue

It appears that some integrators are selling machinery to automotive (and other) manufacturers and/or process industries without a C of A.

Stakeholders

None identified.

The 6 W's Analysis

What: back-door, unlicensed engineering.

Why: product is desired by industry and available in the market; not seen as "engineering".

When: on-going

How (to fix): education and enforcement

Where: Ontario

Who: PEO and Industry

Subcommittee Comments

Should engineers purchasing the machinery verify if the company selling this machinery has a C of A?

Staff Comments

This issue does not fall within the scope of the subcommittee. Perhaps, Enforcement should be notified.

[END]

TERM LIMITS AND SUCCESSION PLANNING FOR COUNCIL POSITIONS

Purpose: To affirm Council's position in support of establishing term limits and succession planning for Council positions and to establish a task force to determine how to implement this program in the shortest time possible.

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

1. Respecting two 2015 Member AGM Motions, Council affirms in principle that term limits and succession planning should be established for all Council positions.
2. That Council direct the Registrar to develop the draft terms of reference and proposed list of members for a task force to examine the issues of term limits and succession planning for Council positions for approval by Council at its February 2016 meeting.
3. That the terms of reference require the task force to provide a report with recommendations for approval by Council before the 2017 Annual General Meeting.

Prepared by: David Brown, P.Eng.,BDS,C.E.T. and Marilyn Spink, P.Eng.

Moved by: David Brown, P.Eng.,BDS,C.E.T.

1. Need for PEO Action

- At the 2015 Annual General Meeting of the Association, two resolutions dealing with term limits were presented to the members attending. The first dealt with establishing term limits for Council positions and the second dealt with establishing a system of succession planning to identify candidates for positions on Council, especially given that incumbents will have to vacate positions more frequently. Both resolutions passed with large pluralities.
- At its September 2015 meeting, Council considered these two resolutions and debated their advisability and implementability. The general consensus was favourable, but opinions varied as to how to reach the goals. Proposals ranged from making establishing term limits part of a more general review of governance to implementing term limits at the earliest possible time, in a series of steps if necessary. Given the range of opinions, a task force to consider options and report back to Council with a proposed approach was the consensus.
- During the June 2015 round of regional congresses the Northern Region established an open issue 37 whereby “NRC requests RCC to establish a task force to consider the AGM Term Limits Motion and make recommendations back to RCC.” “RCC recommends that Council appoint a Taskforce to review term limits for all PEO Council members. Such task force shall be made up of Council members, chapter executive members, members at large, with no more than 50% of current Council members. The task force is recommended to present Terms of Reference by February 2016 and report back to RCC no later than the Fall of 2016.”

2. Proposed Action / Recommendation

- That Council approve the aforementioned motions.

3. Next Steps (if motion approved)

- That a detailed Terms of Reference and proposed list of members are reviewed by the appropriate committees and councillors, and submitted for approval at the February 2016 Council meeting.
- That the task force meets and prepares a report with recommendations for the implementation of term limits and succession planning for the approval of Council prior to the 2017 Annual General Meeting.

4. Peer Review & Process Followed

Process Followed	<ul style="list-style-type: none"> • At the 2015 AGM members Nancy Hill, P.Eng. and Rob Wilson, P.Eng. presented separate member motions concerning “Term limits for Council” and “Identifying candidates for Council positions”. • At it’s September 2015 Council meeting, Council considered these motions under C-502-5.1(i) and C-502-5.1(ii). • Council debated each motion independently however recognizing the interdependency between the motions Councilor Brown asked each mover if they would consider allowing him to present a combined motion to Council at the November 2015 meeting that would establish a task force to address these issues together. The movers of both motions accepted the offer.
Council Identified Review	<ul style="list-style-type: none"> • N/A
Actual Motion Review	<ul style="list-style-type: none"> • N/A

5. Appendices

- Appendix A - Briefing Note C-502-5.1(i)
- Appendix B - C-502-5.1(i) Appendix A
- Appendix C - C-502-5.1(i) Appendix B
- Appendix D - Briefing Note C-502-5.1(ii)
- Appendix E - C-502-5.1(ii) Appendix A
- Appendix F - RCC Open Issue 37

Briefing Note – Information

~~C-502-5.1(i)~~

C-503-2.10
Appendix A

TERM LIMITS FOR COUNCIL

Purpose: To consider term limits for Council

No motion required

Prepared by: Ralph Martin – Manager, Secretariat

1. Status Update

The following Member Resolution was passed at the 2015 Annual General Meeting.

Therefore be it resolved that, PEO institute term limits for all positions on Council for which an Individual has already served and going forward will serve. (Appendix A)

Council reviews member submissions passed at each Annual General Meeting.

2. Background

In 2013 the Central Election and Search Committee directed Ipsos Reid to carry out a survey of PEO members on a variety of Council Election issues including term limits. The Ipsos Reid survey of PEO membership in July 2013 had a total of 7401 respondents.

Ipsos Reid report stated – *“The vast majority of members agree that candidates should offer new ideas for the engineering profession or that PEO should encourage new candidates who have not run for PEO Council before. Agreement is also high that there should be defined term limits and that PEO should encourage younger members to run for Council.”*

There should be defined term limits for elected members of Council
(Ipsos Reid report page 46)

Strongly agree: 31 %
Somewhat agree: 45%
Somewhat disagree: 14%
Strongly disagree: 4%
Don't know: 6%

An environmental scan of Constituent Associations and Ontario Regulators regarding term limits was conducted. (See Appendix B)

Regulation 941 – Section 15.1(2.1) has been approved by Council and proclaimed to prohibit a president from holding office as President-elect for three years from the time when his/her term as president expires.

15.1(2.1) A Member is not eligible to be appointed under subsection (1) to the office of president-elect if the Member held the office of president within the last two years.

3. Appendices

- Appendix A – Member Resolution
- Appendix B - Constituent Association and Ontario Environmental Scan Results

502nd Council Meeting – September 25, 2015

C-502-5.1(i)
Appendix A

PROFESSIONAL ENGINEERS ONTARIO
ANNUAL GENERAL MEETING – 2015
MEMBER RESOLUTION 1

WHEREAS: PEO has experienced a low level of member engagement as evidenced by poor voter turn-out in elections for Council

WHEREAS: PEO is perceived to not be relevant to its membership particularly the younger members as evidenced by poor participation in elections and at association events

WHEREAS: Term limits help to foster an environment for recruitment to council and for general activities of the association

WHEREAS: Term limits force an organization to develop new leaders and provides a pool of committed people to renew the membership of committees

WHEREAS: Term limits create a sense of urgency as well as opportunity for new people to join into the governance and leadership of the organization

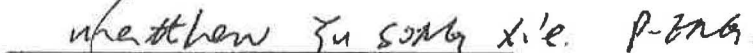
THEREFORE BE IT RESOLVED THAT, PEO institute term limits for all positions on Council for which an individual has already served and going forward will serve. Suggested term limits are:

President:	One term
Vice President:	Two terms
Council at Large:	Three terms
Regional Councillor:	Three terms
Lieutenant Governor Appointees:	Two Terms (to be proposed to the Government)

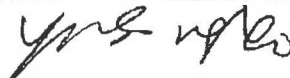
Moved By: Nancy Hill



Seconded By:



Date: April 9, 2015



Term Limits in Act or Bylaws for Elected Council Members

Association	Act or By-Law Excerpts
APEGBC (B.C.)	No
APEGA (Alberta)	No
APEGS (Saskatchewan)	<p>Yes, only for appointed councillors.</p> <p>1 term = 3 years Max. 2 consecutive terms / 6 years</p> <p><i>Engineering and Geoscience Professions Act</i></p> <p>Public Appointees 10 (3) Subject to subsection (4), a councillor appointed pursuant to subsection (1) holds office until that person's successor is appointed and is eligible for reappointment, but is not eligible to hold office for more than two consecutive terms.</p>
APEGM (Manitoba)	<p>Yes</p> <p>1 term = 2 years Max. 3 consecutive terms / 6 years</p> <p><i>Engineering and Geoscientific Professions Act</i></p> <p>Elected councillors 8(1) Each elected councillor shall be a resident of Manitoba elected from among the members for a term of two years, or portion thereof as prescribed by the by-laws, and any councillor may be re-elected for a second and third term, but is not eligible for election for a fourth or subsequent term until at least one term has elapsed after the expiry of the last previous term of office as councillor.</p>
APEGNB (New Brunswick)	<p>Yes, only for appointed councillors.</p> <p>1 term = 2 years Max. 3 consecutive terms / 6 years</p> <p><i>By-Laws</i></p> <p>Public Appointees 8.2.15 Councillors appointed pursuant to Section 8.2.12 may be reappointed for a second and third term but are not eligible to be appointed to a further term of office until at least two years has elapsed since the expiry of the previous term of office as an appointed councillor.</p>

ENGPEI (P.E.I.)	No
ENGNS (Nova Scotia)	<p>Yes</p> <p>1 term = 2 years No consecutive terms for President, Vice-President, and Councillors.</p> <p><i>Engineering Profession Act</i></p> <p>Terms of Office 5 (1) The President and the Vice-President shall be elected annually. Four Councillors shall be elected annually for a term of two years.</p> <p>(2) The retiring President, Vice-President and Councillors shall not be eligible for reelection to the same office for the following year.</p>
PEGNL (Newfoundland and Labrador)	<p>Yes</p> <p>1 term = 3 years Max. 3 consecutive terms / 9 years</p> <p><i>Engineering and Geoscientists Act</i></p> <p>Board 4. (5) A member may be elected for a term set by the by-laws which shall not exceed 3 years and is eligible to be re-elected, but shall not serve as a member for more than 9 consecutive years.</p>
APEY (Yukon)	No
NAPEG (NWT & Nunavut)	No
LSUC (Lawyers)	No
CNO (Nurses)	<p>Yes</p> <p>1 term = 3 years Max. 2 consecutive terms / 6 years</p> <p><i>By-Law</i></p> <p>Election of Council Officers 9.02 A councillor is not eligible for nomination or election if the councillor held that elected position during the previous two consecutive terms.</p>

<p>OCT (Teachers)</p>	<p>Yes</p> <p>1 term = 3 years Max. 2 consecutive terms / 6 years + 1 year</p> <p><i>Ontario College of Teachers Act</i></p> <p>Composition of Council 4. (2) The Council shall be composed of, (a) 23 persons who are members of the College and who are elected by the members of the College in accordance with the regulations;</p> <p>Term of office 5. (1) No term of a Council member shall exceed three years, except as permitted by regulation. (see Reg. 225/00)</p> <p>Multiple terms 5 (2) A person may be a Council member for more than one term but no person may be a Council member for more than seven consecutive years.</p> <p><i>Regulation 225/00 – Extension of Term of Office of Elected Member of Council</i></p> <p>1. This Regulation applies to persons who, (a) are members of the Council on the day Ontario Regulation 611/05 is filed; and (b) were elected as members of the Council under clause 4 (2) (a) of the Act. O. Reg. 225/00, s. 1; O. Reg. 611/05, s. 1.</p> <p>2. The terms of office of persons to whom this Regulation applies are extended to the earlier of November 8, 2006, or the day before the first regular meeting of the Council held after the 2006 election of Council members at which a quorum is present. O. Reg. 611/05, s. 2.</p>
<p>CPSO (Physicians)</p>	<p>No</p>
<p>CPO (Physiotherapists)</p>	<p>No</p>

Briefing Note – Information

~~C-502-5.1(ii)~~

C-503-2.10
Appendix D

IDENTIFYING POTENTIAL CANDIDATES TO RUN FOR COUNCIL POSITIONS

Purpose: To consider an improved system for identifying candidates for Council positions

No motion required

Prepared by: Ralph Martin – Manager, Secretariat

1. Status Update

The following Member Resolution was passed at the 2015 Annual General Meeting.

Therefore be it submitted that, PEO institute a system for identifying potential candidates for all Council positions well in advance of elections, operating in concert with term limits for all Council positions.

Council reviews member submissions passed at each Annual General Meeting.

2. Background

Under Regulation 941, Section 12(1)(3), the Central Election and Search Committee is responsible for identifying candidates for the positions of President-Elect, Vice President and Councillor-at-Large while the Junior Councillor from each region is responsible for chairing a Regional Election and Search Committee that is responsible for identifying candidates for Regional Councillor.

The Regional Councillors Committee (RCC) has discussed a variety of options to identify potential candidates for Council meetings. In the 2015 PEO elections, four out of five regional councillor positions had acclamations. Recognizing the need for a better system for recruiting candidates to run for PEO Council positions, the Regional Councillors Committee (RCC) passed an unanimous resolution at their April 25, 2015 meeting that they will begin the recruiting of candidates for Regional Councillors earlier than the September round of regional congresses.

During the June 2015 regional congresses, the topic of “Regional Election and Search Committee (RESC)” was added to all agendas for discussion. During each congress meeting, the Chair of the RESC (the Junior Regional Councillor) and members of the RESC (respective chairs or designates from each chapter at the meeting) met to kick off the recruitment efforts. Discussions focused on the need for action, change of strategies, list of possible candidates and format of subsequent meetings. Next steps include the following:

- Developing a list of potential candidates for the September congresses;
- Holding meetings by teleconference to continue to identify and recruit candidates.

Junior Regional Councillors met with the Central Election and Search Committee (CESC) on August 12, 2015 to discuss strategies for recruiting candidates.

3. Appendices

- Appendix A – Member Submission

PROFESSIONAL ENGINEERS ONTARIO
ANNUAL GENERAL MEETING - 2015
MEMBER RESOLUTION 2

C-502-5.1(ii)
Appendix A

WHEREAS: PEO employs an ad-hoc system of encouraging members to run for Council positions, the Central Election and Search Committee's original mandate as a search committee having been downplayed in recent years and the Regional Election and Search Committees having had difficulty recruiting candidates;

WHEREAS: In the recent election, four of five regional councillor positions were filled by acclamation (three by incumbents), both councillor at large positions were filled by incumbents, and former presidents of the association were elected to both officer positions (VP and President Elect);

WHEREAS: PEO needs systems in place to ensure that the PEO electorate has a choice of new and effective candidates running for Council;

THEREFORE BE IT SUBMITTED THAT, PEO institutes a system of identifying potential candidates for all Council positions well in advance of elections, operating in concert with term limits for all Council positions.

MOVED BY: Rob Willson *Rob Willson, P. Eng.*

SECONDED: *[Signature]*

Date: April 10, 2015

<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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Northern

37	Jun/2015	NRC requests RCC to establish a task force to consider the AGM Term Limits Motion and make recommendations back to RCC.	S Schelske, S Sennanyana	RCC recommends that Council appoint a Task Force to review term limits for all PEO Council members. Such Task Force shall be made up of Council members, chapter executive members, members at large, with no more than 50% of current Council members. Task Force is recommended to present Terms of Reference by February 2016 and report back to RCC no later than Fall 2016.	RCC	25-Jul-15	Remain Open	<input type="checkbox"/>	
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Act Change Protocol

Purpose: To adopt a protocol for the development of future changes to the *Professional Engineers Act*

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

That Council adopt the Act Change Protocol for all future proposals to amend the *Professional Engineers Act* as presented to the meeting at C-503-2.11, Appendix A

[Council's Regulatory Policy Protocol (approved September 2012) requires that all proposals for Act, Regulation or By-Law change be referred to the Legislation Committee to determine the legislative authority, to conduct regulatory analysis and to make recommendations to Council prior to Council's approval of the proposed change.]

Prepared by: J. Max, Manager, Policy

Moved by: R. Fraser, P.Eng., Chair, Legislation Committee

1. Need for PEO Action

- Changes to Legislation must serve a regulatory purpose, and are intended to provide very specific requirements, authorities and powers to PEO, regulatory instruments, and the administrative law processes to be followed. Unlike Regulations, Act changes must be made through the provincial Legislature and at the discretion of the government. Changes are infrequently made and any corrections may not be possible for many years.
- In 2010, the provincial government provided PEO with an opportunity under the *Open for Business Act, 2010* to amend the *Professional Engineers Act*. Sixty-six changes were quickly identified and brought to Council for initial decision in April 2010, and for final approval in September 2010 prior to the bill's introduction in the Legislative Assembly and passage on October 10, 2010. The short timeframe given to PEO (one month) meant that many of the changes were not fully scoped for implications, and some are still awaiting proclamation pending policy decisions. Other proclaimed changes have subsequently been discovered to have unintended negative consequences which will have to await future opportunities for correction.
- For the above reasons, it is therefore imperative that legislative analysis and careful deliberation be carried out prior to drafting changes, so that they are ready and fully developed when legislative change opportunities arise. The attached Act Change Protocol is intended to ensure that these imperatives are met, while ensuring that Council has initial and final authority for Act changes.

2. Proposed Action / Recommendation

- Use of the proposed Act Change Protocol (see Appendix A) will ensure that future Act change proposals are well-developed prior to Council approval and ready for inclusion in future government legislation. The Protocol requires that the person proposing any Act change provide answers to the first set of questions on policy intent for Council's initial review, after which time the proposal is referred to the Legislation Committee for further

regulatory analysis and recommendation back to Council with a fully-scoped proposal. This fits with Council’s Regulatory Policy Protocol (Approved by Council in September 2012) requiring all proposals for Act, Regulation, or By-Law changes must first be reviewed by the Legislation Committee to determine legislative authority.

- A revised briefing note template for Act changes will be used for initial Council review of proposals (see Appendix B).

3. Next Steps (if motion approved)

- Briefing note template will be made available to proponents of Act changes for initial Council review
- Legislation Committee will work with proponents to review proposal more in depth

4. Peer Review & Process Followed

Process Followed	<ul style="list-style-type: none"> • Act Change Protocol was identified by staff as a 2015-2017 Strategic Plan Year 1 Activity • Following consultation with Attorney General Policy staff on government requirements for Act changes, PEO staff drafted Protocol and revised briefing note template • Legislation Committee reviewed and revised Protocol
Council Identified Review	<ul style="list-style-type: none"> • This is an internal process that does not require further consultation.
Actual Motion Review	<ul style="list-style-type: none"> • Motion was reviewed and approved by Legislation Committee chair.

5. Appendices

- Appendix A – Act Change Protocol
- Appendix B – Council Decision Briefing Note Template - Act Change

Act Change Protocol – DRAFT (revised by LEC ~~June-November 09~~, 2015)

Introduction:

Changes to Legislation must serve a regulatory purpose, and are intended to provide very specific requirements, authorities and powers to PEO, regulatory instruments, and the administrative law processes to be followed. As Act changes must be made through the provincial Legislature, and at the discretion of the government, changes are infrequently made and any corrections may not be possible for many years. For the above reasons, it is therefore imperative that legislative analysis and careful deliberation be carried out prior to drafting changes. This Act Change Protocol is intended to ensure that these imperatives are met.

Note: Council's Regulatory Policy Protocol (Approved by Council in September 2012) requires that all proposals for Act, Regulation, or By-Law changes must first be reviewed by the Legislation Committee to determine legislative authority.

Process:

1. The proponent of an Act Change supplies answers to the following questions for initial review by Council:
 - a) What is the Statutory issue? Does it fit within PEO's mandate in the Act? How did it arise? Who has validated this as a problem? Has a legal opinion or court ruling been sought and received? (please attach)
 - b) What evidence is there to validate the identified problem? (include sources and methodology)
 - c) What is the policy intent of the proposed change? Why & how will an Act change solve this problem? Who will this change apply to?
2. Once Council has authorized referral of the proposal to the Legislation Committee, the proponent will supply the additional answers to the following questions:
 - a) Who are the stakeholders that are potentially impacted, whom have you consulted with, and what impacts did they identify?
 - b) What are the expect outcomes of the proposed change (observable/measurable changes in behavior)?
 - c) What other alternative approaches have been considered to solve the problem besides an Act change? Why were these alternative approaches rejected?

3. Legislation Committee reviews the supplied answers, and with staff assistance and analysis (including seeking legal opinions where necessary), reviews the current legislative authority in the Act, and answers the following questions.
 - a) Which deficiency in the PEA (e.g. absence or limit of authority or jurisdiction, regulation- or by-law-making powers, *ultra vires* or regulatory conflict with other legislation) is this problem stemming from? Is the current Act provision/requirement being complied with operationally?
 - b) What is the proposed wording of Act change (refer to current wording of section and highlight changes)
 - c) Will this change affect any other sections of the Act?
 - d) Are there any other dependencies or preconditions to implement the proposed change? Any potential consequences of the change?
 - e) Will regulations be required to prescribe, specify, respect, or provide details? Which ones? Is regulation-making power required?
 - f) What is the required timeframe to implement the proposed legislative change?
 - g) Are there other regulated professions that have addressed this issue through legislative change or other mechanisms? (cite) Have they been successful in addressing the problem?
4. Tribunals & Regulatory Affairs Staff, working with other operational staff to identify the possible implications, sends the proposal to relevant committees and departments for comment, and drafts the Preliminary Regulatory Impact Analysis (PRIA) document for Legislation Committee review.
5. Legislation Committee reviews the drafted PRIA document and makes a recommendation for Council on whether to proceed with the desired Act change. If the Legislation Committee approves the drafted PRIA document, Tribunals & Regulatory Affairs staff prepare a briefing note for Council with their recommendation for Council's decision.
6. If Council approves a recommendation from the Legislation Committee for an Act change, the proposal is entered into the Future Act Change Log, and the PRIA document is retained pending future opportunities for the Act change.
7. When an Act change opportunity arises, validate the proposal to ensure it is still relevant and necessary, or if it needs amendment.
- 6-8. Once an Act change has been proclaimed, Legislation Committee will evaluate and review its impact after one year, and if required, identify future amendments to that provision.

Briefing Note–Decision-Act Change

Act Change <Title of Agenda Item>

Purpose: [State issue/decision required of Council and the origin/context]

Motion(s) to consider: (requires a 2/3 majority of votes cast to carry)

[Record the proposed motion]

To refer to the Legislation Committee this proposal to amend the Professional Engineers Act to (insert policy intent).....

[Reference the authority (Act) to support the proposed motion. Attach a copy or extract of the referenced authority in the appendices.]

(NOTE: As per Council’s Regulatory Policy Protocol, all proposals relating to an Act change must be referred to the Legislation Committee for legislative authority review. Council must not make any decisions (other than in principle) prior to legislative review and a recommendation from the Legislation Committee)

[If the Item is to be dealt with in-camera, indicate the reason (see By-law s.15(4)).]

Prepared by: [Identify the author]

Moved by: [Identify a Councillor who will move the motion(s)]

1. Need for PEO Action

- What is the Statutory issue? Does it fit within PEO’s mandate in the Act? How did it arise? Who has validated this as a problem? Has a legal opinion or court ruling been sought and received? (please attach)
- What evidence is there to validate the identified problem? (include sources and methodology)
- What is the policy intent of the proposed change? Why & how will an Act change solve this problem? Who will this change apply to?

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2. Proposed Action / Recommendation

- Outline the proposed action and describe the rationale for the recommendation

Note: full policy, financial and legal implications should be outlined in this section or attached in appendices

3. Next Steps (if motion approved)

- Referral to the Legislation Committee for more detailed review of legal authority and appropriateness for legislative change

[meeting number, type and date]

Briefing Note – Decision

ANNUAL TECHNOLOGY ALLOWANCE FOR COUNCILLORS

Purpose: To formalize the annual technology allowance of \$300 for Councillors

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

That Council approve the policy for an annual technology allowance of \$300 for Councillors as presented to the meeting at C-503-2.12, Appendix A.

Prepared by: Ralph Martin – Manager, Secretariat

Moved by: Ewald Kuczera, P.Eng - Councillor

1. Need for PEO Action

A motion was passed at C-472 in September, 2011, that established a pilot program for the use of technology by Councillors for Council related materials in order to facilitate paperless Council meetings and transmission of other Council related materials. The pilot program for the 2011-12 and 2012-13 Council years provided an annual allowance of \$300 for use of a Councillor's computer while serving on Council. In order to qualify for the annual allowance Councillors had to choose not to receive a paper copy of Council agendas. Staff became aware that the annual allowance program was never formalized and as a result prepared policy for Council's approval.

2. Proposed Action / Recommendation

Council approve the policy.

3. Next Steps (if motion approved)

The program will be continued and at the beginning of each Council year, all Councillors will be informed about the annual allowance of \$300 in accordance with the policy.

4. Peer Review & Process Followed

Process Followed	Staff became aware that the annual allowance program was never formalized and as a result prepared policy in order to establish the annual technology allowance as an ongoing program.
Council Identified Review	The policy was peer reviewed by the Executive Committee on August 11, 2015 and by the Finance Committee on September 1, 2015. [Secretariat Note: <u>The Executive Committee recommended the elimination of all eligibility requirements for the annual technology allowance</u>]
Actual Motion Review	C-472 – September 2011 That: a) A pilot program for the Council years 2011-12 and 2012-13 be established for members of Council who choose not to receive a paper copy of agenda material, where Councillors be provided with: i) the use of PEO owned technology in support of electronic documentation, while serving on Council; or ii) an annual allowance of \$300 for use of the Councillor's computer while serving on Council. b) the pilot project will be reviewed at the first Council meeting of 2013.

5. Appendices: Appendix A – Annual Technology Allowance for Councillors policy



PEO POLICY – Annual Technology Allowance for Councillors

Annual Technology Allowance for Councillors	Approval Date: Nov. 2015
	Approved by: Council
	Review Date: N/A

POLICY STATEMENT	In order for Professional Engineers Ontario (PEO) to facilitate paperless Council meetings, an annual technology allowance of \$300 will be made available for all eligible members of Council.
PURPOSE	To provide members of Council with an annual technology allowance.
APPLICATION AND SCOPE	This policy applies to all members of Council who are eligible for the technology allowance for each Council year they serve.
ELIGIBILITY TO RECEIVE THE ANNUAL TECHNOLOGY ALLOWANCE	An annual technology allowance of \$300 is available to any eligible member of Council who agrees to receive only an electronic version of Council agendas. <u>[Secretariat Note: At an August 11, 2015 meeting, the Executive Committee recommended the elimination of all eligibility requirements for the annual technology allowance]</u>
PROCESS	Immediately following the Annual General Meeting, the Secretariat will send a notice to all members of Council with details related to the annual technology allowance program and the expense form to be completed. Members of Council wishing to receive the annual technology allowance need to complete the designated expense form and submit it to the Secretariat. The Manager, Secretariat will approve the expense forms for the annual technology allowance.
RESPONSIBILITY	The Manager, Secretariat has administrative responsibility for Annual Technology Allowance for Councillors program.

President's Chain of Office

Purpose: To approve the use and design of a President's Chain of Office and authorize its production.

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

That Council approve the use of, design and production of a President's Chain of Office as presented to the meeting at C-503-2.13, Appendix A at a cost of \$2,399.00.

Prepared by: Connie Mucklestone, Director, Communications

Moved by: Changiz Sadr, P.Eng.

1. Need for PEO Action

In June 2015, President Chong asked staff to examine the issue of a President's Chain of Office. Organizations such as Professional Engineers and Geoscientists of Saskatchewan, the Ontario Association of Architects and other provincial constituent associations have a President's Chain of Office that is worn by the President at the Annual General Meeting and other special events.

The Association of Professional Engineers of Ontario once had medallions worn by all Councillors. Their use was discontinued when Professional Engineers Ontario was adopted as the new corporate identity for the organization in 1993.

A new President's Chain of Office would be kept on display at PEO when not in use and would transfer from President to President as part of the transfer of office at the Annual General Meeting.

The Executive Committee discussed a PEO President's Chain of Office at its meeting on August 11, 2015 and approved the following motion:

That the Executive Committee direct the Registrar to pursue design concepts for the President's Chain of Office.

A proposed design for a PEO President's Chain of Office is shown at Appendix A.

2. Proposed Action / Recommendation

It is proposed that Council approve the use of a PEO President's Chain of Office. It is also proposed that Council approve the design at Appendix A and authorize immediate production of the Chain of Office at a cost of \$2,399.00.

A President's Chain of Office would reflect the long history of Professional Engineers Ontario and acknowledge the responsibilities, authority and dignity attached to the office of the President.

3. Next Steps (if motion approved)

The President's Chain of Office would be produced. Lead time for production is six to eight weeks. The Chain of Office would be available for use at PEO's 2016 Annual General Meeting.

4. Peer Review & Process Followed

Process Followed	<ul style="list-style-type: none">• President Chong asked staff to investigate a President's Chain of Office.• Executive Committee reviewed the subsequent Briefing Note at its meeting on August 11, 2015, and directed the Registrar to pursue a design for a President's Chain of Office.
Council Identified Review	N/A
Actual Motion Review	<ul style="list-style-type: none">• Executive Committee discussed a President's Chain of Office on August 11, 2015 and approved the following motion: That the Executive Committee direct the Registrar to pursue design concepts for the President's Chain of Office.

5. Appendices

- Appendix A –Proposed Design for a President's Chain of Office

Professional Engineers Ontario Chain of Office sample layout

C-503-2.13
Appendix A



- Velvet neckpiece will be royal blue
- It will contain: the trillium pendant, the coat of arms for Canada, the coat of arms for Ontario and the maple leaf, as shown, in silver.



Royal Blue

One-Year Review, Engineering Dimensions' Return to Print

Purpose: To have Council approve a one-year review of the decision to resume sending the print edition of *Engineering Dimensions* to all licence holders and engineering interns.

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

That Council review after one year the decision to resume sending the print edition of *Engineering Dimensions* to all licence holders and engineering interns to ascertain whether it has increased readership, such review to include an update of the data presented in item C-502-2.4, Appendix A.

Prepared by: Connie Mucklestone, Director, Communications

Moved by: Dave Brown, P.Eng.

1. Need for PEO Action

At its 502 meeting, Council approved a return to sending the print edition of *Engineering Dimensions* to all PEO licence holders and engineering interns, unless they request the digital edition.

The decision was based on reader survey and other statistics that indicated that recipients are not routinely reading the magazine's digital edition. A return to sending the print edition to all, except those who request otherwise, was seen as a way to increase readership.

The cost of returning to the print edition for all was estimated to add \$304,000 to the *Engineering Dimensions*' 2016 draft budget.

2. Proposed Action / Recommendation

It is proposed that Council review the decision to resume sending the print edition of *Engineering Dimensions* to all after one year of the return to print, and that the statistics presented in C-502-2.4 Appendix A, be updated to ascertain whether the return to print has increased readership.

The return to print for all comes at a significant cost and it is prudent that Council, as stewards of PEO's finances, determine whether the decision taken at its 502nd meeting has achieved the desired result.

3. Next Steps (if motion approved)

The relevant portions of the 2015 reader survey will be repeated after one year of the return to print, and the other tracking statistics presented in C-502-2.4, Appendix A will be compiled.

A briefing note will be prepared for Council with the research results, so that Council may evaluate whether the return to print has achieved the desired goal.

4. Peer Review & Process Followed

Process Followed	<ul style="list-style-type: none">• At its 502nd meeting on September 25, 2015, Council approved a motion that PEO resume distributing the print edition of <i>Engineering Dimensions</i> to all licence holders and engineering interns, unless they request the digital edition. The motion also added \$304,000 to <i>Engineering Dimensions</i>' 2016 budget for this purpose.• Councillor Brown gave notice that he would bring a motion to Council's November meeting asking that Council review its decision after a year of the return to print, and that statistics on readership be updated to provide a basis for Council's evaluation of whether the return to print has increased readership.
Council Identified Review	N/A
Actual Motion Review	<ul style="list-style-type: none">• At Council's 502nd meeting on September 25, 2015, Council approved the following motion: "That PEO resume sending the print edition of <i>Engineering Dimensions</i> to all PEO licence holders and engineering interns, unless they request the digital edition, and that \$304,000 be added to <i>Engineering Dimensions</i>' 2016 budget for this purpose."• At the same meeting, Councillor Brown gave notice of his intention to bring a motion to Council asking for a review after one year of the decision to return to print for all, to ensure it is increasing readership as intended.

Briefing Note – Decision

C-503-2.15

COMMERCIAL TENANT PRIVACY POLICY

Purpose: To approve the Commercial Tenant Privacy Policy

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

That Council approve the Commercial Tenant Privacy Policy as presented to the meeting at C-503-2.15, Appendix A

Prepared by: John Cookson– Manager, Building Operations

Moved by: Dan Preley, P.Eng., Northern Regional Councillor

1. Need for PEO Action

At the March 21, 2014 Council meeting the following motion was passed as part of Privacy Policy review.

6. That Council direct the Registrar to develop a separate privacy policy to govern the commercial relationship between PEO and its tenants;

Council is being asked to approve the Commercial Tenant Privacy Policy (Sub Policy No. 8) which will form part of PEO's overall Privacy Policy.

2. Proposed Action / Recommendation

It is recommended that Council approve the Commercial Tenant Privacy Policy in order to protect confidential information held by PEO regarding commercial tenants.

3. Next Steps (if motion approved)

The Commercial Tenant Privacy Policy will be added as Sub-Policy Number 8 in the PEO Privacy Policy. The policy will be posted on the PEO website and distributed to the appropriate PEO staff who deal with commercial tenant information

4. Peer Review & Process Followed

Process Followed	The Executive Committee peer reviewed the Commercial Tenant Privacy Policy at their August 11, 2015 meeting.
Council Identified Review	N/A
Actual Motion Review	As part of a review and changes to the Expanded Public Information Model (EPIM) and PEO's Privacy Policy the following motion was passed by Council at its March 2014 meeting. <i>The Council direct the Registrar to develop a separate privacy policy to govern the commercial relationship between PEO and its tenants;</i>

5. Appendices

- Appendix A – Commercial Tenant Privacy Policy

Privacy Sub-Policy No. 8

Commercial Tenant Privacy Policy

Introduction

PEO's Facilities Group (Facilities) for 40 Sheppard Avenue West, Toronto, ON, M2N 6K9 (the Building) is a part of PEO. They are not separate legal entities. They further the mandate of PEO. Their mandate, objectives and essential purpose are as follows:

Mandate

Facilities is the representative of Professional Engineers Ontario at the Building and is tasked with the responsibilities of assisting PEO in meeting the objectives of the PEO organization and its real estate interests.

Objectives

Through building presence and activities, Facilities will:

- Assist with the on-going relationship with PEO's Property Management (PM) service provider;
- Work to identify adherence to the PM contract;
- Promote and enhance the image of PEO; and
- Actively participate in all aspects of operational issues of the Building.

Essential Purpose

The essential purpose of Facilities is through the following initiatives.

1. Enhance the professional image of PEO through constant improvements to the Building.
2. Over site of the Master Services Agreement (MSA)
3. Provide guidance and input to PM service provider in order to have them fully understand PEO's vision for the Building.
4. Provide timely and current information to all stakeholders.
5. Provide an active communication link between the PEO stakeholders and the PM service provider with regards to:
 - a. PEO Building Vision;
 - b. The Building budget planning and overseeing the budget.
6. Provide guidance and direction to the Leasing Group.

The major activities of Facilities are: over site of the MSA, and to provide guidance and instruction to the PM and Leasing Groups. These activities would generally be operated on a cost recovery basis.

Since Facilities is a part of PEO, the general PEO Privacy Policy applies to Facilities except for the specific modifications set out below. However, since Facilities is fairly autonomous in its

structure and activities, it has distinct privacy challenges. Some of the unique features of the Privacy Policy for Facilities are set out below.

Principle 1 - Accountability

The Manager, Building Operations, is the Facilities Privacy Officer. He or she is responsible for ensuring that PEO's Privacy Policies are applied to the personal information collected, used or disclosed by Facilities.

The Facilities Privacy Officer has the assistance of the Chief Privacy Officer of PEO.

The Chief Privacy Officer or his or her delegate reviews with the Facilities Privacy Officer at least once a year the privacy responsibilities of Facilities.

The Chief Privacy Officer can be reached at:

Chief Privacy Officer
101-40 Sheppard Avenue West
Toronto, ON, M2N 6K9
email: privacy@peo.on.ca
telephone: (416) 224-1100 or (800) 339-3716
fax: (416) 224-8168 or (800) 268-0496

Principle 2 - Identifying Purposes for Collection of Corporate Information

The Facilities Privacy Officer shall ensure that the purpose of any collection of Corporate information is identified at the time of collection. Ordinarily the purpose will be obvious (e.g., lease negotiations, rent collection, banking information, credit reports, etc.). However, where the purpose may not be obvious (e.g., collecting home contact information from a lessee) the Facilities Privacy Officer will ensure that the purpose is identified and consent is obtained.

Principle 3 - Obtaining Consent for Collection, Use or Disclosure of Corporate Information

Generally consent is obtained for the collection, use and disclosure of Corporate information by Facilities. The consent may be implied where the purpose is obvious (e.g., sign up sheets for receipt of email notices of future communications). However, where the purpose may not be obvious (e.g., collecting home contact information from a Lessee) the Facilities Privacy Officer will ensure that consent is obtained.

Principle 4 - Limiting Collection of Personal Information

The Facilities Privacy Officer will ensure that the minimum collection of Corporate information to reasonably achieve the purpose is obtained.

Principle 5 - Limiting Use, Disclosure and Retention of Corporate Information

The Facilities Privacy Officer will ensure that Corporate information is used, disclosed and retained only for the purpose for which it was collected, for similar related uses, disclosure and retention that reasonably flow from them, for regulatory uses for which consent is not reasonable and for new uses, disclosure or retention for which a separate consent has been obtained.

The Facilities Privacy Officer will go through Facilities records once a year to securely destroy or return to PEO head office any Corporate information that is no longer necessary to keep for its purpose.

Principle 6 - Accuracy of Corporate Information

The Facilities Privacy Officer will take reasonable steps to ensure that the Corporate information is accurate. This is generally simple since most of it is self-reported by the affected Corporation and is updated regularly if needed on an on-going basis by the Corporation.

Principle 7 - Safeguards

The Facilities Privacy Officer will take reasonable steps to safeguard the Corporate information held by Facilities in a manner consistent with PEO's Privacy Sub-Policy on Privacy Safeguards. Generally, the Corporate information will be kept under lock and key (e.g., locked cabinet) and once a year be pruned and the discarded information will either be shredded or couriered to the Chief Privacy Officer for shredding.

The Facilities Privacy Officer will endeavour to encourage all Facilities members to delete emails containing Corporate information immediately after use and generally keep any other electronic information on a disk stored with the Facilities Privacy Officer in a locked area after use.

Principle 8 - Openness Concerning Privacy Policies and Practices

PEO's general Privacy Policy and this Facilities Privacy Policy is available on PEO's website and in paper form upon request from the Facilities Privacy Officer or the Chief Privacy Officer.

Principle 9 - Access to Corporate Information

The Facilities Privacy Officer will handle simple requests for access to the Corporate information and any resulting correction requests locally in accordance with the principles of PEO's Privacy Policy. If the request raises any issues of concern the Facilities Privacy Officer shall immediately refer the request to the Chief Privacy Officer and work with the Chief Privacy Officer to process the request appropriately.

Principle 10 - Challenging Compliance

The Facilities Privacy Officer will try to resolve any simple concerns expressed about the handling of Corporate information locally in accordance with the principles of PEO's Privacy Policy. However, if the concern is complex and not easily resolvable by the Facilities Privacy Officer's explanation to the individual, the Facilities Privacy Officer shall immediately refer the request to the Chief Privacy Officer and work with the Chief Privacy Officer to process the concern appropriately.

DRAFT

MEMBER SATISFACTION SURVEY

Purpose: To approve the strategic plan initiative that PEO conduct a member satisfaction survey.

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

That Council approve the implementation of a Member Satisfaction Survey as presented at C-503-2.16, Appendix A.

Prepared by: Fern Goncalves, Director, People Development

Moved by: Councillor Changiz Sadr, P.Eng.

1. Need for PEO Action

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.

At the request of President Chong, the Regional Councillors Committee (RCC) conducted a peer review of the draft Member Survey questionnaire presented to Council at its May 29, 2015 meeting. Also, Council members were encouraged to provide any comments to the RCC for their consideration.

2. Proposed Action / Recommendation

That Council approve the Member Satisfaction Survey as presented in Appendix A.

3. Next Steps (if motion approved)

Corporate Services staff will implement the Member Satisfaction Survey, using Survey Monkey.

4. Peer Review & Process Followed

Process Followed	<ul style="list-style-type: none"> Two previous PEO-administered surveys were reviewed (Member Evaluation Questionnaire from October 2004 and Licensing Process Customer Survey from November 2005). Many of the same questions were incorporated in the Member Satisfaction Survey. PEO's senior management team reviewed and edited the survey questions.
Council Identified Review	<ul style="list-style-type: none"> At its May 29, 2015, Council directed the RCC to peer review the Survey. Councillors were encouraged to provide any comments to the RCC by June 26, 2015. RCC asked to provide their peer review report to the Director, People Development.
Actual Motion Review	<ul style="list-style-type: none"> The RCC met on October 24, 2015 and passed the following motion: <i>That Council proceed with the member satisfaction survey with some RCC suggested changes. Suggested changes from RCC include Q6 – "Internationally educated professional" should be elaborated and Q33 the word "exemption" should be "exception".</i>

5. 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 XX 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>. 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

2015 PEO Member Satisfaction Survey

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

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? (obtained undergraduate degree outside of Canada)

- 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.

2015 PEO Member Satisfaction Survey

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"/>
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"/>

2015 PEO Member Satisfaction Survey

My engagement with PEO

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 exception	<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 composition of Council can vary from 25 – 29 Council members as follows:

- 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

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

- Right size and composition
- Right size, needs a different composition
- Too big, and wrong composition
- Too big, however the composition is correct

2015 PEO Member Satisfaction Survey

- 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?

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.

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

- Yes
- No

37. Do you have any other comments?

Thank you for completing our survey!

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 – 239th Executive Committee meeting – August 11, 2015
- 3.2 Minutes – 240th Executive Committee meeting – October 27, 2015
- 3.3 Minutes – 502nd Council meeting – September 25, 2015
- 3.4 Approval of CEDC Applications
- 3.5 PEO Annual Committee and Task Forces Membership Roster
- 3.6 Committees and Task Forces Human Resources and Work Plans
- 3.7 Changes to Committee/Task Force Terms of Reference

MINUTES – 239th Executive Committee – August 11, 2015

Purpose – To ratify the minutes of the 239th Executive Committee meeting

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

That the minutes of the 239th meeting of the Executive Committee, held on August 11, 2015, as presented to the meeting at C-503-3.1, Appendix A, be ratified.

Prepared by: Dale Power, Secretariat Administrator

1. Need for PEO Action

To practice best business practices, Council should formally record its consent to the actions taken by the Executive Committee.

The Executive Committee, at its meeting held October 27, 2015, confirmed that the attached minutes from the 239th meeting of the Executive Committee, held August 11, 2015, accurately reflect the business transacted at that meeting.

2. Current Policy

It is PEO convention that Council ratify minutes of Executive Committee meetings.

3. Appendices

- Appendix A – Minutes of the 239th Meeting of the Executive Committee



Minutes

The 239th Meeting of the EXECUTIVE COMMITTEE of PROFESSIONAL ENGINEERS ONTARIO was held at PEO Offices, 40 Sheppard Avenue West, Toronto, Ontario on Tuesday, August 11, 2015 at 6:00 p.m.

Present: T. Chong, P.Eng., President and Chair
G. Comrie, P.Eng., President-elect
J. D. Adams, P.Eng., Past President
P. J. Quinn, P.Eng., Vice-President (elected)
B. Dony, P.Eng., Vice-President (appointed)
C. Sadr, P.Eng. [minutes 14-33 to 14-47 only]

Staff: G. McDonald, P.Eng., Registrar
S. W. Clark, LL.B
M. Cellucci, CPA, CA
C. Mucklestone
M. Price, P.Eng.
L. Latham, P.Eng.
J. Zuccon, P.Eng.
F. Goncalves, CHRP
R. Martin
D. Power

Regrets: R. Huang, LL.B
A. Zimmermann

Guest: R. Jones, P.Eng., Finance Committee Chair

CALL TO ORDER

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

14-31 APPROVAL OF AGENDA

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

That:

- a) the agenda, as presented to the meeting at E-239-1.1, Appendix A, be approved, and
- b) the Chair be authorized to suspend the regular order of business.

CARRIED

14-32 STRUCTURAL ASSESSMENT SUBCOMMITTEE

Moved by Vice-President Quinn, seconded by Past President Adams:

That the Executive Committee authorize the Structural Assessment Subcommittee to share the Structural Condition Assessments of Existing Buildings and Designated Structures draft guideline ahead of public consultation with the Ministry of Municipal Affairs and

Housing(MMAH), Building Safety Technical Advisory Panel (BSTAP) and the Ministry of Labour (MOL).

CARRIED

**14-33
TOWN HALL MEETINGS**

The Committee discussed the proposed town hall meetings which will allow members to participate in discussions regarding key issues impacting engineering self-governance such as continuing professional development as well as other recommendations from the Elliot Lake Inquiry.

Past President Adams stressed the importance of providing as much information beforehand as possible to those attending the town hall meetings so that they are as informed as possible regarding the issues being discussed.

Moved by President-elect Comrie, seconded by Vice-President Quinn:

That the Executive Committee approves a budget of \$35,000 to fund the 2015 town hall meetings.

CARRIED

Moved by President-elect Comrie, seconded by Vice-President Quinn:

That the Executive Committee approves the agenda for the 2015 town hall meetings.

CARRIED

**14-34
PRESIDENT'S AWARD**

The Committee discussed the nomination for the 2016 President's Award.

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

That Carol Layton, Deputy Minister of Transportation, be recommended to Council as the recipient of the 2016 PEO President's Award.

CARRIED

**14-35
VOLUNTEER LEADERSHIP CONFERENCE**

The Committee discussed the approval of the Volunteer Leadership Conference as an ongoing event held in conjunction with the PEO Annual General Meeting.

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

That the Executive Committee:

1. **Approve the Volunteer Leadership Conference to be held in conjunction with the PEO Annual General Meeting, and that necessary funding be included in each annual budget.**
2. **Approve the revised Terms of Reference for the Volunteer**

CARRIED

Moved by Vice-President Dony, seconded by Councillor Sadr:

That the Executive Committee appoint President-elect Comrie as the Executive Committee representative to serve on the Volunteer Leadership Conference Planning Committee.

CARRIED

**14-36
PRESIDENT'S CHAIN OF OFFICE**

In June 2015, President Chong asked staff to examine the issue of a President's Chain of Office to be worn by the President at inaugural ceremony and other special events.

Moved by Councillor Sadr, seconded by President-elect Comrie::

That the Executive Committee direct the Registrar to pursue design concepts for the President's Chain of Office.

CARRIED

**14-37
SELECTION OF 2017 AGM HOST CITY**

The Committee discussed the selection of the host city for the 2017 Annual General Meeting and associated events.

Moved by Vice-President Quinn, seconded by Vice-President Dony:

That Thunder Bay be approved as the host city for the 2017 Annual General Meeting and associated events.

CARRIED

**14-38
CONSENT AGENDA**

Moved by President-elect Comrie, seconded by Councillor Sadr:

That the Consent Agenda be approved:

CARRIED

- 4.1 Minutes – 238th Executive Committee Meeting – January 20, 2015
- 4.2 Consulting Engineer Designation Applications

**14-39
MINUTES – 238TH EXECUTIVE
COMMITTEE MEETING – JANUARY 20,
2015**

That the minutes of the 238th open session meeting of the Executive Committee accurately reflect the business transacted at that meeting.

CARRIED

**14-40
APPROVAL OF CONSULTING ENGINEER
DESIGNATION APPLICATIONS**

1. **That the Executive Committee 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 E-239-4.2 presented to the meeting.**
2. **That the Executive Committee approve the applications for**

re-designation as Consulting Engineer as set out in Section 2 of Appendix A of Briefing Note E-239-4.2 presented to the meeting.

3. That the Executive Committee 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 E-239-4.2 presented to the meeting.

CARRIED

**14-41
ACT CHANGES**

A status report on the list and policy intents of proposed Act changes arising from the Belanger Report was provided.

**14-42
FINANCE COMMITTEE UPDATE**

Councillor Jones, Finance Committee Chair, provided an update on the recent activities of the Finance Committee.

**14-43
COMMERCIAL TENANT PRIVACY POLICY**

The Commercial Tenant Privacy Policy was provided to the Committee for peer review.

**14-44
ANNUAL TECHNOLOGY ALLOWANCE**

Following discussion there was consensus to present the Annual Technology Allowance Policy to Council as presented to the meeting.

**14-45
LIEUTENANT GOVERNOR’S AWARD**

The Committee was provided with an update on a proposal to seek approval from the Lieutenant Governor of Ontario for the introduction and inclusion of a Lieutenant Governor’s Gold Medal Award in Professional Engineering in the Ontario Professional Engineers Awards (OPEA) Program.

**14-46
EXECUTIVE COMMITTEE ITEMS**

Security Concerns

Vice-President Quinn referred to recent events in the media concerning violence against women and minorities and that PEO, as a regulatory body, should send a communication to the universities across the province regarding this issue.

Moved by Vice-President Quinn, seconded by Past President Adams:

That the Registrar send a letter to the engineering schools across the province that there is a concern regarding the behaviour of students and request they inform all engineering students that they be made clearly aware of the conduct expectations of their future profession, the reasons such expectations exist, and how failing to live up to these expectations may be seen as a lack of good character and make it difficult for them to become licensed.

CARRIED

Moved by Vice-President Dony, seconded by Councillor Sadr:

That the Executive Committee move in camera.

**14-47
IN-CAMERA SESSION**

While in camera, the Executive Committee:

- a) Verified the in-camera minutes of the 238th Executive Committee meeting held January 20, 2015.

There being no further business, the meeting concluded.

These minutes consist of minutes 14-31 to 14-47 inclusive and five pages.

T. Chong, P.Eng., President and Chair

G. McDonald, P.Eng., Registrar

DRAFT

MINUTES – 240th Executive Committee – October 27, 2015

Purpose – To ratify the minutes of the 240th Executive Committee meeting

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

That the minutes of the 240th meeting of the Executive Committee, held on October 27, 2015, as presented to the meeting at C-503-3.2, Appendix A, be ratified.

Prepared by: Dale Power, Secretariat Administrator

1. Need for PEO Action

To practice best business practices, Council should formally record its consent to the actions taken by the Executive Committee.

The Executive Committee, at its meeting held November 2, 2015, confirmed that the attached minutes from the 240th meeting of the Executive Committee, held October 27, 2015, accurately reflect the business transacted at that meeting.

2. Current Policy

It is PEO convention that Council ratify minutes of Executive Committee meetings.

3. Appendices

- Appendix A – Minutes of the 240th Meeting of the Executive Committee



Minutes

C-503-3.2
Appendix A

The 240th Meeting of the EXECUTIVE COMMITTEE of PROFESSIONAL ENGINEERS ONTARIO was held at PEO Offices, 40 Sheppard Avenue West, Toronto, Ontario on Tuesday, October 27, 2015 at 4:30 p.m. via teleconference.

Present: T. Chong, P.Eng., President and Chair
G. Comrie, P.Eng., President-elect
P. J. Quinn, P.Eng., Vice-President (elected)
B. Dony, P.Eng., Vice-President (appointed)

Staff: G. McDonald, P.Eng., Registrar
S. W. Clark, LL.B
M. Price, P.Eng.
R. Martin
D. Power

Regrets: J. D. Adams, P.Eng., Past President
R. Huang, LL.B
C. Sadr, P.Eng.

CALL TO ORDER

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

14-48 APPROVAL OF AGENDA

Moved by Vice-President Quinn, seconded by Vice-President Dony:

That:

- a) the agenda, as presented to the meeting at E-240-1.1, Appendix A, be approved, and
- b) the Chair be authorized to suspend the regular order of business.

CARRIED

14-49 ENGINEERS CANADA ENGINEERING INSTRUCTION AND ACCREDITATION CONSULTATION GROUP

Moved by Vice-President Dony, seconded by Vice-President Quinn:

That the Executive Committee authorize the Registrar to participate as a Constituent Association Representative in the Engineering Instruction and Accreditation Consultation Group being formed by Engineers Canada as described in the EC Board Motion of September 30, 2015 as presented at E-240-2.1, Appendix A.

CARRIED

**14-50
CONSENT AGENDA**

Moved by President-elect Comrie, seconded by Vice-President Quinn:

That the Consent Agenda be approved:

CARRIED

Included on the consent agenda:

3.1 Open Session Minutes – 239th Executive Committee Meeting – August 11, 2015

3.2 In-Camera Minutes – 239th Executive Committee Meeting – August 11, 2015

[Secretariat Note: The August 11, 2015 In-Camera minutes were included as part of the consent agenda since these minutes consisted of the approval of the January 20, 2015 in-camera minutes only.]

[Note: minutes 14-51 and 14-52 reflect the motions provided in the briefing notes presented to the meeting.]

**14-51
MINUTES – 239TH EXECUTIVE
COMMITTEE MEETING – AUGUST 11,
2015**

That the minutes of the 239th open session meeting of the Executive Committee, held on August 11, 2015, as presented to the meeting at E-240-3.1, Appendix A, accurately reflect the business transacted at that meeting.

CARRIED

**14-52
IN-CAMERA MINUTES – 239TH EXECUTIVE
COMMITTEE MEETING – AUGUST 11,
2015**

That the minutes of the 239th in-camera session meeting of the Executive Committee, held on August 11, 2015, as presented to the meeting at E-240-3.2, Appendix A, accurately reflect the business transacted at that meeting.

CARRIED

**14-53
EXECUTIVE COMMITTEE ITEMS**

Plenary Session Topics for the November 20, 2015 Council Meeting

Registrar McDonald stated that the tentative topics were:

- Communication Audit
- CPDCQA Task Force Presentation
- Town Hall Presentation

Entrepreneurship Program

The Executive Committee felt that this program was of value and discussed ways of moving it forward.

There being no further business, the meeting concluded.

These minutes consist of minutes 14-48 to 14-53 inclusive and two pages.

T. Chong, P.Eng., President and Chair

G. McDonald, P.Eng., Registrar

OPEN SESSION MINUTES – 502nd Council Meeting – September 25, 2015

Purpose: To record that the minutes of the open session of the 502nd 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 502nd meeting of Council, held September 25, 2015, as presented to the meeting C-503-3.3, 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 – 502nd Council open session meeting – September 25, 2015



Minutes

C-503-3.3
Appendix A

The 502nd MEETING of the COUNCIL of PROFESSIONAL ENGINEERS ONTARIO (PEO) was held at PEO Offices, 40 Sheppard Avenue West, Toronto, Ontario on Friday, September 25, 2015 at 9:00 a.m.

- Present:
- T. Chong, P.Eng., President and Chair
 - J. D. Adams, P.Eng., Past President
 - G. Comrie, P.Eng., President-elect
 - B. Dony, P.Eng., Vice President (Appointed)
 - 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. [minutes 11542-11563]
 - S. K. Gupta, P.Eng.
 - R. J. Hilton, P.Eng. [minutes 11542-11563]
 - R. Huang, LL.B. [minutes 11542-11563]
 - C.M. Kidd, P.Eng.
 - L. King, P.Eng.
 - B. Kossta
 - E. Kuczera, P.Eng.
 - M. Long-Irwin [minutes 11542 – 11563]
 - D. Preley, P.Eng.
 - P. J. Quinn, P.Eng. [minutes 11542 – 11566]
 - S. Reid, C.Tech.
 - S. Robert, P.Eng.
 - C. Sadr, P.Eng.
 - R.K. Shreewastav, P.Eng. [via teleconference – minutes 11542-11571 except minutes 11547-11556 and 11557 a-b]
 - M. Spink, P.Eng.
 - W. Turnbull, P.Eng.
- Regrets:
- R. Jones, P.Eng.
- Staff:
- G. McDonald, P.Eng., Registrar
 - S.W. Clark, LL.B.
 - M. Cellucci
 - C. Mucklestone
 - L. Latham, P.Eng.
 - M. Price, P.Eng.
 - Z. Sarmento
 - J. Zuccon, P.Eng.
 - R. Martin
 - D. Power

Guests: C.D. Roney, P.Eng. , PEO Director, Engineers Canada [minutes 11542 – 11556]
H. Brown, Brown & Cohen [minutes 11542 – 11571, except minute 11557]
A. Brownlee, Office of the Fairness Commissioner [minutes 11542 – 11571, except minute 11557]
R. Gupta, Finance Committee member [minutes 11542 – 11556]
N. Hill, AGM submitter [minute 11563 only]
R. Linseman, AGM submitter [minutes 11563 – 11567]
R. Willson, AGM submitter [minute 11563 only]
S. Perruzza, OSPE [minutes 11542 – 11571, except minute 11557]
B. Steinberg [minutes 11542 – 11571, except minute 11557]

On Thursday evening, Council held a plenary session to discuss the Continuing Professional Development, Competency and Quality Assurance Task Force (CPDCQA TF) update; the fall regional town halls; OCEPP update and Legislation Committee update.

Council convened at 9:00 a.m. Friday, September 25, 2015.

CALL TO ORDER

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

11542

APPROVAL OF AGENDA

Moved by Councillor Colucci, seconded by Councillor Kuczera:

That:

- a. the agenda, as presented to the meeting at C-502-1.1, Appendix A be approved, and**
- b. the Chair be authorized to suspend the regular order of business.**

CARRIED

11543

PRESIDENT/REGISTRAR'S REPORT

President Chong reported that:

- everyone, particularly staff, should be vigilant regarding cyber security referring to the recent data breach experienced by the Association of Professional Engineers and Geoscientists of Alberta (APEGA)
- six town hall meetings are scheduled throughout the province to discuss the implementation of the Elliot Lake recommendations with members

11544

LICENSING COMMITTEE POSITION PAPERS

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

That Council approve the Licensing Committee Position Papers on the Rationale for Technical Examination Programs and on the Canadian Experience Requirement for Licensure for PEO public communication as presented to the meeting at C-502-2.1, Appendices A and B.

CARRIED

11545

The motion to rescind certain policy motions was reviewed and

**LEGISLATION COMMITTEE RESCINDING
COUNCIL MOTIONS**

approved by the Legislation Committee.
[Secretariat Note: Rescinding of the following motions required a simple majority of votes cast to carry.]

Moved by Councillor Fraser, seconded by Vice-President Dony:

To rescind the following motions previously passed by Council:

C-435, 10316 CERTIFICATION OF AUTHORIZATION – Policy Direction

That the online membership directory identify all licence holders who carry, or do not carry, professional liability insurance.

That:

- a) all licence holders be identified on the online directory by the discipline (CEAB degree or PEO syllabus) in which they are licensed; and
- b) discipline-specific seals be issued, and additional seals be issued to licence holders who can demonstrate competency in additional discipline(s) (i.e. similar to an application for a licence).

That:

- a) all engineers offering engineering services to the public be required to be listed on the initial Certificate of Authorization application and annual renewal form;
- b) the signing officer of the firm be required to sign a declaration acknowledging awareness of the requirement of Section 50 of the Regulation that PEO be advised of changes within 30 days.

That:

- a) PEO validate that the services offered on the Certificate of Authorization are supported by competent licence holders with the discipline(s) that support its scope(s) of practice as stated on its application; and
- b) the services offered by the holder of a Certificate of Authorization be listed on the online directory.

That, for a nominal fee, a check-box on the application for licence for a sole practitioner be provided to indicate that he/she will be providing services to the public, and to denote if he/she carries professional liability insurance.

That practitioners be required to file a declaration of competency on an annual basis.

C-436 10332 CERTIFICATE OF AUTHORIZATION (C of A) Proposed

Implementation Plan to Revamp

Section 1, Item 4, of Briefing Note C-436-11 be amended to read:

4. “ all licence holders be identified on the online directory by the discipline (CEAB degree or PEO Syllabus) in which they are primarily licensed;”

Section 1, Item 5, of Briefing Note C-436-11 be amended to read:

5. “discipline-specific seals may be issued, and additional seals may be issued to licence holders who can demonstrate competency in additional discipline(s) (i.e. similar to an application for a licence)”.

That Council directs the Registrar to initiate the implementation plan proposed in agenda Appendix C-436-11(a) and as amended above.

C-447, Minute 10513 CERTIFICATE OF AUTHORIZATION COMPOSITION PROJECT – Discipline-Specific Seals

That Council approve for use the discipline-specific seal graphic design F presented to the meeting at agenda Appendix C-447-8(a)(i), to be effective with the launch of the implementation of the enhancements to the Certificate of Authorization.

[Secretariat Note: Rescinding of the following motions required a two-thirds majority of votes cast to carry.]

Moved by Councillor Fraser, seconded by Vice-President Dony:

To rescind the following motions previously passed by Council:

C-406, 9711 CERTIFICATE OF AUTHORIZATION REVIEW TASK FORCE REPORT

4. Limitations should be imposed on the number of Certificates that a licensee can be responsible for.
5. Over 30% of C of A's have opted for compulsory disclosure, but PEO has no idea if these entities are providing clients with a disclosure notice. In order to follow up on disclosure notifications, PEO should have powers of inspection built into the Act.
7. PEO could assist licence individuals by ensuring that C of A holders provide proper professional working conditions (i.e. prevent overriding of P.Eng. decisions by non-P.Eng.; giving P.Eng. more clout in controlling the professional engineering activities of a firm).

C-443, Minute 10445 LICENSING PROCESS TASK FORCE

27. That a new regulation be added to cover licensing of applicants already registered in another jurisdiction with which PEO has in place a mobility agreement, by which such applicants will be deemed to meet all requirements for licensure except for the *good character* requirement with the following provisions:
- a) The applicant has successfully passed a Professional Practice Examination in a Canadian jurisdiction, or has been licensed to practise professional engineering in a Canadian jurisdiction for at least five (5) years; and
 - b) The applicant has provided satisfactory evidence of having at least twelve (12) months of Canadian experience that meets the requirements of subsection 33. (3) 3. of this Regulation; and
 - a) The applicant has not previously applied to the Association for a licence and been deemed to not meet the academic requirements.

C-455, minute 10631 PEO SYLLABI

That the syllabi shown in agenda Appendix C-455-5.2, Appendix A:

- a) be amended by deleting, in each syllabus, all references to the number of examinations required in each category; and
- b) be reaffirmed, as amended above, as at April 17, 2009.

CARRIED

**11546
ELECTION MATTERS – ISSUES REPORT
AND PROCEDURES**

Moved by Past President Adams, seconded by Councillor Sadr:

That Council, with respect to the 2016 Council election:

- a) approve the recommendations contained in the 2015 Central Election and Search Committee Issues Report as presented to the meeting at C-502-2.3, Appendix A;
- b) approve the 2016 Voting Procedures, as presented to and as amended at the meeting C-502-2.3, Appendix B;
- c) approve the 2016 Election Publicity Procedures, as presented to and as amended at the meeting C-502-2.3, Appendix C;
- d) approve the 2016 Nomination Petition Form as presented to the meeting at C-502-2.3, Appendix D;
- e) approve the 2016 Nomination Acceptance Forms for President-Elect, Vice-President, Councillor-at-Large and Regional Councillor as presented to the meeting at C-502-2.3, Appendix E.

CARRIED

11547

Since *Engineering Dimensions* represents the most viable and widely

**ENGINEERING DIMENSIONS
DISTRIBUTION**

recognized communications tool for an interactive relationship with license holders and future license holders, PEO must make it as engaging and accessible to as many of them as possible. Reverting to sending the print edition to everyone who does not request the digital edition would be a step in this direction.

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

That PEO resume sending the print edition of *Engineering Dimensions* to all PEO licence holders and interns, unless they request the digital edition, and that \$304,000 be added to *Engineering Dimensions*' 2016 budget for this purpose.

CARRIED

For

J.D. Adams
I. Bhatia
D. Chui
N. Colucci
G. Comrie
R. Fraser
S. Gupta
C. Kidd
L. King
E. Kuczera
P. Quinn
S. Robert
C. Sadr

Against

D. Brown
B. Dony
R. Hilton
R. Huang
B. Kossta
M. Long-Irwin
D. Preley
S. Reid
M. Spink
W. Turnbull

Notice of Item – Vice-President Quinn will present a motion at the November Council meeting for the review of *Engineering Dimensions* in its entirety.

Notice of Item – Councillor Brown will present a motion at the November Council meeting that Council's direction that PEO resume sending the print edition of *Engineering Dimensions* be done as a one year trial and that a review be done upon completion of the trial to determine if this action has resulted in increased readership and that the review include updated data contained within Appendix A, item C-502-2.4.

**11548
2016 OPERATING BUDGET**

Ms. Cellucci advised that the Finance Committee would be meeting in October to finalize the draft 2016 operating and capital budgets for approval at the November Council meeting. She reviewed the operating budget highlights and responded to queries.

**11549
2016 CAPITAL BUDGET**

Ms. Cellucci reviewed the capital budget highlights and responded to queries.

Mr. R. Gupta, Finance Committee member, was invited to provide a brief overview regarding the challenging role of the Finance Committee.

Further to the notional intent agreed to by Council at the September 24, 2015 Plenary Session with respect to OCEPP, Registrar McDonald confirmed that a motion, including budget implications, would be presented at the November Council meeting for approval.

**11550
CONSENT AGENDA**

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

That the Consent Agenda be approved.

CARRIED

Included on the consent agenda:

- 3.1 Minutes – 238th EXE Committee Meeting – January 20, 2015
- 3.2 Minutes – 501st Council Meeting – May 29, 2015
- 3.3 Appointment of Regional Election and Search Committees
- 3.4 Approval of CEDC Applications
- 3.5 Changes to Committees/Task Forces Roster
- 3.6 Audit Committee Terms of Reference

[Note: minutes 11551 to 11556 reflect the motions provided in the briefing notes presented to the meeting.]

Councillor Brown referred to the changes contained within the Audit Committee Terms of Reference and requested that, in future, documents with significant changes include explanations. Details regarding changes to the Audit Committee Terms of Reference will be provided to Council members.

**11551
MINUTES – 238th EXE COMMITTEE
MEETING – JANUARY 20, 2015**

That the minutes of the open session of the 238th meeting of the Executive Committee, held on January 20, 2015 as presented to the meeting at C-502-3.1, Appendix A be ratified.

CARRIED

**11552
MINUTES – 500TH COUNCIL MEETING –
APRIL 25, 2015**

That the minutes of the open session of the 501st meeting of Council, held on May 29, 2015 as presented to the meeting at C-502-3.2, Appendix A accurately reflect the business transacted at that meeting.

CARRIED

**11553
APPOINTMENT OF REGIONAL ELECTION
AND SEARCH COMMITTEES**

That the following Regional Election and Search Committees for the 2016 Council elections be appointed:

1. **Western Regional Election and Search Committee;**
2. **West Central Regional Election and Search Committee;**
3. **Eastern Regional Election and Search Committee;**
4. **East Central Regional Election and Search Committee; and**
5. **Northern Regional Election and Search Committee**

CARRIED

**11554
APPROVAL OF CEDC APPLICATIONS**

1. That Council approve the exemption from examinations and the applications for designation as Consulting Engineer as set out in Section 1 of Appendix A of Briefing Note C-502 presented to the meeting.
2. That Council approve the applications for re-designation as Consulting Engineer as set out in Section 2 of Appendix A of Briefing Note C-502 presented to the meeting.
3. That Council grant permission to use the title “Consulting Engineers” (or variations thereof) to the firms set out in Section 3 of Appendix A of Briefing Note C-502 presented to the meeting.

CARRIED

**11555
CHANGES TO 2015 COMMITTEES AND
TASK FORCES MEMBERSHIP ROSTER**

That the recommended changes to the 2015 PEO Committees and Task Forces Membership Roster be approved as presented at C-502-3.5 Appendix A.

CARRIED

**11556
AUDIT COMMITTEE TERMS OF REFERENCE**

That the Audit Committee (AUC) Terms of Reference as presented at C-502-3.6, Appendix A be approved.

CARRIED

**11557
IN-CAMERA SESSION**

Moved by Councillor Sadr, seconded by Councillor Bhatia:

That Council move in-camera.

CARRIED

While in-camera, Council:

- a) ratified the in-camera minutes of the Executive Committee, held on January 20, 2015, as presented to the meeting at C-502-4.1, Appendix A;
- b) verified the in-camera minutes from the 501st meeting of Council held May 29, 2015;
- c) received a report from the HRC Committee;
- d) approved eligibility criteria to serve on PEO Regulatory Committees;
- e) approved the appointment of the Official Elections Agent;
- f) approved the appointment of the Chief Elections Officer;
- g) approved the appointment of two additional members to the Central Election and Search Committee;
- h) approved the recommended nominee for the 2016 PEO President’s Award;
- i) received an update regarding the repeal of the industrial Exception;
- j) received decisions and reasons of the Discipline Committee;
- k) received a legal update on legal actions in which PEO is involved;
- l) there were no issues reported regarding PEO’s Anti-Workplace Violence and Harassment Policy.

Moved by Councillor Gupta, seconded by Councillor Turnbull:

That Council return to open session.

CARRIED

**11558
ELIGIBILITY TO SERVE ON PEO
REGULATORY COMMITTEES**

1. That staff of the organizations listed at C-502-4.4, Appendix A, as amended, be precluded from serving on the PEO regulatory committees listed at C-502-4.4, Appendix B.
2. That volunteers accepting appointments to PEO regulatory committees listed at C-502-4.4, Appendix B be advised that they will be considered to have resigned from the committee upon acceptance of any staff position with an organization named at C-502-4.4, Appendix A, as amended.
3. That the rosters of PEO regulatory committees whose membership is inconsistent with this policy be amended and presented for Council approval at its November, 2015 meeting.

MAIN MOTION AS AMENDED CARRIED

**11559
APPOINTMENT OF THE OFFICIAL
ELECTIONS AGENT**

That Council appoint Everyone Counts, Inc., as the Official Elections Agent for the 2016, 2017 and 2018 Council elections.

CARRIED

**11560
APPOINTMENT OF CHIEF ELECTIONS
OFFICER**

That Council approve the appointment of Allison Elliot as Chief Elections Officer

CARRIED

**11561
APPOINTMENT OF TWO ADDITIONAL
MEMBERS TO THE 2015 CENTRAL
ELECTION AND SEARCH COMMITTEE**

That Zhong Liu, P.Eng. and Alain Mukama P.Eng. be appointed as the two additional members to the 2015- 2016 Central Election and Search Committee.

CARRIED

**11562
PRESIDENT'S AWARD**

That Carol Layton, Deputy Minister of Transportation be named the recipient of the 2016 PEO President's Award.

CARRIED

**11563
AGM SUBMISSIONS**

The following Member Resolutions were passed at the 2015 Annual General Meeting and as such the proponents of these resolutions were invited to the September Council meeting. Council reviewed the first submission.

THEREFORE BE IT RESOLVED THAT, PEO Institute term limits for all positions on Council for which an individual has already served and going forward will serve.

Ms. Hill, submitter of the first submission, addressed Council.

Council reviewed the second submission.

THEREFORE BE IT SUBMITTED THAT, PEO institute a system for identifying potential candidates for all Council positions well in advance of elections, operating on concert with term limits for all Council positions.

Mr. Willson, submitter of the second submission, addressed Council.

Given the close relation of the above two resolutions Councillor Brown offered to work with Ms. Hill and Mr. Willson to draft a motion to establish a Council Term Limits Task Force with properly constituted terms of reference for presentation at the November Council meeting. This offer was accepted by both submitters.

Vice-President Quinn, the submitter of the third submission, as follows, did not address Council.

THEREFORE BE IT RESOLVED that future budgets be based on PEO's needs as a regulator, rather than on raising spending to match projected income.

Council did not take any action on this matter.

Council reviewed the fourth submission.

THEREFORE BE IT SUBMITTED that PEO Council establish a policy whereby any active member providing volunteer hours and service on a PEO Council, approved Committee, a Chapter Executive, or a Chapter Directorate would be allowed to request and be granted a PEO webmail account using the individual name or position with a @peo.on.ca identifier.

Mr. Linseman, submitter of the fourth submission, addressed Council. He explained that his motion relates to a PEO webmail account vs. a PEO email address. He stated that any active volunteer with a PEO webmail account has access to PEO's global email system which include staff, Council, etc. This would also protect volunteer and member personal information such as email addresses.

Councillor Brown suggested that this matter be referred to the IT Envisioning Group (ITEG) for review. There were no objections.

Moved by Councillor Kuczera, seconded by Vice President Quinn:

(I) That Council authorize that the 2016 Election include a ballot with

**11564
MEMBER REFERENDUM ON MANDATORY
VERSUS VOLUNTARY REPORTING OF**

CONTINUING PROFESSIONAL DEVELOPMENT BY LICENSE-HOLDERS

a simple question of whether to require mandatory or voluntary reporting of Continuing Professional Development by the license-holder.

- (II) That the outcome of this referendum be binding on Council; and**
- (III) That Council pursue enabling legislation and/or enact draft regulations or by-laws necessary to effect same.**

Following discussion there was consensus from the table to withdraw the above motion.

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

That Council affirms its intent to ask the membership to ratify in a referendum any mandatory requirement to participate in a continuing professional development competency and quality assurance program.

**CARRIED
Recorded Vote**

For

Against

J.D. Adams
I. Bhatia
D. Chui
N. Colucci
G. Comrie
B. Dony
S. Gupta
L. King
B. Kossta
E. Kuczera
P. Quinn
R. Shreewastav

D. Brown
C. Kidd
D. Preley
S. Reid
S. Robert
C. Sadr
M. Spink
W. Turnbull

**11565
APTIFY UPDATE**

A report was distributed at the meeting. Registrar McDonald provided highlights.

**11566
LEGISLATION COMMITTEE UPDATE**

There was no update.

**11567
STRATEGIC PLAN UPDATE**

Registrar McDonald reported that an overwhelming majority of projects are on schedule with some exceptions, particularly the Industrial Exception which is beyond PEO’s scope of control in light of information that is being provided by the Ministry of Labour.

**11568
ENGINEERS CANADA UPDATE**

Councillor Shreewastav reported on the following:

- The Linkages Task Force continues to make progress on strategies to work more efficiently with the constituent associations across Canada

- Engineers Canada is working on bylaw changes related to governance
- Big picture thinking regarding the national Code of Ethics

Councillor Shreewastav advised that he attended a CEAB workshop along with Vice-President Dony and that some Deans have expressed interest in lowering the accreditation standards. He indicated that based on the will of Council in the past he will strongly oppose this as one of PEO's Engineers Canada Directors.

**11569
REGIONAL CONGRESS UPDATE**

Councillor Sadr advised that Chapter by-law changes have been put on hold due to a conflict in PEO's Bylaw #1.

**11570
STATISTICS - COMPLAINTS, DISCIPLINE,
LICENSING AND REGISTRATION**

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

**11571
COUNCILLOR ITEMS**

There were no items brought forward.

There being no further business, the meeting concluded.

These minutes consist of twelve pages and minutes 11542 to 11571 inclusive.

T. Chong, M.Sc., P.Eng., FEC, PMP, Chair

G. McDonald, P.Eng., Registrar

Briefing Note – Decision

CONSULTING ENGINEER DESIGNATION APPLICATIONS

Purpose: Under Section 61(2) of Regulation 941 under the *Professional Engineers Act*, the Consulting Engineer Designation Committee (CEDC) may make recommendations to Council in respect of all matters relating to application for designation as a consulting engineer. The CEDC is recommending that Council approve the following motions.

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

1. That Council approve the exemption from examinations and the applications for designation as Consulting Engineer as presented to the meeting at C-503-3.4, Appendix A, Section 1.
2. That Council approve the applications for re-designation as Consulting Engineer as presented to the meeting at C-503-3.4, Appendix A, Section 2.
3. That Council grant permission to use the title “Consulting Engineers” (or variations thereof) to the firms as presented to the meeting at C-503-3.4, Appendix A, Section 3.

Prepared by: Lawrence Fogwill, P.Eng, Manager, Registration

Moved by: Councillor Santosh Gupta, P.Eng.

1. Need for PEO Action

Council needs to accept the recommendations of the Consulting Engineer Designation Committee (CEDC) with respect to the applications submitted for its consideration before the applicants are informed of the PEO’s decision with respect to their application.

2. Proposed Action / Recommendation

That Council approve/deny the applications for designation and redesignation.

3. Next Steps (if motion approved)

The applicants will be advised of Council’s decision with respect to their applications.

4. Peer Review & Process Followed

Process Followed	All applications were reviewed by PEO staff, the Regional Subcommittees of CEDC and later approved by CEDC on October 22, 2015.
Council Identified Review	Not applicable. Required by Regulation.
Actual Motion Review	As stated under above process.

5. Appendices

- Appendix A – Report of the Consulting Engineer Designation Committee
- Appendix B – Legal Implications

To the 503rd Meeting of the Council of
Professional Engineers Ontario

REPORT OF THE CONSULTING ENGINEER DESIGNATION COMMITTEE

Chair: Eric Nejat, P.Eng.

- 1. The Committee has reviewed the following applications for DESIGNATION and recommends to Council that these 7 applicants be exempted from examinations pursuant to Section 56(2) of O.Reg.941 and that they be considered for DESIGNATION AS CONSULTING ENGINEER, having met the requirements pursuant to Section 56(1) of O.Reg.941:**

#	P.Eng.	Company Name	Address	Licence #
1.1	DAWE, DENNIS LEONARD	Chorley + Bisset Ltd.	369 York St, Suite 2B, London ON, N6B 3R4	90254616
1.2	EL-SADEK, GHASSAN	Jain & Associates Ltd.	2-2270 Argentia Rd, Mississauga ON, L5N 6A6	90396771
1.3	HERN, RYAN ANDREW	Development Engineering (London) Limited	71-41 Adelaide St N, London ON, N6B 3P4	90476276
1.4	JILANI, MOHAMMED GHOUSE	Vanderwesten Rutherford Mantecon Inc.	7242 Colonel Talbot Road, London ON, N6L 1H8	90555731
1.5	LIERMAN, CHRISTOPHER STEVEN	Spriet Associates London Limited	155 York St, London ON, N6K 3S5	90400573
1.6	LOURAS, GEORGE	Ausenco Engineering Canada Inc.	100-1016B Sutton Dr, Burlington ON, L7L 6B8	27450303
1.7	TAZIAR, STEPHEN JOSEPH	WSP Canada Inc.	2-126 Don Hillock Dr, Aurora ON, L4G 0G9	90372368

2. The Committee has reviewed the following applications for REDESIGNATION and recommends to Council that these 44 applicants be granted REDESIGNATION AS CONSULTING ENGINEER, having met the requirements pursuant to Section 57(2) of O.Reg.941:

#	P.Eng.	Company Name	Address	Licence #
2.1	ALSTON, COLIN	Alston Geotechnical Consultants Inc.	102 Senator Reesor's Dr, Markham ON, L3P 3E5	771014
2.2	BOCKASTEN, KLAS EDVIN	KEB Engineering & Project Management	48 Mary St, Kitchener ON N2H 3R1	4253506
2.3	BRINOVEC, VALENTIN	Valentin Engineering Ltd.	11 Camwood Cres, Toronto ON, M3A 3L3	90256025
2.4	BROGDEN, ALLAN BRUCE	MIG Engineering (2011) Ltd.	453 Christina St N, Sarnia ON, N7T 5W3	5327010
2.5	BROWN, MARIANNE SARAH	Orr Brown Consulting Engineers Ltd.	126-1063 King St W, Hamilton ON, L8S 4S3	90419904
2.6	CLARK, GLENN ROBERTSON	Glenn R. Clark & Associates Ltd.	288 King St E, Cobourg ON, K9A 1L8	8506016
2.7	DALE, ROBERT EMERSON	Robert E. Dale Limited	208-429 Exmouth St, Sarnia ON, N7T 5P1	10359016
2.8	DI LULLO, PETER FRANCESCO	Cadfael PCA Services Inc.	25 Isabella St, Toronto ON, M4Y 1M7	11454501
2.9	ELGUINDI, KAMAL ELDIN	Canadian Eco Systems Inc.	208-2180 Steeles Ave W, Concord ON, L4K 2Z5	13079017
2.10	FEHERTY, BRIAN JOHN	Feherty and Associates Ltd.	411 Queen Street, Newmarket ON, L3Y 2G9	13885017
2.11	FOREST, FLAVIO RENZO	Dillon Consulting Limited	608-3200 Deziel Dr, Windsor ON, N8W 5K8	14618508
2.12	GALIMANIS, LARRY ELEFTHERIOS	Patriot Engineering Ltd.	62-80 Nashene Rd, Scarborough ON, M1V 5E4	15392509
2.13	GASTMEIER, WILLIAM JOHN	HGC Engineering	203-2000 Argencia Rd, Plaza 1, Mississauga ON, L5N 1P7	15669252
2.14	GIBBONS, J. SHAWN	exp Services Inc.	100-2650 Queensview Dr, Ottawa ON, K2B 8H6	15962012
2.15	GRACIAS, DENIS FRANCIS	Triad Engineering Limited	318 Morrish Rd, Scarborough ON, M1C 1G1	16807018
2.16	GRAF, JOHN HENRY	J.L. Richards & Associates Ltd.	864 Lady Ellen Place, Ottawa ON, K1Z 5M2	16813305
2.17	HINDI, RAID	Jain Sustainability Consultants Inc.	7405 East Danbro Cres, Mississauga ON, L5N 6P8	100038110
2.18	HUITEMA, HANK AUGUST PETER	Kalos Engineering Inc.	3-875 Main St W, Hamilton ON, L8S 4P9	20860706
2.19	KEENAN, PAUL THOMAS	KEENAN, PAUL THOMAS	16 Kimbermount Dr, Scarborough ON, M1T 2X9	23171010
2.20	KERR, LOREN JOHN CAMPBELL	GM Blueplan Engineering Limited	975 Wallace Ave N, Listowel ON, N42 1M6	23499502

2.21	KOOPMANS, ROBERT	CMT Engineering Inc.	1011 Industrial Cres, St Clements ON, N0B 2M0	24431504
2.22	KRAJCI, THOMAS	Piotrowski Consultants Ltd.	1820 Bond St, North Bay ON, P1B 4V6	90397647
2.23	KRPAN, IVICA	The Odan/Detech Group Inc.	5230 South Service Rd, Burlington ON, L7L 5K2	24793507
2.24	LIGHTSTONE, ALFRED DAVID	Valcoustics Canada Ltd.	25-30 Wertheim Crt, Richmond Hill ON, L4B 1B9	26870014
2.25	MAK, TONY LOP-MING	T.L. Mak Engineering Consultants Ltd.	218-1455 Youville Dr, Ottawa ON, K1C 6Z7	28709509
2.26	MCGLONE, JOHN JOSEPH	Oakridge Consultants	35 Whittaker Ave, Grimsby ON, L3M 3J3	30429013
2.27	MILES, FRANK RICHARD	Intratech Engineering Laboratories	31-1080 Tapscott Rd, Scarborough ON, M1X 1E7	31661507
2.28	MITRI, EZZAT ANIS	Jain Sustainability Consultants Inc.	7405 East Danbro Cres, Mississauga ON, L5N 6P8	32125304
2.29	MOHAN, JAGANNATHAN	Jag Mohan & Associates Ltd.	400-2 County Court Blvd, Brampton ON, L6W 3W8	32231508
2.30	MORTAZAVI, HASSAN SEYED	Peto MacCallum Ltd.	165 Cartwright Ave, Toronto ON, M6A 1V5	32816506
2.31	OSBORNE, J. MICHAEL	Terrapex Environmental Ltd.	90 Scarsdale Rd, Toronto ON, M3B 2R7	34935304
2.32	RICHARDSON, RICHARD TOM	R.V. Anderson Associates Limited	400-2001 Sheppard Ave E, North York ON, M2J 4Z8	38827010
2.33	RIMROTT, HANS	Aercoustics Engineering	165-50 Ronson Dr, Etobicoke ON, M9W 1B3	90254509
2.34	ROESSLER, STEVEN ROBERT	C.D. Howe Company Limited	287 Richmond St, Ottawa ON, K1Z 6X4	39465018
2.35	SAWICKI, DAVID WILLIAM	SPL Consultants Limited	51 Constellation Crt, Etobicoke ON, M9W 1K4	40823015
2.36	SEARS, STEPHEN ROBERT	Soil-Mat Engineers & Consultants Ltd.	130 Lancing Dr, Hamilton ON, L8W 3A1	90501552
2.37	SKAKUN, RANDALL BRIAN	R. Skakun Engineering Ltd.	2461 Edenhurst Dr, Mississauga ON, L5A 2L2	42757500
2.38	SKRIBE, LEANNE NICOLLE	Durham Energy Specialist Limited	106-209 Dundas St E, Whitby ON, L1N 7H8	100019800
2.39	SUDIC, BRIAN	CIMA Canada Inc.	7880 Keele St, Vaughan ON, L4K 4G7	90416504
2.40	THOMAS, J. GRAHAM	Aiolos Engineering	135 Queens Plate Dr, Etobicoke ON, M9W 6V1	46131504
2.41	VAN DER WOERD, JOHAN STEVEN	van der Woerd & Associates Ltd.	967 Beach Blvd, Hamilton ON, L8H 6Z7	47705090
2.42	WARD, KEVIN NEIL	DEI & Associates Inc.	40 Durward Pl, Waterloo On, N2L 4E4	48878508
2.43	WEINSTEIN, FREDERICK	Weinstein Taylor and Associated Inc.	259 Danforth Ave, Toronto ON, M4K 1N2	49343015
2.44	ZAPATA, JUAN CARLOS	DMC Mining Services	400-191 Creditview Rd, Vaughan ON, L4L 9T1	100056739

3. The Committee recommends to Council that the following **3 FIRMS** be granted **PERMISSION TO USE THE TITLE “CONSULTING ENGINEERS”**, having met the requirements pursuant to Section 68 of O.Reg.941:

#	Company Name	Address	Designated Consulting Engineer (s)
3.1	GREEN HEDGE GROUP INC.	5 Green Hedge Lane, London ON, N6H 4Z3	Marzban J. Austin, P.Eng.
3.2	SALUS CONSULTING ENGINEERS INC.	370 St. Germain Ave, Toronto ON, M5M 1W5	Mark Carli, P.Eng.
3.3	S AUDI LTD.	830 Gazley Circle, Milton ON, L9T 6M2	Saji Audi, P.Eng.

CONSULTING ENGINEER DESIGNATION APPLICATIONS

Legal Implications/Authority

1. Pursuant to Section 56(2), Council has the authority to exempt an applicant from any of the examinations required by section 56(1) to be taken by an applicant for a Consulting Engineer Designation if Council is satisfied that the applicant has appropriate qualifications.

Pursuant to Section 56(1) Council **shall** designate as a Consulting Engineer every applicant for the Designation who meets the requirements set out in Section 56(1)(a-d). As a result there does not appear to be any discretion for Council to refuse applicants who meet the requirements.

2. Pursuant to Section 57(2) Council **shall** redesignate as a consulting engineer every applicant who meets the requirements of section 57(2) (a-c). As a result there does not appear to be any discretion for Council to refuse applicants who meet the requirements.

PEO ANNUAL COMMITTEES AND TASK FORCES MEMBERSHIP ROSTER

Purpose: To approve changes to the 2015 PEO Annual Committees and Task Forces Membership Roster and approve the 2016 PEO Annual Committees and Task Forces Membership Roster.

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

1. That Council approve changes to the 2015 PEO Annual Committees and Task Forces Membership Roster as presented at C-503-3.5, Appendices A.
2. That Council approve the 2016 PEO Annual Committees and Task Forces Membership Roster as presented at C-503-3.5, Appendix B.

Prepared by: Fern Gonçalves, CHRP, Director People Development

Moved by: Councillor Colucci, P.Eng.

1. Need for PEO Action

It is the role of Council to approve annual rosters of committee members under the Committees and Task Forces Policy (Role of Council, Item 4) and authorize the membership of those volunteers who formally participate on its behalf through membership on committees and task forces. Furthermore, Council is asked to approve volunteer members of committees and task forces in accordance with PEO's insurance policy requirements.

Appendix A sets out changes to the *2015 PEO Annual Committees and Task Forces Membership Roster* such as resignations, re-appointment and appointments of new members.

Appendix B is the *2016 PEO Annual Committees and Task Forces Membership Roster* that requires Council approval at this time.

2. Proposed Action / Recommendation

Approve the changes to *2015 PEO Annual Committees and Task Forces Membership Roster* and approve the *2016 PEO Annual Committees and Task Forces Membership Roster* per the Committees and Task Forces Policy, Role of Council (Item 4).

3. Next Steps (if motion approved)

- a. If approved, the newly appointed and re-appointed members will be notified accordingly. Members who are retiring from a committee/task force in 2016 shall continue their service until the end of December 2015.
- b. The approved *2016 PEO Annual Committee and Task Force Membership Roster* will be posted on PEO's website.

4. Peer Review & Process Followed

Process Followed	Committees and Task Forces Policy – Role of Council Item 4: Approve the annual roster of committee members.
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5. Appendices

- Appendix A – Changes to the 2015 PEO Annual Committees and Task Forces Membership Roster.
- Appendix B – 2016 PEO Annual Committees and Task Forces Membership Roster.

**Changes to the 2015 PEO Annual Committees and
Task Forces Membership Roster**

503rd Council Meeting

New appointments:

First/Last Name	Service	Committee
Adam Balogh, P.Eng.	2004/2011, 2015 - Dec 2016	Experience Requirements Committee (ERC) – returning member
Andrew Cornel, P.Eng.	2015 – Dec 2016	Experience Requirements Committee (ERC)
Vitali Kovaltchouk, P.Eng.	2015 – Dec 2016	Experience Requirements Committee (ERC)
Touraj Rahnamoun, P.Eng.	2015 – Dec 2016	Experience Requirements Committee (ERC)
Dale Kerr, P.Eng.	2015 – Dec 2016	Professional Standards Committee (PSC)
Neil Kennedy, P.Eng.	2015 – Dec 2016	Professional Standards Committee (PSC)
Nick Colucci, P.Eng.	2014 – Dec 2016	Volunteer Leadership Conference Planning Committee (VLCPC) – re-appointed
Warren Turnbull, P.Eng.	2015 – Dec 2016	Volunteer Leadership Conference Planning Committee (VLCPC) – RCC representative

The above volunteers for the Experience Requirements Committee (ERC) have completed a formal application process and, in consultation with the Committee Advisor, were evaluated by the Director, People Development and approved by the Registrar to serve on the above committee in accordance with the *PEO Committee and Task Force Policy* (Section 7.4). The Professional Standards Committee (PSC) members have served on the PSC subcommittees and were approved by the committee to join the main committee membership.

Changes to the Committee and Task Force Roster:

First/Last Name	Service	Committee
Stephen Tsui, P.Eng.	2015 – Dec 2016	Awards Committee (AWC) – Sterling Award Subcommittee Chair (2015)
Steven van der Woerd, P.Eng.	2015 – Dec 2016	Consulting Engineer Designation Committee (CEDC) – Southern Subcommittee Chair (2015)
Ravi Gupta, P.Eng., FEC	2003 – Dec 2016	Discipline Committee (DIC) Chair (Nov 2015)
John Vieth, P.Eng., FEC	2004 – Dec 2016	Discipline Committee (DIC) Vice Chair (Nov 2015)
Cliff Knox, P.Eng. – Manager, Enforcement	2015	Enforcement Committee (ENF) – Staff Support; Removal of Industrial Exception Task Force (RIETF) – Committee Advisor

**Changes to the 2015 PEO Annual Committees and
Task Forces Membership Roster**

503rd Council Meeting

Public members re-appointed by the Ministry of Attorney General to PEO Regulatory Committees		
Richard Austin, LL.B.	2013 – Oct 2018	Discipline Committee (DIC) / Registration Committee (REC) panel member
Stella H. Ball, LL.B.	2013 – Oct 2018	Discipline Committee (DIC) / Registration Committee (REC) panel member
Peter R. Braund, LL.M.	2013 – Oct 2018	Complaints Committee (COC)
David N. Germain, J.D.	2013 – Oct 2018	Discipline Committee (DIC) / Registration Committee (REC) panel member
Leigh A. Lampert, LL.B.	2013 – Oct 2018	Discipline Committee (DIC) / Registration Committee (REC) panel member
Evelyn Spence, LL.B.	2013 – Oct 2018	Complaints Review Councillor (CRC)
Kathleen L. Robichaud, LL.B.	2013 – Oct 2018	Discipline Committee (DIC) / Registration Committee (REC) panel member
Sonia Singh, LL.B.	2013 – Oct 2018	Discipline Committee (DIC) / Registration Committee (REC) panel member
John Zane Swaigen, LL.M.	2013 – Oct 2018	Complaints Committee (COC)

Committee and Task Force Resignations/Retirements:

First/Last Name	Service	Committee / Task Force [listed alphabetically]
John Severino, P.Eng.	2013 – Dec 2015	Awards Committee (AWC) – Sterling Award Subcommittee (Chair)
Paul Ballantyne, P.Eng.	2014 – Sept 2015	Central Election and Search Committee (CESC)
Denis Dixon, P.Eng.	2012-13, 2014 – Sept 2015	Central Election and Search Committee (CESC) (Chair)
Phil Maka, P.Eng.	2012 – Sept 2015	Central Election and Search Committee (CESC)
Keith Fuller, P.Eng.	2010 – Dec 2015	Complaints Committee (COC)
Robert Kominar	2013 – Sept 2015	Complaints Review Councillor (CRC) – public member (not re-appointed)
Theodore Nemetz, LL.B.	2013 – Nov 2015	Complaints Review Councillor (CRC)
Roy Fletcher, P.Eng.	1998 – Dec 2015	Consulting Engineer Designation Committee (CEDC)
Chris Roney, P.Eng.	2009 – Dec 2015	Consulting Engineer Designation Committee (CEDC)
Peter Golem	1993 – Dec 2015	Consulting Engineer Designation Committee (CEDC) – Western

**Changes to the 2015 PEO Annual Committees and
Task Forces Membership Roster**

503rd Council Meeting

		Subcommittee
Will Teron, P.Eng.	2014 – Dec 2015	Consulting Engineer Designation Committee (CEDC) – Southern Subcommittee
Annette Bergeron, P.Eng.	2014 – Dec 2015	Continuing Professional Development, Competency and Quality Assurance Task Force (CPDCQATF) (Chair)
Chris Roney, P.Eng.	2014 – Dec 2015	Continuing Professional Development, Competency and Quality Assurance Task Force (CPDCQATF) (Vice Chair)
David Brown, P.Eng.	2014 – Dec 2015	Continuing Professional Development, Competency and Quality Assurance Task Force (CPDCQATF)
Amin Ghobeity, P.Eng., PhD	2014 – Dec 2015	Continuing Professional Development, Competency and Quality Assurance Task Force (CPDCQATF)
Rick Hohendorf, P.Eng.	2014 – Dec 2015	Continuing Professional Development, Competency and Quality Assurance Task Force (CPDCQATF)
Tyler Ing, P.Eng.	2014 – Dec 2015	Continuing Professional Development, Competency and Quality Assurance Task Force (CPDCQATF)
Chris Maltby, P.Eng.	2014 – Dec 2015	Continuing Professional Development, Competency and Quality Assurance Task Force (CPDCQATF)
Mario Mariotti, P.Eng.	2014 – Dec 2015	Continuing Professional Development, Competency and Quality Assurance Task Force (CPDCQATF)
Sean McCann, P.Eng.	2014 – Dec 2015	Continuing Professional Development, Competency and Quality Assurance Task Force (CPDCQATF)
Bruce Miller, P.Eng.	2014 – Dec 2015	Continuing Professional Development, Competency and Quality Assurance Task Force (CPDCQATF)
Corneliu Chisu, P.Eng.	2009-11, 2012 - Dec 2015 / 2006 – Dec 2015	Discipline Committee (DIC) / Registration Committee (REC)
Gina Cody, P.Eng.	2000 – Dec 2015	Discipline Committee (DIC)
Evelyn Spence, LL.B.	2013 – Nov 2015	Discipline Committee (DIC)
Karen Valentine, LL.B.	2013 – Aug 2015	Discipline Committee (DIC)
David B. Caryll, P.Eng.	2000 – Dec 2015	Fees Mediation Committee (FMC)

**Changes to the 2015 PEO Annual Committees and
Task Forces Membership Roster**

503rd Council Meeting

Andy Bowers, P.Eng.	2000 – Dec 2015	Professional Standards Committee (PSC)
Leslie (Les) Mitelman, P.Eng.	1994 – Dec 2015	Professional Standards Committee (PSC)
James Bennett, P.Eng.	2011 – Dec 2015	Professional Standards Committee (PSC) – Forensic Engineering Subcommittee
Helmut Brosz, P.Eng.	2011 – Dec 2015	Professional Standards Committee (PSC) – Forensic Engineering Subcommittee
Jamie Catania, P.Eng.	2011 – Dec 2015	Professional Standards Committee (PSC) – Forensic Engineering Subcommittee
Keith A. Ellison, P.Eng.	2011 – Dec 2015	Professional Standards Committee (PSC) – Forensic Engineering Subcommittee
Michael Maher, P.Eng.	2011 – Dec 2015	Professional Standards Committee (PSC) – Forensic Engineering Subcommittee
David R. Poter, P.Eng.	2011 – Dec 2015	Professional Standards Committee (PSC) – Forensic Engineering Subcommittee
Dennis Pupulin, P.Eng.	2011 – Dec 2015	Professional Standards Committee (PSC) – Forensic Engineering Subcommittee
Christopher D. Thompson, P.Eng.	2011 – Dec 2015	Professional Standards Committee (PSC) – Forensic Engineering Subcommittee
Renato Veerasammy, P.Eng.	2011 – Dec 2015	Professional Standards Committee (PSC) – Forensic Engineering Subcommittee
James Wilkinson, P.Eng.	2011 – Dec 2015	Professional Standards Committee (PSC) – Forensic Engineering Subcommittee
Roger Jones, P.Eng.	2010 – Dec 2015	Professional Standards Committee (PSC) – Industrial Subcommittee (Chair)
Duncan Blachford, P.Eng.	2013 – Dec 2015	Professional Standards Committee (PSC) – Industrial Subcommittee
George Ciobanu, P.Eng.	2013 – Dec 2015	Professional Standards Committee (PSC) – Industrial Subcommittee
Rick Comrie, P.Eng.	2013 – Dec 2015	Professional Standards Committee (PSC) – Industrial Subcommittee
Andrew Donlan, P.Eng.	2013 – Dec 2015	Professional Standards Committee (PSC) – Industrial Subcommittee
Phil Lasek, P.Eng.	2013 – Dec 2015	Professional Standards Committee (PSC) – Industrial Subcommittee
James Lowe, P.Eng.	2013 – Dec 2015	Professional Standards Committee (PSC) – Industrial Subcommittee
Henry Tang, P.Eng.	2013 – Dec 2015	Professional Standards Committee (PSC) – Industrial Subcommittee
Subrhamanya (Sarma) Vangala, P.Eng.	2013 – Dec 2015	Professional Standards Committee (PSC) – Industrial Subcommittee
Frank Verardi, P.Eng.	2013 – Dec 2015	Professional Standards Committee (PSC) – Industrial Subcommittee
Betsy Vargese, P.Eng. (maternity leave)	2015 – Dec 2015	Professional Standards Committee (PSC) – Solid Waste Management Guideline

**Changes to the 2015 PEO Annual Committees and
Task Forces Membership Roster**

503rd Council Meeting

		Subcommittee
Richard Ambrozy, P.Eng.	2010 – Dec 2015	Professional Standards Committee (PSC) – Tower Crane Review Subcommittee
Michael Burrell, P.Eng.	2010 – Dec 2015	Professional Standards Committee (PSC) – Tower Crane Review Subcommittee
George Charitou, P.Eng.	2010 – Dec 2015	Professional Standards Committee (PSC) – Tower Crane Review Subcommittee
Jaak Jurimae, P.Eng.	2010 – Dec 2015	Professional Standards Committee (PSC) – Tower Crane Review Subcommittee
Richard Piatti, P.Eng.	2010 – Dec 2015	Professional Standards Committee (PSC) – Tower Crane Review Subcommittee
Kathryn Sutherland, P.Eng.	2004 – Nov 2015	Registration Committee (REC) (Chair)

2016 PEO ANNUAL COMMITTEES AND TASK FORCES

MEMBERSHIP ROSTER

(Effective January 1, 2016)

C-503-3.5
Appendix B

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	"The Executive Committee, 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; b) may consult with other committees of the Council; c) shall act upon or report upon matters that are referred to it by the Council; d) may advise the CEO/Registrar or any other officer or official of PEO on matters of policy; e) may make periodic reviews, forecasts, plans and recommendations to the Council concerning the future organization and operation of the Association; f) may advise the Council on matters pertaining to the Canadian Council of Professional Engineers; and 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." [R.R.O. 1990, Reg. 941, s. 29.]	
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	7 members; at least 3 members must be current members of Council.	
AUC Members (appointed to role)		Contributing From / To
Chair	Councillor Kuczera (2015)	2013 - AGM 2016
Vice Chair	LGA Councillor Gupta (Vice Chair 2014, re-elected 2015)	2014 - AGM 2016
	President Chong (Past Chair 2014)	2006 - AGM 2016
	Councillor Chui	2014 - AGM 2016
	Councillor Sadr	2013 - AGM 2016
	Ed Nelimarkka	2015 - AGM 2016
	Craig Young	2015 - AGM 2016
AUC Subcommittee Members (appointed to role)		Contributing From / To
Volunteer Expense Appeal Subcommittee	Councillor Chui	2015 - AGM 2016
	LGA Councillor Gupta	2014 - AGM 2016
	Councillor Kuczera	2014 - AGM 2016
Committee Advisor	Maria Cellucci - Controller, Financial Services	2011
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	7 members; 4 members MUST be current members of Council.	
FIC Members (appointed to role)		Contributing From / To
Chair	Councillor Jones (2014, re-elected 2015)	2010/11, 2013 - AGM 2016
Vice Chair	Councillor Colucci (2015)	2014 - AGM 2016
	Councillor Brown	2015 - AGM 2016
	Councillor Kidd	2014 - AGM 2016
	Jason Green	2012 - AGM 2016
	Ravi Gupta	2004/12, 2014 - AGM 2016
	Ken McMartin	2015 - AGM 2016

New appointments are in **bold**.

OSPE representatives are identified with beige highlight.

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

FIC Subcommittee Members (appointed to role)		Contributing From / To
Investment subcommittee	President Chong	2015 - AGM 2016
	Councillor Brown (HRC representative)	April 2014 - AGM 2016
	Councillor Jones (FIC representative)	April 2014 - AGM 2016
	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
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	President-elect Comrie (2015)	2004/06, 2012/13, 2014 - AGM 2016
	President Chong	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

New appointments are in **bold**.

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	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	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.	
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	President Chong	2015
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

New appointments are in **bold**.

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

	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, 2-year term)	2000 - Dec 2016
Vice Chair	Leila Notash (2015, 2-year term)	2003 - Dec 2016
	Sanjiwan D. Bhole	2004 - Dec 2016
	Yehoudith (Judith) Dimitriu	1992 - Dec 2016
	Bob Dony (Past Chair 2011-2012)	1998 - Dec 2016
	Waguilh H. ElMaraghy	1989-94, 1998 - Dec 2016
	Amir Fam	2010 - Dec 2016
	Roydon Fraser	1998 - Dec 2016
	Stelian George-Cosh (Past Vice Chair 2011-2014)	2004 - Dec 2016
	Ross L. Judd	Pre-1984 - Dec 2016
	Meilan Liu	2010 - Dec 2016
	Joseph (Joe) Lostracco	2014 - Dec 2016
	Magdi Emile Mohareb	2010 - Dec 2016
	Girgis (George) Nakhla	2003 - Dec 2016
	Suresh Neethirajan	2013 - Dec 2016
	Remon Pop-Iliev	2005 - Dec 2016
	Amin S. Rizkalla	2010 - Dec 2016
	Heather D. Sheardown	2005 - Dec 2016
	Medhat Shehata	2014 - Dec 2016
	Shamim A. Sheikh	2002 - Dec 2016
	Juri Silmberg	Pre-1984 - Dec 2016
	Jacqueline Stagner	2013 - Dec 2016
	J. Allen Stewart	2014 - Dec 2016

New appointments are in **bold**.

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

	Ramesh Subramanian	2013 - Dec 2016
	Seimer Tsang	1999 - Dec 2016
	Tze-Wei (John) Yeow	2010 - Dec 2016
	Malgorzata S. Zywno	1993 - Dec 2016
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	Chris Kan (2014. re-elected 2015, 3-year term)	2010 - Dec 2016
Vice Chair	Doug Hatfield (2015, 3-year term)	2002 - Dec 2016
	Christian Bellini	2013 - Dec 2016
	Michael Chan (Past Chair 2011-2014)	2008 - Dec 2016
	Nick Colucci	2002 - Dec 2016
	Denis Dixon	1998 - Dec 2016
	Márta Ecsedi (Past Vice Chair 2014)	2013 - Dec 2016
	Sean McCann	2015 - Dec 2016
	Vic Pakalnis	2011 - Dec 2016
ACV Subcommittee Members (appointed to role)		Contributing From / To
Conflict of Interest Policy Development Subcommittee	Christian Bellini	2014 - Dec 2016
	Michael Chan	2014 - Dec 2016
	Denis Dixon	2014 - Dec 2016
	Chris Kan	2015 - Dec 2016
Training and Committee Chairs Workshop Subcommittee	Michael Chan	2015 - Dec 2016
	Christopher Kan	2011 - Dec 2016
	Sean McCann	2015 - Dec 2016
	Vic Pakalnis	2011 - Dec 2016
Vital Signs Survey 2016 Subcommittee	Christian Bellini	2014 - Dec 2016
	TBD	
Council Liaison	Councillor Colucci (2014)	
Committee Advisor	Fern Gonçalves - Director, People Development	2009
Staff Support	Viktoria Aleksandrova - Committee Coordinator	2009

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	11 members	
AWC Members (appointed to role)		Contributing From / To
Chair	TBD	
Vice Chair	TBD	
	LGA Councillor Shreewastav	2014 - Dec 2016
	Michael A. Ball	1996-97, 2000 - Dec 2016
	Daniel Couture (OSPE)	2002 - Dec 2016
	G. Ross Gillett	2000 - Dec 2016
	Nancy E. Hill (Past Chair 2014-2015)	2009 - Dec 2016
	Argyrios (Gerry) Margaritis	2006 - Dec 2016
	Clare Morris (OSPE)	2014 - Dec 2016
	John Severino (Past Vice Chair 2014-2015)	2009 - Dec 2016
	Stephen Tsui	2003 - Dec 2016
	Helen Wojcinski (Past Chair 2011-2014)	2007 - Dec 2016
	1 vacancy	
AWC Subcommittee Members (appointed to role)		Contributing From / To
Sterling Award Subcommittee	Stephen Tsui (Chair)	2015 - Dec 2016
	George Comrie	2009 - Dec 2016
	Andrew M. Dowie	2010 - Dec 2016
	Márta Ecsedi	2009 - Dec 2016
	G. Ross Gillett (Past Chair 2011-2013)	2009 - Dec 2016
	Marisa Sterling	2009 - Dec 2016
	Valerie Sterling	2009 - Dec 2016
AWC Subcommittee Members (appointed to role)		Contributing From / To
Joint PEO/OSPE OPEA Gala Advisory Subcommittee (GAC)	Helen Wojcinski - Chair (2014)	2014 - Dec 2016
	Daniel Couture (OSPE)	2014 - Dec 2016
	Nancy E. Hill	2014 - Dec 2016
	Clare Morris (OSPE)	2014 - Dec 2016
Council Liaison	LGA Councillor Shreewastav (2014)	
Committee Advisor	Fern Gonçalves - Director, People Development	2009
Staff Support	Robert Dmochewicz - Recognition Coordinator	2015

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 Bergeron	2013 - Sept 2016
	President Chong	2015 - Sept 2016
	Past President Adams	2008/09, 2010 - Sept 2016
	Zhong Liu	2015 - Sept 2016
	Alain Mukama	2015 - Sept 2016
Council Liaison	TBD	
Committee Advisor	Scott Clark - Chief Administrative Officer	2007
Staff Support	Ralph Martin - Manager, Secretariat	2014

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 14 members, HR Plan identifies 16 members; membership also includes two (2) LGA-Councillors and 2 public members appointed by the Attorney General. (Quorum requires at least one of either of the LGA members or public appointees). Membership represents a wide field of engineering practice.	
COC Members (appointed to role)		Contributing From / To
Chair	TBD	
Vice Chair	TBD	
	LGA Councillor Kossta	2008 - Dec 2016
	LGA Councillor Spink	2015 - Dec 2016
	Peter R. Braund, LL.M.	2013 - Oct 2018
	John Bray	2001 - Dec 2016
	Tony Cecutti (Past Chair 2014, re-elected 2015)	2000 - Dec 2016
	David Filer	1998 - Dec 2016
	Peter Frise	1997 - Dec 2016
	Nancy E. Hill (Past Chair 2012-2013)	2000 - Dec 2016
	George McCluskey	2014 - Dec 2016
	David Moncur	2002 - Dec 2016
	M. Jane Phillips	1986-93, 1995 - Dec 2016
	A. Rebecca Pringlemeir	2014 - Dec 2016
	Chris Roney (Past Vice Chair 2014, re-elected 2015)	1998 - Dec 2016
	John Zane Swaigen, LL.M.	2013 - Oct 2018
Council Liaison	LGA Councillor Kossta (2015)	
Committee Advisor	Linda Latham - Deputy Registrar, Regulatory Compliance	2010

New appointments are in **bold**.

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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	2 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 (appointed by Council)	2010 - Dec 2016
	Evelyn J. Spence, LL.B.	2015 - Oct 2018
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	9 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	TBD	
Vice Chair	TBD	
	Douglas Barker (Past Vice Chair 2013, re-elected 2015)	1994 - Dec 2016
	Denis Dixon	2000 - Dec 2016
	J. Shawn Gibbons	2006 - Dec 2016
	Rob Kivi (CEO representative)	2015 - Dec 2016
	Eric Nejat (Past Chair 2013, re-elected 2015)	1995 - Dec 2016
	H. Richard Patterson	1995 - Dec 2016
	Larry Pond	1992 - Dec 2016
	Donald Christopher Redmond	2001 - Dec 2016
	Steven van der Woerd	2015 - Dec 2016
CEDC Subcommittee Members (appointed to role)		Contributing From / To
Eastern Subcommittee	J. Shawn Gibbons - Chair	2006 - Dec 2016
	Andrew Lawton	2012 - Dec 2016
	Andrew John Robinson	1991 - Dec 2016
Northern Subcommittee	Larry Pond - Chair	1992 - Dec 2016
	Donald Christopher Redmond	2001 - Dec 2016
Southern Subcommittee	Steven van der Woerd - Chair (2015)	2015 - Dec 2016
	Adrian Pierorazio	2015 - Dec 2016
Toronto Subcommittee	Douglas Barker - Chair	1994 - Dec 2016
	Levente Laszlo Diosady	2007 - Dec 2016
	Roy Fletcher	1998 - Dec 2016
	Eric Nejat	1995 - Dec 2016

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Toronto Subcommittee (cont'd)	Denis Dixon	2000 - Dec 2016
	Thomas Henry Woolhouse	2006 - Dec 2016
Western Subcommittee	Rick Patterson - Chair (2015)	1995 - Dec 2016
	Robert Brian Pula	<2003 - Dec 2016
Council Liaison	LGA Councillor Gupta (2015)	
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	Ravi Gupta	2003 - Dec 2016
Vice Chair	John Vieth	2004 - Dec 2016
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
	Vice-president (elected) Quinn	2011 - AGM 2016
	Councillor Sadr	2015 - AGM 2017
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.	Councillor Turnbull	2015 - AGM 2017
	LGA Councillor Bhatia	2009 - Dec 2016
	LGA Councillor Gupta	2002 - Dec 2016
	LGA Councillor Hilton	2007 - Dec 2016
	LGA Councillor Shreewastav	2005 - Dec 2016

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 - April 2016
	LGA Councillor Reid	2011 - Dec 2016
	Richard Elliot Austin, LL.B.	2013 - Oct 2018
	Stella Harmantas Ball, LL.B.	2013 - Oct 2018
	David N. Germain, J.D.	2013 - Oct 2018
	Leigh Andrew Lampert, LL.B.	2013 - Oct 2018
	Kathleen L. Robichaud, LL.B.	2013 - Oct 2018
	Sonia Singh, LL.B.	2013 - Oct 2018
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 2016
	Paul Ballantyne	2010 - Dec 2016
	Colin Cantlie	2001 - Dec 2016
	Bruce Clarida	2000 - Dec 2016
	Kam Elguindi	1993-95, 1998 - Dec 2016
	Diane Freeman	2003-11, 2012 - Dec 2016
	Aubrey Friedman	2004 - Dec 2016
	Daniela Iliescu	1992 - Dec 2016
	Rishi Kumar	2004 - Dec 2016
	Leslie (Les) Mitelman	2011 - Dec 2016
	Jag Mohan	1990 - Dec 2016
	Nick Monsour	1987 - Dec 2016
	Anne Poschmann	1993 - Dec 2016
	Glenn Richardson	1997 - Dec 2016
	David Robinson	2004 - Dec 2016
	Edward Rohacek	1985 - Dec 2016
	L. Brian Ross	1995 - Dec 2016
	Virendra Sahni	2004 - Dec 2016
	Kenneth Serdula	1994 - Dec 2016
	David Spacek	2008 - Dec 2016
Albert Sweetnam	2002 - Dec 2016	
Henry Tang	2004 - Dec 2016	
William Walker	>1984 - Dec 2016	
R. Anthony Warner	2000 - Dec 2016	
Michael Wesa (Past Chair 2013-2015)	1992 - Dec 2016	
Rob Willson	2011 - Dec 2016	
Council Liaison	LGA Councillor Bhatia (2011)	
Committee Advisor	Johnny Zucco - 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>

New appointments are in **bold**.

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Composition	Currently 10 members; representation from chapter education activities; elementary/secondary/post-secondary schools and private sector companies.	
EDU Members (appointed to role)		Contributing From / To
Chair	TBD	
Vice Chair	TBD	
	Michael Arthur (Past Vice Chair 2014, re-elected 2015)	2012 - Dec 2016
	Karen Cain	2015 - Dec 2016
	Ramy Ghattas	2012/13, 2014 - Dec 2016
	Gordon Griffith	2015 - Dec 2016
	Radomir Grigorov	2015 - Dec 2016
	Samer Inchasi (Past Chair 2012, re-elected 2015)	2010 - Dec 2016
	Wanda Mary Juricic	2010 - Dec 2016
	Hao Li (Student representative)	2015 - Dec 2016
	Ravi K. Peri	2010 - Dec 2016
	Priscilla Williams, EIT (EIT representative)	2014 - Dec 2016
Council Liaison	TBD [to be appointed by Council]	
Committee Advisor	Jeannette Chau - Manager, Student and Government Liaison Programs	2011
Staff Support	Gonzalo Pineros - 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	10 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	TBD	
Vice Chair	TBD	
	Joe Adams	2015 - Dec 2016
	Roger Barker (Past Vice Chair 2013, re-elected 2015)	2010 - Dec 2016
	Peter Broad (Past Chair 2013, re-elected 2015)	2009 - Dec 2016
	Stephen Georgas, LL.B.	2012 - Dec 2016
	Gary Houghton	2000 - Dec 2016
	William Jackson	2000 - Dec 2016
	Solomon Ko	2000 - Dec 2016
	Donald Marston, LL.B.	2007 - Dec 2016
	Edward Poon	2008 - Dec 2016
	Ajai Varma	2008 - Dec 2016
Council Liaison	Councillor Kuczera (2015)	
Committee Advisor	Linda Latham - Deputy Registrar, Regulatory Compliance	2011
Staff Support	Cliff Knox - Manager, Enforcement	2015

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	Steven Haddock - Enforcement and Advisory 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 (2012, no term limit)	2010 - Dec 2016
Vice Chair	Duncan E.F. Blachford (2012, no term limit)	2011 - Dec 2016
	Dave Adams	2011 - Dec 2016
	Thomas Chong	2011 - Dec 2016
	Wayne Kershaw	2010 - Dec 2016
	Ahmand Khadra, EIT	2011 - Dec 2016
	Clarence Klassen	2011 - Dec 2016
	James Lowe	2011 - Dec 2016
	Yogarane (Ranee) Mahalingam	2011 - Dec 2016
	Tracy McColl	2011 - Dec 2016
	Phil Smith	2012 - Dec 2016
	Stela Stevandic	2010 - Dec 2016
	Kenneth Warden	2011 - Dec 2016
	Michael Wesa	2011 - Dec 2016
	1 Enforcement Committee (ENF) member	TBD
Removal of Industrial Exception Ambassadors (appointed to role)		Contributing From / To
	David Howard	2013 - Dec 2016
	Chris Kan	2013 - Dec 2016
	Tom Norton	2013 - Dec 2016
	Frank Verardi	2013 - Dec 2016
Council Liaison	Past President Adams (2010)	
Committee Advisors	Cliff Knox - Manager, Enforcement	2015
Committee Advisors	Steven Haddock - Enforcement and Advisory 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	TBD	
Vice Chair	TBD	
	Greg Allen	2012 - Dec 2016
	Mervin Dewasha (Past Vice Chair 2012-2015)	2004 - Dec 2016

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	Márta Ecsedi (Past Chair 2004-2015)	2004 - Dec 2016
	Rishi Kumar	2004 - Dec 2016
	Sharon Reid	2011 - Dec 2016
	Shaun Rose	2004 - Dec 2016
	Rakesh Shreewastav	2009 - Dec 2016
	Vera Straka	2011 - Dec 2016
Council Liaison	LGA Councillor Shreewastav (2009)	
Committee Advisor	Fern Gonçalves - Director, People Development	2009
Staff Support	Robert Dmochewicz - Recognition Coordinator	2015

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.
	<u>ERC Terms of Reference</u>
Composition	158 members; membership is restricted; MUST be P.Eng.; MUST have at least 10 years of engineering work experience.

ERC Members (appointed to role)		Contributing From / To
Chair	TBD	
Vice Chair	TBD	
	Samuel Abd el Malek	2007 - Dec 2016
	Galal Abdelmessih	2004 - Dec 2016
	Ali Afshar	2006 - Dec 2016
	Shah Alamgir	2012 - Dec 2016
	Behzad Alavi	2010 - Dec 2016
	George Apostol	2000 - Dec 2016
	Nanjappan Ardhanarisamy	2014 - Dec 2016
	Behrouz (Bruce) Atrie	2004 - Dec 2016
	Magdy Milad Attia	2009 - Dec 2016
	Afshin Azadmanesh Samimi	2013 - Dec 2016
	Arshad Azhar	2005 - Dec 2016
	Naeim Azizi Tavakkoli	2013 - Dec 2016
	Devinder Bahra	2004 - Dec 2016
	Steven Bailey	2013 - Dec 2016
	Adam Balogh	2004/2011, 2015 - Dec 2016
	Predrag Banjanin	2011 - Dec 2016
	Christian Bellini (Past Chair)	2005 - Dec 2016
	Mark Bendix	2003 - Dec 2016
	Md Soharab U. Bhuiyan	2008 - Dec 2016
	Duncan Blachford	2012 - Dec 2016
	Spiridon Bot	2006 - Dec 2016
	Mohamed Boutazakhti	2008 - Dec 2016
	Ruben Burga	2012 - Dec 2016

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Betty Anne Butcher	1996 - Dec 2016
Jeremy Carkner	2012 - Dec 2016
Pellegrino V. Castaldo	2013 - Dec 2016
Raju Chander	2006 - Dec 2016
Jian Ming (Jimmy) Chang	2005 - Dec 2016
Michael Chapman	2006 - Dec 2016
V. George Chelvanayagam	2004 - Dec 2016
Andrew Cornel	2015 - Dec 2016
Dan Cosmin	2006 - Dec 2016
Michael Dang	2000 - Dec 2016
Farid Danial	2005 - Dec 2016
Roger De Gannes	2013 - Dec 2016
Charles De la Riviere	2002 - Dec 2016
Milorad Dimitrijevic	2006 - Dec 2016
Mircea Dreve	2005 - Dec 2016
Afshin Ebtekar	2004 - Dec 2016
S. Jalal Emami	2005 - Dec 2016
Hassan Erfanirad	2005 - Dec 2016
Zbigniew Ewertowski	2004 - Dec 2016
Reda Fayek	2006 - Dec 2016
Roberto Floh	1996 - Dec 2016
Rabiz Foda	2000 - Dec 2016
Ketan Gandhi	2013 - Dec 2016
Dalila Giusti	2001 - Dec 2016
Branislav Gojkovic	2004 - Dec 2016
Dragan Grandic	2005 - Dec 2016
Mohinder Grover	1999 - Dec 2016
Liang Guo	2014 - Dec 2016
Ravi Gupta (Past Vice Chair 2012-13)	1992 - Dec 2016
Santosh Gupta (Past Chair 2012-14, 2015)	2000 - Dec 2016
Faiz Hammadi	2005 - Dec 2016
Barry Hitchcock	1997 - Dec 2016
Md Akhtar Hossain	2013 - Dec 2016
Magued Ibrahim	2004 - Dec 2016
Shawky Ibrahim	2004 - Dec 2016
Marios A. Ioannidis	2010 - Dec 2016
William Jackson	1996 - Dec 2016
Peter Jarrett	1998 - Dec 2016
Ayvun E. Jeganathan	2005 - Dec 2016
Jega Jeganathan	2014 - Dec 2016
David A. Kahn	2009 - Dec 2016
Satish Kanaujia	2004 - Dec 2016
Vyjayanthi Keshavamurthy	2014 - Dec 2016
Mohammad Khalid	2013 - Dec 2016
Nazli Khan	2014 - Dec 2016
Saleemullah Khan	2006 - Dec 2016
David Kiguel (Past Vice Chair 2015)	2004 - Dec 2016

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Vitali Kovaltchouk	2015 - Dec 2016
Berta Krichker	1998 - Dec 2016
Rishi Kumar	2004 - Dec 2016
Desmond Lau	2007 - Dec 2016
C. LeRoy Lees	1999 - Dec 2016
Dexter Lestage	2005 - Dec 2016
Guo Min (Galen) Li	2006 - Dec 2016
John Lill	2010 - Dec 2016
Ramiro Liscano	2007 - Dec 2016
Bosko Madic	2005 - Dec 2016
Yogarane (Ranee) Mahalingam	2006 - Dec 2016
Nazmy Markos	2007 - Dec 2016
Alexei Martchenko	2005 - Dec 2016
James McConnach	2001 - Dec 2016
Florin Merauta	2014 - Dec 2016
Constantin Mighiu	2004 - Dec 2016
Huirong Min	2013 - Dec 2016
Bahram Mirpourian	2002 - Dec 2016
Cameran Mirza	1998 - Dec 2016
Elmer Mittelstaedt	1998 - Dec 2016
Michael Mladjenovic	2013 - Dec 2016
George Mlynsky	1998 - Dec 2016
Jiteshkumar Modi	2004 - Dec 2016
V. Alan Moore	2001 - Dec 2016
Miriam Mozes	1995 - Dec 2016
Zoran Mrdja	2005 - Dec 2016
John Mrkonjic	2004/13, 2014 - Dec 2016
Muhammad Mudassar	2008 - Dec 2016
Anis Muhammad	2005 - Dec 2016
Thamir (Tom) Murad	2004 - Dec 2016
Maged Naguib	2009 - Dec 2016
Rodica Nitu	2010 - Dec 2016
Jacinta O'Brien	1992 - Dec 2016
Attila Olah	2005 - Dec 2016
Catalin Gabriel Onea	2005 - Dec 2016
Gheorghe (George) Oprea	2001 - Dec 2016
Mario A. Orbegozo	2004 - Dec 2016
Daniel R. Ospina	2013 - Dec 2016
Tibor Palinko	2002 - Dec 2016
Efeng (Michael) Pan	2013 - Dec 2016
Anthony Paz	1998 - Dec 2016
Andrew Tadeusz Poray	2009 - Dec 2016
Saverio Pota	2015 - Dec 2016
Robert Primeau	2002 - Dec 2016
Eugene J. Puritch	2007 - Dec 2016
Majid Rahimi-Chatri	2008 - Dec 2016
Touraj Rahnamoun	2015 - Dec 2016

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	Julija Rakocevic	2013 - Dec 2016
	Venkatasubramanian Raman	2006 - Dec 2016
	Mario R. Ramirez-Roldan	2010 - Dec 2016
	Comondore (Ravi) Ravindran	2001 - Dec 2016
	Farzad Rayegani	2002 - Dec 2016
	Shiraz Yusuf Rehmani	2013 - Dec 2016
	Amin Rizkalla	2005 - Dec 2016
	Ghaus M. Rizvi	2013 - Dec 2016
	Yuliya (Julia) Rozhko	2005 - Dec 2016
	Titus Rusu	2013 - Dec 2016
	Changiz Sadr	2003 - Dec 2016
	Saeid Safadel	2004 - Dec 2016
	Magdy S. Samaan	2008 - Dec 2016
	William S. Sanabria Nunez	2010 - Dec 2016
	Peter Schmidt	2000 - Dec 2016
	Paul Seager	1999 - Dec 2016
	George S. Semaan	2005 - Dec 2016
	Vladimir (Walter) Serov	2008 - Dec 2016
	Tahir Shafiq	1995 - Dec 2016
	Urmish Shah	2008 - Dec 2016
	Abdul Waheed Shaikh	2012 - Dec 2016
	Duncan Sidey	2006 - Dec 2016
	Frank Sigouin-Allan	2001 - Dec 2016
	Ferdo Simov	2004 - Dec 2016
	John M. Smith	2005 - Dec 2016
	Saleh Tadros	2000 - Dec 2016
	Sasa (Sasha) Tasic	2005 - Dec 2016
	Mihir Thakkar	2009 - Dec 2016
	Uthayakaren Thurairajah	Mar 2015 - Dec 2016
	William Van-Heyst	2012 - Dec 2016
	Ivan Vasiljevic	2013 - Dec 2016
	Milan J. Vyas	2007 - Dec 2016
	Jianguo Wang	2010 - Dec 2016
	Mingchun (David) Wang	2008 - Dec 2016
	Donald Worth	1999 - Dec 2016
	Yu Song (Matthew) Xie	2000 - Dec 2016
	Qi (Sharon) Xue	2010 - Dec 2016
	De Zi Yang	2004 - Dec 2016
	Shigong (George) Yin	2004 - Dec 2016
	Richard Yoon	2003 - Dec 2016
	Sufang (Sarah) Zhang	2005 - Dec 2016
Council Liaison	LGA Councillor Gupta (2009)	
Committee Advisor	Pauline Lebel - Manager, Licensure	2011

New appointments are in **bold**.

OSPE representatives are identified with beige highlight.

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

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	4 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	TBD	
Vice Chair	TBD	
	Gordon Danson	2006 - Dec 2016
	J. Guy Potvin	2010 - Dec 2016
	Peter F. Scott	1989 - Dec 2016
	Kathryn G. Sutherland (Past Chair 2006-2015)	2006 - Dec 2016
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, 2-year term)	2010 - Dec 2016
Vice Chair	Gabriel Tse (Chapter GLP Chair) (2015, 2-year term)	2014 - Dec 2016
	LGA Councillor Bhatia	2010 - Dec 2016
	LGA Councillor Hilton	2010 - Dec 2016
	Councillor Kidd (RCC member)	2014 - AGM 2016
	Bill Allison (CEO representative)	2015 - Dec 2016
	Hafiz Bashir (GLP Chapter Chair)	2013 - Dec 2016
	Michael Chan (ACV representative)	2015 - Dec 2016
	Bernard Ennis (OCEPP)	2011 - Dec 2016
	Jonathan Hack (OSPE PAN)	2013 - Dec 2016
	Daniel King, EIT	2015 - Dec 2016
	Angel Serah (student representative)	2014 - Dec 2016
	Rakesh Shreewastav (Engineers Canada BG&E)	2015 - Dec 2016
Ex-officio members	Gerard McDonald - Registrar	2014
	Howard Brown - GLP Consultant	2010

New appointments are in **bold**.

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Council Liaison	LGA Councillor Bhatia (2015)	
Committee Advisor	Jeannette Chau - Manager, Student and Government Liaison Programs	2011
Staff Support	Gonzalo Pineros - Student and Government Liaison Program Coordinator	2014

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 2016
Vice Chair	Barna Szabados (ARC, 3-year term) (2015)	2014 - Dec 2016
	Roydon Fraser (ARC, 2-year term)	2014 - Dec 2016
	Santosh Gupta (ERC, 3-year term)	2014 - Dec 2016
	Ravi Gupta (ERC, 2-year term)	2014 - Dec 2016
	Chee Lee (REC, 3-year term)	2014 - Dec 2016
	Bob Dony (LEC, 1-year term, re-appointed in 2015)	2014 - AGM 2016
	Richard Weldon (LPTF, 2-year term)	2014 - Dec 2016
	Christian Bellini (NFTF, 2-year term)	2014 - Dec 2016
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	TBD	
Vice Chair	TBD	
	Shereen Amin (Ontario Government)	2013 - Dec 2016
	Ken Clupp (Broad Engineering Community)	2011 - Dec 2016
	William De Angelis (CEO)	2011 - Dec 2016

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	Bernard Ennis (Director, Policy and Professional Affairs)	2011 - Dec 2016
	David Euler (Broad Engineering Community) (Past Vice Chair 2013-2015)	2013 - Dec 2016
	Jonathan Hack (OSPE)	2015 - Dec 2016
	Lesley Herstein (student)	2013 - Dec 2016
	Dan Ilika (media)	2014 - Dec 2016
	Brian Surgenor (academe) (Past Chair 2013-2015)	2011 - Dec 2016
	Gary Thompson (industry)	2011 - Dec 2016
Council Liaison	TBD [to be appointed by Council]	
Committee Advisor	Bernard Ennis - Director, OCEPP	2011

PEO-OAA Joint Liaison Committee (PEO-OAA JLC) - inactive

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	TBD	
Vice Chair	TBD	
	Jamie Catania	2014 - Dec 2016
	Denis Dixon	2007 - Dec 2016

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	Roger Jones	2010 - Dec 2016
	Neil Kennedy	2015 - Dec 2016
	Dale Kerr	2015 - Dec 2016
	Colin Moore	2002 - Dec 2016
	Nicholas Pfeiffer	2012 - Dec 2016
	L. Brian Ross	1999 - Dec 2016
	Heather Swan	2012 - Dec 2016
	Wai-Man (Fanny) Wong (Past Vice Chair 2012, re-elected 2015)	2010 - Dec 2016
PSC Subcommittee Members (appointed to role)		Contributing From / To
Guideline for Performance Audits and Reserve Funds Studies for Condominiums Subcommittee	Les Mitelman - Chair (2012)	2012 - Dec 2016
	Hitesh Doshi	2012 - Dec 2016
	Henry J. Jansen	2012 - Dec 2016
	R.K. Jeff Jeffcoatt	2012 - Dec 2016
	Dale D. Kerr	2012 - Dec 2016
	David Uren	2012 - Dec 2016
	Edgar Beltran Vargas	2012 - Dec 2016
Guideline for Preparing As-Built and Record Documents Guideline Subcommittee	Wai-Man (Fanny) Wong - Chair (2012)	2012 - Dec 2016
	Sen Hu	2013 - Dec 2016
	James R.H. Lowe	2013 - Dec 2016
	Praneeta Moti	2013 - Dec 2016
	Peter Cornelius Rusch	2013 - Dec 2016
Solid Waste Management Guideline Subcommittee	Heather Swan (2015)	2012 - Dec 2016
	Shovini Dasgupta	2015 - Dec 2016
	Mohsen Keyvani	2015 - Dec 2015
	Dickson Odame-Osafo	2015 - Dec 2016
	Steven Rose	2015 - Dec 2016
	Donna Serati	2015 - Dec 2016
	John Severino	2015 - Dec 2016
Structural Engineering Assessment Guideline Subcommittee	L. Brian Ross - Chair (2013)	2013 - Dec 2016
	Norm Becker	2013 - Dec 2016
	Jeremy Bishop	2013 - Dec 2016
	Donald R. Ireland	2013 - Dec 2016
	Neil A. Kennedy	2013 - Dec 2016
	Rashmi Nathwani	2014 - Dec 2016
	Will Teron	2013 - Dec 2016
	<i>James Douglas (observer)</i>	<i>since 2015</i>
	<i>Roger Jeffreys (observer)</i>	<i>since 2015</i>
	<i>Vanessa Odaimi (observer)</i>	<i>since 2015</i>
Structural Engineering in Buildings Subcommittee	Kevin Chessman	2010 - Dec 2016
	Donald R. Ireland	2010 - Dec 2016
	Neil A. Kennedy	2010 - Dec 2016
	John R. Mark	2010 - Dec 2016
	Michael Edward Moffatt	2010 - Dec 2016
	Robert Morrison	2010 - Dec 2016
	Ranka Radonjic-Vuksanovic	2010 - Dec 2016
	David Rolph Tipler	2010 - Dec 2016

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Council Liaison	Councillor Jones (2015)	
Committee Advisor	José Vera - Manager, Practice and Standards	2011
Staff Support	Sherin Khalil - Standards and Guidelines Development Coordinator	2015

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	11 members	
	REC Members (appointed to role)	Contributing From / To
Chair	TBD	
Vice Chair	TBD	
	LGA Councillor Huang	2009 - April 2016
	LGA Councillor Kossta	2007 - Dec 2016
	LGA Councillor Long-Irwin	2010 - Dec 2016
	Bogdan Damjanovic	2006 - Dec 2016
	Tilak Gunaratne	2004 - Dec 2016
	Joseph Khatamay	2004 - Dec 2016
	Chee Lee	2006 - Dec 2016
	M.Neville Perera	2004 - Dec 2016
	Virendra Sahn (Past Vice Chair 2011)	2004 - Dec 2016
	Simon Sukstorf	2014 - Dec 2016
	Anthony C Tam	2000 - Dec 2016
Council Liaison	LGA Councillor Kossta (2009)	
Committee Advisor	Johnny Zuccon - Deputy Registrar, Tribunals & Regulatory Affairs	2008

Volunteer Leadership Conference Planning Committee (VLCPC)		
Mandate as per Terms of Reference	The Volunteer Leadership Conference Planning Committee (VLCPC) is responsible for organizing an annual conference, to be held in conjunction with PEO's Annual General Meeting, that would involve both chapter and committee volunteer leaders and include topics related to PEO policy, governance issues, regulatory process and leadership development with a	
	<u>VLCPC Terms of Reference</u>	
Composition	The VLCPC membership will consist of: one representative/advisor from the Executive Committee (EXE), to be appointed by the EXE; two representatives/advisors from the Advisory Committee on Volunteers (ACV), to be appointed by the ACV; two representatives/advisors from the Regional Councillors Committee (RCC), to be appointed by the RCC; Director, People Development; and Manager, Chapters.	
	VLC PC Members (appointed to role)	Contributing From / To
Chair	Chris Kan (re-elected 2016) (ACV representative)	2014 - Dec 2016
	President-elect Comrie (EXE representative)	2014 - Dec 2016
	Councillor Colucci (RCC representative)	2014 - Dec 2016

	Councillor Turnbull (RCC representative)	2015 - Dec 2016
	Doug Hatfield (ACV representative)	2015 - Dec 2016
Council Liaison	President-elect Comrie (2015)	
Committee Advisors	Fern Gonçalves - Director, People Development	2014
	Matthew Ng - Manager, Chapters	2014
Staff Support	Viktoria Aleksandrova - Committee Coordinator	2014

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

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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.	
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	16 members: Two (2) Regional Councillors, two (2) official delegates per each of the seven (7) Chapters within the West Central Region.	
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	20 members: Two (2) Regional Councillors, two (2) official delegates per each of the nine (9) chapters within the Western Region.	
Members (appointed to role)		Contributing From / To
Chair	Councillor King (2015)	2008 - AGM 2016

New appointments are in **bold**.

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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
	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

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Council Liaison	Councillor Brown (2015)	
Committee Advisor	Matthew Ng - Manager, Chapters	2007

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>	

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Members (appointed to role)		Contributing From / To
Chair	Councillor Kuczera (2015)	2015 - AGM 2016
	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

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 2016
Vice Chairs	George Comrie (2010)	2008 - Dec 2016
	Argyrios (Gerry) Margaritis (2010)	2008 - Dec 2016
	Laura Deakin	2010 - Dec 2016
	James Finch	2008 - Dec 2016
	Brian Haydon (Canadian Standards Association)	2012 - Dec 2016
	Roger Jones	2010 - Dec 2016
	Yuri Kuzyk	2008 - Dec 2016
	Tyson Macaulay	2009 - Dec 2016
	Ian Marsland	2011 - Dec 2016
Observers	<i>Corneliu Chisu (member 2010-2012)</i>	<i>since 2012</i>
	<i>Alana Lavoie (Engineers Canada)</i>	<i>since 2010</i>
	<i>Tze-Wei (John) Yeow (member 2009-2012)</i>	<i>since 2012</i>
Council Liaison	Councillor Jones (2013)	
Committee Advisor	Jordan Max - Manager, Policy	2008

PEO National Framework Task Force (NFTF) - inactive		
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 NTF Members (appointed to role)		Contributing From / To
Chair	Diane Freeman* (2010)	2009
Vice Chair	Christian Bellini (2010) (ERC)	2010
	Tony Cecutti (COC)	2009
	Roydon Fraser (ARC, LEC & DIC)	2010
	Ross L. Judd (ARC)	2009
	Nicholas Pfeiffer (PSC)	2014
	Kathryn Sutherland* (REC)	2009
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 Accreditation Board (CEAB) - General visitors		Visit date
Galal Abdelmessih	(appointed June 2015) - UOIT	Feb-March 2016
Colin Cantlie	(appointed June 2015) - McMaster University	Nov 2015
Tahir Shafiq	(appointed June 2015) - McMaster University	Nov 2015
Changiz Sadr	(appointed June 2015) - York University	Jan-Feb 2016

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 (2011, re-appointed 2015)		Oct 2016

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

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Engineers Canada – Audit Committee		Term End
Maria Cellucci	(appointed as of June 2015)	June 2016

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

Engineers Canada - Engineering Instruction & Accreditation Consultation Group		Term End
Gerard McDonald	(appointed as of October 2015)	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

2016 PEO Annual Committees and Task Forces Membership 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.

Briefing Note – Decision

C-503-3.6

COMMITTEES / TASK FORCE ANNUAL WORK PLANS AND HUMAN RESOURCES PLANS

Purpose: To approve committee/task force work plans and human resources plans.

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

That Council approve the committee/task force work plans and human resources plans as presented at C-503-3.6, Appendices A to Q inclusive.

Prepared by: Fern Gonçalves, CHRP, Director People Development

Moved by: Councillor Colucci, P.Eng.

1. Need for PEO Action

Under the Committees and Task Forces Policy (Committees/Task Forces Operations, Item 3), each committee/ task force is to prepare an annual work plan and human resources plan for the following year by September 30 each year.

One of the roles of Council under the Committees and Task Forces Policy (Role of Council, Item 2), is to approve committee/task force mandates, Terms of Reference, annual work plans and human resources plans. The following committees/task forces have submitted the indicated documents for Council approval:

Committee/Task Force	HR plan	Work plan
A. Academic Requirements Committee (ARC)	No change	✓
B. Advisory Committee on Volunteers (ACV)	No change	✓
C. Central Election and Search Committee (CESC)	✓	✓
D. Complaints Committee (COC)	No change	✓
E. Complaints Review Councillor (CRC)	✓	✓
F. Consulting Engineers Designation Committee (CEDC)	✓	✓
G. Discipline Committee (DIC)	✓	✓
H. Education Committee (EDU)	✓	✓
I. Emerging Disciplines Task Force (EDTF)	No change	✓
J. Enforcement Committee (ENF)	No change	✓
K. Equity and Diversity Committee (EDC)	No change	✓
L. Experience Requirements Committee (ERC)	No change	✓
M. Government Relations Committee (GLC)	✓	✓
N. Human Resources Committee (HRC)	N/a	✓
O. Legislation Committee (LEC)	N/a	✓
P. Professional Standards Committee (PSC)	✓	✓
Q. Registration Committee (REC)	✓	✓

Note: Changes in HR Plans are identified with yellow highlight.

Briefing Note – Decision

2. Proposed Action / Recommendation

That Council approve the submitted work plans and human resources plans for each respective committee/task force.

3. Next Steps (if motion approved)

The work plans and human resources plans will be posted on the PEO website and the committees/task force will implement their plans.

4. Peer Review & Process Followed

Process Followed	Committees and Task Forces Policy – <i>Reference Guide</i> , Section 3 - Committee and Task Force Operations <ul style="list-style-type: none">Item 3.3 - By September 30 each year, each committee/task force shall prepare an annual Work and Human Resources Plan for the following year.
Council Identified Review	N/A
Actual Motion Review	N/A

5. Appendices

- Appendix A – Academic Requirements Committee (ARC)
 - i) 2016 Work Plan
- Appendix B – Advisory Committee on Volunteers (ACV)
 - i) 2016 Work Plan
- Appendix C – Central Election and Search Committee (CESC)
 - i) 2016 Human Resources Plan
 - ii) 2016 Work Plan
- Appendix D – Complaints Committee (COC)
 - i) 2016 Work Plan
- Appendix E – Complaints Review Councillor (CRC)
 - i) 2016 Human Resources Plan (with Appendix A)
 - ii) 2016 Work Plan
- Appendix F – Consulting Engineers Designation Committee (CEDC)
 - i) 2016 Human Resources Plan
 - ii) 2016 Work Plan
- Appendix G – Discipline Committee (DIC)
 - i) 2016 Human Resources Plan (with Appendix A)
 - ii) 2016 Work Plan
- Appendix H – Education Committee (EDU)
 - i) 2016 Human Resources Plan
 - ii) 2016 Work Plan
- Appendix I – Emerging Disciplines Task Force (EDTF)
 - i) 2016 Work Plan

Briefing Note – Decision

- Appendix J – Enforcement Committee (ENF)
 - i) 2016 Work Plan
- Appendix K – Equity and Diversity Committee (EDC)
 - i) 2016 Work Plan
- Appendix L – Experience Requirements Committee (ERC)
 - i) 2016 Work Plan
- Appendix M – Government Liaison Committee (GLC)
 - i) 2016 Human Resources Plan (with Appendix A)
 - ii) 2016 Work Plan
- Appendix N – Human Resources Committee (HRC)
 - i) 2016 Work Plan
- Appendix O – Legislation Committee (LEC)
 - i) 2016 Work Plan
- Appendix P – Professional Standards Committee (PSC)
 - i) 2016 Human Resources Plan (with Appendix A)
 - ii) 2016 Work Plan
- Appendix Q – Registration Committee (REC)
 - i) 2016 Human Resources Plan (with Appendix A)
 - ii) 2016 Work Plan

WORK PLAN - 2016

ACADEMIC REQUIREMENTS COMMITTEE (ARC)

Approved by Committee: August 28, 2015	Review Date: September 2016
Approved by Council:	Approved Budget: \$
Mandate [as approved by Council]:	<p>To</p> <ul style="list-style-type: none"> • assess the <i>academic qualifications</i> of applicants referred to the Academic Requirements Committee (ARC) by the Registrar or requested the ARC to review their qualifications, • advise Professional Engineers Ontario (PEO) on <i>academic matters</i> relating to PEO Admission procedures and policies, and • oversee the Professional Practice Examination (<i>PPE</i>). <p>Legislative References:</p> <p>Professional Engineers Act, Section 10 (14)</p> <p>(3) The Registrar, on his or her own initiative, may refer and on the request of an applicant shall refer the application of the applicant for the issuance of a licence,</p> <ol style="list-style-type: none"> (a) to the Academic Requirements Committee for a determination as to whether or not the applicant has met the academic requirements prescribed by the regulations for the issuance of the licence; (b) to the Experience Requirements Committee for a determination as to whether or not the applicant has met the experience requirements prescribed by the regulations for the issuance of the licence; or (c) first to the Academic Requirements Committee and then to the Experience Requirements Committee for determinations under clauses (a) and (b). <p>R.R.O. 1990, Reg. 941, Section 40</p> <p>(1) The Academic Requirements Committee is continued and shall be composed of a chair appointed by Council, the immediate past chair, if any, and such other Member's as are appointed by the Council and three members of the Committee constitute a quorum.</p> <p>(2) Where an application for the issuance of a licence, temporary licence or limited licence is referred to the Academic Requirements Committee pursuant to the Act, the Committee shall,</p> <ol style="list-style-type: none"> (a) assess the academic qualifications of the applicant; (b) determine whether the applicant meets the academic qualifications prescribed by this Regulation and so advise the Registrar; and (c) make such recommendations to the Registrar as it considers necessary in respect of examinations and any other academic requirements which must be completed by the applicant in the event that the Committee determines that the applicant does not meet the prescribed academic qualifications. <p>(3) For the purpose of carrying out its duties in subsection (2), the Academic Requirements Committee,</p> <ol style="list-style-type: none"> (a) shall review the education, experience and other qualifications of the applicant in the light of the academic standards established for the issuance of licences, temporary licences or limited licences, as the case requires, at the time of such review; (b) may, in the discretion of the Committee and on its own initiative, interview the applicant; (c) may refer the experience of an applicant to the Experience Requirements Committee for an assessment and recommendation as to how such experience should be taken into account in assigning examinations to the applicant; and (d) shall consider and decide upon the form and content of examinations recommended

	<p>and the results of such examinations.</p> <p>R.R.O. 1990, Reg. 941, Section 34</p> <p>Examinations required by the Academic Requirements Committee shall be held prior to the 1st day of June in each year and at such other times, if any, and at such place or places, as the Council may from time to time determine.</p> <p>R.R.O. 1990, Reg. 941, Section 36</p> <p>(7) Where an applicant who is required by the Academic Requirements Committee to take and pass more than one examination fails to take at least one examination in each academic year after taking the first of such examinations, the Registrar shall withdraw the applicant's application for a licence unless the applicant submits to the Registrar reasonable justification in writing for the failure to take the examination.</p>		
Terms of Reference [Key duties]: Equity and Diversity Awareness	<ul style="list-style-type: none"> - Review and evaluate the academic qualifications of applicants - Review, evaluate, recommend, and make policies and procedures pertaining to ARC's mandate. - Review and advise on PPE issues. - Interact with the Experience Requirements Committee (ERC) on issues of commonality and interest. - E&D module to be reviewed by each member and new members made aware of it <p>For a representative list of specific activities see <i>Appendix A</i>.</p>		
Tasks, Outcomes and Success Measures:	Task/Activities:	Outcomes Success measures	Due date:
	Evaluate applicant academics. Note that E&D criteria are implicit because we assess non Canadian applicants.	Number of applicants processed by category (e.g., confirmatory, ERC interviews, specific exams)	Ongoing
	Monitor PPE Results	Identify any major shift in pass/fail rates	Ongoing
Inter-committee collaboration:	Known or Expected Collaborations (September 2014 – September 2015) <ul style="list-style-type: none"> - Experience Requirements Committee - Advisory Committee on Volunteers - Registration Committee - Legislative Committee - Licensing Process Task Force - National Framework Task Force - Code of Ethics Task Force 		
Stakeholders:	<ul style="list-style-type: none"> • Engineers Canada • Ryerson University with respect to IEEQB 		

APPENDIX A

REPRESENTATIVE ARC ACTIVITIES

1. Review and assess the academic qualifications of applicants not possessing a CEAB accredited engineering degree, and to recommend a course of action to the Registrar.
2. Recommend new or amended admissions-related policies or procedures. For example, the establishment of policies, guidelines, procedures and standards pertaining to the Admissions Policy Manual, to emerging disciplines, to scopes of practice, to memoranda of agreement (MRAs), etc.
3. Develop and review examination syllabi and engineering board sheets.
4. Update the Admissions Policy and Procedures Manual (a.k.a. Red Book).
5. Review and approve Experience Requirements Committee (ERC) recommendations with respect to files referred by the ARC.
6. Assign, review and approve technical examinations, e.g., for content and quality assurance.
7. Review and approve the Professional Practice Examination (PPE) also referred to as the Ethics and Law examination. Review and approve the results of the PPE and make recommendations on actions to be taken by applicants failing the PPE.
8. Receive information and provide advice to the CEO/Registrar or Council on current academic requirements initiatives and issues (including CEQB, CEAB, CCPE, emerging disciplines) that affect the processing and assessment of applications for licensure.

WORK PLAN - 2016

C-503-3.6
Appendix B(i)

ADVISORY COMMITTEE ON VOLUNTEERS (ACV)

Approved by Committee: <i>September 2015</i>		Review Date: <i>September 2016</i>	
Approved by Council:		Approved Budget [2016]: \$13,775	
Mandate [as approved by Council]:	<ul style="list-style-type: none"> • <i>To assist and advise committees in fulfilling their operational requirements under the Committees and Task Forces Policy.</i> • <i>To assist Council by reviewing proposed revisions to Committee and Task Force - Mandates, Terms of Reference, Work Plans and Human Resource Plans.</i> 		
Terms of Reference [Key duties]:	<ol style="list-style-type: none"> 1. <i>Assist committees/task forces in the preparation of Mandates, Terms of Reference, annual Work Plans and Human Resources (HR) Plans.</i> 2. <i>Maintain and provide tools as well as training, develop templates and guidelines for Terms of Reference, Work Plans, Human Resource Plans.</i> 3. <i>Provide means to recognize volunteers.</i> 4. <i>Host annual meeting of committee/task force chairs and staff advisors.</i> 5. <i>Review and provide recommendation to Council on revisions to Mandates, Terms of Reference, annual Work Plans, and HR Plans.</i> 6. <i>Assist committee/task forces with preparation of the Annual Roster of committee members.</i> 		
Equity and Diversity Awareness	<ol style="list-style-type: none"> 1. <i>Was the E & D module reviewed in order to have tasks and activities align with the E&D Policies? YES</i> 2. <i>Is each task/activity being done in an equitable manner and engaging diverse groups? YES, the multi-cultural calendar was considered when scheduling the workshop date.</i> 3. <i>Are there any barriers to information dissemination, human resources, physical space, and cultural differences? NO, persons with disabilities and food allergies were appropriately accommodated.</i> 		
Tasks, Outcomes and Success Measures:	Part 1: Activities – ACV Terms of Reference	Current status (Date):	Due date:
	<ol style="list-style-type: none"> 1. <i>Assist committees/task forces in the preparation of Mandates, Terms of Reference, annual Work Plans and Human Resources (HR) Plans.</i> <i>[Responsibility 1]</i> 	On-going	As requested
	<ol style="list-style-type: none"> 2. <i>Identify and/or develop volunteer training programs. Facilitate implementation of training programs for volunteers.</i> <i>[Responsibility 2]</i> 	On-going	As requested
	<ol style="list-style-type: none"> 3. <i>Host Annual workshop of Chairs and Committee Advisors.</i> <i>[Responsibility 4]</i> 	On-going	October 2015 <i>[Date TBD, Thursday]</i>
	<ol style="list-style-type: none"> 4. <i>Review and refine, if required, guidelines and templates for Committee Work and HR plans. Introduce the Work Plan Template – EDC revision.</i> <i>[Responsibility 5]</i> 	On-going	As requested
	Part 2: Activities – General Operations	Current status (Date):	Due date:
	<ol style="list-style-type: none"> 1. <i>Prepare, approve and submit to November Council for approval an ACV Work Plan for 2016.</i> 	In progress	September 2015

WORK PLAN - 2016

ADVISORY COMMITTEE ON VOLUNTEERS (ACV)

Tasks, Outcomes and Success Measures:	2. Prepare, approve and submit to November Council for approval an ACV Roster for 2016.	In progress	September 2015
	3. Elect ACV Chair and Vice-Chair for 2016.	In progress	January 2016
	4. Prepare an annual report to Council [through liaison].		As requested
	5. Prepare an Annual Report for 2015 to be presented at 2016 PEO AGM.	In progress	February 2016
	5. Prepare 2016 Vital Signs Survey of committee members.	In progress	TBD
	6. Review Volunteer Website, update & upgrade, if necessary.		On-going
	Part 3: Activities Supporting Committees and Task Forces Policy and Reference Guide:	Current status (Date):	Due date:
	1. Make recommendations to Council on Mandates, Terms of Reference, Work Plans and HR Plans. [Responsibility 5]	On-going	As requested
	2. Assist committee/task forces with preparation of the Annual Roster of committee members. [Responsibility 6]	On-going	As requested
	3. At the request of Council, review new Committee and Task Force Policy & Procedures.	On-going	As requested
4. Prepare draft Conflict of Interest Policy for Council's consideration.	On-going	As requested	
5. Appoint two representatives to the Volunteer Leadership Conference (VLC) Planning Committee.	On-going	Completed	
Inter-committee collaboration:	Equity and Diversity Committee (EDC) Regional Councillors Committee (RCC) Human Resources Committee (HRC) Other committees and task forces reporting to Council		
Stakeholders:	PEO Council / Committees and Task Forces / Chapters Engineers Canada Other agencies and organizations		

HUMAN RESOURCES PLAN - 2016

CENTRAL ELECTION AND SEARCH COMMITTEE (CESC)

Committee: Central Election and Search Committee	Date Developed: September 2015
Committee Review Date: October 2015	Date Council Approved:

	Target / Ideal (To meet the need of the Committee)	Currently in Place	Gap [ST = Short-term Goal] [LT = Long-term Goal]
Core Competencies <ul style="list-style-type: none"> • Skills • Abilities • Expertise • Knowledge 	<ul style="list-style-type: none"> • Good understanding of the function of a policy governance board of directors • Inspirational • Highly regarded • Vast networks of fellow engineers 	<ul style="list-style-type: none"> • Good understanding of the function of a policy governance board of directors • Inspirational • Highly regarded • Vast and diverse networks of fellow engineers • Understanding of competencies to serve on Council and/or president-elect, including <ul style="list-style-type: none"> – Demonstrated decision-making skills – Conflict resolution skills – Change management skills – Committee members with backgrounds in major issues affecting PEO – Experience chairing a meeting an asset • Understanding of a self-regulatory authority (i.e. self-governing a profession in the public interest) Association management experience an asset 	<ul style="list-style-type: none"> •
Committee Membership	<ul style="list-style-type: none"> • Mandated by s.12(1) of Regulation 941; • Two additional well recognized members to be selected from the membership at large 	<ul style="list-style-type: none"> • Mandated by s.12(1) of Regulation 941; • Two additional members drawn from the membership at large 	<ul style="list-style-type: none"> • Broader membership
Broad Engagement Career Stage	<ul style="list-style-type: none"> • Not applicable, appointments made in accordance with Council's policy direction 	<ul style="list-style-type: none"> • Determined by members holding the offices for mandated positions; • Two additional members drawn from the membership at large, career stages to be considered 	<ul style="list-style-type: none"> • Not applicable; mandated by s.12(1) of Regulation 941
Disciplines	<ul style="list-style-type: none"> • Not applicable 	<ul style="list-style-type: none"> • Not applicable 	<ul style="list-style-type: none"> • Not applicable

HUMAN RESOURCES PLAN - 2016
CENTRAL ELECTION AND SEARCH COMMITTEE (CESC)

	Target / Ideal (To meet the need of the Committee)	Currently in Place	Gap [ST = Short-term Goal] [LT = Long-term Goal]
Experience Level	<ul style="list-style-type: none"> Determined by members holding the offices for mandated positions; Two additional members, senior level 	<ul style="list-style-type: none"> Determined by members holding the offices for mandated positions; Two senior level members 	<ul style="list-style-type: none"> Not applicable; mandated by s.12(1) of Regulation 941
Gender/Diversity	<ul style="list-style-type: none"> Determined by members holding the offices for mandated positions; Two additional members to represent all members of society 	<ul style="list-style-type: none"> Determined by members holding the office for mandated positions; Two male members selected from the membership at large 	<ul style="list-style-type: none"> Not applicable
Geographic Representation	<ul style="list-style-type: none"> Members who understand issues facing the organization in the immediate future 	<ul style="list-style-type: none"> 1 – Western Central Region 1 – Western Region 1 - Eastern Region 2 - Eastern Central Region 	<ul style="list-style-type: none"> 1 – Northern Region
CEAB Grads/ Foreign-trained	<ul style="list-style-type: none"> Not applicable 	<ul style="list-style-type: none"> Not applicable 	<ul style="list-style-type: none"> Not applicable
Licensed –vs– Non-licensed	<ul style="list-style-type: none"> Mandated by S. 12(1) of Regulation 941 	<ul style="list-style-type: none"> Mandated by S. 12(1) of Regulation 941 	<ul style="list-style-type: none"> Mandated by S. 12(1) of Regulation 941
Volunteer Development Plans	<ul style="list-style-type: none"> Mandated by S. 12(1) of Regulation 941 	<ul style="list-style-type: none"> Mandated by S. 12(1) of Regulation 941 	<ul style="list-style-type: none"> Mandated by S. 12(1) of Regulation 941
Succession Planning <ul style="list-style-type: none"> Time on Committee 	<ul style="list-style-type: none"> Mandated by S. 12(1) of Regulation 941 by position 	<ul style="list-style-type: none"> Mandated by S. 12(1) of Regulation 941 by position 	<ul style="list-style-type: none"> Mandated by S. 12(1) of Regulation 941 by position
Terms of Office: <ul style="list-style-type: none"> Chair/Vice Chair Committee members 	<ul style="list-style-type: none"> September - September Chair and committee members mandated by S. 12(1) of Regulation 941 by position 		

WORK PLAN - 2016

CENTRAL ELECTION AND SEARCH COMMITTEE (CESC)

Approved by Committee: October 2015		Review Date: October 2015	
Approved by Council:		Approved Budget: \$6650	
Mandate – As prescribed in Regulation 941	<p>12. (1) The Council shall appoint a Central Election and Search Committee each year composed of,</p> <ul style="list-style-type: none"> (a) the penultimate past-president; (b) the immediate past-president; (c) the president; and (d) two other Members. R.R.O. 1990, Reg. 941, s. 12 (1); O. Reg. 157/07, s. 3 (1). 		
Terms of Reference – As prescribed in Regulation 941	<p>12. (3) The Central Election and Search Committee shall,</p> <ul style="list-style-type: none"> (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). 		
Tasks, Outcomes and Success Measures:	Task/Activities:	Outcomes Success measures	Due date:
	Encourage Members to seek nomination for election to the Council as president-elect, vice-president or a councillor-at-large	At least one to two candidate has agreed to run for each of the at-large positions	Closing date for receipt of nominations as determined by Council
	Receive and respond to complaints regarding the procedures for nominating, electing and voting for members to the Council	Complaints/issues resolved	As required
	Annually review the types of issues received during the election and incorporate, where appropriate, into the voting and publicity procedures and engagement for next year's election	Voting and publicity procedures are approved by Council. Active Communications and co-ordination with the Regional Election and Search Committees (RESCs)	June 2016
Committee/ Task Force Members	<p>12. (1) The Council shall appoint a Central Election and Search Committee each year composed of,</p> <ul style="list-style-type: none"> (a) the penultimate past-president; (b) the immediate past-president; (c) the president; and (d) two other Members. 		
Inter-committee collaboration:	none		
Stakeholders:	Members-at-large		

WORK PLAN - 2016
COMPLAINTS COMMITTEE (COC)

C-503-3.6
Appendix D(i)

Approved by Committee October 19, 2015	Review Date: September 2016
Approved by Council:	Approved Budget:
Mandate [as approved by Council]:	<p>Duties of Complaints Committee</p> <p><u>24. (1)</u> The Complaints Committee shall consider and investigate complaints made by members of the public or members of the Association regarding the conduct or actions of a member of the Association or holder of a certificate of authorization, a temporary licence, a provisional licence or a limited licence, but no action shall be taken by the Committee under subsection (2) unless,</p> <p>(a) a written complaint in a form that shall be provided by the Association has been filed with the Registrar and the member or holder whose conduct or actions are being investigated has been notified of the complaint and given at least two weeks in which to submit in writing to the Committee any explanations or representations the member or holder may wish to make concerning the matter; and</p> <p>(b) the Committee has examined or has made every reasonable effort to examine all records and other documents relating to the complaint. R.S.O. 1990, c. P.28, s. 24 (1); 2001, c. 9, Sched. B, s. 11 (30).</p> <p>Idem</p> <p><u>(2)</u> The Committee in accordance with the information it receives may,</p> <p>(a) direct that the matter be referred, in whole or in part, to the Discipline Committee; (b) direct that the matter not be referred under clause (a); or</p> <p>(c) take such action as it considers appropriate in the circumstances and that is not inconsistent with this Act or the regulations or by-laws. R.S.O. 1990, c. P.28, s. 24 (2).</p> <p>Decision and reasons</p> <p><u>(3)</u> The Committee shall give its decision in writing to the Registrar for the purposes of subsection (4) and, where the decision is made under clause (2) (b), its reasons therefor. R.S.O. 1990, c. P.28, s. 24 (3).</p> <p>Notice</p> <p><u>(4)</u> The Registrar shall mail to the complainant and to the person complained against a copy of the written decision made by the Complaints Committee and its reasons therefor, if any, together with notice advising the complainant of the right to apply to the Complaints Review Councillor under section 26. R.S.O. 1990, c. P.28, s. 24 (4); 2006, c. 19, Sched. B, s. 14.</p> <p>Hearing</p> <p><u>(5)</u> The Committee is not required to hold a hearing or to afford to any person an opportunity for a hearing or an opportunity to make oral submissions before making a decision or giving a direction under this section. R.S.O. 1990, c. P.28, s. 24 (5).</p>
Terms of Reference [Key duties]:	<p>To investigate and consider complaints made by the public or members of the association regarding the conduct or actions of PEO licence and 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 licence holders or Certificate of Authorization holders, as deemed necessary.</p> <p>To advise Council on matters relating to incompetence, professional misconduct and the Code of Ethics.</p>

WORK PLAN - 2016
COMPLAINTS COMMITTEE (COC)

Tasks, Outcomes and Success Measures:	Task/Activities:	Outcomes Success measures	Due date:
	Review and consider every complaint filed with the Registrar.	Dispose of complaints in accordance with Section 24(2) of the Act.	Ongoing
	Assess functionality/response to new Complaint Form, and revise Complaint Form as appropriate.	Improved complaint information from complainant.	Assess after 70 new complaints
	Assess new non-referral decision template and newly developed Lead Reviewer file presentation guide.	Revise decision template and Lead Reviewer presentation guide as appropriate.	End 2016
	Develop a guide with respect to voluntary undertakings and their administration within the complaints process.	Develop VU Guide.	June 2016
	Establish criteria / circumstances under which it would be advisable to provide the respondent's complaint response to the complainant for comment.	Develop criteria / guide.	End 2016
Inter-committee collaboration:	Invite annual meeting to be held with Chair DIC and PEO senior staff. Communication through council wrt CRC reports and recommendations. Presentations to Council and other committees wrt complaints process as required/invited.		
Stakeholders:	Complainants (public and PEO licence holders), complained-against engineers and C of A holders		

HUMAN RESOURCES PLAN - 2016
COMPLAINTS REVIEW COUNCILLOR (CRC)

C-503-3.6
Appendix E(i)

Committee: Complaints Review Councillor	Date Developed: September 2015
Committee Review Date: September 2016	Date Council Approved:

Categories	Currently in Place	Required in 12 Months (Identified "Gap" for each Core Competency)	Required in 2 to 5 Years
Core Competencies	See Appendix A	See Appendix A	
Committee Membership	2 members		
Broad Engagement	Section 25(1) Elected Councillor: N/A LGA (P. Eng.) Councillor: N/A LGA (Lay) Councillor: 1 General Member: 1	Proclamation of the amendments to the <i>Professional Engineers Act</i> would create an opportunity to increase the CRC to more than one person.	Provide necessary training for new members.
Volunteer Development Plans	<ul style="list-style-type: none"> a. New members attend a basic orientation session conducted by CRC Chair and the Tribunals Staff b. All members attend CRC meeting (2 per year) and trainings. c. Provide resources (handbook, legal reference books, etc.) 	<ul style="list-style-type: none"> a. New members attend a basic orientation session conducted by CRC Chair and the Tribunals Staff b. All members attend CRC meeting (2 per year) and trainings. c. Provide resources (handbook, legal reference books, etc.) 	<ul style="list-style-type: none"> a. New members attend a basic orientation session conducted by CRC Chair and the Tribunals Staff b. All members attend CRC meeting (2 per year) and trainings. c. Provide resources (handbook, legal reference books, etc.) <p>See Appendix A</p>
Term of Office	Chair and one general member.		Next change of Chairs planned for September 2016.

HUMAN RESOURCES PLAN - 2016

COMPLAINTS REVIEW COUNCILLOR (CRC)

APPENDIX A

1. Key Objectives and Core Competencies (as per the Work Plan)

List Top 3-5 Committee Work Plan Outcomes:	List Core Competencies for Each Work Plan Outcome:
Review the treatment of a complaint	<ul style="list-style-type: none"> a. Knowledge of the applicable sections of the Act, Regulations and SPPA. b. Be committed and available to do a review. c. Ability to write Reports. d. Familiarity with previous Reports
Develop Volunteers (Chair, CRC)	<ul style="list-style-type: none"> a. Identify training requirements and resources. b. Organize training sessions. c. Conduct training sessions.
Develop Policy and Plans (Chair, CRC)	<ul style="list-style-type: none"> a. Develop and analyze policy alternatives. b. Appoint Subcommittee(s), as required. c. Draft proposals to create Handbook, Work Plan, and H.R. Plan.
Perform Administrative Functions (Chair, CRC)	<ul style="list-style-type: none"> a. Respond to information requests from PEO and Council. b. Draft and provide administrative reports. c. Communicate with Council.

2. Competency Gaps and Action Plan

List top 2 - 3 core competencies missing from the current Committee (knowledge, skills, abilities)	List <u>specific gaps</u> for each core competency	Briefly state <u>how you will close each gap</u> [ie: development plan for current member(s); request for additional volunteer resources]	Resources Needed	Target Date for Completion
Ability to write effective Reports	Understanding the legal requirements for a sound decision	Training and experience	Training	Ongoing
Comprehensive knowledge	Of the applicable sections of the Act, and Regulations.	Training and experience	Training	Ongoing

3. Comments

<p>The objective of this plan is to establish and maintain CRCs who can fulfill the requirements of the Act effectively and efficiently.</p>
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COMPLAINTS REVIEW COUNCILLOR (CRC)

<p>Approved by Committee: September 2015</p>	<p>Review Date: September 2016</p>
<p>Approved by Council:</p>	<p>Approved Budget: \$48,950 (Subject to the approval of the overall PEO budget by Council)</p>
<p>Mandate [as approved by Council]:</p>	<p>Complaints Review Councillor</p> <p><u>25.(1)</u> There shall be a Complaints Review Councillor who shall be appointed by Council and shall be, (a) a member of the Council appointed by the Lieutenant Governor in Council under clause 3 (2) (c); or (b) a person who is neither a member of the Council nor a member of the Association, and approved by the Attorney General. 2010, c. 16, Sched. 2, s. 5 (45).</p> <p>Idem</p> <p><u>(2)</u> The Complaints Review Councillor is not eligible to be a member of the Complaints Committee or the Fees Mediation Committee. R.S.O. 1990, c. P.28, s. 25(2).</p> <p>Powers of Complaints Review Councillor</p> <p>Examination by Complaints Review Councillor</p> <p><u>26.(1)</u> The Complaints Review Councillor may examine from time to time the procedures for the treatment of complaints by the Association. R.S.O. 1990, c. P.28, s. 26 (1); 2010, c. 16, Sched. 2, s. 5 (46).</p> <p>Review by Complaints Review Councillor</p> <p><u>(2)</u> 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. R.S.O. 1990, c. P.28, s. 26 (2); 2001, c. 9, Sched. B, s. 11 (31).</p> <p>Application to Complaints Review Councillor</p> <p><u>(3)</u> A complainant who is not satisfied with the handling by the Complaints Committee of a complaint to the Committee may apply to the Complaints Review Councillor for a review of the treatment of the complaint after the Committee has disposed of the complaint. R.S.O. 1990, c. P.28, s. 26 (3).</p> <p>Notice of application</p> <p><u>(3.1)</u> A complainant who applies for a review under subsection (2) or (3) shall give the person complained against notice of the application. 2010, c. 16, Sched. 2, s. 5 (47).</p> <p>No inquiry into merits</p> <p><u>(4)</u> In an examination under subsection (1) or a review under subsection (2) or (3), the Complaints Review Councillor shall not inquire into the merits of any particular complaint made to the Complaints Committee. 2010, c. 16, Sched. 2, s. 5 (48).</p>

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COMPLAINTS REVIEW COUNCILLOR (CRC)

Discretionary power of Complaints Review Councillor

(5) The Complaints Review Councillor may decide not to make or continue a review under subsection (2) or (3) if,

(a) the review is or would be in respect of the treatment of a complaint that was disposed of by the Complaints Committee more than twelve months before the matter came to the attention of the Complaints Review Councillor; or

(b) in the opinion of the Complaints Review Councillor,

(i) the application to the Complaints Review Councillor is frivolous or vexatious or is not made in good faith, or

(ii) the person who has made application to the Complaints Review Councillor has not a sufficient personal interest in the subject-matter of the particular complaint. R.S.O. 1990, c. P.28, s. 26 (5); 2010, c. 16, Sched. 2, s. 5 (49, 50).

Notice, no review

(5.1) If the Complaints Review Councillor decides under subsection (5) not to make or continue a review, he or she shall give notice of the decision to the Complaints Committee, to the complainant and to the person complained against. 2010, c. 16, Sched. 2, s. 5 (51).

Notice of examination or review

(6) Before commencing an examination or review, the Complaints Review Councillor shall give notice to the Complaints Committee of his or her intention to commence the examination or review and, in the case of a review, shall also give notice to the person complained against. 2010, c. 16, Sched. 2, s. 5 (52).

Office accommodation

(7) The Council shall provide to the Complaints Review Councillor such accommodation and support staff in the offices of the Association as are necessary to the performance of the powers and duties of the Complaints Review Councillor. R.S.O. 1990, c. P.28, s. 26 (7).

Privacy

(8) Every examination or review by the Complaints Review Councillor in respect of the Association shall be conducted in private. R.S.O. 1990, c. P.28, s. 26 (8).

Receipt of information

(9) In conducting an examination or review in respect of the Association, the Complaints Review Councillor may hear or obtain information from any person and may make such inquiries as he or she thinks fit. R.S.O. 1990, c. P.28, s. 26 (9); 2010, c. 16, Sched. 2, s. 5 (54).

Hearing not required

(10) The Complaints Review Councillor is not required to hold or to afford to any person an opportunity for a hearing in relation to an examination, review or report under this section. R.S.O. 1990, c. P.28, s. 26 (10); 2010, c. 16, Sched. 2, s. 5 (55).

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COMPLAINTS REVIEW COUNCILLOR (CRC)

Duty to provide information

(11) On the request of the Complaints Review Councillor, a member of the Council, member of a committee of the Association or officer or employee of the Association shall give to the Complaints Review Councillor,

(a) any information regarding the proceedings and procedures of the Complaints Committee regarding the treatment of complaints made to it that the Complaints Review Councillor requires; and

(b) access to all records, reports, files and other papers and things belonging to or under the control of the member, officer or employee, or the Association, that relate to the treatment by the Complaints Committee of complaints or any particular complaint, as specified by the Complaints Review Councillor. 2010, c. 16, Sched. 2, s. 5 (56).

Report

(12) On completing an examination or review, the Complaints Review Councillor shall make a report of his or her findings. 2010, c. 16, Sched. 2, s. 5 (56).

Report re examination

(13) The Complaints Review Councillor shall give a copy of a report respecting an examination under subsection (1) to the Council and to the Complaints Committee. 2010, c. 16, Sched. 2, s. 5 (56).

Report re review

(14) The Complaints Review Councillor shall give a copy of a report respecting a review under subsection (2) or (3) to the Council, to the Complaints Committee, to the complainant and to the person complained against. 2010, c. 16, Sched. 2, s. 5 (56).

Report to Minister

(15) If the Complaints Review Councillor is of the opinion that a report made under this section should be brought to the attention of the Minister, the Complaints Review Councillor shall give a copy of the report to the Minister. 2010, c. 16, Sched. 2, s. 5 (56).

Recommendations

(16) The Complaints Review Councillor may include in a report his or her recommendations in respect of the procedures of the Complaints Committee, either generally or with respect to the treatment of a particular complaint. R.S.O. 1990, c. P.28, s. 26 (16); 2010, c. 16, Sched. 2, s. 5 (57).

Consideration of report by Council

(17) The Council shall consider every report, and any recommendations included in the report, that it receives from the Complaints Review Councillor, and shall notify the Complaints Review Councillor of any action it takes as a result. 2010, c. 16, Sched. 2, s. 5 (58).

Consideration of report by Complaints Committee

(18) The Complaints Committee shall consider every report, and any recommendations included in the report, that it receives from the Complaints Review Councillor, and shall notify the Complaints Review Councillor of any action it takes as a result. 2010, c. 16, Sched. 2, s. 5 (58).

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COMPLAINTS REVIEW COUNCILLOR (CRC)

Terms of Reference [Key duties]:	Examination by Complaints Review Councillor <u>26.(1)</u> The Complaints Review Councillor may examine from time to time the procedures for the treatment of complaints by the Association. R.S.O. 1990, c. P.28, s. 26 (1). 2010, c. 16, Sched. 2, s. 5 (46). Review by Complaints Review Councillor <u>(2)</u> 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. R.S.O. 1990, c. P.28, s. 26 (2); 2001, c. 9, Sched. B, s. 11 (31).		
Tasks, Outcomes and Success Measures:	Task/Activities:	Outcomes Success measures	Due date
	Review Applications for Review.	100%	Ongoing
	Decision Writing.	100%	Ongoing
	Report Writing.	100%	Ongoing
	Annual Reports.	100%	Annually
Inter-Committee Collaboration:	N/A		
Stakeholders:	N/A		

HUMAN RESOURCES PLAN - 2016

CONSULTING ENGINEER DESIGNATION COMMITTEE (CEDC)

Committee: Consulting Engineer Designation Committee (CEDC)	Date Developed: July 2010 (Updated August 2015)
Committee Review Date: August 20, 2015	Approved by Council:

Categories	Target / Ideal (To meet the need of the Committee)	Currently in Place	Gap [ST=Short Term Goal] [LT=Long Term Goal]
Core Competencies <ul style="list-style-type: none"> • Skills • Abilities • Expertise • Knowledge <i>[See Appendix A]</i>	Key objectives & core competencies are listed in Appendix A	See Appendix A	
Committee Membership	Approx. 10 Members	11 Members	No gap
Broad Engagement Career Stage	Need at least 15 years of Canadian experience as CED.	This is met by all current members with the designation.	No gap
Disciplines	Need as broad a coverage as possible (there are potentially 30 disciplines, but only about 10 Members)	Most disciplines now represented, but possibility may arise that CEDC will require additional reps. from emerging engineering disciplines.	Minimum one member from emerging engineering disciplines. Search continues.
Experience Level	All E level or greater	All E level or greater	No gap
Gender / Diversity	Preferably at least 1 female member	All males	ST - Minimum of 1 female
Geographic Representation	Western, Toronto, Eastern, Southern, Northern	5 Regional Subcommittees	One more member each from East Central Region and Northern Region is required.
Licensed -vs- Non-licensed	All P. Engs.	All P.Engs. All CEDs, except 2	No gap
Volunteer Development Plans List Potential development opportunities	<ul style="list-style-type: none"> • Advancement to Chair/Vice Chair • Lateral moves to other committee/task force 	<ul style="list-style-type: none"> • Member self-identified future plans 	

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CONSULTING ENGINEER DESIGNATION COMMITTEE (CEDC)

	<ul style="list-style-type: none"> • Election to Council • Appointment to external agencies or boards • Equity and diversity training 		
Volunteer Training	<ul style="list-style-type: none"> • New members are trained for necessary skills to perform their duties. 	<ul style="list-style-type: none"> • Current year two new members were trained. 	No gap
Succession Planning Time on Committee	<ul style="list-style-type: none"> • At least 2 members with 0 to 5 years on committee • At least 2 members with 5 or more years on committee 		Need one more member for 0 to 5 years.
Terms of Office: <ul style="list-style-type: none"> • Chair/Vice Chair • Committee members 	<ul style="list-style-type: none"> • Maximum three (3) years. In January of each year, a chair and vice-chair are to be elected by CEDC and recommended to Council for appointment. • At least every two (2) years a new member joins the committee, or one of the regional subcommittees 		

HUMAN RESOURCES PLAN - 2016
CONSULTING ENGINEER DESIGNATION COMMITTEE (CEDC)

HR Plan APPENDIX A

A. Key objectives and core competencies (as per the Work Plan)

<u>List top 3-5 Committee Work Plan</u>	<u>List core competencies for each Work Plan outcome:</u>
<p>Outcomes:</p> <p>1. Review and recommend to Council 4 times each year that Council approve selected applications for Designation, Re-designation and Permission to use the title "Consulting Engineers"</p>	<ul style="list-style-type: none"> - Possess a good knowledge of the role of the Consulting Engineering practice as defined by the PE Act and Regulation 941 - Be knowledgeable of the nature of the practice of consulting engineering - Be knowledgeable of PEO and Committee structure - Secure expertise from new members in areas of emerging engineering disciplines as needed
<p>2. Measure success in increased recognition of CED by governments, client groups and the public and through increased number of new engineers entering the profession</p>	<ul style="list-style-type: none"> - Be familiar with the issues affecting consulting engineers in the marketplace. - Conduct research, collect and interpret data, summarize results and initiate recommendations where indicated
<p>3. Introduce appropriate means to measure success in the 3 areas specified in the Work Plan, i.e.:</p> <p><i>Measure A:</i> Number of CEDs expressed as a percentage of the number of P.Engs. on C of As.</p> <p><i>Measure B:</i> Number of proven discipline and complaints cases per CED expressed as a percentage of the number of proven discipline and complaints cases per all P.Engs.</p>	<ul style="list-style-type: none"> - Provide training resources and advise on methodologies to enable fulfillment of this Work Plan outcome.
<p>4. Maintain the Interpretive Guideline to ensure it remains current and relevant</p>	<ul style="list-style-type: none"> - Possess a good knowledge of the role of the Consulting Engineering practice as defined by the PE Act and Regulation 941 - Be knowledgeable of the nature of a consulting engineering practice

HUMAN RESOURCES PLAN - 2016
CONSULTING ENGINEER DESIGNATION COMMITTEE (CEDC)

B. Competency gaps and action plan

List top 2 - 3 core competencies missing from the current committee (knowledge, skills, abilities)	List specific gaps for each core competency	Briefly state how you will close each gap [i.e.: development plan for current member(s); request for additional volunteer resources]	Resources Needed	Target Date for completion
1. No gaps with current committee members with respect to their knowledge of Designation, Re-designation and Permission to Use as applied to areas of existing engineering disciplines	None, aside from a possible need to secure expertise from new members in areas of emerging engineering disciplines as needed	Existing CEDC and Subcommittee members to identify any need for additional expertise	Possibility will need additional members for CEDC and Subcommittees from emerging engineering disciplines	Ongoing, as needed
2. A baseline of marketplace recognition needs to be established	CEDC's ability to conduct marketplace research is unknown as this is a new initiative	TBD as may be necessary	Support from PEO'S research specialists	Ongoing, as needed to meet Work Plan
3. Measurement methodology skills need to be identified for use, and members may need related training	CEDC's ability to identify and apply success measurement tools is unknown as this is a new initiative	TBD as may be necessary	Support from PEO'S research specialists	Ongoing, as needed to meet Work Plan
4. No gaps with current committee members' knowledge of the Interpretive Guideline	New members in emerging engineering fields as required.	Staff and existing members will train & acquaint any new members as needed	No additional resources needed	Ongoing, as needed

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CONSULTING ENGINEER DESIGNATION COMMITTEE (CEDC)

Approved by Committee: August 20, 2015	Review Date: September 2016
Approved by Council:	Approved Budget:
<p>Mandate [as approved by Council]:</p>	<p>To make recommendations to Council respecting all matters relating to applications for designation and re-designation as a consulting engineer, and applications from Certificate of Authorization Holders for permission to use the title "Consulting Engineer" as specified in Regulation 941. The legislated mandate is as follows:</p> <p>56. (1) The Council shall designate as a consulting engineer every applicant for the designation who,</p> <ul style="list-style-type: none"> (a) is a Member; (b) is currently engaged, and has been continuously engaged, for not less than two years or such lesser period as may be approved by the Council, in the independent practice of professional engineering in Canada; (c) has, since becoming a Member, had five or more years of professional engineering experience that is satisfactory to the Council; (d) has passed the examinations prescribed by the Council or has been exempted therefrom, pursuant to subsection (2). R.R.O. 1990, Reg. 941, s. 56 (1); O. Reg. 402/07, s. 1. <p>(2) The Council may exempt an applicant from any of the examinations mentioned in clause (1) (d) where the Council is of the opinion that the applicant has appropriate qualifications. R.R.O. 1990, Reg. 941, s. 56 (2).</p> <p>57. (1) Designation as a consulting engineer expires five years from the date of issuance of notice of the designation. R.R.O. 1990, Reg. 941, s. 57 (1).</p> <p>(2) The Council shall redesignate as a consulting engineer every applicant who,</p> <ul style="list-style-type: none"> (a) is a Member; (b) is currently engaged in the independent practice of professional engineering in Canada; and (c) has during the five years since the date of issue of the applicant's most recent designation as a consulting engineer had professional engineering experience satisfactory to the Council. R.R.O. 1990, Reg. 941, s. 57 (2); O. Reg. 402/07, s. 2. <p>58. The Registrar, upon the granting or refusing of an application for a designation or redesignation shall mail forthwith to the applicant a notice stating,</p> <ul style="list-style-type: none"> (a) that the applicant has or has not been granted a designation or redesignation as a consulting engineer, as the case may be; and (b) in the case of a refusal to grant the designation or redesignation, the reasons therefor. R.R.O. 1990, Reg. 941, s. 58. <p>59. A Member who has been designated or redesignated as a consulting engineer may use the title "consulting engineer" or a variation thereof approved by Council from time to time so long as the Member is in the independent practice of professional engineering and the designation or redesignation is valid. R.R.O. 1990, Reg. 941, s. 59.</p> <p>60. For the purpose of this Regulation, a Member shall be deemed to be in the independent practice of professional engineering if the Member,</p> <ul style="list-style-type: none"> (a) holds a certificate of authorization and is primarily engaged in offering or

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CONSULTING ENGINEER DESIGNATION COMMITTEE (CEDC)

providing services within the practice of professional engineering to the public; or

(b) is a partner in or employee of a holder of a certificate of authorization, is designated in the application for the certificate as a person who will assume responsibility for and supervise the services of the holder that are within the practice of professional engineering and is primarily engaged in offering or providing, on behalf of the holder, services within the practice of professional engineering to the public. R.R.O. 1990, Reg. 941, s. 60.

61. (1) The Consulting Engineer Designation Committee is continued. R.R.O. 1990, Reg. 941, s. 61 (1).

(2) The Consulting Engineer Designation Committee may make recommendations to the Council in respect of all matters relating to applications for designation as a consulting engineer including, without limitation,

(a) the standards to be applied;

(b) procedures for and the form and content of examinations;

(c) the qualifications of applicants;

(d) the exemption of applicants from examinations; and

(e) the length of time engaged in independent practice required. R.R.O. 1990, Reg. 941, s. 61 (2).

62. (1) The Consulting Engineer Designation Committee shall consist of a chair, vice-chair and such other Members as are appointed by the Council. R.R.O. 1990, Reg. 941, s. 62 (1).

(2) A majority of the members of the Consulting Engineer Designation Committee must be designated consulting engineers. R.R.O. 1990, Reg. 941, s. 62 (2).

(3) The Consulting Engineer Designation Committee may, from time to time, appoint one or more subcommittees to assist it in carrying out any of its functions and to make recommendations to it with respect thereto. R.R.O. 1990, Reg. 941, s. 62 (3).

(4) The majority of the members of a subcommittee of the Consulting Engineer Designation Committee must be designated consulting engineers. R.R.O. 1990, Reg. 941, s. 62 (4).

(5) The chair of a subcommittee of the Consulting Engineer Designation Committee must be a member of the Consulting Engineer Designation Committee. R.R.O. 1990, Reg. 941, s. 62 (5).

63. An applicant for designation as a consulting engineer shall, if requested, appear personally before the Council or the Consulting Engineer Designation Committee or a subcommittee thereof. R.R.O. 1990, Reg. 941, s. 63.

64. (1) Where the Council has refused an application for designation as a consulting engineer, the applicant may, within thirty days of the date of receipt of notice of the refusal, request that the Council reconsider the application together with such additional information as is submitted by the applicant. R.R.O. 1990, Reg. 941, s. 64 (1).

(2) Upon receipt of a request from an applicant pursuant to subsection (1), the Council shall reconsider the application, taking into account the additional information, if any, submitted by the applicant with the request. R.R.O. 1990, Reg. 941, s. 64 (2).

(3) Upon the reconsideration, the Council may make findings of fact by such standards of proof as are commonly relied upon by reasonable and prudent persons in the conduct of their own affairs and may refer the matter to and accept recommendations from

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CONSULTING ENGINEER DESIGNATION COMMITTEE (CEDC)

	<p>such holders of licences or committee of holders of licences as it considers appropriate in the circumstances. R.R.O. 1990, Reg. 941, s. 64 (3).</p> <p>65. The Registrar upon the granting or refusing of an application for reconsideration of an application for designation or redesignation shall mail forthwith to the applicant a notice stating,</p> <ul style="list-style-type: none"> (a) that the prior refusal of designation or redesignation as a consulting engineer has been confirmed or that the application for designation or redesignation as a consulting engineer has been granted, as the case may be; and (b) in the case of a confirmation of a refusal to grant the designation or redesignation, the reasons therefor. R.R.O. 1990, Reg. 941, s. 65. <p>66. An applicant for designation or redesignation as a consulting engineer who has been refused the designation by Council is not entitled to reapply therefor for a period of twelve months after,</p> <ul style="list-style-type: none"> (a) the date of receipt of notice of the refusal of the Council; or (b) in the case of a reconsideration by the Council, the date of receipt of notice of the refusal of the Council upon the reconsideration. R.R.O. 1990, Reg. 941, s. 66. <p>67. Only a Member designated by the Council may use the title "consulting engineer" or a variation thereof approved by the Council from time to time. R.R.O. 1990, Reg. 941, s. 67.</p>
<p>Terms of Reference [Key duties]:</p>	<p>CEDC is appointed by Council.</p> <p>CEDC reports to Council through the CEO/Registrar and/or Council Liaison.</p> <p>CEDC reports regularly (four times each year) regarding mandate to Council as per Regulation.</p> <p>Type of Committee:</p> <ol style="list-style-type: none"> 1. Policy committee on regulatory matters . 2. Operational committee on regulatory matters (legislated). <p>Key Duties and Responsibilities:</p> <ol style="list-style-type: none"> 1. Make recommendations to Council respecting all matters relating to applications for designation and re-designation as a consulting engineer, and applications from Certificate of Authorization Holders for permission to use the title "Consulting Engineer" as specified in Regulation 941 (particularly s. 56, 57 and 58). 2. May make recommendations to the Council in respect of all matters relating to applications for designation as a consulting engineer including, without limitation, <ul style="list-style-type: none"> (a) the standards to be applied; (b) procedures for and the form and content of examinations; (c) the qualifications of applicants; (d) the exemption of applicants from examinations; and (e) the length of time engaged in independent practice required (s. 61). 3. Peer review of applicants by subcommittee with overview by Committee consensus. 4. Reference report on applicant's performance by referees, including a designated

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CONSULTING ENGINEER DESIGNATION COMMITTEE (CEDC)

	<p>Consulting Engineer.</p> <p>5. When required, a special examination of the candidate by comprehensive interview and candidate follow-up response.</p> <p>Success Measurements of Key Duties and Responsibilities:</p> <ol style="list-style-type: none"> 1. Increased recognition of CED by governments, client groups and the public. 2. Interpretative guideline is current and relevant. 3. Meet demand for recognition of emerging engineering disciplines. <p>The Chair shall submit an annual report, not later than January 15th of each year to the CEO/Registrar of the activities of the Committee.</p> <p>By September 30th of each year, CEDC shall prepare an annual work plan for the following year. The work plan will include anticipated outcomes, deliverables, and a continuous improvement component. This will be presented to Council at the following January meeting.</p>		
<p>Equity and Diversity Awareness</p>	<p>CEDC chair attended an Equity and Diversity Committee presentation & CEDC members were all emailed the committee's report.</p> <p>The CEDC is scheduled to view the Equity and Diversity module on its October 22 meeting, and an invitation will be sent to Marta Ecsedi, P.Eng. for discussion.</p>		
<p>Tasks, Outcomes and Success Measures:</p>	<p>Task/Activities:</p> <p>Consulting Engineer Designation Applications:</p> <p>Under Section 61(2) of Regulation 941 under the <i>Professional Engineers Act</i>, the Consulting Engineer Designation Committee (CEDC) may make recommendations to Council in respect of all matters relating to application for designation as a consulting engineer. The CEDC may recommend that Council approve the following typical motions:</p> <ul style="list-style-type: none"> • Exemption from examinations and the applications for designation as Consulting Engineer. • Applications for re-designation as Consulting Engineer. • Permission to use the title "Consulting Engineers" to specific firms. 	<p>Outcomes /Success measures:</p> <p>Outcomes: <u>Legal Implications/Authority</u></p> <ol style="list-style-type: none"> 1. Pursuant to Section 56(2), Council has the authority to exempt an applicant from any of the examinations required by section 56(1) to be taken by an applicant for a Consulting Engineer Designation if Council is satisfied that the applicant has appropriate qualifications. 2. Pursuant to Section 56(1) Council shall designate as a Consulting Engineer every applicant for the Designation who meet the requirements set out in Section 56(1)(a-d). As a result there does not appear to be any discretion for Council to refuse applicants who meet the requirements. 3. Pursuant to Section 57(2) Council shall redesignate as a consulting engineer every applicant who meets the requirements of section 57(2) (a-c). As a result there does not appear to be any discretion for Council to refuse applicants who meet the requirements. 	<p>Due date:</p> <p>CEDC reports regularly (four times each year) regarding mandate to Council as per Regulation.</p>

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CONSULTING ENGINEER DESIGNATION COMMITTEE (CEDC)

		<p>4. Pursuant to section 67, Council has the authority to approve a firm's use of the title "consulting engineers" approved by Council provided the applicant meets the requirements set out in section 67.</p> <p>Success measures: General: Increased recognition of CED by governments, client groups and the public through increased liaison with PEO's Government Liaison Committee (GLC) and Consulting Engineers of Ontario. Measure A (refined):</p> <ul style="list-style-type: none"> • Number of CEDs expressed as a percentage of the number of P.Engs. listed in section F on the <u>applications for C of As.</u> <p>.....</p> <p>Related Measure:</p> <ul style="list-style-type: none"> • Number of CEDs expressed as a percentage of the TOTAL number of P.Engs. 	<ul style="list-style-type: none"> • Was 7% on Aug 19, 2015 • Was 8.6% on Aug. 19, 2014. • Was 8.4% on Aug. 29, 2013. • (Corresponding data not available for Jul. 29, 2011.) <p>.....</p> <ul style="list-style-type: none"> • Was 1.4% on Aug 19, 2015 • Was 1.7% on Aug. 19, 2014. • Was 1.5% on Aug. 29, 2013. • Was 1.6% on July 19, 2011.
	Maintain the Interpretive Guideline	Interpretative Guideline is current and relevant. Last updated on October 2014.	As needed.
Inter-committee collaboration:	Done when necessary		
Stakeholders:	Consulting Engineers Ontario (CEO)		

HUMAN RESOURCES PLAN - 2016

DISCIPLINE COMMITTEE (DIC)

Committee: Discipline Committee	Date Developed:
Committee Review Date: November 2015	Date Council Approved:

Categories	Currently in Place	Required in 12 Months (Identified "Gap" for each Core Competency)	Required in 2 to 5 Years
Core Competencies	See Appendix A	See Appendix A	
Committee Membership	50 members		
Broad Engagement	<p>Elected Councillor: 9</p> <p>LGA (P. Eng.) Councillor: 4</p> <p>LGA (Lay) Councillor: 2</p> <p>Attorney General (AG) appointee (LL.B.): 6</p> <p>General Member: 28</p>		
Volunteer Development Plans	<p><u>New Members:</u></p> <p>a. Attend a basic training session (conducted by members of the DIC and outside counsel)</p> <p>b. Participate as a panel member at a hearing</p> <p><u>New Scribes:</u></p> <p>c. Act as a panel scribe (Prerequisite: A and B)</p> <p><u>Experienced Members:</u></p> <p>d. Participate as a panel member at contested hearings (Prerequisite: A and B)</p> <p>e. Participate on the subcommittee (Prerequisite: A, B,C, D)</p> <p>f. Attend bi-annual refresher training</p>	<p>a. Attend a basic training session</p> <p>b. Participate as a panel member at a hearing.</p> <p>c. Act as a panel scribe (Prerequisite: A and B)</p> <p>d. Participate as a panel member at contested hearings (Prerequisite: A and B)</p> <p>e. Participate on the subcommittee (Prerequisite: A, B,C, D)</p> <p>f. Attend bi-annual refresher training</p>	

HUMAN RESOURCES PLAN - 2016

DISCIPLINE COMMITTEE (DIC)

	<p>g. Present training material at a DIC meeting</p> <p><u>New Panel Chairs:</u></p> <p>h. Attend panel chair training (Prerequisites: acting on an uncontested hearing and several contested hearings)</p> <p>i. Conduct a panel for a hearing within 12 months after receiving the training (Prerequisite: attendance at the panel chair training)</p> <p><u>New Pre-Hearing Conference Chairs:</u></p> <p>k. Participate as a presiding member at a pre-hearing (Prerequisite: acting on several contested hearings)</p> <p><u>Emeritus members:</u></p> <p>This is a new subcategory of DIC members appointed under section 27(1)4 and composed of people who will contribute their wise counsel based upon years of experience. These members will not serve on panels. Members will be automatically become emeritus members when they have not served on or volunteered to serve on a panel for one year.</p>	<p>g. Present training material at a DIC meeting</p> <p>h. Attend panel chair training. (Prerequisites: acting on an uncontested hearing and several contested hearings)</p> <p>i. Conduct a panel for a hearing within 12 months after receiving the training (Prerequisite: attendance at the panel chair training)</p> <p>k. Participate as a presiding member at a pre-hearing (Prerequisite: acting on several contested hearings)</p>	
<p>Term of Office</p>	<p>Discipline Committee shall name one of its members as Chair and another as Vice-Chair for a period of two years.</p>		<p>Next change of Chairs planned for November 2017.</p>

HUMAN RESOURCES PLAN - 2016

DISCIPLINE COMMITTEE (DIC)

APPENDIX A

1. Key Objectives and Core Competencies (as per the Work Plan)

List Top 3-5 Committee Work Plan Outcomes:	List Core Competencies for Each Work Plan Outcome:
Hear and Decide Matters (Panel Members)	<ul style="list-style-type: none"> a. Knowledge of the applicable sections of the Act, Regulations, SPPA, Discipline Committee's Rules and the Handbook : <ul style="list-style-type: none"> i. Panel chair – Comprehensive Knowledge ii. Experienced Members – Detailed Knowledge iii. New Members – Basic Knowledge b. Ability to contribute to the panel's deliberations by understanding the legal arguments presented, identifying facts, weigh differing views, and to make fair, logical decisions (all panel members). c. Be committed and enthusiastic (all panel members). d. Ability to write Decisions and Reasons (scribe). e. Ability to conduct a hearing, including involving the ILC where appropriate (panel chair). f. Have the time required to sit on panels (all panel members). g. Familiarity with Decisions and Reasons in previous matters, judicial reviews of administrative decisions, and PEO reviews of the Complaints and Discipline process (panel chair and experienced members).
Set hearings (Chair, DIC)	<ul style="list-style-type: none"> a. Ability to set a date when the panel and the parties are available. b. Broad experience conducting a pre-hearing conference.
Develop Volunteers (Chair, DIC)	<ul style="list-style-type: none"> a. Identify training requirements and resources. b. Organize training sessions. c. Conduct training sessions.
Develop Policy and Plans (Chair, Subcommittee)	<ul style="list-style-type: none"> a. Develop and analyze policy alternatives. b. Draft proposals to amend the Handbook, Work Plan, and H.R. Plan.
Perform Administrative Functions (Chair, DIC)	<ul style="list-style-type: none"> a. Respond to information requests from PEO and Council. b. Draft and provide administrative reports. c. Communicate with Council.

HUMAN RESOURCES PLAN - 2016

DISCIPLINE COMMITTEE (DIC)

2. Competency Gaps and Action Plan

List top 2 - 3 core competencies missing from the current Committee (knowledge, skills, abilities)	List <u>specific gaps</u> for each core competency	Briefly state <u>how you will close each gap</u> [i.e.: development plan for current member(s); request for additional volunteer resources]	Resources Needed	Target Date for Completion
Ability to contribute to the panel's deliberations	Ability of understanding the legal arguments presented identifying facts.	Training and experience (including observing hearings).	DIC Members	Annually
Ability to write Decisions and Reasons	Willingness to write the Decisions and Reasons; ability to communicate effectively in writing; have the time to draft Decisions and Reasons.	Training and experience.	DIC Members	Annually
Comprehensive Knowledge	Of the applicable sections of the Act, Regulations and the DIC's Rules, and a detailed knowledge of the Handbook.	Training and experience.	DIC Members	Annually
Time	The number of practicing engineers on DIC needs to be increased.	Improving procedures to improve the ability to predict the length of hearings and to encourage companies to allow their employees to participate.	DIC and Council	Medium-term (3-5 years)

3. Comments

WORK PLAN – 2016
DISCIPLINE COMMITTEE (DIC)

C-503-3.6
Appendix G(ii)

Approved by Committee: October 2015	Review Date: September 2016
Approved by Council:	Budget (subject to the approval of the overall PEO budget by Council): Committee: \$43,650 (pending Council's approval)

Mandate:	<p>The Discipline Committee (“DIC”) is an independent administrative tribunal whose mandate is:</p> <ol style="list-style-type: none"> a. When so directed by the Council, the Executive Committee or the Complaints Committee, to hear and determine allegations of professional misconduct or incompetence against a member of the Association or a holder of a certificate of authorization, a temporary license , a provisional license or a limited license, b. To hear and determine matters referred to it under section 24 (by the Complaints Committee) section 27 (by the Chair of the Discipline Committee) or section 27 (by the Registrar regarding an application for license after revocation or suspension), and c. To perform such other duties assigned to it by the Council. <p>PEO Council appoints people to the DIC. The Chair is selected by the members of the DIC.</p> <p>The Chair assigns members to a panel to hear, and designates one of them to act as the Chair of the panel pursuant to Section 27 of the <i>Professional Engineers Act</i> (the “Act”). Panels hear and determine allegations of professional misconduct or incompetence against a member or licence holder.</p> <p>The DIC operates within the provisions of the <i>Statutory Powers Procedure Act</i> (“SPPA”).</p>														
Terms of Reference:	Refer to DIC Terms of Reference														
Membership:	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%;">Section 27(1) 1: Elected Councillor</td> <td style="text-align: right;">9</td> </tr> <tr> <td>Section 27(1) 2(i): LGA (P. Eng.) Councillor</td> <td style="text-align: right;">4</td> </tr> <tr> <td>Section 27(1) 3(i): LGA (Lay) Councillor</td> <td style="text-align: right;">2</td> </tr> <tr> <td>Section 27(1) 3(ii): AG (LL.B.) appointee</td> <td style="text-align: right;">6</td> </tr> <tr> <td>Section 27(1) 4: General P.Eng. Member</td> <td style="text-align: right;">28</td> </tr> <tr> <td>Current roster as of October 21, 2015:</td> <td style="text-align: right;">Total: <u>49</u></td> </tr> </table>			Section 27(1) 1: Elected Councillor	9	Section 27(1) 2(i): LGA (P. Eng.) Councillor	4	Section 27(1) 3(i): LGA (Lay) Councillor	2	Section 27(1) 3(ii): AG (LL.B.) appointee	6	Section 27(1) 4: General P.Eng. Member	28	Current roster as of October 21, 2015:	Total: <u>49</u>
Section 27(1) 1: Elected Councillor	9														
Section 27(1) 2(i): LGA (P. Eng.) Councillor	4														
Section 27(1) 3(i): LGA (Lay) Councillor	2														
Section 27(1) 3(ii): AG (LL.B.) appointee	6														
Section 27(1) 4: General P.Eng. Member	28														
Current roster as of October 21, 2015:	Total: <u>49</u>														
Tasks, Outcomes and Success Measures:	Task/Activities	Outcomes/ Success Measures	Due Date												
	<ol style="list-style-type: none"> 1. Canvass members for Hearings and achieve: Responses within one week “Yes” available responses “Not” available responses 2. Convene hearings 	<p style="text-align: center;">80-90%</p> <p style="text-align: center;">50-80%</p> <p style="text-align: center;">30-40%</p> <p>No delays due to panelists being unavailable</p>	<p style="text-align: center;">Ongoing</p> <p style="text-align: center;">Ongoing</p>												

WORK PLAN – 2016
DISCIPLINE COMMITTEE (DIC)

	3. Issue decisions and reasons	No impact on the fairness of hearings and within the timeframes set out in the planned achievements section	Report to Council quarterly
	4. Hold a DIC meeting		2 per year
	5. Hold training sessions		Ongoing
	6. Provide members with an opportunity to attend external training	Improve panel performance	Ongoing
	7. Initiate Panel Chair training	Improve panel performance	2016-Ongoing
	8. Implement the recommendations of the Handbook Subcommittee	An updated DIC Handbook	2016
	9. DIC Handbook Subcommittee	Report progress at the DIC Meeting	2016
	10. Working Group (Confidentiality/Record Retention)	Report progress at the DIC Meeting	2016
	11. Working Group (Best Practices)	Report progress at the DIC Meeting	2016
Planned Achievements	<ul style="list-style-type: none"> • Hearings commenced within 6 months from date of referral: 90% • Decision and Reasons issued within 6 months of the date hearing concludes: 90% • Decision and Reasons outstanding within a year of the date hearing concluded: 10% • Handbook text revisions and/or Rules of Procedure updates 75% 		

HUMAN RESOURCES PLAN - 2016
EDUCATION COMMITTEE (EDU)

C-503-3.6
Appendix H(i)

Committee: Education Committee (EDU)	Date Developed: 30 September 2015
Committee Review Date: September 2016	Date Council Approved:

	Currently in Place	Required in 12 months (Identified "Gap" for each Core Competency)	Required in 2 to 5 years
Core Competencies <ul style="list-style-type: none"> • Skills • Abilities • Expertise • Knowledge 	EDU has a strong, diverse and talented volunteer membership	N/A	Elementary school representative
Committee Membership	10 Members, each a representative according to the EDU Terms of Reference	1 Council Liaison	Dependent upon renewal of committee membership
Broad Engagement			
• Career Stage	At least 1 from every career stage.	No gap	No gap
• Experience Level	No gap	No gap	1 EIT
• Gender/Diversity	3 female, 7 males	N/A	Gender balance
• Geographic Representation	No full geographic representation (10% represent the Northern region, 20% the Western region, and 60% represent the combined East / West Central regions)	4 out of 5 regions represented	4 out of 5 regions represented
• CEAB Graduates – vs– IEG	N/A	N/A	N/A
• Licensed –vs– Non-licensed	1 non-licensed members: 1 EIT, 1 Other	No gap	1 EIT, 1 Other
Volunteer Development Plans	N/A	Hold a one-day workshop where EDU committee members can attend to receive training in education related matters and EDU Long-term strategy development. The workshop will explore	Reviewed Annually

HUMAN RESOURCES PLAN - 2016

EDUCATION COMMITTEE (EDU)

		and identify core competencies pertaining to EDU sub-committee work.	
Succession Planning <ul style="list-style-type: none"> • List the members 	<p>Members are appointed for a 3-year term and approved by Chair. Possibility of renewal if agreeable to EDU Committee. When a member's term expires or a member resigns, Council will be asked to appoint a replacement(s).</p>	<p>Most members have served 5 years or less on the committee. For each committee member, a mapping of skills to assigned sub-committee work is on file with the EDU committee chair. (Refer to the work plan for the list of EDU committee members)</p>	Reviewed Annually
Term of Office <ul style="list-style-type: none"> • Chair • Committee members 	<p>Members are appointed for a 3-year term. Possibility of renewal if agreeable to EDU Committee. When a member's term expires or a member resigns, Council will be asked to appoint a replacement(s).</p>	Reviewed Annually	Reviewed Annually

WORK PLAN - 2016
EDUCATION COMMITTEE (EDU)

C-503-3.6
Appendix H(ii)

Approved by Committee: 30 September 2015		Review Date: <i>September 2016</i>
Approved by Council:		Approved Budget:
Mandate [as approved by Council]:	<p>Whereas, there has been a recent declining interest among students in STEM-related careers, and whereas, identified root causes for this decline include image of science, perception of careers, curriculum, teacher experience and gender-based perceptions, therefore, the Education Committee (EDU) commits:</p> <ul style="list-style-type: none"> • To be a leader and value-added influence in the development of education policy, curriculum, and outreach such that high school graduates will have the necessary knowledge, skill, and motivation to succeed in an engineering program. • To support PEO's Envisioned Future (Source: "PEO Envisioned Future", C-459-6.6, Appendix A, approved by Council Sept. 2009) as it relates to "Public awareness of the role of the Association" (PEA Sect 2 (4)4 – <i>Additional Object</i>). • To "support and encourage public information and interest in the past and present role of professional engineering in society" in PEA Sect 8(20). <i>[Approved by Council: 22 March 2013]</i> 	
Terms of Reference [Key duties]:	<p>The EDU Key Duties and Responsibilities are to support the PEO Envisioned Future and are an important portion of the EDU Terms of Reference. EDU addresses science, math and technology literacy and other educational issues of relevance to PEO leading up to (but not including) the University / College educational level. The key duties of the Education Committee are:</p> <ol style="list-style-type: none"> 1.0 Chapters: Provide support for PEO Chapters to achieve their education outreach goals. The PEO Education committee plans and helps PEO chapters implement valuable learning activities for aspiring engineers, which aids the long-term health of the profession. 2.0 Equity and Diversity: Ensure that principles of equity and diversity are reflected in key activities (i.e. French translations of booklets and brochures) supported by the committee. 3.0 Guidance to PEO Council on education-related policy: Research and articulate proposed positions on elementary and secondary school education - mathematics, sciences and technology in particular and recommend same to Council. 4.0 Strategic Relationships: Establish productive relationships with other organizations whose objects are complimentary. 5.0 Program Development: <ul style="list-style-type: none"> • To increase public awareness of the engineering profession by educating Ontarians on the important roles and valuable contributions of professional engineers and of the self-regulating engineering profession in society. <ul style="list-style-type: none"> ➤ <i>One key input to the overall PEO "regulatory" process is elementary and secondary education (with particular emphasis on STEM education in the academic preparation for aspiring engineers).</i> • To encourage STEM education from an early age as a matter of sound public policy. <ul style="list-style-type: none"> ➤ <i>Elementary and secondary engineering education is very important to PEO in the overall context of public safety and protecting the public interest.</i> • To encourage and assist young people in making informed career choices related to science, technology, and engineering. <ul style="list-style-type: none"> ➤ <i>PEO needs to be certain that there remains a steady flow of talented and skilled individuals into the regulatory framework for engineers. This will ensure the continued existence of a self-regulating engineering profession which strives to keep society safe and also to promote a viable economy in</i> 	

WORK PLAN - 2016

EDUCATION COMMITTEE (EDU)

	<p style="text-align: center;"><i>Ontario.</i></p> <ul style="list-style-type: none"> To advise government and the public on educational requirements (e.g. curriculum) for the knowledge economy in general and for engineering in particular. <p>This may include (but is not limited to) the following:</p> <p>5.1 Reaching out to the public - Support holding public events that promote awareness of and the importance of science, technology, engineering and math education (STEM).</p> <p>5.2 Reaching out to the teachers - Support holding information sessions for teachers (as required).</p> <p>5.3 Hard skills development – Focus on “Thinking Skills” and “Lifelong Learning” as the key essential skills for our future engineers.</p> <p>5.4 Soft skills development - Focus on Integrity, Work Ethic, Teamwork and Accountability as crucial work habits for our future engineers.</p>		
Equity and Diversity Awareness	<p>Q1. <i>Was the E & D module reviewed in order to have tasks and activities align with the E&D Policies? Yes.</i></p> <p>Q2. <i>Is each task/activity being done in an equitable manner and engaging diverse groups? Yes.</i></p> <p>Q3. <i>Are there any barriers to information dissemination, human resources, physical space, and cultural differences? No.</i></p>		
Tasks, Outcomes and Success Measures:	Task/Activities:	Outcomes Success measures	Due date:
	CD -- Culture and Diversity <ul style="list-style-type: none"> <i>Ensure that principles of equity and diversity are reflected in key activities supported by EDU.</i> 	-Develop learning activities for the under-represented groups in engineering in collaboration with the different participating associations and institutions.	2016
	CL -- Chapter Liaison <ul style="list-style-type: none"> <i>Provide enhanced support for the chapter system as recently generally requested by Council.</i> 	-Collaborate on the design and content of a brochure that all Chapters can take to schools for introduction purposes. -Liaise with the Chapters on a regular basis through circulation of a newsletter.	2016
	EC -- Education Conference <ul style="list-style-type: none"> <i>Organize a conference which will provide the chapters with resources and information to develop innovative education outreach programs</i> 	-Execute an Education Conference with the active participation of PEO Chapters. -See that chapters develop educational outreach programs that engage students, educators, and the public at large in understanding the diversity of the engineering profession. -Develop a strong partnership between the Chapters and the Education Committee to work together to enhance the promotion	2016

WORK PLAN - 2016
EDUCATION COMMITTEE (EDU)

		of the engineering profession. Q2: <i>The multi-cultural calendar was considered when scheduling the workshop date.</i> Q3: <i>Persons with disabilities and food allergies were appropriately accommodated.</i>	
EIF -- Engineering Innovations Forum Liaison	<ul style="list-style-type: none"> <i>To raise public awareness of engineering innovations and their impacts on Ontario elementary and secondary school students.</i> 	- Liaise with Engineering Innovations Forum by attending multiple meetings for the purposes of ensuring that some future forums are more teenager-friendly.	2016
EIR -- Engineer-in-Residence	<ul style="list-style-type: none"> <i>Oversee the execution of the Engineer in Residence (EIR) program for the 2016 / 2017 School Year.</i> 	-Execute the EIR program for the 2016 / 2017 school year.	2016
ER -- Educator Resources	<ul style="list-style-type: none"> <i>Contribute to science, math and technology curriculum development.</i> 	-Research and review information relating to what society needs from an education system, including creating publications/pamphlets and potential use of various media. -Review of EDU website, make recommendations and draft new content. -Collaborate with engineering faculties about outreach events and programs.	2016
LTP -- Long-Term Planning	<ul style="list-style-type: none"> <i>To formulate a long-term strategy to increase Ontario Secondary School student awareness and interest in Engineering as a rewarding profession; to identify the competencies required for success in an Engineering program at University; to focus on development of the "essential" skills through self-directed learning beyond the Ontario education curriculum; and, to provide access and support to a variety of external educational resources available at PEO.</i> 	-Monitor EDU committee activities and prepare a summary report to identify how the committee has achieved the goal of increased awareness. - Maintain strong partnerships with stakeholders (both internal and external to PEO) and as pertaining to elementary /secondary school education and development of "essential skills". - Complete the Terms of Reference / Human Resources Plan / Work Plan for 2017 in collaboration with EDU Committee members.	2016

WORK PLAN - 2016
EDUCATION COMMITTEE (EDU)

	<p>POS -- Articulate PEO Positions</p> <ul style="list-style-type: none"> • <i>Research and articulate proposed PEO positions on elementary and secondary school education, relating to mathematics, sciences and technology in particular.</i> 	<p>- Statements / positions relating to mathematics education and physics (in collaboration with OSPE) will be drafted and proposed to PEO Council.</p>	2016
	<p>PWC -- Province Wide Challenge</p> <ul style="list-style-type: none"> • <i>Coordinate Development of a Province-Wide Engineering Challenge.</i> 	<p>- Coordinate the Development of a potential Province-Wide Engineering Challenge in collaboration with Chapters targeted at elementary or junior high school students.</p>	2016
	<p>Prepare and submit Annual EDU report to council</p>	<p>Submitted.</p>	2016
	<p>Develop and submit 2017 Work Plans and HR Plans for Council's approval</p>	<p>Submitted.</p>	September, 2016
	<p>Hold regular EDU meetings</p>	<p>At least 6 meetings per year.</p> <p>Q2: <i>The multi-cultural calendar was considered when scheduling the workshop date.</i></p> <p>Q3: <i>Persons with disabilities and food allergies were appropriately accommodated.</i></p>	2016
<p>Inter-committee collaboration:</p>			
<p>Stakeholders:</p>	<p>PEO Council, PEO Chapters , GLC, OSPE</p>		

WORK PLAN - 2016

C-503-3.6
Appendix I(i)

EMERGING DISCIPLINES TASK FORCE (EDTF)

Approved by Committee: September 30, 2015		Review Date: September 30, 2016	
Approved by Council:		Approved Budget: \$10,000 [March 2008] (within the Council Priorities envelope)	
Mandate [as approved by Council]:	To develop a clear understanding of emerging engineering practices (Established by Council Motion, March 28, 2008)		
Terms of Reference [Key duties]:	<p>[Phase 1] - COMPLETED April 2010 for NME, September 2010 for CIE</p> <ol style="list-style-type: none"> 1. Identify issues relevant to PEO in these areas relating to established or anticipated practices; 2. Make recommendations to Council on action required, in particular defining the core body of knowledge of these disciplines; <p>[Phase 2] - IN PROGRESS</p> <ol style="list-style-type: none"> 3. Make recommendations to Council regarding Licensing of these areas of practice, including establishing rights to practice and enforcement concepts; 4. Provide advice and support on professional practice and admissions in this area; 5. Support external relations where appropriate; 6. Evaluate existing certification programs relating to these disciplines as they may impact the responsibility of PEO to license the practice of engineering. <p><i>Current Status:</i> NME has submitted its final phase 2 report and is now in follow-up stage with stakeholders. CIE has had its recommendations & Executive Summary approved but the final report needs to be completed. CIE has done more stakeholder consultations in its previous work but still intends to do a wrap up summary in its final report.</p>		
Tasks, Outcomes and Success Measures	Task/Activities:	Outcomes Success measures	Due date:
	Work with PEO committees (PSC, ARC, ERC, and ENF) on Phase 2 licensure issues	Provide support to the other committees to implement CIE and NME licensure	As required
	Complete external stakeholder consultations for licensure issues; Gather market intelligence; Provide Registrar with critical implementation factors for PEO to regulate CIE and NME	Document stakeholder perspectives; PEO secures substantive stakeholder agreement for implementation	As required
Inter-committee collaboration:	Academic Requirements, Experience Requirements, Professional Standards, Enforcement - consulting on proposals, presenting at committees		
Stakeholders:	<p>Common: Engineers Canada - CEAB, CEQB (Industrial Liaison Committee), Government Relations Committee, Canadian Academy of Engineering, industry, Ontario universities, Consulting Engineers Ontario, OACETT, OSPE, CODE, Ontario Ministries of Attorney General, Research & Innovation, Health & Long Term Care, Economic Development and Trade; Canadian Standards Association, Canadian General Standards Board, APEGGA, OIQ Environment Canada, Health Canada, Natural Resources Canada, Canadian Food Inspection Agency</p> <p>NME: Treasury Board Secretariat (CIO), Industry Canada (BioTalent Canada, Office of Consumer Affairs), Agriculture and Agri-Food Canada, Fisheries & Oceans Canada,; Ontario ministries of Environment, Municipal Affairs & Housing (Building Code materials), Labour (Occupational Health & Safety), Agriculture, Food & Rural Affairs, Consumer Services; Canadian Association of Physicists, Canadian Association of Environmental Biologists- Ontario Region, Association of the Chemical Profession of Ontario, Canadian College of</p>		

WORK PLAN - 2016

EMERGING DISCIPLINES TASK FORCE (EDTF)

	<p>Microbiologists, Chemical Institute of Canada/Canadian Society for Chemical Engineering, Canadian Society of Microbiologists, Rx&D(Canada's Research-based Pharmaceutical Companies, Consumers Council of Canada, IEEE Nanotechnology Council.</p> <p>CIE: Industry Canada (ICTC), Public Safety Canada, National Defence, Finance Canada, Foreign Affairs & International Trade Canada, Public Works and Government Services Canada, Transport Canada, RCMP, CSIS, Canadian Border Safety Agency, CRTC, ITU, ITAC, CATA, CIRA, ISACA, ISSA, IEEE, Internet Engineering Task Force (IETF), Institution of Engineering and Technology, Association for Computing Machinery, International Information Systems Security Certificate Consortium (ISC)², International Standards Organization, . Ontario Information & Privacy Commissioner, Ontario Ministries of Government Services (Office of Corporate Chief Information Officer), Finance, Revenue, Energy, Transportation; Ontario Provincial Police, Emergency Management Ontario Independent Electricity System Operator, Hydro One, Ontario Energy Board, Ontario Securities Commission, APEGBC, telecommunication common carriers / internet service providers</p>
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DRAFT

WORK PLAN - 2016
ENFORCEMENT COMMITTEE (ENF)

C-503-3.6
Appendix J(i)

Approved by Committee: October 15, 2015		Review Date: September 2016	
Approved by Council:		Approved Budget:	
Mandate [as approved by Council]:	Mandate is to advise Council on matters relating to the enforcement of the provisions of the Professional Engineers Act dealing with unlicensed and unauthorized practice. Standing committee of Council established by Council on September 24, 1999.		
Terms of Reference [Key duties]:	<ol style="list-style-type: none"> To prepare and present policy proposals to Council on issues relating to PEO's enforcement activity. To act as an advisory body to the Registrar, Council and PEO committee and task forces on policy matters relating to enforcement. 		
Equity and Diversity Awareness	<ol style="list-style-type: none"> <i>Was the E & D module reviewed in order to have tasks and activities align with the E&D Policies? YES</i> <i>Is each task/activity being done in an equitable manner and engaging diverse groups? YES</i> <i>Are there any barriers to information dissemination, human resources, physical space, and cultural differences? NO</i> 		
Tasks, Outcomes and Success Measures:	Task/Activities:	Outcomes Success measures	Due date:
	Task Force A – Investigate strategies to curtail non-reporting of enforcement violations, including whistleblower protection. Ongoing task to investigate strategies to encourage the reporting of enforcement violations and continue to track examples of whistleblower protection in law and the corporate environment for best practices	Scope of Guide to Whistleblowing provided to staff September 2015 for preparation of brochure/website article. Develop a summary of whistleblower protection best practices, if any.	Early 2016 tbc
	Task Force B – Determine if there is a case for PEO to have more legislated enforcement powers such as audit and search, and higher penalty amounts.	Task partially complete. Currently awaiting staff research linking unlicensed practice with industrial accidents.	March 2016
	Task Force C – Develop an explanation of the definition of the practice of professional engineering within the context of the industrial production and manufacturing sector, including division of work between technologist and engineer.	Final report with recommendations	January 2016
	Task Force D – Provide evidence into safety gaps in the regulation of the practice of professional engineering, such as instances where planning committees override engineering.	Report on activities to date, following which task force should be disbanded, or scope revised.	January 2016

WORK PLAN - 2016

ENFORCEMENT COMMITTEE (ENF)

New task	Examine the prevalence and impact of forged and counterfeit seals within the profession with a view to developing a comprehensive recommendation to Council /Engineers Canada for further action.	Provide report to Professional Standards Committee (PSC) in time for PSC to bring broader issue to Engineers Canada in early June 2016.	March 2016
New task	Examine the feasibility of changing legislative schemes regarding restriction on engineering terms in company names, for example to mimic parking/speeding offences with fixed fines for clear infractions	Such an arrangement would shift the burden from PEO having to prove an infraction to the offender having to appeal a fine.	To be decided
Inter-committee collaboration:	Emerging Disciplines Task Force; Professional Standards Committee Industrial Subcommittee; Repeal of the Industrial Exception Task Force		
Stakeholders:	Ministry of the Attorney General of Ontario		

WORK PLAN - 2016
EQUITY AND DIVERSITY COMMITTEE (EDC)

C-503-3.6
Appendix K(i)

Approved by Committee:		Review Date: September 2016
Approved by Council:		Approved Budget: \$10,075 [2016]
Mandate [as approved by Council]:		
<ul style="list-style-type: none"> Recommend action plan to integrate equity and diversity values and principles into the general policy and business operations of PEO. 		
Terms of Reference [Key Duties and Responsibilities]:		
<ol style="list-style-type: none"> Recommend mechanisms to ensure: <ul style="list-style-type: none"> There are no groups excluded from the structural life of PEO and communicate PEO's clear commitment to the values and principles of equity and diversity. There is an environment in PEO in which the members of diverse groups are recognized and valued. That regulatory procedures for licensing, complaints, discipline and enforcement, and all PEO meetings and communications with members and the public, reflect the values set out in PEO's Equity and Diversity policy. There is equity and diversity training for committee members, PEO staff, Councillors, Chapter executives and other volunteers. Recommend mechanisms to monitor compliance and effectiveness of PEO's Equity and Diversity Policy. Be a catalyst for new initiatives that will help develop an understanding of and commitment to Equity and Diversity. 		
Equity and Diversity Awareness		
<ul style="list-style-type: none"> The Equity and Diversity web-module was considered when planning tasks and activities for 2016. Tasks/activities to be undertaken in 2016 will be done in an equitable manner, engaging diverse groups within PEO Chapters and Committees. The multi-cultural calendar was considered when scheduling meetings and/or events. 		
Action Plan & Activities:	Current Status (Date):	Due Date:
Facilitate PEO delivery of ongoing information, training and resource support to help staff and volunteers develop capacity to address equity and diversity issues.		
<ol style="list-style-type: none"> Develop articles for Engineering Dimensions: <ul style="list-style-type: none"> 1st article 2nd article 3rd article 	In progress	Issue dates: <ul style="list-style-type: none"> March/April May/June Sept./Oct.
<ol style="list-style-type: none"> Review 2013 survey questions and comments, develop next survey. 		Q1 2016
<ol style="list-style-type: none"> Administer 2nd E & D survey to PEO members. 		Q2 2016

WORK PLAN - 2016
EQUITY AND DIVERSITY COMMITTEE (EDC)

Action Plan & Activities (continued):	Current Status (Date):	Due Date:
<i>Provide guidance to volunteers about their roles in implementing the E & D policy.</i>		
4. Facilitate E & D presentations to chapters and committees as requested.	<i>In progress</i>	<i>Ongoing</i>
5. Monitor impact of new Work Plan template developed by EDC in collaboration with ACV.	<i>In progress</i>	<i>Ongoing</i>
<i>Promote PEO activities in recruitment and retention of volunteers, with a focus on achieving equity and increasing diversity within the engineering profession.</i>		
6. Through personal networks, EDC to encourage members from various demographics to apply on volunteer openings and to run for elected Council positions.	<i>Standing annual agenda item</i>	<i>Ongoing</i>
7. Recommend to RCC proposal to introduce a chapter Equity & Diversity recognition award.	<i>In progress</i>	<i>TBD 2016</i>
<i>Seek to identify and work to remove barriers that limit access to PEO services and programs in areas such as information dissemination, human resources, physical space and cultural difference.</i>		
8. Develop project plan to identify perceived barriers and recommendations for change.		<i>TBD</i>
<i>Inter-committee collaboration:</i>	<ul style="list-style-type: none"> - All PEO committees and task forces – offering help as requested or in relation with E & D training - Chapters and Regional Councillors Committee (RCC) – promoting awareness of E & D, and training of Chapter volunteers 	

EXPERIENCE REQUIREMENTS COMMITTEE (ERC)

Approved by Committee: <i>September 28, 2015</i>		Review Date: <i>September 2016</i>
Approved by Council:		Approved Budget:
Mandate [as approved by Council]:	<p>1) The Experience Requirements Committee is continued and shall be composed of a chair appointed by Council, the immediate past chair, if any, and such other Members as are appointed by the Council and three members of the Committee constitute a quorum. R.R.O. 1990, Reg. 941, s. 41 (1).</p> <p>(2) Where an application for the issuance of a licence, temporary licence or limited licence is referred to the Experience Requirements Committee pursuant to the Act, the Committee shall,</p> <p style="padding-left: 40px;">(a) assess the experience qualifications of the applicant; and</p> <p style="padding-left: 40px;">(b) determine whether the applicant meets the experience requirements prescribed by this Regulation and so advise the Registrar. R.R.O. 1990, Reg. 941, s. 41 (2).</p> <p>(2.1) If the Experience Requirements Committee is requested to assess, for the purposes of section 51.1, an applicant for the reinstatement of a licence or limited licence, the Committee shall,</p> <p style="padding-left: 40px;">(a) assess the applicant's knowledge and understanding of the current laws and standards governing the practice of professional engineering; and</p> <p style="padding-left: 40px;">(b) determine whether the applicant's knowledge and understanding is sufficient to warrant the reinstatement of his or her licence or limited licence and so advise the Registrar. O. Reg. 143/08, s. 6.</p> <p>(3) For the purpose of carrying out its duties, the Experience Requirements Committee may, in the discretion of the Committee and on its own initiative, interview the applicant. R.R.O. 1990, Reg. 941, s. 41 (3).</p> <p>(4) The Committee shall interview the applicant if there is a question raised with respect to the ability of the applicant to communicate adequately in the English language. R.R.O. 1990, Reg. 941, s. 41 (4).</p>	
Terms of Reference [Key duties]:	<p>To assess the experience of applicants through file review and by personal interview as may be required :</p> <p style="padding-left: 40px;">(a) To determine if experience requirements under the Regulations has been met;</p> <p style="padding-left: 40px;">(b) To recommend to the ARC how experience can be taken into account in assigning of examinations;</p> <p style="padding-left: 40px;">(c) To interview applicants where there is a question of the ability to communicate effectively in English;</p> <p style="padding-left: 40px;">(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 as per ERC guidelines.</p> <p>To advise the Registrar with respect to the foregoing. (Mandate approved in principle by Council)</p>	
Equity and Diversity Awareness	<p>The ERC was presented with the Equity and Diversity Module for training and resource purposes. The majority of committee members are themselves foreign educated professional engineers who participated in experience interviews prior to licensure.</p>	

WORK PLAN - 2016

EXPERIENCE REQUIREMENTS COMMITTEE (ERC)

Tasks, Outcomes and Success Measures:	Task/Activities:	Outcomes Success measures	Due date:
	Timely and appropriate advice to the Registrar or Deputy Registrar and to applicants with respect to the appropriateness of experience.	Monthly approval of ERC interview recommendations	ongoing
	Timely and appropriate advice to ARC with respect to recommendations on exam programs and academic qualifications of applicants	Monthly recommendations for ARC approval	ongoing
	Development of an ERC Manual for the purpose of documenting the ERC interview processes	Approved manual to be used as a resource for ERC and training tool for new members	Draft expected December 2015
	Participation in the Review of the interview process	Review requested by the Ontario Fairness Commission to ensure fairness, transparency and objectivity in the process	Review by external consultant expected by December 2015. Recommendations and pilot by Mid 2016
	Persons with disabilities and food allergies were appropriately accommodated.	Individual preferences for food are accommodated	Ongoing
Inter-committee collaboration:	<p>The ERC will provide recommendations to the Academic Requirements Committee with respect to applicants' exam programs and academic qualifications.</p> <p>The ERC will provide recommendations to Legislation Committee, Licensing Committee and other PEO committees as requested.</p>		
Stakeholders:			

HUMAN RESOURCES PLAN - 2016

GOVERNMENT LIAISON COMMITTEE (GLC)

C-503-3.6
Appendix M(i)

Committee: Government Liaison Committee (GLC)	Date Developed: September 15, 2015
Committee Review Date: September 2016	Date Council Approved:

Categories	Currently in Place	Required in 12 months (Identified "Gap" for each Core Competency)	Required in 2 to 5 years
Core Competencies <ul style="list-style-type: none"> • Skills • Abilities • Expertise • Knowledge 	Key objectives and core competencies are listed in Appendix A	<ul style="list-style-type: none"> • See Appendix A 	No gap
Committee Membership	13 Members, each a representative according to the GLC Terms of Reference	<ul style="list-style-type: none"> • 	Dependent upon renewal of committee membership
Broad Engagement			
<ul style="list-style-type: none"> • Career Stage 	At least 1 from every career stage	At least 1 from every career stage	No gap
<ul style="list-style-type: none"> • Diversities of Sources 	At least 1 representative from key stakeholders for information and cooperation related to Provincial Government interaction	<ul style="list-style-type: none"> • See Appendix B 	No gap
<ul style="list-style-type: none"> • Experience Level 	A minimum of 1 member in C-Level, 2 in A-Level	A Level or greater	No gap
<ul style="list-style-type: none"> • Gender Diversity 	At least 1/3 female Currently 2 female, 11 male	4 female, 9 male	Dependent upon members selected to committee
<ul style="list-style-type: none"> • Geographic Representation 	Full geographic representation	4 out of 5 regions represented	No gap
<ul style="list-style-type: none"> • CEAB Graduates –vs– IEG 	N/A	N/A	N/A
<ul style="list-style-type: none"> • Licensed –vs– Non-licensed 	2 non-licensed members: 1 EIT, 1 student member		No gap
Volunteer Development Plans	See Appendix C	See Appendix C	See Appendix C
Succession Planning <ul style="list-style-type: none"> • List the members • Term of office for committee members 	Members are appointed for a 2 year term. Members may be reappointed for another term, to a maximum of six years. When a member's term expires or a member resigns, Council will be asked to appoint a replacement(s).	Member appointments range from 2011 to 2015; longest serving members have served for five years.	Members appointed in 2011 will reach maximum 6 year term in 2016. Will need to seek replacement members for 2017.
Term of Office <ul style="list-style-type: none"> • Chair • Vice Chair 	<ul style="list-style-type: none"> • Chair is elected on an annual basis by the committee to a maximum of term of chair of 4 years. • Vice Chair is elected on an annual basis by the committee. 	<p>New Chair elected in 2015.</p> <p>New Vice Chair elected in 2015.</p>	

HUMAN RESOURCES PLAN - 2016
GOVERNMENT LIAISON COMMITTEE (GLC)
APPENDIX A

A. Key objectives and core competencies (as per the Work Plan)

<u>List top 3–5 Committee Work Plan Outcomes:</u>	<u>List core competencies for each Work Plan outcome:</u>
<ul style="list-style-type: none"> ○ Monitor & evaluate regulatory issues requiring liaison with the government and advise council on strategic initiatives to effect such liaison (Key Responsibilities # 1) 	<ul style="list-style-type: none"> - Possess a good knowledge of PEO and Committees related goals, objectives and information available related to government liaison - Possess strategic thinking abilities - Initiate recommendations for change
<ul style="list-style-type: none"> ○ Coordinate the activities of the GLP (Key Responsibilities # 2) 	<ul style="list-style-type: none"> - Key persons must be good communicators, knowledgeable and willing to work with others - Ability to organize functions and ensure objectives of this function are achieved - Be familiar with current PEO Government Liaison issues
<ul style="list-style-type: none"> ○ Coordinate with other government relations initiatives within the engineering profession (Key Responsibilities # 3) 	<ul style="list-style-type: none"> - Ability to develop relationships with stakeholders to advance cooperation efforts (ref. item 2 of Work plan) - Willingness to work with stakeholders within the confines of PEO guidelines and accepting differences while working to achieve common objectives - Conflict resolution skills - Possess effective meeting & action implementation skills
<ul style="list-style-type: none"> ○ Enhance Government Outreach (Key Responsibilities # 7) 	<ul style="list-style-type: none"> - Ability to establish and clarify goals, expectations, obligations, roles and responsibilities of GLC. - Ability to evaluate effectiveness of government liaison program once per year. - Ability to conduct analysis, summarize results and follow up with recommendations for continuous improvement
<ul style="list-style-type: none"> ○ Host Annual Queen’s Park MPP reception and/or GLC conference 	<ul style="list-style-type: none"> - Key persons must be good communicators, knowledgeable and willing to work with others - Ability to organize functions and ensure objectives of this function are achieved - Be familiar with current PEO Government Liaison issues

B. Diversities of Sources (see List of Committee Membership)

<p>Constituency & Qualifications of Committee/Task Force Members</p>	<p>The committee will be composed of the following 13 members.</p> <ul style="list-style-type: none"> • Member of the Regional Councillors Committee (recommended by Regional Councillors Committee) • Two (2) Lieutenant Governor Appointee member of Council • Two (2) Chapter GLP Chairs (recommended by the Chapter Manager) • A member of the Advisory Committee on Volunteers (recommended by the Advisory Committee on Volunteers) • P.Eng. active in a Riding Association (recommended by GLP Consultant)
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HUMAN RESOURCES PLAN - 2016

GOVERNMENT LIAISON COMMITTEE (GLC)

	<ul style="list-style-type: none"> • P.Eng. member of the Ontario Society of Professional Engineers' (OSPE) Political Action Network (recommended by OSPE) • P.Eng. representative of Engineers Canada (recommended by Engineers Canada) • Director of the Ontario Centre of Engineering and Public Policy • P.Eng. member of the Consulting Engineers of Ontario (recommend by CEO) • Student representative • EIT representative <p>The President and the President-elect are ex-officio members, as required by section 30(3) of By-Law No.1. In addition the CEO/Registrar and the GLP consultant shall be ex-officio members.</p>
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C. Volunteer Development Plans

List top 2 – 3 preferred core competencies (knowledge, skills, abilities)	List specific attributes for each core competency	Briefly state how you will meet your needs [i.e.: development plans for current member(s); request additional volunteer resources]	Resources Needed	Target Date for completion
Knowledge of PEO policy and positions and available resources	Familiarity with available resources regarding government related issues, etc.	Provide training and access to resources	Staff assistance, Committee Members	ongoing
Skills to provide advice/ recommendations/ assistance	Good communication and problem resolution skills; negotiation skills	Opportunities to interact and communicate, seek feedback	Feedback Form	ongoing
Effective Meeting Skills	Familiarity with rules of order, engagement strategies	Select chair with these skills (becomes a role model for others), seek feedback	Meeting Evaluation Form	ongoing

WORK PLAN - 2016
GOVERNMENT LIAISON COMMITTEE (GLC)

C-503-3.6
Appendix M(ii)

Approved by Committee: September 15, 2015		Review Date: September 15, 2015	
Approved by Council:		Approved Budget:	
Mandate [as approved by Council]:	<i>To provide oversight and guidance for the PEO Government Liaison Program (GLP). [APPROVED BY COUNCIL June 2011]</i>		
Terms of Reference [Key duties]:	<p><i>For matters related to its mandate, the committee shall:</i></p> <ol style="list-style-type: none"> <i>1. Monitor and evaluate regulatory issues requiring liaison with the government and advise Council of strategic initiatives to effect such liaison.</i> <i>2. Coordinate the activities of the Government Liaison Program.</i> <i>3. Coordinate with other government relations initiatives within the engineering profession.</i> <i>4. Consider any other matter related to the Government Liaison Program delegated to the committee by the Council.</i> <i>5. Consult as required with Council, chapters, members, staff, with respect to opportunities to advance support of PEO from government.</i> <i>6. Establish, receive and review reports from PEO committees as it considers appropriate.</i> <i>7. Enhance Government Outreach.</i> <i>8. Develop, monitor and review its work plan annually.</i> 		
Equity and Diversity Awareness	<ol style="list-style-type: none"> <i>1. Was the E & D module reviewed in order to have tasks and activities align with the E&D Policies? YES</i> <i>2. Is each task/activity being done in an equitable manner and engaging diverse groups? Yes</i> <i>3. Are there any barriers to information dissemination, human resources, physical space, and cultural differences? No</i> 		
Tasks, Outcomes and Success Measures:	Task/Activities:	Outcomes Success measures	Due date:
	<i>Prepare and submit Annual GLC report to Council</i>	<i>Submitted by due date</i>	<i>Feb 2016</i>
	<i>Organize and schedule GLP Academy (training)</i> Q2: The multi-cultural calendar was considered when scheduling the workshop dates. Q3: Persons with disabilities and food allergies were appropriately accommodated.	<i>1 per region per year</i>	<i>2016</i>
	<i>Monitor regulatory issues and emerging issues. Review and revise information notes for GLP Chapter Chairs.</i>	<i>Info notes reviewed and revised each quarter</i>	<i>End of each quarter</i>
	<i>Hold regular GLC meetings</i>	<i>At least 8 meetings per year</i>	<i>2016</i>
	<i>Prepare and update GLC Operational Plan</i>	<i>Update at least quarterly</i>	<i>End of each quarter</i>
	<i>Organize Queen's Park Day or GLC Conference</i> Q2: The multi-cultural calendar was considered when scheduling the workshop date. Q3: Persons with disabilities and food allergies were appropriately accommodated.	<i>Event delivered.</i>	<i>4th Qtr 2016</i>
	<i>Develop and submit 2017 Work Plans and HR Plans for Council's approval</i>	<i>Submitted by due date</i>	<i>Sept 2016</i>

WORK PLAN - 2016

GOVERNMENT LIAISON COMMITTEE (GLC)

Inter-committee collaboration:	<i>Participation in Chairs Meetings, consult with CPDCQA Task Force, consult with Legislation Committee</i>
Stakeholders:	<i>PEO Council, PEO Chapters, OSPE, CEO, Engineers Canada, ESSCO, OCEPP, Government (MPPs of all parties, civil servants)</i>

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WORK PLAN 2015-2016

C-503-3.6
Appendix N(i)

HUMAN RESOURCES COMMITTEE (HRC)

Approved by Committee: <i>May 27, 2015</i>		Review Date: <i>September 2017</i>	
Approved by Council:		Approved Budget: <i>\$6,250 [2015]</i>	
Mandate [as approved by Council]:	To advise and make recommendations to Council on the recruitment process for the position of Registrar as well as the annual performance and compensation for the Registrar. Also, to work with the government appointments secretariat regarding LGA appointments and to act as reviewer on significant human resources issues.		
Terms of Reference [Key duties]:	<ol style="list-style-type: none"> 1. To conduct the recruitment process, when required, for the position of Registrar. 2. To annually review the performance and compensation of the Registrar and make recommendations to Council. 3. To establish annual measurable goals and objectives for the position of Registrar for Council's review and approval. 4. To provide oversight and monitor the duties and responsibilities of government appointees (LGAs). 5. To advise Council with respect to governance related matters of organizational effectiveness of members of Council and to make recommendations to Council relating to: <ol style="list-style-type: none"> a. Conduct the annual Council Survey and make recommendations; b. Self-Assessment – Develop and make recommendations to Council on, and oversee the process, for regular assessments and evaluations of the performance of Council, Council Chair, Council members; c. Council Policies – Oversee the development of and any amendments to Council Code of Conduct Policy, Conflict of Interest Rules and Confidentiality Policy; d. Remuneration – Provide Council with recommendations regarding the amount and nature of the remuneration, expense reimbursement, and any other payments to the members of Council; e. Succession Planning – Create, maintain, and support a process of succession planning and training for Council; f. Council Recruitment – Develop recommendations regarding the essential and desired experiences, skills and other characteristics for potential candidates for election and appointment to Council and Board Committees to fill vacancies, taking into consideration Council's short-term needs and long-term succession plans. 		
Tasks, Outcomes and Success Measures:	Task/Activities:	Outcomes Success measures	Due date:
	Develop 2015 goals/objectives for Registrar position for presentation to Council in May 2015.	Accomplish Registrar's annual performance review	June 2015
	Develop Volunteering Conflict of Interest Policy for Council approval.	Policy clarification and enhance governance-related matter	November 2015
	Develop a 360° Peer Review system for Registrar (form and process).	Use as input for Registrar's annual performance review	November 2015
	Carry out final assessment of Registrar's annual performance and recommend compensation to Council in February 2016.	Conduct final assessment and provide Council with recommendations	January 2016
	Work with Attorney General's office to monitor government appointments and evaluate performance of LGAs.	To ensure an appropriate turnover of LGAs	January to December 2015
	In consultation with Council, explore potential changes to the <i>P.E. Act</i> regarding LGA appointments.	Monitor government appointees (LGAs)	November 2015

WORK PLAN 2015-2016

HUMAN RESOURCES COMMITTEE (HRC)

	Develop and implement an annual Council assessment survey	Introduce Council assessment tool	February 2015
	Develop recommendations for Council recruitment and succession planning.	Facilitate filling vacancies and support succession planning and training for Council	September 2015
Inter-committee collaboration:	<i>The HRC consults and/or collaborates with the following PEO committees/task forces:</i> <ul style="list-style-type: none">• Council• Advisory Committee on Volunteers• Executive Committee• Finance Committee		
Stakeholders:	<i>The HRC regularly engages in dialogue with the following external associations, government departments, organizations or individuals:</i> <ul style="list-style-type: none">• Attorney General's office• Other regulatory and professional organizations		

WORK PLAN – 2015/2016
LEGISLATION COMMITTEE (LEC)

C-503-3.6
Appendix O(i)

Approved by Committee: September 11, 2015		Review Date: May 2016	
Approved by Council:		Approved Budget: TBD	
Mandate [as approved by Council]:	<p>Section 30(1) of By-Law No. 1 grants Council the power to appoint the Legislation Committee. The Legislation Committee had been dormant for some time. By Resolution dated May 8, 2009, Council appointed the Legislation Committee.</p> <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>		
Terms of Reference [Key duties]:	<p>In support of its mandate, the Legislation Committee will include among its duties:</p> <ul style="list-style-type: none"> (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 which have not been assigned to another Committee or Task Force; and (iii) keeping Council apprised of relevant external legislative initiatives and changes which may affect PEO legislation. 		
Equity and Diversity Awareness	<ol style="list-style-type: none"> 1. <i>Was the E & D module reviewed in order to have tasks and activities align with the E&D Policies?</i> YES 2. <i>Is each task/activity being done in an equitable manner and engaging diverse groups?</i> YES 3. <i>Are there any barriers to information dissemination, human resources, physical space, and cultural differences?</i> NO 		
Tasks, Outcomes and Success Measures:	Task/Activities:	Outcomes Success measures	Due date:
	2015-16 Priority Tasks: (see Appendix A for Projects List)		
	1. Act changes to address Belanger Report recommendations.	Policy intents for Act changes approved by Council and forwarded to Ministry of the Attorney General.	Ongoing
2. Complete review of outstanding changes to Regulation 941 for compliance with Council-approved policy motions and evidence-based policy development, and provide feedback to the Attorney General and Council pursuant.	Outstanding motions disposed of through: <ul style="list-style-type: none"> a) Council rescinding motion. b) Referral to subject matter experts. c) Ministry of the Attorney General instructed to draft Regulations. 	November 2015 August 2015 May 2016	

WORK PLAN – 2015/2016
LEGISLATION COMMITTEE (LEC)

	3. Deal with any residual/remaining issues resulting from Bill 68, including proclamation of outstanding sections	Proclamation dates scheduled with Ministry of the Attorney General.	May 2016
	4. Complete review of Ontario legislation that conflicts with the authority or provisions of the <i>Professional Engineers Act</i> or its Regulations, and make recommendations for corrective actions pursuant.	Letters written to each Ministry, identifying the conflicting provisions.	May 2016
	5. In accordance with the Regulatory Policy Protocol approved by Council, review all referred policy proposals that involve authority from the Act, Regulations or By-Laws, and provide regulatory impact analysis and recommendations to Council pursuant.	Regulatory impact analyses completed and forwarded to Council for policy determination.	May 2016
	6. Add Act Change Protocol.		November 2015
	7. Identify regulatory policy issues that require amendment to the Act or Regulations, and compile database.	List of issues developed for legislative analysis and Council determination, as per the Act Change Protocol; Act Change Log created and maintained.	May 2016
	8. Prepare an annual Work Plan and Human Resources Plan in accordance with the Committees and Task Forces Policy.	Annual Work Plan drafted for Council approval; HR plan developed, if necessary.	September 2015
	Q2: <i>The multi-cultural calendar was considered when scheduling the workshop date.</i>	Calendar considered.	June 2015
	Q3: <i>Persons with disabilities and food allergies were appropriately accommodated.</i>	Accommodations successfully addressed, where necessary.	Each LEC meeting
Inter-Committee Collaboration:	The Committee will liaise with any Committee or Task Force that provides it with work for comment. It will also liaise with any Committee it deems necessary, where such Committee is involved with PEO legislation, etc.).		
Stakeholders:	Council and the Attorney General of Ontario; PEO Statutory Committees (Academic Requirements Committee; Experience Requirements Committee; Registration Committee; Complaints Committee; Discipline Committee); and advisory committees (for example, Professional Standards Committee), as needed on specific issues.		

WORK PLAN – 2015/2016
LEGISLATION COMMITTEE (LEC)

APPENDIX A: 2015-16 LEC PROJECTS LIST

1. Regulation change - PEO fees deletion (moved to by-law).
2. By-law change (PEO fees from Regulation).
3. Regulation change - application of *Not for Profit Corporations Act*.
4. Regulation change - Professional Practice Standards - Supervising & Delegating.
5. Regulation change - Professional Practice Standards - Tower Crane Review.
6. Completion of Review of Outstanding Council Policy Motions.
7. Pending Act proclamations - Provisional licence, Industrial Exception repeal, Fees to By-Laws.
8. "Good Character" policy review.
9. Maintain future Act changes list.
10. Matters referred by Council or other Committees/Task Forces - e.g. CPDCQA Task Force.

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HUMAN RESOURCES PLAN - 2016

PROFESSIONAL STANDARDS COMMITTEE (PSC)

C-503-3.6
Appendix P(i)

Committee: Professional Standards Committee	Date Developed: October 1, 2015
Committee Review Date: September 2016	Date Council Approved:

	Target / Ideal (To meet the need of the Committee)	Currently in Place	Gap [ST = Short-term Goal] [LT = Long-term Goal]
Core Competencies • Skills • Abilities • Expertise • Knowledge	<ul style="list-style-type: none"> Understanding of the <i>Professional Engineers Act</i> and PEO processes Extensive experience in providing engineering services to clients and employers 	All members have these core competencies	None
Committee Membership	<ul style="list-style-type: none"> Approximately 10-12 members including at least one councillor. 	12 including one councillor who serves as council liaison, and past president Denis Dixon	None
Broad Engagement Career Stage	<ul style="list-style-type: none"> Split of late and mid career; none in early career 	6 late career 6 mid career	None
Disciplines	<ul style="list-style-type: none"> Members should be from a wide range of disciplines and work environments 	Practitioners from specific disciplines required for guidelines and standards are recruited on as needed basis for subcommittees (LT)	None
Experience Level Refer to Appendix A	<ul style="list-style-type: none"> Levels D – F only 	Level F: 2 Level E: 10 Level D:	None
Gender / Diversity	<ul style="list-style-type: none"> Percentages of male and female should reflect the percentage of each in membership 	Male: 9 75% Female: 3 25%	More female representation may be considered (LT)
Geographic Representation	<ul style="list-style-type: none"> Standards of practice do not vary across the province; greatest variation of practice areas is present in the GTA so majority of the membership will be from the GTA 	GTA: 7 Other areas: 5	None
CEAB Grads/ Foreign-trained	<ul style="list-style-type: none"> No preferences 	CEAB: 8 IEG: 4	None
Licensed –vs– Non-licensed	<ul style="list-style-type: none"> All members of PSC must be licensed 	All members of PSC are licensed	None
Volunteer Development Plans • List potential development opportunities	<ul style="list-style-type: none"> None 		None

HUMAN RESOURCES PLAN - 2016

PROFESSIONAL STANDARDS COMMITTEE (PSC)

Succession Planning <ul style="list-style-type: none">• Time on Committee		<ul style="list-style-type: none">• Average Time: 8 years• Median Time: 6 years• Maximum: 20 years• Minimum: <1 year	None
Terms of Office: <ul style="list-style-type: none">• Chair/Vice Chair• Committee members	<ul style="list-style-type: none">• Terms are to be decided by the Chair in consultation with the staff advisor and the committee. They will depend on the ongoing needs of the committee and the performance of each member.• There is no turnover requirement		

DRAFT

APPENDIX A

Classification Guide of Engineering Responsibility Levels & Point System

Each one of the four columns in the following table is concerned with descriptions of four job characteristics (1) duties, (2) recommendations, decisions and commitments, (3) supervision received and (4) leadership authority and/or supervision exercised. **Select, in each of the columns, the grade that fits your job most closely and check the corresponding score.** Record your score at the bottom of the column. Add the four scores to obtain the total. (The fifth column is simply a guide to entrance qualifications.)

CHARACTERISTICS					
Grade	Duties	Recommendations, decisions and commitments	Supervision received	Leadership authority and/or supervision exercised	Guide to entrance qualifications
A	Receives training in the various phases of office, plant field or laboratory engineering work as classroom instruction or on-the-job assignments. Tasks assigned include: preparation of simple plans, designs, calculations, costs and bills of material in accordance with established codes, standards, drawings or other specifications. May carry out routine technical surveys or inspections and prepare reports.	Few technical decisions called for and these will be of routine nature with ample precedent or clearly defined procedures as guidance	Works under close supervision. Work is reviewed for accuracy and adequacy and conformance with prescribed procedures.	May assign and check work of one to five technicians or helpers.	Bachelor's degree in Engineering or Applied Science or its equivalent with little or no practical experience.
B	Normally regarded as a continuing portion of an engineer's training and development. Receives assignments of limited scope and complexity, usually minor phases of broader assignments. Uses a variety of standard engineering methods and techniques in solving problems. Assists more senior engineers in carrying out technical tasks requiring accuracy in calculations, completeness of data and adherence to prescribed testing, analysis, design or computation methods.	Recommendations limited to solution of the problem rather than end results. Decisions made are normally within established guidelines.	Duties are assigned with detailed oral and occasionally written instructions, as to methods and procedures to be followed. Results are usually reviewed in detail and technical guidance is usually available.	May give technical guidance to one or two junior engineers, or technicians, assigned to work on a common project.	Bachelor's degree in Engineering or Applied Science, or its equivalent, normally with two-or-three years' working experience from the graduation level.
C	This is typically regarded as a fully-qualified professional engineering level. Carries out responsible and varied engineering assignments requiring general familiarity with a broad field of engineering and knowledge of reciprocal effects of the work upon other fields. Problems usually solved by use of combination of standard procedures, modification of standard procedures, or method developed in previous assignments. Participates in planning to achieve prescribed objectives.	Makes independent studies, analyses, interpretations and conclusions. Difficult, complex or unusual matters or decisions are usually referred to more senior authority.	Work is not generally supervised in detail and amount of supervision varies depending upon the assignment. Usually technical guidance is available to review work programs and advise on unusual features of assignment.	May give technical guidance to engineers of less standing, or technicians assigned to work on a common project. Supervision over other engineers not usually a regular or continuing responsibility.	Bachelor's degree in Engineering or Applied Science, or its equivalent, normally with minimum three-to-five years' related working experience from the graduation level.
D	This is the first level of direct and sustained supervision of other professional engineers OR the first level of full specialization. Requires application of mature engineering knowledge in planning and conducting projects having scope for independent accomplishment and coordination of the difficult and responsible assignments. Assigned problems make it necessary to modify established guides, devise new approaches, apply existing criteria in new manners, and draw conclusions from comparative situations.	Recommendations reviewed for soundness of judgement but usually accepted as technically accurate and feasible.	Work is assigned in terms of objectives, relative priorities and critical areas that impinge on work of other units. Work is carried out within broad guidelines, but informed guidance is available.	Assigns and outlines work; advises on technical problems; reviews work for technical accuracy, and adequacy. Supervision may call for recommendations concerning selection, training, rating and discipline of staff.	Bachelor's degree in Engineering or Applied Science, or its equivalent, normally with a minimum of five-to-eight years of experience in the field of specialization from the graduation level.
E	Usually requires knowledge of more than one field or engineering OR performance by an engineering specialist in a particular field of engineering. Participates in short and long range planning; makes independent decisions on work methods and procedures within an overall program. Originality and ingenuity are required for devising practical and economical solutions to problems. May supervise large groups containing both professional and non-professional staff; OR may exercise authority over a small group of highly qualified professional personnel engaged in complex technical applications.	Makes responsible decisions not usually subject to technical review on all matters assigned except those involving large sums of money or long range objectives. Takes courses of action necessary to expedite the successful accomplishment of assigned projects.	Work is assigned only in terms of broad objectives to be accomplished, and is reviewed for policy, soundness of approach and general effectiveness.	Outlines more difficult problems and methods of approach. Coordinates work programs and directs use of equipment and material. Generally makes recommendations as to the selection, training, discipline and remuneration of staff.	Bachelor's degree in Engineering or Applied Science, or its equivalent, normally within a minimum of nine-to-twelve years of engineering, and/or administrative experience from the graduation level.
F	Usually responsible for an engineering administrative function, directing several professional and other groups engaged in inter-related engineering responsibilities; OR as an engineering consultant, achieving recognition as an authority in an engineering field of major importance to the organization. Independently conceives programs and problems to be investigated. Participates in discussions, determining basic operating policies, devising ways of reaching program objectives in the most economical manner and of meeting any unusual conditions affecting work progress.	Makes responsible decisions on all matters, including the establishment of policies and expenditure of large sums of money and/or implementation of major programs, subject only to overall company policy and financial controls.	Receives administrative direction based on organization policies and objectives. Work is reviewed to ensure conformity with policy and coordination with other functions.	Reviews and evaluates technical work; selects, schedules and coordinates to attain program objectives; and/or as an administrator makes decisions concerning selection, training, rating, discipline and remuneration of staff.	Bachelor's degree in Engineering or Applied Science, or its equivalent, with broad engineering experience, including responsible administrative duties.
F+	Within the framework of general policy, conceives independent programs and problems to be investigated. Plans or approves projects requiring the expenditure of a considerable amount of manpower and financial investment. Determines basic operating policies and solves primary problems or programs to accomplish objectives in the most economical manner to meet any unusual condition.	Responsible for long range planning, coordination, making specific and far-reaching management decisions. Keeps management associates informed of all matters of significant importance.	Operates with broad management authority, receiving virtually no technical guidance and control; limited only by general objectives and policies of the organization.	Gives administrative direction to subordinate managers. Contact with the workforce is normally through such levels rather than direct.	Bachelor's degree in Engineering or Applied Science, or its equivalent with many years' authoritative engineering and administrative experience. Possess a high degree of originality, skill and proficiency in the various broad phases.

WORK PLAN - 2016

C-503-3.6
Appendix P(ii)

PROFESSIONAL STANDARDS COMMITTEE (PSC)

Approved by Committee: October 1, 2015		Review Date: September 2016	
Approved by Council:		Approved Budget:	
Mandate [as approved by Council]:	<p>There are no specific powers assigned to this committee by the Professional Engineers Act, Regulation 941/90 or By-Law 1.</p> <p>The mandate of the committee is to fulfill the second of the additional objects of the Act:</p> <p style="margin-left: 40px;"><i>2(4) For the purpose of carrying out its principal object, the Association has the following additional objects:</i></p> <p style="margin-left: 40px;"><i>2. To establish, maintain and develop standards of qualification and standards of practice for the practice of professional engineering.</i></p>		
Terms of Reference [Key duties]:	<p>To review, recommend and provide advice to Council and members on matters pertaining to professional practice, including performance standards, and standards of practice.</p> <p>To make recommendations on issues affecting employee engineers and their employers in matters of professional practice.</p> <p>To provide guidance on professional practice issues.</p> <p>To develop professional practice guidelines and performance standards.</p> <p>To review, recommend and provide advice to Council with respect to establishing and maintaining standards of practice for all areas of professional engineering.</p> <p>To establish working groups of knowledgeable practitioners to provide input on legislative changes or public policy affecting engineering practice.</p>		
Tasks, Outcomes and Success Measures:	Task/Activities:	Outcomes Success measures	Due date:
	<p>Complete drafts of the following guidelines:</p> <ul style="list-style-type: none"> a. Forensic Engineering b. Guideline for Structural Engineering Design in Buildings c. Guideline for Technical Audits of Condominiums d. Review of Completed Works e. Structural Engineering Assessments of Existing Structures f. To provide input as required by Council, on any other practice issues arising from the Belanger enquiry 	<p>Draft approved by PSC and Submitted to Council.</p> <p>Draft approved by PSC and Submitted to Council.</p> <p>Draft approved by PSC and Submitted to Council.</p> <p>Draft approved by PSC and Submitted to Council.</p> <p>Draft approved by PSC and Submitted to Council.</p> <p>Information Briefing Note Submitted to Council</p>	<p>November 2015</p> <p>March 2016</p> <p>March 2016</p> <p>June 2016</p> <p>March 2016</p> <p>Open ended</p>

WORK PLAN - 2016

PROFESSIONAL STANDARDS COMMITTEE (PSC)

	Subcommittees formed and working on following guidelines: a. Solid Waste Management	Public Consultation	January 2016
	Submit policy statements for following standards to the Ministry of Attorney General: a. Supervising and Delegating Professional Engineering Work b. Tower Crane Review c. Use of Seal	Final Council Approval Ministry of Labour has not updated regulations Policy statement approved by PSC and Submitted to Council	June 2016 Not available December 2016
	Review all guidelines last reviewed over five years ago	Review completed	Open ended
	Industrial subcommittee: a. Final Report submitted to Council	Completed	November 2015
	New subcommittees: a. Design Evaluation of Demountable Event Structures	First subcommittee meeting	January 2016
Inter-committee collaboration:	PSC may consult and/or collaborate with the following PEO committees/task forces over the next year: Discipline Committee, Complaints Committee, Enforcement Committee, Education Committee, Government Liaison Committee, Chapter Chairs and various task forces.		
Stakeholders:	PSC may engage in dialogue with or seek consultations from the following during the next year: PEO Council, Ministry of Labour, Ministry of Municipal Affairs and Housing, Ministry of the Environment, Ministry of Transport, Office of the Fire Marshal and Emergency Management, Electrical Safety Authority, Ontario Society for Professional Engineers, Consulting Engineers Ontario, OACETT, Engineers Canada, other provincial engineering associations, Ontario Association of Architects and others.		

HUMAN RESOURCES PLAN - 2016

REGISTRATION COMMITTEE (REC)

C-503-3.6
Appendix Q(i)

Committee: Registration Committee	Date Developed: September 2015
Committee Review Date: September 2016	Date Council Approved:

Categories	Currently in Place	Required in 12 Months (Identified "Gap" for each Core Competency)	Required in 2 to 5 Years
Core Competencies	See Appendix A	See Appendix A	
Committee Membership	11 members		
Broad Engagement	Section 19(1) Elected Councillor: N/A LGA (P. Eng.) Councillor: N/A LGA (Lay) Councillor: 3 Attorney General (AG) appointee (LL.B): 0 General Member: 8	Proclamation of the amendments to the <i>Professional Engineers Act</i> would create an opportunity to increase the diversity, women and geographic representation on REC.	Replace retiring members and provide necessary training for new members. (quantity to be determined by Council).
Volunteer Development Plans	a. New members attend a basic orientation session conducted by members of the REC and Tribunal Staff b. All members attend training provided four times per year during REC meetings. c. Attend outside training sessions (SOAR Conference, etc.) d. Provide resources (handbook, legal reference books, etc.)	a. New members attend a basic orientation session conducted by members of the REC and Tribunal Staff b. All members attend training provided four times per year during REC meetings. c. Attend outside training sessions (SOAR Conference, etc.) d. Provide resources (handbook, legal reference books, etc.) e. New members to attend a hearing and deliberations as observers.	a. New members attend a basic orientation session conducted by members of the REC and Tribunal Staff b. All members attend training provided four times per year during REC meetings. c. Attend outside training sessions (SOAR Conference, etc.) d. Provide resources (handbook, legal reference books, etc.) e. New members to attend a hearing and deliberations as observers. See Appendix A
Term of Office	Chair and Vice-Chair elected for one year.		Next change of Chairs planned for October 2016.

HUMAN RESOURCES PLAN - 2016
REGISTRATION COMMITTEE (REC)
APPENDIX A

1. Key Objectives and Core Competencies (as per the Work Plan)

List Top 3-5 Committee Work Plan Outcomes:	List Core Competencies for Each Work Plan Outcome:
Hear and Decide Matters (Panel Members)	<ul style="list-style-type: none"> a. Knowledge of the applicable sections of the Act, Regulations, SPPA, Registration Committees' Rules and the Handbook : <ul style="list-style-type: none"> i. Panel Chair – Comprehensive Knowledge ii. Experienced Members – Detailed Knowledge iii. New Members – Basic Knowledge b. Ability to contribute to the panel's deliberations by understanding the legal arguments presented, identifying facts, weigh differing views, and to make fair, logical decisions (all panel members). c. Be committed and enthusiastic (all panel members). d. Ability to write Decisions and Reasons (scribe). e. Ability to conduct a hearing; understand role of panel members, parties and ILC. f. Have the time required to sit on panels (all panel members). g. Familiarity with Decisions and Reasons in previous matters, judicial reviews of administrative decisions (panel chair and experienced members).
Set Hearings (Chair, REC)	<ul style="list-style-type: none"> a. Ability to set a date when the panel and the parties are available. b. Broad experience conducting a pre-hearing conference.
Develop Volunteers (Chair, REC)	<ul style="list-style-type: none"> a. Identify training requirements and resources. b. Organize training sessions. c. Conduct training sessions.
Develop Policy and Plans (Chair, REC)	<ul style="list-style-type: none"> a. Develop and analyze policy alternatives. b. Appoint Subcommittee(s), as required. c. Draft proposals to amend the Handbook, Work Plan, and H.R. Plan.
Perform Administrative Functions (Chair, REC)	<ul style="list-style-type: none"> a. Respond to information requests from PEO and Council. b. Draft and provide administrative reports. c. Communicate with Council.

HUMAN RESOURCES PLAN - 2016

REGISTRATION COMMITTEE (REC)

2. Competency Gaps and Action Plan

List top 2 - 3 core competencies missing from the current Committee (knowledge, skills, abilities)	List <u>specific gaps</u> for each core competency	Briefly state <u>how you will close each gap</u> [ie: development plan for current member(s); request for additional volunteer resources]	Resources Needed	Target Date for Completion
Ability to write effective Decisions and Reasons	Understanding the legal requirements for a sound decision	Training and experience	Training	Ongoing
Comprehensive knowledge	Of the applicable sections of the Act, Regulations and the REC's Rules, and a detailed knowledge of the Handbook.	Training and experience	Training	Ongoing

3. Comments

The objective of this plan is to establish and maintain REC adjudicators who can fulfill the requirements of the Act effectively and efficiently.

WORK PLAN - 2016
REGISTRATION COMMITTEE (REC)

C-503-3.6
Appendix Q(ii)

Approved by Committee: October 2015	Review Date: September 2016
Approved by Council:	Approved Budget: Committee \$34,300 (pending approval by Council)
Mandate [as approved by Council]:	<p>Notice of proposal to revoke or refuse to renew</p> <p><u>19.(1)</u> Where the Registrar proposes,</p> <p style="margin-left: 40px;">(a) to refuse to issue a licence; or</p> <p style="margin-left: 40px;">(b) to refuse to issue, to suspend or to revoke a temporary licence, a provisional licence, a limited licence or a certificate of authorization,</p> <p>The Registrar shall serve notice of the proposal, together with written reasons therefore, on the applicant. R.S.O. 1990, c. P.28, s. 19 (1); 2001, c. 9, Sched. B, s. 11 (22).</p> <p>Exception</p> <p><u>(2)</u> Subsection (1) does not apply in respect of a proposal to refuse to issue a licence, a temporary licence, a provisional licence or a limited licence where the applicant previously held a licence, a certificate of authorization, a temporary licence, a provisional licence or a limited licence that was suspended or revoked as a result of a decision of the Discipline Committee. 2001, c. 9, Sched. B, s. 11 (23).</p> <p>Notice</p> <p><u>(3)</u> A notice under subsection (1) shall state that the applicant is entitled to a hearing by the Registration Committee if the applicant mails or delivers, within thirty days after the notice under subsection (1) is served on the applicant, notice in writing requiring a hearing by the Registration Committee and the applicant may so require such a hearing. R.S.O. 1990, c. P.28, s. 19 (3).</p> <p>Power of Registrar where no hearing</p> <p><u>(4)</u> Where the applicant does not require a hearing by the Registration Committee in accordance with subsection (3), the Registrar may carry out the proposal stated in the notice under subsection (1). R.S.O. 1990, c. P.28, s. 19 (4).</p> <p>Hearing by Registration Committee</p> <p><u>(5)</u> Where an applicant requires a hearing by the Registration Committee in accordance with subsection (3), the Registration Committee shall appoint a time for, give notice of and shall hold the hearing. R.S.O. 1990, c. P.28, s. 19 (5).</p> <p>Continuation on expiry of committee membership</p> <p><u>(6)</u> Where a proceeding is commenced before the Registration Committee and the term of office on the Council or on the committee of a member sitting for the hearing expires or is terminated other than for cause before the proceeding is disposed of but after evidence is heard, the member shall be deemed to remain a member of the Registration Committee for the purpose of completing the disposition of the proceeding in the same manner as if the member's term of office had not expired or been terminated. R.S.O. 1990, c. P.28, s. 19 (6).</p> <p>Powers of Registration Committee</p> <p><u>(7)</u> Following upon a hearing under this section in respect of a proposal by the Registrar, the Registration Committee may, by order,</p> <p style="margin-left: 40px;">(a) where the committee is of the opinion upon reasonable grounds that the applicant meets the requirements and qualifications of this Act and the regulations and will engage in the practice of professional engineering or in the business of providing services that are</p>

WORK PLAN - 2016

REGISTRATION COMMITTEE (REC)

within the practice of professional engineering with competence and integrity, direct the Registrar to issue a licence, certificate of authorization, temporary licence, provisional licence or limited licence, as the case may be, to the applicant;

(b) where the committee is of the opinion upon reasonable grounds that the applicant does not meet the requirements and qualifications of this Act and the regulations,

(i) direct the Registrar to refuse to issue a licence, certificate of authorization, temporary licence, provisional licence or limited licence, or to suspend or revoke the certificate of authorization issued to the applicant, as the case may be, or

(ii) where the committee is of the opinion upon reasonable grounds that the applicant will engage in the practice of professional engineering with competence and integrity, exempt the applicant from any of the requirements of this Act and the regulations and direct the Registrar to issue a licence, certificate of authorization, temporary licence, provisional licence or limited licence, as the case may be; or

(c) where the committee is of the opinion upon reasonable grounds that it is necessary in order to ensure that the applicant will engage in the practice of professional engineering or in the business of providing services that are within the practice of professional engineering with competence and integrity, direct the Registrar to issue a licence, certificate of authorization, temporary licence, provisional licence or limited licence, as the case may be, subject to such terms, conditions or limitations as the Registration Committee specifies. R.S.O. 1990, c. P.28, s. 19 (7); 2001, c. 9, Sched. B, s. 11 (24).

Extension of time for requiring hearing

(8) The Registration Committee may extend the time for the giving of notice requiring a hearing by an applicant under this section before or after the expiration of such time where it is satisfied that there are apparent grounds for granting relief to the applicant following upon a hearing and that there are reasonable grounds for applying for the extension, and the Registration Committee may give such directions as it considers proper consequent upon the extension. R.S.O. 1990, c. P.28, s. 19 (8).

Parties

(9) The Registrar and the applicant who has required the hearing are parties to proceedings before the Registration Committee under this section. R.S.O. 1990, c. P.28, s. 19 (9).

Opportunity to show compliance

(10) The applicant shall be given a reasonable opportunity to show or to achieve compliance before the hearing with all lawful requirements for the issue of the licence, the certificate of authorization, the temporary licence, the provisional licence or the limited licence. R.S.O. 1990, c. P.28, s. 19 (10); 2001, c. 9, Sched. B, s. 11 (25).

Examination of documentary evidence

(11) A party to proceedings under this section shall be afforded an opportunity to examine before the hearing any written or documentary evidence that will be produced or any report the contents of which will be given in evidence at the hearing. R.S.O. 1990, c. P.28, s. 19 (11).

Members holding hearing not to have taken part in investigation, etc.

(12) Members of the Registration Committee holding a hearing shall not have taken part before the hearing in any investigation or consideration of the subject-matter of the hearing and shall not communicate directly or indirectly in relation to the subject-matter of the hearing with any person or with any party or representative of a party except upon notice to and opportunity for all parties to participate, but the Registration Committee may seek legal

WORK PLAN - 2016

REGISTRATION COMMITTEE (REC)

advice from an adviser independent from the parties and, in such case, the nature of the advice shall be made known to the parties in order that they may make submissions as to the law. R.S.O. 1990, c. P.28, s. 19 (12).

Recording of evidence

(13) The oral evidence taken before the Registration Committee at a hearing shall be recorded and, if so required, copies of a transcript thereof shall be furnished upon the same terms as in the Superior Court of Justice. R.S.O. 1990, c. P.28, s. 19 (13); 2001, c. 9, Sched. B, s. 11 (66).

Only members at hearing to participate in decision

(14) No member of the Registration Committee shall participate in a decision of the Registration Committee following upon a hearing unless he or she was present throughout the hearing and heard the evidence and argument of the parties. R.S.O. 1990, c. P.28, s. 19 (14).

Release of documentary evidence

(15) Documents and things put in evidence at a hearing shall, upon the request of the person who produced them, be released to the person by the Registration Committee within a reasonable time after the matter in issue has been finally determined. R.S.O. 1990, c. P.28, s. 19 (15).

Applicant

(16) In this section,

“Applicant” means applicant for a licence or applicant for or holder of a temporary licence, a provisional licence, a limited licence or a certificate of authorization. R.S.O. 1990, c. P.28, s. 19 (16); 2001, c. 9, Sched. B, s. 11 (26).

Fiduciary, etc., relationship between corporation and client

20. A corporation that holds a certificate of authorization has the same rights and is subject to the same obligations in respect of fiduciary, confidential and ethical relationships with each client of the corporation that exist at law between a member of the Association and his client. R.S.O. 1990, c. P.28, s. 20.

Appeal to court

31.(1) A party to proceedings before the Registration Committee or the Discipline Committee may appeal to the Divisional Court, in accordance with the rules of court, from the decision or order of the committee.

Certified copy of record

(2) Upon the request of a party desiring to appeal to the Divisional Court and upon payment of the fee therefore, the Registrar shall furnish the party with a certified copy of the record of the proceedings, including the documents received in evidence and the decision or order appealed from.

Powers of court on appeal

(3) An appeal under this section may be made on questions of law or fact or both and the court may affirm or may rescind the decision of the committee appealed from and may exercise all powers of the committee and may direct the committee to take any action which the committee may take and as the court considers proper, and for such purposes the court may substitute its opinion for that of the committee or the court may refer the matter back to the committee for rehearing, in whole or in part, in accordance with such

WORK PLAN - 2016
REGISTRATION COMMITTEE (REC)

	directions as the court considers proper. R.S.O. 1990, c. P.28, s. 31.		
Terms of Reference [Key duties]:	Hearing by Registration Committee 19(5) Where an applicant requires a hearing by the Registration Committee in accordance with subsection (3), the Registration Committee shall appoint a time for, give notice of and shall hold the hearing. R.S.O. 1990, c. P.28, s. 19 (5).		
Tasks, Outcomes and Success Measures:	Task/Activities:	Outcomes success measures:	Due date:
	Attend at hearings	100%	Ongoing
	Decision-Writing		
	- Decisions issued within 6 weeks:	70%	Ongoing
	- Decisions issued within 6 months:	95%	
	Attend at general meetings	70%	Ongoing
	Attend at training sessions	70%	Ongoing
	Participate on subcommittees	100%	Ongoing
	RFP for Independent Legal Counsel	N/A	N/A
	Update Rules of Procedure	100%	Completed
Update Registration Committee Handbook	100%	Ongoing	
New member orientation sessions	100%	Ongoing	
Inter-Committee Collaboration:	N/A		
Stakeholders:	N/A		

CHANGES TO COMMITTEE / TASK FORCE TERMS OF REFERENCE

Purpose: To approve committee and task force Terms of Reference.

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

1. That Council approve the Discipline Committee (DIC) Terms of Reference as presented to the meeting at C-503-3.7, Appendix A.
2. That Council approve the Experience Requirements Committee (ERC) Terms of Reference as presented at C-503-3.7, Appendix B.

Prepared by: Fern Gonçalves, CHRP, Director People Development

Moved by: Councillor Colucci, P.Eng.

1. Need for PEO Action

One of the roles of Council, as identified in the *Committees and Task Forces Policy* (Role of Council, Item 3), is to approve committee/task force Mandates, Terms of Reference, annual Work Plans, and annual Human Resources Plans.

The Discipline Committee (DIC) and Experience Requirements Committee (ERC) have submitted revised Terms of Reference for Council approval. The proposed changes to the DIC Terms of Reference (additions/deletions) are identified with the '[Track change/Markup](#)' option in Appendix A. The proposed changes to the Experience Requirements Committee (ERC) Terms of Reference are identified with grey highlight in Appendix B.

In accordance with the *Committee and Task Force Policy – Reference Guide* (Sections 2.5 and 3.2), the draft documents were submitted to the Advisory Committee on Volunteers (ACV) for comment. The ACV accepted the amended Terms of Reference documents as presented.

2. Proposed Action / Recommendation

That Council approve changes to the DIC and ERC Terms of Reference as presented.

3. Next Steps (if motion approved)

The approved documents will be posted on the PEO website.

4. Peer Review & Process Followed

Process Followed	<ul style="list-style-type: none"> • In accordance with the <i>Committee and Task Force Policy – Reference Guide</i> (Sections 2.5 and 3.2), the draft documents were submitted to the Advisory Committee on Volunteers (ACV) for comment. The ACV reviewed the draft documents at their October 22, 2015 meeting and had no comments/feedback with regards to the proposed changes.
Council Identified Review	N/A
Actual Motion Review	N/A

5. Appendices

- Appendix A – Discipline Committee (DIC) Terms of Reference (draft)
- Appendix B – Experience Requirements Committee (ERC) Terms of Reference (draft)

**TERMS OF REFERENCE
DISCIPLINE COMMITTEE (“DIC”)**

**C-503-3.7
Appendix A**

Issue Date:
Approved by Council:

Review Date:
Review by: Discipline Committee

Mandate	<p>The mandate of the DIC is:</p> <ul style="list-style-type: none"> a. When directed by the Council, the Executive Committee or the Complaints Committee, to hear and determine allegations of professional misconduct or incompetence against a member of the Association or a holder of a certificate of authorization, a temporary license , a provisional license or a limited license, b. To hear and determine matters referred to it under section 24 (by the Complaints Committee) section 27.1 (by the Chair of the Discipline Committee) or section 37 (by the Registrar regarding an application for license after revocation or suspension), and c. To perform such other duties assigned to it by the Council.
Legislated Mandate	The legislated mandate set out above and includes powers as set out in section 28(1) of the <i>Professional Engineers Act</i> (as amended August 15, 2012).
Objective	<p>The objectives of the Committee are:</p> <ul style="list-style-type: none"> a. To hear and determine matters fairly and expeditiously, and b. To develop the skills of the members of the committee.
Type	Legislative Committee
Constituents and Competencies	<p>The stakeholders of the Discipline Committee are the members and holders who are directed or referred to it, the Association, the Tribunals Office, the other members of the Association and holders of Certificates of Authorization, and the people of Ontario.</p> <p>Members of the Discipline Committee are required to have a comprehensive knowledge of:</p> <ul style="list-style-type: none"> a. Sections 27 to 30 of the <i>Professional Engineers Act</i>, and b. Section 72 of Regulation 941, <p>and have a detailed knowledge of:</p> <ul style="list-style-type: none"> a. The Rules of the Committee, and b. The applicable provisions of the <i>Statutory Powers and Procedures Act</i>.

	<p>Members of the Discipline Committee who preside over a panel and draft the Decision and Reasons must be skilled in performing these roles.</p> <p>The training costs and experience requirements require that most members of the Committee continue to serve on the Committee for several years to enable the Association to recoup its investment.</p>
Measurements Describing the Success of the Objective	<ol style="list-style-type: none"> a. The number of appeals of decisions, b. The amount of time taken to render a decision, and c. Every member of the committee is given an opportunity to participate in at least one training session per year.
Limit of Operational Responsibilities	<p>The duties and powers of the Discipline Committee are set out in sections 28 to 30 of the <i>Professional Engineers Act</i> and the <i>Statutory Powers Procedure Act</i>. The Committee complies with PEO policies and guidelines except when, in the opinion of the DIC, doing so would compromise the independence of the Committee.</p>
Recruitment	<p>The members of the Discipline Committee are appointed by Council upon the recommendation of the Advisory Committee on Volunteers. This normally occurs at the Council meeting immediately following the Annual General Meeting of the Association.</p> <p>When members are appointed by the Lieutenant Governor-In-Council, the Attorney General, elected to Council, or when they self-identify their interest in serving on the Discipline Committee, the Advisory Committee on Volunteers considers whether they are suitable to serve on Discipline Committee. The Chair of the Discipline Committee may be asked for feedback on particular individuals by the Committee to the Advisory Committee on Volunteers.</p> <p>Members of the Association who self-identify that they are interested in serving on the Discipline Committee may do so through the People Development Department of the Association.</p>
Reporting Requirements	<p>The primary reporting mechanism for the Discipline Committee is its Decisions and Reasons. A copy of each document is retained permanently by the Tribunals Office.</p> <p>The Chair submits an annual report of the activities of the Committee to the CEO/Registrar by January 15 of the following year, and provides an updated Human Resources Plan every Fall.</p>
Time Commitments	<p>The Discipline Committee meets at least annually to conduct its business and to train Committee members. These meetings and training sessions take six hours, usually starting at 1:00 p.m. on a weekday.</p> <p>Hearings occur regularly; their duration varies from one day to many days. Hearings usually start at 9:30 a.m. on a weekday. Some hearings have long adjournments.</p>

	<p>One member is appointed to prepare the first draft a panel’s Decision and Reasons. Each member is expected to volunteer for two (2) panels per year, and to attend one DIC meeting per year.</p> <p>The average time requirement for each member of the Committee is 12 days. Councillors, LGAs and lay members are generally required to contribute more days, and general members fewer days.</p> <p>The time commitment includes the time taken to time to draft the Decisions and Reasons.</p>
<p>Selection and Duties of Chair and Vice-Chair</p>	<p>The Discipline Committee elects its Chair and Vice-Chair from among its members every second year at its November meeting, with a majority vote, usually by secret ballot.</p> <p>The Chair of the Discipline Committee is usually the previous Vice-Chair of the committee. The Discipline Committee may agree to remove a member by a simply majority, or to remove the Chair with a super majority of 75% of the members at a DIC meeting.</p> <p>When a matter is referred to the Discipline Committee for hearing and determination, the Chair may, within 90 days of the referral:</p> <p><u>a) Select a panel of members to represent the DIC. The composition requirements for a Discipline Panel are the same as those for the Discipline Committee quorum. The selection criteria and quorum requirements are set out in section 27(2) of the Act.</u></p> <p>a. . Usually a panel is composed of one elected Councillor, one Councillor who is a member and appointed by the Lieutenant Governor in Council, one member of the Association, and Council has made an appointment of a Lay Lieutenant Governor in Council, and two senior members of the profession,</p> <p>b. a. b) Designate one member of the panel to act as Chair,</p> <p>c. b. c) Refer the matter to the panel for hearing and determination, and</p> <p>d. c. d) Set a date, time and place for the hearing.</p> <p><u>The Chair traditionally assigns five members (one more than a quorum requires) to hear a matter.</u> <u>The Chair normally assigns a matter to a panel, and the Professional Engineers Act requires a quorum of five members for a hearing.</u></p> <p>The Chair is responsible for setting the earliest hearing date possible.</p> <p>The Vice-Chair assists the Chair by performing assigned tasks other than those set out in section 27(6). On a day to be named by proclamation of the Lieutenant Governor, any power, duty or function of the Chair of the Discipline Committee may be exercised by the Vice-chair, if the Chair is absent or unable to act. In the event that the Chair becomes incapacitated or when the Chair</p>

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	<p>knows that they will become incapable of exercising a power, performing a duty or fulfilling a function, then the Discipline Committee may name a new Chair for the balance of the term of the previous Chair or until the Chair becomes capable of resuming their duties, depending upon the circumstances.</p>
Special Projects	<p>Pursuant to Section 28(1)(c) of the Act, the Committee shall “perform such other duties as are assigned to it by Council.” Other committees appointed by Council that consider issues occasionally solicit input from Discipline Committee. Such requests are considered on a case-by-case basis to avoid compromising the independence of the Discipline Committee.</p> <p>The Committee has established standing subcommittees to articulate and assist functionality through the members’ Handbook, Rules and Procedures, resource planning, training and development.</p>
Membership	<p>As set out in subsection 27(1) of the <i>Professional Engineers Act</i>, the Discipline Committee is composed of:</p> <ol style="list-style-type: none"> 1. At least one elected member of the Council. 2. At least one member of the Association who is, <ol style="list-style-type: none"> 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, <ol style="list-style-type: none"> 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. <p>A constraint to membership on DIC is that the member cannot be a member of PEO’s Complaints Committee or be in a position that involved them in the investigation of a complaint of a matter referred to the Committee.</p> <p>Quorum for a meeting of the Discipline Committee will require one of each of the persons appointed under paragraphs 1, 2, 3 and 4 of subsection (1), and also constitute a quorum for aef the-Discipline Committee Panel.</p> <p>Membership changes can occur throughout the year, but typically occur only after the AGM.</p>
Staff Support	Tribunals Office
Committee Advisor	Deputy Registrar, Tribunals and Regulatory Affairs (Johnny Zuccon, P.Eng.)

Chair	Next election is November 2015 <u>2017</u>
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DRAFT

Experience Requirements Committee - ERC
Terms of Reference

Issue Date: September 30, 2015

Review Date: September 2018

**Approved by: Experience Requirements
Committee**

Function: Licensing & Registration

<p>Legislated and other Mandate approved by Council</p>	<p>To assess the experience of applicants as required:</p> <ul style="list-style-type: none"> (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 <p>To advise the Registrar with respect to the foregoing. (Mandate approved in principle by Council)</p>
<p>Key Duties and Responsibilities</p>	<ul style="list-style-type: none"> • Review and evaluate the experiential qualifications of applicants • Review, evaluate , recommend and make policies and procedures pertaining to ERC’s mandate • Interact with the Academic Requirements Committee (ARC) on issues of commonality and interest.
<p>Success Measurements of Key Duties and Responsibilities</p>	<ul style="list-style-type: none"> • Timely and appropriate advice to the Registrar. • Monthly approval of ERC Interview recommendations. • Ensuring that the public interest is served and protected.
<p>Type of Committee</p>	<p>Operational committee on regulatory matters (legislated)</p>
<p>Constituency & Qualifications of Committee Members</p>	<p>Minimum seven members of the Association, including chair and immediate past chair. Two-thirds continuity is desired as a minimum; all traditional engineering disciplines to be represented. Council representation may also be included. Members are appointed annually by Council on the consideration that the proportion of the engineering disciplines represented is to be approximately same as that for the applications to be considered. Members should have at least ten years of experience as an engineer. The Chair and Vice-Chair are elected by the members of the Committee using a Committee approved procedure. The positions of Chair and Vice-Chair will be regularly elected for two years terms, both commencing in January of even numbered years. The Chair and the Vice-Chair can be re-elected one time, for a maximum of four consecutive years in the position.</p>

Recruitment of New Committee Members	The committee assists Human Resources in the recruitment of new committee members to ensure wide discipline representation based on applications received, especially in the non-traditional disciplines.
Quorum	According to the Regulations Section 41 (1) three members constitute a quorum
Reporting Requirements	The Chair shall submit an annual report, not later than January 15 th of each year to the Council. The ERC members shall provide notes on each experiential assessment in the file for individual applicants.
Meeting Frequency & Time Commitment	There are 6 regular meetings for the Committee as a whole where a small fraction of the membership (those that have the time available) shows up. These meetings are really not the core function of the committee which is to conduct individual interviews with applicants. At these business meetings, policies and procedures are reviewed as well as any additional issues related to the work of the ERC.
Committee Advisor	Deputy Registrar, Licensing & Registration
Staff Support	Manager, Licensure

In Camera Session

In-camera sessions are closed to the public

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.

Regional Councillors Committee (RCC) Update

Purpose: To update Council on RCC activities

No motion required

Prepared by: Matt Ng., P.Eng., Manager, Chapters

Councillor Sadr, Chair of the Regional Councillors Committee (RCC), will provide a report on activities of the RCC.

Appendices

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 agendas.

- Appendix A – Regional Congress Open Issues Report.

Regional Congress Open Issues

<i>Issue</i>	<i>Date Opened</i>	<i>Motion Text</i>	<i>Mover Secunder</i>	<i>Update Description</i>	<i>Meeting</i>	<i>Revision Date</i>	<i>Recommendation</i>	<i>Closed</i>	<i>Action By</i>
Western									
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	RCC Update: Structured EIT ad-hoc group is working out realistic options on what might interest companies to participate in the program. The group is currently developing a survey to be sent out to the companies to refine the program deliverables.	RCC	24-Oct-15	Remain Open	<input type="checkbox"/>	
56	Sep/2015	WRC requests RCC to request the PEO Licensing Committee to clarify the background associated with 30 hour supervised EIT experience per month requirement; to provide information on what is an acceptable way for how an EIT can get someone to vouch for his/her experience in the absence of a P.Eng. direct supervisor. The region further asks the committee to provide an explanation on why this is changed, and with the intent to change it back to what it was before.	M Irvine, N Birch	A letter will be addressed to the Licencing Committee requesting background information on the 30 hour EIT mentoring licencing requirement and possibility of Structured EIT program to be involved in the licencing process.	RCC	24-Oct-15	Remain Open	<input type="checkbox"/>	

<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

112	30-May-15	<p>WHEREAS the PEO is the body responsible for the licensure of Engineers in the Province of Ontario as detailed in the Professional Engineers act, and</p> <p>WHEREAS some 200 Engineers per year graduate and serve as Military Officers in the Canadian Forces, but are exempt from the requirement for the P.Eng. Licence. Those that would meet the Academic Requirements for Licensure, are usually, but not exclusively, employed doing Professional Engineering work, and</p> <p>WHEREAS these Officers are often unable to fulfill the listed requirements for Experience during their initial employment, for reasons not under their control, such as:</p> <ol style="list-style-type: none"> 1. They may not be employed as an Engineer, they have no choice since the Canadian Forces employs them according to the needs of the forces, not the personal needs of the individual, 2. They may not be supervised by a Professional Engineer, 3. They may not be employed in the field of their Under-graduate Degree, or 4. They may be restricted from describing the nature of their employment. <p>Be it resolved that PEO Council approach the Canadian Forces in an effort to encourage Licensure of these otherwise qualified officers.</p>	D Hamilton, J Podrebarac	C. Kidd and D. Hamilton are to meet with the Dean of Royal Military College (RMC) to discuss the issue and report the findings to the Eastern Regional Congress in February 2016.	RCC	24-Oct-15	Remain Open	<input type="checkbox"/>	
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<i>Issue</i>	<i>Date Opened</i>	<i>Motion Text</i>	<i>Mover Seconder</i>	<i>Update Description</i>	<i>Meeting</i>	<i>Revision Date</i>	<i>Recommendation</i>	<i>Closed</i>	<i>Action By</i>
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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	"Instruction on Invitations to Chapter Events" document will be edited based on the feedback provided by Chapters and it will be distributed to the Regional Congresses after RCC has approved it.	RCC	24-Oct-15	Remain Open	<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 will present to RCC the draft version of the "Welcome Package to New Licencees" document before the end of 2015.	RCC	24-Oct-15	Remain Open	<input type="checkbox"/>	

<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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Northern

37	Jun/2015	NRC requests RCC to establish a task force to consider the AGM Term Limits Motion and make recommendations back to RCC.	S Schelske, S Sennanyana	Draft of the motion to establish the Council Term Limits Task Force will be presented to Council during the November 2015 session.	RCC	24-Oct-15	Remains Open	<input type="checkbox"/>	
38	Sep/2015	NRC requests RCC to recommend to Council to establish a task force to look at the size of the council make-up with reference to the James Dunsmuir's article in Engineering Dimensions May/June 2015 issue.	Z White, D Ch'ng	Human Recourse Committee (HRC) is currently working with the Attorney General's Office discussing the number of the Councillors Appointed by the Lieutenant Governor.	RCC	24-Oct-15	Remain Open	<input type="checkbox"/>	

Briefing Note – Information

C-503-5.3

ENGINEERS CANADA UPDATE

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

Motion(s) to consider:

none required

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

CANADIAN ENGINEERING ACCREDITATION BOARD (CEAB) REPORT

Purpose: To inform Council of the recent activities of the Canadian Engineering Accreditation Board (CEAB)

No motion required

Prepared by: Bob Dony, P.Eng., FEC, Vice President

The Canadian Engineering Accreditation Board (CEAB) held its Fall meeting September 20-21, 2015 in Toronto with a workshop held the previous day that discussed the on-going concerns the CEAB is having with the proposed changes to the accreditation system being put forward by the National Council of Deans of Engineering and Applied Science (NCDEAS).

One of the curriculum measures used by the CEAB for evaluating engineering programs is the “accreditation unit” (AU) that is either one hour of lecture time or two hours of tutorial or lab time. The current minimum number of AUs for accreditation is 1950. All currently accredited programs meet or exceed this minimum. Of the total 1950 AUs, 1545 AUs are specified in mathematics (min 195), natural sciences (min 195) (math and science combined min 420), engineering science (min 225), engineering design (min 225) (combined engineering science and design 900), and complimentary studies (min 225). The remaining 405 AUs that aren't specified give the institution flexibility in designing their curriculum. The NCDEAS proposal involves a lowering of the total minimum AUs to 1545 while still maintaining “4 years of full-time-equivalent study without a reduction or dilution of the total learning effort.”

While the CEAB has responded to the NCDEAS and their concerns and dialogs regularly with the Deans through the Deans Liaison Committee (DLC), the Deans have repeatedly approached the Engineers Canada Board directly. As I reported to Council earlier, in May 2015, the EC President convened a workshop on accreditation with invited representatives from the Deans, regulators, and CEAB. A special meeting of the CEAB was called in August to respond to the outcomes of the workshop (one of which is the establishment of a committee to liaise with the regulators' Academic Requirements Committees or equivalent in the same manner in which the DLC operates). The Deans again were not satisfied with the response of the CEAB and again approached the EC Board directly in September where the EC Board responded to the Deans concerns by establishing an Engineering Instruction and Accreditation Consultation Committee made up of two members each from the Deans, EC Board, CEAB, and CAs. At the October 27 meeting of the Executive Committee, PEO endorsed the participation of our Registrar as one of the two CA representatives on this committee.

The Academic Requirements Committee (ARC) has expressed concerns with the potential lowering of the academic standards in the accreditation criteria that may arise as a response to the Deans' proposal. At the October 2nd meeting of the ARC, the following statement was presented with the accompanying motion that was passed unanimously:

Currently, PEO accepts the minimum path and associated minimum academic standards of the CEAB accreditation criteria in assisting it to fulfill its regulatory obligations for licensure. However, any decrease in the minimum standard will require PEO to review the adequacy of such revised criteria for its regulatory needs.

The knowledge and expertise of the regulators is required to assure that the accreditation criteria meet the academic requirements for licensure. The knowledge and expertise of the CEAB on the accreditation process is also needed to meet these regulatory requirements. While it is further recognized that the input by the universities represents critical stakeholder input, it must be reaffirmed that the final responsibility for determining the academic requirements for licensure rest with the legislated obligations of the regulators.

MOTION: Moved by Bob Dony and seconded by Roydon Fraser the above statement will be sent to the EC Board and the CEAB.

CANADIAN ENGINEERING QUALIFICATIONS BOARD (CEQB) REPORT

Purpose: To inform Council of the recent activities of the Canadian Engineering Qualifications Board (CEQB)

No motion required

Prepared by: Roydon Fraser, Ph.D., P.Eng.

Councillor Fraser has provided the attached report (Appendix A).

Fall 2015 Update
Canadian Engineering Qualifications Board (CEQB)
by Roydon Fraser, CEQB Member

Nov 10, 2015

CEQB Syllabi for 2015

One of CEQB's primary functions is to refresh, and when necessary create, discipline specific syllabi for use by PEO's Academic Requirements Committee (ARC) and other such committees at the other Engineers Canada (EC) constituent associations (CAs), when assessing the academics of non-Canadian Engineering Accreditation Board (non-CEAB) graduates¹. It is important to note that syllabi only exist for a limited number of engineering disciplines, generally the more common or more distinct, and that ARC can accommodate disciplines for which there is no direct syllabi through the application of depth and breadth principles used to design syllabi.

This year CEQB is in the revision process for, and currently seeking feedback from PEO on, the following five syllabi: (1) Chemical Engineering; (2) Mechanical Engineering; (3) Electrical Engineering; (4) Mechatronics Engineering; and (5) Naval Architectural Engineering.

Washington Accord

The Washington Accord is an agreement between Engineer's Canada and similar organizations in other countries such as the U.S., that a form of mutual recognition of agreement (MRA) to give preferential treatment to certain graduates from the respective countries. In the case of Canada, from CEAB graduates, and in the case of the U.S. it is their Accreditation Board for Engineering and Technology (ABET) graduates.

Engineers Canada's Admissions Issues Committee (AIC) is currently reviewing the "looking to exempt" clause under the Washington Accord with regards to how it is used by its signatories and across Canada. Last year at a CEQB meeting there was actually a motion put forward, coming from the association CEOs, looking for support for the removal of the "looking to exempt" clause. This motion was tabled. This said, PEO's ARC position on the Washington Accord is that the looking to exempt clause must stay since a fundamental principle of ARC is that each "individual" is assessed. A member of ARC can explain further if you desire to know more.

CEQB Workplan

CEQB workplan was discussed at the September meeting of CEQB, and feedback has been obtained from PEO and other CAs. It is currently in the process of being finalized.

CEAB Win-Win-Win

Please see attached the document in response to (a) the Regulation change to the Limited License (LL) that eliminates the LL for professors for scopes of practice of teaching and research, and (b) the Engineering Deans of Ontario's need to meet CEAB requirements, in particular the design requirement that requires a minimum amount of design be taught by engineering license holders. This document has been given to PEO's CEAB representative, Bob Dony, and informally passed along to Engineers Canada staff. It will hopefully form part of the basis for an improved CEAB process that does not put bureaucratic, quota, requirements ahead of outcome intent. Win-Win-Win document is a work in progress.

¹

You have to smile at all the acronyms when doing PEO business :)

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

Nov 1, 2013
DRAFT

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

EMERGING SITUATION

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

SUPPORTING INFORMATION

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

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

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

FUNDAMENTAL PROBLEMS

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

ADDITIONAL PROBLEM

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

WIN-WIN-WIN VISION

WIN for UNIVERSITIES

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

WIN for CEAB

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

WIN for PEO

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

EXPECTATIONS and REQUIREMENTS FOR WIN-WIN-WIN

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

1. REQUIREMENT on CEAB:

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

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

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

2. REQUIREMENT on UNIVERSITIES:

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

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

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

3. **REQUIREMENT on PEO:**

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

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

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

CONCLUSION

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

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 (Oct. 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	52
Total Caseload in the Year	201	196	157
Total Filed Complaints Disposed of by COC in the Year (for details see <i>COC's Disposition of Complaints</i> below)	74	91	70
Total Filed Complaints Pending for COC Disposition (for details see <i>Status of Active Filed Complaints</i> below)	127	105	87
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>)	3	6	7
Direct that the matter not be referred. (<i>PEAct s. 24. 2(b)</i>)	47	62	47
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>)	24	23	16
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	30	17	4
Complaint disposed of after more than 180 days of filing	44	74	66
COC Processing Time – Days from Complaint Filed to COC Disposition			12 mo rolling average
Average # Days	362	655	591
Minimum # Days	105	136	91
Median # Days	183	444	373
Maximum # Days	1408	1601	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		87
Complaints filed more than 180 days ago	52	52
Waiting for Approval and Reason regarding COC Decision	9	
Complaints under active consideration by COC	16	
Completed Investigation ready for COC consideration	5	
Regulatory Compliance Investigation	22	
Complaints filed between 91-180 days ago	18	18
Waiting for Approval and Reason regarding COC Decision	2	
Complaints under active consideration by COC	0	
Completed Investigation ready for COC consideration	6	
Regulatory Compliance Investigation	10	
Complaints filed within the past 90 days	17	17
Waiting for Approval and Reason regarding COC Decision	0	
Complaints under active consideration by COC	0	
Completed Investigation ready for COC consideration	1	
Regulatory Compliance Investigation	16	

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 – November 2015 Council Meeting Report

Discipline Phase

	2012	2013	2014	2015 (up to Nov. 3)
Matters Referred to Discipline	6	3	7	7
Matters Pending (Caseload)	18*	10	12**	16
Written Final Decisions Issued	10	10	6	5*
<i>DIC Activity</i>				
Pre-Hearing Conferences Held	6	4	4	6
Hearings Phase commenced	10	3	1	2
Hearings Phase completed	8	6	3	3

*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. Decision on motion (hearing in January 2013) was issued by Panel on May 15, 2015.

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

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
L05 08-79	January 21, 2013(Motion)	May 15, 2015	28 months
L05 10-02	July 7, 8, 9, 10, 2014 November 19, 20; 2014; December 1, 2, 4, 2014; January 23, 2015 March 23, 2015	June 15, 2015	2.5 months
L06 09-32	April 20; May 1, 8, 9, 2013	July 1, 2015	25 months
L05 13-21	March 17, 2015; June 16, 2015	July 26, 2015	1.5 months
L04 11-01	April 13, 2015	August 24, 2015	4.5 months

**PROFESSIONAL ENGINEERS ONTARIO
P. ENG. STATISTICS
2015**

C-503-5.6 - App C

	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	TOTAL
Members on Register													
Beginning	78,657	78,498	78,746	79,011	79,015	79,304	79,438	79,456	79,638	79,739			78,657
New Members	192	285	364	305	346	226	228	252	207	228			2,633
Reinstatements	93	106	76	89	73	48	88	48	71	85			777
Resignation - Regular	(86)	(20)	(35)	(48)	(22)	(26)	(28)	(20)	(19)	(37)			(341)
- Retirees	(25)	(9)	(9)	(26)	(16)	(12)	(8)	(6)	(11)	(20)			(142)
Deceased	(53)	(33)	(36)	(43)	(20)	(15)	(22)	(20)	(64)	(32)			(338)
Deletions - Regular	(192)	(79)	(97)	(149)	(73)	(83)	(165)	(70)	(85)	(163)			(1,156)
- Retirees	(88)	(2)	2	(124)	1	(4)	(75)	(2)	2	(77)			(367)
Total Ending	78,498	78,746	79,011	79,015	79,304	79,438	79,456	79,638	79,739	79,723	0	0	79,723
Members on Register Summary													
Full Fee Members	64,713	65,003	65,173	65,256	65,536	65,579	65,613	65,811	65,855	65,731			65,731
Partial Fee Remission - Retired	12,104	12,130	12,207	12,087	12,135	12,195	12,166	12,211	12,255	12,270			12,270
Partial Fee Remission - Health	163	168	172	176	175	179	183	184	188	190			190
Fee Remission - Maternity and/or Parental Leave , Postgraduate Studies and other	1,518	1,445	1,459	1,496	1,458	1,485	1,494	1,432	1,441	1,532			1,532
Total Membership	78,498	78,746	79,011	79,015	79,304	79,438	79,456	79,638	79,739	79,723	0	0	79,723
Membership Licence													
Net Applications Received	314	310	291	301	229	298	281	243	229	319			2,815
Applications Rec'd FCP	247	112	77	55	63	174	274	304	237	314			1,857
Female Members on													
Register - Beginning	7,992	8,031	8,061	8,096	8,119	8,151	8,181	8,204	8,237	8,269			7,992
New Female Engineers	39	30	35	23	32	30	23	33	32	20			297
Total Female Engineers	8,031	8,061	8,096	8,119	8,151	8,181	8,204	8,237	8,269	8,289	0	0	8,289

**PROFESSIONAL ENGINEERS ONTARIO
ENGINEER IN TRAINING - STATISTICS
2015**

C-503-5.6 - App C

	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	TOTAL
Recorded													
Beginning of Month	11,476	11,462	11,471	11,452	11,396	11,377	11,388	11,478	11,583	11,674			11,476
New Recordings	101	74	147	149	173	125	124	125	138	143			1,299
New Recordings FCP	190	148	148	71	90	46	151	238	306	247			1,635
Reinstatements	27	43	27	27	32	17	29	15	31	33			281
P. Eng. Approvals	(86)	(118)	(155)	(138)	(147)	(98)	(100)	(96)	(103)	(99)			(1,140)
Resignations/Deletions	(21)	(17)	(7)	(44)	(20)	(9)	(19)	(85)	(169)	(26)			(417)
Lapse/Non Payment	(225)	(121)	(179)	(121)	(147)	(70)	(95)	(92)	(107)	(90)			(1,247)
Deceased	0	0	0	0	0	0	0	0	(5)	0			(5)
Total Ending	11,462	11,471	11,452	11,396	11,377	11,388	11,478	11,583	11,674	11,882	0	0	11,882
Female Recording on Register													
Beginning	2,233	2,247	2,254	2,266	2,245	2,233	2,239	2,255	2,271	2,312			2,233
New Female Recordings	14	7	12	(21)	(12)	6	16	16	41	28			107
Total Female Recordings	2,247	2,254	2,266	2,245	2,233	2,239	2,255	2,271	2,312	2,340	0	0	2,340

**PROFESSIONAL ENGINEERS ONTARIO
CERTIFICATE OF AUTHORIZATION - STATISTICS
2015**

C-503-5.6 - App C

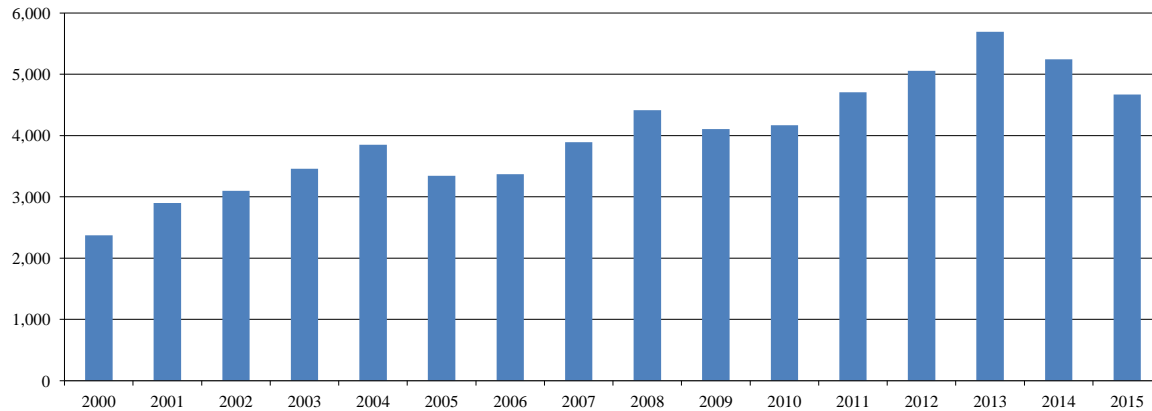
	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	TOTAL
C of A Holders - Beginning													
Regular	5,108	5,110	5,128	5,163	5,176	5,200	5,220	5,210	5,193	5,207			5,108
Temporary	43	43	43	45	45	45	45	44	45	44			43
Sub Total	5,151	5,153	5,171	5,208	5,221	5,245	5,265	5,254	5,238	5,251	0	0	5,151
New Certificates Issued													
Regular	37	35	50	47	63	60	51	31	34	39			447
Temporary	0	0	2	0	1	0	1	1	0	3			8
Sub Total	37	35	52	47	64	60	52	32	34	42	0	0	455
Reinstatements													
Regular	1	1	0	0	0	1	0	3	1	2			9
Temporary	0	0	0	0	0	0	0	0	0	0			0
Sub Total	1	1	0	0	0	1	0	3	1	2	0	0	9
Deletions													
Closed	(35)	(18)	(15)	(34)	(39)	(41)	(59)	(51)	(20)	(23)			(335)
Suspended, Revoked and other	(1)	0	0	0	0	0	(2)	0	(1)	0			(4)
Temporary	0	0	0	0	(1)	0	(2)	0	(1)	(2)			(6)
Sub Total	(36)	(18)	(15)	(34)	(40)	(41)	(63)	(51)	(22)	(25)	0	0	(345)
Total Ending													
Regular	5,110	5,128	5,163	5,176	5,200	5,220	5,210	5,193	5,207	5,225	0	0	5,225
Temporary	43	43	45	45	45	45	44	45	44	45	0	0	45
	5,153	5,171	5,208	5,221	5,245	5,265	5,254	5,238	5,251	5,270	0	0	5,270

**PEO STATISTICS
APPLICATIONS RECEIVED
2000 - 2015**

C-503-5.6 - App C

	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	356
MAY	213	403	299	394	425	270	298	293	278	279	303	314	353	394	324	292
JUNE	157	158	220	221	337	264	273	279	332	320	306	322	374	388	356	472
JULY	160	236	265	200	297	286	254	355	460	395	332	398	482	529	486	555
AUGUST	233	248	269	357	272	301	285	367	413	326	358	493	508	505	495	547
SEPTEMBER	248	270	352	455	382	254	251	333	415	402	383	451	388	512	542	466
OCTOBER	195	222	206	257	253	263	282	396	419	428	372	469	540	646	568	633
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	4,672
MONTHLY AVERAGE	198	242	258	288	321	279	281	324	368	342	347	392	421	475	437	467
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	4,672

Applications Received - Year To Date



REGISTRATION STATISTICS – November 2015 Council Meeting Report

Registration Phase

	2014	2015 (up to Nov 3)
Requests for Hearing	5	4
Premature Applications (no Notice of Proposal)	1	2
Matters Pending (Caseload)	10	10
Written Final Decisions Issued	3	2
Appeals to the Divisional Court	1*	1
<i>REC Activity</i>		
Pre-Hearing Conferences Held	6	3
Hearings Phase completed	2	1

*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
100125295	May 13 and 14, 2015	July 30, 2015	2.5 months

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