



Professional Engineers
Ontario

Council Meeting

507th Meeting of Council
of Professional Engineers Ontario

to be held on
Thursday, June 23, 2016
4:30 p.m. – reception
6:00 p.m. – dinner
7:00 – plenary session

Friday, June 24, 2016
9:00 a.m. – 4:00 p.m.

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

Thursday, June 23, 2016

1. Reception – 4:30 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)
 1. Repeal Project Update
 2. Member Satisfaction Survey

#507 COUNCIL PLENARY – SESSION ONE

Repeal of the Industrial Exception

Data Gathering and Analysis Reserach
Project PowerPoint Presentation



Repeal of the Industrial Exception

Data Gathering and Analysis Research Project
June 23, 2016



Does evidence exist of a causal link between the industrial exception and workplace injuries/fatalities in Ontario manufacturing companies?



The industrial exception allows unlicensed employees to perform work within the practice of professional engineering in relation to machinery or equipment in their industrial workplaces that is used to make product for their employer.



Why enacted

The industrial exception was intended to allow technologists, technicians and tradespeople to do engineering work within an engineering team. It was enacted along with the supervisory exception and the limited licence that arguably achieve this and maintain licensing oversight.



The industrial exception does not provide assurance that only qualified and accountable people are doing or overseeing professional engineering work to safeguard workers.



How we got here

Government pulled their support to proclaim the repeal legislation in the *Professional Engineers Act*:

2010 Oct 25 – received Royal Assent (*Bill 68, Open for Business Act*).

2013 Jun 12 – Proclamation (scheduled for September 2013) was postponed.

2015 Nov 26 – Government advised PEO that the repeal legislation would be cancelled.



After 2010, PEO was led to believe its role was to help businesses implement the repeal. Between 2011-2015, PEO took action ...

- Partnered with Excellence in Manufacturing Consortium
- Compiled database of manufacturing companies
- Reached 1,516 employees
- Presented to 929 companies
- Performed 32 manufacturing site visits
- Approved 57 corporate compliance plans
- Waived initial fee for 1,181 licence applications
- Issued 249 P.Eng. licenses
- Issued 5 limited licenses
- Passed a 1-year transition regulation
- Met with Canadian Manufacturers & Exporters four times (2010, 2012, 2013, 2015)



Industry Activities

Industry lobbyists stayed silent until 2013 when they launched a strong attack against the repeal citing high costs and increased red tape.

- Canadian Manufacturers and Exporters (CME) – Ontario branch did not object during public consultations in 2010
- Government did not notify businesses after repeal was passed
- Opposition surfaced in 2013 from CME(Ontario), Canadian Vehicle Manufacturers Association (CVMA), Quinte Manufacturers Association (QMA) and Windsor-Essex Economic Development group
- Ministry of Economic Development, Employment and Infrastructure (MEDEI) were advised by industry that the repeal would cost between \$118 million - \$196 million (a cost estimate 100 times greater than PEO's \$2 million estimate)
- CME noted as highest spending lobbyist in Canada in 2014



The research gathered included:

- worker injury and fatality statistics
 - Association of Workers Compensation Boards of Canada (AWCBC)
 - Workers Safety and Insurance Board (WSIB)
 - Ministry of Labour
 - Ontario Federation of Labour (OFL)
- court documents of Ministry of Labour prosecutions under the *Occupational Health and Safety Act (OHSA)*
- investigation and engineering reports of the Ministry of Labour

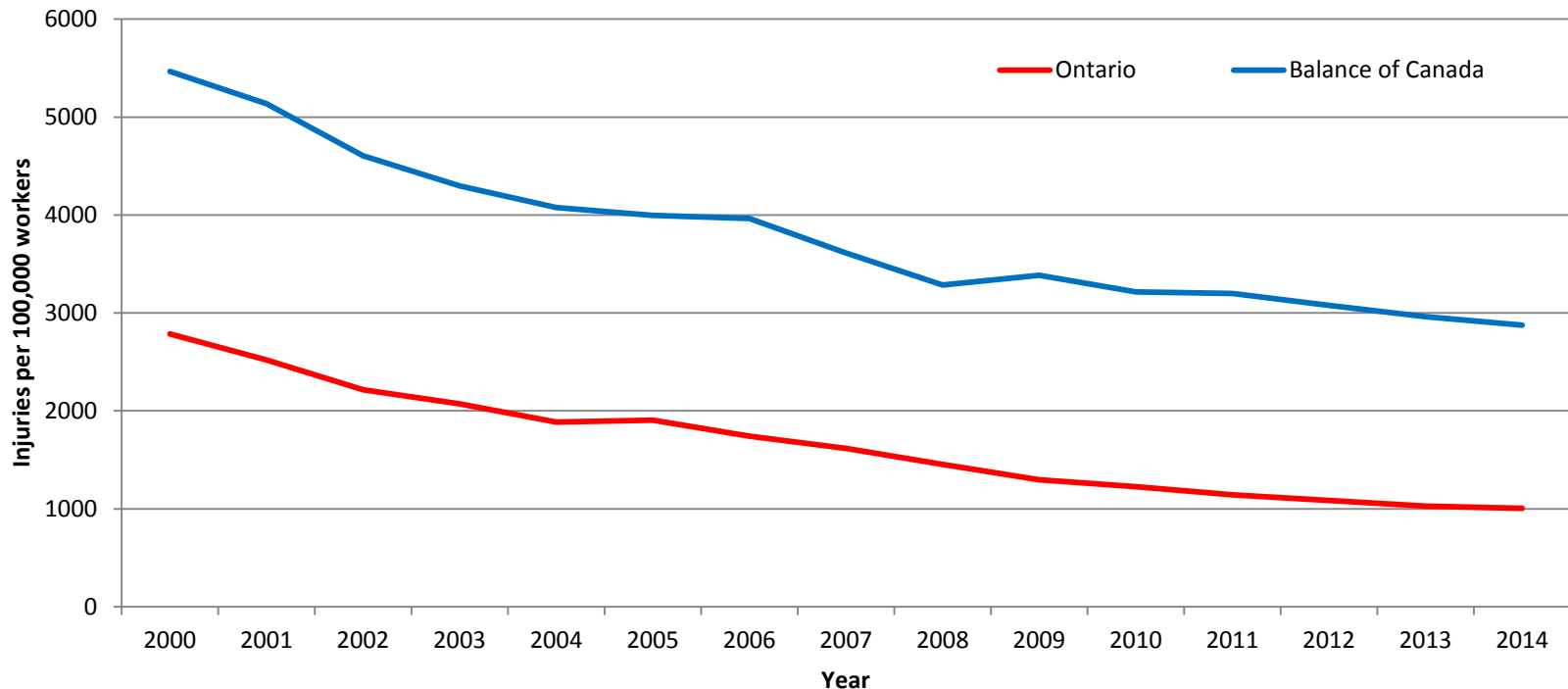
Not gathered were:

- inquests by the Office of the Chief Coroner
- ambulance and hospital data



Worker injury rates in Ontario have declined steadily from 2000 to 2014

Time-loss Injuries in Manufacturing Sector

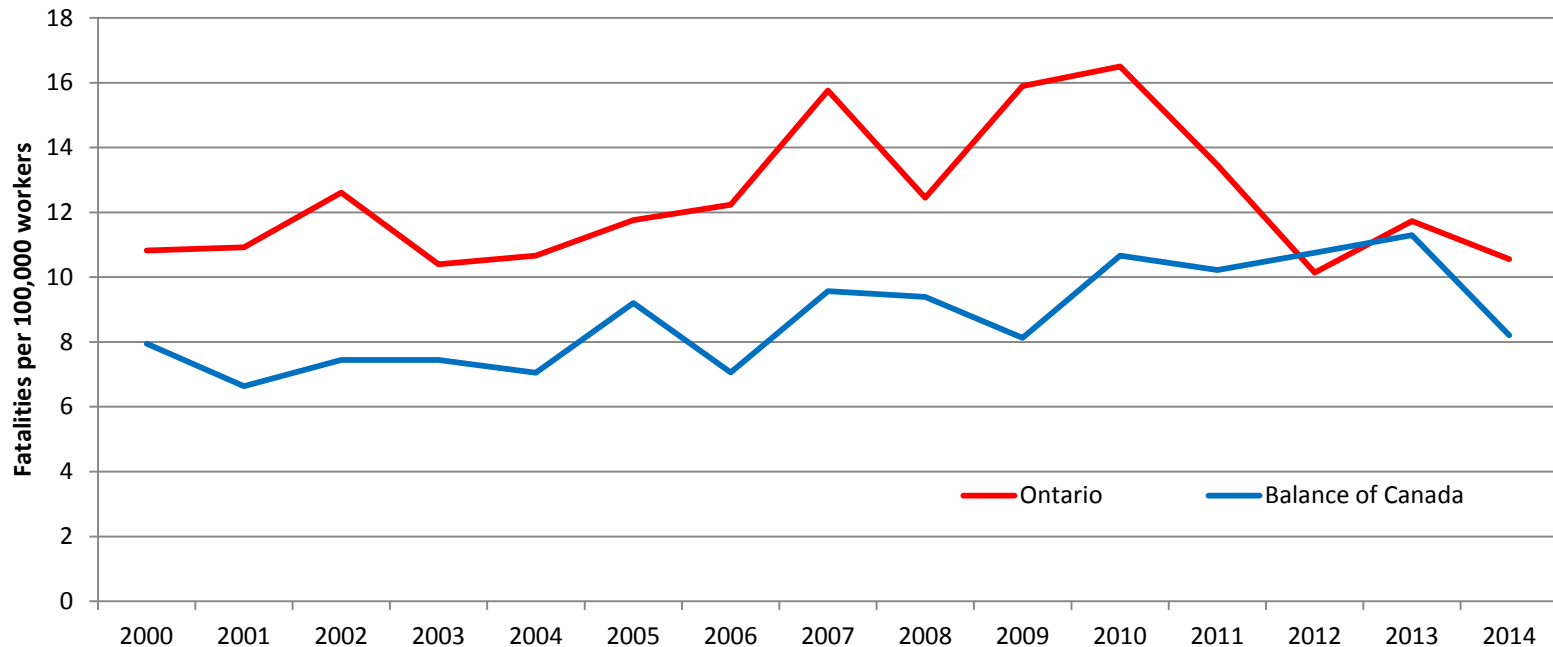


Source: AWCBC, NWISP Reports, Table 15, Accepted Time-Loss Injuries; Statistics Canada. Table 282-0008 - Labour force survey estimates (LFS), manufacturing sector by North American Industry Classification System (NAICS), full and part-time employed



Worker fatality rates in Ontario have increased slightly until 2010 and outpace the rest of Canada

Fatalities in Manufacturing Sector

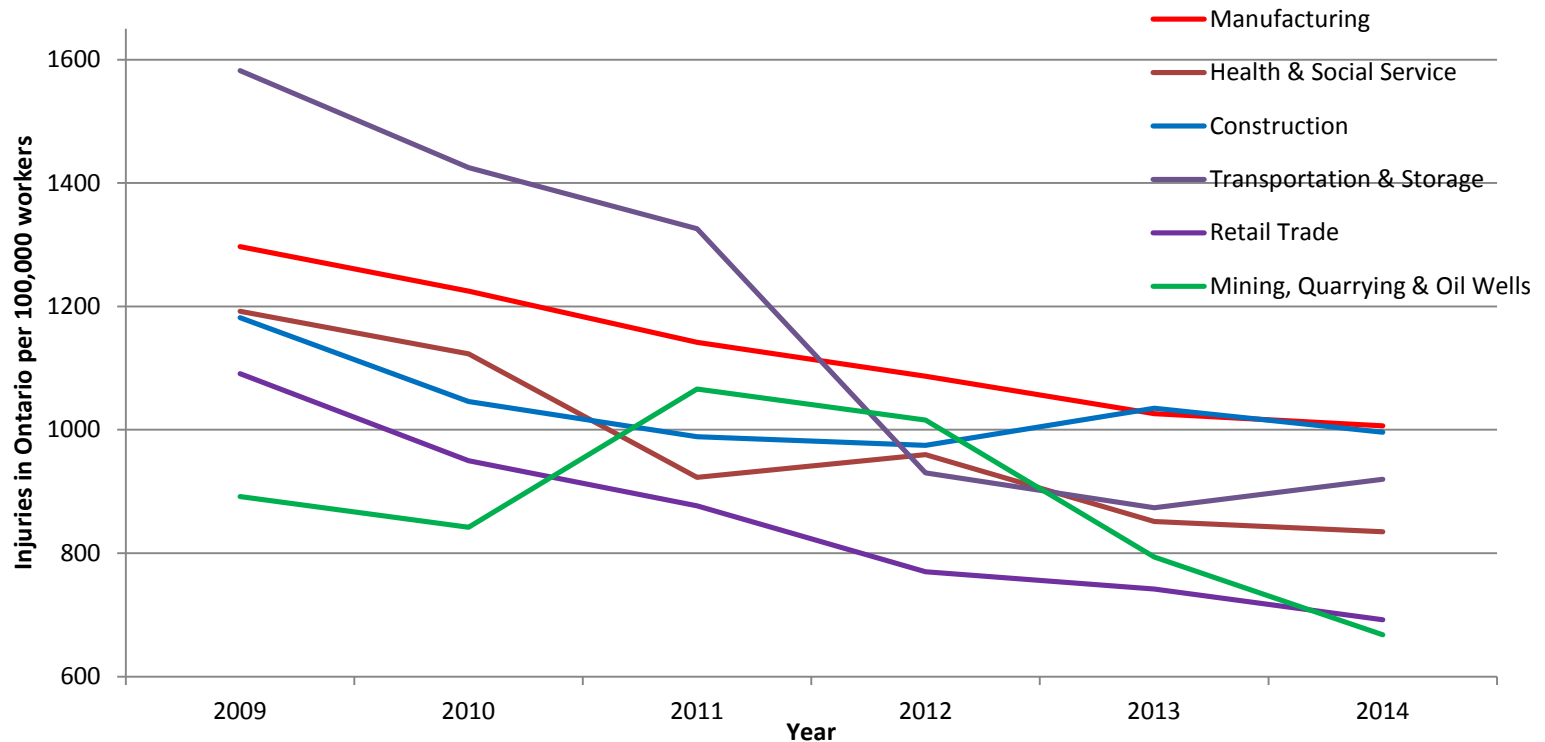


Source: AWCBC, NWISP Reports, Table 36, Accepted Fatalities; Statistics Canada, Table 282-0001, Manufacturing sector by North American Industry Classification System (NAICS), full and part-time employed



Manufacturing sector ranks #1 for worker injuries in Ontario

Rate of Injuries by Sector in Ontario

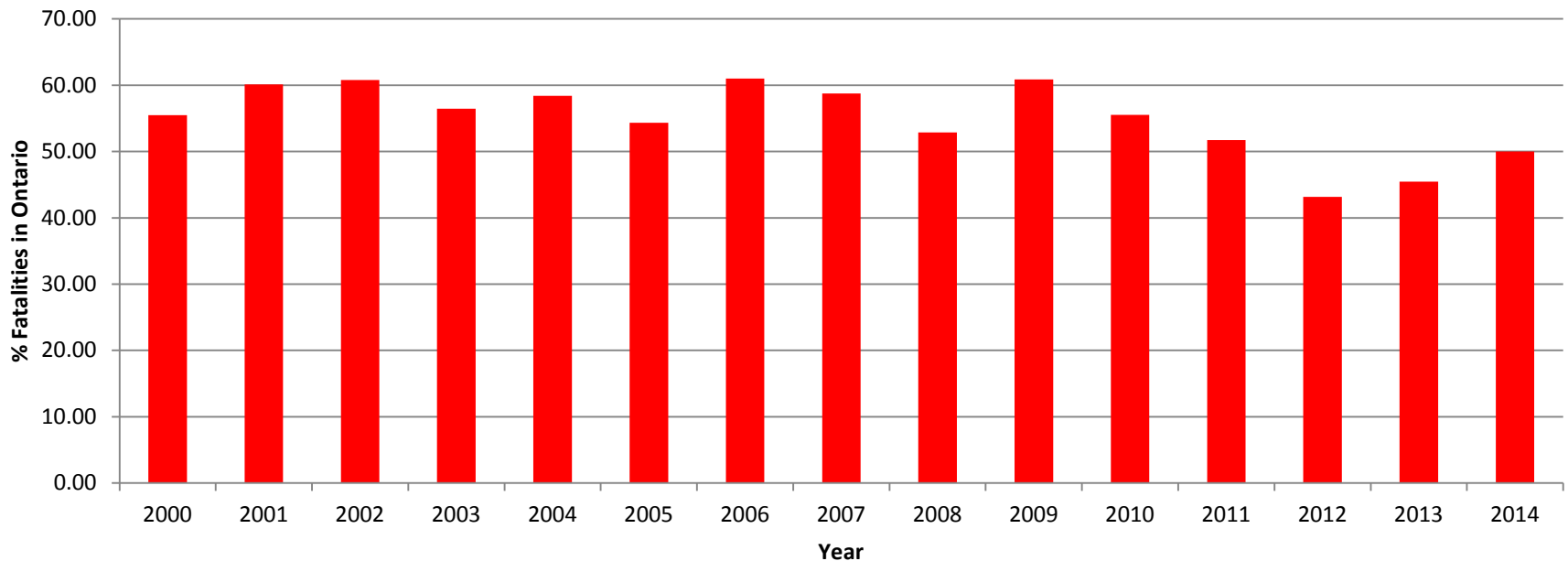


• Source: AWCBC, NWISP Reports, Table 15, Accepted Time-Loss Injuries; Statistics Canada. Table 282-0008 - Labour force survey estimates (LFS), manufacturing sector by North American Industry Classification System (NAICS), full and part-time employed



50% of worker fatalities in Canada's manufacturing sector occur in Ontario.

Percentage of Fatalities in Canada's Manufacturing Sector that Occur in Ontario



• Source: AWCBC, NWISP Reports, Table 36, Accepted Fatalities; Statistics Canada, Table 282-0008 - Labour force survey estimates (LFS), manufacturing sector by North American Industry Classification System (NAICS), full and part-time employed



Workplace Safety & Insurance Board (WSIB) and Ontario Federation of Labour have documented under-reporting of worker statistics, as much as 20%

➤ Worker Injury Reported Statistics, 2009-2012

Data Source	2009	2010	2011	2012
Ontario Ministry of Labour	n/a	6,786	6,726	6,442
AWCBC	10,033	9,351	8,827	8,467

➤ Worker Fatality Reported Statistics, 2009-2012

Data Source	2009	2010	2011	2012
Ontario Ministry of Labour	3	5	8	7
AWCBC	123	126	104	79



Observations

360 cases or 43% of successful prosecutions for *OHSA* violations were at a manufacturing site.

Year	Total Cases	Cases at a Manufacturing Site	Percentage
2005	88	28	32%
2006	86	44	51%
2007	77	31	40%
2008	97	41	42%
2009	95	32	34%
2010	89	41	46%
2011	90	23	26%
2012	62	37	60%
2013	51	22	43%
2014	59	35	59%
2015	39	26	67%
Total	833	360	43%



Observations

Ministry prosecutions were categorized as follows:

- **Type 1 – Most Relevant** - prosecutions relating to a manufacturing process design issue or an equipment modification issue, both examples of professional engineering work
- **Type 2 – Less Relevant** - prosecutions relating to a policy, procedure or supervision issue, including insufficient machine guarding or lockout procedures; examples less likely to involve engineering work
- **Type 3 – Outside the Scope** - prosecutions relating to a product design issue or work by a third party designer

Type of Case	Number	Percentage
Type 1 – most relevant	82	23%
Type 2 – less relevant	238	66%
Type 3 – outside the scope	40	11%
Total	360	100%



11 cases of interest were identified as potentially involving the industrial exception.

Cases Prosecuted by Ministry of Labour	Number	Percentage
In a manufacturing workplace	360	100%
- Involving production machinery or equipment	320	89%
- Industrial exception could apply	89	25%
- Cause was equipment design and/or modification	42	12%
- Cases of interest for potential use of the industrial exception	11	3%



- Missing information in Ministry investigation and engineering reports
 - Not included or redacted was the name, job title and/or company of the person who designed or modified the equipment relating to the workplace incident.

Therefore, it could not be determined if the equipment design or modification was done by an unlicensed employee under the industrial exception, a professional engineer employee, an unlicensed third party or a third party professional engineer.



Observations

Pre-Start Health and Safety Reviews (PSRs) were reported as completed in only 13% of cases involving manufacturing equipment

PSR compliance	Severity of Workplace Event		TOTAL	Percentage
	Fatalities	Injuries		
Yes	1	8	9	13%
No	2	5	7	10%
Unknown	12	42	54	77%
TOTAL	15	55	70	100%



Government appear to be significantly over-estimating the financial impact to implement the repeal as indicated by Bruce Power case study

	Total Estimated Implementation Costs			Total Estimated Ongoing Annual Costs		
	PEO	Bruce Power	MEDEI	PEO	Bruce Power	MEDEI
Small	\$1.6M	\$4.2M	\$116M	\$0	\$0	\$111M
Medium	\$200K	\$509K	\$142M	\$0	\$0	\$137M
Large	\$158K	\$402K	\$63M	\$0	\$0	\$61M
TOTAL	\$2.0M	\$5.1M	\$321M	\$0	\$0	\$309M

- Bruce Power estimates approximately 9 years to implement repeal



Key Findings



1. The work is not done:

- **There is evidence of engineering work causing unsafe equipment:** 11 cases of interest link worker injuries and fatalities to unsafe design or modifications to production equipment in Ontario manufacturing workplaces.
- **The link of unsafe equipment to the industrial exception is inconclusive:** with the data that was collected, it was not possible to prove or disprove in these 11 cases that the industrial exception was the cause of the unsafe equipment, as the qualifications and employment status of the persons performing the engineering work of interest was unavailable.



2. PSR regulation appears ineffective:

- There is evidence of low compliance by companies to Pre-Start Health and Safety Review (PSR) regulation
- There is evidence of recommendations from PSRs not being implemented
- There is evidence of workplace incidents resulting from equipment that PSRs were performed on
- There is evidence of Ministry of Labour inspectors not auditing companies for PSR compliance when incidents occur



➤ Continue focused work

- Request full investigation reports for 11 cases of interest and 2 repeat offenders
- Request an information sharing agreement with the Ministry of Labour to ascertain the qualifications and employment status of the persons performing engineering work
- Develop policy recommendations to strengthen corporate compliance to the PSR regulations and machine guarding standards
- Make PEO's guideline, Professional Engineers Providing PSRs, a performance standard
- Continue to monitor Ministry court bulletins for new evidence-based cases



Recommendations

➤ **Make industry partners**

- Government is risk-adverse and will not act without businesses on-side
- Companies need more persuasive evidence of safety gap

#507 COUNCIL PLENARY – SESSION TWO

Member Satisfaction Survey

Member Survey Summary Report

- Appendix A – SurveyMonkey Results

Please note that, in addition to the two documents above included in the Council agenda package, a PowerPoint presentation will occur at the Plenary session on June 23, 2016.

Member Satisfaction Survey Summary Report

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An overview of the 2016 Member Satisfaction Survey Results
Presented to Council on June 24, 2016

Executive Summary

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

The survey was conducted from January 5 to February 5, 2016, using SurveyMonkey, and was distributed through an eblast to PEO licence holders. Reports validate that a total of 57,870 licence holders successfully received the eblast. As 3,885 respondents completed the survey, the participation rate was 6.7 per cent.

Some notable demographics from the first section of the survey, provides the following information about the survey respondents:

- The majority indicated they had been licensed as a professional engineer by PEO for more than 20 years (45 per cent of the respondents).
- 54 per cent of respondents pay their licence fee themselves; while 39 per cent identified that their employer pays their licence fee.
- 88 per cent hold a professional engineering licence in only one province.
- 70 per cent of survey respondents are not internationally educated (compared to 30 per cent who identified as internationally educated professionals).
- 35 per cent of respondents had registered in the Engineering Intern (EIT) program during the PEO licence application process (compared to 65 per cent not registered).
- The overwhelming majority (90 per cent) identified that they have no connection to PEO, other than being a P.Eng. The remaining 10 per cent identified their connection as a chapter or committee volunteer, or as a member of Council.

In section II, My Relationship with PEO, noteworthy responses include:

- The majority of respondents (75 per cent) indicated they have not attended any chapter functions in the past year.
- However, in response to question 15, on programs/events attended in the past two years, 57 per cent of survey respondents identified they had attended their chapter AGM while 37 per cent attended PEO's AGM events.
- The top three chapter activities respondents reported attending were social/recreational events (51 per cent), professional development (50 per cent) and professional networking (47 per cent).

Highlights from sections V (Council) and VI (Committees) include:

- A mixed range of responses on Council size and composition, with 33 per cent indicating the current size and composition is the best, 30 per cent selecting the option "Don't know", and 18 per cent opting for "Too big, wrong composition".
- 57 per cent of survey respondents believe there should be term limits for volunteers serving on a committee (compared to 43 per cent who disagree).

The results of the ranked questions were generally favourable, given an overall weighted average score of 3.54, as summarized in the table below:

Evaluation Factor	Weighted Average
My Relationship with PEO <ul style="list-style-type: none"> Satisfaction with service delivery 	3.54
PEO's Regulatory Role <ul style="list-style-type: none"> General satisfaction with regulatory efforts PEO focuses its resources appropriately 	3.62 2.85

[Note: Calculation of weighted average described on page 4 – Background section]

To identify the key areas of strength and opportunities for improvement, the next series of tables identify the highest ranked rating scores and the lowest scores:

Evaluation Factor	AVG Score	Highest Rated Questions
My Relationship with PEO: Q9 – Share your opinion regarding these statements about PEO:	3.91	Is interested in advancing the practice of professional engineering
	3.91	Keeps me informed about new government requirements pertaining to professional engineering practice
	3.67	Does a good job of protecting the public from incompetent and/or unethical professional engineers

Evaluation Factor	AVG Score	Highest Rated Questions
My Relationship with PEO: Q10 – Provide feedback on service delivery:	3.80	PEO staff conduct themselves in a professional manner
	3.76	Renewal fees billing issues are fairly and satisfactorily resolved
	3.66	PEO effectively communicates regulatory information to licence holders

Evaluation Factor	AVG Score	Highest Rated Questions
PEO's Regulatory Efforts:	3.85	Q21 – One of PEO's duties 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?
	3.82	Q23 – One of PEO's duties is to discipline members for misconduct or incompetence. Do you agree that PEO is doing a good job in this respect?
	3.77	Q18 – Do you believe PEO's efforts in establishing, developing and maintaining professional ethics are sufficient?

Evaluation Factor	AVG Score	Lowest Rated Questions
Q24 – Do you believe PEO focuses its resources correctly in the following areas:	2.61	Pre-university education outreach
	2.72	Repeal of industrial exemption
	2.75	Communications
	2.76	Enforcement

Background

The development of the Membership Satisfaction Survey involved the following process:

- 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 2016 Survey.
- PEO's senior management team reviewed and edited the survey questions.
- At its May 29, 2015 meeting, Council directed the RCC to peer review the survey. Also, Councillors were encouraged to provide any comments.
- RCC met on October 24, 2015 and passed a motion that Council proceed with the Member Satisfaction Survey with some RCC suggested changes.
- The survey was revised to incorporate the RCC suggested changes.
- The revised survey was presented to Council at its November 20, 2015 meeting, and a motion was passed to approve the administration of the survey.
- The survey was open for response from January 5 to February 5, 2016. It was successfully delivered by eblast to 57,870 members, with 3,885 respondents completing the survey and 10,422 open answers being submitted.

The survey comprised 28 questions divided into seven sections. Both closed and open questions were included. Closed questions are those for which the respondent selects answers from a list. Open questions are free text boxes allowing the respondent to express an opinion. Many of the closed questions were accompanied by open questions for elaboration. The table below provides a summary of the sections:

Section	Topic	No. of Questions	Closed	Open
I	Demographics	1-8	1-2, 4-8	3
II	My Relationship with PEO	9-10	All	
III	My Engagement with PEO	11-15	All	12, 14
IV	PEO's Regulatory Role	16-24	16-24	16-23
V	Council	25-26	25	26
VI	Committees	27	27	
VII	Conclusion	28		28

Note: Respondents had to complete Section I – Demographics to submit a questionnaire. All remaining questions were optional.

The weight assigned to ranked questions depended on agreement with the statement as follows: 5=strongly agree, 4=agree, 3=neutral, 2=disagree, 1=strongly disagree. "Don't know" was also a response option, however it carries no weight and is not included in the total.

The weighted average of a question is automatically calculated, where r represents the number of selections of a particular rank.

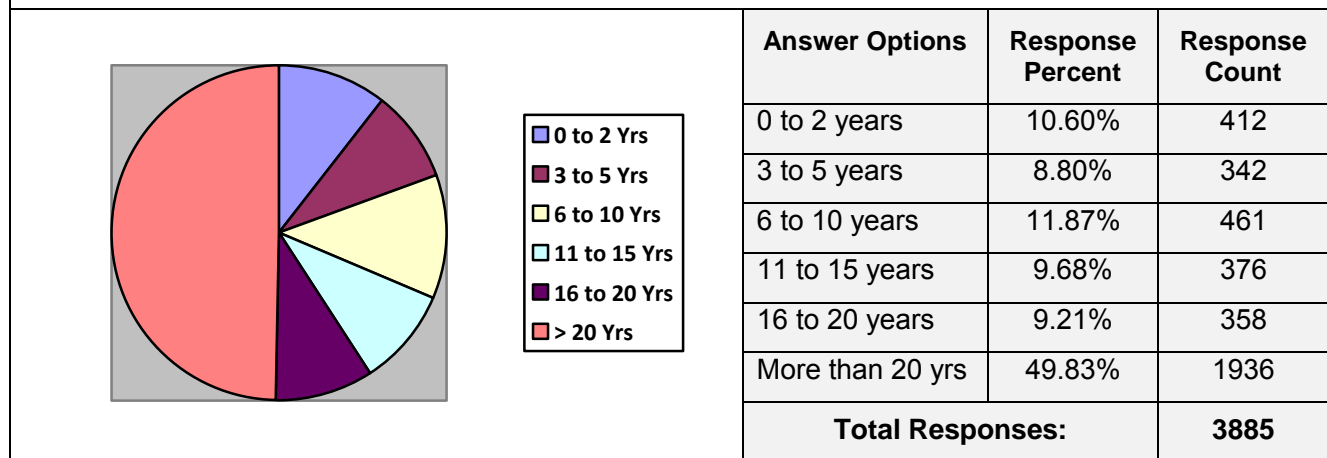
$$(5 \times r^1) + (4 \times r^2) + (3 \times r^3) + (2 \times r^4) + (1 \times r^5)$$

(Total responses – "Don't Know" responses)

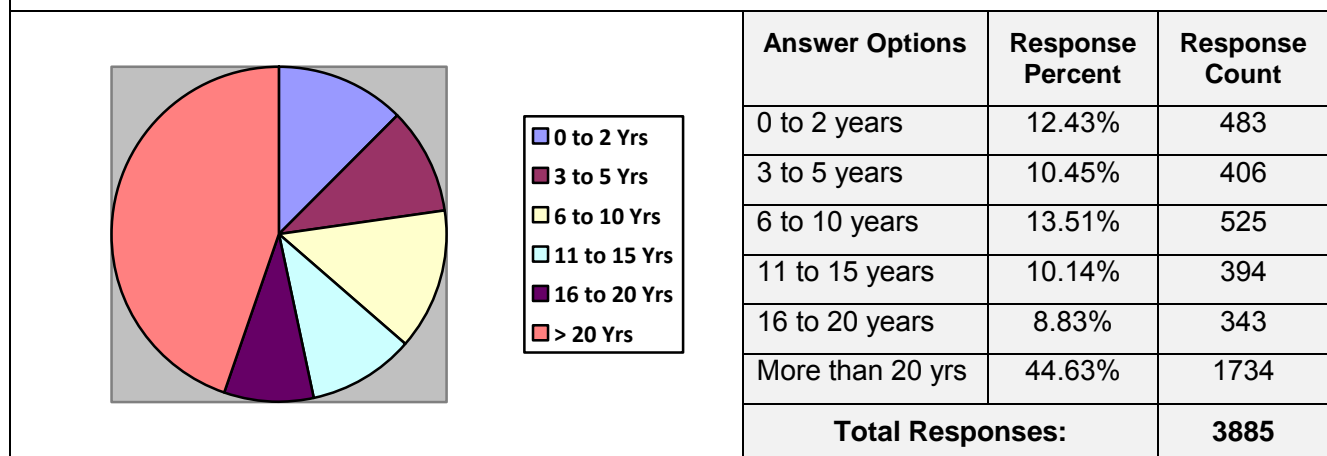
Overview of Survey Results

Section I – Demographics

Q1 – Number of years licensed as a professional engineer in any jurisdiction:



Q2 – Number of years licensed by PEO:



Q3 – What other professional association(s) do you belong to?

Only 1533 responses were received, as most respondents skipped this question. Many respondents listed more than one association. The highest response occurrences were:

- 218 are also members of Ontario Society of Professional Engineers (OSPE);
- 204 members belong to the Project Management Institute
- 165 members are also members of the Association of Professional Engineers and Geoscientists of Alberta;
- 112 were members of the Institute of Electrical and Electronics Engineers;
- 108 members are also members of Ordre des Ingénieurs du Québec;
- 86 were also members of the Association of Professional Engineers & Geoscientists of BC;

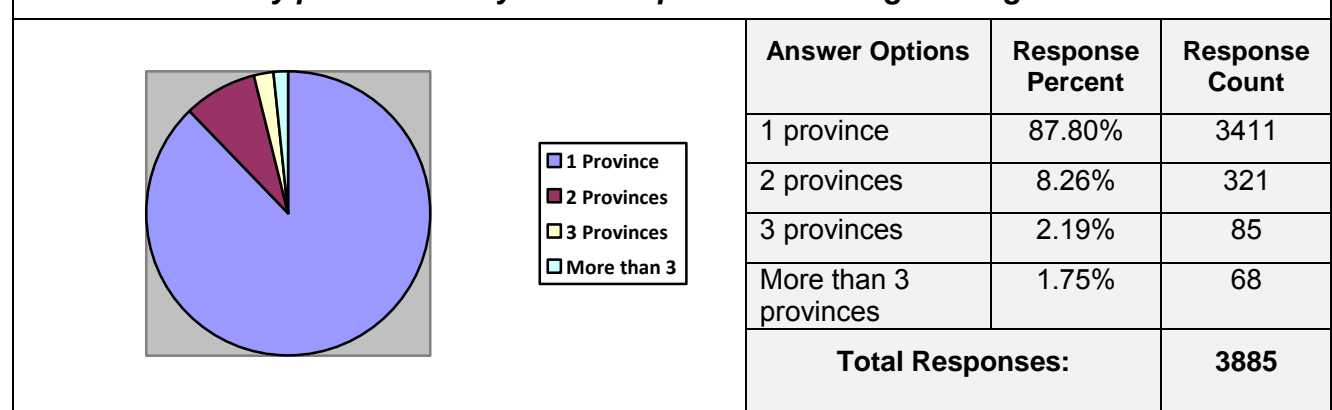
- 84 members are also members of the Association of Professional Engineers & Geoscientists of Saskatchewan; and
- 57 belong to the Association of Professional Engineers and Geoscientists of Manitoba.

Q4 – Who pays your licence fee?

More than half (54.03 per cent) of the 3885 respondents indicated they pay their own licence fee, while 39.28 per cent indicated employer pays the fee.

Answer Options	Response Percent	Response Count
Self	54.03%	2099
My Employer	39.28%	1526
Self-employed; My Business	6.36%	247
Honourary Member	0.33%	13
Total Responses:		3885

Q5 – In how many provinces do you hold a professional engineering licence?

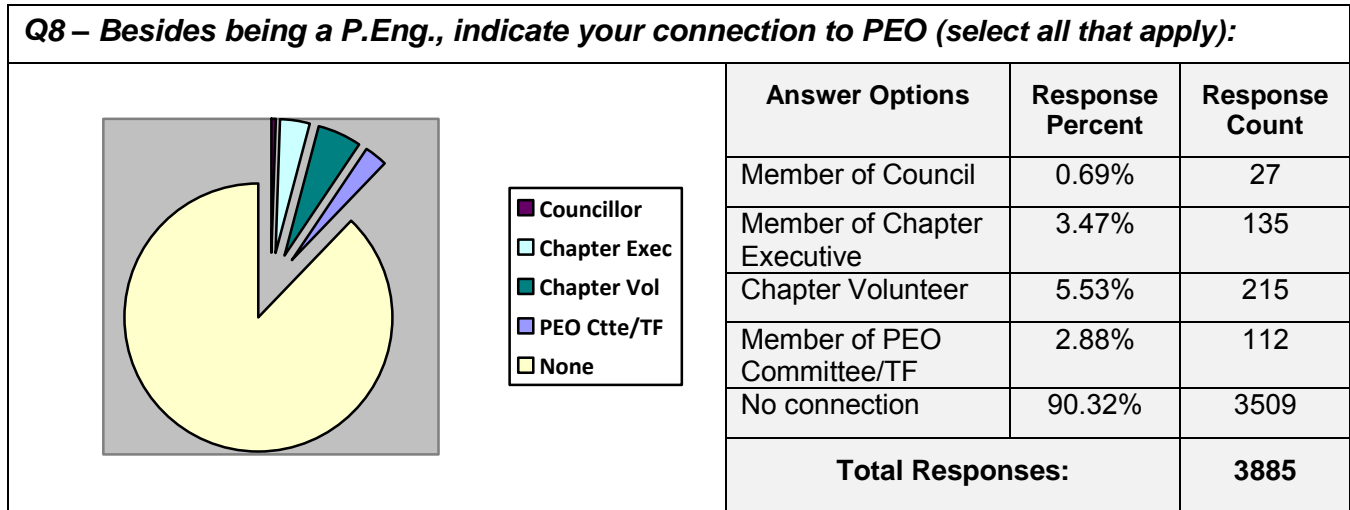


Q6 – Are you an internationally educated professional?

Answer Options	Response Percent	Response Count
Yes (internationally educated)	29.81%	1158
No	70.19%	2727
Total Responses:		3885

Q7 – Were you registered in the Engineering Intern (EIT) program during the PEO license application process?

Answer Options	Response Percent	Response Count
Yes	34.83%	1353
No	65.17%	2532
Total Responses:		3885



Section II – Relationship with PEO

Q9 – Share your opinion regarding these statements about PEO. PEO...	AVG Score	Percentage Score (by Rating)					
		5 Strongly Agree	4 Agree	3 Neutral	2 Disagree	1 Strongly Disagree	Don't Know
Is interested in advancing the practice of professional engineering	3.91	25.70%	48.66%	16.14%	5.45%	2.56%	1.48%
Keeps me informed of new government requirements pertaining to professional engineering practice	3.91	21.07%	54.87%	16.19%	4.67%	1.56%	1.65%
Does a good job of protecting the public from incompetent and/or unethical P.Engs	3.67	20.44%	44.22%	17.93%	9.42%	5.16%	2.83%
Provides valuable and timely professional practice guidelines, standards, bulletins and updates	3.47	11.67%	40.66%	29.47%	10.46%	4.02%	3.72%
Respects my professional opinions and consultation feedback	3.42	9.54%	29.49%	34.38%	6.38%	3.70%	16.51%
Understands how the practice of professional engineering is changing	3.39	11.43%	37.64%	27.32%	11.48%	6.24%	5.89%
Understands the daily challenges and opportunities in practising in Ontario	3.37	11.43%	37.88%	26.02%	12.19%	6.97%	5.51%
Does a good job of influencing legislation in a way that supports the regulation of the practice of professional engineering	3.31	10.42%	33.77%	29.07%	12.50%	6.67%	7.58%
Wants to help me to improve my professional practice	3.24	8.37%	30.86%	35.12%	11.61%	6.67%	7.37%

Q10 – Please provide feedback on service delivery.	AVG Score	Percentage Score (by Rating)					
		5 Strongly Agree	4 Agree	3 Neutral	2 Disagree	1 Strongly Disagree	Don't Know
PEO staff conduct themselves in a professional manner	3.80	15.31%	42.12%	19.03%	3.43%	1.79%	18.33%
Renewal fees billing issues are fairly and satisfactorily resolved	3.76	10.47%	31.28%	18.87%	1.85%	1.06%	36.47%
PEO effectively communicates regulatory information to licence holders	3.66	11.41%	50.64%	24.46%	6.65%	1.91%	4.93%
Staff respond quickly and efficiently to questions/enquiries	3.58	11.03%	29.85%	20.86%	5.28%	3.05%	29.93%
PEO's website is a good source of information	3.53	9.88%	43.35%	27.97%	7.24%	3.40%	8.16%
Transfer of P.Eng. licence from another province to PEO was simple process	3.51	5.72%	7.66%	16.76%	0.92%	0.89%	68.06%
The website is easy to use	3.42	8.57%	39.45%	30.85%	8.90%	4.45%	7.78%
Overall, PEO delivers fair value for license fees	3.27	10.17%	37.18%	27.89%	15.44%	7.80%	1.52%

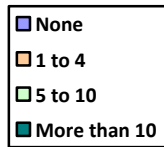
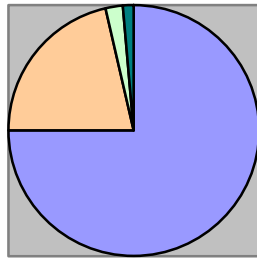
Section III – Engagement with PEO

Q11 – Are you aware of your PEO Chapter affiliation?			
<p>A horizontal bar chart with 'Yes' and 'No' on the y-axis and a scale from 0 to 3500 on the x-axis. The 'Yes' bar is orange and extends to approximately 3086. The 'No' bar is blue and extends to approximately 593.</p>	Answer Options	Response Percent	Response Count
	Yes	83.88%	3086
	No	16.12%	593
	Total Responses:		3679

Q12 – Do you regularly attend chapter meetings and/or events?			
<p>A horizontal bar chart with 'Yes' and 'No' on the y-axis and a scale from 0 to 3500 on the x-axis. The 'Yes' bar is orange and extends to approximately 484. The 'No' bar is blue and extends to approximately 3178.</p>	Answer Options	Response Percent	Response Count
	Yes	13.22%	484
	No	86.78%	3178
	Total Responses:		3662

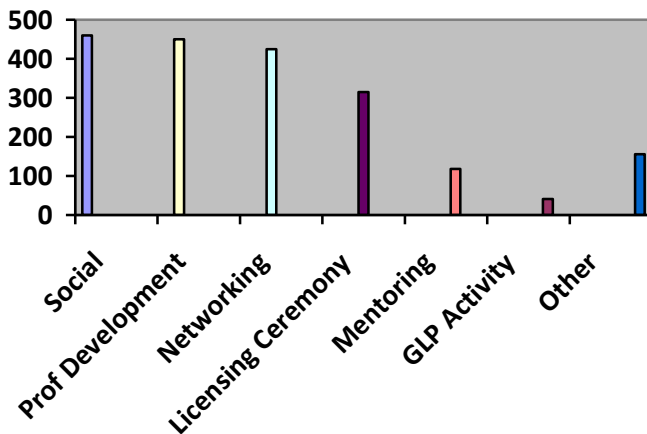
A total of 2345 respondents provided written comments to the follow-up open question on the reasons for not attending chapter events.; 1107 indicated they were too busy., 827 cited the nature of the events (i.e. no value, not interested, merely a social or “old boys club”). Other reasons included location (296); retired (129); poor communication (125); and no reason (96).

Q13 – How many chapter functions did you attend this year?



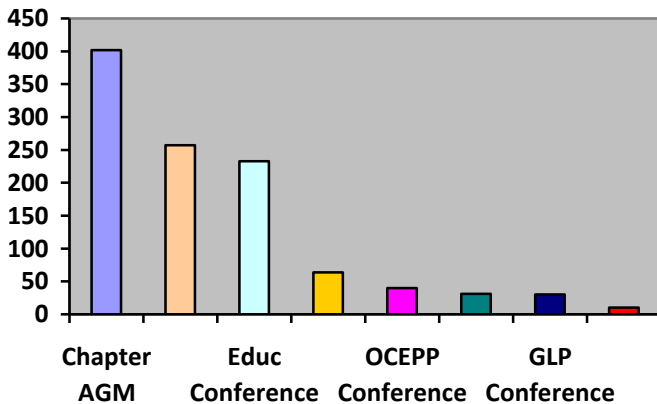
Answer Options	Response Percent	Response Count
None	75.09%	2752
1 to 4	21.28%	780
5 to 10	2.13%	78
More than 10	1.50%	55
Total Responses:		3665

Q14 – What types of activities do you attend in your chapter? (select all that apply)



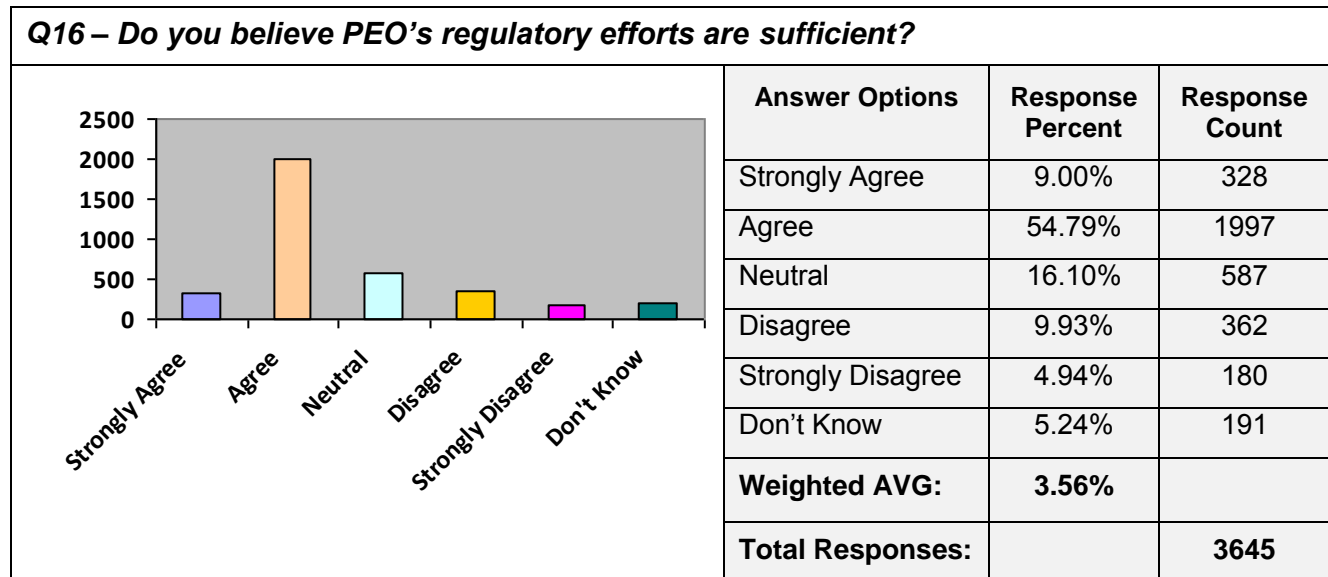
Answer Options	Percent	Count
Social / recreational event	50.66%	460
Prof development / education	49.56%	450
Professional networking	46.81%	425
Licensing ceremony	34.69%	315
Mentoring	13.00%	118
GLP activities	4.52%	41
Other	17.18%	156
Total Responses:		908

Q15 – Did you participate in any of the following programs in the last 2 years?



Answer Options	Percent	Count
Chapter AGM	57.18%	402
PEO AGM	36.56%	257
Education Conf	33.14%	233
Queen's Park Day	9.10%	64
OCEPP Conf	5.69%	40
GLP Academies	4.41%	31
GLP Conference	4.27%	30
None	0.00%	0
Total Responses:		703

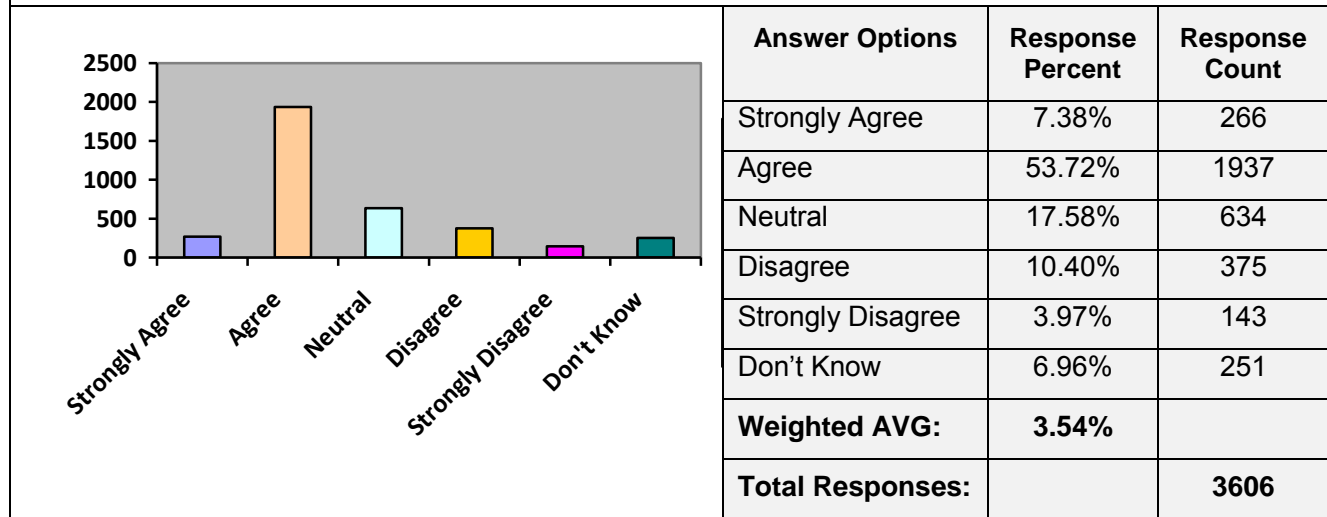
Section IV – PEO’s Regulatory Role



Respondents who selected the options of neutral or disagree were invited to provide comments. Some 747 written comments were received. Below is a list of the top common themes, ranked by occurrence in descending order:

- 358 referenced “Enforcement / Engineering Title” – Predominant comments include the need to increase enforcement efforts regarding the misuse of engineering title; complaints should be investigated and resolved more quickly; protect members from frivolous complaints; and increase fees and penalties.
- 160 commented on “Licensing, Evaluation and Standards” – Comments include the need for stricter supervision of professionals; conduct audits and technical checks; as well as to improve applicant process through continuous review of internal and external processes to check education and professional experience.
- 68 referenced “Communication Issues” – Comments include making information easier to comprehend and more accessible; and improving communication effort.
- 63 relate to “Promoting the Profession” – Include increasing public recognition of licensing requirements and the engineering title; as well as more effective negotiations with the government to advance professional engineering practice.
- 51 concerns on “Continuing Professional Development” – Comments include mandating CPD; implementing online Ethics course required for licence renewal; or periodic testing.

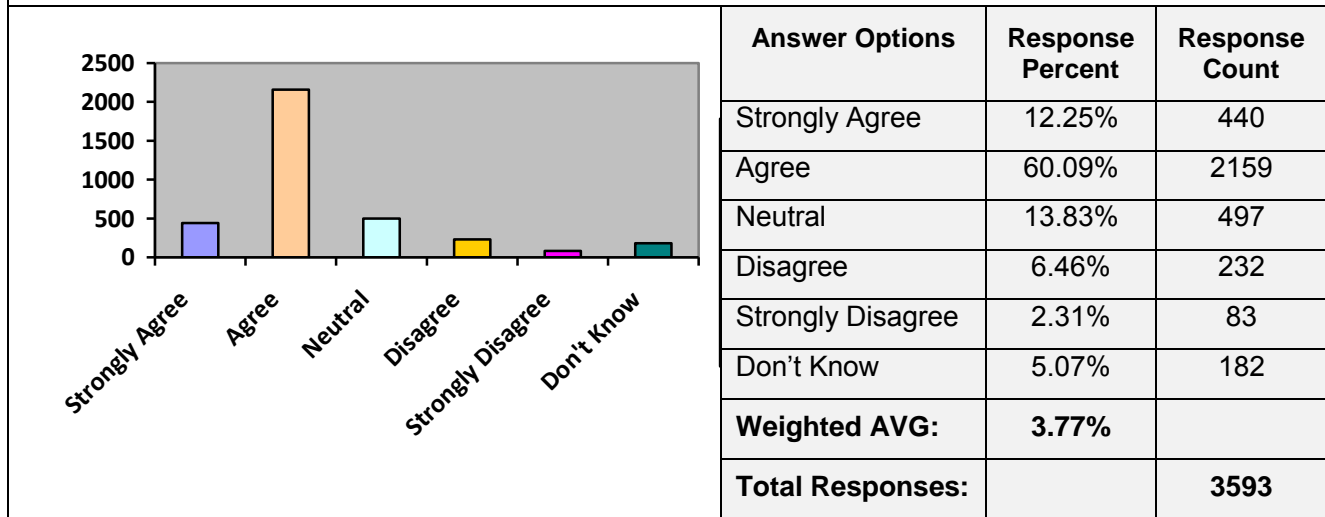
Q17 – Do you believe PEO’s efforts in establishing, developing, and maintaining standards are sufficient?



Respondents who reported being neutral or disagreeing were asked to comment on what should be done to deal with the perceived deficiencies; 757 written comments were received. Below is a list of the top common themes, ranked by occurrence in descending order:

- 182 referenced “Continuing Professional Development” – Predominant comments include implementing annual mandatory minimum CPD hours; and offering courses that would be pertinent and of interest to more diverse types of engineers.
- 178 comments related to “Standards” – Include comments that standards take years to write and are sometimes obsolete by the time they are introduced; standards are generally narrow and poorly written; most standards focus on a narrow group of industries/disciplines; and there is a need to develop standards for risk identification and classification in newer applications of science and technology.
- 74 commented on “PEO’s Focus / Collaboration / External Examples” – PEO should be more proactive than reactive; seek inspiration from other Ontario regulators (e.g. College of Physicians); and collaborate with other provincial associations (e.g. APEGBC).
- 61 comments related to “Engineering Title / Enforcement” – Specifically the need to strengthen actions toward individuals who use title inappropriately and organizations who hire non-licensed “engineers”.
- 40 referred to “Communication Issues” – Comments include improving engagement and communication with members; strengthening communication with members outside the GTA, and introducing a Q & A column in *Engineering Dimensions*.

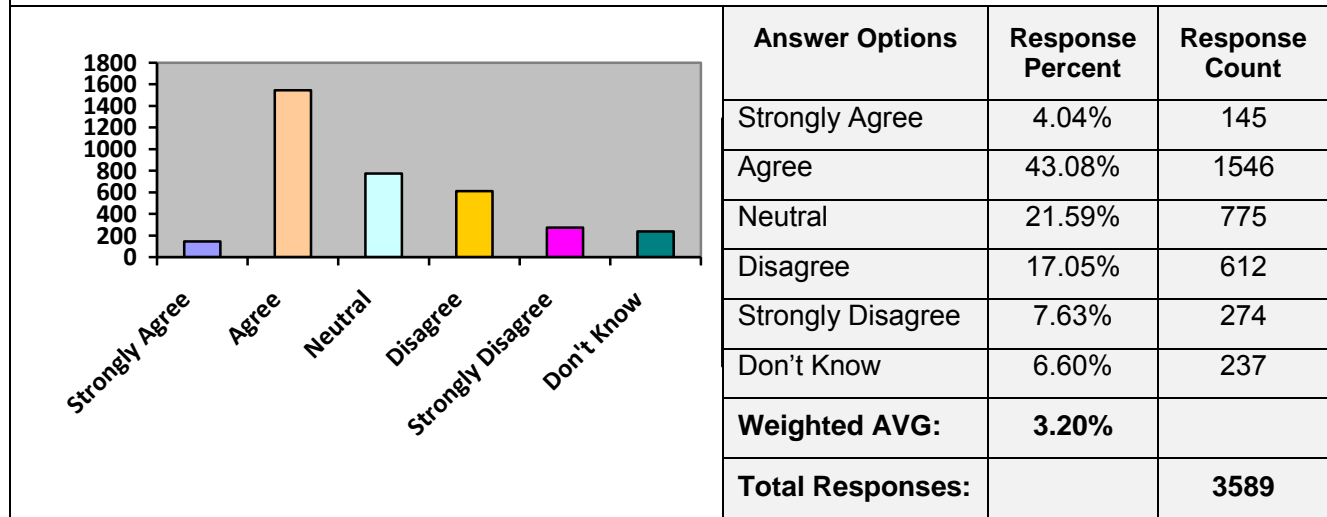
Q18 – Do you believe PEO’s efforts in establishing, developing, and maintaining professional ethics are sufficient?



Respondents who reported being neutral or disagreeing were asked to comment on what efforts should be made to deal with perceived deficiencies; 444 written comments were received. Below is a list of the top common themes, ranked by occurrence in descending order:

- 136 referenced “Code of Ethics / Ethics in general” – Predominant comments include more effort needed to ensure practitioners understand that ethics are important and not punitive; create a CPD or outreach program focusing on ethics; regular refresher on Code of Ethics; and free chapter events on ethics with case studies.
- 63 comments related to “Standards” – Include comments that ethics are important but cannot be practically implemented without proper standards; ethics are the domain of the legal system, standards of engineering are the domain of PEO; and the need to prevent engineers from working outside their area of expertise.
- 49 referred to “Communication” – Mention enhancing effectiveness of *Engineering Dimensions* by publicizing professional ethics questions and answers for typical professional situations and using the Blue Pages to illustrate aspects of ethics. Other comments included better communication on ethics and transparency with the public; and more outreach.
- 47 referred to “Enforcement” – Comments include the need to improve and increase enforcement activities; provide more support for whistleblowers; and that enforcement should be more proactive than reactive (not just dealing with events or individuals who are reported).
- 34 comments on “Education” – Largely that mandatory professional development reviews, exams or presentations are required at regular intervals (at PEO and chapters).

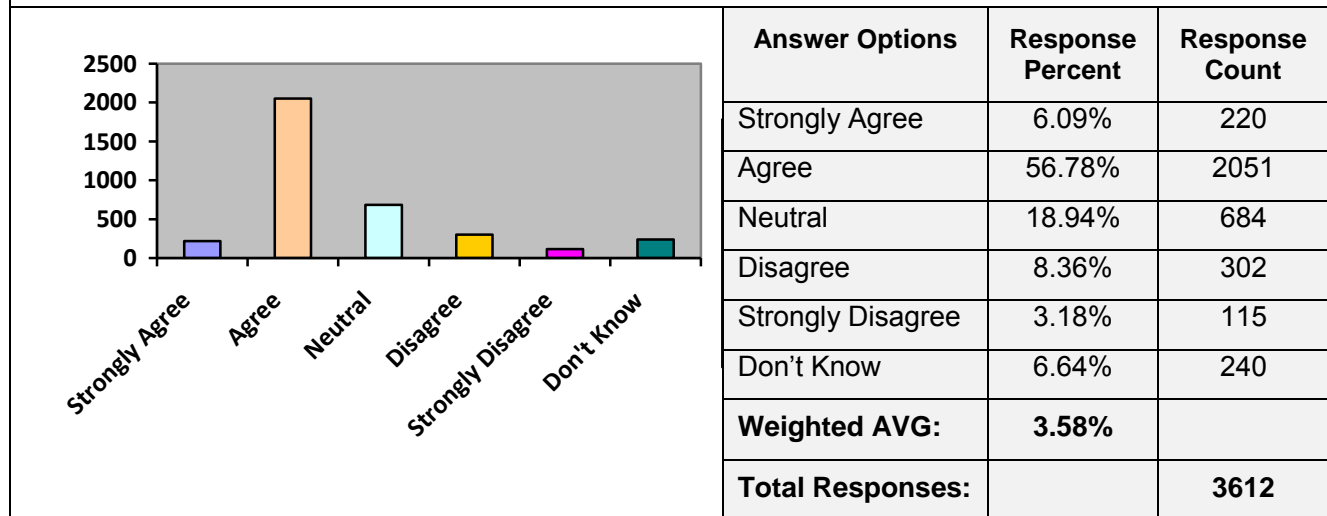
Q19 – Do you believe PEO’s promotional efforts are sufficient?



Respondents who reported being neutral or disagreeing were asked to comment on what efforts should be made to deal with perceived deficiencies; 965 written comments were received. Below is a list of the top common themes, ranked by occurrence in descending order:

- 546 referenced “Public Awareness” – Predominant comments include increasing awareness in large engineering firms; placing greater emphasis on public rather than member awareness; and more public awareness initiatives generally.
- 215 comments related to “Advertisements / Media Presence” – Include the need to increase advertising/marketing efforts; better/more consistent branding and image; focus on successes, achievements and good news stories; and increase media presence. Many suggestions offered regarding types of advertising campaigns and initiatives.
- 47 referred to “OSPE” – Comments include improve/increase distinction between PEO and OSPE in PEO’s promotional efforts; and only OSPE should be responsible for promotion.
- 47 commented on “External Examples” – Include comments to review or follow example of other regulators’ promotional activities (Chartered Professional Accountants’ advertising efforts, Teachers, Physicians, etc). Other comments included refocusing on becoming an advocacy organization for the engineering profession similar to physicians and lawyers.

Q20 – 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?

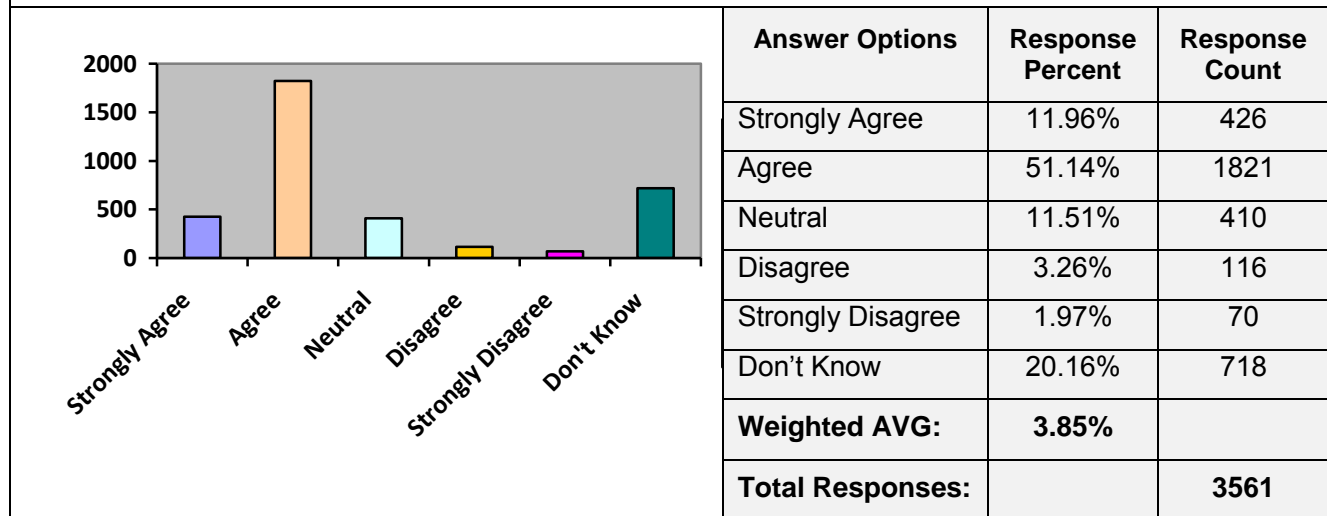


Respondents who reported being neutral or disagreeing were asked to comment on what efforts should be made to deal with perceived deficiencies; 449 written comments were received.

Below is a list of the top common themes, ranked by occurrence in descending order:

- 138 referenced “Communications” – Predominant comments include sending critical information via short and dedicated emails; more articles in *Engineering Dimensions* on sections of the *PE Act* and Code of Ethics (with examples); lack of awareness from only reading Blue Pages; increased social media presence; and webinars.
- 109 comments related to “Don’t Know” – Include comments such as do not know about professional regulation and do not understand what this is.
- 47 referred to “Education” – Comments that mandatory continuing education (CPD) be provided; and provide members with training in regulation of the profession.
- 45 commented on “Standards” – Include comments that updated professional regulations should require members to read and sign; practice bulletins and opportunities to reference the standards such as an on-line information library; Industrial Exemption must be repealed; and that tighter admission standards are required.

Q21 – 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?

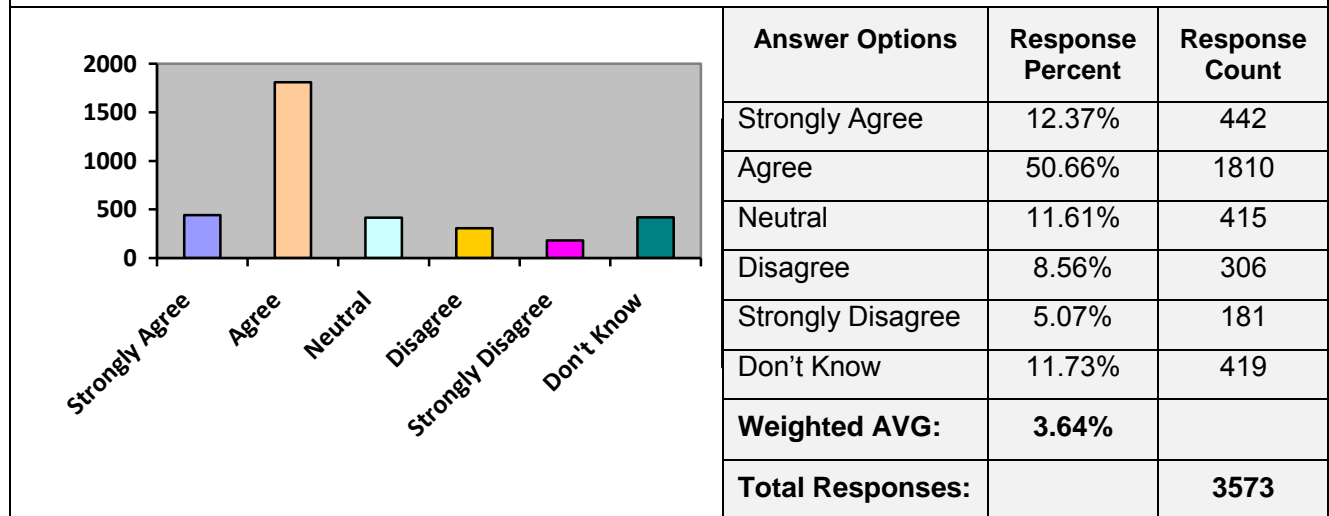


Respondents who reported being neutral or disagreeing were asked to comment on what efforts should be made to deal with perceived deficiencies; 336 written comments were received.

Below is a list of the top common themes, ranked by occurrence in descending order:

- 224 referenced “Investigating Complaints / Complaints” – Predominant comments include increase the speed of investigations; investigate frivolous complaints; improve impartiality of panels (judge complainant and defendant equally); and place more emphasis on peer review than on legal process. Process comments on introducing an easier way of reporting complaints; introduce better filter for frivolous complaints; and increase protection from vexatious complaints.
- 106 comments related to “Don’t Know” – Include comments such as not aware of PEO’s investigation process or methods; cannot give an informed opinion; and limited exposure through Blue Pages only.
- 62 referred to “Publicize Investigations” – Comments that all complaints / investigations should be published (not just civil engineers in building industry); findings of investigations should be made available to members; increase public awareness of the complaints and discipline process. Some proposed that PEO protect the identifies of all parties involved and others proposed that PEO disclose the identities of all parties involved.
- 28 comments on “Penalties” – Include input to implement harsher penalties.

Q22 – 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?

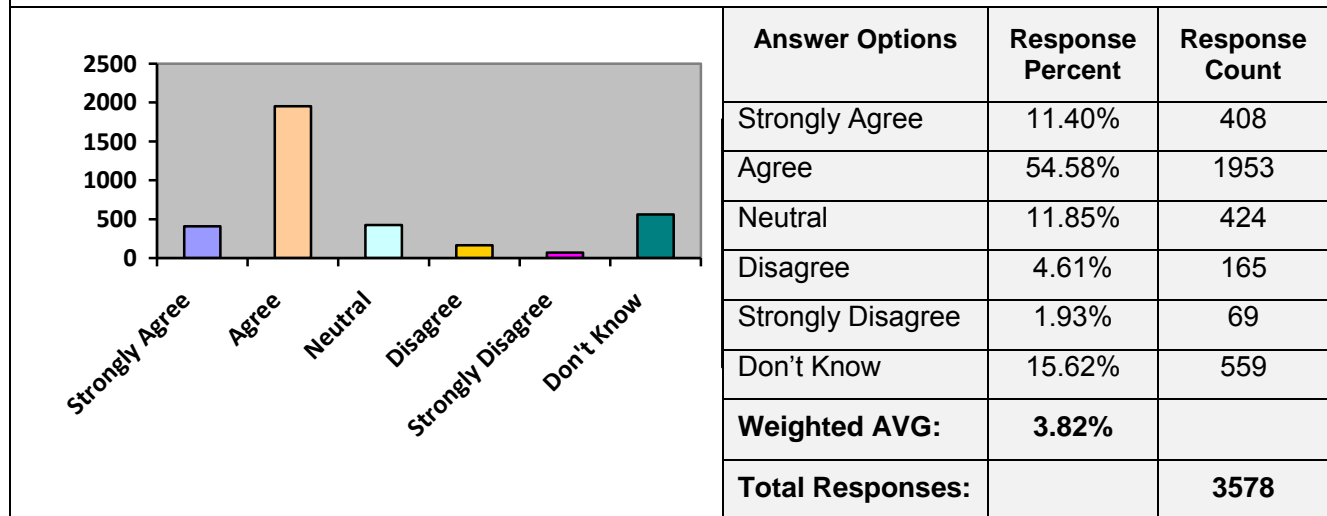


Respondents who reported being neutral or disagreeing were asked to comment on what efforts should be made to deal with perceived deficiencies; 547 written comments were received.

Below is a list of the top common themes, ranked by occurrence in descending order:

- 234 referenced “Illegal Use of Engineering Titles” – Predominant comments regarding holding companies responsible for allowing misuse of engineering title and/or designation.
- 80 comments related to “Enforcement” – Comments to more quickly process investigations; implement proactive approach to pursue cases rather than react to complaints; and pursue both employers and employees when title is misused. Suggestions include creating a task force that is empowered to issue fines; consulting with engineering firms for more robust enforcement; and random review and investigation of the practices followed by employers.
- 60 referred to “Penalties” – Comments include increase fines; need for stronger penalties in general; and more severe penalties for individuals who misuse the title and reproach employers.
- 44 commented on “No Awareness” – Include comments such as not aware or have rarely heard of cases; unaware of PEO efforts; and have not seen statistics to prove PEO efforts.

Q23 – 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?



Respondents who reported being neutral or disagreeing were asked to comment on what efforts should be made to deal with perceived deficiencies; 319 written comments were received.

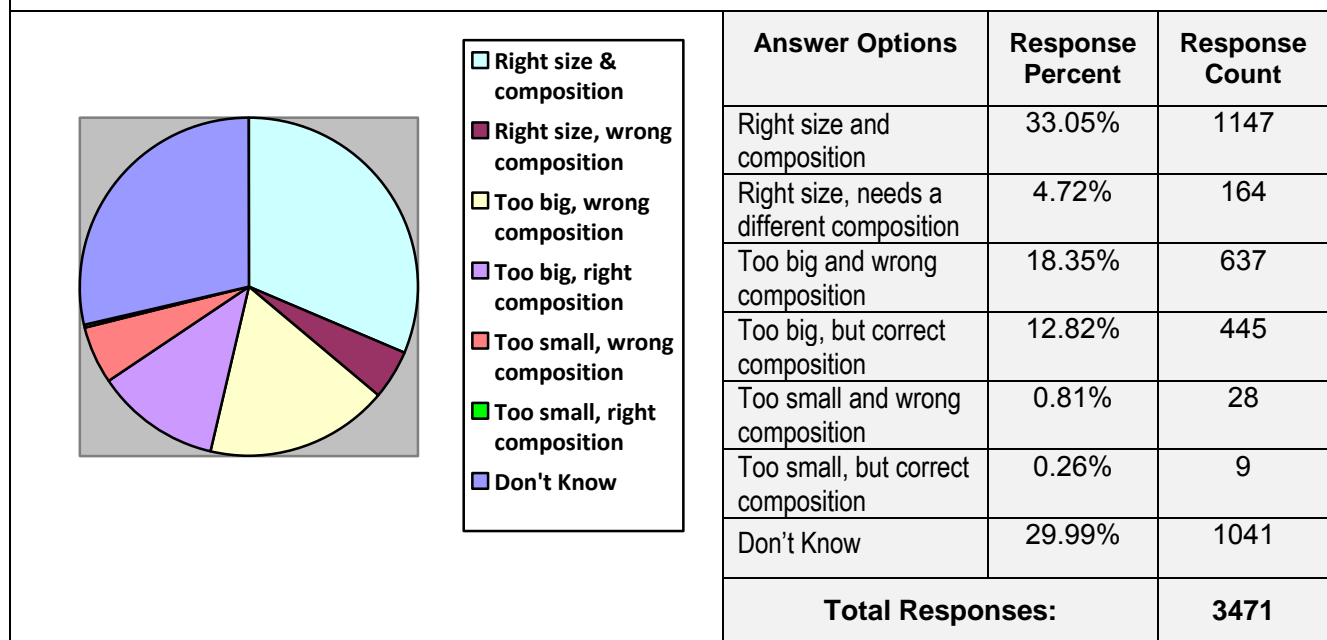
Below is a list of the top common themes, ranked by occurrence in descending order:

- 70 comments related to “General Focus / Process” – Diversity of general comments, such as improve efforts to investigate and discipline all disciplines (move beyond civil and structural engineering); need for more proactive approach rather than reactive; and non-members should go through the same process (get the same attention as P.Engs). Several comments that incompetence is too broad and should be narrowed to smaller categories of more and less severe to aid prosecution.
- 58 commented on “Communications / Visibility” – Comments that more information and diverse examples of misconduct and discipline cases should be reported in *Engineering Dimensions*; increased visibility of the magnitude or scope of the misconduct or incompetence problem; and more public statistics.
- 56 referred to “Penalties” – Comments include increasing penalties and longer probation periods in general; increased penalties for those who know violators; and increasing fines for repeat offenders.
- 44 commented on “Reporting / Enforcement” – Comments to improve communication with complainants; encourage members and non-members to report incompetent engineers; discipline both organizations and individuals; and expert witnesses who are clearly biased should be disciplined.

Q24 – Please indicate whether you believe PEO focuses its resources appropriately in the following areas:	AVG Score	Percentage Score (by Rating)					
		5 Far Too Little	4 Too Little	3 Right Amount	2 Too Much	1 Far Too Much	Don't Know
PEO Awards Programs	3.17	0.97%	5.54%	49.41%	11.11%	4.25%	28.71%
Licensing	2.98	1.98%	6.94%	67.02%	4.81%	2.25%	17.00%
Chapters	2.91	2.14%	13.40%	49.06%	6.95%	1.96%	26.48%
Complaints	2.90	1.49%	8.16%	55.18%	2.34%	1.11%	31.73%
Discipline	2.90	1.72%	9.19%	58.11%	2.80%	1.14%	27.03%
Engineers Canada	2.90	2.20%	7.84%	40.92%	3.49%	1.67%	43.88%
Student Membership Program (SMP)	2.84	1.87%	10.12%	35.34%	3.19%	1.11%	48.36%
Government Liaison Program (GLP)	2.82	3.19%	11.54%	34.35%	3.84%	2.14%	44.95%
Engineering Intern (EIT) Program	2.81	2.25%	14.01%	47.27%	3.65%	0.93%	31.88%
Enforcement	2.76	3.82%	15.27%	52.93%	2.45%	1.20%	24.32%
Standards and guidelines	2.76	3.05%	17.43%	57.56%	2.47%	0.82%	18.67%
Communications	2.75	3.43%	18.98%	59.27%	2.90%	0.65%	14.76%
Repeal of industrial exemption	2.72	7.37%	16.35%	30.09%	5.41%	4.01%	36.78%
Pre-university education outreach	2.61	4.29%	22.14%	33.09%	3.48%	1.23%	35.78%

Section V – Council

Q25 – Is the size and make up of Council the best to carry out PEO’s mandate?

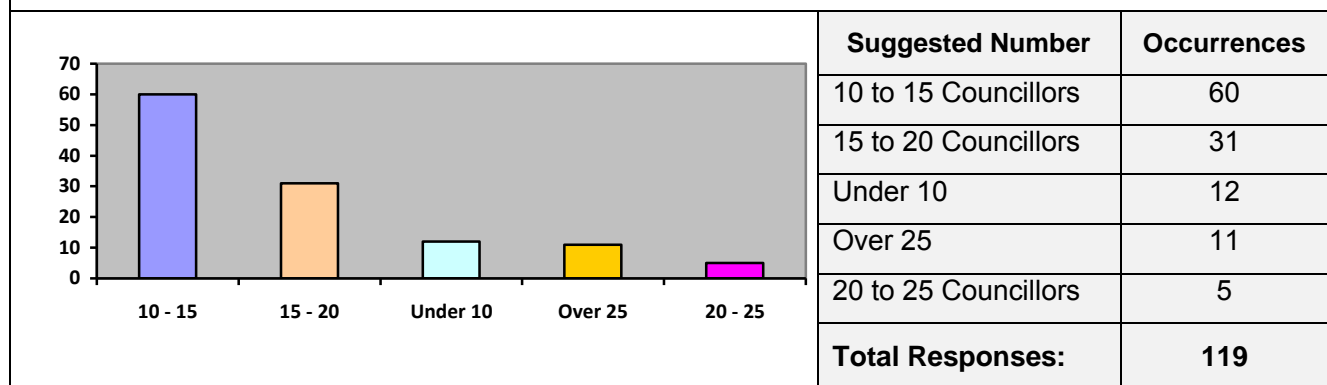


Q26 – If you believe that the size and/or composition of Council needs to change, what do you suggest? Why?

Respondents submitted 967 written comments.

Below is a summary of common factors. Within each factor, the suggested input is ranked by occurrence in descending order.

A – Suggested Total Number of Council



C – General Comments	Occurrences
There are too many Presidents (Elect, Current, Past)	77
Broader representation – Representation by wider scope of engineering discipline and industry sector better than by region; involvement from accredited engineering faculty advisors	37
Smaller Council – To improve efficiency and decision-making	32
Increases in Term Years – Annual elections are too frequent and too short to permit productivity or change. President’s term should be 2–3 years; Councillors’ terms should be 2–3 years.	31
Council’s Emphasis and Focus (various comments) – Council requires less discussion and more action. Place more emphasis on true professional practice: updating, evaluation and professional/academic affairs. Consider standing observers at meetings, with no voice but who can build relationships outside PEO, such as graduate students or unsuccessful candidates.	24
There are too many Vice Presidents	22
Fees – Fee increases should be limited through reduced administration and overhead costs. A larger Council results in higher costs/expenses.	17
Good size – The current composition and size are just right.	11
Younger Councillor Representation –Diverse age representation is important. More young professionals are needed on Council to adapt to the changing world and perspectives. All stages of the licensing process should be represented. Consider students and EITs for Councillors.	11
Term Limits – Councillors should be subject to term limits.	4
Gender Representation – Women should have an increased presence on Council. 50/50 gender balance is ideal.	2
Other – No opinion / N/a / Not sure.	50
Total Responses:	318

Section VI – Committees

Q27 – Do you feel there should be term limits for volunteers serving on a Committee?			
	Answer Options	Response Percent	Response Count
	Yes	56.94%	1970
	No	43.06%	1490
Total Responses:			3460

Section VII – Other Comments

Other Comments	Occurrences
Good Job <ul style="list-style-type: none"> • Satisfaction with PEO. Keep up the good work. Thank you. 	84
Council <ul style="list-style-type: none"> • Term limits required for Council; abolish 1-year terms. • Younger Council members should be encouraged. • No more than two terms for President. • PEO is too bureaucratic. 	79
Survey <ul style="list-style-type: none"> • Good questions. • A lot of the questions are based on perception. What are the PEO operational benchmarks, targets and objectives? • Survey questions focus on issues PEO seems to feel are of vital importance but have limited relevance. • In future, make the survey more mobile-friendly. • There should be more research surveys of practitioners coming from academics in the fields of engineering or engineering management. 	72
Fee <ul style="list-style-type: none"> • Fees are too high. Annual licence renewal fee is too expensive. • Increase transparency of where fees are channelled. • Should be able to get receipt immediately when paying for dues online. 	64
Volunteering <ul style="list-style-type: none"> • PEO is not receptive to new volunteers for committees. Few openings. • More volunteer positions for younger people to get involved. • Committee volunteers should have set term limits. • More volunteer recognition. 	55
Communication <ul style="list-style-type: none"> • Decrease email correspondence in general; eblasts specifically. • Improve phone and email response on Licensing and C of A issues/inquiries. • Better communication with members and inclusion of all members. • The magazine is effective. • Create link on website about information relative to all the Regulations or Codes to be satisfied by engineering disciplines. 	53
Irrelevant <ul style="list-style-type: none"> • PEO does little to raise P.Eng. status with organizations and public. • PEO is losing relevance. 	47
Continuing Professional Development <ul style="list-style-type: none"> • CPD should be mandatory. 	44
Promotion and Public Awareness <ul style="list-style-type: none"> • Use general media to convey messages and PEO mandate to the public. • The public requires a greater understanding of the profession. • Promote PEO members' image in society; help members with job placement and enhance the value of engineers. 	41

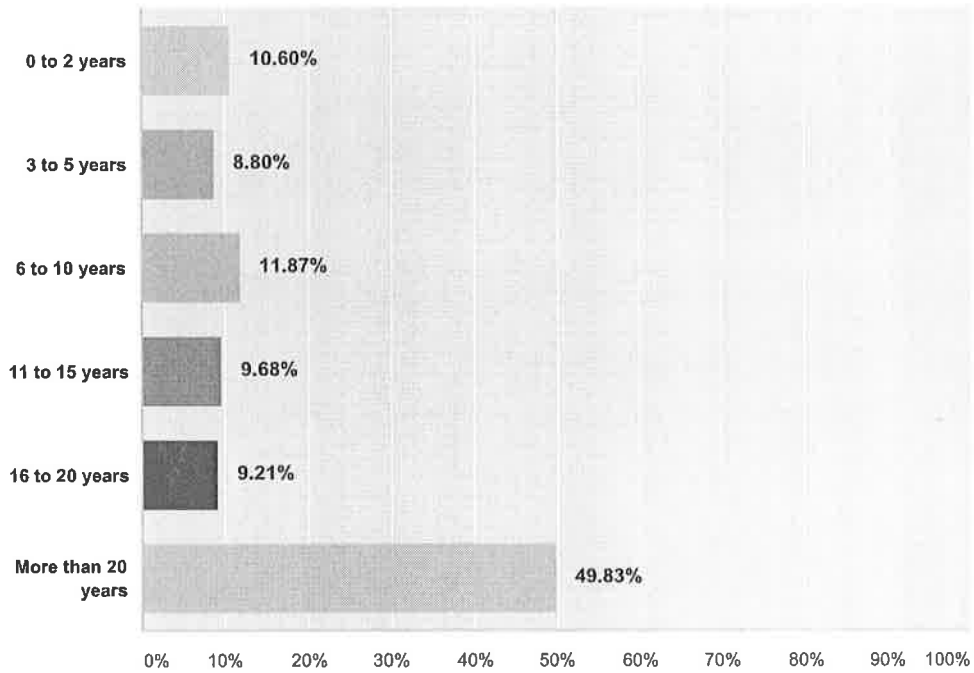
Other Comments - continued	Occurrences
<p>Enforcement / Engineering Title</p> <ul style="list-style-type: none"> • PEO should more effectively enforce the <i>Professional Engineers Act</i>. • Advance the interests of engineers beyond the enforcement mandate. • Stop employers from placing non-engineers into jobs for P.Engs. • Better monitoring required regarding use of the seal. • Increase focus on members to protect them from external interference; protect our own. • Create more jobs that respect the P.Eng. title. 	36
<p>Retired</p> <ul style="list-style-type: none"> • Retired and not active, but read survey with interest. • Retired members in good standing should be encouraged to provide input in less demanding form. • Consider fee exemption for retired engineers. 	24
<p>Industrial Exemption</p> <ul style="list-style-type: none"> • Continue efforts to have industrial exemption repealed. • Repealing industrial exemption should be PEO's main focus. • Focus less on industrial exemption. 	23
<p>Location Issues</p> <ul style="list-style-type: none"> • PEO is only representative of Southern Ontario, not rest of the province. • Volunteer participation is limited by having events only in the GTA. Host more meetings/events outside GTA. 	23
<p>Civil / Structural Engineering</p> <ul style="list-style-type: none"> • There is too much focus on these fields. • Spend more resources on less recognized fields: municipal and utility engineering, software, chemical, etc. • PEO should reach out to licensed members who deploy their skills in completely different field of practice. 	19
<p>Standards</p> <ul style="list-style-type: none"> • Standards should be on par with advancing technology. • The P.Eng. should achieve the same level of regulation as lawyers or doctors. 	19
<p>Education</p> <ul style="list-style-type: none"> • Inviting university professors to be part of different committees. • Liaise with universities and have discussions on relevant questions. • Increase pre-university interest in engineering with students who are 10 – 12 years of age (or possibly younger). 	17
<p>Young Engineers</p> <ul style="list-style-type: none"> • PEO must engage young engineers. • How can / should the organization evolve to meet the modern environment and younger people? 	16
<p>Government</p> <ul style="list-style-type: none"> • More liaison work could be done with the federal government. • Provide training for engineers to enter the provincial and federal government. 	15

Other Comments - continued	Occurrences
Chapters <ul style="list-style-type: none"> • Chapters should only be involved with licensing, regulatory, enforcement and discipline issues. Chapter mandate requires updating. • Greater participation in Chapter events is necessary. • Chapters only serve the GTA. 	14
Discipline <ul style="list-style-type: none"> • More needs to be done to investigate all complaints. • Ensure engineers are given an unbiased hearing when disciplined. • Streamline complaints review process. 	14
International Engineers <ul style="list-style-type: none"> • Proper evaluation & strict conditions for internationally trained seeking licences. • PEO qualification process for qualified overseas candidates is far too stringent and bureaucratic. • The public needs to be protected from unqualified internationally trained engineers. 	14
Employment <ul style="list-style-type: none"> • Help laid-off engineers get back on their feet and get a career. • All P.Eng. jobs in the country must be posted and recruited thru PEO only. • There is no engagement with employers regarding professional engineering. 	14
Events <ul style="list-style-type: none"> • Consider adding option of online participation for meetings and training. • Web meetings should support computer audio, not just phoning in. • The AGM should move around the province, within Regions, working with organizers to bring more profile to the event. • Many activities can occur outside business hours so more volunteers can actively participate. 	13
PEO Staff / 40 Sheppard Ave. W. <ul style="list-style-type: none"> • Staff members need to be professional. • Staff do a poor job of returning phone calls and information during the application/licensing process. • Publish sunshine list for senior staff. • Disprove of purchase and renovations of the building. Spending needs to be kept under control. 	11
Applications <ul style="list-style-type: none"> • C of A renewal should be done online instead of paper. • Wait time for delivery of seal following successful application needs to be shorter. • Interviews felt unnecessary. 	3
No Comment	157
Total	971

2015 PEO Member Satisfaction Survey

Q1 How many years have you been licensed as a professional engineer in any jurisdiction?

Answered: 3,885 Skipped: 0

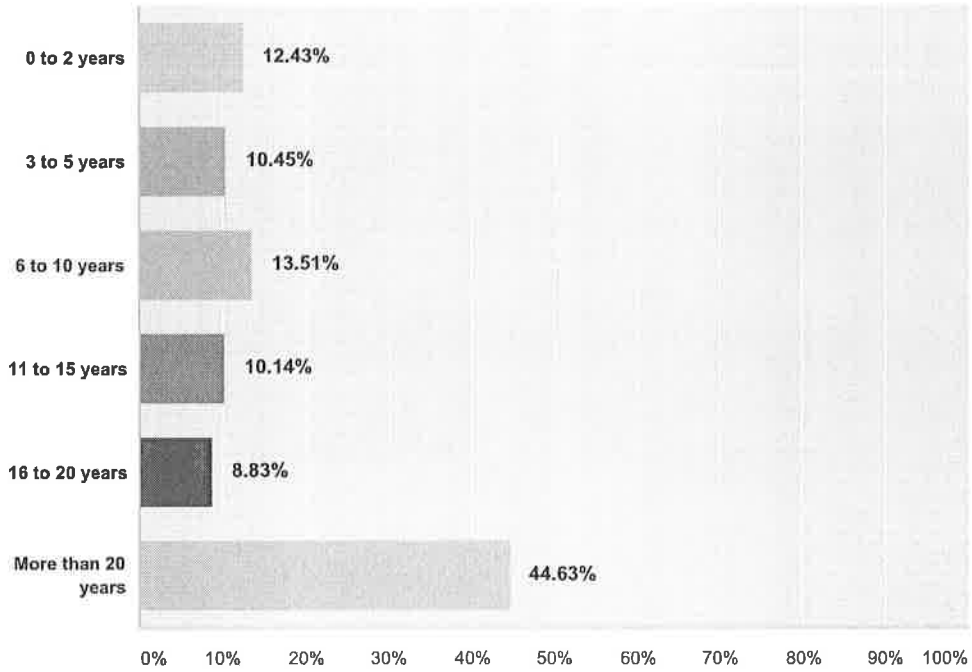


Answer Choices	Responses	Count
0 to 2 years	10.60%	412
3 to 5 years	8.80%	342
6 to 10 years	11.87%	461
11 to 15 years	9.68%	376
16 to 20 years	9.21%	358
More than 20 years	49.83%	1,936
Total		3,885

2015 PEO Member Satisfaction Survey

Q2 How many years have you been licensed by PEO?

Answered: 3,885 Skipped: 0



Answer Choices	Responses	Count
0 to 2 years	12.43%	483
3 to 5 years	10.45%	406
6 to 10 years	13.51%	525
11 to 15 years	10.14%	394
16 to 20 years	8.83%	343
More than 20 years	44.63%	1,734
Total		3,885

**Q3 What other professional association(s)
do you belong to (separate by commas, or
leave blank if none)?**

Answered: 1,533 Skipped: 2,352

Q3. What other professional association(s) do you belong to (separate by commas, or leave blank if none)?

There were **1533** respondents. Associations are ranked by occurrence in descending order. Many respondents listed more than one association.

Association	Occurrences
Ontario Society of Professional Engineers	218
Project Management Institute	204
Association of Professional Engineers and Geoscientists of Alberta	165
Institute of Electrical and Electronics Engineers	112
Ordre des ingénieurs du Québec	108
Association of Professional Engineers and Geoscientists of British Columbia	86
Association of Professional Engineers and Geoscientists of Saskatchewan	84
American Society of Mechanical Engineers	58
Association of Professional Engineers and Geoscientists of Manitoba	57
American Society of Heating, Refrigerating, and Air-Conditioning Engineers	36
Professional Engineers & Geoscientists of Newfoundland & Labrador	36
Society of Automotive Engineers	22
Institute of Transportation Engineers	21
Canadian Society for Civil Engineers	20
Institute of Engineering and Technology UK	18
Ontario Association of Certified Engineering Technicians and Technologists	17
American Society for Quality	16
Northwest Territories and Nunavut Association of Professional Engineers and Geoscientists	16
American Water Works Association	15
Canadian Institute of Management	15
Municipal Engineers Association	13
Society for Mining, Metallurgy, & Exploration	13
Society of Mining Engineers	13
Pakistan Engineering Council	12
Canadian Institute of Mining, Metallurgy and Petroleum	11
Society of Fire Protection Engineers	11
American Society of Civil Engineers	10
Canada Green Building Council	10
Chartered Professional Accountants Ontario	10
Association of Energy Engineers	9
Michigan Professional Engineers	9
Ontario College of Teachers	9
Law Society of Upper Canada	8
Canadian Geotechnical Society	7
Canadian Nuclear Society	7
Consulting Engineers Ontario	6
Institution of Chemical Engineers	6
Ontario Building Officials Association	6
Ontario Public Works Association	6
American Public Works Association	5
American Welding Society	5
Board of Canadian Registered Safety Professionals	5
Canadian Geotechnical Society	5
Canadian Professional Sales Association	5

Institute of Industrial Engineers	5
Leadership in Energy and Environmental Design	5
APICS	4
Association of Professional Engineers of Yukon	4
Certified Management Consultants	4
Society of Reliability Engineers	4
Technical Standards & Safety Authority	4
Technical Standards and Safety Authority	4
AACE International	3
ADR Institute	3
Air & Waste Management Association	3
American Institute of Aeronautics and Astronautics	3
American Institute of Steel Construction	3
Association of Consulting Engineering Companies	3
Australian Institute of Engineers	3
Canadian Academy of Engineering	3
Canadian Military Engineers Association	3
Canadian Society for Chemical Engineering	3
CSA Group	3
Institute of Engineers, Bangladesh	3
Institution of Civil Engineers	3
Institution of Structural Engineers	3
International Information System Security Certification Consortium	3
Master Builders Association	3
National Fire Protection Association	3
Ontario Association of Architects	3
Ontario Water Works Association	3
Society of Manufacturing Engineers	3
Society of Women Engineers	3
Texas Board of Professional Engineers	3
ARMA International	2
Association of Ontario Land Surveyors	2
ASTM International	2
Board of Certification of Professional Ergonomists	2
Building Owners and Managers Association	2
California Society of Professional Engineers	2
Canadian Association of Heritage Professionals	2
Canadian Association of Physicists	2
Canadian Concrete Pipe And Precast Association	2
Canadian Dam Association	2
Canadian Engineering Education Association	2
Canadian Institute of Quantity Surveyors	2
Canadian Society of Professional Engineers	2
Canadian Space & Aeronautics Institute (ASI)	2
Canadian Water Resources Association	2
Chartered Engineering Council UK	2
Chemical Institute of Canada	2
Engineers Ireland	2
Engineers Nova Scotia	2
Human Factors and Ergonomics Society	2
Information Systems Audit and Control Association	2
Institution of Professional Engineers New Zealand	2
Intelligent Transportation Systems Canada	2

International Commission on Large Dams	2
International Council on Systems Engineering	2
International Society for Automation	2
NACE International	2
National Society of Professional Engineers	2
Ontario Building Envelope Council	2
Ontario College of Trades	2
Ontario Professional Planners Institute	2
Ontario Secondary School Teachers Federation	2
Royal Aeronautical Society	2
Royal Statistical Society	2
The Institute of Materials, Minerals and Mining	2
Water Environment Association Ontario	2
Acoustical Society of America	1
American Association of Physicists in Medicine	1
American Board of Industrial Hygiene	1
American Petroleum Institute	1
American Railway Engineering and Maintenance-of-Way Association	1
American Society for Engineering Education	1
American Society of Agricultural and Biological Engineers	1
Association for Environmental Health and Sciences	1
Association for Iron & Steel Technology	1
Association of Canadian Ergonomists	1
Association of Canadian Ergonomists	1
Association of Financial Agents and Advisers	1
Association of Municipal Managers, Clerks and Treasurers of Ontario	1
Association of Old Crows	1
Association of Professional Engineers of Trinidad & Tobago	1
Auditing Association of Canada	1
BICSI	1
Board of Engineers of Trinidad & Tobago	1
Canadian Acoustical Association	1
Canadian Association of Municipal Administrators	1
Canadian Fire Alarm Association	1
Canadian Institute of Forestry	1
Canadian Library Association	1
Canadian Logistics Institute	1
Canadian Meteorological and Oceanographic Society	1
Canadian Precast / Prestressed Concrete Institute	1
Canadian Radiation Protection Association	1
Canadian Registration Board of Occupational Hygienists	1
Canadian Ski Instructors' Alliance	1
Canadian Society for Biological Engineering	1
Canadian Welding Association	1
Certified Construction Contracts Administrator	1
Citizenship and Immigration Canada	1
Coaches of Canada	1
College of Canadian Certified Ergonomists	1
College of Canadian Certified Ergonomists	1
Computer Measurement Group - Canada	1
Council for Continuing Pharmaceutical Education	1
Council on Environmental Quality	1
CREA-BA	1

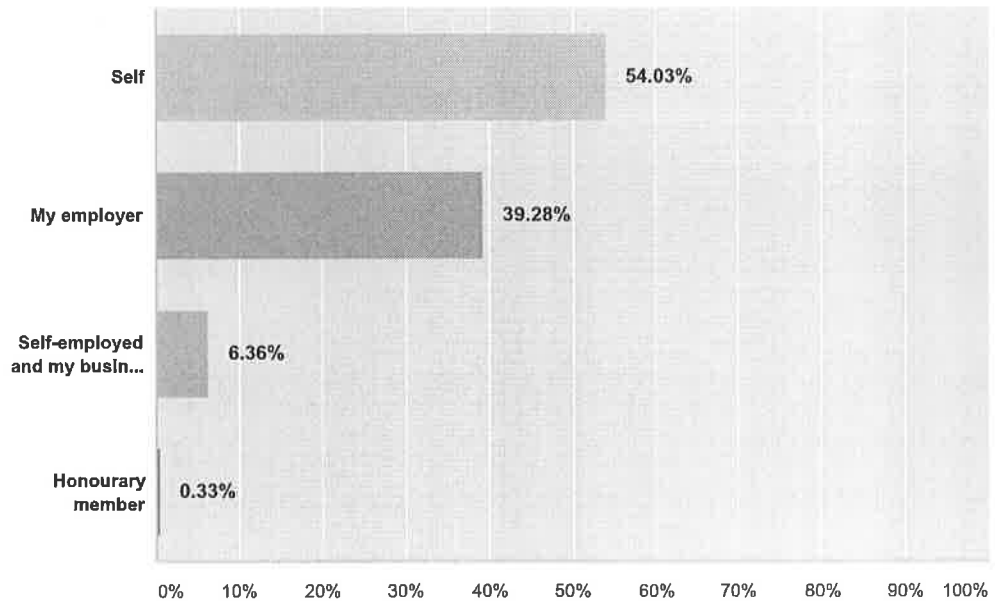
Crea-SP	1
Danish Engineering Society	1
Disaster Recovery Institute	1
ECSA South Africa	1
Egyptian Association of Professional Engineers	1
Electrical Contractor Registration Agency	1
Electrical Safety Authority	1
Engineering Institute of Canada	1
Engineering Syndicate	1
Engineers & Geoscientists New Brunswick	1
Engineers Prince Edward Island	1
Federal National Superannuates Association	1
German Wastewater Engineers	1
Heating, Refrigeration and Air Conditioning Institute of Canada	1
Home Builders Association	1
Human Factors Engineering Society	1
Illuminating Engineering Society	1
Institute of Acoustics	1
Institute of Corporate Directors	1
Institute of Integrated Electrical Engineers, Philippines	1
Institute of Noise Control Engineers	1
Institute of Production Engineers	1
International Association of Business Communicators	1
International Association of Electrical Inspectors	1
International Association of Mapua Alumni	1
International Building Performance Simulation Association	1
International City/County Management Association	1
International Facility Management Association	1
International Institute of Minerals Appraisers	1
International Society for Automation	1
International Society for Ecological Economics	1
Israeli Association of Engineers	1
Korean Construction Association	1
LSP Association	1
Member of Institute of Marine Engineering, Science & Technology	1
National Association of Elevator Safety Authorities International	1
National Board of Professional Engineering - COPNIA	1
Natural Resources Canada	1
New Jersey Site Remediation Professional Licensing Board	1
North American Die Casting Association	1
North American Die Casting Association	1
Ohio Society of Professional Engineers	1
Ontario Federation of Anglers and Hunters	1
Ontario Municipal Administrators' Association	1
Precast Concrete Institute	1
Professional Engineers and Architects Panama	1
Professional Engineers Government of Ontario	1
Professional Engineers Iran	1
Professional Home and Property Inspectors of Canada	1
Professional Institute of the Public Service of Canada	1
Prospectors & Developers Association of Canada	1
Pulp and Paper Technical Association of Canada	1
Registered Insurance Brokers of Ontario	1

Regulatory Affairs Professional Society	1
Risk & Insurance Management Society	1
Scrum Alliance	1
Six Sigma	1
Society for the Advancement of Material and Process Engineering	1
Society for the Environment	1
Society of Broadcast Engineers	1
Society of Cable Telecommunications Engineers	1
Society of Flight Test Engineers	1
Special Libraries Association	1
State Registration Board for Professional Engineers, Land Surveyors and Geologists	1
Structural Engineers Association of British Columbia	1
Suzuki Association of the Americas	1
System Safety Society	1
Teaching English as a Second Language Ontario	1
Toastmasters International	1
Toronto Police Association	1
Venezuelan Professional Engineers	1
Women in Nuclear	1
Women's Executive Network	1
World Safety Organization	1
WTS International	1
Total	1812
Total Organizations	225
None / Rather Not Say / Unclear / Listed PEO	131

2015 PEO Member Satisfaction Survey

Q4 Who pays your licence fee?

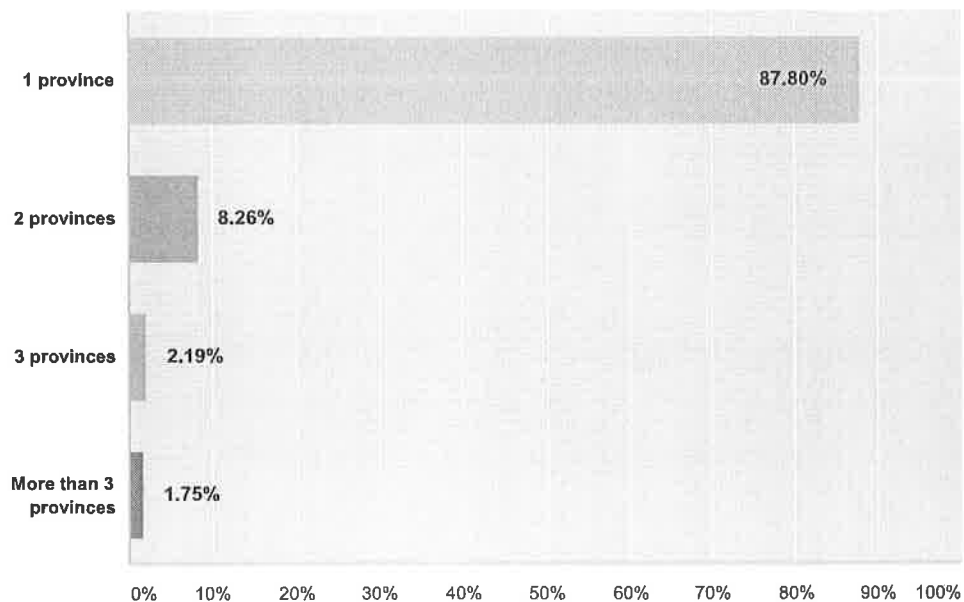
Answered: 3,885 Skipped: 0



Answer Choices	Responses	
Self	54.03%	2,099
My employer	39.28%	1,526
Self-employed and my business pays	6.36%	247
Honourary member	0.33%	13
Total		3,885

Q5 In how many provinces do you hold a professional engineering licence?

Answered: 3,885 Skipped: 0

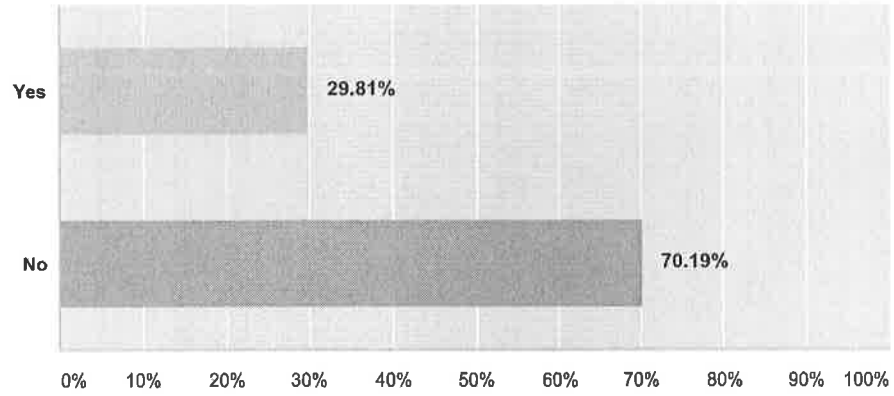


Answer Choices	Responses	Count
1 province	87.80%	3,411
2 provinces	8.26%	321
3 provinces	2.19%	85
More than 3 provinces	1.75%	68
Total		3,885

2015 PEO Member Satisfaction Survey

Q6 Are you an internationally educated professional?

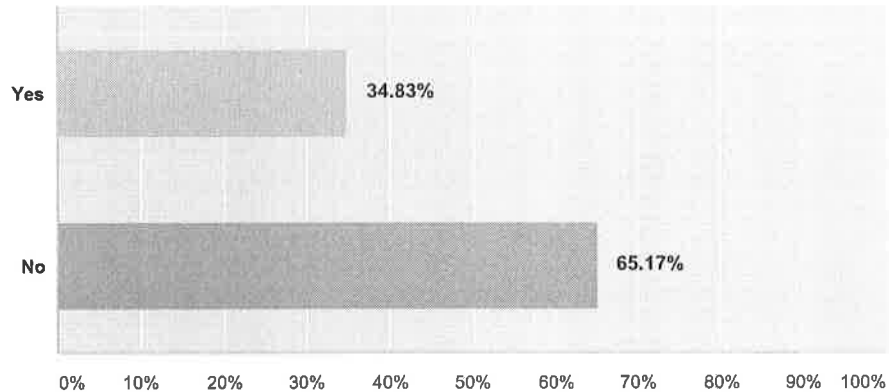
Answered: 3,885 Skipped: 0



Answer Choices	Responses	
Yes	29.81%	1,158
No	70.19%	2,727
Total		3,885

Q7 Were you registered in the Engineering Intern (EIT) program during the PEO licence application process?

Answered: 3,885 Skipped: 0

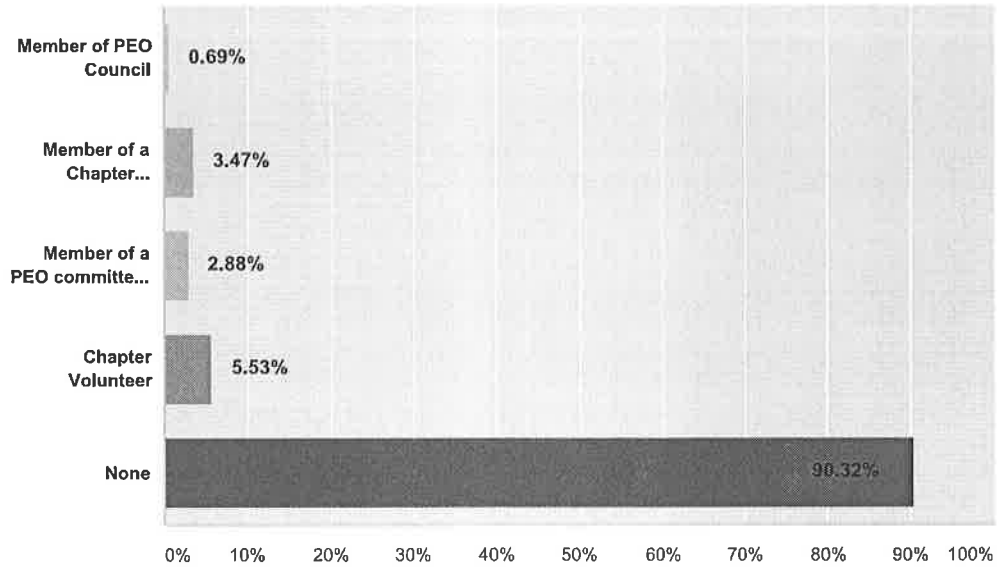


Answer Choices	Responses	Count
Yes	34.83%	1,353
No	65.17%	2,532
Total		3,885

2015 PEO Member Satisfaction Survey

Q8 Besides being a Professional Engineer (P.Eng.), please indicate your connection to PEO. (select all that apply)

Answered: 3,885 Skipped: 0

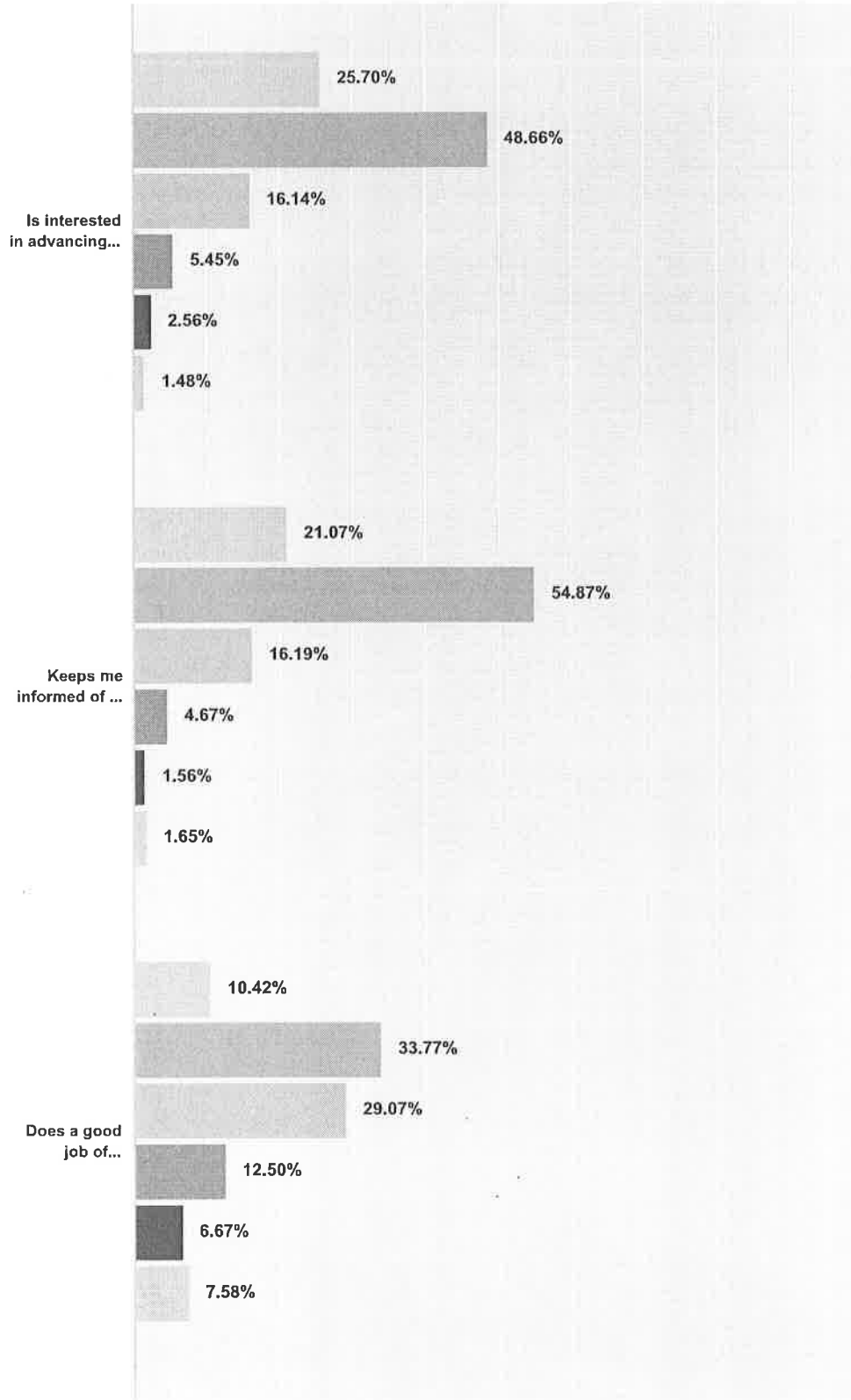


Answer Choices	Responses
Member of PEO Council	0.69% 27
Member of a Chapter Executive	3.47% 135
Member of a PEO committee or task force	2.88% 112
Chapter Volunteer	5.53% 215
None	90.32% 3,509
Total Respondents: 3,885	

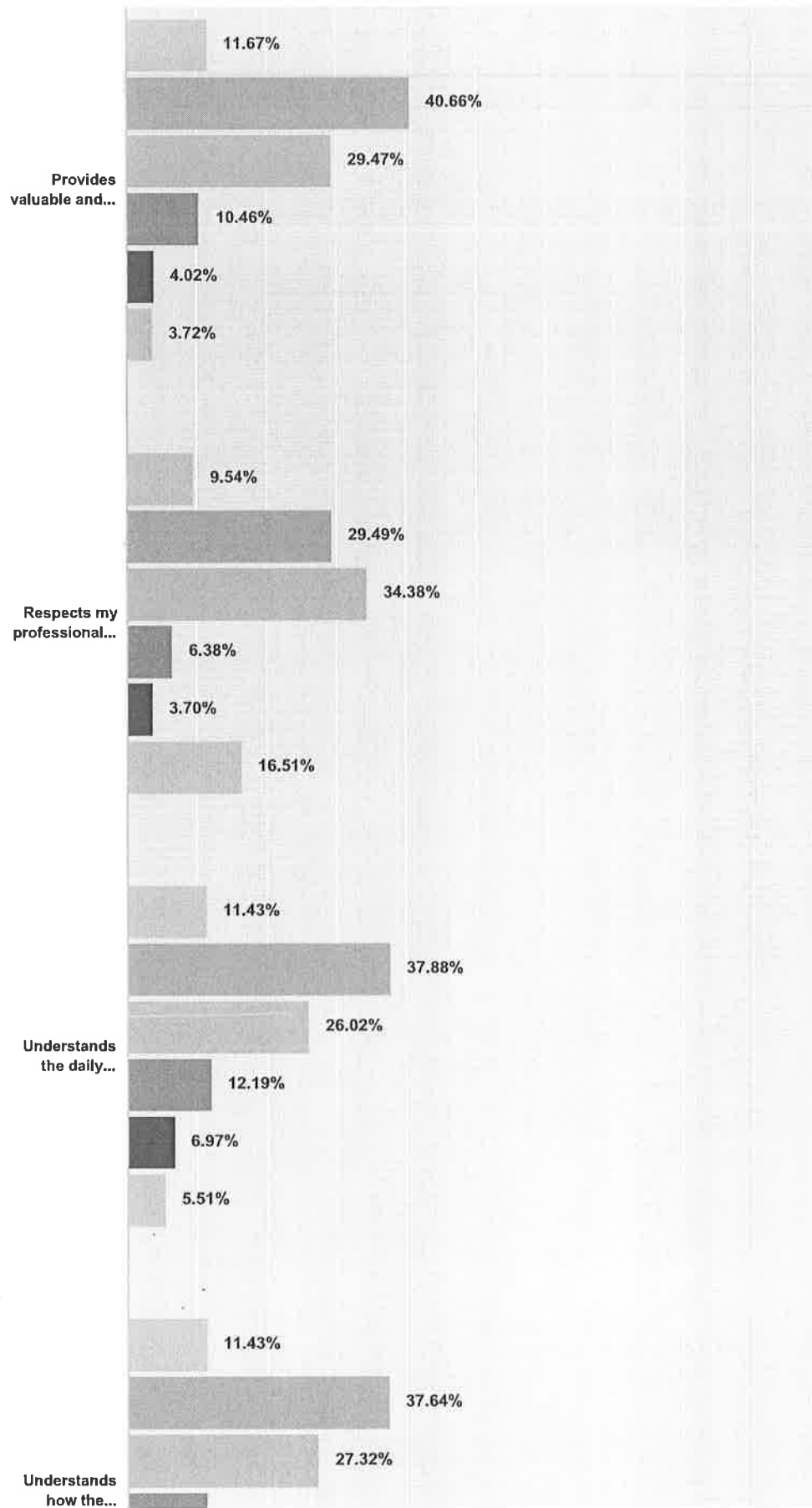
2015 PEO Member Satisfaction Survey

Q9 Please share your opinion regarding these statements about PEO.PEO...

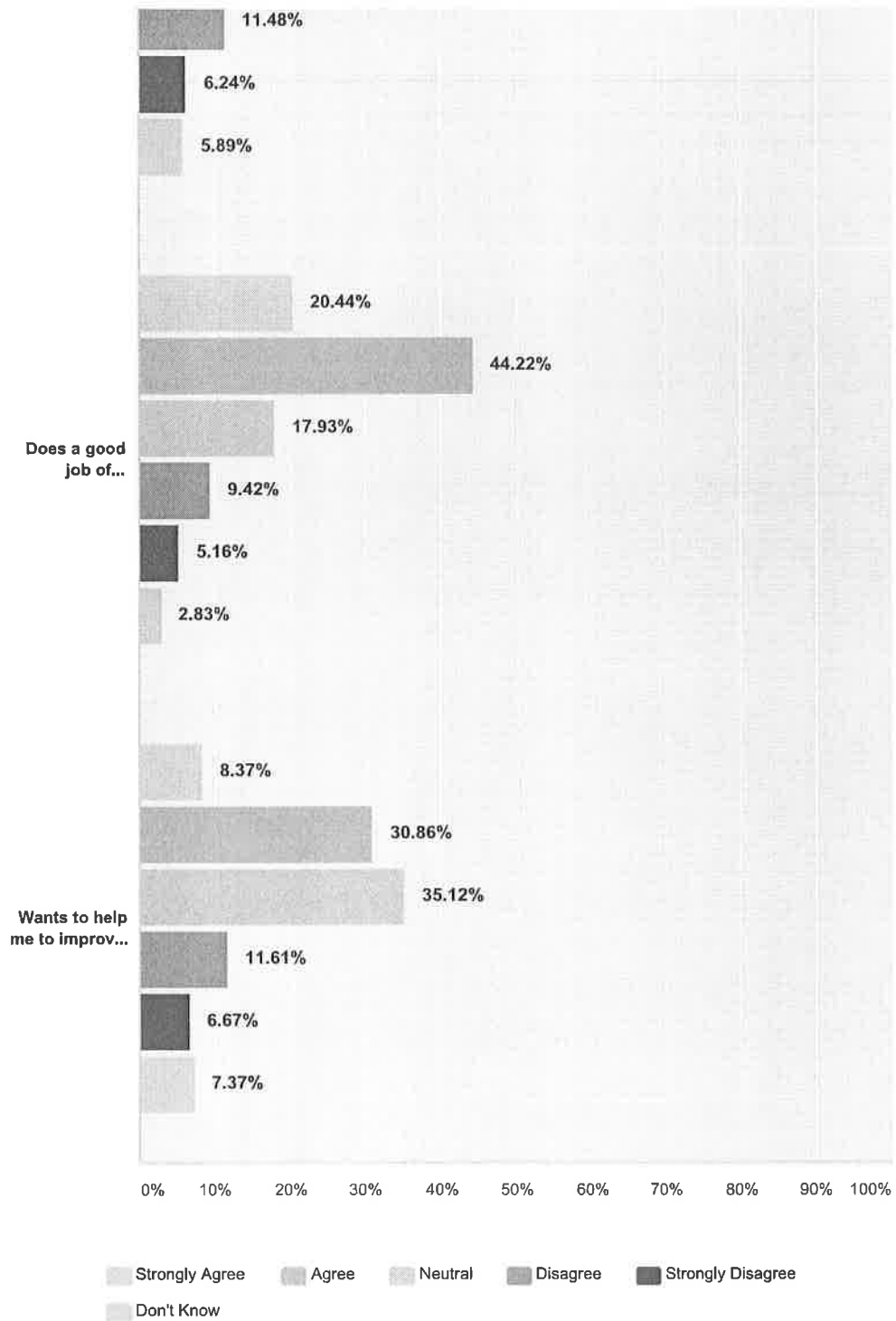
Answered: 3,713 Skipped: 172



2015 PEO Member Satisfaction Survey



2015 PEO Member Satisfaction Survey



	Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree	Don't Know	Total	Weighted Average
Is interested in advancing the practice of professional engineering	25.70% 952	48.66% 1,803	16.14% 598	5.45% 202	2.56% 95	1.48% 55	3,705	3.91
Keeps me informed of new government requirements pertaining to professional engineering practice	21.07% 781	54.87% 2,034	16.19% 600	4.67% 173	1.56% 58	1.65% 61	3,707	3.91

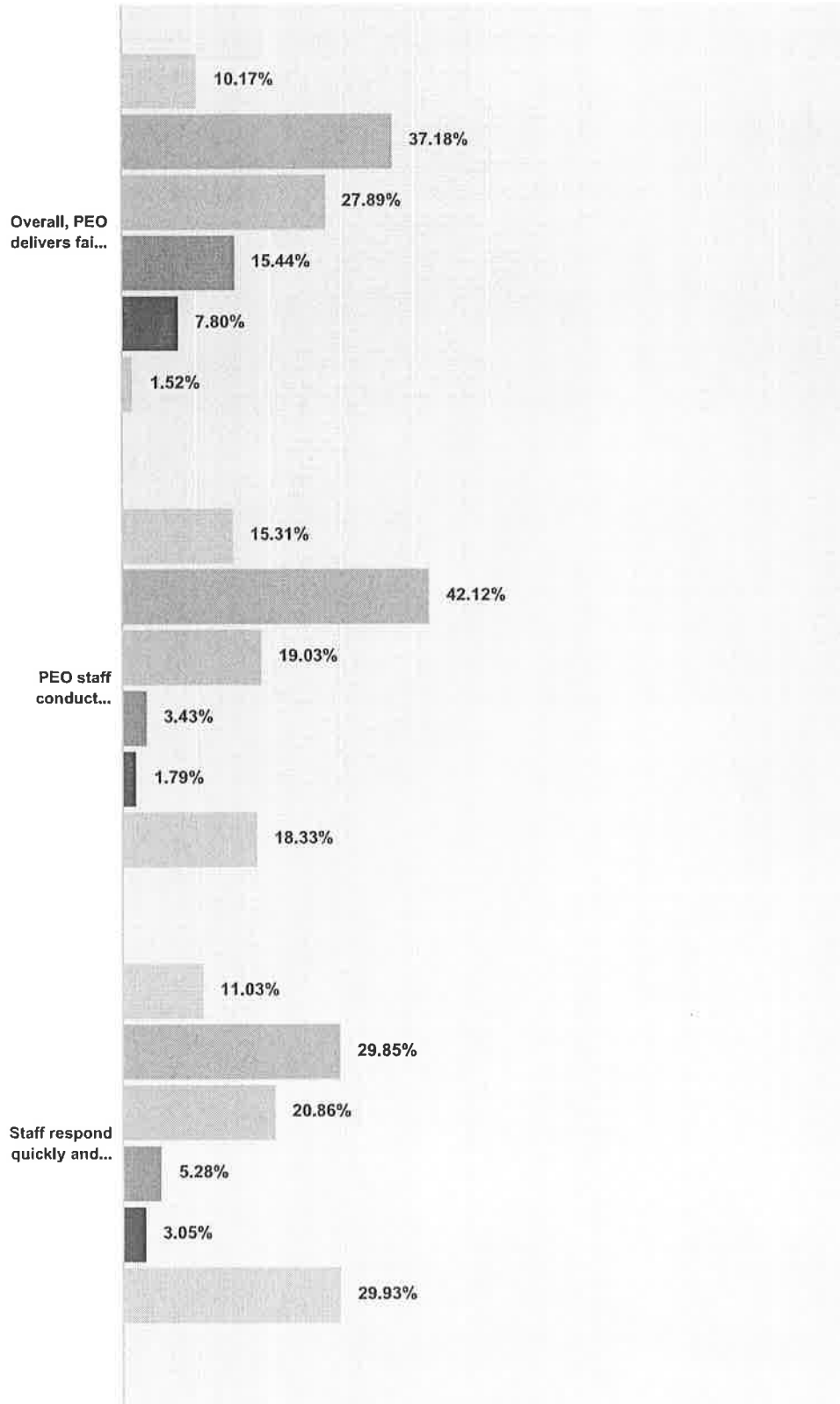
2015 PEO Member Satisfaction Survey

Does a good job of influencing legislation in a way that supports the regulation of the practice of professional engineering	10.42% 386	33.77% 1,251	29.07% 1,077	12.50% 463	6.67% 247	7.58% 281	3,705	3.31
Provides valuable and timely professional practice guidelines, standards, bulletins and updates	11.67% 433	40.66% 1,508	29.47% 1,093	10.46% 388	4.02% 149	3.72% 138	3,709	3.47
Respects my professional opinions and consultation feedback	9.54% 353	29.49% 1,091	34.38% 1,272	6.38% 236	3.70% 137	16.51% 611	3,700	3.42
Understands the daily challenges and opportunities in practicing professional engineering in Ontario	11.43% 423	37.88% 1,402	26.02% 963	12.19% 451	6.97% 258	5.51% 204	3,701	3.37
Understands how the practice of professional engineering is changing	11.43% 423	37.64% 1,393	27.32% 1,011	11.48% 425	6.24% 231	5.89% 218	3,701	3.39
Does a good job of protecting the public from incompetent and/or unethical professional engineers	20.44% 757	44.22% 1,638	17.93% 664	9.42% 349	5.16% 191	2.83% 105	3,704	3.67
Wants to help me to improve my professional practice	8.37% 310	30.86% 1,143	35.12% 1,301	11.61% 430	6.67% 247	7.37% 273	3,704	3.24

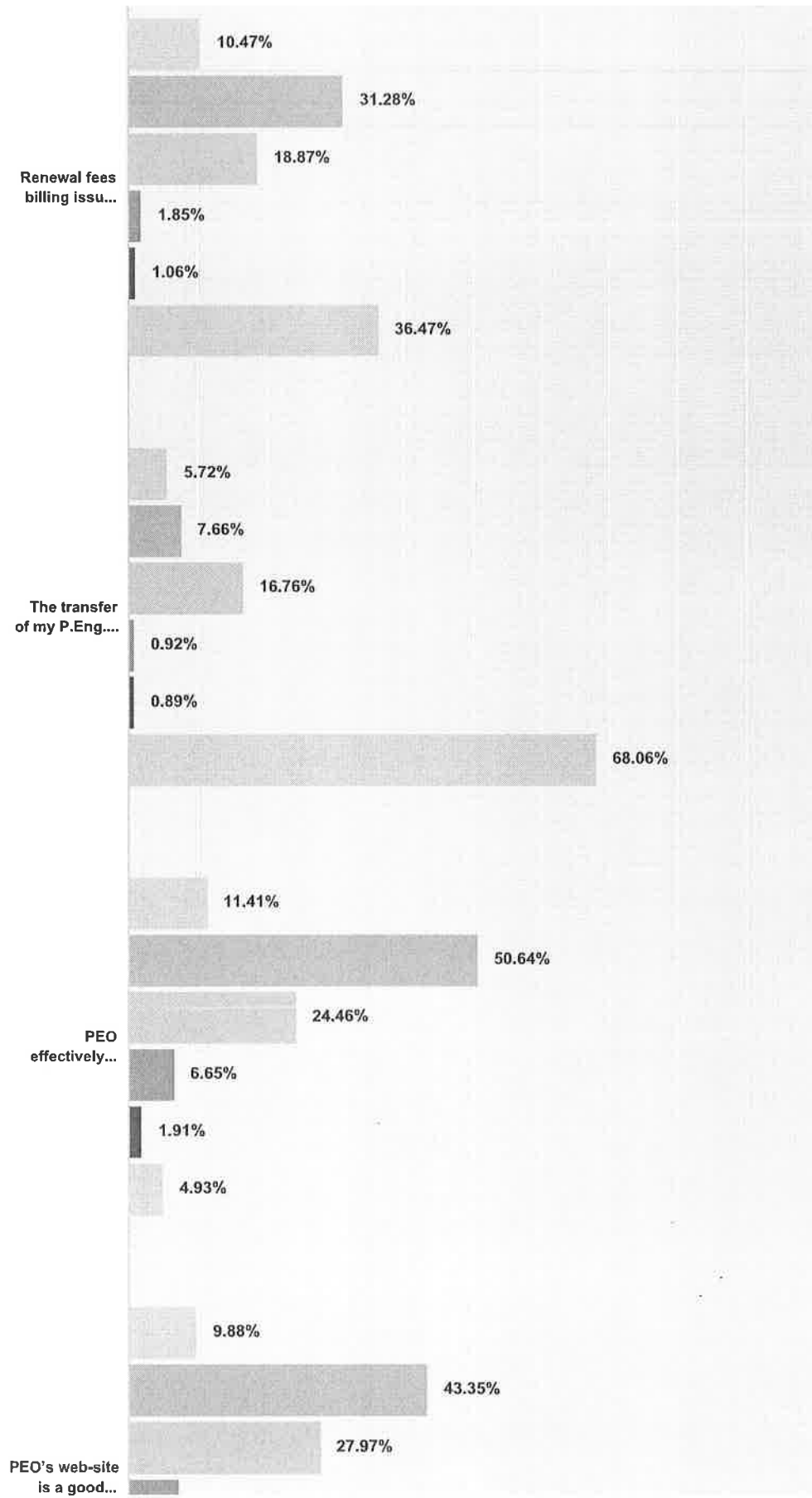
2015 PEO Member Satisfaction Survey

Q10 Please provide feedback on service delivery.

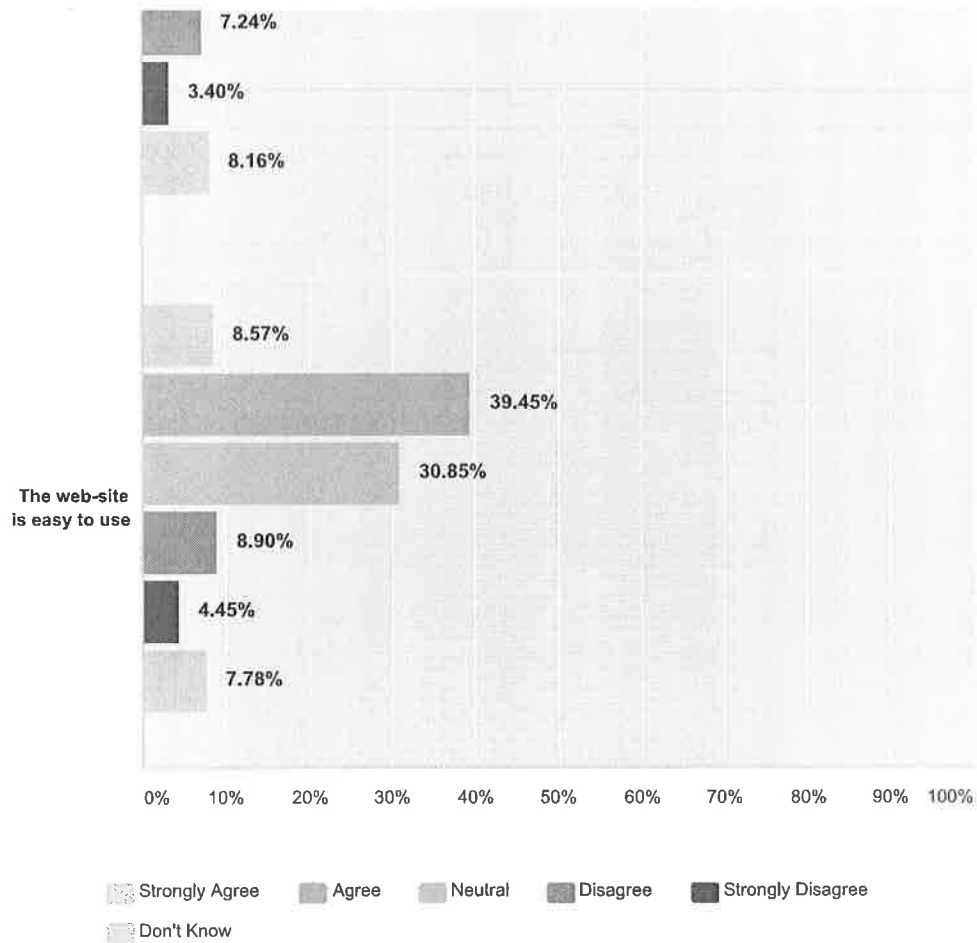
Answered: 3,583 Skipped: 202



2015 PEO Member Satisfaction Survey



2015 PEO Member Satisfaction Survey

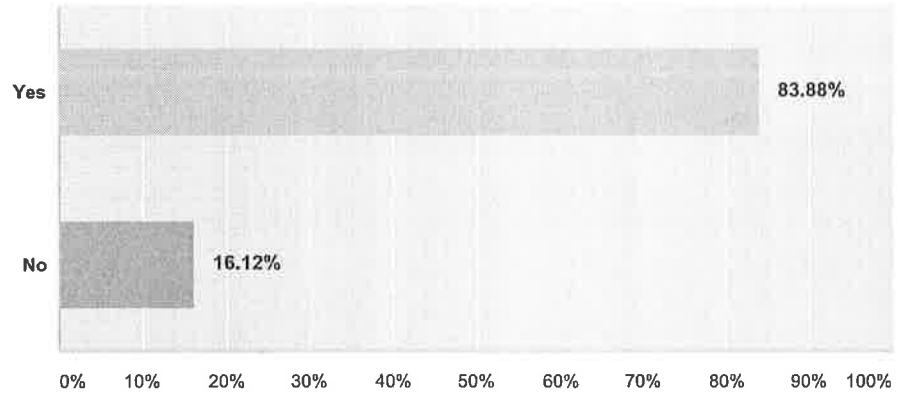


	Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree	Don't Know	Total	Weighted Average
Overall, PEO delivers fair value for licence fees	10.17% 374	37.18% 1,368	27.89% 1,026	15.44% 568	7.80% 287	1.52% 56	3,679	3.27
PEO staff conduct themselves in a professional manner	15.31% 563	42.12% 1,549	19.03% 700	3.43% 126	1.79% 66	18.33% 674	3,678	3.80
Staff respond quickly and efficiently to questions/enquiries	11.03% 405	29.85% 1,096	20.86% 766	5.28% 194	3.05% 112	29.93% 1,099	3,672	3.58
Renewal fees billing issues are fairly and satisfactorily resolved	10.47% 385	31.28% 1,150	18.87% 694	1.85% 68	1.06% 39	36.47% 1,341	3,677	3.76
The transfer of my P.Eng. licence from another province to PEO was a simple and straightforward process	5.72% 206	7.66% 276	16.76% 604	0.92% 33	0.89% 32	68.06% 2,453	3,604	3.51
PEO effectively communicates regulatory information to licence holders	11.41% 419	50.64% 1,859	24.46% 898	6.65% 244	1.91% 70	4.93% 181	3,671	3.66
PEO's web-site is a good source of information	9.88% 363	43.35% 1,593	27.97% 1,028	7.24% 266	3.40% 125	8.16% 300	3,675	3.53
The web-site is easy to use	8.57% 314	39.45% 1,445	30.85% 1,130	8.90% 326	4.45% 163	7.78% 285	3,663	3.42

2015 PEO Member Satisfaction Survey

Q11 Are you aware of your PEO Chapter affiliation?

Answered: 3,679 Skipped: 206

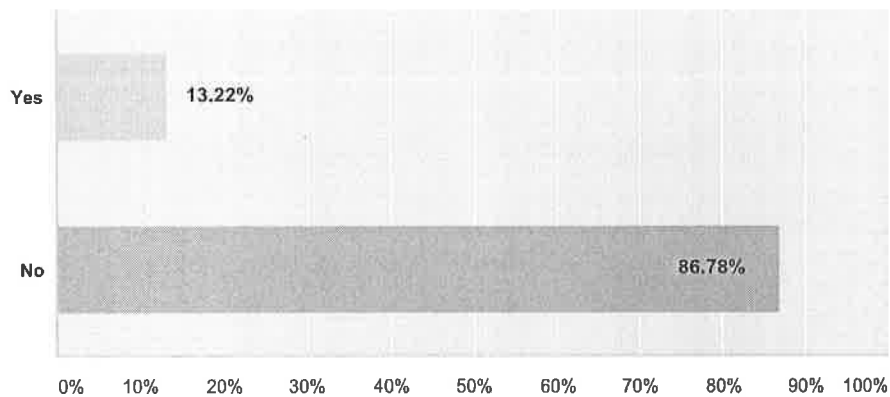


Answer Choices	Responses	
Yes	83.88%	3,086
No	16.12%	593
Total		3,679

2015 PEO Member Satisfaction Survey

Q12 Do you regularly attend Chapter meetings and/or events?

Answered: 3,662 Skipped: 223



Answer Choices	Responses	
Yes	13.22%	484
No	86.78%	3,178
Total		3,662

Q12. Reasons for not attending Chapter events.

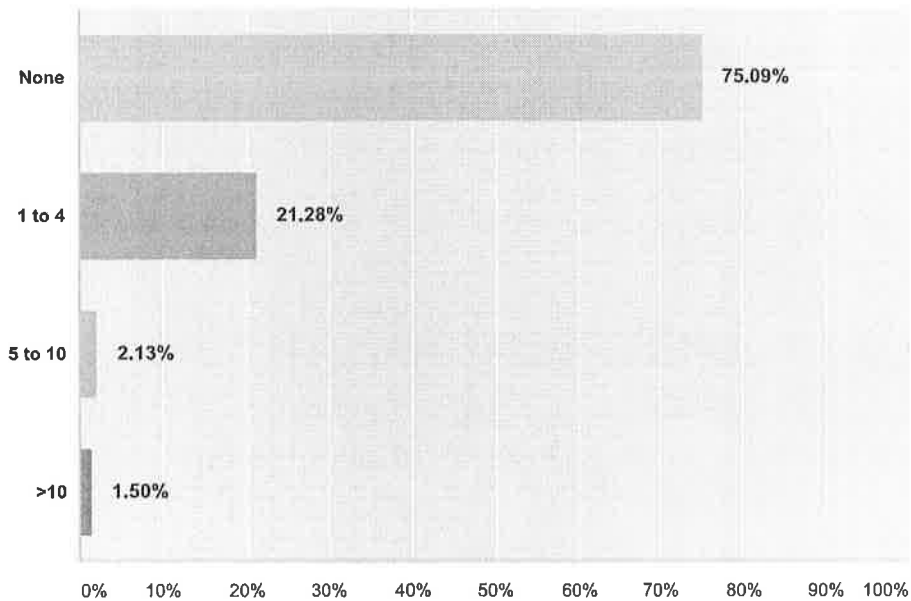
There were **2345** written answers. Reasons are ranked by number of occurrences in descending order. The number of occurrences does not equal the number of answers since some respondents gave more than one reason.

	Reason	Occurrences
1	Busy <ul style="list-style-type: none"> • No time, family priorities, etc. 	1107
2	Nature of Events <ul style="list-style-type: none"> • No value, not interested • Topic not pertinent to practice • No interest in social events • Merely a social club • Merely an "old boys' club" • No technical or engineering challenges • Feel unwelcome, no sense of community 	827
3	Location Issue <ul style="list-style-type: none"> • Travel issues, live out of province, etc. 	296
4	Retired <ul style="list-style-type: none"> • Retired, no longer attend events 	129
5	Communication <ul style="list-style-type: none"> • Not aware when or where meetings are held • No response from Chapter, websites not updated • Emails too frequent/aggressive 	125
6	New Member <ul style="list-style-type: none"> • New member yet to attend an event 	43
7	Cost <ul style="list-style-type: none"> • Too expensive 	18
8	Bureaucracy <ul style="list-style-type: none"> • Too bureaucratic 	5
	No Reason <ul style="list-style-type: none"> • No answer • Not sure 	96
	Total	2646

2015 PEO Member Satisfaction Survey

Q13 How many Chapter functions did you attend this year?

Answered: 3,665 Skipped: 220

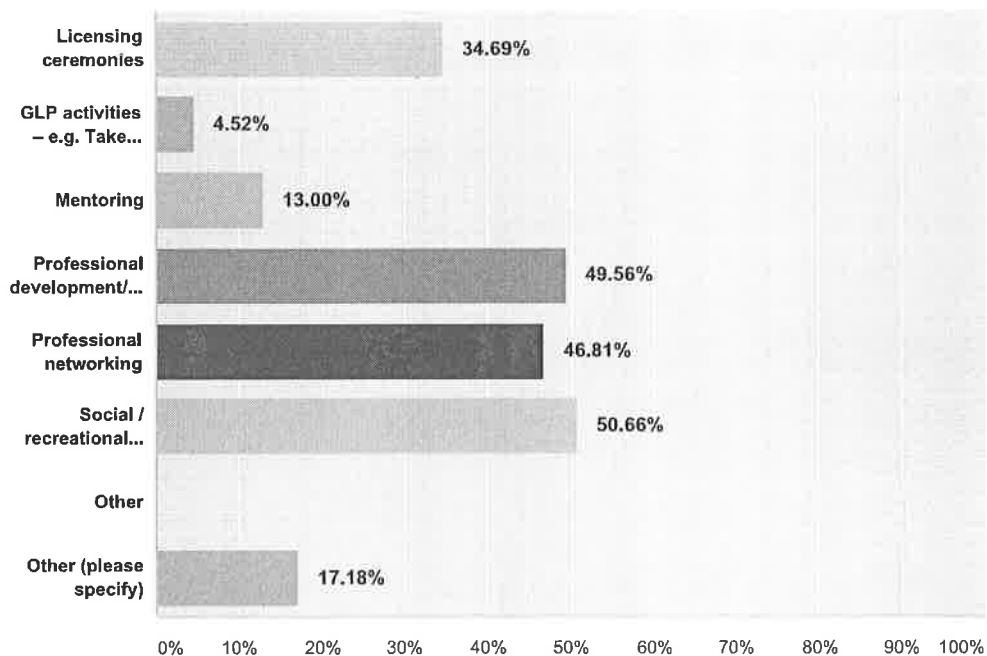


Answer Choices	Responses	
None	75.09%	2,752
1 to 4	21.28%	780
5 to 10	2.13%	78
>10	1.50%	55
Total		3,665

2015 PEO Member Satisfaction Survey

Q14 What types of activities do you attend in your Chapter? (select all that apply)

Answered: 908 Skipped: 2,977



Answer Choices	Responses	Count
Licensing ceremonies	34.69%	315
GLP activities – e.g. Take your MPP to Work Day	4.52%	41
Mentoring	13.00%	118
Professional development/education	49.56%	450
Professional networking	46.81%	425
Social / recreational events	50.66%	460
Other	0.00%	0
Other (please specify)	17.18%	156
Total Respondents: 908		

Q14. What types of activities do you attend in your Chapter? (Other)

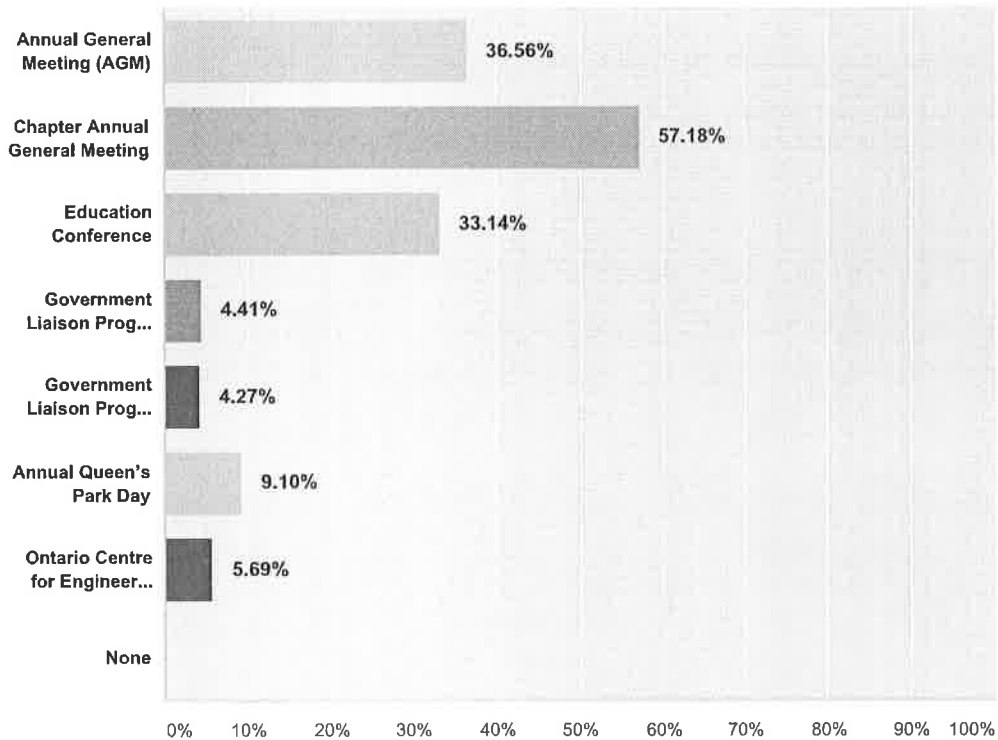
There were **156** written answers. Activities are ranked by occurrence in descending order. Number of occurrences does not match number of answers since some listed more than one activity.

	Chapter Activity	Occurrences
1	Lectures/Seminars	43
2	Chapter Executive Meeting	24
3	Annual General Meeting	22
4	Outreach Events	22
5	Group Tours/Site Visits	19
6	Town Hall Meetings	10
7	Licensing Assistance Program	3
8	Social Events	3
9	Elections	2
10	Engineer in Residence Program	2
11	National Engineering Month	2
12	Commercial Presentations	1
	None	4
	Total	157

2015 PEO Member Satisfaction Survey

Q15 Did you participate in any of the following programs, either directly or indirectly, in the past two years? (select all that apply, or leave blank if none)

Answered: 703 Skipped: 3,182

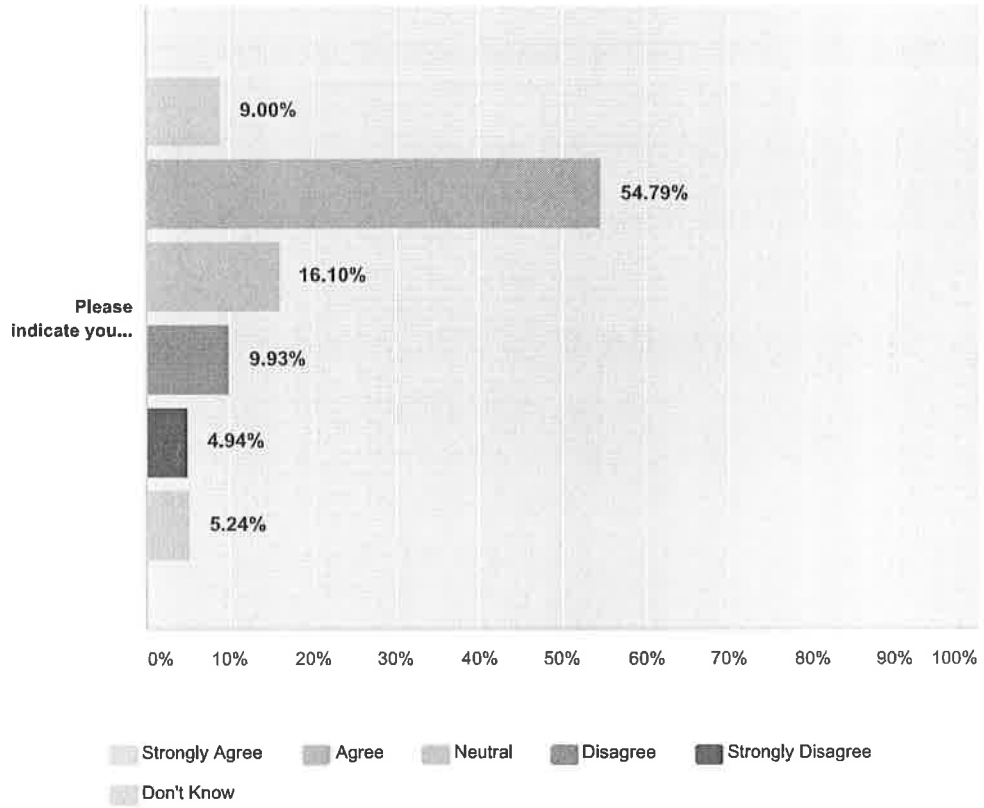


Answer Choices	Responses	Count
Annual General Meeting (AGM)	36.56%	257
Chapter Annual General Meeting	57.18%	402
Education Conference	33.14%	233
Government Liaison Program (GLP) Academies	4.41%	31
Government Liaison Program (GLP) Conference	4.27%	30
Annual Queen's Park Day	9.10%	64
Ontario Centre for Engineering Public Policy (OCEPP) Conference	5.69%	40
None	0.00%	0
Total Respondents: 703		

2015 PEO Member Satisfaction Survey

Q16 Do you believe PEO's regulatory efforts are sufficient?

Answered: 3,645 Skipped: 240



	Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree	Don't Know	Total	Weighted Average
Please indicate your degree of agreement.	9.00% 328	54.79% 1,997	16.10% 587	9.93% 362	4.94% 180	5.24% 191	3,645	3.56

Q16. Do you believe PEO's regulatory efforts are sufficient?

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

There were **747** written answers. Common subjects are ranked by occurrence in descending order. Occurrences do not correlate with number of answers since many identified more than one subject.

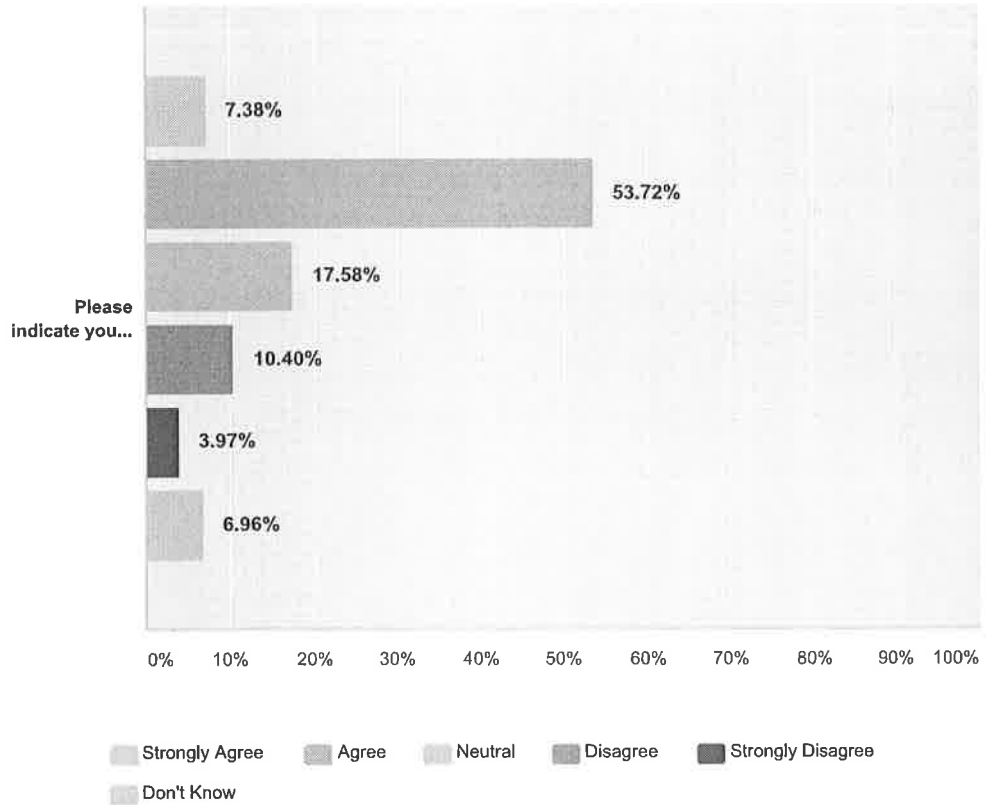
	Subject	Occurrences
1	<p>Enforcement / Engineering Title</p> <ul style="list-style-type: none"> • Increase enforcement to protect the profession. • Complaints should be more easily made and investigated and resolved more quickly. • More proactive approach than reactionary to complaints. • Scrutinize both larger companies and small ones, government departments and agencies. • More attention should be paid to protecting members of the Association from frivolous attacks from the public. • Increase fines and penalties. • Be more aggressive in preventing people who call themselves 'engineers' but who have no qualification. • Scope should be expanded to include individuals and companies who don't call themselves engineers but perform engineering functions. 	358
2	<p>Evaluation, Standards</p> <ul style="list-style-type: none"> • More stringent checks on educational and professional experience. • Continuous review of internal and external processes. • Stricter supervision. Conduct audits and technical checks. • Improve dealing with new applicants who don't meet the traditional methods of gaining experience. • Improve review of international experience, education, and training. 	160
3	<p>Communication Issues</p> <ul style="list-style-type: none"> • Improve communication efforts. • Make information easier to comprehend, more accessible and provide updates in a manner that engage readers. • More communication among enforcement, licensing and membership directors/staff within PEO. 	68
4	<p>Public Awareness / Government</p> <ul style="list-style-type: none"> • Increased public recognition of licensing requirements and the engineering title. • Better public education on reporting poor engineering services or "bad" engineers. 	63

	<ul style="list-style-type: none"> • More negotiations with the Government to advance the professional engineering practice. • Secure complete legal independence from the Government to be effective in regulatory efforts. 	
5	Continuing Professional Development <ul style="list-style-type: none"> • Mandate continuing education for every member within their area of practice. • Online course that would be required for license renewal. • Periodic retesting 	51
6	Industrial Exception <ul style="list-style-type: none"> • Continue to lobby the Government to repeal IE. 	43
7	Civil Engineering <ul style="list-style-type: none"> • Expand beyond the areas of civil and structural engineering. • Broader scope to include such areas as software and biomedical. 	35
8	Negative Statement <ul style="list-style-type: none"> • PEO not taken seriously by government or corporations. • PEO does little to protect its members. • The definition of engineering used in the Act is inadequate. 	33
9	Fees and Event Costs <ul style="list-style-type: none"> • Reduce the cost of education fees. • Adjust fees to the frequency of performing strict P.Eng. activities. • Most events are charged; consider free events. 	24
	Other <ul style="list-style-type: none"> • No comment, not sure 	29
	Total	864

2015 PEO Member Satisfaction Survey

Q17 Do you believe PEO's efforts in establishing, developing, and maintaining standards are sufficient?

Answered: 3,606 Skipped: 279



	Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree	Don't Know	Total	Weighted Average
Please indicate your degree of agreement.	7.38% 266	53.72% 1,937	17.58% 634	10.40% 375	3.97% 143	6.96% 251	3,606	3.54

Q17. Do you believe PEO's efforts in establishing, developing, and maintaining standards are sufficient?

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

There were **747** written answers. Common subjects are ranked by occurrence in descending order. The number of occurrences does not equal the number of answers since some identified more than one subject.

Responses of "None" or that did not describe a subject are not included.

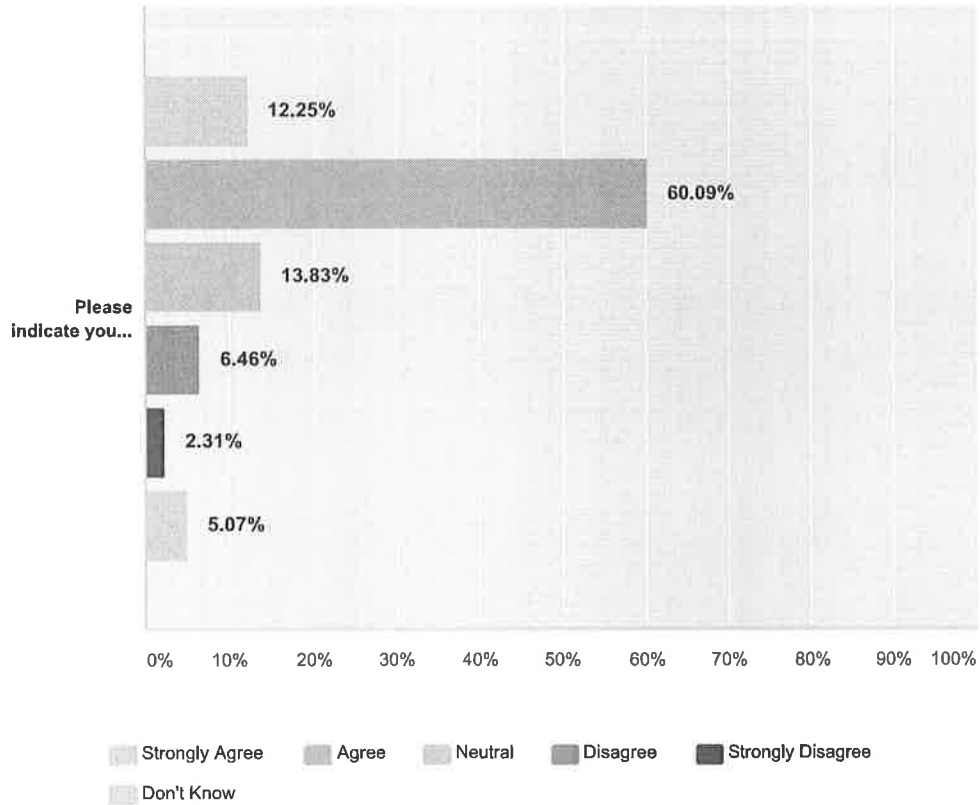
	Subject	Occurrences
1	Continued Professional Development <ul style="list-style-type: none"> • Implement mandatory minimum CPD hours annually for members • Offer courses useful to more diverse types of engineers 	182
2	Standards <ul style="list-style-type: none"> • Standards are generally narrow, poorly written, take years to write and are sometimes obsolete by the time they are written. • Standards are related only to a narrow group of industries/disciplines. • Develop standards for risk identification and classification in newer applications of science and technology. 	178
3	PEO's Focus / Collaboration and External Examples <ul style="list-style-type: none"> • Less emphasis on managerial status, MBA's, etc. • A more proactive than reactive approach • Keep pace with technological developments within the industry. • Seek inspiration from other regulators in the provinces e.g. College of Physicians in Ontario • Collaborate with other provincial associations e.g. APEGBC, and American associations 	74
4	Engineering Title / Enforcement <ul style="list-style-type: none"> • Strengthen actions toward companies and individuals who hire non-licensed "engineers" • Stronger application requirements and enforcement. • Police the government. • Transparent oversight. • Enforce code of conduct. 	61
5	Communication <ul style="list-style-type: none"> • More engagement and communication with members • Strengthen communication with members outside the GTA. 	40

	<ul style="list-style-type: none"> • More discussion of best/changing practices, especially implications of software issues. • Regular Q & A column in Dimensions 	
6	Civil Engineering <ul style="list-style-type: none"> • More inclusivity/emphasis required on non-civil engineering disciplines: software, chemical, electrical, etc. 	30
7	Examination/Evaluation <ul style="list-style-type: none"> • Make the PPE more challenging. • Limit the number of new engineers that can be licensed each year to avoid having incompetent engineers. • Detailed technical evaluation should proceed all applications. • Regular evaluation of knowledge and skill development of members. 	25
8	Council and Committees <ul style="list-style-type: none"> • A new, younger council that has knowledge in the new areas of engineering to provide guidance on task forces. • Committee recommendations on this topic are due. 	4
9	Fees <ul style="list-style-type: none"> • Reduce cost of requirement to practice. • Establishing minimum salary guidelines and/or engineering fees from consultants. 	3
	Other <ul style="list-style-type: none"> • No comment • Don't know/Not aware • See previous answer • N/A 	160
	Total	757

2015 PEO Member Satisfaction Survey

Q18 Do you believe PEO's efforts in establishing, developing, and maintaining professional ethics are sufficient?

Answered: 3,593 Skipped: 292



	Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree	Don't Know	Total	Weighted Average
Please indicate your degree of agreement.	12.25% 440	60.09% 2,159	13.83% 497	6.46% 232	2.31% 83	5.07% 182	3,593	3.77

Q18. Do you believe PEO's efforts in establishing, developing, and maintaining professional ethics are sufficient?

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

There were **444** written answers. Common subjects are ranked by occurrence in descending order. Occurrences do equal number of answers since some identified more than one subject.

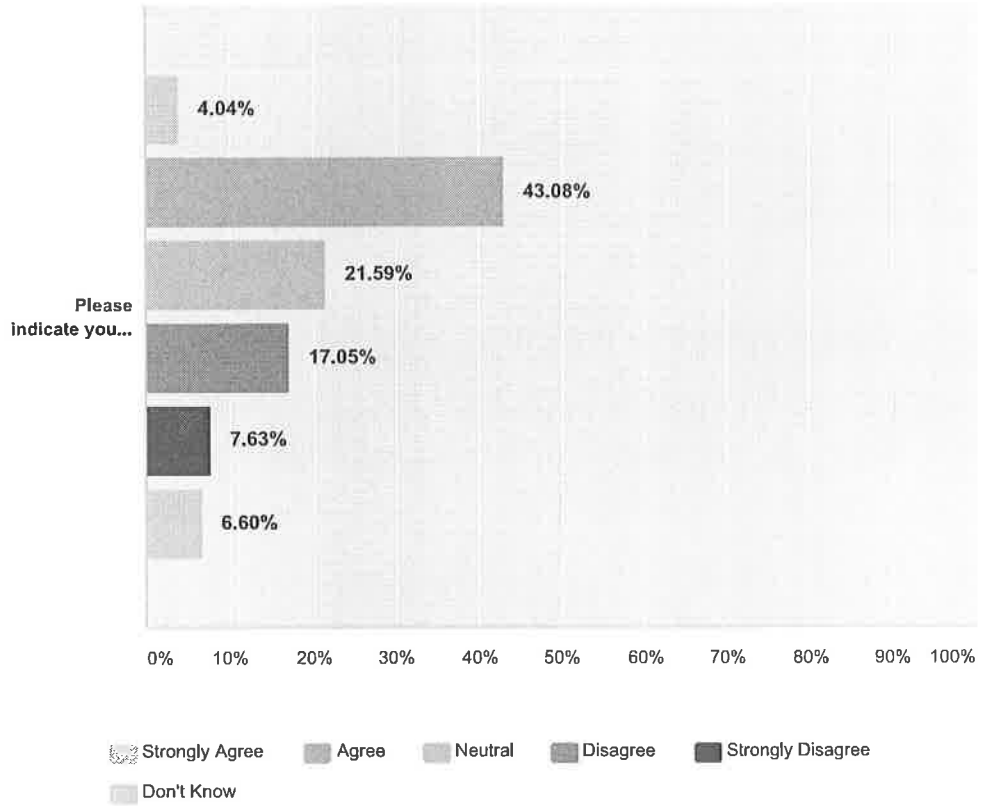
	Subject	Occurrences
1	<p>The Code of Ethics/Ethics in general</p> <ul style="list-style-type: none"> • More effort needed to ensure practitioners understand that ethics are important and not punitive. • Create a CPD or outreach program focusing on ethics. • Regular refresher on the Code of Ethics would be helpful. • Free Chapter events on ethics with case studies 	136
2	<p>Standards</p> <ul style="list-style-type: none"> • Ethics is the domain of the legal system. Standards of engineering are the domain of PEO. • Ethics are important but cannot be practically implemented without proper standards. • Prevent people from using the P.Eng. title without accreditation • Prevent engineers from working outside their area of expertise. 	63
3	<p>Communication and Public Awareness</p> <ul style="list-style-type: none"> • More transparency is required. • Publicize professional ethics questions and answers for typical professional situations. • Discourage the public from hiring non-engineers. • Better communication with members as to how these ethics apply to working situations. • More outreach to minority groups would be beneficial. • Use the Blue Pages in Dimensions to illustrate aspects of ethics. • Interface with other professions. 	49
4	<p>Enforcement</p> <ul style="list-style-type: none"> • Needs improvement; Algo Mall demonstrated this. • Apply and enforce at minimum the annual test and compliance for all engineers. • More support for whistleblowers. • Proactive rather than reactive enforcement, not just dealing with events that are reported. 	47

5	Education <ul style="list-style-type: none"> • More required at undergraduate levels • Professional seminars reviewing the experience from the year of failures or key case studies • Chapter seminar events • Mandatory professional development reviews, exams or presentations at regular intervals 	34
6	Negative Opinion <ul style="list-style-type: none"> • PEO is not doing enough in this regard. • Changing licensing rules has not benefited the engineer. • PEO is too often self serving and protectionist rather than promoting competent professions in Ontario, nationally and internationally. 	26
7	Penalties <ul style="list-style-type: none"> • Penalties for discipline should be more severe. • Expert witnesses who are clearly biased should be disciplined, whether or not they reach the courthouse. • Establish an expectation that unethical engineers will face a reporting process. • Publish all guilty cases. 	17
8	Positive Opinions <ul style="list-style-type: none"> • Ethics is where PEO shines. • Current efforts are adequate. • PEO is doing a better job than other professions. 	8
	Other <ul style="list-style-type: none"> • Not sure • Not enough information. • See previous answer. 	98
	Total	478

2015 PEO Member Satisfaction Survey

Q19 Do you believe PEO's promotional efforts are sufficient?

Answered: 3,589 Skipped: 296



	Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree	Don't Know	Total	Weighted Average
Please indicate your degree of agreement.	4.04% 145	43.08% 1,546	21.59% 775	17.05% 612	7.63% 274	6.60% 237	3,589	3.20

Q19. Do you believe PEO's promotional efforts are sufficient?

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

There were **965** written answers. Common subjects are ranked by occurrence in descending order. Occurrences do not correlate with number of answers since many identified more than one subject.

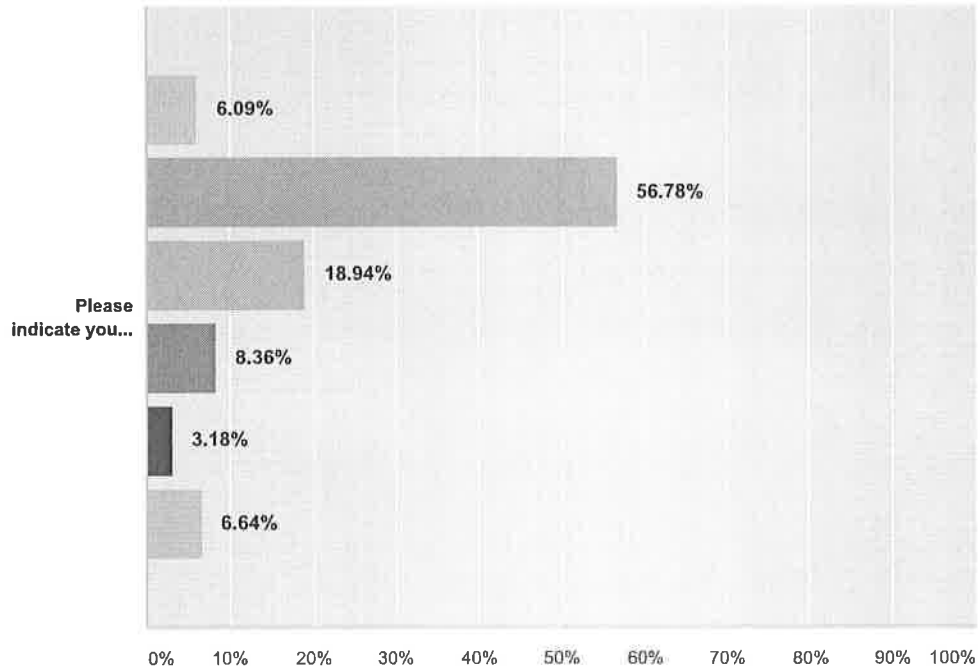
	Subject	Occurrences
1	Public Awareness <ul style="list-style-type: none"> • More public awareness of what engineers are is required. • Increase awareness in large engineering firms. • Place greater emphasis on public rather than member awareness. 	546
2	Advertisements / Media Presence <ul style="list-style-type: none"> • Increase advertising efforts • Better/more consistent branding and image • Subway advertisements • Ad campaigns for high schools, universities and conferences • Repeat billboard campaigns • Newspaper, magazine, TV ads 	215
3	OSPE <ul style="list-style-type: none"> • Only OSPE should be responsible for promotion • Increase distinction between PEO and OSPE in PEO's promotional efforts • Resolve differences with OSPE. 	47
4	External Examples <ul style="list-style-type: none"> • Review other organizations' promotions • E.g. Teachers, Physicians, OMA, ODA • Follow Chartered Professional Accountants' advertising efforts 	47
5	Negative Statement <ul style="list-style-type: none"> • Not enough is done. • Too much negativity. • Engineering is an invisible profession. • Too much promotional work. 	35
6	Advocacy <ul style="list-style-type: none"> • Refocus on becoming an advocacy organization for the Engineering profession similar to Physicians and Lawyers • Act as a union to protect engineers • More involvement on the provincial and municipal political front. 	30
7	Engineer Title <ul style="list-style-type: none"> • Increase awareness of use and protection of the title from 	25

	unlicensed workers	
8	Social Media <ul style="list-style-type: none"> • Increase social media presence • Meetup apps • Twitter, Facebook 	16
	Other <ul style="list-style-type: none"> • No comment • Don't know • Not aware • See previous answer 	118
	Total	1079

2015 PEO Member Satisfaction Survey

Q20 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?

Answered: 3,612 Skipped: 273



Strongly Agree
 Agree
 Neutral
 Disagree
 Strongly Disagree
 Don't Know

	Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree	Don't Know	Total	Weighted Average
Please indicate your degree of agreement.	6.09% 220	56.78% 2,051	18.94% 684	8.36% 302	3.18% 115	6.64% 240	3,612	3.58

Q20. 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?

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

There were **449** written answers. Common subjects are ranked by occurrence in descending order. The number of occurrences does not equal the number of answers since some identified more than one subject.

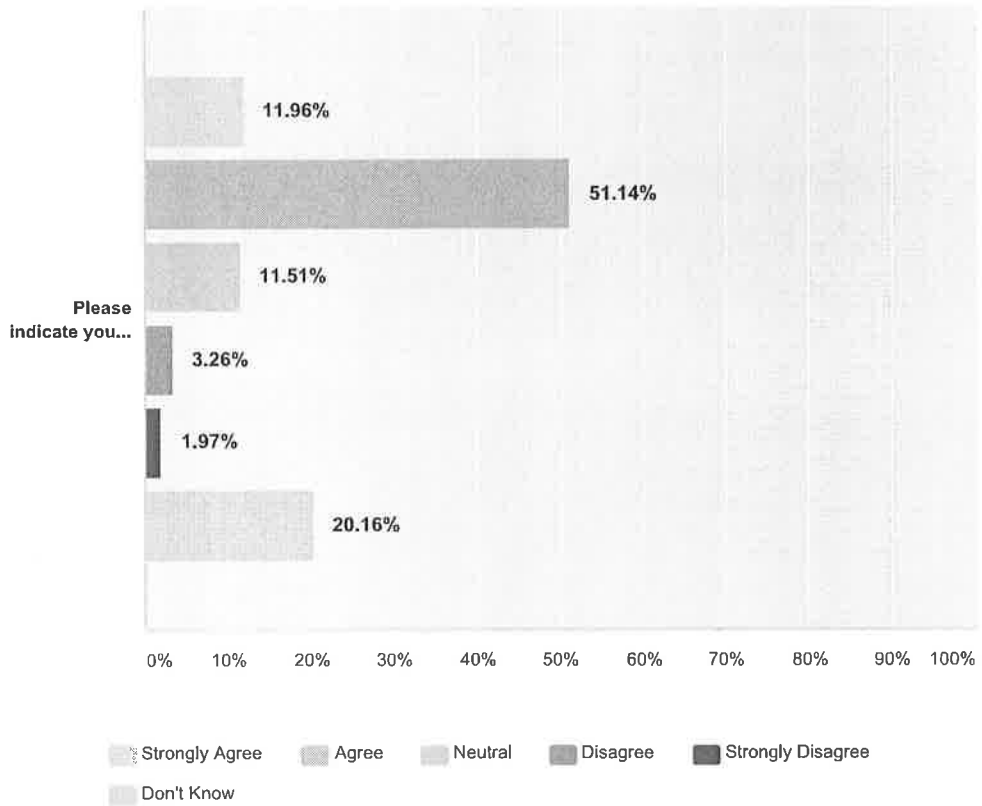
	Subject	Occurrences
1	Communication <ul style="list-style-type: none"> • Critical information sent out via short and dedicated emails. • Monthly email blasts on sections of the PE Act and Code of Ethics to remind members of responsibilities. • More articles with examples in Dimension. • Webinars • Increased social media presence 	138
2	Do Not Know <ul style="list-style-type: none"> • Lack of awareness from reading Blue Pages only. • Do not know about professional regulations. • Do not understand what this is. 	109
3	Education <ul style="list-style-type: none"> • Provide opportunities for members at large to receive training in regulation of the profession. • Provide mandatory continuing education. • Annual licensing event at each chapter 	47
4	Standards <ul style="list-style-type: none"> • Tighter admission standards • Updated professional regulations should require members to read and sign (manually or electronically) • Practice bulletins and opportunities to reference the standards such as on line information library • Industrial Exemption must be repealed 	45
5	Negative Opinion <ul style="list-style-type: none"> • The rules are outdated and detrimental to the public safety and engineering professionalism. • There is too much focus on regulation. • Little clarity or vision. 	38
6	Public Awareness <ul style="list-style-type: none"> • Increase public awareness and publicity of the profession. • More public statistics required. 	36
	Other <ul style="list-style-type: none"> • No answer 	46

	• See previous answer	
	Total	459

2015 PEO Member Satisfaction Survey

Q21 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?

Answered: 3,561 Skipped: 324



	Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree	Don't Know	Total	Weighted Average
Please indicate your degree of agreement.	11.96% 426	51.14% 1,821	11.51% 410	3.26% 116	1.97% 70	20.16% 718	3,561	3.85

Q21. 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?

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

There were **336** written answers. Common subjects are ranked by occurrence in descending order. Number of occurrences does not equal number of answers since some identified more than one subject.

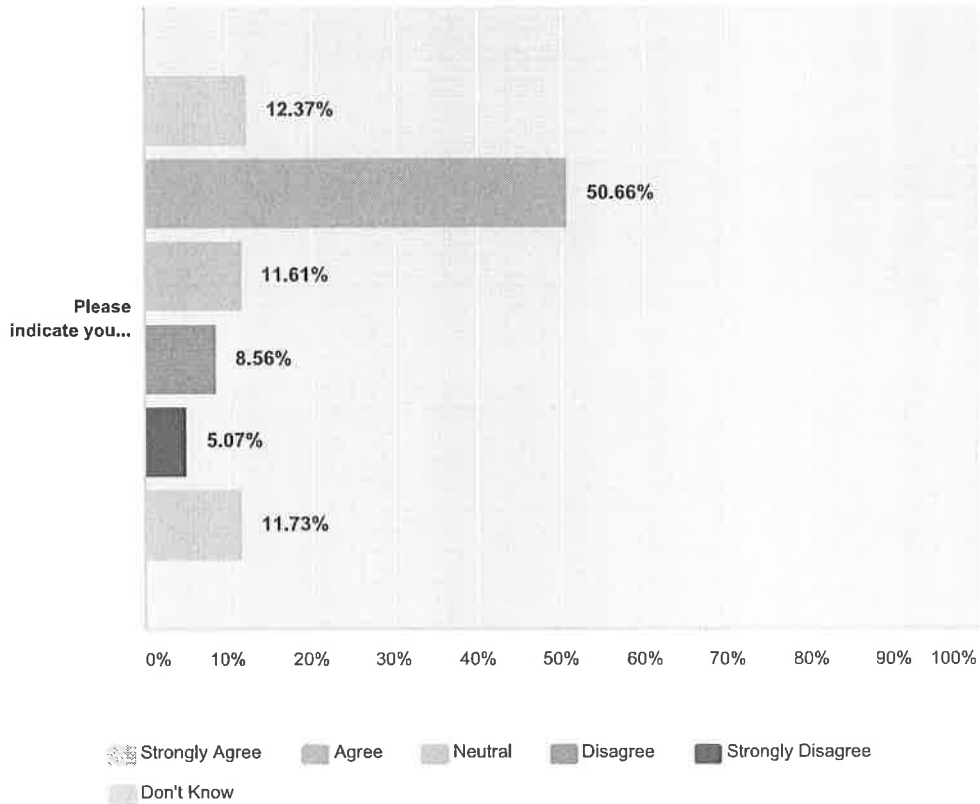
	Subject	Occurrences
1	<p>Investigating Complaints</p> <ul style="list-style-type: none"> • Place more emphasis on peer review than on the legal process that limits the process. • Increase investigations of frivolous complaints. • Increase the speed of investigations. • Publicize investigations about more than civil engineers in the building industry. • Improve impartiality, judging complainant and defendant equally. • Better filter for frivolous claims, so that the engineer can handle the matter on their own with the parties involved. • Easier ways of reporting complaints. • Increase protection of licence holders from vexatious complaints. 	224
2	<p>Do Not Know</p> <ul style="list-style-type: none"> • Not aware of PEO's investigation process or methods • Cannot give an informed opinion • Limited exposure through Blue Pages only 	106
3	<p>Publicizing Investigations</p> <ul style="list-style-type: none"> • Is the number of published complaints representative of all complaints? • Findings of investigations should be made available to the membership. • Increase public awareness of the complaints and disciplinary processes. • Protect the identities of all parties involved. • Disclose the identities of all parties involved. • Publicize both successful PEO cases and failures. 	62
4	<p>Penalties</p> <ul style="list-style-type: none"> • Implement harsher penalties. • Penalize those not upholding the required level of professionalism. 	28

5	Good Job <ul style="list-style-type: none"> • PEO is doing well in this regard. • Magazine case studies are informative. 	9
6	Large vs. Small Companies <ul style="list-style-type: none"> • Investigations published are typically for individuals/small businesses. • Increase information of how major corporations use unlicensed engineers to support engineering, and their prosecution. 	8
	Other <ul style="list-style-type: none"> • No comment • See previous answer 	33
	Total	470

2015 PEO Member Satisfaction Survey

Q22 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?

Answered: 3,573 Skipped: 312



	Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree	Don't Know	Total	Weighted Average
Please indicate your degree of agreement.	12.37% 442	50.66% 1,810	11.61% 415	8.56% 306	5.07% 181	11.73% 419	3,573	3.64

Q22. 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?

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

There were **547** written answers. Common subjects are ranked by occurrence in descending order. The number of occurrences does not equal the number of answers since some identified more than one subject.

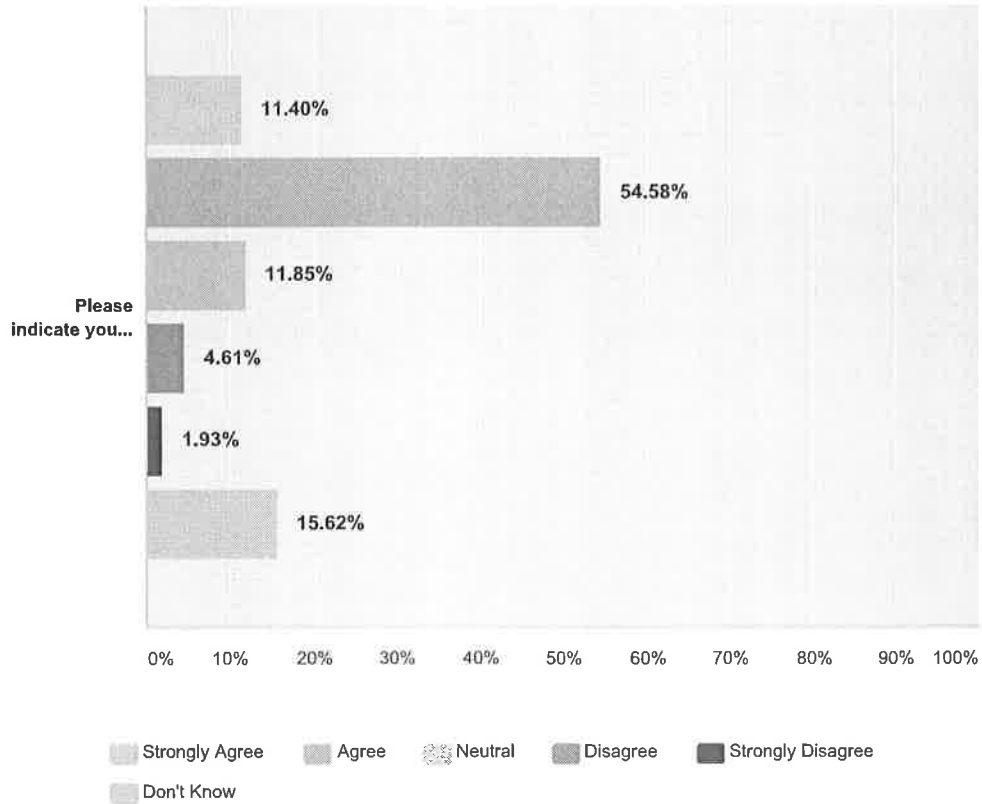
	Subject	Occurrences
1	<p>Use of the Title</p> <ul style="list-style-type: none"> • Companies must be held responsible for allowing misuse of engineer designation. • Companies have people without licences do engineering work. Change job titles from engineer to designer, analyst, specialist, etc. 	234
2	<p>Enforcement</p> <ul style="list-style-type: none"> • Random review and investigation of the practices followed by employers • Faster processing of investigations. • Set up a task force that is empowered to issue fines. • Consult with engineering firms for more robust enforcement. • A proactive approach to pursue cases rather than react to complaints. • Pursue both employers of employees who misuse the title and individuals. 	80
3	<p>Penalties</p> <ul style="list-style-type: none"> • Stronger penalties in general. • More severe penalties for employers and those who misuse the title. • Increased fines. 	60
4	<p>No Awareness</p> <ul style="list-style-type: none"> • Not aware of illegal practices • Have not seen statistics to prove PEO efforts • Have rarely heard of cases 	44
5	<p>Public Awareness</p> <ul style="list-style-type: none"> • Public awareness and understanding must be increased. • Quarterly "report card" of the number of complaints received, the number investigated, and the number of judgements against persons. • More transparency from PEO is required. • Regularly advertise the regulation regarding restricted use of titles in media. 	36

6	<p>Communication</p> <ul style="list-style-type: none"> • Set up some simple Google Alerts to identify people advertising engineering services in Ontario, and systemically compare them to the licensing list. • More press, TV coverage. • Upon receiving a complaint the issuer should receive updates as to the status of the investigation. 	19
7	<p>Impossibility of improvement</p> <ul style="list-style-type: none"> • Years of inaction have made this impossible to make up for in the foreseeable future. • PEO has failed in this area. • Loopholes in the Act and Industrial Exemption prevent this from improving. 	17
	<p>Other</p> <ul style="list-style-type: none"> • No answer • Not sure • See previous answer 	67
	Total	557

2015 PEO Member Satisfaction Survey

Q23 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?

Answered: 3,578 Skipped: 307



	Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree	Don't Know	Total	Weighted Average
Please indicate your degree of agreement.	11.40% 408	54.58% 1,953	11.85% 424	4.61% 165	1.93% 69	15.62% 559	3,578	3.82

Q23. 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?

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

There were **319** written answers. Common subjects are ranked by occurrence in descending order. Occurrences do not correlate with number of answers since many identified more than one subject.

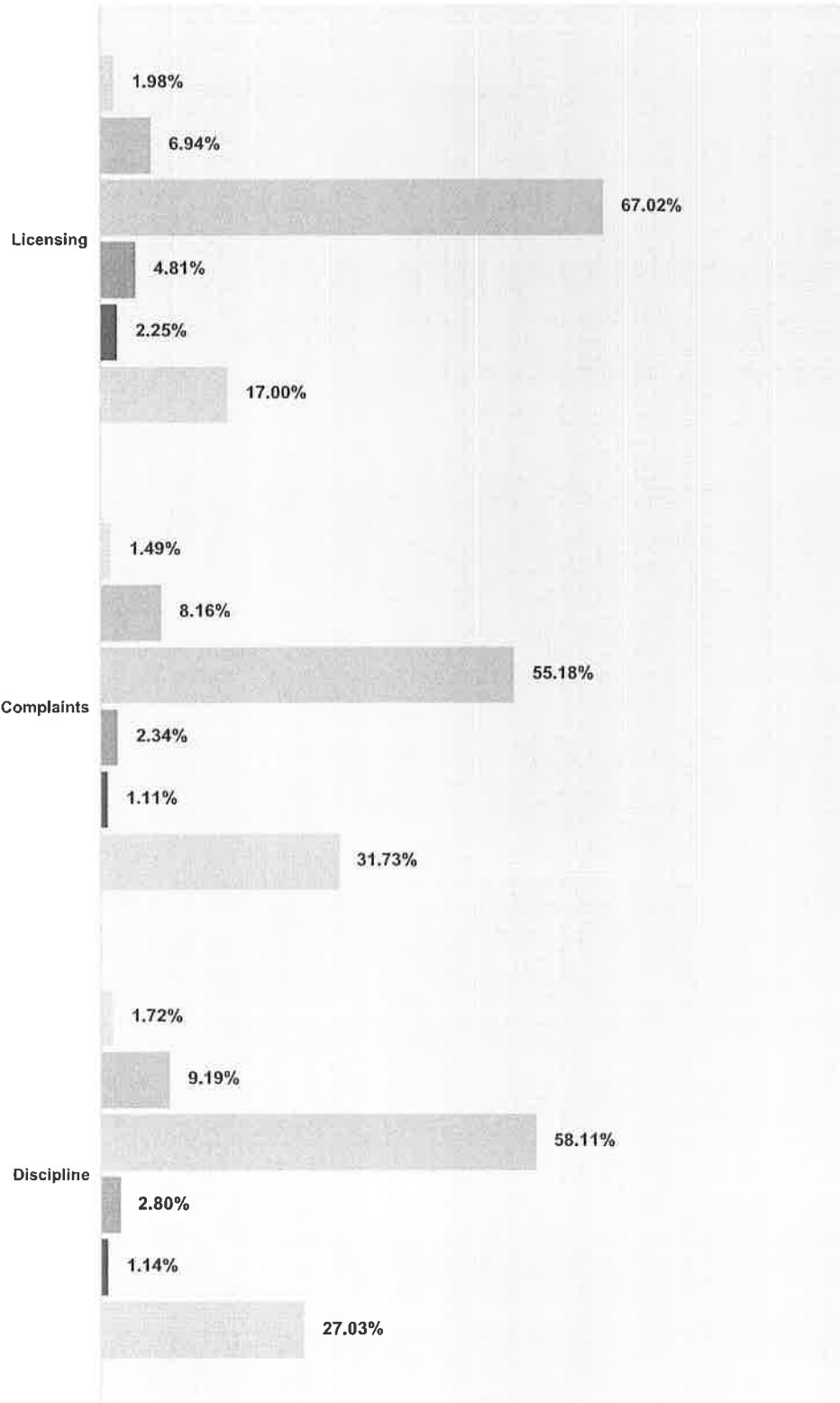
	Subject	Occurrences
1	Focus <ul style="list-style-type: none"> • The emphasis on investigation and discipline needs to be lightened. • Move beyond Civil and Structural Engineering. • Non-members should get the same attention as members. • Incompetence is too broad; narrow to smaller categories of more and less severe to aid prosecution. • Proactive approach rather than reactive. 	70
2	Visibility <ul style="list-style-type: none"> • More examples recorded in Engineering Dimensions. • Increased visibility of the magnitude or scope of the misconduct or incompetence problem. • More diverse examples of misconduct and discipline. • More public statistics. 	58
3	Penalties <ul style="list-style-type: none"> • Increased penalties and longer probation periods in general. • Increased penalties for knowing violators • Increased fines for repeat offenders 	56
4	Reporting/Enforcement <ul style="list-style-type: none"> • Improved communication with complainants. • Encourage engineers, lawyers, and judges to report bad behaviour. • Members need to be encouraged to turn in incompetent members. • Expert witnesses who are clearly biased should be disciplined. • Discipline both large businesses and individuals. 	44
5	Good Job <ul style="list-style-type: none"> • PEO is doing a good job in this regard. 	11
	Other <ul style="list-style-type: none"> • No comment • Not sure • See previous answer 	89

	Total	328
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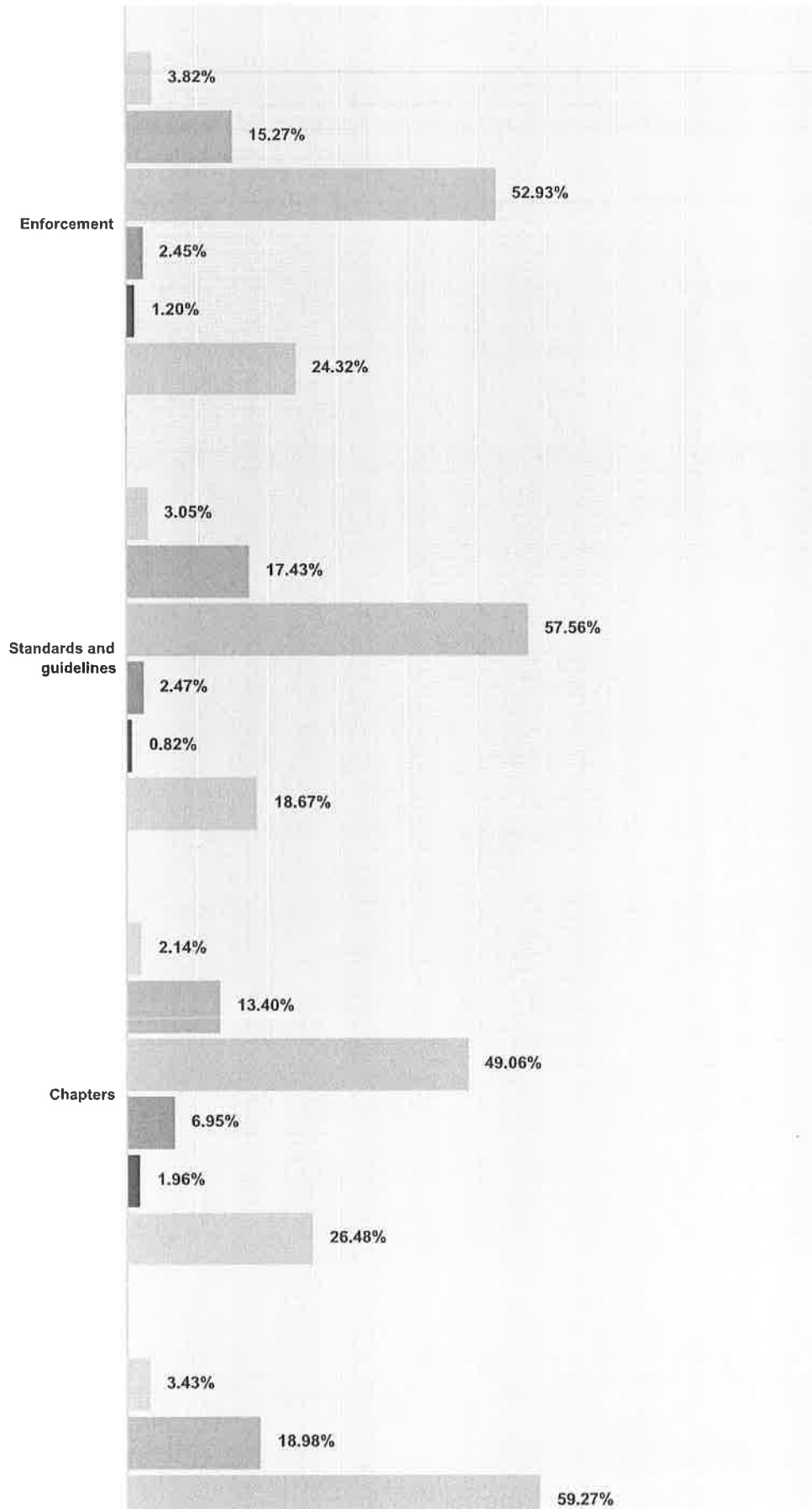
2015 PEO Member Satisfaction Survey

Q24 Please indicate whether you believe PEO focuses its resources appropriately in the following areas:

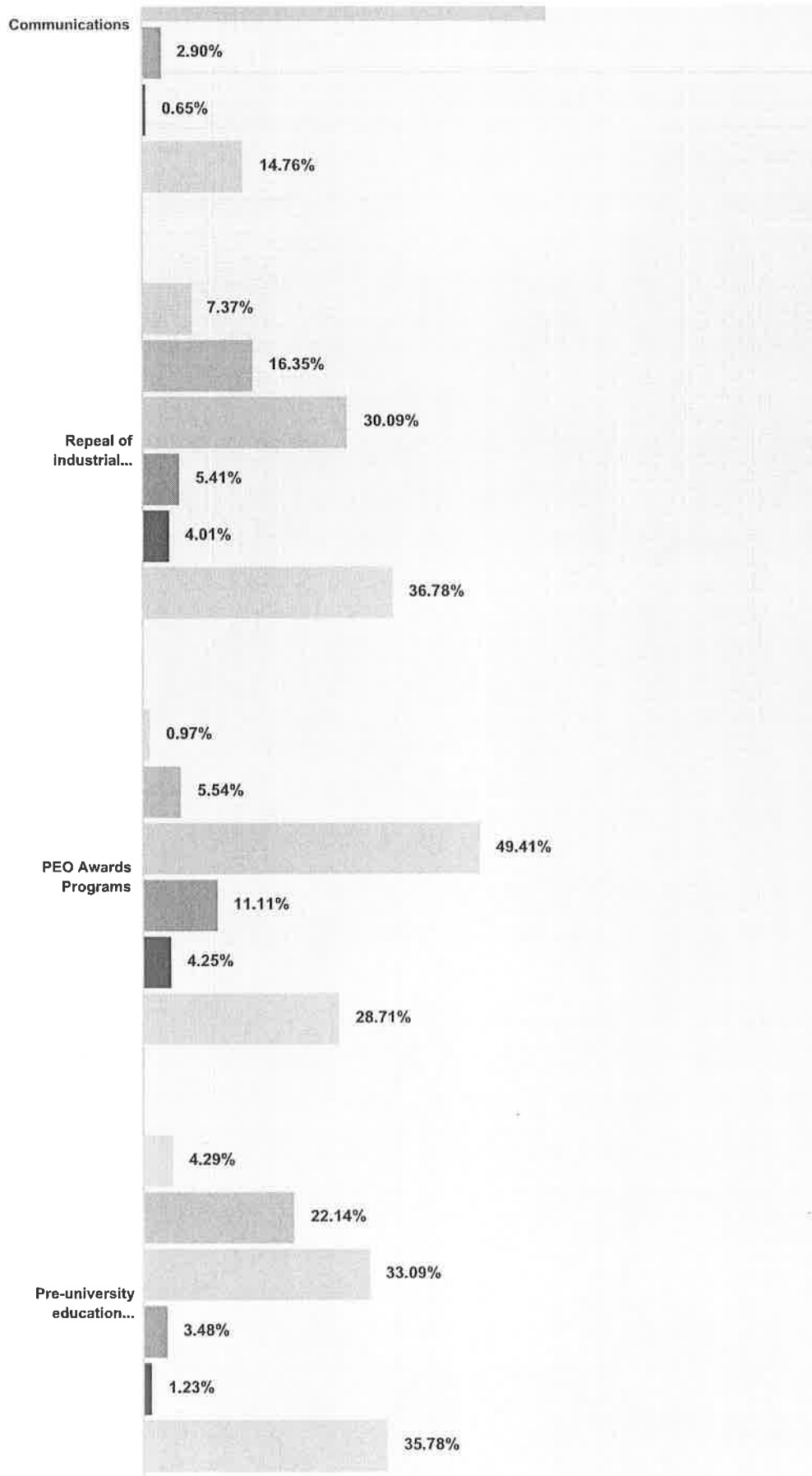
Answered: 3,454 Skipped: 431



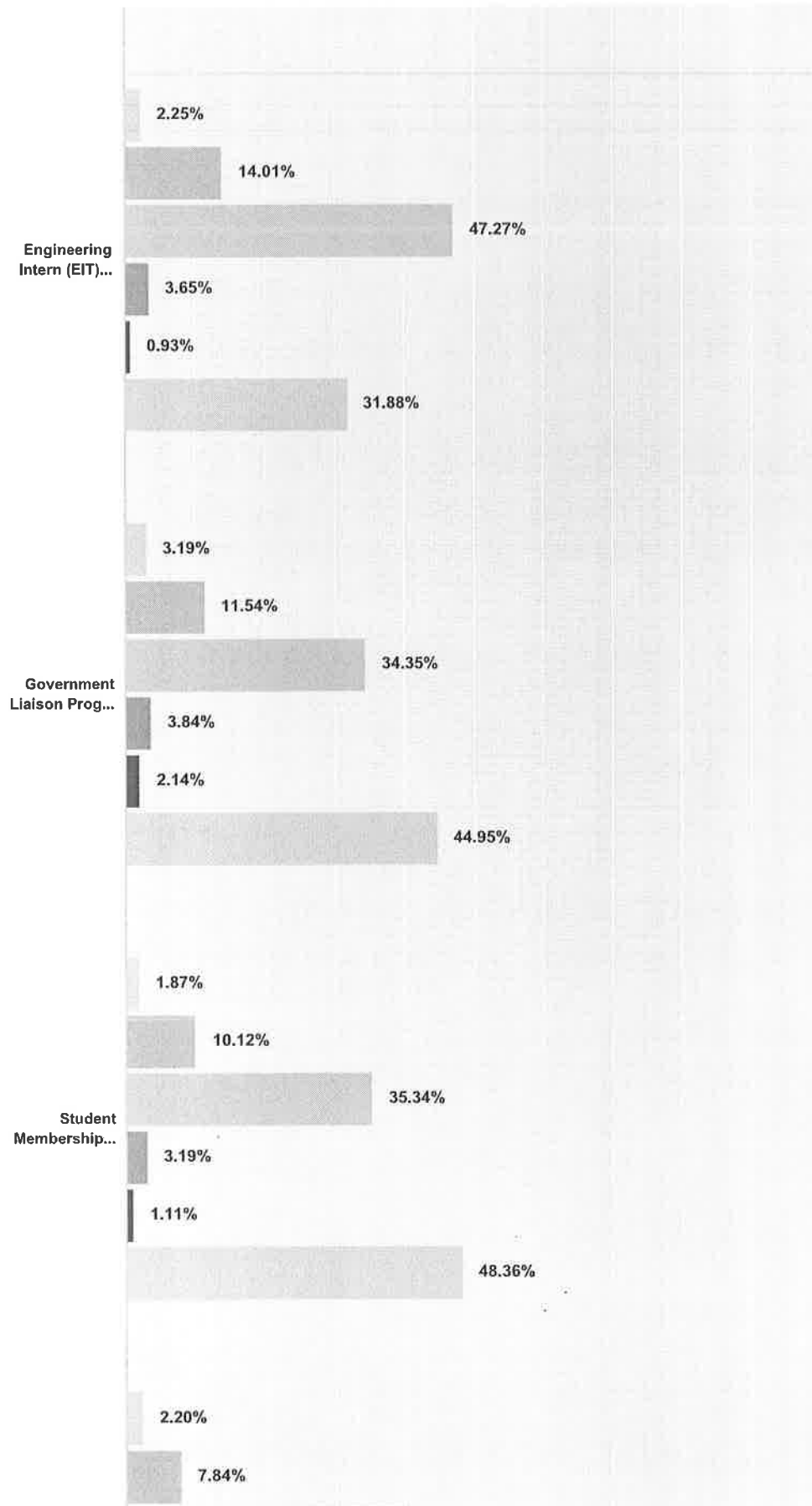
2015 PEO Member Satisfaction Survey



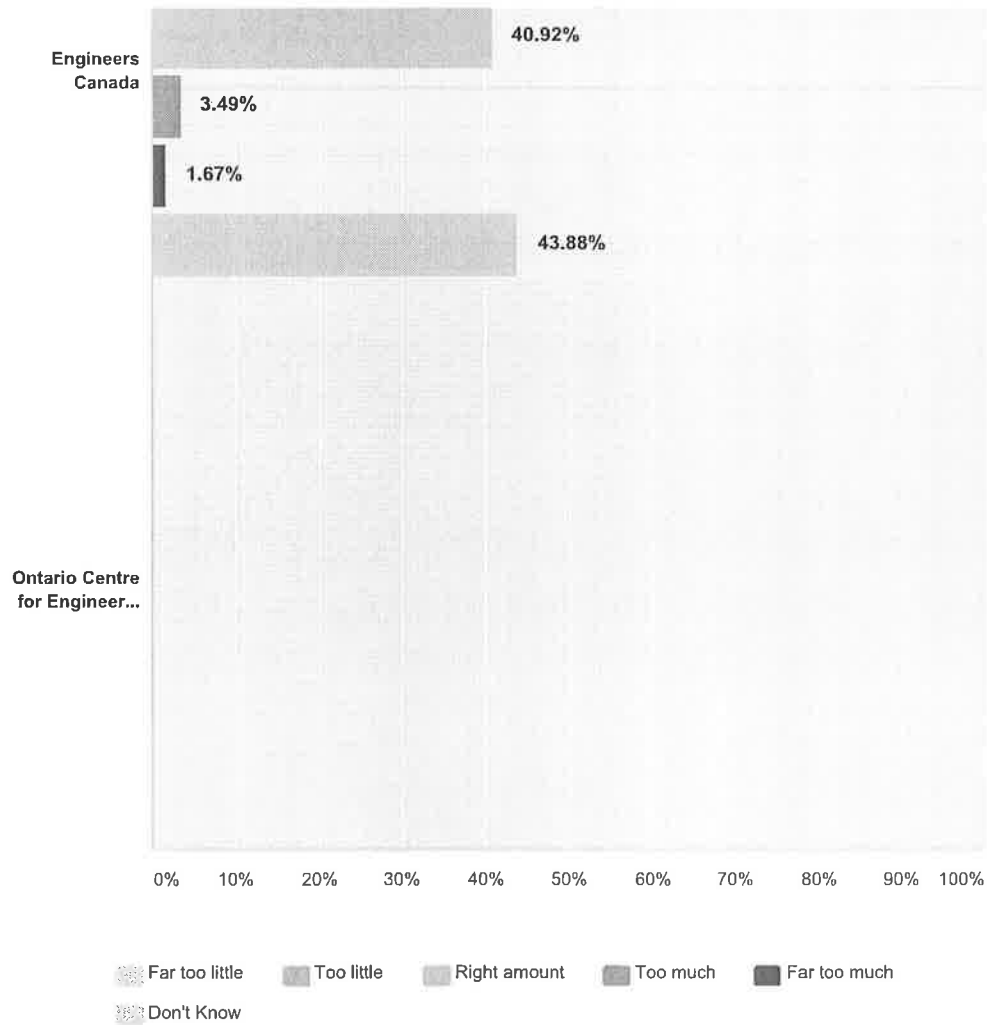
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2015 PEO Member Satisfaction Survey



2015 PEO Member Satisfaction Survey



	Far too little	Too little	Right amount	Too much	Far too much	Don't Know	Total	Weighted Average
Licensing	1.98% 68	6.94% 238	67.02% 2,298	4.81% 165	2.25% 77	17.00% 583	3,429	2.98
Complaints	1.49% 51	8.16% 279	55.18% 1,887	2.34% 80	1.11% 38	31.73% 1,085	3,420	2.90
Discipline	1.72% 59	9.19% 315	58.11% 1,991	2.80% 96	1.14% 39	27.03% 926	3,426	2.90
Enforcement	3.82% 131	15.27% 523	52.93% 1,813	2.45% 84	1.20% 41	24.32% 833	3,425	2.76
Standards and guidelines	3.05% 104	17.43% 594	57.56% 1,961	2.47% 84	0.82% 28	18.67% 636	3,407	2.76
Chapters	2.14% 73	13.40% 457	49.06% 1,673	6.95% 237	1.96% 67	26.48% 903	3,410	2.91
Communications	3.43% 117	18.98% 647	59.27% 2,020	2.90% 99	0.65% 22	14.76% 503	3,408	2.75
Repeal of industrial exemption	7.37% 252	16.35% 559	30.09% 1,029	5.41% 185	4.01% 137	36.78% 1,258	3,420	2.72

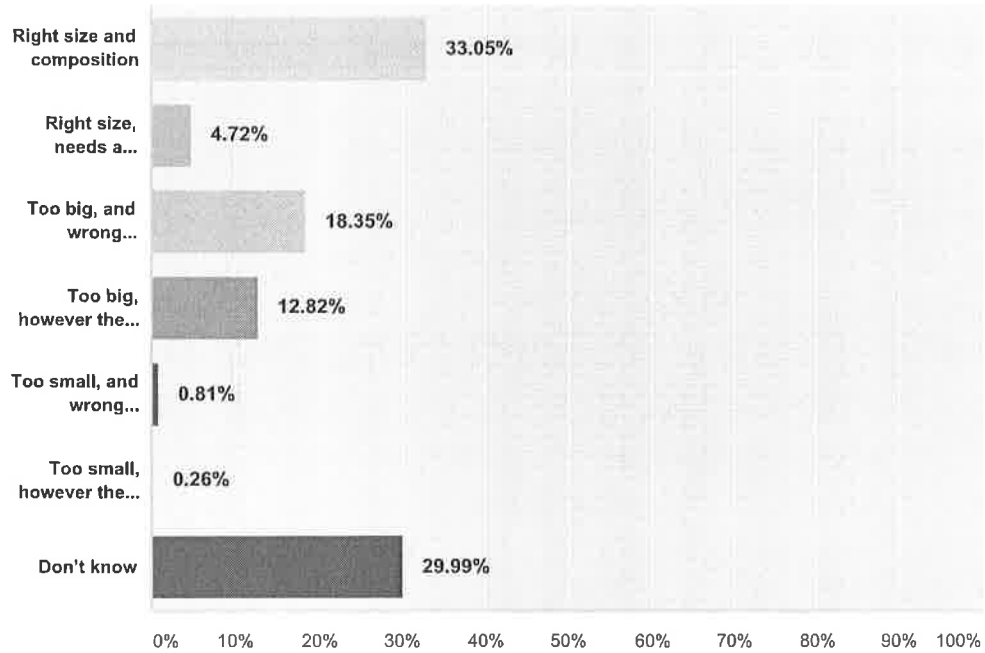
2015 PEO Member Satisfaction Survey

PEO Awards Programs	0.97% 33	5.54% 189	49.41% 1,685	11.11% 379	4.25% 145	28.71% 979	3,410	3.17
Pre-university education outreach	4.29% 147	22.14% 758	33.09% 1,133	3.48% 119	1.23% 42	35.78% 1,225	3,424	2.61
Engineering Intern (EIT) Program	2.25% 77	14.01% 480	47.27% 1,619	3.65% 125	0.93% 32	31.88% 1,092	3,425	2.81
Government Liaison Program (GLP)	3.19% 109	11.54% 394	34.35% 1,173	3.84% 131	2.14% 73	44.95% 1,535	3,415	2.82
Student Membership Program (SMP)	1.87% 64	10.12% 346	35.34% 1,208	3.19% 109	1.11% 38	48.36% 1,653	3,418	2.84
Engineers Canada	2.20% 75	7.84% 267	40.92% 1,394	3.49% 119	1.67% 57	43.88% 1,495	3,407	2.90
Ontario Centre for Engineering and Public Policy (OCEPP)	0.00% 0	0.00% 0	0.00% 0	0.00% 0	0.00% 0	0.00% 0	0	0.00

2015 PEO Member Satisfaction Survey

Q25 Is the size and make up of Council the best to carry out the mandate of PEO?

Answered: 3,471 Skipped: 414



Answer Choices	Responses	Count
Right size and composition	33.05%	1,147
Right size, needs a different composition	4.72%	164
Too big, and wrong composition	18.35%	637
Too big, however the composition is correct	12.82%	445
Too small, and wrong composition	0.81%	28
Too small, however the composition is correct	0.26%	9
Don't know	29.99%	1,041
Total		3,471

2015 PEO Member Satisfaction Survey

Q26 If you believe that the size and/or composition of Council needs to change, what do you suggest? Why?

Answered: 967 Skipped: 2,918

Q26. If you believe that the size and/or composition of Council needs to change, what do you suggest? Why?

There were **967** written answers. Common subjects are ranked by occurrence in descending order. Number of occurrences does not equal total number of answers as many gave more than one suggestion.

Suggested Total Numbers of Council

	Number	Occurrences
1	10-15	60
2	15-20	31
3	Under 10	12
4	Over 25	11
5	20-25	5
	Total	119

General Comments

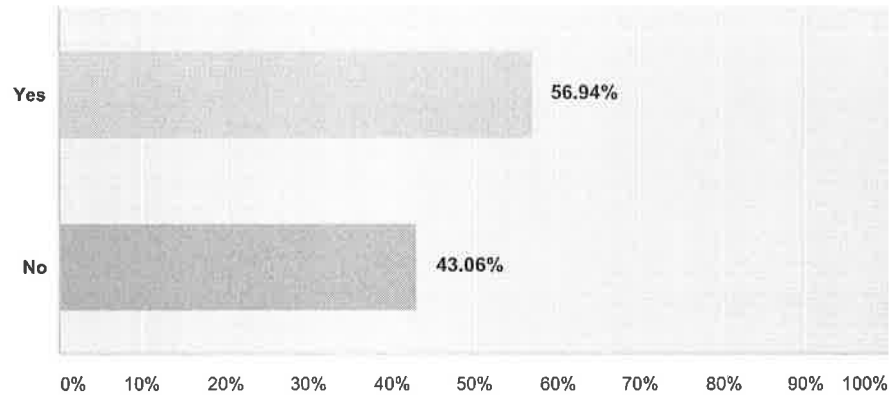
1	There are too many Presidents (Elect, Current, Past)	77
2	Broader Field Representation <ul style="list-style-type: none"> • Require representation from a wider scope of engineering fields, industries, and disciplines. • Representation by discipline is better than by region. • Consider having university involvement from accredited engineering faculty advisors. 	37
3	Smaller Council <ul style="list-style-type: none"> • A smaller Council is more efficient. • It is easier to make decisions with a smaller group. 	32
4	Increase in Term Years <ul style="list-style-type: none"> • Yearly elections are too frequent. • One year is too short and does not permit much productivity or change. • President's term should be 2-3 years. • Councillors' terms should be 2-3 years. 	31
5	Focus <ul style="list-style-type: none"> • Council requires less discussion and more action. • Place more emphasis on true professional practice: updating, evaluation, and professional/academic affairs. • Consider standing observers at meetings with no voice but who can build relationships outside PEO, such as graduate students or unsuccessful candidates. 	24
6	There are too many Vice Presidents	22
7	Fees <ul style="list-style-type: none"> • A larger Council is contributing to increasingly larger fees. 	17

	<ul style="list-style-type: none"> • Fee increases should be limited through reduced administration and overheads. 	
8	Good Size <ul style="list-style-type: none"> • The current composition and size are just right. 	11
9	Younger Councillor Representation <ul style="list-style-type: none"> • More young professionals are needed on Council to adapt to the changing world and perspectives. • Diverse age representation is important. • All stages of the licensing process should be represented. • Consider students and EITs for Councillors. 	11
10	Term Limits <ul style="list-style-type: none"> • Councillors should have term limits. 	4
11	Gender Representation <ul style="list-style-type: none"> • Women should have an increased presence on Council. • 50/50 gender balance is ideal. 	2
	Other <ul style="list-style-type: none"> • No opinion / N/A / Not sure 	50
	Total	318

2015 PEO Member Satisfaction Survey

Q27 Do you feel that there should be term limits for volunteers serving on a Committee?

Answered: 3,460 Skipped: 425



Answer Choices	Responses	
Yes	56.94%	1,970
No	43.06%	1,490
Total		3,460

2015 PEO Member Satisfaction Survey

Q28 Do you have any other comments?

Answered: 903 Skipped: 2,982

Q28. Do you have any other comments?

There were **903** written answers. Common subjects are ranked by occurrence in descending order. Occurrences do not correlate with number of answers since many identified more than one subject.

	Subject	Occurrences
	<p>Good Job</p> <ul style="list-style-type: none"> • Satisfaction with PEO. • Keep up the good work. • Thank you. 	84
	<p>Council</p> <ul style="list-style-type: none"> • Term limits required for Council; abolish 1-year terms. • Younger Council members should be encouraged. • No more than two terms for the President. • PEO is too bureaucratic. 	79
	<p>Survey</p> <ul style="list-style-type: none"> • In future, make the survey more mobile-friendly. • A lot of the questions are based on perception. What are the PEO operational benchmarks, targets and objectives? • The survey asks questions focusing on issues the PEO seems to feel are of vital importance but have limited relevance. • There should be more research surveys of practitioners coming from academics in the fields of engineering or engineering management. • Good questions. 	72
	<p>Fees</p> <ul style="list-style-type: none"> • Fees are too high. • Increase transparency of where fees are channelled. • Annual license renewal fee is too expensive. • One should be able to get receipt immediately when paying dues online. 	64
	<p>Volunteering</p> <ul style="list-style-type: none"> • PEO is not receptive to new volunteers for committees. • More volunteer positions for younger people to get involved. • Committee volunteers should have set term limits. • More volunteer recognition. 	55
	<p>Communication</p> <ul style="list-style-type: none"> • Improve phone and email response on licensing and C of A issues. • Better communication with members and inclusion of all members. • The magazine is effective. • Decrease e-mail correspondence in general. 	53

	<ul style="list-style-type: none"> • Have a link in the website about information relative to all the Regulations or Codes to be satisfied by Engineering Disciplines. 	
	<p>Irrelevant</p> <ul style="list-style-type: none"> • PEO does little to raise P.Eng status with organisations & public. • PEO is losing relevance. • PEO does not help my profession. 	47
	<p>Continuing Professional Development</p> <ul style="list-style-type: none"> • CPD should be mandatory. 	44
	<p>Promotion and Public Awareness</p> <ul style="list-style-type: none"> • Use general media to convey its message and mandate to the public. • The public requires a greater understanding of the profession. • Promote PEO members' image in the society, help members for placement, and enhance the value of engineers. 	41
	<p>Retired</p> <ul style="list-style-type: none"> • Retired and not active, but read with interest. • Retired members in good standing should be encouraged to provide input in less demanding form. • Work, think and devise means for the personal betterment and life of practicing and retired engineers. • Consider fee exemption for retired engineers. 	24
	<p>Industrial Exemption</p> <ul style="list-style-type: none"> • Continue efforts to have IE repealed. • Repealing IE should be PEO's main focus. • Focus less on IE. 	23
	<p>Location Issues</p> <ul style="list-style-type: none"> • PEO is only representative of Southern Ontario but not the rest of the province. • Volunteer participation is limited by having events only in the GTA. Host more meetings outside it. 	23
	<p>Enforcement</p> <ul style="list-style-type: none"> • PEO should more efficiently enforce the Professional Engineers Act everywhere. • Advance the interests of engineers beyond the enforcement mandate. • Increase focus on members to protect them from external interference; protect our own. 	22
	<p>Civil/Structural Engineering</p> <ul style="list-style-type: none"> • There is too much focus on these fields. • Spend more resources on less recognized fields: municipal and utility engineering, software, chemical, etc. 	19
	<p>Standards</p> <ul style="list-style-type: none"> • Standards should be on par with advancing technology. 	19

	<ul style="list-style-type: none"> • The P.Eng should achieve the same level of regulation as lawyers or doctors. • PEO should reach out to licensed members who deploy their skills in completely different fields of practice. 	
	Education <ul style="list-style-type: none"> • Inviting university professors to be part of different committees. • Liaise with Universities and have discussions with them on these questions. • Increase pre-university interest in engineering with kids who are 10-12 or possibly earlier. 	17
	Young Engineers <ul style="list-style-type: none"> • PEO must engage young engineers. • How can/should the organization evolve to meet the modern environment and younger people? 	16
	Government <ul style="list-style-type: none"> • More liaison work could be done with the federal government. • Provide training for engineers to enter the provincial and federal government. 	15
	Chapters <ul style="list-style-type: none"> • Chapters should be involved with licensing, regulatory, enforcement and discipline issues only. • Greater participation in Chapter events is necessary. • Chapters only serve the GTA. • Chapter Mandate requires updating. 	14
	Discipline <ul style="list-style-type: none"> • More needs to be done to investigate all complaints. • Ensure engineers are given an unbiased hearing when disciplined. • Streamline complaints review. 	14
	International Engineers <ul style="list-style-type: none"> • Proper evaluation and strict conditions for people coming from other countries and obtaining licences. • PEO qualification process for qualified overseas candidates is far too stringent and bureaucratic. • The public needs to be protected from unqualified internationally-trained engineers. 	14
	Employment <ul style="list-style-type: none"> • Help laid-off engineers get back on their feet and get a career. • All P.Eng jobs in the country must be posted and recruited thru PEO only. • There is no engagement with employers regarding professional engineering. 	14
	Engineering Title	14

	<ul style="list-style-type: none"> • Stop employers from putting non-engineers into jobs for P.Engs. • Better monitoring use of the seal is required. • Create more jobs that respect the P.Eng. title. 	
	Events <ul style="list-style-type: none"> • Consider adding an option for online participation for meetings, trainings, and discussions. • Web meetings should support computer audio, not just phoning in. • The AGM should move around the Province with Regions working as organizers to bring more profile to the event. • Many activities can be planned outside the business hours so that volunteers can more actively participate. 	13
	PEO Staff/40 Sheppard Ave. W. <ul style="list-style-type: none"> • Staff members need to be professional. • Staff do a poor job of returning phone calls and information during the application/licencing process. • Publish sunshine list for senior staff. • Disapproval of purchase and renovations of the building. Spending needs to be kept under control. 	11
	Applications <ul style="list-style-type: none"> • C of A renewal should be done online instead of paper. • Wait time for seal following successful application needed to be shorter. • Interviews felt unnecessary. 	3
	No Comment	157
	Total	971



Member Satisfaction Survey

Scott W. Clark, B.Comm., LL.B., FEC (Hon.)
Chief Administrative Officer

Fern Goncalves, M.Ed., CHRL
Director, People Development

June 23, 2016





“This is interesting, 70% of the respondents to our survey said they don't respond to surveys.”



Background

- Strategic plan objective:
 - PEO to have a sustainable, organization-wide, continuous improvement culture
- Survey to seek input on how well PEO regulates and advances the practice of engineering
- Conducted from January 5 to February 5, 2016



Background

- 57,870 licence holders received the eblast
- 3,885 responded, 6.7 per cent participation rate
- Six sections containing 27 multiple-choice questions and 1 open comments section
- Five multiple-choice ratings from:

Strongly **Disagree** → Strongly **Agree**
& **Don't Know** choices available





Demographics

- 45 per cent licensed by PEO > 20 years
- 54 per cent pay their licence fee themselves; 39 per cent employer pays their licence fee
- 88 per cent licensed in only one province





Demographics

- 70 per cent were educated in Canada
- 35 per cent registered in Engineering Intern (EIT) program during the licence application process
- 90 per cent have no connection to PEO, other than being a professional engineer





My Relationship with PEO

Respondents identified that PEO:

- keeps them informed of government requirements regarding engineering practice (76 per cent)
- is interested in advancing the practice of professional engineering (74 per cent)
- does a good job of protecting the public from incompetent and/or unethical professional engineers (65 per cent)



My Engagement with PEO

- 75 per cent have not attended chapter functions in the past year
- Top three chapter activities attended:
 - social/recreational events (51 per cent)
 - professional development (50 per cent)
 - professional networking (47 per cent)



Social
Events





PEO's Regulatory Role

Agree/strongly agree responses:

- 64 per cent - PEO's regulatory efforts are sufficient
- 61 per cent - PEO's efforts in establishing, developing and maintaining standards are sufficient
- 72 per cent - PEO's efforts in establishing, developing and maintaining professional ethics are sufficient
- 47 per cent - PEO's promotional efforts are sufficient





PEO's Regulatory Role

Agree/strongly agree responses indicating that PEO is doing a good job of:

- increasing the level of understanding professional regulation (63 per cent)
- investigating all complaints made against licence holders in a fair and impartial manner (63 per cent)
- enforcing against illegal practice or use of engineering title (63 per cent)
- disciplining licence holders for misconduct or incompetence (66%)



PEO's Regulatory Role

PEO focuses its resources appropriately in the following areas	<i>Too Little</i>	<i>Right Amount</i>	<i>Too Much</i>	<i>Don't Know</i>
PEO Awards Program	6.5%	49.4%	15.4%	28.7%
Licensing	8.9%	67.0%	7.0%	17.0%
Chapters	15.5%	49.1%	8.9%	26.5%
Complaints	18.6%	55.2%	3.5%	31.7%
Discipline	10.9%	58.1%	3.9%	27.0%
Engineers Canada	10.0%	40.9%	5.2%	43.9%
Student Membership Program	12.0%	35.3%	4.3%	48.4%



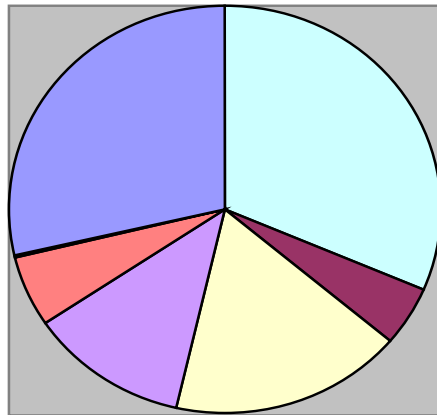
PEO's Regulatory Role

PEO focuses its resources appropriately in the following areas	<i>Too Little</i>	<i>Right Amount</i>	<i>Too Much</i>	<i>Don't Know</i>
Government Liaison Program	14.7%	34.4%	6.0%	45.0%
Engineering Intern Program	16.3%	47.3%	4.6%	31.9%
Enforcement	19.1%	52.9%	3.7%	24.3%
Standards and Guidelines	20.5%	57.6%	3.3%	18.7%
Communications	22.4%	59.3%	3.6%	14.8%
Repeal of Industrial Exception	23.7%	30.1%	9.4%	36.8%
Pre-university Education Outreach	26.4%	33.1%	4.7%	35.8%



Council

Is the size and make up of Council the best to carry out PEO's mandate?

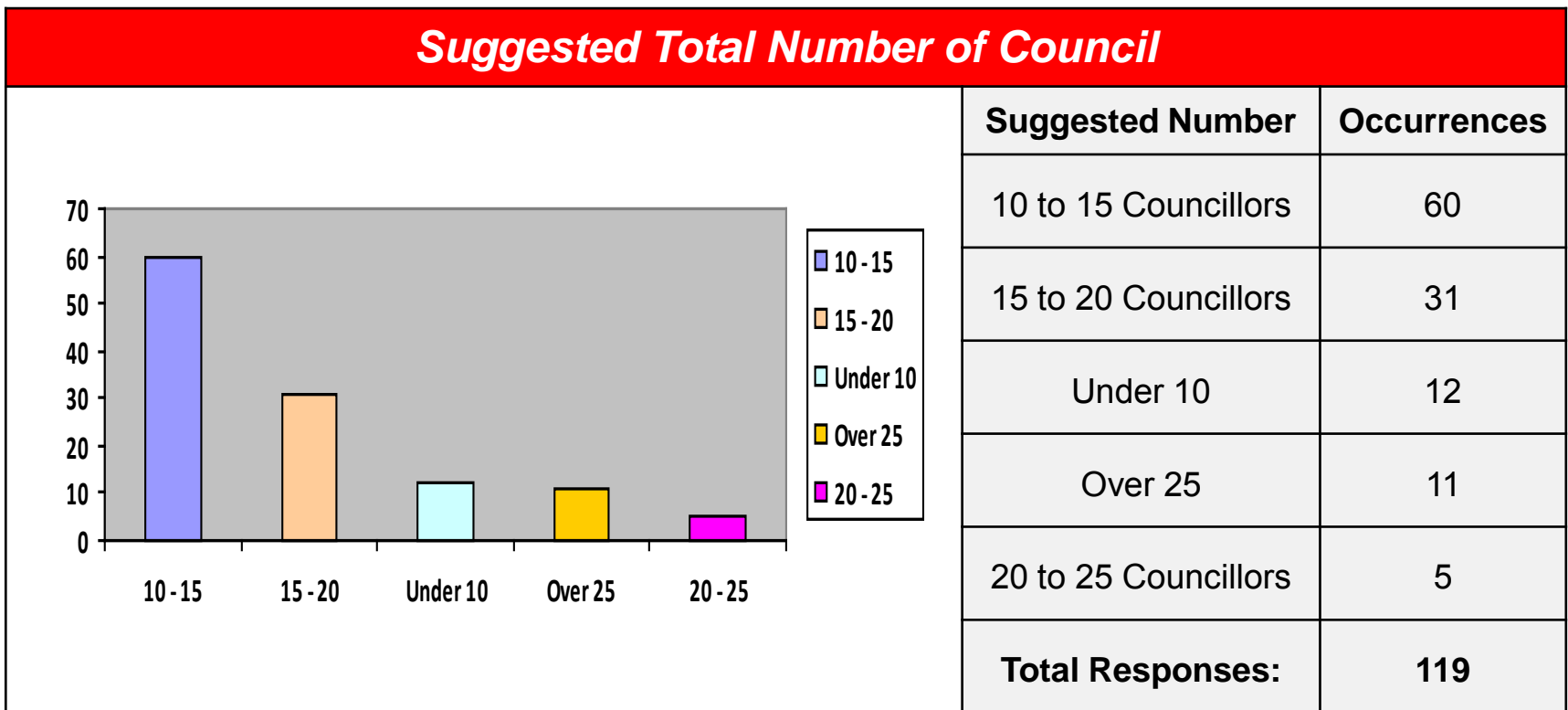


- Right size & composition
- Right size, wrong composition
- Too big, wrong composition
- Too big, right composition
- Too small, wrong composition
- Too small, right composition
- Don't Know

Answer Options	Response Percent	Response Count
Right size and composition	33.05%	1147
Right size, needs a different composition	4.72%	164
Too big and wrong composition	18.35%	637
Too big, but correct composition	12.82%	445
Too small and wrong composition	0.81%	28
Too small, but correct composition	0.26%	9
Don't Know	29.99%	1041
Total Responses:		3471



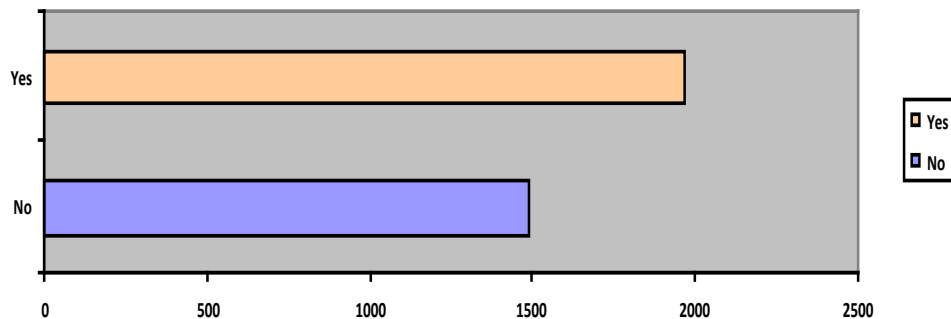
Council



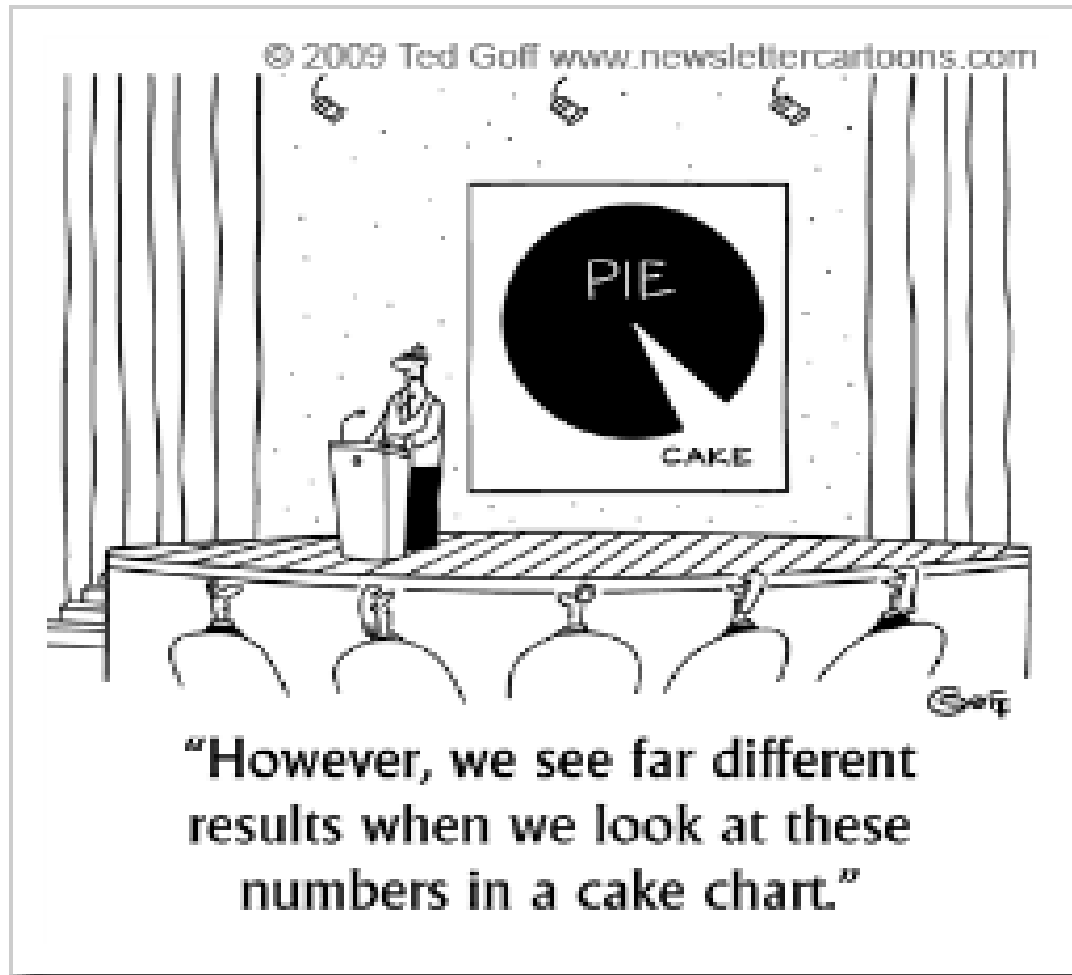


Committees

Do you feel there should be term limits for volunteers serving on Committees?



Answer Options	Response Percent	Response Count
Yes	56.94%	1970
No	43.06%	1490
Total Responses:		3460





Discussion



Briefing Note - Decision

C-507-1.1

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-507-1.1, 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 – 507th Council meeting agenda



C-507-1.1
Appendix A

Agenda

507th Meeting of the Council Professional Engineers Ontario

Date: Thursday, June 23 and Friday, June 24, 2016
Time: Thursday - 4:30 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, June 23rd – 7:00 p.m. – 9:00 p.m.

	Spokesperson
PLENARY SESSION	
1. REPEAL PROJECT UPDATE (60 MIN)	Marisa Sterling
2. MEMBER SATISFACTION SURVEY (60 MIN)	Scott Clark/Fern Goncalves

Friday, June 24th – 9:00 a.m. – 4:00 p.m.

CALL TO ORDER			
1. APPROVAL OF AGENDA AND LEADERSHIP REPORTS		Spokesperson/ Moved by	Type
1.1	APPROVAL OF AGENDA	Chair	Decision
1.2	PRESIDENT/REGISTRAR'S REPORT	Chair/Registrar	Information
2. PRIORITY ITEMS		Spokesperson/ Moved by	Type
2.1	2017 BUDGET ASSUMPTIONS	Councillor Jones	Decision
2.2	LICENSING COMMITTEE – PRACTICE OF PROFESSIONAL ENGINEERING	President Comrie	Decision
2.3	NEW GUIDELINE – STRUCTURAL ENGINEERING DESIGN SERVICES FOR BUILDINGS	Councillor Jones	Decision
2.4	DISCIPLINE COMMITTEE PANEL COMPOSITION – MEMBERS OF COUNCIL	Councillor Fraser	Decision
2.5	TASK FORCE TO REVIEW PEO COUNCIL COMPOSITION	Councillor Jones	Decision
2.6	ELECTION MATTERS – ISSUES REPORT, PROCEDURES AND	Past President	Decision

	APPOINTMENT OF REGIONAL ELECTION AND SEARCH COMMITTEES	Chong	
2.7	COUNCIL TERM LIMITS TASK FORCE – REQUEST FOR ADDITIONAL FUNDS	Councillor Brown	Decision
3.	<u>CONSENT AGENDA</u>	Spokesperson/ Moved by	Type
3.1	OPEN SESSION MINUTES – 243 RD EXECUTIVE COMMITTEE MEETING – JANUARY 19, 2016	Chair	Decision
3.2	OPEN SESSION MINUTES – 505 TH COUNCIL MEETING – MARCH 11, 2016	Chair	Decision
3.3	OPEN SESSION MINUTES – 506 TH COUNCIL MEETING – APRIL 30, 2016	Chair	Decision
3.4	APPROVAL OF CEDC APPLICATIONS	Councillor Gupta	Decision
3.5	CHANGES TO COMMITTEES/TASK FORCES ROSTER	Fern Goncalves	Decision
3.6	FINANCE COMMITTEE REVISED TERMS OF REFERENCE	Councillor Jones	Decision
3.7	INVESTMENT SUB COMMITTEE REVISED TERMS OF REFERENCE	Councillor Jones	Decision
4.	<u>IN-CAMERA</u>	Spokesperson/ Moved by	Type
4.1	IN-CAMERA MINUTES – 243 RD EXECUTIVE COMMITTEE MEETING – JANUARY 19, 2016	Chair	Decision
4.2	IN-CAMERA MINUTES – 505 TH COUNCIL MEETING – MARCH 11, 2016	Chair	Decision
4.3	IN-CAMERA MINUTES – 506 TH COUNCIL MEETING – APRIL 30, 2016	Chair	Decision
4.4	REPEAL OF THE INDUSTRIAL EXCEPTION DATA GATHERING AND ANALYSIS – FINAL REPORT	Councillor Brown	Decision
4.5	APPOINTMENT OF CHIEF ELECTIONS OFFICER	Ralph Martin	Decision
4.6	AWARDS COMMITTEE – 2016 ONTARIO PROFESSIONAL ENGINEERS NOMINEES	Rakesh Shreewastav	Decision
4.7	HRC UPDATE	President Comrie	Information
4.8	DISCIPLINE COMMITTEE – DECISIONS AND REASONS	Linda Latham	Information
4.9	LEGAL UPDATE	Linda Latham	Information
4.10	PEO'S ANTI-WORKPLACE HARASSMENT AND ANTI-WORKPLACE VIOLENCE POLICIES – COUNCILLOR VIOLATIONS, IF ANY	Chair	Information
5.	<u>INFORMATION ITEMS</u>	Spokesperson/ Moved by	Type

ONGOING ITEMS			
5.1	LEGISLATION COMMITTEE UPDATE	Councillor Kuczera	Information
5.2	ENGINEERS CANADA UPDATE	Annette Bergeron	Information
5.3	RCC UPDATE	Councillor Sadr	Information
5.4	(CP) ² UPDATE	Councillor Turnbull	Information
5.5	STATISTICS - COMPLAINTS, DISCIPLINE, LICENSING AND REGISTRATION UPDATE	Latham/Price/ Zuccon	Information
5.6	EQUITY AND DIVERSITY COMMITTEE UPDATE	Councillor Shreewastav	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 19, 2016 – Chapter Leaders Conference, Toronto, Ontario

Saturday, November 19, 2016 – OPEA Gala, Toronto

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
June 23-24	Council	June 3	June 7	June 10	June 14	June 17
August 9	Executive	July 19	July 22	July 26	July 28	Aug. 2
Sept. 22-23	Council	Sept. 2	Sept. 6	Sept. 9	Sept. 13	Sept. 16
Oct. 18	Executive	Sept. 27	Sept. 30	Oct. 4	Oct. 6	Oct. 11
Nov 17-18	Council	Oct. 27	Nov. 1	Nov. 4	Nov. 8	Nov. 11

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-507-1.2

PRESIDENT'S/REGISTRAR'S REPORT

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

Motion(s) to consider:

none required

President Comrie and Registrar McDonald will provide a verbal report on their recent PEO activities.

2017 BUDGET ASSUMPTIONS

Purpose: To approve the assumptions for preparation of the 2017 operating and capital budgets.

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

That the 2017 Budget Assumptions, as presented in C-507-2.1, Appendix A and as recommended by the Finance Committee, be approved.

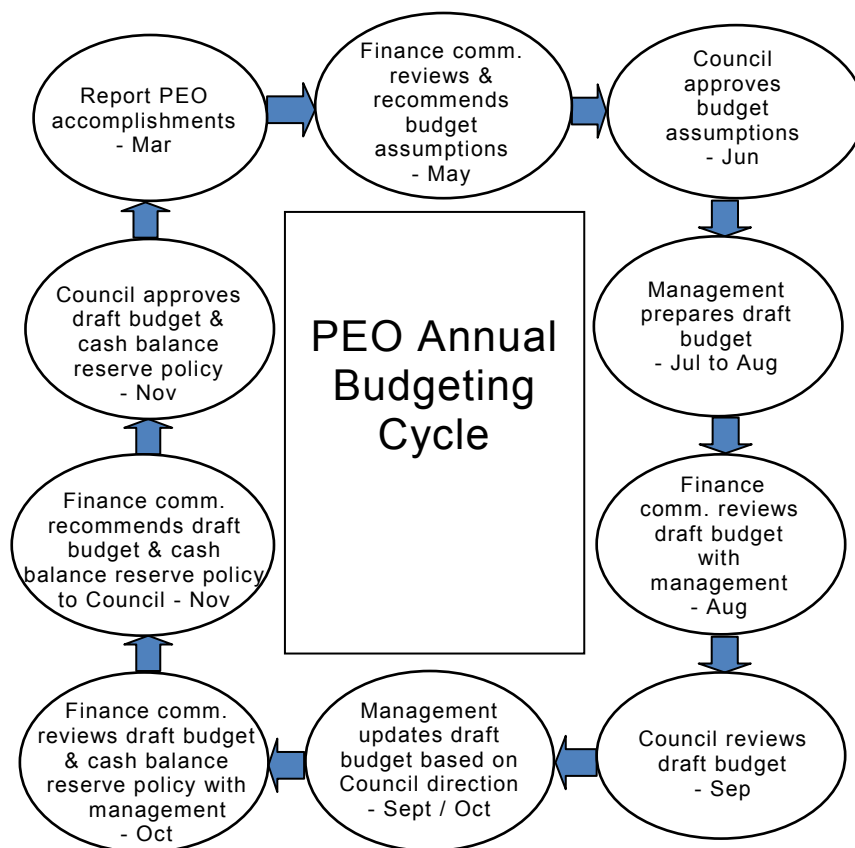
That the Registrar be directed to initiate the budgeting process, per PEO's Budgeting Cycle, and provide the 2017 operating budget and capital budget at the September 2016 Council meeting based on the approved assumptions.

Prepared by: Chetan Mehta, Director - Finance

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

1. Need for PEO Action

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



2. Proposed Action / Recommendation

The Finance Committee met on May 27, 2016 and recommended that the budget assumptions, as set out in the attached Appendix A, be approved by Council.

3. Next Steps (if motions approved)

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

1. Using the approved 2017 budget assumptions, staff will create the 2017 operating and capital budgets to reflect the funding needs of various essential purposes and committees, using PEO's Activity-based budgeting.
2. The first draft 2017 budget will be presented to the Finance Committee in late August (or early September) 2016 for its input and recommendations.
3. The draft 2017 budget will be provided to Council for information / feedback at its September 2016 meeting.
4. Directions and changes recommended by Council in the September 2016 meeting will be incorporated into the draft 2017 budget.
5. After a second round Finance Committee review, the final draft of the 2017 Operating and Capital Budgets will be presented to Council in November 2016 for approval in order to provide funding for PEO's 2017 operations.

4. Appendices

- Appendix A – 2017 Operating and Capital Budgets Assumptions



Professional Engineers
Ontario

Professional Engineers Ontario
2017 Operating and Capital Budget
Assumptions

May 27, 2016

2017 Operating and Capital Budget Assumptions

This document presents key assumptions for revenues, operating expenses and capital expenses related to PEO's 2017 operating and capital budgets.

A. General Assumptions

- The 2017 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 2017 are expected mainly to be for:

IT – Projects originally budgeted for 2016 but deferred to 2017:

- \$100,000 for PEO's public website refresh. Move the PEO website technology to a new common technology stack and refresh the website look and feel, as well as content.
- \$175,000 for the implementation of an online licensing system to enable applicants and PEO to process and transact with digital documents.
- \$200,000 for Aptify enhancements, focusing on gaining efficiencies and rolling out the system to more functional areas within PEO

IT – Projects other

- \$200,000 for mitigating IT risks, auditing IT services, and replacing/upgrading outdated systems and providing more functionality

Building improvements – recoverable

- Repairs/upgrades to common areas of the building costing approximately \$1,090,000 as recommended by Brookfield Global Integrated Solutions (BGIS) in the Asset Funding Needs Report updated in March 2016, including the following repairs in excess of \$100,000:
 - \$720,000 – elevator (three upgrades - recoverable over 20 years);
 - \$150,000 – common-area corridors on fourth floor – recoverable over 20 years; and
 - \$120,000 – two demising walls for new tenants on fourth floor.

Facilities

Furniture/filing cabinet additions and/or replacements - \$20,000.

C. Revenue Assumptions

Based on member statistics and trend analysis, the estimated budget assumptions for the 2017 budget are:

1. Membership levels, fees and dues

- All fees, including P.Eng. fees, EIT fees, application fees, registration fees, limited licence fees and 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, i.e. 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.
- Net growth rate for full-fee P.Eng. members of 1 per cent to 1.5 per cent.
- Net growth rate for retirees and partial fee members of 3.5 per cent to 4 per cent.
- Miscellaneous revenue from enforcement-related activities, regulatory recoveries, and

2017 Operating and Capital Budget Assumptions

administrative fees will be factored in the 2017 budget.

2. Investment income

Investment income in 2017 is expected to be in the range of 2 per cent to 3 per cent and may be revised based on additional inputs from the investment manager. The return for the year ended December 31, 2015 was 1.42 per cent. The return for the period ending Apr 30, 2016 is 0.7 per cent.

3. Advertising income

Advertising revenue in 2017 is expected to be in the range of \$375,000-\$400,000. Revenue for the first three issues in 2016 is expected to be around \$215,000. Revenue for the year ended December 31, 2015 was \$292,679.

4. Rental income from 40 Sheppard

The fourth floor, which was fully renovated by December 2014, is vacant and no lease negotiations are in progress. Given current economic conditions and availability of comparable units in the area, we anticipate the space will be leased by the second quarter of 2017. Inducements would include six months' free rent and a \$25 psf allowance for leasehold improvements.

A budget of \$150,000 may be required to put in common-area corridors and an elevator lobby to subdivide the fourth floor for multiple tenants. Additional costs would also be required, depending on how many tenants lease space on the floor. On average, demising walls and related electrical and mechanical work would be an additional \$50,000-\$60,000 for each wall. The number of walls would depend on the number of tenants. To provide a contingency, at least two demising walls would be required were only two tenants to lease the entire floor, at a cost of \$120,000.

The eighth floor, which was fully renovated by July 2015, is also vacant. We are in negotiations with a tenant to lease approximately 5,000 sf for a term of 10 years, starting in November 2016, with three, five-year extensions at market rate. We anticipate the remainder of the eighth floor will be leased in the first quarter of 2017. Inducements would include three months' free rent and a \$25 psf allowance for leasehold improvements. 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 the extent of any vacancies.

D. Expense Assumptions

1. Salaries

Salaries in 2017 are budgeted to increase by 3 per cent as recommended by an external consultant. The increase comprises:

- 2 per cent for a Consumer Price Index (CPI) adjustment; and
- 1 per cent for a merit/equalization pool.

2. Benefits

Benefits include health, vision and dental benefits. For the budget, a premium increase of

2017 Operating and Capital Budget Assumptions

2.5 per cent has been assumed. This figure may be revised based on the information received from the provider.

3. PEO pension plan

The pension plan contribution for 2017 will be based on the three-year mandatory funding valuation conducted by PEO's actuary, Buck Consultants. Based on the previous three years, employer costs are projected to be 18.6 per cent of gross salary for employees in the plan. As 2017 is an evaluation year, this figure may be revised based on information from the actuaries.

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 2017 calendar year. For 2016 the rates were: EHT–1.95 per cent, CPP–4.95 per cent and EI–1.75 per cent. Both EHT and CPP rates have been at the same level for more than ten years, although maximum contributory earnings have increased for CPP. For 2017, we will assume statutory deductions will remain the same for EHT and CPP and the EI rate will be 2.45 per cent.

5. Other assumptions

- The non-labour/programs spending increase is assumed to be at the forecast inflation of 2 per cent and all programs will be subject to evaluation.
- Chapter spending may vary outside of the range of the forecasted inflation rate, depending on a review of chapter business plans for 2017, chapter bank balances and regional business demands.
- 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 by less than 3 per cent. Other non-recoverable expenses, comprising mostly broker and legal fees, will increase in 2017 as leases are renewed. The financing costs are at a fixed rate of 4.95 per cent.

Licensing Committee – Practice of Professional Engineering

Purpose: *To define the criteria for “practising” and “non-practising” classes of licence*

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

That Council approves the Non-Practising Declaration Form for Members and affirms the criteria for fee remission.

Prepared by: President George Comrie, P. Eng., CMC - Chair, Licensing Committee

Moved by: President George Comrie, P. Eng., CMC - Chair, Licensing Committee

1. Need for PEO Action

At its February 2016 Meeting, PEO Council passed a motion to delete *define the criteria for “practising” and “non-practising” classes of licence* from the Terms of Reference of the Continuing Professional Competence Program (CP)² Task Force and refer it to the Licensing Committee (LIC) with a Report back to Council, date to align with the deadline of the (CP)² Task Force.

2. Proposed Action / Recommendation

PEO Staff conducted an environmental scan of the definition of the practice of professional engineering of all provincial engineering regulators in Canada and of the definition of the practice of the profession for health and non-health regulators in Ontario (appendix B). The scan indicated that professions define practising consistent with the definitions of the practice in the professions’ foundational statute.

The LIC reviewed the environmental scan and determined that the practice of professional engineering should be defined as per the Ontario Professional Engineers Act and that members should complete a declaration (as per the attachment in appendix A) if they want to declare themselves as non-practising for the purposes of PEO’s proposed Continuing Professional Development Program.

The Task Force also reviewed PEO By-Law No. 1 Section 39 regarding fee remissions and determined that the remission of all or any part of the annual fee is subject to Section 39 of By-Law No.1 and that the current policy and procedures previously approved by Council to interpret fee remission eligibility should continue to apply.

It is proposed that Council approves the non-practising Declaration Form and affirms the criteria for fee remission.

3. Next Steps (if motion approved)

The non-practising declaration form will be incorporated into the design and implementation of any PEO Council approved Continuing Professional Development Program.

4. Peer Review & Process Followed

Process Followed	<ul style="list-style-type: none">• Initiated by February 2016 Council Motion• <i>The LIC reviewed the environmental scan and draft Briefing Note at its April 14, 2016 meeting</i>• <i>At the May 12, 2016 LIC meeting the briefing note was revised and endorsed by the committee</i>
Council Identified Review	N/A
Actual Motion Review	<i>The Motion and Briefing Note was reviewed by the Licensing Committee and approved at its May 12, 2016 meeting</i>

5. Appendices

Appendix A - Non-Practising Declaration Form

Appendix B - Environmental Scan of Practising Definitions of Regulatory Bodies

NON-PRACTICING DECLARATION

Submit only if you will no longer practice your profession!

- I _____, member number _____, hereby declare that I am not actively engaged in the practice of professional engineering as defined in and regulated under the Professional Engineers Act, R.S.O. 1990, Chapter P.28.
- By filing this declaration with the Association of Professional Engineers of Ontario (PEO), I understand that I am exempt from the Tier 2 and Tier 3 requirements of the Continuing Professional Development Program.
- I understand that this exemption is effective for one year from the date my declaration is received by PEO, or until my next fee renewal date, whichever is sooner. I also understand that I may renew the exemption by filing a new declaration when this exemption expires.
- Although I may use the professional title to which my registration with PEO entitles me, I understand that I am not allowed to engage in the practice of professional engineering or be listed on a PEO Certificate of Authorization while the exemption is in effect.
- I undertake to notify PEO immediately in writing if I intend, at any time, to resume the practice of professional engineering. I understand that PEO can require me to comply with any conditions that it may set prior to allowing me to resume the practice of professional engineering.
- I acknowledge that the remission of all or any part of the annual fee is subject to Section 39 of PEO By-Law No.1, and that any policy adopted by Council to interpret fee remission eligibility is final and binding.

DO NOT sign here if you are practising professional engineering

Signed

Dated

Please submit this signed Declaration to: PEO Professional Practice Department,
101-40 Sheppard Avenue West, Toronto, Ontario M2N 6K9 or email to cpd@peo.on.ca

The Professional Engineers Act defines *the practice of professional engineering* as follows:

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

Inter-Jurisdictional Scan: Non-Practising Members – Definitions

Organization	Non-Practising Status Types ¹	Qualifications for Status
Canadian Engineering Regulators		
Association of Professional Engineers and Geoscientists of British Columbia	Non-Practising	<p>Non Practising Members commit to Council in writing that they <i>will not practice engineering until a release from this commitment (also in writing) is granted by Council.</i></p> <p><u>Practice Definition</u> "practice of professional engineering" means the carrying on of chemical, civil, electrical, forest, geological, mechanical, metallurgical, mining or structural engineering, and other disciplines of engineering that may be designated by the council and for which university engineering programs have been accredited by the Canadian Engineering Accreditation Board or by a body which, in the opinion of the council, is its equivalent, and includes reporting on, designing, or directing the construction of any works that require for their design, or the supervision of their construction, or the supervision of their maintenance, such experience and technical knowledge as are required under this Act for the admission by examination to membership in the association, and, without limitation, includes reporting on, designing or directing the construction of public utilities, industrial works, railways, bridges, highways, canals, harbour works, river improvements, lighthouses, wet docks, dry docks, floating docks, launch ways, marine ways, steam engines, turbines, pumps, internal combustion engines, airships and airplanes, electrical machinery and apparatus, chemical operations, machinery, and works for the development, transmission or application of power, light and heat, grain elevators, municipal works, irrigation works, sewage disposal works, drainage works, incinerators, hydraulic works, and all other</p>

¹ Other than Honourary

Organization	Non-Practising Status Types ¹	Qualifications for Status
		engineering works, and all buildings necessary to the proper housing, installation and operation of the engineering works embraced in this definition;
Association of Professional Engineers and Geoscientists of Saskatchewan	Yes	<p>Life Member status is granted by Council to members who are over 65, in good standing, and retired from practice. These types of members have no right to practice.</p> <p><u>Practice Definition</u> (m) “practice of professional engineering” means any act of planning, designing, composing, measuring, evaluating, inspecting, advising, reporting, directing or supervising, or managing any of the foregoing, that requires the application of engineering principles and that concerns the safeguarding of life, health, property, economic interests, the public interest or the environment;</p>
Association of Professional Engineers and Geoscientists of Manitoba	Yes	<p>Retired members agree to cease practicing when they first pay their dues as a retired member.</p> <p><u>Practice Definition</u> "practice of professional engineering" means any act of planning, designing, composing, measuring, evaluating, inspecting, advising, reporting, directing or supervising, or managing any of the foregoing, that requires the application of engineering principles and that concerns the safeguarding of life, health, property, economic interests, the public interest or the environment; (« exercice de la profession d'ingénieur »)</p>
Association of Professional Engineers and Geoscientists of New Brunswick	Yes	<p>Retired Members must declare to Council that they are not practicing.</p> <p><u>Practice Definition</u> “practice of professional engineering” means any act of planning, designing, composing, evaluating, advising, reporting, directing or supervising that requires the application</p>

Organization	Non-Practising Status Types ¹	Qualifications for Status
		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.
Engineers Nova Scotia	Yes	Retired Engineers must sign a document stating that they will not practice engineering. <u>No Practice Definition</u>
Engineers PEI	Yes	Non-Practising Membership is granted by the Council to a member who satisfies it that they do not practice engineering, and who agrees to not practice engineering while registered as Non-Practising. <u>Practice Definition</u> (s) "professional engineering" or the "practice of engineering" means the provision of services for another as an employee or by contract, and such services shall include consultation, investigation, instruction, evaluation, planning, design, inspection, management, research, development and implementation of engineering works and systems;
Association of Professional Engineers and Geoscientists of Newfoundland	Yes	Life Members have no right to engage in the practice of engineering. The Title is granted to a member that has been a member for 20 years, is at least 60, and who "has no professional income". <u>Practice Definition</u> (h) "practice of engineering" means reporting on, advising on, evaluating, designing, preparing plans and specifications for or directing the construction, technical inspection, maintenance or operation of a structure, work or process (i) that is aimed at the discovery,

Organization	Non-Practising Status Types ¹	Qualifications for Status
		<p>except by the practice of geoscience, development or utilization of matter, materials or energy or is designed for the use and convenience of human beings, and</p> <p>(ii) that requires in the reporting, advising, evaluating, designing, preparation or direction the professional application of the principles of mathematics, chemistry, physics or a related applied subject, and includes providing educational instruction on the matters contained in this paragraph to a student at an educational institution, but excludes practising as a natural scientist;</p>
Association of Professional Engineers of Yukon	Yes	<p>Retired Members have no right to practice. To become Retired a member must be retired from engineering, must have been a member of the association for ten years, and must be 'accepted by the association'.</p> <p><u>Practice Definition</u> "practice of engineering" means (a) reporting on, advising on, evaluating, designing, preparing plans and specifications for, or directing the construction, technical inspection, maintenance, or operation of, any structure, work, or process (i) that is aimed at the discovery, development, utilisation, storage, or disposal of matter, materials, or energy, or is in any other way designed for, the use and convenience of persons; and (ii) that, for the protection of persons, requires in the reporting, advising, evaluating, designing, preparation, or direction, the professional application of the principles of engineering or any related applied subject; and (b) teaching engineering at a university or college; « exercice de la profession d'ingénieur »</p>
Northwest Territories and Nunavut Association of Professional Engineers and Geoscientists	Yes	Non-Practising Members must have already been members or licensees, must be approved by council, and must sign an annual declaration stating that they do not practice.

Organization	Non-Practising Status Types ¹	Qualifications for Status
		<p><u>Practice Definition</u> "professional engineering" means any act of planning, designing, composing, measuring, evaluating, inspecting, advising, reporting, directing or supervising, or managing any of those acts, that requires the application of engineering principles; (profession d'ingénieur)</p>
Ontario Professional Regulators		
Ontario Association of Architects	Yes	<p>Non-Practising Architects must complete a separate application package, and relinquish all other memberships. They are not permitted to practice in any circumstances, in contrast to Retired Members who are still permitted to practice as employees of Certificate of Practice holders.</p> <p><u>Definition of Practice</u> "practice of architecture" means,</p> <p>(a) the preparation or provision of a design to govern the construction, enlargement or alteration of a building,</p> <p>(b) evaluating, advising on or reporting on the construction, enlargement or alteration of a building, or</p> <p>(c) a general review of the construction, enlargement or alteration of a building; ("exercice de la profession d'architecte")</p>
Ontario Professional Forestry Association	Yes	<p>Inactive and Life Members have no right to practice. Prior to becoming Inactive, a Member must have been Full or Associate, and prior to becoming Retired a Member must have been Full, Inactive, Associate, or Non-Resident. These membership statuses are requested via an application form.</p> <p><u>Definition of Practice</u> 3. (1) The practice of professional forestry is the provision of services in relation to the</p>

Organization	Non-Practising Status Types ¹	Qualifications for Status
		<p>development, management, conservation and sustainability of forests and urban forests where those services require knowledge, training and experience equivalent to that required to become a member under this Act and includes,</p> <p>(a) the designing, specifying or approving of silvicultural prescriptions and treatments, including timber harvesting;</p> <p>(b) the appraisal, evaluation and certification of forests and urban forests;</p> <p>(c) the auditing of forest management practices;</p> <p>(d) the assessment of impacts from planned activities on forests and urban forests;</p> <p>(e) the classification, inventory and mapping of forests and urban forests; and</p> <p>(f) the planning and locating of forest transportation systems, including forest roads.</p> <p>2000, c. 18, s. 3 (1).</p>
Law Society of Upper Canada	No	<p>Lawyers who have officially retired from the profession (through submitting a form) can no longer practice law for fees, but may practice law <i>pro bono</i> through Pro Bono Ontario.</p> <p>The Law Society of Upper Canada also reduces fees for non-practicing or unemployed lawyers. Lawyers make these declarations as part of their annual reports. LSUC Bylaw 5, Section 2 details the requirements for fee reduction</p> <p><u>No Practice Definition</u></p>
Ontario College of Social Workers and Social Service Workers	Yes	<p>An Inactive Member does not practise, must first have been an active member, and must inform the Registrar of his or her intention 60 days prior to becoming inactive by submitting the proper form.</p> <p><u>No Practice Definition</u></p>

Organization	Non-Practising Status Types ¹	Qualifications for Status
Ontario Health Profession Regulators		
College of Traditional Chinese Medicine Practitioners and Acupuncturists of Ontario	Yes	<p>Inactive Members may not practise Chinese medicine, and prior to becoming Inactive must have held a General or Grandparented Membership. This membership is requested via an application form.</p> <p><u>Practice Definition</u> 3. The practice of traditional Chinese medicine is the assessment of body system disorders through traditional Chinese medicine techniques and treatment using traditional Chinese medicine therapies to promote, maintain or restore health. 2006, c. 27, s. 3</p>
College of Audiologists and Speech-Language Pathologists of Ontario	Yes	<p>Non-Practising Members may not practise, and prior to becoming Non-Practising must have held a General Membership or have been eligible to obtain one. This membership is requested via an application form.</p> <p><u>Practice Definition</u> 3. (1) The practice of audiology is the assessment of auditory function and the treatment and prevention of auditory dysfunction to develop, maintain, rehabilitate or augment auditory and communicative functions. 1991, c. 19, s. 3 (1).</p>
College of Chiropractors of Ontario	Yes	<p>Neither Retired nor Inactive Members can practise in Ontario, and Inactive members must give a written undertaking to the College. Prior to becoming Inactive, members must have possessed General Membership, and prior to become a Retired Member, member must be either General or Inactive. These membership types can be requested with the proper application forms.</p> <p><u>Practice Definition</u> 3. The practice of chiropractic is the assessment of conditions related to the spine, nervous system and joints and the diagnosis, prevention and treatment, primarily by adjustment, of,</p> <p>(a) dysfunctions or disorders arising from the structures or functions of the spine and the effects</p>

Organization	Non-Practising Status Types ¹	Qualifications for Status
		<p>of those dysfunctions or disorders on the nervous system; and</p> <p>(b) dysfunctions or disorders arising from the structures or functions of the joints. 1991, c. 21, s. 3.</p>
College of Dental Hygienists of Ontario	Yes	<p>Inactive Members cannot practise, and must have been a General Member prior to becoming inactive. This membership type is requested using an application form.</p> <p><u>Practice Definition</u> 3. The practice of dental hygiene is the assessment of teeth and adjacent tissues and treatment by preventive and therapeutic means and the provision of restorative and orthodontic procedures and services. 1991, c. 22, s. 3.</p>
College of Dental Technologists of Ontario	Yes	<p>Inactive Members cannot practise, and must have been a General Member prior to becoming inactive. This membership type is requested using an application form.</p> <p><u>Practice Definition</u> 3. The practice of dental technology is the design, construction, repair or alteration of dental prosthetic, restorative and orthodontic devices. 1991, c. 23, s. 3.</p>
College of Kinesiologists of Ontario	Yes	<p>Inactive Members cannot practise, and must have been a General member prior to becoming inactive. This membership type is requested using an application form.</p> <p><u>Practice Definition</u> 3. The practice of kinesiology is the assessment of human movement and performance and its rehabilitation and management to maintain, rehabilitate or enhance movement and performance. 2007, c. 10, Sched. O, s. 3.</p>
College of Massage Therapists of Ontario	Yes	<p>Inactive Members cannot practise, and must have been a General Member prior to becoming</p>

Organization	Non-Practising Status Types ¹	Qualifications for Status
		<p>inactive. This membership type is requested using an application form.</p> <p><u>Practice Definition</u> 3. The practice of massage therapy is the assessment of the soft tissue and joints of the body and the treatment and prevention of physical dysfunction and pain of the soft tissues and joints by manipulation to develop, maintain, rehabilitate or augment physical function, or relieve pain. 1991, c. 27, s. 3.</p>
College of Medical Laboratory Technologists of Ontario	Yes	<p>Non-Practising Members cannot practise, but must be eligible for practising membership. This membership type is requested using an application form.</p> <p><u>Practice Definition</u> 3. The practice of medical laboratory technology is the performance of laboratory investigations on the human body or on specimens taken from the human body and the evaluation of the technical sufficiency of the investigations and their results. 1991, c. 28, s. 3.</p>
College of Midwives of Ontario	Yes	<p>Inactive Members cannot practise, and must have been a General Member prior to becoming inactive. This membership type is requested using an application form.</p> <p><u>Practice Definition</u> 3. The practice of midwifery is the assessment and monitoring of women during pregnancy, labour and the post-partum period and of their newborn babies, the provision of care during normal pregnancy, labour and post-partum period and the conducting of spontaneous normal vaginal deliveries. 1991, c. 31, s. 3.</p>
College of Naturopaths of Ontario	Yes	<p>Inactive Members cannot practise, and must have been a General member prior to becoming inactive. This membership type is requested using an application form.</p> <p><u>Practice Definition</u></p>

Organization	Non-Practising Status Types ¹	Qualifications for Status
		<p>3. The practice of naturopathy is the assessment of diseases, disorders and dysfunctions and the naturopathic diagnosis and treatment of diseases, disorders and dysfunctions using naturopathic techniques to promote, maintain or restore health. 2007, c. 10, Sched. P, s. 3.</p>
College of Nurses of Ontario	Yes	<p>Inactive Members cannot practise, and must have previously been a General or Extended Member. This membership type is requested using an application form.</p> <p><u>Practice Definition</u></p> <p>3. The practice of nursing is the promotion of health and the assessment of, the provision of care for and the treatment of health conditions by supportive, preventive, therapeutic, palliative and rehabilitative means in order to attain or maintain optimal function. 1991, c. 32, s. 3.</p>
College of Psychologists of Ontario	Yes	<p>Inactive and Retired Members may not practise, and must have previously been practising members. These membership types are requested using application forms 60 days before the member intends to stop practicing.</p> <p><u>Practice Definition</u></p> <p>3. The practice of psychology is the assessment of behavioral and mental conditions, the diagnosis of neuropsychological disorders and dysfunctions and psychotic, neurotic and personality disorders and dysfunctions and the prevention and treatment of behavioral and mental disorders and dysfunctions and the maintenance and enhancement of physical, intellectual, emotional, social and interpersonal functioning. 1991, c. 38, s. 3.</p>
College of Registered Psychotherapists of Ontario	Yes	<p>Inactive Members cannot practise, and must have previously been a practising member. This membership type is requested using an application form.</p> <p><u>Practice Definition</u></p> <p>3. The practice of psychotherapy is the assessment and treatment of cognitive, emotional or</p>

Organization	Non-Practising Status Types ¹	Qualifications for Status
		behavioural disturbances by psychotherapeutic means, delivered through a therapeutic relationship based primarily on verbal or non-verbal communication. 2007, c. 10, Sched. R, s. 3.
College of Respiratory Therapists of Ontario	Yes	<p>Inactive Members cannot practise, and must have previously been a General or Limited member. This membership type is requested using an application form.</p> <p><u>Practice Ontario</u></p> <p>3. The practice of respiratory therapy is the providing of oxygen therapy, cardio-respiratory equipment monitoring and the assessment and treatment of cardio-respiratory and associated disorders to maintain or restore ventilation. 1991, c. 39, s. 3; 1998, c. 18, Sched. G, s. 44 (2).</p>

NEW GUIDELINE - *Structural Engineering Design Services for Buildings*

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 Structural Engineering Design Services for Buildings as presented to the meeting at C-507-2.3, 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 PSC subcommittee which prepared the Guideline for Structural Engineering Design Services for Buildings.*

Prepared by: Sherin Khalil, P.Eng. – *Standards and Guidelines Development Coordinator* and José Vera, P. Eng. – *Manager Standards and Practice* on behalf of Nicholas Pfeiffer, P. Eng. – *Chair of the Professional Standards Committee (PSC)* and Neil Kennedy, P. Eng. – *Chair of the PSC Subcommittee: Guideline for Structural Engineering Design Services for Buildings.*

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

1. Need for PEO Action

Guideline for Structural Engineering Design Services for Buildings

- Professional Standards Committee was instructed by Council to proceed with the development of this guideline as per the following motion:
 - 461th Council meeting on April 15-16, 2010:
That Professional Standards Committee be instructed to proceed with the development of new professional standards and/or guidelines with respect to structural engineering in buildings and development of software affecting public safety and welfare as described in the Terms of Reference presented to the meeting at C-461-2.1, Appendice A.
- The purpose of the guideline is to provide engineers who are performing structural engineering design services in buildings with the best practices for conducting their work, with special emphasis on their duties to their employers, clients and the public.

2. Proposed Action / Recommendation

- The Professional Standards Committee, the relevant PSC subcommittee and staff recommend that Council approve *Structural Engineering Design Services for Buildings* guideline.

3. Next Steps (if motion approved)

- Manager, Practice and Standards will collaborate 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

Process Followed	<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"> ➤ Ontario’s Large Municipalities Chief Building Officials ➤ Ministry of Municipal Affairs and Housing ➤ Ontario Building Officials Association ➤ Consulting Engineers of Ontario ➤ City of Kitchener ➤ Ontario Association of Architects (OAA) ➤ Ontario Society of Professional Engineers (OSPE) • Draft document was revised where warranted by comments received from members and other stakeholders after consultation with relevant subcommittees, PSC and staff.
Council Identified Review	Not Applicable
Actual Motion Review	Not Applicable

5. Appendices

- Appendix A – Guideline for *Structural Engineering Design Services for Buildings*.
- Appendix B – Public Consultation Comments for *Structural Engineering Design Services for Buildings* guideline.
- Appendix C – Ministry of Municipal Affairs and Housing response to Public Consultation Request.
- Appendix D – Ontario Building Officials Association response to Public Consultation Request.
- Appendix E – Ontario’s Large Municipalities Chief Building Officials response to Public Consultation Request.
- Appendix F – Consulting Engineers of Ontario response to Public Consultation Request.

Structural Engineering Design Services for Buildings

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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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ABSTRACT

The purpose of this guideline is to provide best practices for engineers providing structural engineering services in buildings. Special emphasis is placed on their duties to their employers, clients and the public. This guideline recommends methods for ensuring clarity of responsibilities between practitioners when two or more are providing structural engineering services for different aspects of a building. This guideline was developed for buildings required to be designed by an engineer as per the *Professional Engineers Act*; however it may also be used by engineers providing services for other buildings and designated structures.

For Council Approval

1. PURPOSE FOR PEO 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

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.

For Council Approval

2. PREFACE

In April of 2010 the Professional Standards Committee (PSC) formed a subcommittee of practitioners from both consulting engineering and steel fabricators. As per the Council approved Terms of Reference the subcommittee was directed by the PSC to revise the existing *Guideline for Professional Engineers providing Structural Engineering Services in Buildings* with the objective that the revised guideline will prescribe and clarify the practitioner's responsibilities when providing these services.

The previous edition of the *Guideline for Professional Engineers providing Structural Engineering Services in Buildings* was published by PEO in 1995. The subcommittee was asked to revise the guideline to deal with problems reported by practitioners and other parties. In particular, concerns have been raised by practitioners, building officials and contractors regarding the lack of co-ordination and improper division of responsibility between practitioners when two or more are providing structural engineering services for different aspects of the building. This subcommittee was asked to consider methods for ensuring clarity of responsibilities in order to mitigate problems associated with this division of services.

The subcommittee met for the first time on July 7, 2010, and submitted a completed draft of this document to the Professional Standards Committee for approval on _____. During the course of their work the subcommittee decided to rename the guideline to *Providing Structural Engineering Design Services in Buildings* since this title better described the purpose of the guideline.

Following practitioner consultations, the final draft was approved by Council at its meeting on _____.

Note:

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

"Practitioners" in this document, refers both to engineers as well as Certificate of Authorization holders that offer and provide engineering services to the public as defined in the *Professional Engineers Act*, henceforth referred to as the *Act*.

This guideline uses the term "building" as defined in the *Building Code Act, 1992 Ontario*. "Building" is also used in this guideline to mean "Designated Structures" as identified in the *Building Code*.

3. PURPOSE AND SCOPE OF THIS GUIDELINE

The purpose of this guideline is to provide engineers performing structural engineering design services in buildings with best practices for conducting their work, with special emphasis on their duties to their employers, clients and the public. To this end, this guideline will cover the following areas:

- examples of dividing of structural engineering design in buildings where professional engineering work is carried out by different practitioners and the variations in their contractual relationships;
- difficulties associated with the division of structural engineering design for a building between multiple practitioners providing services for different clients and suggest procedures for mitigating risks of non-coordination, incomplete design and responsibility gaps;
- the term “structural integrity of the building” and how this term relates to the services provided by the various contributors to the overall structural design of building;
- limits of responsibility allocated to the various practitioners providing structural engineering services for the building structure and components;
- practitioner responsibility for review of shop drawings, and the associated responsibilities for that review;
- identifying a single practitioner as the “Primary Structural Engineer” responsible for coordinating all the structural engineering design work done by the various practitioners;
- PEO policies for sealing documents and identifying the proper procedures to be followed by the practitioners in various structural engineering design roles.

This guideline defines the role of a Primary Structural Engineer (PSE) and delineates differences between the PSE and other designers. Furthermore, this guideline outlines the services which a PSE should consider providing as good practice, and may assist a PSE in explaining his or her services to a client, some of which may be in excess of the client’s original expectation. These outlined services are not intended to be exhaustive. This guideline applies to buildings and designated structures as defined in the *Building Code*.

4. INTRODUCTION

This PEO guideline covers the services offered by engineers with respect to structural engineering design work in buildings, which include preliminary design, as well as preparation of final plans and documents.

Furthermore, an allocation of responsibilities generally undertaken by the various structural engineers involved on a building project is detailed herein. Given the wide variation in size and complexity of building projects, the number and organization of practitioners will vary; however, the outcomes described should remain constant.

Typical roles for structural engineers on a building design project that can be undertaken by various practitioners include:

- the design of the primary structural system for gravity and lateral loads,
- the design of proprietary components to be incorporated into the primary structural system,
- the design of secondary components not part of the primary system but requiring inherent structural integrity, such as cladding systems, roofing systems or balcony railings,
- review of shop drawings, and
- General review of construction as required by the Building Code, with the plans and other drawings that form the basis for the issuance of the permit.

These roles may be performed by a single individual, by several individuals within a single firm, or, by several individuals working for different firms. Where major base building components are designed by two or more different engineering firms, this guideline recommends that a Primary Structural Engineer (PSE) be assigned to the project.

When more than one practitioner is involved, it is critical that all structural engineers base their work on a clear understanding of the extent of their responsibility and of the design criteria on which their work is based. All structural engineers on a building project are responsible for clarifying these two points where any division of labour occurs. On a typical project, it falls to the designer of the primary structural system to determine and communicate the extent of sub-contracted design work and the design criteria to be used, although, this may vary. All practitioners involved in project should confirm their scope and design criteria prior to undertaking their work.

PART A. PROFESSIONAL RELATIONSHIPS AND SCOPE OF WORK

Structural Engineers

Structural engineers combine structural analysis with experience and knowledge to create designs that meet Building Code and project requirements. They also prepare drawings indicating the location, sizes and quantities of materials, and specifications indicating the quality of materials and required performance of structural systems. In certain types of projects, a structural engineer may also be the prime consultant.

Primary Structural Engineer (PSE)

The PSE is responsible for the integrity of the primary structural system of the building. Although the PSE can rely on other structural engineers to be responsible for primary structural elements, the PSE has the overall responsibility to verify designs necessary to achieve a primary structural system meet applicable standards. Structural engineers, other than the PSE, who are also engaged in an ancillary role on a project are to sign and seal the documents related to the structural components (either secondary or specialty structural elements) for which they are responsible. In other terms, the PSE is not taking professional responsibility for the work of others, but rather the PSE performs a coordinating role.

PSEs do not normally provide design services for building components such as stairs, miscellaneous metals, non-load bearing walls, steel member connections, timber connectors, light gauge steel connection details and metal stud back up to veneer walls. However, when negotiated with clients, primary structural engineers may provide these services.

While the PSE may not be responsible for the design of secondary structural elements, specialty structural elements or non-structural elements, the PSE remains responsible for designing the primary structural system to accommodate these other elements, and for allowing for their effects on the primary structural system. For this purpose, the PSE is responsible for the review of these elements.

When engaged to perform engineering services, the PSE should negotiate with their client on the parts of the work for which they will be responsible. They may provide some or all of the basic services specified in *Part B – Design and Construction* of this guideline. Together, all of the services specified in *Part B* shall be considered to be full basic services. When required by clients, PSEs may also provide the additional services specified in Part D of this guideline.

The PSE should work with the client, the prime consultant or the design/build contractor to define a scope of work that enables him or her to provide the required designs, specifications, contract documents, and or contract administration as described in this guideline and applicable codes and standards especially where they affect the structural integrity of the building.

Although the PSE may have a contractual relationship directly with the client, the prime consultant or the design/build contractor, the PSE interfaces mostly with other professionals, the

general contractor and the testing and inspection companies associated with the building project.

Before commencement of services, the PSE should meet with the client to:

- develop the scope of work for basic services and additional services;
- reach agreement on fees, payment schedule and professional liability insurance; and
- reach agreement on, and complete a written contract

For a "fast-track" project, in addition to the above, the PSE should:

- establish with the client, terms and conditions under which preliminary or partially completed contract documents can be issued in advance, and clearly define the requirements for partially completed contract documents;
- advise the client that no part of the designs or specifications is complete before contract documents, including those of other professionals, have been completed; and
- advise when scheduling may adversely affect the quality and safety of the services provided by the PSE and other professionals.

The usual basic services, as discussed below, are generally organized in an agreement according to the sequential stages of a typical project. Although each stage of the basic services generally contains those items which pertain most typically to the progress of work for that construction stage, it is normal practice, because of the requirements of a specific project, for certain basic services activities to be performed out of the normal sequence or in different stages than indicated in the scope of services.

The typical stages of basic services for a building project may include:

- conceptual or schematic design;
- design development;
- contract documents, including designs for the primary structural system, structural calculations, structural design drawings and specifications;
- tendering; and
- general review of construction

Specialty Structural Engineer

In buildings, some structural elements may be designed by the fabricators of those components, and their Specialty Structural Engineers (SSE) are responsible for those parts of the work. These elements include, but are not limited to, open web steel joists, steel connections, pre-engineered steel buildings, manufactured wood products, precast concrete and specialized foundations.

Where there is a gap in required design information the SSE should communicate with the PSE. The SSE is responsible for the integrity of his or her designs and must sign, seal and date the documents prepared in their professional capacity or under their direct supervision.

Other Project Participants

While the client, prime consultant and general contractor are not the focus of this guideline the following description of their roles is provided so as to properly identify, by exclusion, the role of the structural engineers engaged on a project. Items listed here are not the responsibility of the PSE, or any other structural design team member unless they are explicitly identified as such in a written contract.

Client

In order that the design and construction of the project may be carried out in a manner that meets appropriate standards of public safety and the requirements of applicable building regulations, the client should:

1. retain or cause to be retained qualified design professionals, such as a PSE, a geotechnical engineer, and a prime consultant;
2. before the commencement of the PSE's services, finalize or cause to be finalized a written agreement with the PSE (directly with the client or with the prime consultant or with another appropriate party);
3. cooperate with the PSE to set out a written description of the scope of the PSE's services as referred to in this guideline;
4. cooperate with the prime consultant so that an adequate written description of the project is developed;
5. cooperate with the prime consultant and the PSE to establish a realistic schedule for the provision of the PSE's services;
6. authorize in writing any additional services that may be required beyond the scope of the PSE's contract;
7. assure that all required approvals, licences and permits from the authorities having jurisdiction are obtained;
8. recognize that, since no design team nor its design is perfect, some errors or omissions may occur and that accordingly a reasonable contingency should be included in the client's budget;
9. recognize that drawings, specifications and other documents prepared by the PSE are for the project and that such documents should not be used or copied for other projects without the agreement of the PSE and without advice from a qualified design professional;
10. recognize that, because code interpretation of the authority having jurisdiction may differ from the PSE, some changes may occur.

If the client fails or refuses to carry out the obligations as set out above the PSE should:

- (a) consider giving written notice to the client advising the client of the PSE's recommendations;
- (b) consider whether the PSE can continue with the project; and
- (c) if appropriate consider notifying the authority having jurisdiction.

Prime Consultant

The prime consultant should perform the following items below, in order to enable the PSE to perform his or her duties properly:

- 1) Interpret and define the needs of the client. The prime consultant should identify any special design criteria and should advise the PSE accordingly;
- 2) Outline the scope of assignment to each design professional for design, preparation of contract documents, general review of construction, and contract administration;
- 3) Provide timely information in sufficient detail to allow the PSE to adequately perform their duties;
- 4) Coordinate and review the designs, drawings and other contract documents produced by all participants of the design team;
- 5) Coordinate communication of information between the client, the contractor, and the design professionals including the PSE so that construction proceeds in a manner that complies with applicable codes and regulations, and meets their needs.

General Contractor

A general contractor has a contractual relationship with a client. This contract typically states that the general contractor is responsible for the labour, materials and equipment for the building project, and that he or she is responsible for the construction methods, techniques, sequences, procedures, safety precautions and programs associated with the construction, as set out in the contract documents.

The general contractor is responsible for their own work and the supervision, coordination, safety, quality assurance and inspection of the work of subcontractors, where applicable.

PART B. DESIGN AND CONSTRUCTION

The following three sections (1 – Preliminary Design, 2 –Final Design and Documents, and 3 – Tendering and Construction) outline the services that are usually appropriate for a PSE to provide for a building project. These sections can assist a PSE or SSE in explaining his or her services to a client, a prime consultant or a design/build contractor. These outlines are not intended to be exhaustive, and should not detract from other provisions of this guideline.

1 – PRELIMINARY DESIGN

The PSE should secure a definition of the requirements and establish the parameters governing the structural design. The PSE should then develop a preliminary design concept for the structural system based on considerations of economy, performance, constructability, accepted safety standards and compatibility with other design elements and user requirements.

While incorporating the requirements, a PSE should:

- abide by the requirements of the current applicable codes, acts and regulations, to establish the loads and structural resistance for the structural design; and
- recommend any specialized services related to the structural design process that are required for completion of the project. It is preferable that the PSE be engaged to prepare the terms of reference for these specialized services and comment upon the reports presented, when necessary.

PSEs should consult with the client, prime consultant and or design/build contractor about proposed construction materials and techniques and their alternatives, making the short and long-term advantages and disadvantages of each choice clear, so that they can make a decision before final plans and specifications are developed. PSEs should also assess whether new materials and proprietary products have been independently tested under conditions and loadings that correspond to those anticipated during use.

In the preliminary design stage, the PSE may:

- Attend periodic meetings with the client and design team to obtain instructions regarding the project's functional, aesthetic, cost and scheduling requirements;
- Establish dates by which information affecting the structural design will be needed from other disciplines, such as architectural and mechanical;
- Conduct site inspections and review existing drawings for renovations or additions;
- Establish criteria relating to the primary structural system for the geotechnical engineer and other consultants as required. Comment on reports presented;
- Check applicable codes, regulations and restrictions affecting the design of the project;

- Develop the structural scheme for the primary structural system, together with alternate schemes where appropriate. Consider materials and systems suitable to the project requirements. Consider the requirements of the other design professionals and provide the information relating to the primary structural system they require;
- Prepare a summary report which recommends the primary structural system selected for the project, outlines the reasons for the selection, and comments on the effect of the selection on the structural budget for the project;
- Provide brief outline specifications for proposed materials; and
- Explain in writing to the client the risks, advantages, and disadvantages of any new construction materials or new techniques the PSE proposes for use in the project;

Although not part of their usual duties, the PSE may also assist the client, prime consultant and or design/build contractor to:

- determine the need for specialized services such as geotechnical soils investigation, vibration analysis or wind tunnel testing;
- develop or review the project schedule, including milestone dates;
- develop channels of communication with others to:
 - coordinate responsibility for showing overall and detail dimensions on the design drawings;
 - coordinate design drawing standards and specifications format; and
 - coordinate the timing of meetings during each stage of the project.

The client may assume responsibility for some or all of the foregoing preliminary design stage decisions that do not fall within the practice of engineering, provided:

- the responsibility for these decisions is clearly defined in writing and relieves the PSE of responsibility for the effects of such decisions on the selection of the primary structural system, costs, and/or scheduling;
- the PSE can make appropriate decisions with regard to engineering and safety; and
- the PSE can satisfy the requirements of subsequent stages of these guidelines.

2 – FINAL DESIGN AND DOCUMENTS

The PSE should develop the structural system design based on the approved or accepted preliminary design report. The completed design is described by plans and specifications that are sufficiently detailed to ensure that the structural system, if built in accordance with the plans and specifications, will be in compliance with the Building Code current at the time of design and will conform to the design intent.

In preparing final plans and specifications, structural engineers should:

- a) analyze and design the structural system in conformity with applicable codes and regulations;
- b) analyze and design each element of the system or, where elements are to be designed by others, provide appropriate design criteria;
- c) prepare clear design briefs stating the applicable codes, loads, assumptions, and design criteria for the analysis and design of the system and its components;
- d) cooperate with the other design professionals during system design, responding to their requests, taking into account their requirements, and making known to them through the prime consultant functional aspects of the system that may affect the design of their systems;
- e) cooperate with others in their preparation of cost estimates and schedules from time to time, based upon the most accurate information available as the design develops;
- f) advise the prime consultant that structural elements designed by others are to be designed by engineers according to specifications and Building Code requirements; and
- g) recommend to prime consultants, as appropriate, that an independent testing agency monitor the fabrication and installation of products and test the materials used for compliance with specifications.

Design Development Stage

In the design development stage, the selected preliminary designs developed in sufficient depth to complete construction details and permit work on construction documents to begin. During this stage, the PSE should, as required:

- a) attend meetings with the client and other stakeholders to coordinate the flow of design information amongst the other design team members;
- b) cooperate with the other stakeholders, responding to their requests, taking into account their requirements, and making known to them, through the prime consultant, functional aspects of the primary structural system that may affect the design of their components;
- c) analyze and design the structural system in conformity with applicable codes and regulations;
- d) review serviceability limits, such as: deflections, vibration, lateral drift, concrete and masonry crack control, foundation settlement, and soil-structure interaction;
- e) review reports by specialized services such as geotechnical, vibration analysis and wind tunnel testing and incorporate recommendations into the primary design;
- f) prepare structural analysis and design calculations for the primary structural system components;
- g) prepare foundation designs based on recommendations in the geotechnical investigation report;
- h) prepare the framing design and design detail sketches showing layouts of typical areas;
- i) prepare or edit outline specifications for structural components; and
- j) coordinate the structural design with deflection and lateral movement criteria to meet

requirements of other SSEs.

The PSE should have a quality assurance process to confirm the adequacy and appropriateness of the design, and also for the construction documents to confirm that they convey the design intent and are sufficient for their intended use. The quality assurance documentation should identify the engineers who prepared the design and documents and also those who carried out the quality assurance process.

Primary Structural System Design

In conjunction with designing the primary structural system, the PSE shall:

1. With respect to primary structural elements, connection details and proprietary products:
 - a. Specify types of elements, their positions within the structure and methods of connecting to the primary structural system; and
 - b. Determine and specify in the contract documents which elements are to be designed by other specialty engineers, and specify loads and design criteria for use by SSEs in their design.
2. With respect to non-structural elements attached to the primary structural system:
 - a. Design the primary structural system to accept and support such elements; and
 - b. Indicate the assumed design loads applied to the primary structural system by the non-structural elements.

Geotechnical information

Unless they are qualified, structural engineers should not provide opinions on the bearing capacity of soils for foundation support. However, when clients or prime consultants have not retained a geotechnical engineering firm to prepare a geotechnical report, structural engineers may assume values based on their experience in the area and must clearly indicate on the drawings those design assumptions used to prepare foundation designs. When estimated geotechnical values are used, the PSE should advise the prime consultant that these selected design values must be verified by a geotechnical engineering firm prior to construction, and that if conditions are found to differ, the designs may have to be changed. The PSE should also advise the prime consultant that additional design and construction costs and project delays can result if site conditions that were assumed are not actually realized. As well, the documents must contain a specific reference to having a geotechnical engineering firm verify soil conditions under foundations prior to foundation placement.

Although this "design-and-confirm" strategy is not ideal, clients may exercise that option and engineers should address it in a manner that preserves the safety and integrity of the foundation design.

For more information refer to the practice guideline *Professional Engineers Providing Geotechnical Engineering Services*.

Design and Construction Documents

The PSE should oversee the creation of construction documents for the primary structural system that are in compliance with the building codes and good engineering practice current at the time of design. The construction documents include calculations, construction drawings and specifications.

Construction Drawings are graphical and pictorial documents describing the design and characteristics of the elements necessary for construction of the Primary Building Structure. In preparing the final plans and specifications, the PSE should state on the drawings the design criteria including applicable codes, materials and loads, used for the analysis and design, and state in the specifications the overall structural intent of the design, the elements that are to be designed by specialty engineers, and specify independent testing and inspection of products and materials that would be required for quality assurance.

Structural Calculations

The PSE must prepare calculations to support the structural design of the primary structural system. The calculations should contain a table of contents or index and must clearly show and delineate service loads, factored loads and factored load combinations. The structural calculations should be dated, legible and retained in a project file.

A copy of input and output of computer analysis should be included in the project file, along with a description of the software used.

In general, structural calculations typically will include:

- a) the design criteria,
- b) a discussion and description of the design basis including assumptions;
- c) the standards referenced, with edition dates;
- d) a list of live loads, environmental loads such as wind, snow and seismic criteria, and any other special loads.
- e) specifications for materials used;
- f) geotechnical report information and design criteria;
- g) deflection limitations of structural elements and systems;
- h) location diagrams for structural elements;
- i) vertical load analysis and design of roof structures, floor structures, frames or trusses, columns, walls and foundations;
- j) lateral load analysis and design for seismic and wind forces;
- k) computer analysis and design results; and
- l) special analysis, such as dynamic and vibration analyses.

The practice guideline *Professional Engineers Reviewing Work Prepared by Another Professional Engineer* states the following, "Clients or regulatory bodies might ask authoring engineers to submit design calculations and other information that is not normally considered part of the final documents. Unless there is a contractual or legislated obligation to do otherwise, authoring engineers should not provide documents generated during commission of the engineering services."

Specifications

Structural engineers shall provide the technical sections of specifications for all structural design work for which they are responsible. The specifications should cover:

- a) the scope of work;
- b) standards, codes and bylaws governing the work;
- c) submittals required;
- d) quality control requirements;
- e) materials and tolerances;
- f) workmanship and fabrication;
- g) criteria for temporary works;
- h) field review of construction, inspection and testing;
- i) provisions for the contractor to provide notification before commencing;
- j) significant steps of the work;
- k) trade warranties; and
- l) erection information, where necessary, to ensure the intent and integrity of the design;

Specifications are prepared using a format suitable for inclusion in the contract documents. On smaller projects and where appropriate, however, specifications can be abbreviated in an outline format and become part of the structural design drawings.

Specifications should specify that the PSE's review of submittals and field reviews, as well as testing and inspection by independent companies reporting to the client, are carried out to inform the client of the quality of the contractor's performance, and that these reviews, tests and inspections do not relieve the builder of his/her responsibilities to build the project to conform to the structural drawings and specifications.

The specifications should make it clear that:

- a) the PSE's review of shop drawings is undertaken to determine whether they meet the intent of the design, and
- b) the client should engage independent agencies in order to inform the client of the quality of the contractor's performance and whether the work meets the intent of the design.

Structural Drawings

When structural drawings are issued, they are intended to be used for a specific purpose, such as a building permit application, tendering of the work, or construction. These drawings need to be sufficiently complete for the purpose for which they are issued and they are to be prepared under the direct supervision of the PSE or SSE who is responsible for the drawing and design content therein. Whenever structural drawings are issued, the drawings are to include the purpose of the issuance in the title block and are to be sealed as per the practice guideline *Use of the Professional Engineer's Seal*.

Working drawings are drawings-in-progress or supplementary sketches that are intended for use only by those involved with the design work during the design development and contract document stages of the project. Working drawings are not intended to be issued, except for coordination with others, and should normally not be sealed.

Best practice is for drawings to be fully coordinated and complete before they are issued for a building permit application, tender or construction. It may be necessary, however, to issue

drawings that are not complete. Therefore, drawings issued for a building permit application or tender should not be used for construction. Furthermore, drawings that indicate an incomplete design should not be submitted for permit application.

Drawings issued for a building permit application must indicate the complete design intent but may require more details for pricing or clarification of the design intent as a result of questions raised during the tendering period. When numerous or significant modifications are made to the "Issued for Building Permit" drawings following the building permit application, notification of those alterations should be submitted to the building department as part of the permit application.

Prior to the start of construction, "Issued for Construction" drawings should be prepared by the PSE. These drawings incorporate all known modifications to the previously issued drawings. The design and related data will be conveyed in a combination of graphical representations, tables and notes that document the design standards, load criteria, member locations, orientations and sizes, and any other data required as per applicable CSA Standards. The design information on the drawing should be sufficiently complete so that the design can be fully understood and verified by another Structural Engineer. The drawings also need to include sufficient detail to enable the fabrication, installation, and connection of the elements by the contractor.

Specifically, the drawings prepared by or under the direct supervision of structural engineers should include, but not necessarily be limited to, the following:

1) Structural notes

- a) Codes and standards, with dates of issue, to which the design conforms;
- b) Design criteria indicating vertical and horizontal loads, clearly identified as factored or unfactored, used in the design including live loads, environmental loads and dead loads (such as landscape, partition, and equipment loads);
- c) Reference to the geotechnical report on which the foundation design is based, design bearing pressure (SLS and ULS) and any other pertinent soil data;
- d) Brief material specifications;
- e) Absolute or relative deflection criteria for primary structural elements; and
- f) Sequence of construction notes if critical to the construction or long term performance of the structure.

2) Building Code Analysis matrix.

Section 12(6) of the *Act*, governs the relationship between professional engineers and architects. Generally, professional engineers are restricted to preparing or providing designs for structural, mechanical, electrical and other systems in the building that involve the practice of professional engineering. However, for certain building classifications professional engineers may prepare designs for all aspects of the buildings including those aspects that are normally designed by an architect such as floor plans, exiting, fire separations, and provisions for disabled persons. These are fairly common circumstances as section 12(6)2 allows professional engineers to prepare all drawings needed for factories, industrial units, parking garages, and storage units, etc., within the boundaries set out in section 12(6)2. Professional engineers are also permitted to provide all drawings for buildings that are exempt from the Architects Act, R.S.O. 1990, c. A.26 such as commercial, mercantile or residential buildings of 3 storeys or less and not more than 600m² gross floor area.

A Building Code analysis matrix provides information needed for the evaluation of the permit application and also documents the design basis and expectations. For these reasons, where the PSE is the prime consultant, a Building Code analysis matrix is required on the drawings prepared as part of the application for a building permit as per Regulation 260/08 and. When the PSE is not competent to carry out a Building Code analysis, it is recommended that another design professional be engaged to provide that service.

For more information refer to the Practice Bulletin *Use of Building Code Compliance Data Matrix by Professional Engineers Submitting Drawings for Permits for Buildings*.

When the PSE is a sub-consultant, the Building Code analysis is usually the concern of the prime consultant.

3) Structural Design Data matrix.

There is value for all parties, including government authorities, for the structural documents to also include a structural design matrix to summarize issues pertinent to Part 4 Division B of the Building Code. The matrix table should include all pertinent structural design load input assumptions and some of the basic output data. See Appendix 1 for an example of a standard structural design data matrix.

4) Sections and Details

Elevations, sections, and details are to be at an appropriate scale to portray the relationship of structural elements to each other and their interconnection(s). Sections and details are to be in sufficient number to show all non-typical conditions, their locations and extent.

Typical details should be used where appropriate, however, care should be taken to determine that details noted as "typical" are applicable to the condition being portrayed and that their locations and extent are explicit.

5) General Items

Include on the structural drawing set, graphically or by notes:

- a) grid line dimensions (grid line dimensions may be shown on only one of the structural plans to avoid duplication errors.)
- b) structurally derived dimensions that are not shown on architectural drawings.
- c) snow accumulation diagrams and wind pressures including pressure diagrams if appropriate.
- d) expansion, construction and control joint locations and details;
- e) design loads, deflection criteria and any other relevant data for manufactured components;
- f) the lateral load resisting system;
- g) temporary bracing if required, and
- h) provisions for future extensions, if applicable.

Providing adequate dimensions on the drawings is one of the most important elements in the preparation of complete construction drawings and the mark of a well-executed project. The construction drawings should include dimensions that allow for the proper installation and assembly of the building structure. Although dimensioning of the building is usually provided by the prime consultant, and the primary source of dimensions occur on their drawings, the PSE is responsible for and shall assist in coordinating the dimensions needed for the accurate location and construction of the building structure. To that end, floor levels, column spacing, structural wall locations and offsets, and foundations and piers are to be coordinated with the prime consultant's drawings to confirm consistency of dimensions.

6) Foundation plans should show:

- a) grid lines and grid line dimensions as well as overall dimensions and structurally derived dimensions;
- b) the types, sizes, locations and details of foundations for columns, walls, piers, equipment, and any other structural load bearing components;
- c) the anticipated bearing elevations for foundations;
- d) any drainage or dewatering system or requirements;
- e) the foundation system installation sequence, if important to the structural design;
- f) sub-grade preparation for slabs-on-grade, as well as the thickness, reinforcing and elevation of the slabs-on-grade;
- g) estimated pile lengths and capacities, or a source for this information;
- h) frost-safe soil cover or equivalent insulation requirements for shallow foundations;
- i) the approximate location of existing services and foundations, or any other relevant site information made known to the PSE, that may conflict with the proposed foundations. Service locates, however, are still the responsibility of the excavation contractor; and
- j) allowable SLS and ULS soil or rock bearing capacity, pile capacities and lateral earth pressures for retaining structures with reference to pertinent geotechnical reports.

- 7) Framing plans of floors, roofs and elevations of walls should show:
- a) grid lines and structurally derived dimensions, dimensions to outside of structural floor plate from grid or overall dimensions of floor plate;
 - b) all pertinent design loads broken down into the various load cases. This would include uniform area loads, variable roof snow accumulations diagrams and point loads for equipment including the load positions. The drawings must indicate whether loads noted are service or factored loads;
 - c) slopes and depressions or references to drawings by others that show that information;
 - d) sizes, locations, dimensions and details of structural elements;
 - e) for Cantilever Suspended Spans (Gerber) systems, include beam cantilever lengths and splice locations;
 - f) locations, sizes and framing details or reinforcing around major member openings;
 - g) reference elevations of floors or roof(s);
 - h) for steel framed buildings, wall framing elevations showing girts and bracing, including calculated forces;
 - i) reinforcing bar sizes and spacing for concrete members, with fabrication and placing criteria;
 - j) conditions at change of elevation of the structure, conditions at intersections of different structural materials, and at interaction of structural and non-structural components;
 - k) calculated member end forces, moments, shears or torsion required for connection design by others (governing combined factored connection forces should be provided);
 - l) locations and details of control, construction, and expansion joints; and
 - m) provision for future extensions
- 8) Column information, usually provided in tables or line diagrams, should show:
- a) elevations of the bottom and top of columns;
 - b) member sizes;
 - c) reinforcing elements for concrete columns;
 - d) proposed splice locations and splice details for structural steel and concrete columns;
 - e) Column axial loads and bending moments to be resisted at base and at splices; and
 - f) Stiffeners, lateral bracing and local reinforcements for steel elements.
- 9) As required by the various materials to be used, structural detail drawings should show:
- a) Masonry bearing and shear wall details, including masonry unit and mortar strengths, details of reinforcing, support of loads, lintels and grouting procedures.
 - b) Reinforced concrete member details, such as geometry, reinforcing, etc., sufficiently detailed to enable others to prepare reinforcing plans and details as well as bar lists.
 - c) Wood shear wall details including nailing patterns and end anchorages or factored anchorage forces if connectors are to be designed by other specialty engineers.
 - d) Elevations and details of custom designed trusses, including splice locations, and calculated member forces for each members if specialty engineers are required to detail the interconnections between the members.
 - e) Timber members and connection details or end forces if connectors are to be designed by a SSE

10) Connections:

- a) where connections are the responsibility of a SSE, design drawings should indicate required information and connection forces, and may include appearance criteria;
- b) where connections are the responsibility of the PSE, design drawings should show dimensions and specific connection details;

12) Cold formed steel components (CFS):

CFS structural members may be part of the primary structural system as beams, joists or load bearing studs. In that case, the structural drawings should indicate all CFS member sizes according to standardized sizes developed by the CSSBI. When CFS members are used in non load bearing systems such as panelized wall cladding and curtain walls, the structural drawings should only indicate the maximum member depth and the design loads to be resisted so that the specialty engineer can design the system framing. In either case, the structural drawings should specify that specialty engineers are to design the member-to-member connections and prepare shop details.

11) Temporary Works

A sufficient design criterion to enable SSEs to design temporary works for which the contractor is normally responsible needs to be present on, or derivable from, the construction documents. Some temporary works, such as temporary bracing required to stabilize the structure for a specific duration during construction, is the responsibility of the PSE. Note that temporary bracing is not the same as erection bracing, which is the contractor's responsibility.

For more information refer to the practice guideline *Professional Engineers - Temporary Works*.

3 – TENDERING AND CONSTRUCTION

TENDERING STAGE

The PSE may provide an “issued for tender” set of documents and this set is normally assumed to be substantially complete lacking only details that are not significant in the tendering process.

During the tendering period, the PSE should assist prime consultants in answering questions raised by the tendering contractors and, when necessary, prepare addendum (addenda) or clarification notes to the structural documents.

As additional services, the PSE may also assist the client, prime consultant and or design/build contractor to:

- prepare the tendering documents;
- prepare pre-qualification documents;
- review bidders' qualifications;
- obtain required approvals, licenses and permits; and analyze and evaluate tenders submitted; and
- review and analyze tender prices

CONSTRUCTION STAGE

Prior to the start of construction, The PSE should provide an “issued for construction” set of documents. This set of documents is an update of the tendered documents and includes all items in the structural addendum, clarification memos and any other items that should be noted to coordinate with the documents of other disciplines.

For General review during construction refer to the practice guideline *Professional Engineers Providing General Review of Construction as Required by the Ontario Building Code*. This guideline outlines those services which should be provided as part of General review during construction.

Fabricator, Manufacturer, and Construction Drawings & Documents

Unless indicated otherwise in the contract, fabricators or manufacturers should produce drawings and documents for the work covered under their contract with the general contractor or sub-contractor. These drawings and documents should be prepared by the fabricators or manufacturers after reviewing the drawings, specifications and contract documents supplied by the PSE.

Typical fabricator or manufacturer drawings and documents may include:

- structural design drawings and documents for proprietary structural elements, such as open web steel joists;
- erection drawings and documents that specifically show the location of structural elements, connections and components to be supplied by the fabricator;
- shop fabrication/connection drawings and documents that provide information necessary for shop personnel to fabricate and assemble the items;
- Reinforcing bar lists, placing diagrams and details;
- Timber connector details and plans;
- Cold formed steel plans and connection details; and
- Shoring diagrams.

Any document or drawing that includes design work performed by the SSE shall be issued under seal in accordance with the *Use of the Professional Engineer's Seal* practice guideline. Any other documents without engineering design content carried out by the SSE should not be sealed by the SSE. The PSE should review all of the sealed documents for compliance with the specified structural requirements and all other documents for general conformance to the design intent.

It is always preferable that the PSE or a design engineer reviews the associated shop drawings. However, the PSE may delegate this task. The PSE should exercise his or her professional judgment and due diligence in determining what work should be delegated, the skill and knowledge required to review the shop drawings and how the work is delegated.

PART C. OFFICE PROCEDURES

Structural engineering firms are required to maintain minimum standards in the organization and equipping of their offices.

At a minimum, the following actions should be undertaken by every office.

1. Maintain a library of relevant codes and standards for the type of work being undertaken. This usually would include, but not be limited to:
 - the National Building Code of Canada,
 - National Building Code Structural Commentaries
 - the Building Code,
 - CSA Standards, as appropriate, and
 - Publications and design guides from trade associations such as CISC, CSSBI, CPCA, CWC, CPCI, etc.

It is recommended that obsolete versions of these documents be retained for reference when an existing building is being assessed or altered.

2. Select and maintain computer software for use in the design process, as well as for administrative activities.
3. Document design procedures, including identifying communication needs and timeframes, and establishing a quality assurance process to be followed.
4. Design and quality assurance procedures to ensure that the PSE oversees the engineering and drawing preparation for which they are taking responsibility. This includes both direct involvement in establishing the design parameters to be followed for the work, monitoring and reviewing engineering calculations, and reviewing the construction documents for accuracy and adequacy for their intended use.
5. Maintain project files organized by project number. The project files including calculations, correspondence, reports and shop drawings must be maintained as per the practice guideline *Professional Engineering Practice*.
6. Maintain a digital copy of project file folders and have a system of regular backups. It is good practice to keep the digital files for a set period of time.
7. Maintain copies of original sealed drawings and documents as per the practice guideline *Use of the Professional Engineer's Seal*.

Finally, structural engineering firms are strongly encouraged to refer to the practice guideline *Conducting a Practice Review* which deals with the professionally acceptable manner of operating and managing a professional engineering practice.

PART D. OTHER SERVICES RELATED TO STRUCTURAL ENGINEERING IN BUILDINGS

In addition to the basic services described in Part B – Design and Construction, the PSE can provide additional services if it is agreeable with both the PSE and the client. Such an agreement should be in an additional services contract. These additional services may be related to a building project for which the PSE is already engaged, or they may comprise the entire scope of the services provided. Structural engineers should provide the following services only if they are engaged by prime consultants or clients and they have the experience and ability required to do so.

For a building project, additional services are typically not considered to be included in basic services and are not part of the basic services that a PSE should provide under this guideline. Additional services for a building can include design, preparation of documents, and field review.

Additional services could include, but are not limited, to:

- changes in project scope or complexity due to choices or requirements of others;
- changes in time schedules, imposed by others, either reducing design time or extending construction time;
- activities related to existing buildings, including surveys;
- preparation of documents for demolition;
- filing applications for, and/or obtaining project related permits;
- seismic analysis beyond that required to meet the requirements of the relevant Building Code;
- seismic analysis and design of seismic restraints for non-structural elements;
- physical model analysis such as wind-tunnel tests or shaking table tests;
- dynamic analysis beyond that required by the Building Code (e.g. spectrum analysis or time-history response analysis);
- review and coordination of designs and specifications prepared by SSEs or other design professionals, which has not been specifically included in the basic services agreement, to confirm compatibility with the primary structural system (for more information please refer to the practice guideline *Professional Engineers Reviewing Work Prepared by Another Professional Engineer*);
- design of specialty structural elements and non-structural elements not specifically included in basic services agreement, such as: curtain walls, building facings, cladding, antennae, elevators, storage tanks, and exterior landscape elements;
- determination of or investigation into structural fire-resistance requirements;
- preparation of alternate designs or investigation into alternate products or systems requested by the client or the general contractor;
- preparation of or assistance with cost estimates, or reviewing cost estimates prepared by others;
- translation of contract documents, conversion into other units, or special preparation of design drawings for reduction in size;
- preparation of documents for tendering segregated contracts, pre-tendered contracts, phased or fast-track construction;

- review of the general contractor's design for or installation of temporary works for excavations and construction, underpinning of adjacent structures, or erection sequence instructions;
- review of the general contractor's methods, procedures or construction equipment;
- design changes due to construction cost over-runs not directly in the control of the PSE;
- design changes due to errors or omissions by the general contractor;
- additional work due to damage to the construction work resulting from either natural or human-caused events;
- continuous, unusually frequent, or unusually detailed field reviews during construction;
- review of re-submittals or supplementary submittals due to incorrect or incomplete submittals by the general contractor;
- preparation of quantity take-offs and/or bills of materials;
- preparation of fabrication drawings, reinforcing steel bending schedules or other types of shop drawings;
- preparation of record drawings;
- tenant-related design services; and
- services as an expert witness.

Other services, not part of the basic scope of work related to a building project that may be in addition to a wider scope of service, or be the entire scope of service in themselves could include items such as the following:

Advisory Services

Advisory services include testimony, consultation and advice, appraisals, valuations, research or other services leading to specialized conclusions and recommendations.

Feasibility Studies

Feasibility studies involve preliminary engineering studies and the collation and processing of information to recommend a plan or course of action for projects. They include exploration, gathering of topographical and other site-condition information, subsoil investigation, analysis of conditions, economic studies of capital, operating costs and other financial considerations, and similar studies on which recommendations for projects could be based.

Construction Cost Estimating

Construction cost estimating services include comparative cost estimates for preliminary and final designs as required by clients or prime consultants. Structural engineers should indicate that since actual costs are dependent on conditions beyond their control, they cannot guarantee the accuracy of such estimates. Prime consultants should engage cost consultants for cost estimating when it becomes a priority.

Structural Engineering Assessments of Existing Buildings

There are circumstances where clients will hire individual engineers or engineering firms to conduct structural assessments of existing buildings or parts thereof. Generally, structural engineering assessments of existing buildings fall into one of two categories:

- assessments of the overall integrity of buildings; or
- assessments of buildings or parts thereof affected by structurally compromising events, such as fires, vehicle impact, or flooding

For more information refer to the practice bulletin *Structural Engineering Assessments of Existing Buildings*.

Surveys of Existing Structures

Surveys of existing structures may include detailed condition surveys and/or dimensional surveys, as well as structural evaluations of existing buildings. These surveys may also include the gathering of information on unusual or specific existing loadings, such as process equipment, storage, or effects from adjacent construction.

Search of Records

These may include searches of such records that may be held against the property as rights, restrictions and easements, and for information concerning underground services.

Revisions to Drawings and Specifications

These services include extensive revisions to drawings and specifications, due to changes originated by prime consultants or clients after the commencement of final plans and specifications. Revisions to drawings and specifications may be necessary, for example, when clients or prime consultants do not obtain a geotechnical report before the design and construction phases begin.

Architectural Works

Architectural works include stairs and handrails, curtain walls, miscellaneous metals, building finishes and appendages, signage, poles, decorative walls, light metal framing, and waterproofing and moisture protection.

Mechanical and Electrical Works

Mechanical and electrical works include equipment supports, machine foundations and light standards.

Resident Inspection

Under the general review of construction, only periodic visits to the site are provided. When more detailed monitoring of field work is considered necessary, structural engineers should be retained to provide field staff on a part or full-time basis, as required.

Provision of As-Built or Record Drawings

As-built drawings, when prepared by the PSE, consist of construction drawings revised in accordance with “as-built” marks provided by the contractor. There is no warranty of accuracy on the part of the PSE for the information provided by others. As-built drawings are not sealed by the PSE.

Record drawings consist of revised construction drawings, and possibly completely new drawings as need be to illustrate as-constructed conditions. Record drawings are prepared from field observations by the PSE and the PSE warrants that the information is accurate. Record drawings are to be sealed by the PSE.

Preparation of Erection and Fabrication Drawings

The preparation of erection and fabrication drawings includes shop drawings for structural steel, precast concrete, reinforcing steel, structural timber and other prefabricated components, and bills of materials and quantities. These drawings are normally provided by SSEs involved with the project.

Structural Modelling

The preparation of physical models and then testing them is an area of practice usually undertaken by firms that specialize in this service, or undertaken in an academic setting.

Building Information Modeling (BIM) Management

This service relates to the creation and management of a digital representation that is used as the authoritative source for all information about the project. This is dependent on compatible input (conforming to agreed standards) from all project stakeholders. While, PEO does not have a specific guideline for BIM the practice guideline *Professional Engineers Using Software-Based Engineering Tools* provides best practices, which apply to BIM.

DEFINITIONS

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

Building

This guideline uses the term “building” as defined in the *Building Code Act, 1992* Ontario. “Building” is also used in this guideline to mean “Designated Structures” as identified in the *Building Code*.

Client

The person or organization that has commissioned the work and retains the prime consultant.

Constructability

The extent to which a design of a facility provides for ease of construction yet meets the overall requirements of that facility

Contractor

The person, firm or corporation contracting with the client to provide labour, materials and equipment for the execution of the work. Contractors are responsible for coordinating and supervising sub-trades, and maintaining quality control and construction procedures.

Non-Structural Element

A design element of a building that is not a primary structural element, secondary structural element, or specialty structural element. Examples can include non-bearing partitions and suspended ceilings.

Primary Structural Element

A beam, column or other structural design element that forms a part of the primary structural system.

Primary Structural Engineer (PSE)

The person or organization responsible for the structural integrity of the primary structural system, and for general conformance and coordination of secondary structural elements and specialty structural elements with the primary structural system.

Primary Structural System

A combination of primary structural elements that support a building's self weight and applicable live loads based on occupancy, use of the space and environmental loads, such as wind, snow and seismic forces.

Prime Consultant

The person or organization responsible for coordinating the building design and liaison with the client and contractor. As necessary, prime consultants are also responsible for ensuring coordination between all design professionals, including architectural, structural, mechanical, electrical engineers and other specialists.

Secondary Structural Element

A structural design element that is structurally significant for the function it serves, but does not contribute to the overall strength or stability of the primary structural system. The design and field review of secondary structural elements may fall under the responsibility of PSE or the SSE. Examples can include elevator support rails and beams, curtain wall systems, cladding, and seismic restraints for architectural, mechanical and electrical design elements.

Specialty Structural Element

A structural design element that is designed and *field reviewed* by a speciality structural engineer providing structural engineering services as a supporting registered professional. These elements, normally fabricated off-site, typically require specialized fabrication equipment or a proprietary fabrication process not usually available at the project site. Examples can include open-web steel joists, wood trusses, combination wood and metal or plywood joists, precast concrete elements, seismic dampers and base-isolation devices and anchors, and other miscellaneous prefabricated structural components of wood or metal buildings.

Specialty Structural Engineer (SSE)

A member who designs and supervises the preparation of documents for a speciality structural element while acting as a supporting engineer providing supplementary supporting structural engineering services to the PSE.

Structural Integrity

“**Structural integrity**” – Is defined in the Structural Commentary L of the 2010 edition of the NBC – Part 4 of Division B, to mean the ability of a structure to absorb local failure without widespread collapse.

Temporary Works

Temporary works are installations required to provide interim access, protection, support or services for works and materials during the construction of permanent works. Contractors may be required by legislation or specifications to retain professional engineering services for certain types of temporary works. However, structural engineer shall include the responsibility for checking the temporary works design to ensure it meets the structural intent of the designer. For more information, refer to the practice guideline *Professional Engineers - Temporary Works*.

APPENDIX 1 –STRUCTURAL DESIGN DATA MATRIX

STRUCTURAL DESIGN DATA MATRIX		
No.	ITEM	DESCRIPTION
1	Primary Structural System	Some options (M1) Steel roof, Unreinforced load bearing masonry (M2) Precast plank decks, Unreinforced load bearing masonry (M3) Steel roof, Reinforced load bearing masonry (M4) Precast plank decks, Reinforced load bearing masonry (S1) Steel framing using tension only bracing and steel decks (S2) Limited duct. M.R. frames and steel decks (T1) Light timber framing and nailed shear walls
2	Design Codes	OBC (latest) Part: 4 or 9 All Codes as listed in OBC Article and Table 1.3.1.2 And as listed in other notes
3	Dead Loads (may be shown on framing plans)	
	a) Self Weight- Optional to include breakdown	---- kPa
	b) Partition Allowance	---- kPa
	Total Dead Load	---- kPa

4	Live Loads (may be shown on framing plans)	(Note : Loads on a floor may vary according to use and should be noted as such)	
	Ground Floor	---- kPa	
	Upper Floors	---- kPa	
5	Snow / Rain Loads	(Note : See plan or schedules for snow accumulation loads at change of height or obstructions)	
	c) Import. (Is)	1.0 ULS, 0.9 SLS	
	d) Ground snow (Ss 1/50)	---- kPa	
	e) Ground rain load (Sr 1/50)	---- kPa	
	f) Roof drainage	One of 3 options (refer to EABO Flow Control Roof Drainage Declaration form): (A) No flow control drains M1 (B) Flow control system by engineer meets standard M2 criteria so that rain and snow loads are not considered simultaneously (C) Controlled flow, but rain and snow loads are considered as simultaneous M3	
6	Wind load		
	c) Import. (Iw)	1.0 ULS, 0.75 SLS	
	d) Wind load (q 1/50)	___ kPa	Category (for Interior Pressure)
			2
	e) Fact. Horizontal Shear (N-S)	___ kN (kips)	
	f) Fact. Horizontal Shear (E-W)	___ kN (kips)	

7 Seismic load				
a) Import. (Ie)	---			
b) Seismic data	Sa(0.2)	Sa(0.5)	Sa(1.0)	Sa(2.0)
	xxx	xxx	xxx	xxx
c) Site data	Site Class	Fa		Fv
	xxx	xxx		xxx
	IeFaSa(0.2) = xxx			
d) Method of analysis	Equivalent Static or Dynamic			
e) Equivalent static force procedure	B=	Ta=	Mv=	J=
	xxx	xxx	xxx	xxx
1 st direction	Type of SFRS		Rd=	Ro=
	Conv. Const. Shear Walls		xxx	xxx
	Shear	Moment	Maximum Deflection	
	xxx	xxx	xxx	
2 nd direction (usually the same as first direction)	Type of SFRS		Rd=	Ro=
	xxxxxx		xxx	xxx
	Shear	Moment	Maximum Deflection	
	xxx	xxx	xxx	
8 Other Loads				
9 Foundation				
Description	Shallow Foundations or Deep Foundations			
Bearing (ULS)	xxxx kPa (psf)			
Bearing (SLS)	xxxx kPa (psf)			
Retaining Structures	Ka = xx, Kp = xx, Density = xx kN/CU.M. Surcharge = xx kPa(psf), Frict. Fact. = xx			
Soil Report by:	-----			

10	Future Construction	
	Allowances designed for on structure shown	Description
	Future additions	Description

For Council Approval

CONSULTATION COMMENTS

Document: Guideline for Providing Structural Engineering Design Services in Buildings
Review Period: March 6, 2015 – May 15, 2015

#	Date	Comments	PSC Response
1	3/6/15 5 :27 PM	<p>Large buildings are built to last as much as 100 years. Within the next 50 years many of the hydronic heating and cooling systems in existing and soon to be constructed major buildings will have to be modified to replace roof top natural gas fired boilers by heat supplied by a nuclear based district heating system. The issue is that all new major buildings should be designed with a practical pipe route to connect the building to an external district heating system. This requirement imposes structural constraints on surrounding underground parking lots, lower floor height for collector pipes and vertical pipe risers that are not currently contemplated by the building code or by structural engineers in general.</p> <p>I suggest that an entirely new section be added to the document to address this issue. A related issue is that there must be sufficient ground floor/ basement space for the required heat exchangers, pumps and control and metering apparatus. This equipment and its related piping are large and heavy, so there must be adequate foundation support under this space and adequate access to the space. There must also be adequate venting and drainage. These issues all impact the structural design of the building.</p> <p>My practical experience is that to do this type of retrofit it is frequently necessary to core drill large holes in existing shear walls. Hence it is imperative that shear walls be designed with adequate margin to safely allow for such holes.</p>	<p><i>Staff: Interesting comment, not in the scope of the subcommittee</i></p>

<p>2</p>	<p>3/11/15 2 :00 PM</p>	<p>My comments are as follows: - Under 'structural calculations', it should be noted that these calculations should not be distributed to City or Engineers, even if requested, as per PEO standard practice guide. I have encountered many Engineers and City officials asking to submit calculations, and delaying client's work or payments, even though it's not part of their undertaking or expertise to review these calculations. This presents many issues, especially if the reviewer does not understand the calculations, and simply wants to see the calculations for learning experience. I think providing guidance on how to handle this situation will benefit many structural engineers who found themselves in similar situations.</p>	<p>Actually, the “Peer Review” guideline states something different in page 11: http://www.peo.on.ca/index.php/ci_id/22122/la_id/1.htm “Clients or regulatory bodies might ask authoring engineers to submit design calculations and other information that is not normally considered part of the final documents. Unless there is a contractual or legislated obligation to do otherwise, authoring engineers should not provide documents generated during commission of the engineering services. However, it is acceptable for reviewers to request any data defining design or study parameters, client requirements communicated to the authoring engineer, equipment specifications or other information that would reasonably be expected to be needed by the reviewing engineer to carry out the review. Authoring engineers should consider whether these documents are necessary for conducting fair reviews, and provide them on an as-needed or temporary basis.”</p> <p>Staff to add some reference to the Peer Review guideline and its comment on calculations.</p>
<p>3</p>	<p>3/12/15 11:10 AM</p>	<p>Dear PSC Subcommittee Members</p> <p>In Part D: Other Services related to Structural Engineering Design, the following considerations are missing:</p> <ol style="list-style-type: none"> 1. Building Foundation, Retaining Walls and Shoring Design Geotechnical Parameters, 2. Ground Water Control Measures, 3. Building Drainage Needs. 4. Sustainability (energy saving) Issues, and 5. Construction QA/QC Measures. 	<p>The subcommittee agreed that these issues are covered in other guidelines such as the Temporary Works and Geotechnical guidelines. Furthermore, page 15 of this guideline mentions Geotechnical Information.</p>

4	3/17/15 4 :32 PM	<p>Good afternoon,</p> <p>Thank you for the opportunity for myself as a Building Code Official, to provide comments with reference to your draft Guideline for Providing Structural Engineering Design Services in Buildings. I have had a chance to review the document and wish to provide the following comments:</p> <ol style="list-style-type: none"> 1) When reviewing “Other project participants” under pages 10 & 11, should there be some wording added when the P.Eng. becomes the Prime Consultant for a project? (ie: this is quite common for Industrial Occupancies, when the Engineer seals the permit drawings, and there is no Architect involved). 2) Under item three “Structural Design Data matrix” under page 18, this is not a common occurrence, but would be of great benefit to include on the drawings – I would hope this becomes more common practice amongst your association/members. <p>Under Appendix 4, item 5 (f) – Roof Drainage, I am assuming the reference to “M2 criteria” is in reference to the EABO Flow Control Roof Drainage Declaration. Should this be clarified?</p> <ol style="list-style-type: none"> 3) Under Appendix 2 – page 34, there is reference made to Standpipe requirements (xi.) however the Building Code Analysis Matrix seems to be missing this information (ie: nothing on page 37?) 4) Under Part D – other services related to structural Engineering in Buildings (page 25), one of the bullets states “preparation of alternate designs or investigation into alternative products or systems requested by the client or the general contractor” – this would fall under an Alternative Solution Proposal. There has been some challenges for Municipalities in reviewing Alternative Solution proposals from various Engineers. Alternative solutions are not yet that common, but have been increasing steadily. There seems to be some industry wide confusion on the proper way to complete an Alternative Solution proposal. This is not necessarily part of the discussion 	<p><i>Actually, page 8 covers this scenario: In certain types of projects, a structural engineer may also be the prime consultant.</i></p> <p><i>Agreed, staff to clarify.</i></p> <p><i>Staff to harmonize with OAA matrix.</i></p> <p><i>This point refers to alternative structural solutions, not alternatives to the Building Code.</i></p>
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		<p>for this current review - however, could this item be flagged for a future discussion?</p> <p>5) General item of discussion: When a Municipality receives a final inspection letter by the Engineer – the final letter seems to vary from Engineer to Engineer. For example, some final letters make no reference to the Ontario Building Code – which is an issue for a Municipality. Would there be a possibility of your association providing a sample letter for clarity/consistency?</p> <p>Thanks, Robert Schipper, CBCO, ASCT Manager of Building Building Division City of Kitchener</p>	<p>Staff to contact the Kitchener to discuss the General Review guideline.</p>
5	3/29/2015 9:59 AM	<p>The first page has significant errors. This has to be fixed. Looks very unprofessional.</p>	<p>Thanks for your feedback we will look into any errors and fix them.</p>
6	4/21/2015 9:46 AM	<p>I would like to suggest that the terminology used for LGS members should be changed. A more correct term would be cold formed steel structural members (CFS). This is the terminology used in the CSA-S136 standard. The specific wording is indicated below.</p> <p>10) <u>Cold formed steel components (CFS):</u> CFS structural members are sometimes part of the primary structural system as beams, joists and load bearing studs. In that case, the structural drawings should indicate all of the member sizes according to standardized sizes developed by the CSSBI. In other cases, the CFS members are used in non-gravity load bearing systems such as panelized wall cladding and curtain walls. In those cases, the structural drawings may only indicate the maximum member depth and the design loads to be resisted so that the specialty engineer may design the system framing. In both cases, the structural drawings may specify that specialty engineers shall design the member-to-member connections and prepare shop details.</p>	<p>The subcommittee agreed and made edits to the guideline.</p>

<p>7</p>	<p>4/24/2015 4:24 PM</p>	<p>Please see attached comments for the guideline on structural engineers providing design services in buildings.</p> <p>I would have liked to put some comments into this document related to use of electronics in construction review and planning, but felt that might not belong in this guideline. The comments were related to 3D scanning technology, use of BIM and augmented reality, and other newer technologies that could be useful tools for structural engineers.</p> <p>[Attachment: 7. Guideline Comments - Emailed April 24 2015.pdf]</p>	<p><i>The subcommittee addressed all these helpful comments.</i></p>
<p>8</p>	<p>4/28/2015 1:51 PM</p>	<p>To Whom it May Concern</p> <p>I have reviewed the proposed Guideline for Providing Structural Engineering Design Services in Buildings. I believe this is a well written document that identifies the struggles or misconceptions of ‘who is liable’ in the field between the PSE and the SSE.</p> <p>The only thing I see missing is the requirement of when the SSE is required to submit sealed/not sealed drawings and reports for clarification or more information.</p> <p>We are primarily SSE service providers and we have a great of difficulty getting additional information from the Architects and PSE that are not on the drawings for us to do engineering and develop solutions.</p> <p>Here are two(2) common scenarios we have to deal with and has been getting worse over the last five (5) or so years</p> <ol style="list-style-type: none"> 1) The majority of Architect and PSE drawings do not have grid line dimensions and enough details for us to engineer and for 	

		<p>detailers to detail – this is worsening over the last five (5) years</p> <ol style="list-style-type: none"> a. In order for us to get information to start engineering, we have to provide a drawing(s) that is clouded all over the place and seal the drawing in order for the Architect or PSE “to look at what we are requesting” b. The drawings we MUST seal have no engineering details of any connection or designs as we do not have all the information and/or the design is not complete c. When we point this out, we are told ‘too bad’ and seal it. Client is threatened with delaying the project and we seal to move the project along. <p>2) We are required to provide a ‘sealed’ letter stating we are the licensed engineers who are designing connections, etc. for this project.</p> <ol style="list-style-type: none"> a. The letter has no engineering opinion and contravenes the guideline for sealing of reports and drawings. b. When we state point 2a), typically the answer is it doesn’t matter because they have been caught in the past where the drafter or fabricator forged a seal or said they had an engineer working on it and it wasn’t true. c. When we discuss the issue more our client is threatened with delaying the project and we end up sealing the letter to ensure the project moves forward and we can get the information. <p>One of the big issues in the field is that PSE and Architects are not providing all the information to the SSE and suppliers to efficiently execute their services. I am not sure why they cannot provide dimensions and the ‘liability exposure’ excuse is not valid as we are relying on their information and design to make our portion work as per their design.</p>	<p><i>The subcommittee will review the section on Structural Construction Drawings. Staff to add a note.</i></p> <p><i>The Use of Seal guideline addresses this issue already.</i></p> <p><i>However, staff can reference the Use of Seal in page 23 and in other places.</i></p>
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	<p>I believe this proposed guideline requires statements that sealing of documents or drawings by SSE must have engineering content and opinions. For example what not to stamp are drawings that are clouded for missing information, a letter of statement of engagement, half designed drawings requiring more information or as requested by PSE for interim review, etc.</p> <p>Regarding Scenario 1) above we created a Sample Connection Reviewed by our stamp that is placed on the drawing we require more information. We finally got acceptance of the use of this stamp rather than seal as it 'satisfied' the PSE that an 'actual' engineer has been involved with the project and therefore the can 'release' the base information that should have been provided ahead of time. I recommend the guideline use this stamp to ensure that information can be provided quicker and result with speedier service to our clients.</p> <p>Regarding Scenario 2) we are now providing the attached Sample Connection Report to the client to forward to the PSE to 'satisfy' their doubt of a licensed SSE is involved with the project and too allows us to forward drawings without a seal for information.</p> <p>The requiring of sealing documents by other engineers that are not necessary, required or improper is disturbing and growing in frequency. I believe we need to restate it in this guideline as the current sealing guideline is ignored.</p> <p>What are we do to as Professionals when our counterpart professional is forcing us to seal drawings and reports that are not proper? Are we file a complaint?</p>	<p><i>This would depend of the circumstances. You are welcome to call the Practice Advisory group at PEO.</i></p>
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		<p>[Attachment: 8A. Sample Connection Reviewed by xxxx Stamp.pdf]</p> <p>[Attachment: 8B. Sample Connection Report.pdf]</p>	
9	4/30/2015 11:13 AM	<p>My comments are primarily from the viewpoint of an "SSE" engaged in the design of Structural Steel connections. I have, however, spent 30 years working for consultants in the structural design and project management field.</p> <p>1. Page 19, 5 a) reinforces the trend of recent years to show very few dimensions on structural drawings when there are architectural drawings (frequently no dimensions between grids, or elevations of floors). CSA 516-09 4.2.4 clearly states that architectural and other drawings should provide SUPPLEMENTARY dimensions. The architect NEVER dimensions a drawing from the viewpoint of a person who needs structural information, and I can attest to the frequent near impossibility of figuring out the dimensions to steel members. The steel detailer can spend many (unbid) hours trying to find information which may or may not be on either the architectural or the structural drawings, followed by the pain of extracting the information via RFIs.</p> <p>2. Please reinforce that ALL requirements for structural dimensions are to be shown on the structural drawings. Please work to STOP relying on architectural drawings for structural information and dimensions. The paragraph at the end of 5) continues this reliance on the "prime consultant" (usually the architect) for the primary source of dimensions. PLEASE REVISE.</p> <p>3. Page 20, 7 k) differs from CSA 516-09 4.2.2 (l), which requires the GOVERNING combination be provided. This is more specific than "recommending" maximums. Please revise to governing, and use the imperative. Page 21, 9 a) uses governing.</p> <p>4. If anything is to be "recommended", I suggest' that you</p>	<p><i>Subcommittee pointed that this issue is addressed in page 19.</i></p> <p><i>Subcommittee pointed that this issue is also addressed in page 19.</i></p> <p><i>Agreed staff to make this edit.</i></p>

		<p>recommend in clause 9 against the common practice of specifying that beam end connections be designed for 50% of the span capacity. This is a lazy method of providing information, and frequently results in "impossible" connections when the designer has selected the beam for deflection reasons (probably most beams) or for consistency etc. Much better is to provide a sensible minimum connection shear, and actual forces where this minimum does not apply.</p> <p>5. Page 28 refers to BIM. It is surprising that this document does not include guidelines on the use of electronic documents -particularly digital models. The CISC Code of Standard Practice -Appendix "J" covers this subject in detail and is recommended. I have experience on a number of projects where dimensions cannot be found on either the architectural or the structural drawings, and the consultant decides to help out by sending a model. He then tries to take no responsibility for its accuracy, and still has not provided dimensions. Whatever happened to "do not scale drawings"? It has been the electronic age for a long time now, and the exchange of digital models will occur more and more in the future. Please include something specific to guide their use, before misuse wins.</p> <p>I hope this is of use.</p>	<p><i>Agreed staff to make this edit.</i></p> <p><i>Staff to add a note to the guideline.</i></p>
<p>10</p>	<p>5/6/2015 11:12 AM</p>	<p>As a member of EABO representing the OAA, I received an invitation to provide comments on the draft of the new PEO document, Providing Structural Engineering Design Services in Buildings. Comments are provided in the attached. The original document provided was converted to a Word document to make adding comments easier – apologies for formatting irregularities.</p> <p>It is an excellent document and we commend the PEO in providing expanded guidelines for its members and to inform other professionals and the public.</p>	

		<p>The document does not discuss Structural Engineers as a separate classification of engineers but does describe several best practices associated for structural engineers.</p> <p>We understand the regulatory difficulties in setting up designations, but believe strongly that it will be beneficial to the profession and in the public interest to have structural engineering limited to those that have met certain criteria established by the PEO.</p> <p>All of our comments are included in the attached. Some of particular note require more space and include the following.</p> <ul style="list-style-type: none"> • The term ‘prime consultant’ or ‘other professionals’ is used to such an extent that it does a disservice to the understanding of the traditional and still common organization of most projects where an architect is the client of the structural engineer. • Additionally the definition of Prime Consultant and the intention in the guide is that they are performing the role of coordination, whereas in the organization of many projects today this is not the case. One common industry definition of a prime consultant is that they have a direct contract with the owner/client and subcontracts with other consultants such as owner>architect>engineers. Today a project manager or company often acts as the prime consultant. In these cases they rarely have a responsibility for professional design or role to coordinate the designs of the architect and engineers. Neither a PSE nor an architect should allow the role of coordination to be contracted out of their responsibility. • This at times these less than traditional arrangements makes it less clear to where the professional’s duty of care lies – to the client, the prime consultant, the owner, the building 	<p><i>Thank you for your input. Designations are a separate issue from the guideline.</i></p> <p><i>Staff to add these comments to the latest draft guideline.</i></p>
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		<p>department and other authorities having jurisdiction – to the public?</p> <ul style="list-style-type: none"> • Coming out of the Elliot Lake Inquiry is an expectation of a requirement for projects to have a professional performing the coordinating role. We recommend that the term Coordinating Professional be used in lieu of Prime Consultant to avoid confusions that already exist. • The role of PSE where there are more than one structural engineer has many similarities to the role a Coordinating Professional would have where there are more than one design professional. More could be said in this guide that relates to the same difficulties when architects and engineers work together on projects particularly when the owner / client does not name a coordinating professional (in the EABO • Commitment for General Review form). This aspect too goes to public interest. <p>Brian Aitken OAA Practice Advisor [Attachment: 10. OAA comments on PEO Structural Eng Guide - April 28-2015]</p>	
11	5/6/2015 1:32 PM	<p>We would like to thank Professional Engineers Ontario for providing the Ontario Building Officials Association with the opportunity to comment on the Draft Guideline for “Providing Structural Engineering Design Services in Buildings”. This is a great opportunity for our members to get involved and work together to make a difference in the construction of buildings in Ontario.</p> <p>Three of our board members, Mike Seiling, Joyanne Beckett and Andy Jones reviewed the Draft Guideline and offer a few comments from the</p>	

		<p>perspective of a building official. The following is a summary of these comments. If you wish a more detailed explanation, we will be happy to provide these as well.</p> <p>The standard has been well prepared by your group and credit should be given for the efforts that have been put into this so far. The key highlights are:</p> <ul style="list-style-type: none"> • Throughout the Draft Guideline, there is little reference to compliance with the Ontario Building Code and the interface with Municipal Building Officials. This should be noted in areas such as the permit application process and site inspections. • Throughout the Draft Guideline, the use of non-direct words such as “should” and “may” have been used. If the intent is to achieve the purpose stated, it is recommended that directive words be used such as “shall” or “expected”. This puts more significance on the importance of the statement. • We would suggest listing the responsibilities of what is expected of the PSE’s before listing what is not included in their duties. This would provide greater clarity of that role. • There should be specific direction to both PSE and SSE that they are to design and communicate for compliance with the Building Code, local by-laws and related standards, • We would suggest clarifying who is responsible to educate the client, and let them know what is expected of them. • Under the Prime Consultant responsibilities, we suggest adding the following f) Coordinate general review and submission of reports to Municipal CBO/Inspector per the Building Code requirements, in a timely manner. 	<p><i>Thanks, however guidelines are not regulations and therefore “should” is more appropriate.</i></p> <p><i>Disagree, the guideline already achieves this.</i></p> <p><i>Thanks, the subcommittee will consider this point.</i></p> <p><i>Thanks, the subcommittee will consider this point.</i></p> <p><i>Thanks, the subcommittee will consider this point.</i></p> <p><i>Thanks, the subcommittee will consider this point.</i></p>
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		<ul style="list-style-type: none"> • We suggest that where there, are unique issues and/or interpretations, Municipal Building Departments are an option to seek clarity through phone calls or a meeting. • We would like to note that in addition to current applicable codes and standards, structural engineers should make themselves aware of upcoming changes to codes and applicable standards. • It should be made clear that there are differences between construction drawings and working drawings. Most municipalities will not accept working drawings for permit submission when stamped “Not For Construction” • It should be made clear that it is not just the authority having jurisdiction that may have a different code interpretation, but other design professionals may differ from the PSE as well. <p>Again thank you for the opportunity to make comments on your standards. We trust this will continue to strengthen the relationship between the OBOA and the PEO, and we look forward to working with you in the future on similar projects.</p> <p>Yours truly,</p> <p>Mike Seiling, CET, CBCO</p> <p>OBOA President</p>	<p><i>Staff to add a note to the last paragraph in page 17. Perhaps the note should state that “not for construction” drawings should not be used.</i></p> <p><i>Thanks, the subcommittee will consider this point.</i></p>
12		<p>I have reviewed the draft "Guideline for Providing Structural Engineering Design Services in Buildings" and I have the following comments:</p>	

		<ol style="list-style-type: none"> 1. At the bottom of page 7 it notes that the PSE is to determine the extent of any sub-contracted design work, and the design criteria. I believe this is only partially true in current practice. <ul style="list-style-type: none"> • For example, in the common case of seismic restraints on HVAC equipment and ductwork the restraints are designed by an engineer in the employ of the HVAC contractor typically as per the specifications of the primary mechanical engineer. While it is a good thing for the PSE to have their own specifications and to make an allowance in their design for any expected loads they cannot be in sole control of something that has its primary function in another discipline (i.e. HVAC). • The PSE can provide clear communication for items such as this only when they have received clear communication from the primary mechanical engineer. Some words indicating coordination with other consultants and the responsibilities of those consultants for informing the PSE of the structural aspects of their work are recommended. 2. In addition to Comment #1 it should be noted that some sectors have their own, industry specific, guidelines for sub-contracting design work. Although perhaps not necessary on page 7, it may be beneficial to this guide to make reference to these industry guides. For example, the AISC has added clear language in their Code of Standard Practice on the sub-contracting of steel-to-steel connection design for structural steel framing. 3. On page 9 the paragraph starting "The usual stages..." is confusing. I believe the intent is to state that not all basic services in Part B necessarily follow the exact sequence listed below, but I find the current wording difficult to understand. 4. On page 16 structural calculations are listed under "Design and Construction Documents", which I believe may cause confusion 	<p><i>The guideline covers best practices not necessarily current practices.</i></p>
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		<p>for owners, contractors and building officials who are reading this document and then understand that calculations are treated similar to specifications and drawings.</p> <ul style="list-style-type: none"> • In typical commercial contracts the structural calculations are not part of the submittals, unless specifically requested. This is the case for some SSE work, such as OWSJ, but is not in true in general and would have major cost implications if it were to become true in general. To my knowledge only the nuclear industry requires fully reviewable calculations to be submitted as part of the normal contract process, and there is a definite cost to this process. • Most engineers I know also consider their calculations to be a form of proprietary information that they are very reluctant to make widely available. While it is fair to say that the calculations would receive the same copyright protection as a drawing, in reality this copyright protection is rarely enforceable so calculations are the only real intellectual property that can be kept. <p>5. On page 17 the paragraph starting “Structural construction drawings...” provides a list of items that should be included on drawings and some basic standards. This is a case where CSA and industry standards exist to define these items and they could be referenced in this document.</p> <p>6. On page 22 the paragraph starting “Prior to the start of construction, The PSE...” has an editorial error. The capital “T” in “The PSE” should be a small “t”.</p> <p>7. On page 25 there is a long list of additional services that currently looks somewhat random. It may be easier to read if services related to a specific topic were grouped. For example;</p> <ul style="list-style-type: none"> • Changes following acceptance of the engineer’s proposal due to the decisions of others, including: 	<p><i>Thanks for your feedback we will look into any errors and fix them.</i></p>
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		<ul style="list-style-type: none"> ○ project scope ○ complexity of work ○ schedule or number of submittals ○ schedule of the construction <p>Thanks,</p>	
13	5/8/2015 9:53 AM	<p>Please find enclosed comments on the draft guideline entitled "Providing Structural Engineering Design Services in Buildings".</p> <p>James Douglas Manager Building Code Operations and Technical Support Building and Development Branch Ministry of Municipal Affairs and Housing</p> <p>[Attachment: 13. 20150508094621583.pdf]</p>	<i>The subcommittee address all the comments provided by the Ministry.</i>
14	5/8/2015 10:24 AM	<p>Attached please find our 5 comments on the draft guideline, pursuant to your request. Thanks again for providing us the opportunity to comment.</p> <p>Tim Moore, LMCBO</p> <p>[Attachment: 14. PEOGuidelineComments April 22 2015.pdf]</p>	<i>The subcommittee address all the comments provided by the LMCBO.</i>
15	5/8/2015 12:52 AM	<p>PEO:</p> <p>OSPE has presented the Guideline to several of its structural engineers. They have no further comments to add and OSPE considers the document ready for release.</p> <p>Lee Weissling, Ph.D. Manager, Policy and Government Relations</p>	<i>Thank you very much.</i>

<p>16</p>	<p>5/11/2015 9:17 AM</p>	<p>Please accept the attached document for PEO's review of its Guideline for Providing Structural Engineering Design Services in Buildings.</p> <p>Should you have any questions, please do not hesitate to contact me.</p> <p>With regards,</p> <p>David Zurawel Director, Government & Stakeholder Relations Consulting Engineers of Ontario</p> <p>[Attachment: 16. Consulting Engineers of Ontario - Response - May 8 2015.pdf]</p>	<p><i>These comments were addressed by the subcommittee in their December 1, 2015 meeting.</i></p>
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Ministry of
Municipal Affairs
and Housing

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C-507- 2.3
Appendix C

May 5, 2015

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

Dear Mr. Vera:

Thank you for an opportunity to comment on Professional Engineers Ontario's draft guideline entitled "Providing Structural Engineering Design Services in Buildings".

We appreciate the important role that professional engineers play in the design of buildings, including their structural elements, and welcome initiatives to provide engineers with best practices in this regard.

General comments

1. We note that the draft guideline applies to the design of a broad range of buildings and designated structures, including those beyond the exclusive scope of professional engineers under the Professional Engineers Act. We support this approach as it promotes safe design and recognizes that Ontario's Building Code requires that certain additional design work be undertaken by a professional engineer.
2. There are various references to applicable building regulations (e.g., page 10). It may be helpful to set out a non-inclusive list of such regulations in the document.
3. The document notes that it is the responsibility of the client to obtain all required permits. We concur, but also note that designers may act as an agent for the client in terms of applying for building permits. Perhaps the draft guideline should address this.

4. The term “building code” is used in a number of places in the draft guideline. It would be helpful to specify early in the document that references to the building code are generally references to the Building Code regulation under the Building Code Act, 1992. This is only discussed in Appendix 2.
5. It may also be helpful to note that Ontario’s Building Code does not apply to all buildings in Ontario (e.g. certain government buildings, first nation reserves), and that designers are required to comply with the codes and other requirements that apply in those cases (e.g., the National Building Code of Canada).
6. Pages 12-13 includes checklist for what the primary structural engineer (PSE) may do in the preliminary design phase. We suggest that this could also include a reference to discussing, with the client the, long term or life cycle costs associated with a particular design.
7. There is reference to “by-laws” governing the content of specifications (page 16). Municipal by-laws may also have an impact on the content of designs and other information submitted as part of a building permit application.
8. On page 15, the role of the PSE with respect to non-structural elements attached to the primary structural system is discussed. We recognize that the PSE is not typically responsible for cladding design (unless cladding is a structural element), or ensuring that the envelope is waterproofed. However, consideration could be given to requiring that the PSE consider the degree to which the structural elements need to be protected from the elements (rain etc.) and require that the PSE liaise with other designers responsible for building cladding and envelope. Alternatively, this coordination function could potentially be assigned to the “prime consultant” as described on page 11.
9. It may be appropriate to add “design of the building envelope” to the list of additional services that the PSE may provide (pages 25-26), subject to any restrictions in the professional statutes.

Suggested editorial changes

1. Page 7, second paragraph: the reference to “lateral loads” should be expanded to say “seismic loads”
2. Page 8, second paragraph: it is unclear what is meant by meeting, “acceptable standards”. This presumably includes, but is not limited to, compliance with applicable building regulations (the latter term is used elsewhere in the document).

3. Pages 10 and 11: the draft guideline makes reference to both "authority have jurisdiction" and "municipality". Terminology should be consistent.
4. Page 11, last line (and possibly other references) should reference "Ontario's Building Code".
5. There are references to Part 4 of the Building Code (e.g., page 18) and also Part 9. The document should clarify that these parts are found in Division B of the Code.
6. Page 17, first paragraph under "Construction Drawings" is unclear what is meant by "intended to be conveyed".
7. Page 18, first paragraph under Building Code Matrix Analysis - the respective roles of professional engineers and architects under the Professional Engineers Act and the Architects Act may require further elaboration.
8. The following paragraph on page 18 makes reference to the "owner". Should this read "client"?
9. Page 20, points under "Framing plans....", it is suggested that "snow piling" be replaced with "snow accumulation"; spell out "CSS"; add "waterproofing of construction joints and expansion joints where applicable".
10. Page 24, bullet 1, suggest spelling out "National Building Code Structural Commentaries".
11. Page 26, add a point noting that the work of the PSE may also include a structural assessment of an existing building, as such an assessment can lead to design work intended to address deficiencies.
12. Page 29, definitions - shouldn't "building" also include designated structures?

Please contact me at (416) 585-6656, or Brenda.lewis@ontario.ca, if you wish to discuss these comments further.

Regards,



Brenda Lewis
Director



Ontario Building Officials Association

Building Knowledge/Growing Communities

May 6, 2015

Mr. Bernard Ennis
Director, Policy and Professional Affairs
Professional Engineers Ontario
101-40 Sheppard Ave. West
Toronto, ON M2N 6K9

RE: Comments on Draft Guideline

Dear Sir:

We would like to thank Professional Engineers Ontario for providing the Ontario Building Officials Association with the opportunity to comment on the Draft Guideline for “Providing Structural Engineering Design Services in Buildings”. This is a great opportunity for our members to get involved and work together to make a difference in the construction of buildings in Ontario.

Three of our board members, Mike Seiling, Joyanne Beckett and Andy Jones reviewed the Draft Guideline and offer a few comments from the perspective of a building official. The following is a summary of these comments. If you wish a more detailed explanation, we will be happy to provide these as well.

The standard has been well prepared by your group and credit should be given for the efforts that have been put into this so far. The key highlights are:

- Throughout the Draft Guideline, there is little reference to compliance with the Ontario Building Code and the interface with Municipal Building Officials. This should be noted in areas such as the permit application process and site inspections.
- Throughout the Draft Guideline, the use of non-direct words such as “should” and “may” have been used. If the intent is to achieve the purpose stated, it is recommended that directive words be used such as “shall” or “expected”. This puts more significance on the importance of the statement.
- We would suggest listing the responsibilities of what is expected of the PSE’s before listing what is not included in their duties. This would provide greater clarity of that role.

- There should be specific direction to both PSE and SSE that they are to design and communicate for compliance with the Building Code, local by-laws and related standards,
- We would suggest clarifying who is responsible to educate the client, and let them know what is expected of them.
- Under the Prime Consultant responsibilities, we suggest adding the following f) Coordinate general review and submission of reports to Municipal CBO/Inspector per the Building Code requirements, in a timely manner.
- We suggest that where there, are unique issues and/or interpretations, Municipal Building Departments are an option to seek clarity through phone calls or a meeting.
- We would like to note that in addition to current applicable codes and standards, structural engineers should make themselves aware of upcoming changes to codes and applicable standards.
- It should be made clear that there are differences between construction drawings and working drawings. Most municipalities will not accept working drawings for permit submission when stamped “Not For Construction”
- It should be made clear that it is not just the authority having jurisdiction that may have a different code interpretation, but other design professionals may differ from the PSE as well.

Again thank you for the opportunity to make comments on your standards. We trust this will continue to strengthen the relationship between the OBOA and the PEO, and we look forward to working with you in the future on similar projects.

Yours truly,



Mike Seiling, CET, CBCO
OBOA President

May 6, 2015

C-507-2.3
Appendix E

José Vera
Manager, Standards and Practice
Professional Engineers Ontario
101-40 Sheppard Ave. West
Toronto, ON M2N 6K9

Subject: Guideline for Providing Structural Engineering Design Services in Buildings

Dear Mr. Vera,

Thank you for providing LMCBO an opportunity to review and provide recommendations concerning PEO's draft Guideline. We understand this is an update to PEO's 1995 *Guideline for Professional Engineers providing Structural Engineering Services in Buildings*. We fully support the efforts being put forward by PEO in updating this guideline to address such things as the proper assignment of responsibility between multiple practitioners, and the other matters outlined in your Terms of Reference. The document addresses an area of significant public interest and will be an important guide to the provision of structural engineering services.

Our comments are listed according to key subject matters being addressed in the Guideline, in the order they generally first appear.

Primary Structural Engineer (PSE)

- We strongly support the emphasis on assigning a PSE and Prime Consultant, evident throughout the Guideline, and defining the responsibilities attached to these roles.
- It isn't clear how a Chief Building Official will know that a PSE has been assigned and is identified on permit submission documents. While the intention, purpose and value in assigning a PSE and Prime Consultant are clear, the mechanism for ensuring a client meets this obligation is less so. In conjunction with this Guideline, PEO should work with the OAA and the Ministry to ensure there is a mechanism put in place requiring the assignment of these roles in all building projects requiring professional design.

Fast Track Projects

- Since early approval and commencement of construction is usually the primary focus of the client, include a bullet to the effect of "*advise the client of the requirement for completed drawings when filing building permit applications, and that the building permit must be obtained before commencing work*"

Client's Obligations

- A distinction should be drawn between certain of the client's obligations in terms of *must* or *should*. In the context of this guideline, the client is a person who is causing a building to be constructed under the *Building Code Act*, and accordingly they have a legal obligation to retain qualified designers and geotechnical specialists, among other things. On Page 10, items (a) and (g) can be stated as legal obligations as opposed to 'should do'.
- Include reference to general review in the client list of legal obligations, such as *retain qualified professional engineers to undertake general review of the construction or demolition*.
- Item (c) at the top of Page 11 should be revised to *if appropriate consider notifying the municipality where the client refusal concerns a Building Code Act matter*. Municipalities do not oversee other client-consultant contract matters.

Geotechnical Considerations

- The Building Code requires that subsurface investigation be undertaken in association with a structural design. This section should state that owners be apprised by the PSE of this requirement.
- In our view, the PSE should normally determine the need for geotechnical services and advise the client accordingly. The guideline states that this is not part of their usual duties.
- The guideline should clarify the circumstances where it is acceptable for a client not to retain geotechnical engineering.

Permit Application Drawings

- The Guideline should include more specific information about the roles and responsibilities of professional engineers in providing plans that are used in support of a permit application.
- Part B, 2 should include a separate section highlighting Building Permit Submission Drawings, explaining what is required to file an application, and what should be included on structural drawings filed for permit.
- The legislated requirements applying to designers filing plans in 1.1 (2)(a) of the *Building Code Act* could be stated in the Guideline. The last paragraph on Page 17 should be revised in this regard, since it is not accepted practice and appears to be contrary to the intent and purpose of this legislation.
- In the case of houses and other buildings regulated under Part 9 of the building code, plans should specify whether all or part of the design has been prepared according to engineering principles in Part 4, since this option is available to professional engineers.

Specifications

- CCMC and BMEC rulings applicable to the proposed design could be included in the specification content list.

Shoring and Underpinning

- Shoring and underpinning plans would typically be included in a listing of drawings prepared by or under the supervision of structural engineers

Other Services listed in Part D

- Demolition plans and general review of demolition associated with permits specified in Division C - 1.2.2.3. of the Building Code should be included.
- Filing of alternative solution documentation as required by the Building Code could be included, since this is an available compliance option for designers.

General Review

- Although it is understood that the focus of the Guideline has been narrowed to design services, general review is normally undertaken by the PSE and is required by regulation. We would recommend that more visible references to general review be retained to ensure regulatory compliance is not eroded as an unintended consequence of revising this Guideline.
- In the introduction on Page 7, revise the final bullet to “*general review of construction according to the Building Code.*”
- Include one more bullet, adding “*general review*” to the list of typical basic services on Page 9.
- Revise the title of Part B, section 3 on page 22 to *Tendering, Construction and General Review*. Include a General Review paragraph which augments your proposed content in this section, and states something to the effect of:

The Ontario Building Code prescribes the circumstances when construction or demolition requires general review by professional engineers. General reviews must be documented and written review reports submitted to the Chief Building Official (CBO) in these instances. The purpose of general review reporting is for professional engineers to advise the CBO whether the construction is in general conformity with the professional plans and other documents which formed the basis for the issuance of the permit, or any changes that were authorized by the CBO.

The professional engineer must determine the scope and frequency of the general review program necessary to be able to determine whether all significant aspects are being carried out in general conformity with the design plans and other documents which formed the basis for the issuance of the permit or any changes that were authorized by the CBO. Refer to the PEO Guideline Professional Engineers Providing General Review of Construction as required by the Ontario Building Code which outlines those services which should be provided as part of General Review during construction.

- Although certain roles for secondary engineers is described in the Guideline, our understanding is that the PSE will be responsible for General Review, which is current practice. This expected role of the PSE should be affirmed in the Guideline, including the completion and submission of the General Review Commitment to the Chief Building Official.

Resident Inspection

- We recommend rewriting this section and tying it more clearly to an additional service associated with contract administration, where *continuous* monitoring of construction is requested. General review frequency is dependent on what is necessary for observing all

important elements, and may be more or less frequent depending on the individual circumstances of the design, construction progress and the due diligence requirements of the professional engineer.

Provision of As-Built or Record Drawings

- The submission of *as constructed plans* is prescribed in Division C – 1.3.6.1. in the Building Code, and should be specifically referenced in this section.
- PEO should clarify whether as constructed plans submitted to a Chief Building Official should be sealed.

Definitions

- Include a definition for the *practice of professional engineering*, since this is an important reference point for work that is required to be carried out by or under the supervision of structural engineers.
- Include a definition for *general review* as prescribed by the Building Code.
- Clarity about the distinction between Primary Structural Elements and secondary or non structural elements would appear to be important to this Guideline and defining the work of the PSE. The definition for Primary Structural Element could be somewhat more descriptive in this respect and could be stated as *“A beam, column, or other structural design element that is essential to maintain the structural integrity of the Primary Structural System of a building.”*
- The definition for Secondary Structural Element and other subjects include references to a “structural engineer of record”, an “RP” and “supporting registered professional”. Eliminating these terms in favour of a more consistent use of the PSE/SSE terminology may be preferable to avoid confusion.

Prime Consultant - Building Code Analysis Matrix

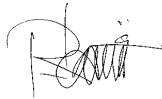
- The form and content of the Building Code Analysis Matrix should be harmonized with the OAA's existing matrix, since they serve the same purpose.
- We would recommend that PEO provide a more definitive statement about required competencies in the case of a PSE undertaking the role of prime consultant and carrying out the necessary Building Code analysis. The applicable sentence on page 18 could be reworded to *“When the PSE is not qualified to undertake the role of a prime consultant and carry out a Building Code analysis, another design professional must be engaged to provide those services.”*
- For clarity and to distinguish it from the Structural Design Matrix, the building code design analysis in Appendix 3 could include the following sub heading: *To be provided on permit drawings in cases where the engineer is the prime consultant responsible for the overall design of the building.*
- There are no references in the guideline to the need for engagement and coordination with the Architect, which is the normal consulting arrangement in most projects. We recommend further information be provided on this point, in consultation with the OAA.

Structural Design Matrix

- We fully support the use of the Structural Design Matrix. For clarity and to distinguish it from the Building Code Design Matrix, the Structural Design Data Matrix in Appendix 4 could include the following sub heading: *To be provided on the Primary Structural Engineer's permit drawings.*
- The structural system table (Item 1 on page 40) should include a means of classifying the system components as either Primary, Secondary or Specialty Structural Elements.
- The section on live loads should include specific reference to vehicular loading for such things as fire trucks on access roadways.
- The matrix should provide a means of indicating the governing load(s).
- For additional clarity, we would recommend incorporating snow load design parameters C_w , C_s and C_a , and wind load design parameters C_e , C_g , C_{gi} , C_p and C_{pi} .

I am available should you wish any further consultation on the guideline, related to our comments or any other aspect. Thank you again for providing us the opportunity to comment.

Yours truly,



Ralph Kaminski,
Chair, LMCBO

Copy to: Brenda Lewis, Director, Buildings Branch, Ministry of Municipal Affairs & Housing
Kristi Doyle, Executive Director, Ontario Association of Architects
Mike Seiling, Ontario Building Officials Association



C-507-2.3
Appendix F

Submitted to: José Vera, P. Eng., MEPP
Manager, Standards and Practice
Professional Engineers Ontario

Date Submitted: May 8, 2015

Consulting Engineers of Ontario (CEO) is a not-for-profit association representing over 200 consulting engineering firms that collectively employ more than 20,000 people across the province of Ontario. Professionals in these firms are not only comprised of engineers, but also technicians and technologists, geoscientists, architects, and planners. Its multidisciplinary member firms provide a wide range of engineering services to government and private sector clients. Member firms range in size from sole proprietorships to large multinational engineering firms.

CEO promotes the important contribution that the consulting engineering sector makes to the social, economic and environmental quality of life in Ontario.



Introduction

Consulting Engineers of Ontario (CEO) thanks Professional Engineers Ontario (PEO) for the opportunity to comment on its Guideline for *Providing Structural Engineering Design Services in Buildings*.

CEO member firms collectively employ over 20,000 individuals. Professionals in these firms are not only comprised of engineers, but also technicians and technologists, geoscientists, architects, and planners. These multidisciplinary firms work extensively with public sector clients to enhance the social, environmental and economic quality of life for all Ontarians.

General Comments

Overall, CEO views this as a well written document that identifies the struggles or misconceptions of ‘who is liable’ in the field between the PSE and the SSE. It would seem the only detail missing is the requirement of when the SSE is required to submit sealed/not sealed drawings and reports for clarification or more information.

CEO’s SSE service providers often find they have a great of difficulty getting additional information from the Architects and PSEs that are not on the drawings thereby preventing them from practicing engineering and developing solutions.

CEO’s SSE service providers have brought two (2) common scenarios to our attention that have been getting worse over the last five (5):

- 1) The majority of Architect and PSE drawings do not include grid line dimensions and enough details to facilitate engineering and for detailers to detail:
 - a. In order to get information to start engineering, they have to provide a drawing(s) that is (are) clouded and seal the drawing in order for the Architect or PSE to look at what is being requested;
 - b. The drawings they MUST seal have no engineering details of any connection or designs as a result of not having enough information; and,
 - c. When bringing this problem to the attention of those in authority, they are told ‘too bad’ and to seal it anyway.
- 2) SSE service providers are required to provide a ‘sealed’ letter stating they are the licensed engineers who are designing connections, etc. for the particular project.
 - a. These letters have no engineering opinion and contravene the



- guideline for sealing of reports and drawings;
- b. When they state point 2a), typically the answer is it doesn't matter because it has been caught in the past where the drafter or fabricator forged a seal or said they had an engineer working on the project and it wasn't true; and,
 - c. When they discuss the issue further the client is threatened with delaying the project and the SSE provider ends up sealing the letter to ensure the project moves forward and they can get the necessary information.

CEO's members are concerned with the increasingly prevalence of PSEs and Architects not providing the necessary information to the SSE and suppliers. This is increasingly making it more difficult from them to efficiently execute their services. CEO is not clear why this information cannot be provided. The common explanation of 'liability exposure' is not valid as the SSEs are relying on the PSEs and Architect's information and design to provide their services as per their design.

CEO is recommending this proposed guideline require statements that sealing of documents or drawings by SSEs must have engineering content and opinions. For example, what not to stamp are drawings that are clouded for missing information, a letter of statement of engagement, half designed drawings requiring more information or as requested by PSE for interim review.

Additionally, the requirement of sealing documents by other engineers that are not necessary, required or improper is of concern to CEO's members and the practice is growing in frequency. CEO believes that this needs to be restated in this guideline as the current sealing guideline is being ignored with disappointing frequency.

Specific Comments

Definition of "public interest", Preface, Note, Page 5:

While well-meaning, CEO finds the term "public interest" to be overly broad and vague. CEO would like to remind PEO that we as professionals typically find ourselves working for a specific client on a specific project. So, the definition proposed in the guideline document supposes that virtually everyone and anyone is considered to be impacted by an engineer's work.

It is CEO's belief that this definition, as presently written, will make engineers easy targets for dissatisfied clients or third parties who view themselves as somehow being aggrieved. CEO recommends that PEO define for engineers, and by extension the public, what is the "public interest" in a more definitive way.



Definition of Primary Structural Engineer (PSE), 3. Purpose and Scope of Guideline, Page 6:

CEO understands the intent of the proposed term “Primary Structural Engineer” (PSE). However, this term can be confusing and create problems. First, the guideline states that the PSE is to be responsible for coordinating all the structural engineering work done by the various practitioners on a project. An important question to consider is what if that role is not part of the mandate assigned to the PSE by the client? Second, if there is a “Primary” engineer on a given project then it must be implied that any other structural engineer will have to be considered a “Secondary” or even “Tertiary” engineer. Such classifications can quickly become confusing. Additionally, CEO notes that there are no parallel suggestions to create different classes for other engineering disciplines even though large projects can be complex enough to require multiple engineers. If the responsibility for guarding against “non-coordinations, incomplete design and responsibility gaps lies with the Structural Engineer involved with the design of the “structural integrity of the building,” then having such a designation is understandable. However, such responsibilities could just as easily rest with another consultant such as an Architect or another Engineer who has been engaged by the client to serve as the “Prime” for the project. In the case of a Design-Build project, it could even be the builder who acts as the Prime and is responsible for coordinating the various consultants.

CEO points out that PEO has created the “Building Design Specialist” designation for members who have passed the Ministry of Municipal Affairs and Housing Building Code examinations. For engineers carrying this designation, specializing in this sort of work, it may be more appropriate to use the term “Building Structural Engineer” (BSE) along with a clear scope of duties and responsibilities of what is and is not included in their mandate. This could serve to clearly distinguish the Structural Engineer, who is designing the main structural components of the project, from those designing the subcomponents.

Review of shop drawings, 4. Introduction, Page 7:

CEO points out that the phrase “review of shop drawings for compliance with the specified structural requirements” implies a degree of responsibility and liability much beyond established industry practice. Most shop drawings include stamps with wording similar to:

“Reviewed only as to general conformity with the design concept. The Engineer does not warrant or represent that the information contained in this drawing is either accurate or complete. Sole responsibility for correct design details and dimensions shall remain with the party submitting the drawing.”

CEO recommends that this phrase be modified to read, “*review of shop drawings*”



for general conformity with the design concept.”

Review of construction for compliance with the general intent, 4. Introduction, Page 7:

CEO points out that the phrase “review of construction for compliance with the general intent” implies a degree of responsibility and liability far beyond established industry practice. Most “Commitment to General Reviews by Architect and Engineer” forms used by Ontario municipalities state:

“The undersigned architect and/or professional engineer(s) hereby certify that they are qualified in and have been retained to provide general reviews of the parts of construction or demolition of the building indicated, to determine whether the work is in general conformity with the plans and other documents that form the basis for the issuance of a permit, in accordance with the performance standards of the OAA and/or PEO.”

It is CEO’s position that this phrase should be revised to read, “*review of construction for general conformity with the plans and other drawings that form the basis for the issuance of the permit.*”

Extent of sub-contracted design work, 4. Introduction, Page 7:

The extent of sub-contracted design work is typically the choice of the client and/or the contractor. The design criteria to be used is typically a function of the Ontario Building Code and the experience and knowledge of the engineer providing the service. With this in mind, CEO does not agree with the statement that “*On a typical project, it falls to the designer of the primary structural system to determine and communicate the extent of the sub-contracted design work and the design criteria to be used.*” CEO does however, agree that “*All practitioners involved in the project should confirm their scope and design criteria prior to undertaking their work.*”

Structural Engineer as the Prime Consultant, Part A. Professional Relationships and Scope of Work, Page 8:

CEO notes that Structural Engineers are only rarely the Prime Consultant on a project and this is typically limited to projects that do not require an architect. It is the experience of CEO’s members that on projects requiring an architect it is the architect that is usually engaged as the Prime Consultant.



Primary Structural Engineer (PSE), Part A. Professional Relationships and Scope of Work, Page 8:

For reasons mentioned above, CEO does not agree with the term "Primary Structural Engineer". The Professional Engineer in charge of designing the main structural elements of a building's vertical and lateral load resisting elements - including the building's foundations, floors, walls, and/or columns - is the building's Structural Engineer. A term such as Building Structural Engineer (BSE) is more accurate and descriptive of this role.

CEO recognizes that other structural engineers are typically involved in designing secondary or specialty building elements, for which they are responsible, and for which the building's Structural Engineer is not. As such, the BSE would only be expected to perform a coordinating role for these latter engineers if they had been engaged to do so by the building's Owner/Developer or Architect.

Primary Structural Engineer (PSE), Part A. Professional Relationships and Scope of Work, Page 8:

CEO wishes to clarify that because the BSE is responsible for the design of the vertical and lateral load effects on the building's structure, such design must take into consideration other building components. Consequently, the BSE must be aware of the effect of other building components on the supporting structure. CEO points out however, that does not make the BSE "responsible for the review of these elements."

"Fast-track" project, Part A. Professional Relationships and Scope of Work, Page 9:

CEO questions how the BSE can be expected to "ensure" that fast-track scheduling will not adversely affect the quality and safety of the services provided by other professionals.

The whole point of fast-track scheduling is to not wait for the project drawings and specifications to be complete before starting on the construction of a building. If by definition, the design and specifications are not complete in such a scenario, what then is the purpose of advising the client that "no part of the designs or specifications is complete before contract documents, including those of other professionals, have been completed"?

Assisting the Client, Part B. Design and Construction, 1 - Preliminary Design, Page 13:

CEO's position is that the responsibility for project scheduling lies with the project managers and contractors, not the BSE.



CEO also points out that coordination for the number and timing of meetings is the responsibility of the project managers and contractors, not the BSE.

Shop drawing stamps, Part B. Design and Construction, 2 - Final Design and Documents, Specifications, Page 17:

CEO calls to PEO's attention that most shop drawing stamps have some variation of the following wording:

"Reviewed only as to general conformity with the design concept. The Engineer does not warrant or represent that the information contained on this drawing is either accurate or complete. Sole responsibility for correct design details and dimensions shall remain with the party submitting the drawing."

CEO's position is that the wording of statements such as this should be changed to:

"The specifications should make it clear that:

- a) the BSE's review of shop drawings is undertaken to determine whether they meet the intent of the design, and*
- b) the client/prime consultant should engage independent agencies in order to inform the owner/prime consultant of the quality of the contractor's performance and whether the work meets the intent of the design."*

Best practice, Part B. Design and Construction, 2 - Final Design and Documents, Structural Construction Drawings, Page 17:

CEO points out that for fast-track projects, this may not be true.

Definitions, Primary Structural Engineer, Page 29:

As mentioned earlier, CEO believes Building Structural Engineer (BSE) is a more accurate term.

We appreciate the opportunity to comment and provide input. Please do not hesitate to contact the undersigned with any questions.

Respectfully Submitted,
Barry Steinberg, M.A.Sc., C.E.T., P.Eng.
Chief Executive Officer

Briefing Note -Decision - Act/Regulation/By-Law Change

Discipline Committee Panel Composition - Members of Council

Purpose: To clarify Council-approved changes to the *Professional Engineers Act* pertaining to which Councillors are to be exempt from the Discipline Committee.

Motion(s) to consider: (requires a two-thirds majority of votes cast to carry)

That Council amends its Recommendation 14 of the Final Report of the Complaints and Discipline Task Force, adopted by Council on September 23, 2011, to read as follows:

14. That the *Professional Engineers Act* be amended to eliminate the requirement for elected members of Council to sit on Discipline Committee hearing panels.

Prepared by: J. Max, Manager, Policy, Tribunals and Regulatory Affairs

Moved by: R. Fraser, P.Eng., Chair, Legislation Committee, 2015-2016

1. Need for PEO Action

- In the current version of Section 27.1(5) of the Act, Discipline hearing panels are to be selected from at least one each of:
 1. an elected member of Council;
 2. a member who is a Lieutenant Governor's appointee to Council or is appointed by the Attorney General (and not a Councillor);
 3. a non-member who is a Lieutenant Governor's appointee to Council or is appointed by the Attorney General (and not a Councillor);
 4. a member who has at least 10 years' experience in the practice of professional engineering.

On September 23, 2011, Council approved the recommendations in the final report of the Complaints and Discipline Task Force (with the exception of Recommendation 24), including a recommendation (see Appendix A) to modify the *Professional Engineers Act* to eliminate the requirement for Discipline panels to be partially composed of Council members, or changing the Act so that former Council members can fulfill this role (see Appendix B). The rationale for the change provided in that report was "...The present requirement for members of Council to be panel members places an unreasonable burden on some councillors and may make it difficult to appoint panels in a timely manner."

- This recommendation (Recommendation 14) has yet to be implemented. The recommendation also does not specify if removing or changing the Act's requirement that

Discipline panels be partially composed of Council members should affect the Act's requirement that the Discipline Committee be partially composed of Council members. The rationale provided focused on panel composition rather than membership on the Discipline Committee per se.

- The Legislation Committee requires clarification of these issues to be able to continue its work to fully prepare the item for Council's roster of future Act changes.

2. Proposed Action / Recommendation

- That Council clarify its previous motion to amend the Act by deciding whether elected members be exempted from the requirement to sit on Discipline Committee hearing panels (i.e. Discipline panel) while still being members of the Discipline Committee.
- And that Council clarifies its intent is not to pursue the alternative proposal in Recommendation 14 to permit former members of Council to fill the role of a Councillor on a Discipline panel, but to simply remove completely the need for a Councillor, current or former, to sit on a Discipline panel.

3. Next Steps (if motion approved)

- The Legislation Committee will complete its work required for this amendment, to be presented to Council for approval. This work includes:
 - a. Policy intent;
 - b. Authority sought;
 - c. Stakeholder response/reaction;
 - d. Potential impact of the amendment, and
 - e. Supporting evidence/jurisdictional scan.
- Following Council approval, the amendments will be placed on a roster of amendments awaiting the next opportunity for Act changes through the Legislature. As that opportunity arises, the policy direction will be sent to the Attorney General for legal drafting.

4. Peer Review & Process Followed

<p>Process Followed</p>	<ul style="list-style-type: none"> • The Complaints and Discipline Task Force, composed of five PEO members (including members of the Complaints and Discipline Committees, and a complainee) and six staff, began meeting in December 2010 after having its Terms of Reference approved at the November 18, 2010 Council Meeting. The members on the Task Force were: <ul style="list-style-type: none"> - Patrick J. Quinn, P.Eng. (Chair) - Tim Benson, P.Eng. (Discipline Committee member) - René Caskanette, P.Eng.
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	<ul style="list-style-type: none"> - Nancy Hill, P.Eng. (Complaints Committee member) - Maximus Perera, P.Eng. (Discipline Committee member) <ul style="list-style-type: none"> • The mandate of the Task Force was to review concerns expressed by members about PEO’s Complaints and Discipline processes, with the intention of strengthening the processes and the public’s and members’ confidence in them. The Task Force presented an interim report to Council on April 7, 2011; at the May 2011 meeting, Council considered implementing the interim report, but decided that the Task Force should present its final report in September, as planned. Following this meeting, Patrick Quinn, René Caskanette and Maximus Perera resigned from the Task Force, stating that they believed the April report had fulfilled the Task Force’s mandate. The remaining members brought their recommendations to the Complaints and Discipline Committee on August 8 for review and feedback, and the Final Report of the Task Force, including the recommendations, was approved by Council on September 23, 2011. Recommendation 14 is part of this Final Report. • The recommended Act changes have yet to be implemented. PEO does not control the timing of Act changes as it is a government prerogative, and the last major set of changes came about in October 2010. • As part of its review of future Act changes, the Legislation Committee identified Recommendation 14 as an unfulfilled Act change in November 2015, and was discussed by the Legislation Committee on February 12, 2016. The Committee initiated the motion to seek clarification from Council as it felt the recommendation was unclear for the purposes of giving policy direction to the Attorney General whether the requirement to sit on the Discipline Committee and subsequently on hearing panels applies to all members of Council (elected and appointed LGAs) or just to elected members of Council, whether they should just be exempted from panels but could still sit on the Discipline Committee and, furthermore, how former Councillors could fulfill sit on hearing panels.
Council Identified Review	<ul style="list-style-type: none"> • Council has already given its policy direction in 2011. • The Legislation Committee will use Council’s decisions to complete its work prior to submitting the package to Council prior to the Committee providing policy intents to the Attorney General for these Act changes for legal drafting as the first step in the legislative process
Actual Motion Review	<ul style="list-style-type: none"> • The motion was initiated by the Legislation Committee on February 12, 2016. • It was prepared by the Policy and Professional Affairs division, and reviewed by the Legislation Committee at their meeting on March 4, 2016.

5. Appendices

- Appendix A - Recommendation 14 of the Complaints and Discipline Task Force Final Report
- Appendix B - *Professional Engineers Act*, Sections 27(1) & (5)

Appendix A - Recommendation 14 of the Complaints and Discipline Task Force Final Report

14. That the *Professional Engineers Act* be amended to eliminate the requirement for members of Council to sit on the Discipline Committee or, in the alternative, permit former members of Council, who are qualified in accordance with recommendation 11, to fill this role.
[Reworded]

Rationale

The best qualified people should sit on discipline panels. Because engineering is a self-regulating profession, the majority of panel members should be professional engineers. The present requirement for members of Council to be panel members places an unreasonable burden on some councillors and may make it difficult to appoint panels in a timely manner.

Appendix B - *Professional Engineers Act*, Section 27(1) & (5)

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).

(5) Within 90 days after a matter is referred to the Discipline Committee for hearing and determination, the chair may,

- (a) select a panel from among the members of the Committee that includes at least one of each of the persons appointed under paragraphs 1, 2, 3 and 4 of subsection (1);
- (b) designate one of the members of the panel to chair it;
- (c) refer the matter to the panel for hearing and determination; and
- (d) set a date, time and place for the hearing. 2010, c. 16, Sched. 2, s. 5 (59).

TASK FORCE TO REVIEW PEO COUNCIL COMPOSITION

Purpose: To determine an optimal Council *size* and *composition*.

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

That Council:

1. Approve the striking of a Council Composition Task Force to examine Council size and composition.
2. That Council direct the Registrar to develop a draft terms of reference and proposed list of members for a task force to examine this issue for approval by Council at its September 2016 meeting.

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

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

1. Need for PEO Action

- PEO members have suggested that:
 - PEO Council is overly large at 29.
 - That fewer than 12 LGAs are required.
 - Comparisons be made to comparable institutions with a Council-type governance structure (municipal, professional.)
- Cost saving:
 - The variable cost per Councillor (per the Finance Director) is estimated at around \$5,000 per year (see references.)
 - Task Force would address costs and the impact on the budget.
 - A smaller Council would:
 - reduce total *variable* cost for Council (travel, hotel and meal, workshop, retreat, catering, documentation, computer costs, etc.)
 - Over time, reduce the *fixed* costs of Council, e.g. Council space, video and conferencing equipment, etc, with the reduced amortization being applied to program spending or PEO reserves.
- An overly large Council leads to:
 - unfocused debates
 - longer meetings
 - delayed decisions
 - dysfunctional factions
 - higher costs.

Briefing Note – Decision

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- Regarding LGAs specifically:
 - There is no question of the value of qualified “lay” LGAs from the senior professions in bringing experience and balance to Council deliberations.
 - This motion intends no criticism of present P.Eng-LGA performance on Council.
 - The presently mandated number of LGAs (up to 12) is well in excess of that required to ensure that the public is properly represented on Council.
 - There is no longer any rationale for government appointing P.Eng's as LGA's. Historically, we had one LGA from each discipline, a situation no longer valid now that we have over 30 disciplines... and growing.
 - PEO members are quite capable of electing licensed engineers to Council.
 - The elimination of P.Eng's-LGAs would facilitate the AG appointing other qualified professionals.
 - The competence of present P.Eng-LGAs would easily qualify them to run in Council elections, should they so wish, with strong chance of being elected.

2. Proposed Action / Recommendation

Should Council approve the formation of the Task Force, the Registrar will prepare a Terms of Reference that will be brought back to Council for approval at the September 2016 Council meeting.

The terms of reference should contain the following elements:

- The Task Force will be made up of 3 Councillors and 4 Members-at-Large.
- The Task Force would be provided with a budget of \$7500
- The Task Force should make recommendations regarding:
 - The overall size of Council;
 - The number of Councillors to be designated as Regional, At-large and LGA.
 - Whether all LGAs should be “lay” members of Council.
 - The duration of LGA service on Council (in concert with the recommendations of the Council Term Limits Task Force).
- Any recommended changes shall be consistent with and support PEO's *regulatory* mandate under the *Professional Engineers Act*.
- When Task Force recommendations are approved by Council, changes shall be held pending the next submission to the AG regarding changes to the Act.

Briefing Note – Decision

3. Next Steps (if motion approved)

- Develop Task Force Terms of Reference
- Select Task Force members.
- Assign PEO staff support person.
- Schedule meetings and completion date.
- Hold Task Force meetings as required
- Develop changes to Council for incorporation in a future Act change.
- Report recommendations to Council for approval.
- Advise PEO membership of planned Council changes in *Engineering Dimensions*.

4. Peer Review & Process Followed

Process Followed	<ul style="list-style-type: none">• This note has not been peer reviewed by any of PEO's Committees
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5. References (not attached)

- “A PEO Council Who's Who”, *Engineering Dimensions*, (p38) January/February 2016
- Councillor Jones' letter in *Engineering Dimensions*, (p49) March/April 2016.
- “Variable cost per councillor”, a study, May 2016, by PEO Finance Director Mehta.
- 2015 Election platform for Councillor Jones (documentation and PEO video).
- PEO website: http://www.peo.on.ca/index.php?ci_id=1835&la_id=1
- “The role and history of PEO Council”, by Chris Roney, P.Eng, FEC. *Engineering Dimensions*, July/August 2012.
- “Public trust: PEO's appointed Councillors”, by David Sims, BComm, LLM, QC. *Engineering Dimensions*, October 2001.

2016 ELECTION MATTERS

Purpose: To approve the recommendations of the 2016 Central Election and Search Committee (CESC) and to approve various other matters related to the conduct of the 2017 Council Elections.

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

That Council, with respect to the 2017 Council election:

- a) approve the recommendations contained in the 2016 Central Election and Search Committee Issues Report as presented to the meeting at C-507-2.6, Appendix A;
- b) approve the 2017 Voting Procedures, as presented to the meeting at C-507-2.6, Appendix B;
- c) approve the 2017 Election Publicity Procedures, as presented to the meeting at C-507-2.6, Appendix C;
- d) approve the 2017 Nomination Petition Form as presented to the meeting at C-507-2.6, Appendix D;
- e) approve the 2017 Nomination Acceptance Forms for President-Elect, Vice-President, Councillor-at-Large and Regional Councillor as presented to the meeting at C-507-2.6, Appendix E,
- f) appoint the Regional Election and Search Committees (RESC) for each Region,
- g) appoint the Junior Regional Councillor in each Region (Michael Wessa P. Eng., Guy Boone, P.Eng., Noubar Takessian, P.Eng., Gary O. Houghton, P.Eng., Danny Chui, P.Eng.) as Chair of the RESC for their Region.

Prepared by: Ralph Martin – Manager, Secretariat

Moved By: Thomas Chong, P. Eng., Past President

1. Need for PEO Action

Members of Council are to be elected annually in accordance with sections 2 through 26 of Regulation 941 under the *Professional Engineers Act*.

In accordance with the Protocol for Annual Review of Election Procedures, the Central Election and Search Committee (CESC) undertook a review of the procedures for the conduct of the 2016 Council Elections. PEO convention requires that Council approve voting procedures and election publicity procedures, which form part of the voting procedures, for its annual elections. All recommendations approved by the CESC have been incorporated into the Voting and Election Procedures and the 2017 Council Elections Guide, as the case may be, and will be amended, if required, as per Council's decisions at the meeting.

Changes in the Voting and Publicity procedures reflect the recommendations made in the CESC Issues Report. For ease of reference, each issue in the Issues Report has been annotated to indicate the procedure number to which the issue relates or, where a recommendation relates to an issue that does not fall within the procedures or where there is no change from last year.

The CESC Issues report deals with a number of issues including:

- That the CESC conduct a policy review of the signature requirements for the Candidate Nominaton papers;

- That the Voice Broadcast notifying members that the 2017 Council election packages have been sent out to continue;
- That the Official Elections Agent send out an eblast with the ID and PIN numbers to members every Monday during the election period;
- That the travel allowance for candidates be based on the distance between chapters and the number of chapters in a region;
- That information on the All Candidates webcasts be included in the election packages sent by traditional mail;
- That Communications dedicate a large banner on the cover of the January/February 2017 issue of *Engineering Dimensions* to the Council election;
- That PEO continue to send the Council Election package to members electronically to all eligible voters with email addresses and by traditional mail to the remaining voters;
- That the CESC conduct a policy review to examine whether to increase the number of volunteer positions from two to three on the CESC.

S. 13(1) and 13(2) of Regulation 941 require Council to appoint a Regional Election and Search Committee (RESC) for each Region composed of the Chair of each Chapter in the Region and appoint the Junior Regional Councillor in each Region as the Chair of the RESC for that Region.

2. Proposed Action / Recommendation

That Council approve the motions noted above.

3. Next Steps (if motion approved)

The approved 2017 Voting Procedures and 2017 Election Publicity Procedures would be published on PEO's website and in the July/August issue of *Engineering Dimensions*. The 2017 Council Elections Guide will be updated reflecting the Council approved changes to the Voting and Publicity procedures.

4. Peer Review

Comments were collected from stakeholders such as the Regional Election and Search Committee (RESC) Chairs, Returning Officers, the Official Elections Agent, the Registrar, the Chief Elections Officer, senior PEO staff and others during the Council election and are reflected in the Issues Report.

5. Appendices

- Appendix A – Central Election and Search Committee Issues Report
- Appendix B – Draft 2017 Voting Procedures
- Appendix C – Draft 2017 Election Publicity Procedures
- Appendix D – Nomination Petition Form
- Appendix E – i) – Nomination Acceptance Form – President-Elect
 ii) – Nomination Acceptance Form – Vice-President
 iii) – Nomination Acceptance Form - Councillor-at-Large
 iv) – Nomination Acceptance Form – Regional Councillor

2016 Central Election and Search Committee Issues Report

No.	Issue	Related Background	Recommendations
1	<p>A significant reason why one member at least declined to put his name forward for election was the requirement to obtain signatures of members from all regions (for at-large positions and from within the region for regional councillors).</p> <p>Potential candidates may not know a sufficient number of members to obtain the necessary signatures. This is being perceived as an attempt to dissuade not-so-well-known members from running and as being geared to favour repeat groups of former elected members to the exclusion of new blood. The way in which signatures are obtained renders the nomination process meaningless.</p>		<p>Recommendation: The CESC to conduct a policy review of the signature requirement.</p> <p>Rationale: Reducing this possible barrier for members to run may result in fewer acclamations and more members for all positions running for Council.</p>
2	<p>Should the names of nominated candidates be posted on the PEO website prior to the close of the nomination period.</p> <p>There was feedback provided by RESC Chairs that potential candidates were intimidated when they saw the names of confirmed candidates on the PEO website. They indicated this could be a barrier to candidates putting their names forward to run.</p>	<p>2016 Election Publicity Procedures:</p> <p>1. Names of nominated candidates will be published to PEO’s website as soon as their nomination is verified.</p>	<p>Recommendation: Maintain status quo.</p> <p>Rationale: To ensure an open and transparent election process.</p>
3	<p>Should PEO continue with the All Candidates Webcasts?</p> <p>A number of candidates in the 2016 Council election indicated in the Candidate Survey that they did not feel that the All Candidates webcasts were effective in communicating with voters. A number of candidates also questioned the cost of the All Candidates webcasts.</p>	<p>The budget for the 2016 All Candidates Meetings, including the production of the meetings, webcast costs, and candidate travel costs was approximately \$37,000. A total of 1,481 voters watched the All Candidate Webcasts.</p>	<p>Recommendation: Staff to research more economical ways to continue with the meetings. Eg. Candidates could provide their own video and PEO would provide a link.</p>

			<p>Staff to research ways to initiate more interaction between the candidates during the meetings.</p> <p>Notify members that the webcasts are available on mobile devices.</p> <p>Rationale: The CESC agrees with the principle of being able to see and hear the candidates.</p>
4	If there are only two candidates for a position on Council and one is unable to participate in an All Candidates Meeting, should the All Candidates Meeting take place?	<p>There were two candidates running for one of the Regional Councillor positions.</p> <p>On the night of the All Candidates Meeting for the position, only one of the two candidates was able to participate in the webcast. The webcast went ahead with the one candidate and a second webcast was completed the following week with the second candidate, incurring additional cost</p>	<p>Recommendation: Where a candidate is not available for the All Candidates Meeting, the webcast for that position be cancelled or postponed, at the discretion of the Chief Elections Officer if the candidate notifies PEO within two business after the notification of the dates of the All Candidates Meetings .</p> <p>Rationale: To allow for interaction between the candidates.</p>
5	Should voting be open at the same time that <i>electronic</i> election packages are sent out?	<p>For the 2016 Council election, the <i>electronic</i> election packages were sent to members at 2:00 p.m. on Friday, January 22. Voting did not open until 12:01 a.m. on Saturday, January 23.</p>	<p>Recommendation: Open voting for Council elections at the same time the electronic election packages are sent out (i.e. 2:00 p.m.).</p> <p>Rationale: To allow members to cast their ballots as soon as they receive their electronic packages.</p>

<p>6</p>	<p>Should the time of day voting closes be moved from 4:00 p.m. to 12:00 p.m.?</p> <p>With voting closing at 4:00 p.m., it is not possible to provide candidates with the results during regular business hours. Results need to be tabulated and cannot be available until 5:30 p.m.</p>	<p>For the 2016 Council elections, voting closed at 4:00 p.m.</p>	<p>Recommendation: Maintain Status Quo</p> <p>Rationale: Keeping voting open until 4:00 p.m. gives members time to vote on the last day.</p> <p>[See 2017 Voting Procedures, Section 19]</p>
<p>7</p>	<p>The Help Desk could be more helpful if it was open in the evenings (perhaps until 8:00 p.m.) and perhaps on Saturday.</p>	<p>Presently, the Help Desk is open only from Monday to Friday, 8:00 a.m. to 5:00 p.m.</p>	<p>Recommendation: Arrange for the Help Desk to remain open in the evenings (perhaps until 8:00 p.m.) and for a limited number of hours (9:00 a.m. – 1:00 a.m.) on Saturday.</p> <p>Rationale: Many members are working during the day and attend to personal matters in the evenings. If they have difficulty voting, they are unable to get assistance to vote. Longer hours might increase voter participation.</p>
<p>8</p>	<p>Should a voice broadcast be sent to members for the 2017 election notifying them that the election packages have been sent out?</p>	<p>In an attempt to increase voter participation in the 2016 Council election, PEO contracted with a company (First Contact) to send a voice broadcast to members on Friday January 22, 2016 to notify them that their election packages had been sent that day. The message from CESC Chair Annette Bergeron also encouraged members to vote. The cost of the voice broadcast was \$4,320.</p>	<p>Recommendation: Maintain Status Quo</p> <p>RFP to include a voicemail delivery vs a live call to members keeping in mind CRTC regulations, if possible.</p> <p>The calls must be measurable regarding completed calls.</p> <p>Rationale: The call makes</p>

			members aware the election packages are on the way.
9	Should eblasts to members during the five- week voting period be related only to the election?	There was discussion among members of the CESC that, in order to focus the attention of voters on the election, PEO eblasts during the five-week voting period be related only to Council election issues.	<p>Recommendation: An attempt should be made to limit the number of non-election eblasts during the voting period.</p> <p>Rationale: Limiting the non-election eblasts during the voting period will help focus members on the eblasts containing election material.</p>
10	Should an eblast with the ID and PIN numbers go out every week of the election period? APEG Nova Scotia sends out a weekly email to members with the identification numbers they need to vote and have increased voter participation.	PEO did not sent out weekly emails to voters with their identification numbers.	<p>Recommendation: Direct the Official Elections Agent to send out an eblast with the ID and PIN numbers to members every Monday during the election period. Members who have voted will no longer get the reminders.</p> <p>Rationale: To provide voters with a greater number of opportunities to receive their ID and PIN numbers.</p> <p>[See 2017 Voting Procedures, Section 20]</p>
11	Should members be able to unsubscribe from PEO communications related to the Council elections? A number of members indicated that they do not want to receive any information related to the PEO Council	There is currently no provision for members to unsubscribe from PEO communications.	<p>Recommendation: Maintain status quo</p> <p>Rationale: To ensure that members receive all</p>

	<p>election.</p> <p>PEO has mandatory communications it sends members and Council election material should be considered mandatory.</p>		<p>communications from PEO on regulatory matters. The election of the governing body (Council) is a regulatory matter.</p>
12	<p>How should ties in Council election contests be decided?</p>	<p>22. (1) The candidate receiving the greatest number of votes for an office is elected to the office. R.R.O. 1990, Reg. 941, s. 22 (1).</p> <p>(2) In the event of a tie, an election shall be decided by coin toss conducted by the retiring president. R.R.O. 1990, Reg. 941, s. 22 (2).</p>	<p>Recommendation: Maintain status quo. [Section 22(2) Regulation 941.]</p> <p>Rationale: Procedure already exists.</p>
13	<p>Should Chapters be able to prevent a candidate from attending their Annual General Meeting?</p> <p>A candidate contacted a Chapter asking to attend its Annual General Meeting and was told he could not.</p>	<p><u>2016 Election Publicity Procedures</u></p> <p>21. Candidates may attend Chapter Annual General Meetings and present their material and network during the informal portion of the meeting, provided they have obtained the prior consent of the Chapter Executive. If a Chapter Executive provides or withholds consent, it must provide or withhold consent to all candidates equally and fairly.</p>	<p>Recommendation: Any candidate can attend any Chapter AGM. That CESC recommends that RCC maximize chapter exposure to candidates.</p> <p>Delete the requirement for prior Chapter Executive approval for candidates to attend chapter AGMs. This would still permit candidates to attend Chapter AGM's with the proviso that they may distribute their elections material only during the informal portion of the meeting.</p> <p>Rationale: To provide candidates with greater opportunities to communicate with voters.</p>

			[See 2017 Election Publicity Procedures, Section 20]
14	Reconsider the \$1,000 travel allowance for candidates who are running for a position where there is a contest to take into account geographical variances within regions, chapter locations and the number of chapters in each region.	#12 – 2016 Voting Procedures Candidates for PEO Council may submit expense claims, to a maximum of \$1000 for travel to chapter events during the period from the close of nominations to the close of voting. Such travel expenses are only reimbursed in accordance with PEO’s expense policy.	Recommendation: Allocate the travel allowance based on distance between chapters and the number of chapters in each region. RCC to provide formula for allowance for candidates. Rationale: To provide equity among the candidates in their ability to attend chapter meetings for campaigning purposes. Several regions have great distances to travel between chapters while others have relatively little distance between them. [See 2017 Voting Procedures, Section 12]
15	Should there be financial compensation for PEO Councillors A number of potential candidates suggested that if PEO Councillors received a salary that it would encourage members to run in the election.	Section 31 of By-Law 1 “31. No member of the Council, whether elected or appointed, shall receive any remuneration from the association for acting as such, but members of the Council may receive reimbursement for expenses as provided in Section 32.”	Recommendation: Council has ruled on this issue before and CESC believes this is a Council issue. (C-492, 11349 – Honoraria for Councillors) Rationale: This is an issue that should be dealt with by Council.
16	There are a significant number of PEO members eligible to vote who have not provided PEO with an email address, or a current one, and will not receive the	Information on the All Candidates Meetings was included in electronic election packages but not in the ones sent	Recommendation: Include a message in the election material mailed to members containing All

	information regarding the All Candidate webcasts sent by email nor may they visit the website.	by traditional mail. 2016 Election Publicity Procedures. 18. "... On the date of the first All Candidates Meeting, an eblast will be sent to members announcing that all such video recordings will be posted to the PEO within two business days of each meeting.	Candidates Meetings information and add a banner to the landing page about them. Rationale: To draw attention to the All Candidates Meetings so that members who are unaware of the meetings may have the opportunity to view them before voting. [See 2017 Voting Procedures, Section 20]
17	Should there be a reference to the Council election on the cover of <i>Engineering Dimensions</i> ?	There was no reference to the 2016 Council election on the cover of <i>Engineering Dimensions</i> .	Recommendation: Direct Communications to dedicate a large banner on the cover of the January/February 2017 issue of <i>Engineering Dimensions</i> to the Council election. Rationale: To alert members to the election and to draw attention to candidate profiles contained in the magazine.
18	Council has decided that voting in the elections for Council be conducted solely by electronic means. However, the Regulations pertaining to the duties of the Returning Officers do not reflect electronic voting. Section 21 currently reflects in part paper balloting.	<u>S.21 of the Regulations under the Act</u> The Returning Officers shall, a) Observe the processing of ballots to ensure that only duly marked ballots returned before the date and time set by the Council under subsection 19(1) are counted; b) Review rejected ballots; c) Re-process rejected ballots found to be valid;	Recommendation: The CESC to conduct a policy review of s. 21 of Regulation 941 in light of the electronic voting environment. Rationale: To ensure that the duties of the Returning Officers reflect those required in the current electronic environment.

		<p>d) Approve the final count of ballots; e) Make such other investigation and inquiry as they consider necessary or desirable for the purpose of supervising the counting of the vote; Report the results of the vote to the Registrar not later than three weeks following the date set by the Council for the receipt of ballots.</p>	
19	<p>Should candidate profiles be available to members prior to the the All Candidate Meetings?</p> <p>A candidate in the 2016 election suggested that candidate profiles should be available to members prior to the All Candidate meetings. He believes that having access to these profiles would be of assistance to the candidates and members as they prepared for the All Candidate meetings.</p>	<p>2016 Election Publicity Procedures 8.Candidates' material for publication in <i>Engineering Dimensions</i> and on the website, including URLs to candidates own websites, must be forwarded to the Chief Elections Officer at the association's offices or via email at chiefelectionsofficer@peo later than December 10, 2015 at 4:00 p.m. and in accordance with Schedule A attached. Candidate material will be considered confidential, and will be restricted to staff members required to arrange for publication, until published on PEO's website. Material will be published for all candidates on PEO's website at the same time.</p> <p>The Candidate profiles were posted on the PEO website the first week of January, 2016. The All Candidate Meeting began on Monday January 11, 2016.</p>	<p>Recommendation: Maintain status quo.</p> <p>Rationale: The Candidate profiles are available one week prior to the All Candidate Meetings.</p>
20	<p>Should PEO continue to send the Council Election package to members electronically?</p>	<p>For the 2016 Council Elections, the election package with the ID and PIN</p>	<p>Recommendation: Maintain status quo.</p>

		<p>numbers required to vote, was sent electronically to all eligible voters with email addresses.</p> <p>66,000 members received the electronic package while 14,000 members received the election package by traditional mail.</p>	<p>Rationale: Using only electronic notification for the Council election for members which PEO has email addresses saves PEO as much as \$80,000 for print material, envelopes and postage as well as improves ease of voting.</p>
21	Currently PEO sends three candidate eblasts during the voting period.		<p>Recommendation: The CESC to conduct a policy review of the length of the voting period and the number of candidate eblasts during the voting period.</p> <p>Rationale: To determine if changes should be made in the length of the voting period and whether to continue with three candidate eblasts.</p>
22	In 2016 there were no female candidates running for Council. In 2015 there was one and 2014 there were two.		<p>Recommendation: That the CESC endeavour to have the diversity of candidates reflect the diversity of the membership.</p> <p>Rationale: To reflect the diversity of PEO's membership.</p>
23	Committee composition and ability to achieve quorum. This year the RESC chairs were invited to the CESC meetings.	<p>12. (1) The Council shall appoint a Central Election and Search Committee each year composed of,</p> <p>(a) the penultimate past-president</p> <p>(b) the immediate past-president</p>	<p>Recommendation: The CESC to conduct a policy review to examine whether to increase the number of volunteer positions from two to three.</p>

		(c) the president; and (d) two other Members .	Rationale: An additional Committee member would assist in ensuring quorum for meetings.
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**2017 Voting Procedures
for Election to the 2017-2018 Council of the
Association of Professional Engineers Ontario (PEO)**

The 2017 voting and election publicity procedures were approved by the Council of PEO in June 2016. Candidates are responsible for familiarizing themselves with these procedures. Any deviation could result in a nomination being considered invalid. Candidates are urged to submit nominations and election material well in advance of published deadlines so that irregularities may be corrected before the established deadlines. Nominees' names are made available as received; all other election material is considered confidential until published by PEO.

1. The schedule for the elections to the 2017-2018 Council is as follows:

Date nominations open	October 24, 2016
Date nominations close	4:00 p.m. - December 2, 2016
Date PEO's membership roster will be closed for the purposes of members eligible to automatically receive election material ¹	January 11, 2017
Date a list of candidates and voting instructions will be sent to members	no later than January 20, 2017
Date voting will commence	on the date that the voting packages are sent to members, no later than January 20, 2017
Date voting closes	4:00 p.m. February 24, 2017

All times noted in these procedures are Eastern Time.

2. Candidates' names will be listed in alphabetical sequence by position on the list of candidates sent to members and on PEO's website. However, the order of their names will be randomized when voters sign in to the voting site to vote.
3. A person may be nominated for only one position.
4. Nomination papers are to be submitted only by email (chiefelectionsofficer@peo.on.ca) for tracking purposes. Forms will not be accepted in any other format (e.g. – fax, personal delivery, courier, regular mail).
5. Only nomination acceptance and petition forms completed in all respects, without amendment in any way whatsoever will be accepted.

¹ Members licensed after this date may call in and request that election information be mailed to them by regular mail, or, upon prior written consent by the member for use of his/her email address, via email, or via telephone

6. Signatures on nomination papers do not serve as confirmation that a member is formally endorsing a candidate.
7. Candidates will be advised when a member of the Central Election and Search Committee has declared a conflict of interest should an issue arise that requires the consideration of the Committee.
8. An independent agency has been appointed by Council to receive, control, process and report on all cast ballots. This "Official Elections Agent" will be identified to the Members with the voting material.
9. If the Official Elections Agent is notified that an elector has not received a complete election information package, the Official Elections Agent shall verify the identity of the elector and may either provide a complete duplicate election information package to the elector, which is to be marked "duplicate", by regular mail or email or provide the voter's unique control number to the voter and offer assistance via telephone. In order to receive such information via email, the elector must provide prior written consent to the use of his or her email address for this purpose.
10. Council has appointed a Central Election and Search Committee to:
 - encourage Members to seek nomination for election to the Council as president-elect, vice president or a councillor-at-large;
 - assist the Chief Elections Officer as may be required by him or her;
 - receive and respond to complaints regarding the procedures for nominating, electing and voting for members to the Council;
 - conduct an annual review of the elections process and report to the June 2017 Council meeting.
11. Council has appointed a Regional Election and Search Committee for each Region to:
 - encourage Members residing in each Region to seek nomination for election to the Council as a regional councillor.
12. Candidates for PEO Council may submit expense claims. The travel allowance to enable Candidates to travel to Chapter events during the period from the close of nominations to the close of voting will be based on the distance between chapters and the number of chapters in each region. Such travel expenses are only reimbursed in accordance with PEO's expense policy.
13. Council has appointed an independent Chief Elections Officer to oversee the election process and to ensure that the nomination, election and voting are conducted in accordance with the procedures approved by Council.
14. The Chief Elections Officer will be available to answer questions and complaints regarding the procedures for nominating, electing and voting for members to the Council. Any such complaints or matters that the Chief Elections Officer cannot resolve will be forwarded by the Chief Elections Officer to the Central Election and Search Committee for final resolution. Staff is explicitly prohibited from handling and resolving complaints and questions, other than for administrative purposes (e.g. forwarding a received complaint or question to the Chief Elections Officer).
15. On or before the close of nominations on December 2 , 2016, the President will appoint three Members or Councillors who are not running in the election as Returning Officers to:
 - approve the final count of ballots;

- make any investigation and inquiry as they consider necessary or desirable for the purpose of ensuring the integrity of the counting of the vote; and
 - report the results of the vote to the Registrar not later than March 10, 2017.
16. Returning Officers shall receive a per diem of \$250 plus reasonable expenses to exercise the duties outlined above.
 17. Nomination papers are to be submitted only by email for tracking purposes. Forms will not be Accepted by any other format (e.g. – personal delivery, courier, fax or regular mail)
 18. If a candidate withdraws his or her nomination for election to PEO Council prior to the preparation of the voting site, the Chief Elections Officer shall not place the candidate’s name on the voting site of the Official Elections Agent or on the list of candidates sent to members and shall communicate to Members that the candidate has withdrawn from the election. If the candidate withdraws from the election after the electronic voting site has been prepared, the Chief Elections Officer will instruct the Official Elections Agent to adjust the voting site to reflect the candidate’s withdrawal.
 19. Voting will be by electronic means only (internet and telephone). Voting by electronic means will be open at the same time the electronic election packages are sent out.
 20. All voting instructions, a list of candidates and their election publicity material will be sent to members. All voters will be provided with detailed voting instructions on how to vote electronically. Control numbers or other access control systems will be sent to members by email after the election package has been sent out. The Official Elections Agent will send out an eblast with the control numbers every Monday during the election period. Election material sent to members electronically or by mail will contain information related to the All Candidates Meetings.;
 21. Verification of eligibility, validity, or entitlement of all votes received will be required by the Official Elections Agent. Verification by the Official Elections Agent will be by unique control number to be provided to voters with detailed instructions on how to vote by the internet and by telephone.
 22. The Official Elections Agent shall keep a running total of the electronic ballot count and shall report the unofficial results to the Chief Elections Officer who will provide the candidates with the unofficial results at the earliest opportunity.
 23. Voters need not vote in each category to make the vote valid.
 24. There shall be an automatic recount of the ballots for a given candidate category for election to Council or by-law confirmation where the vote total on any candidate category for election to Council between the candidate receiving the highest number of votes cast and the candidate receiving the next highest number of votes cast is 25 votes or less for that candidate category or where the votes cast between confirming the by-law and rejecting the by-law is 25 votes or less.
 25. Reporting of the final vote counts, including ballots cast for candidates that may have withdrawn their candidacy after the opening of voting, to PEO will be done by the Returning Officers to the Registrar, who will advise the candidates and Council in writing at the earliest opportunity.
 26. Certification of all data will be done by the Official Elections Agent.
 27. The Official Elections Agent shall not disclose individual voter preferences.

28. Upon the direction of the Council following receipt of the election results, the Official Elections Agent will be instructed to remove the electronic voting sites from its records.
29. Election envelopes that are returned to PEO as undeliverable are to remain unopened and stored in a locked cabinet in the Document Management Centre (DMC) without contacting the member until such time as the election results are finalized and no longer in dispute.
30. Elections Staff shall respond to any requests for new packages as usual (i.e.: if the member advises that he/she has moved and has not received a package, the member is to be directed to the appropriate section on the PEO website where the member may update his/her information with DMC).
31. DMC staff shall advise Elections Staff when the member information has been updated; only then shall the Elections Staff request the Official Elections Agent to issue a replacement package with the same control number.
32. Elections Staff are not to have access to, or control of, returned envelopes.
33. After the election results are finalized and no longer in dispute, the Chief Elections Officer shall authorize the DMC to unlock the cabinet containing the unopened returned ballot envelopes so that it may contact members in an effort to obtain current information.
34. After the DMC has determined that it has contacted as many members whose envelopes were returned as possible to obtain current information or determine that no further action can be taken to obtain this information, it shall notify the Elections Staff accordingly and destroy the returned elections envelopes.
35. Nothing in the foregoing will prevent additions and/or modifications to procedures for a particular election if approved by Council.
36. The All Candidate Meetings will take place the week of January 9, 2017
37. All questions from, and replies to, candidates are to be addressed to the Chief Elections Officer:

By e-mail: chiefelectionsofficer@peo.on.ca

By Letter mail: Chief Elections Officer
 c/o Professional Engineers Ontario
 101 – 40 Sheppard Avenue West
 Toronto, ON M2N 6K9

The Election Publicity Procedures form part of these Voting Procedures.

**2017 Election Publicity Procedures
for Election to the 2017-2018 Council of the
Association of Professional Engineers Ontario (PEO)**

**C-507-2.6
Appendix C**

Important Dates to Remember

Deadline for receipt of publicity materials for publication in <i>Engineering Dimensions</i> and on the PEO website, including URLs to candidates' own websites	4:00 p.m. – December 12, 2016
Deadline for submission of candidate material to eblast to members	1. January 12, 2017 – 1 st eblast 2. January 26, 2017 – 2 nd eblast 3. February 9, 2017 – 3 rd eblast
Dates of eblasts to members	1. January 19, 2017 2. February 2, 2017 3. February 16, 2017
Date of posting period	January 2017 to February 24, 2017
Dates of voting period	January 20, 2017 to 4:00 p.m. February 24, 2017

Note: All times indicated in these procedures are Eastern Time

1. Names of nominated candidates will be published to PEO's website as soon as their nomination is verified.
2. Names of all nominated candidates will be forwarded to members of Council, chapter chairs and committee chairs, and published on PEO's website, by December 6, 2016.
3. Candidates will have complete control over the content of all their campaign material, including material for publication in *Engineering Demensions*, on PEO's website, and on their own websites. Candidates are reminded candidate material is readily available to the public and should be in keeping with the dignity of the profession at all times. Material will be published with a disclaimer. The Chief Elections Officer may seek a legal opinion prior to publishing/posting of any material if the Chief Elections Officer believes campaign material could be deemed libelous. The Chief Elections Officer has the authority to reject the campaign material if so advised by legal counsel.
4. Candidate material may contain personal endorsements provided there is a clear disclaimer indicating that the endorsements are personal and do not reflect or represent the endorsement of PEO Council, a PEO chapter or committee, or any organization with which an individual providing an endorsement is affiliated.
5. Candidates will have discretion over the presentation of their material for the purpose of publishing in *Engineering Dimensions*, including but not limited to font style, size and effects, and are each allocated the equivalent of one-half page, including border, in *Engineering Dimensions* (6.531 inches wide x 4.125 inches

in height) in which to provide their election material. A template for this purpose is included in Schedule A of these procedures. If candidate submissions do not include a border, one will be added, as shown on the template. If submissions exceed the bordered one-half page, they will be mechanically reduced to fit within the border.

6. Candidates will be permitted to include a photograph within their one-half page.
7. All material for publishing on PEO's website and in *Engineering Dimensions* must be submitted to the Chief Elections Officer at chiefelectionsofficer@peo.on.ca in accordance with Schedule A attached. Candidates shall not use the PEO logo in their election material.
8. Candidates' material for publication in *Engineering Dimensions* and on the website, including URLs to candidates' own websites, must be forwarded to the Chief Elections Officer at the association's offices or via email at chiefelectionsofficer@peo.on.ca no later than December 12, 2016 at 4:00 p.m. and in accordance with Schedule A attached. Candidate material will be considered confidential, and will be restricted to staff members required to arrange for publication, until published on PEO's website. All candidates' material will be published to PEO's website at the same time.
9. If campaign material is submitted by a candidate without identifying information, PEO staff are authorized to contact the candidate and ask if he/she wishes to resubmit material. If campaign material is received by the Chief Elections Officer and returned to the candidate for amendment to comply with the Election Publicity Procedures, and the amended material is not returned within the prescribed time, staff will publish the material with a notation explaining any necessary amendments by staff.
10. Candidate publicity material will be published as a separate insert in the January/February 2017 issue of *Engineering Dimensions* and to PEO's website in January 2017 and included in any hardcopy mailing to eligible voters with voting instructions. Links to candidate material on PEO's website will be included in any electronic mailing to eligible voters.
11. Candidates may publish additional information on PEO's website, provided they email their material to the Chief Elections Officer in the format set out in Schedule A. This material must be received by the Chief Elections Officer no later than December 12, 2016.
12. Candidates may submit updates to their material on PEO's website once during the posting period. Any amendments to a candidate's name/designations are to be considered part of the one-time update permitted to their material during the posting period. Candidates may include links to PEO publications, but *not* a URL link to a third party, in their material on PEO's website. Links to PEO publications are not considered to be to a third party. For clarity, besides links to PEO publications, the only URL link that may be included in a candidate's material on PEO's website is a URL link to the candidate's own website.
13. Candidates may post more comprehensive material on their own websites, which will be linked from PEO's website during the posting period. Candidates may include a URL to third parties only in material published on their own websites – not in material appearing in *Engineering Dimensions*, published on PEO's election site (i.e. the 1000-word additional information candidates' may submit), or included in an eblast of candidate material.
14. PEO will provide three group email distributions to members of candidate publicity material beyond the material published in *Engineering Dimensions*. Material to be included in an eblast must be submitted to the Chief Elections Officer at chiefelectionsofficer@peo.on.ca in accordance with Schedule A.
15. Candidates are responsible for responding to replies or questions generated by their email message.

16. The Chief Elections Officer is responsible for ensuring that all candidate material (whether for *Engineering Dimensions*, PEO's website, or eblasts) complies with these procedures. Where it is deemed the material does not satisfy these procedures, the Chief Elections Officer will, within three full business days from receipt of the material by the association, notify the candidate or an appointed alternate, who is expected to be available during this period by telephone or email. The candidate or appointed alternate will have a further three full business days to advise the Chief Elections Officer of the amendment. Candidates are responsible for meeting this deadline. Should a candidate fail to re-submit material within the three-business-day period, the candidate's material will be published with a notation explaining any necessary amendments by staff.
17. PEO will provide candidates the opportunity to participate in All Candidate Meetings, which will be held at PEO Offices during the week of January 9, 2017. The All Candidate Meetings will be video recorded for posting on PEO's website. On the day of the first All Candidate Meeting, an eblast will be sent to members announcing that these video recordings will be posted on the PEO website within two business days.
18. Caution is to be exercised in determining the content of issues of membership publications published during the voting period, including chapter newsletters. Editors are to ensure that no candidate is given additional publicity or opportunities to express viewpoints in issues of membership publications distributed during the voting period from January 20, 2017 until the close of voting on February 24, 2017 beyond his/her candidate material published in the January/February issue of *Engineering Dimensions*, and on the PEO website. This includes photos (with or without captions), references to, or quotes or commentary by, candidates in articles, letters to the editor, and opinion pieces. PEO's communications vehicles should be, and should be seen to be, nonpartisan. The above does not prevent a PEO publication from including photos of candidates taken during normal PEO activities – e.g. licensing ceremonies, school activities, GLP events, etc., provided there is no expression of viewpoints. For greater clarity, no election-specific or election-related articles, including Letters to the Editor and President's Message, are to be included in *Engineering Dimensions* during the voting period. *Engineering Dimensions* or other PEO publications may contain articles on why voting is important.
19. Chapters may not endorse candidates, or expressly *not* endorse candidates, in print, on their websites or through their list servers, or at their membership meetings or activities during the voting period. Where published material does not comply with these procedures, the Chief Elections Officer will cause the offending material to be removed if agreement cannot be reached with the chapter within the time available.
20. Candidates may attend chapter Annual General Meetings and network during the informal portion of the meeting.
21. While not prohibited, candidates' use of mass mailings (either by post or electronic means) for campaign purposes, other than the email blasts sent by PEO on behalf of the candidates, will not be condoned by PEO.
22. The Central Election and Search Committee is authorized to interpret the Voting and Election Publicity guidelines and procedures, and to rule on candidates' questions and concerns relating to them.

These Election Publicity Procedures form part of the Voting Procedures.

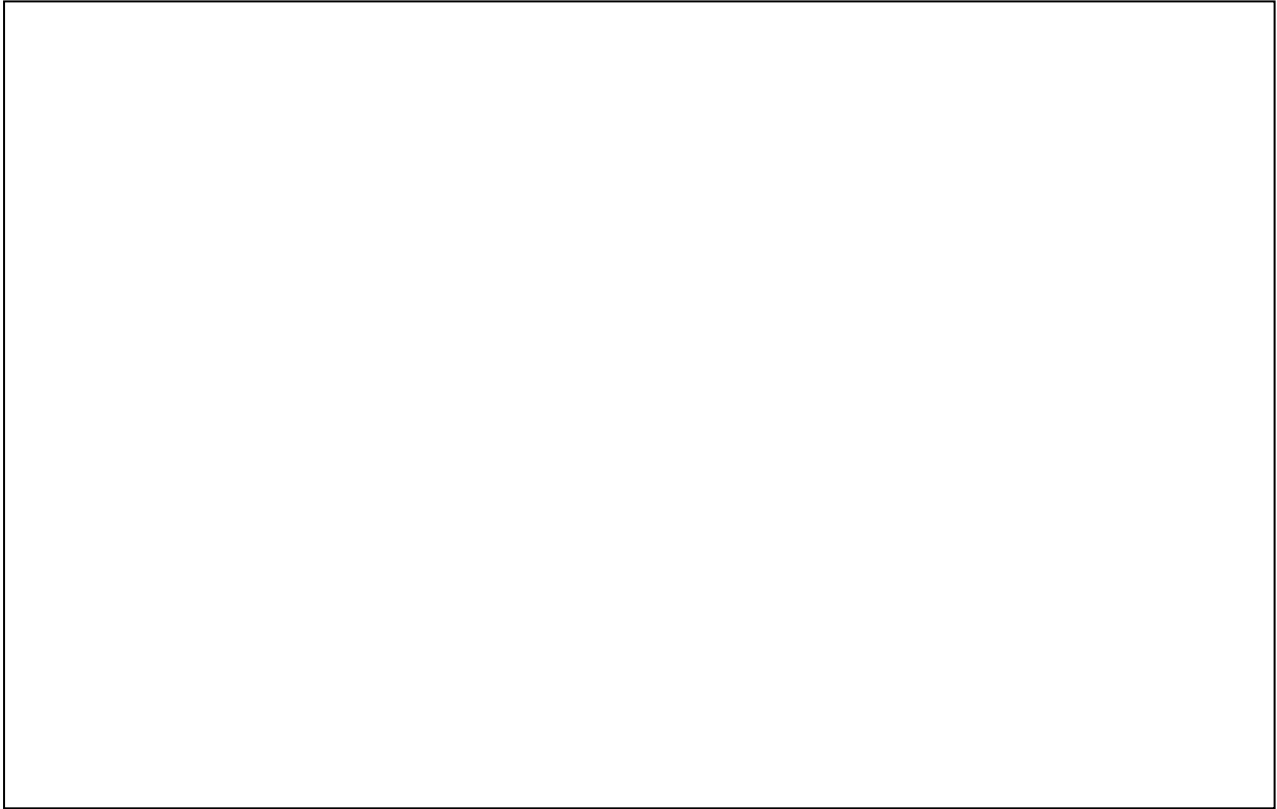
Schedule A - 2017 Election Publicity Procedures

Specifications for Candidate Materials

Publication Format (candidate statements in <i>Engineering Dimensions</i> and PEO website)	<p>Material for publication in <i>Engineering Dimensions</i> must fit into the bordered template provided at the end of these specifications. The template dimensions are 6.531 inches wide and 4.125 inches in height. All submissions will be published with a border. If submissions are received without a border, one will be added as shown on the template. If submissions do not fit within the template, they will be mechanically reduced to fit.</p> <p>All material for publication must be submitted as a PDF document with images in place for reference, and as a formatted Word file, or in a Word-compatible file, showing where photographs are to be placed. Photos must also be submitted as specified below.</p> <p>Candidates shall not use the PEO logo in their election material.</p> <p>Candidate material may contain personal endorsements provided there is a clear disclaimer indicating that the endorsements are personal and do not reflect or represent the endorsement of PEO Council, a PEO chapter or committee, or any organization with which an individual providing an endorsement is affiliated.</p> <p>The publications staff needs both a PDF file and a Word file of candidate material. This allows them to know how candidates intend their material to look. If there are no difficulties with the material, the PDF file will be used. The Word file is required in case something isn't correct with the submission (just a bit off on the measurement, for example), as it will enable publications staff to fix the problem. A hard and/or digital copy of a candidate's photo is required for the same reason and for use on the PEO election website.</p>
Photographs	<p>Photographs must be at least 5" x 7" in size if submitted in hard copy form so that they are suitable for scanning ("snapshots" or passport photographs are not suitable.)</p> <p>If submitted in digital form, they must be JPEG-format files of at least 300 KB but no more than 2MB.</p> <p>Candidates can submit a digital photo at the specifications noted, or hard copy as noted, and preferably both. In case the digital file is corrupted or not saved at a sufficiently high resolution, publications staff can rescan the photo (hard copy)</p>

	to ensure it prints correctly, as indicated on the PDF.
PEO Website (candidates' additional information)	<p>Candidates may publish additional information on PEO's website by submitting a Word or Word-compatible file of no more than 1000 words, and no more than three non-animated graphics in JPEG or GIF format. Graphics may not contain embedded material.</p> <p>Candidates may post additional material on their own websites, which will be linked from PEO's website. URLs for candidates' websites must be active by December 12, 2016.</p> <p>Candidates may include links to PEO publications but <i>not</i> a URL link to a third party in their material that is to be posted on PEO's website. Links to PEO publications are not considered to be to a third party. For clarity, the only URL link that may be included in a candidate's material on PEO's website is the URL to the candidate's own website.</p>
Deadline for <i>Engineering Dimensions</i> and website additional information submissions	Candidates' material for publication in <i>Engineering Dimensions</i> and on PEO's website must be forwarded to the Chief Elections Officer at (chiefelectionsofficer@peo.on.ca) by December 12, 2016 at 4:00 p.m.
Eblast material	Candidates are permitted a maximum of 300 words for email messages. Messages are to be provided in 11 pt. Arial font; graphics are not permitted. For clarity, a "graphic" is an image that is either drawn or captured by a camera.
Deadline eblasts to members	<p>Candidates' material eblasts to members must be forwarded to the Chief Elections Officer at (chiefelectionsofficer@peo.on.ca) :</p> <p>By January 12– for eblast on January 19</p> <p>By January 26 – for eblast on February 2</p> <p>By February 9 – for eblast on February 16</p>
Help	Candidates should contact the Chief Elections Officer (chiefelectionsofficer@peo.on.ca) if they have questions about requirements for publicity materials.

Template for *Engineering Dimensions*





**NOMINATION PETITION FORM
(to be submitted with completed Nomination Acceptance Form)**

This form must be e-mailed to: (chiefelectionsofficer@peo.on.ca)

We, the undersigned, being members of Professional Engineers Ontario (PEO), do hereby nominate _____
as a candidate for the position of _____ in the 2017 PEO Council elections.

It is our understanding that the candidate we are nominating is a Canadian citizen or has the status of a permanent resident of Canada, is currently living in Ontario (in the case of nomination for the position of Regional Councillor, also resides in the region in which he/she is being nominated), and is willing to serve if elected.

Nomination papers are to be submitted only by email for tracking purposes. Forms will not be accepted by any other format (e.g. – personal delivery, courier, fax or regular mail.)

Signatures on nomination papers do not serve as confirmation that a member is formally endorsing a candidate.

	NAME (PLEASE PRINT)	SIGNATURE	LICENCE NUMBER	ADDRESS (PLEASE PRINT)	REGION (PLEASE PRINT)
1.					
2.					
3.					

Name of Candidate being Nominated _____

	NAME (PLEASE PRINT)	SIGNATURE	LICENCE NUMBER	ADDRESS (PLEASE PRINT)	REGION (PLEASE PRINT)
4.					
5.					
6.					
7.					
8.					
9.					
10.					
11.					
12.					
13.					
14.					
15.					



NOMINATION ACCEPTANCE FORM

President-elect

PLEASE RETURN COMPLETED FORM BY DECEMBER 2, 2016 AT 4:00 P.M.

This form must be e-mailed to: (chiefelectionsofficer@peo.on.ca)

Please indicate precisely how you wish your name and designations to appear on PEO's website and in print. In accordance with the Council-approved 2017 Election Publicity Procedures, any amendments to your name/designations are to be considered part of your one-time update permitted to your posting during the posting period from January until the closing of balloting.

I, _____, hereby agree to stand as a candidate for election as **President-elect** in the 2017 elections for Council of Professional Engineers of Ontario (PEO), and not to withdraw my candidacy except under exceptional circumstances. If elected, I further agree to serve on Council for a three-year term (2017-2020). I am a Canadian citizen or have the status of a permanent resident of Canada and I am currently residing in Ontario.

I declare that the information in this nomination acceptance form and in all other information provided to PEO in support of my nomination for election to Council of PEO is true and complete to the best of my knowledge. I understand that a false statement or misrepresentation could result in disciplinary action under the *Professional Engineers Act*.

I further declare that I have read Council Manual sections 2.2 Duties and Responsibilities of Councillors at Law; 2.3 Duties Under By-Law No. 1; and 2.4 Councillors Code of Conduct and agree to act in accordance with these sections in carrying out my duties as a Councillor if elected to PEO Council.

I hereby agree to accept the results of the election as verified by PEO's Returning Officers.

Signature: _____ Date: _____

PLEASE PRINT OR TYPE YOUR NAME AND DESIGNATIONS AS YOU WISH THEM TO APPEAR ON PEO'S WEBSITE AND IN PRINT

NAME AND DESIGNATIONS: _____

PEO LICENCE NO. _____

PREFERRED MAILING ADDRESS: _____

TELEPHONE: BUS: _____ HOME: _____

FAX: BUS: _____ HOME: _____

PREFERRED E-MAIL ADDRESS: _____

Nomination papers are to be submitted only by email for tracking purposes.

All Candidate Meetings will take place the week of January 9, 2017.



NOMINATION ACCEPTANCE FORM

Vice-President

PLEASE RETURN COMPLETED FORM BY DECEMBER 2, 2016 AT 4:00 P.M.

This form must be e-mailed to: (chiefelectionsofficer@peo.on.ca)

Please indicate precisely how you wish your name and designations to appear on PEO's website and in print. In accordance with the Council-approved 2017 Election Publicity Procedures, any amendments to your name/designations are to be considered part of your one-time update permitted to your posting during the posting period from January until the closing of balloting.

I, _____, hereby agree to stand as a candidate for election as **Vice-President** in the 2017 elections for Council of Professional Engineers Ontario (PEO), and not to withdraw my candidacy except under exceptional circumstances. If elected, I further agree to serve on Council for a one-year term (2017-2018). I am a Canadian citizen or have the status of a permanent resident of Canada, and I am currently residing in Ontario.

I declare that the information in this nomination acceptance form and in all other information provided to PEO in support of my nomination for election to Council of PEO is true and complete to the best of my knowledge. I understand that a false statement or misrepresentation could result in disciplinary action under the *Professional Engineers Act*.

I further declare that I have read Council Manual sections 2.2 Duties and Responsibilities of Councillors at Law; 2.3 Duties Under By-Law No. 1; and 2.4 Councillors Code of Conduct and agree to act in accordance with these sections in carrying out my duties as a Councillor if elected to PEO Council.

I hereby agree to accept the results of the election as verified by PEO's Returning Officers.

Signature: _____ Date: _____

PLEASE PRINT OR TYPE YOUR NAME AND DESIGNATIONS AS YOU WISH THEM TO APPEAR ON PEO'S WEBSITE AND IN PRINT

NAME AND DESIGNATIONS: _____

PEO LICENCE NO. _____

PREFERRED MAILING ADDRESS: _____

TELEPHONE: BUS: _____ HOME: _____

FAX: BUS: _____ HOME: _____

PREFERRED E-MAIL ADDRESS: _____

Nomination papers are to be submitted only by email for tracking purposes.

All Candidate Meetings will take place the week of January 9, 2017.



NOMINATION ACCEPTANCE FORM

Councillor-at-Large

PLEASE RETURN COMPLETED FORM BY DECEMBER 2, 2016 AT 4:00 P.M.

This form must be e-mailed to: (chiefelectionsofficer@peo.on.ca)

Please indicate precisely how you wish your name and designations to appear on PEO's website and in print. In accordance with the Council-approved 2017 Election Publicity Procedures, any amendments to your name/designations are to be considered part of your one-time update permitted to your posting during the posting period from January until the closing of balloting.

I, _____, hereby agree to stand as a candidate for election as **Councillor-at-Large** in the 2017 elections for Council of Professional Engineers Ontario (PEO), and not to withdraw my candidacy except under exceptional circumstances. If elected, I further agree to serve on Council for a two-year term (2017-2019). I am a Canadian citizen or have the status of a permanent resident of Canada, and I am currently residing in Ontario.

I declare that the information in this nomination acceptance form and in all other information provided to PEO in support of my nomination for election to Council of PEO is true and complete to the best of my knowledge. I understand that a false statement or misrepresentation could result in disciplinary action under the *Professional Engineers Act*.

I further declare that I have read Council Manual sections 2.2 Duties and Responsibilities of Councillors at Law; 2.3 Duties Under By-Law No. 1; and 2.4 Councillors Code of Conduct and agree to act in accordance with these sections in carrying out my duties as a Councillor if elected to PEO Council.

I hereby agree to accept the results of the election as verified by PEO's Returning Officers.

Signature: _____ Date: _____

PLEASE PRINT OR TYPE YOUR NAME AND DESIGNATIONS AS YOU WISH THEM TO APPEAR ON PEO'S WEBSITE AND IN PRINT

NAME AND DESIGNATIONS: _____

PEO LICENCE NO. _____

PREFERRED MAILING ADDRESS: _____

TELEPHONE: BUS: _____ HOME: _____

FAX: BUS: _____ HOME: _____

PREFERRED E-MAIL ADDRESS: _____

Nomination papers are to be submitted only by email for tracking purposes.

All Candidate Meetings will take place the week of January 9, 2017.



NOMINATION ACCEPTANCE FORM

Regional Councillor

PLEASE RETURN COMPLETED FORM BY DECEMBER 2, 2016 AT 4:00 P.M.

This form must be e-mailed to: (chiefelectionsofficer@peo.on.ca)

Please indicate precisely how you wish your name and designations to appear on PEO's website and in print. In accordance with the Council-approved 2017 Election Publicity Procedures, any amendments to your name/designations are to be considered part of your one-time update permitted to your posting during the posting period from January until the closing of balloting.

I, _____ hereby agree to stand as a candidate for election as _____ **Regional Councillor** in the 2017 elections for Council of Professional Engineers of Ontario (PEO), and not to withdraw my candidacy except under exceptional circumstances. If elected, I further agree to serve on Council for a two-year term (2017-2019). I am a Canadian citizen or have the status of a permanent resident of Canada, and I am currently residing in Ontario in the region in which I agree to stand for election.

I declare that the information in this nomination acceptance form and in all other information provided to PEO in support of my nomination for election to Council of PEO is true and complete to the best of my knowledge. I understand that a false statement or misrepresentation could result in disciplinary action under the *Professional Engineers Act*.

I further declare that I have read Council Manual sections 2.2 Duties and Responsibilities of Councillors at Law; 2.3 Duties Under By-Law No. 1; and 2.4 Councillors Code of Conduct and agree to act in accordance with these sections in carrying out my duties as a Councillor if elected to PEO Council.

I hereby agree to accept the results of the election as verified by PEO's Returning Officers.

Signature: _____ Date: _____

PLEASE PRINT OR TYPE YOUR NAME AND DESIGNATIONS AS YOU WISH THEM TO APPEAR ON PEO'S WEBSITE AND IN PRINT

NAME AND DESIGNATIONS: _____

PEO LICENCE NO. _____

PREFERRED MAILING ADDRESS: _____

TELEPHONE: BUS: _____ HOME: _____

FAX: BUS: _____ HOME: _____

PREFERRED E-MAIL ADDRESS: _____

Nomination papers are to be submitted only by email for tracking purposes.

All Candidate Meetings will take place the week of January 9, 2017.

Council Term Limits Task Force Budget

Purpose: Increase task force budget

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

That Council approve an increase in the budget for the Council Term Limits Task Force from \$7,500 to \$15,000.

Prepared by: Rob Willson, Chair CTLTF

Moved by: David Brown, Vice President

1. Need for PEO Action

- The CTLTF has held four meetings, two face to face and two by teleconference, with the following results:
 1. Establishing a detailed work plan, and assigning specific responsibilities to TF members during our research phase,
 2. Reviewing and analyzing material received from staff and TF members regarding PEO Council historical data and the practices at other regulators,
 3. Participating in sessions on term limits and succession planning at PEO AGM Volunteer Leadership Conference,
 4. Discussing current and best practices for term limits and succession planning with two governance experts, and reviewing their written submissions,
 5. Receiving input from PEO Policy Manager Jordan Max on the administrative requirements for implementation of term limits and succession planning, and
 6. After its meeting of May 13, the TF has spent \$5769 of its \$7500 budget.
- At its meeting of May 13, the TF was told that implementation of term limits will require a change to Regulations, and, in accordance with new government requirements, a Preliminary Regulatory Impact Assessment must be prepared before the ministry will allow regulation changes to proceed to cabinet for approval. This process is exhaustive and requires a detailed analysis of the rationale for any changes associated with term limits. We concluded that the TF must make recommendations to support this assessment, which is an extra step in fulfilling our mandate. Jordan Max has offered to facilitate this process and has recommended that the additional meeting to develop the required rationale should be a face to face meeting at PEO.
- Since the TF has members from all PEO's regions, face to face meetings cost a minimum of \$2000 for travel and accommodation based on financially prudent travel arrangements. Given that it has another seven meetings scheduled, at least two of which will be face to face, the TF requires an increase of \$7500 in its budget to complete its mandate.

2. Proposed Action / Recommendation

- Council to approve \$7500 in additional budget for the CTLTF from Council Reserve funds.
- The impact on the annual budget is \$7500.

3. Next Steps (if motion approved)

- Increase TF budget by \$7500.
- Reduce Council's reserves for 2016 financial year.

4. Peer Review & Process Followed

Process Followed	Outline the Policy Development Process followed. <ul style="list-style-type: none">• Not applicable
Council Identified Review	Identify who is to be consulted; how they will be consulted and what kind of response is expected. <ul style="list-style-type: none">• Not required as Finance Committee Chair has been consulted.
Actual Motion Review	Detail peer review and relevant stakeholder review undertaken <ul style="list-style-type: none">• Correspondence with President Comrie.• Discussion with FIC Chair Councillor Jones and Councillor Brown.

5. Appendices

- Appendix A – Draft Minutes of CTLTF meeting of May 13, 2016
- Appendix B – CTLTF Spending Track



Minutes

A MEETING of the COUNCIL TERM LIMITS TASK FORCE was held on Friday, May 13, 2016 at 8:45 a.m.

Present: R. Willson, P.Eng., Chair
N. Hill, P.Eng., Vice-Chair
P. Ballantyne, P.Eng.
L. King, P.Eng. [via teleconference to 4:00 p.m.]
M. Stauch, M.ED
M. Wesa, P.Eng.

Guests: J. Garthson [9:00 a.m. to 10:30 a.m. only]
P. Vinette [via teleconference – 11:00 a.m. to 12:30 p.m. only]

Staff: S.W. Clark, LL.B. Chief Administrative Officer
and General Secretary
R. Martin, Manager, Secretariat
D. Power, staff support

CALL TO ORDER

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

APPROVAL OF AGENDA

Moved by Mr. Ballantyne, seconded by Ms. Stauch to approve the agenda as presented.

CARRIED

APPROVAL OF APRIL 14, 2016 MINUTES

Moved by Mr. King, seconded by Ms. Stauch to approve the April 14, 2016 minutes as presented.

CARRIED

DISCUSSIONS WITH GOVERNANCE CONSULTANTS

The Chair welcomed Jane Garthson, who has considerable experience with non-profit Boards, to the meeting. Ms. Garthson provided some further detail regarding her background.

Succession Planning

Ms. Garthson shared her thoughts regarding succession planning, highlighted as follows:

- Is a year round organized effort
- Should identify good replacements for Officer positions rather than last minute Board replacements
- Preparation is a major component
- Many organizations have a Governing Committee for year round issues rather than a Nominating Committee with only

one role . It was noted that PEO has a Board Committee (Central Elections and Search Committee) that deals with procedural issues as well. It was further noted that PEO elections are independent of the Annual General meeting

- Potential candidates could be asked to share their vision of PEO and how their skills would contribute to that vision

Ms. Garthson distributed a document entitled “Board Succession Planning & Recruitment” at the meeting which is attached and form part of these minutes.

Following the meeting Ms. Garthson provided the task force with the following documents:

- Succession Planning links
- Four Reasons to Throw Away Your Old Board Recruitment Matrix
- Backgrounder for Board Recruitment 2013 – Ethics Practitioners Association of Canada

Challenges identified included:

- Some candidate platforms seem disconnected from the profession
- The need to develop a “skill set” matrix

There was some discussion regarding LGA appointments. Mr. Clark advised that the Human Resources Committee has been working with the Attorney General’s office regarding criteria such as diversity, disciplines, gender, etc.

Term Limits

Ms. Garthson reviewed some reasons that term limits are desirable:

- Fresh ideas, energy and new skill sets
- Long term members become tired
- New members bring different questions to the table and challenge assumptions
- Provides the opportunity for younger members to be elected
- New members provide an increased network of people who may want to volunteer
- Long time members tend to have the loudest voices which can be intimidating to some and could discourage dialogue

Ms. Garthson noted that ideally Council would vote on the President position rather than the membership as a whole because Council is more in tune with the issues. It was noted that this has been raised in the past but was viewed as un-democratic.

Ms. Garthson touched briefly on Board evaluations which should include the following questions:

1. How does the Board function as a group?
2. How do you function as an individual?
3. How do other Board members feel you function as an individual?

The Chair thanked Ms. Garthson for her participation and guidance.

The Chair welcomed Paulette Vinette who was participating via teleconference. Ms. Vinette reviewed her slide presentation. It was noted on slide 1 that the numbers that were provided regarding term limits (CSAE Association census 2016) did not add up to 100. Ms. Vinette advised that she would clarify. The cost of this census is approximately \$260.00 which may be helpful to the task force. Ms. Vinette advised that she would provide Mr. Martin with sample Terms of Reference to be shared with the task force.

When asked how to go about creating a skills matrix for Council Ms. Vinette replied that the involvement of the Human Resources Department would be a key component. She noted the importance of finance, legal, etc. expertise on Council. In order to ensure strong leadership the right skills must be present, this is due diligence from a risk management perspective. The Nominating Committee would use the skills matrix as a guideline. When asked about transitioning from the current make up (self-selected) to a more skills based selection Ms. Vinette recommended that the concept be introduced over a three year period. It was noted that this would be difficult with some positions, for example the Regional Councillor positions are voted on by region.

There was some discussion regarding methods used by PEO during elections to reach out to its members which includes candidate debates which are available for viewing online as well as eBlasts (email). Mr. Clark advised that analytics are available to indicate whether an email has been opened and if the recipient has gone a step further by clicking on any of the links that were provided. Mr. Willson advised that he would like to see this report.

Ms. Vinette stated that the creation of a policy that limits the number of times a member can run for office must be supported by good rationale.

Ms. Vinette offered to provide a one page summary of the discussion which was accepted by the Chair.

The Chair thanked Ms. Vinette for her presentation and input.

VOLUNTEER LEADERSHIP CONFERENCE REVIEW

Mr. King reviewed the slides regarding the Volunteer Leadership Conference discussion on Succession Planning, Term Limits and Continuity. He commended staff on the excellent job in transcribing the information from the flipcharts to the PowerPoint presentation that was included in the meeting package.

It was noted that much of the discussion focussed on Chapters and Committees rather than on Council; however, there was general support for term limits which should be implemented across the board. Some Chapters are building leadership within their group. There was some disagreement as to what the term limits should be.

Leadership training is typically restricted to Chapter and Committee Chairs and Vice Chairs. If such training was offered to other members this could raise their confidence to challenge the status quo. Mr. Clark advised that President Comrie has made this one of his key issues as President. This is also in the Strategic Plan. Two leadership modules will be produced this year with others to follow with the goal to aiding interested Chapter and Committee members to progress through to Council.

ISSUES LIST

Documents provided prior to the meeting included the Cause and Effect of Setting Board Term Limits and a Review of Submission and Feedback at AGM's related to Volunteering on Council.

A Succession Planning document was distributed at the meeting.

Mr. Ballantyne reviewed the pros and cons of Board term limits as well as barriers, issues and opportunities. It was noted that Human Resources Plans regarding succession planning for committees have been in place for quite some time but that this is not well known. A business plan going forward was suggested. The statistical data that was provided regarding all Councillors who have served between the years 1995 to 2016 shows there are a very few who have served for extreme lengths of time with the exception of some LGA's and some Presidents and Vice Presidents. Regional Councillors tend to be self limiting due to workload. It was suggested there be a break in service after four to six years. A robust succession plan should be developed. PEO would have more credibility with Government with a matrix in place for elected Council positions that could also be applied to LGA positions. Mr. Clark advised that until about ten years ago a letter was sent to the Attorney General's office from the Secretariat outlining what skills were needed; however, this practice was halted at the direction of Council.

PROBLEM STATEMENT

The task force reviewed the Problem Statement document that was distributed at the meeting and narrowed down the concerns to the top five as follows:

- Voter apathy....staggering number of members who do not vote
- Identifying potential candidates for all Council positions well in advance of elections, operating in concert with term limits for all Council positions
- Same old faces at the Council table
- ...some of the biggest employers of engineers are not supporting their employees to come to govern the profession/....managers who understand the importance of engineering and professional development should encourage their staff to [participate]
- [Term Limits will make] the association more dynamic, more active and to bring in new ideas

BUDGET REQUEST

A request will be made to Council to increase the task force budget by \$2,500.00 due to the use of consultants which proved to be very beneficial. Mr. Martin will work with the Chair and Vice Chair to prepare a Briefing Note.

JORDAN MAX PRESENTATION – ACT, REGULATION AND BYLAW CHANGE PROCESS

Mr. Max reviewed his presentation on the Act, Regulation and Bylaw change process.

Based on the presentation it was the conclusion of the task force that its Terms of Reference may have to be expanded. Broader research is required. Mr. Max stated that good consultative research should include face to face interviews with potential candidates as well as current and past Councillors. Mr. Max advised that he was available as an in-house consultant. The Chair stated that in light of this the task force will not be in a position to make a presentation at the June plenary session. The Chair and Vice-Chair will discuss this further.

A copy of the Ipsos Reid membership survey will be posted to the Council Term Limits Task Force SharePoint site.

NEXT MEETING DATES

- June 14, 2016 – 9:00 a.m. to noon followed by lunch
- July 14, August 18, September 15, 2016
- November 21, 2016 tentative date (aligned with the Chapters Leader Conference)
- January 10, 2017

There being no further business, the meeting concluded.

These minutes consist of five pages.

Council Term Limits Task Force Expenditures

Cost Type	Cost
Accommodation	\$904.10
Consultant	\$1,695.00
Food	\$1,510.00
Mileage	\$1,560.86
Teleconference	\$99.78
Total	<u>\$5,769.74</u>

CONSENT AGENDAS

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 – 243rd Executive Committee Meeting – January 19, 2016
- 3.2 Minutes – 505th Council meeting – March 11, 2016
- 3.3 Minutes – 506th Council Meeting – April 30, 2016
- 3.4 Approval of CEDC Applications
- 3.5 Changes to Committees/Task Forces Roster
- 3.6 Finance Committee Revised Terms of Reference
- 3.7 Investment Sub Committee Revised Terms of Reference

MINUTES – 243rd Executive Committee – January 19, 2016

Purpose – To ratify the minutes of the 243rd Executive Committee meeting

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

That the minutes of the 243rd meeting of the Executive Committee, held on January 19, 2016, as presented to the meeting at C-507-3.1, 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 April 5, 2016, confirmed that the attached minutes from the 243rd meeting of the Executive Committee, held January 19, 2016, 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 243rd Meeting of the Executive Committee



Minutes

C-507-3.1
Appendix A

The 243rd Meeting of the EXECUTIVE COMMITTEE of PROFESSIONAL ENGINEERS ONTARIO was held at PEO Offices, 40 Sheppard Avenue West, Toronto, Ontario on Tuesday, January 19, 2016 at 5:00 p.m.

Present: T. Chong, P.Eng., President and Chair
G. Comrie, P.Eng., President-elect
J. D. Adams, P.Eng., Past President [via teleconference]
B. Dony, P.Eng., Vice-President (appointed)
P. J. Quinn, P.Eng., Vice-President (elected)
R. Huang, LL.B [via teleconference, minute 14-62 only]
C. Sadr, P.Eng.

Staff: G. McDonald, P.Eng., Registrar
S. W. Clark, LL.B
M. Cellucci
C. Mucklestone
Z. Sarmento
M. Price, P.Eng.
J. Zuccon, P.Eng.
R. Martin
D. Power

Regrets: L. Latham, P.Eng.

CALL TO ORDER

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

14-60

APPROVAL OF AGENDA

Moved by Vice-President Dony, seconded by Councillor Sadr:

That:

- a) the agenda, as presented to the meeting at E-243-1.1, Appendix A, be approved, and
- b) the Chair be authorized to suspend the regular order of business.

CARRIED

14-61

MINUTES – 242nd EXECUTIVE COMMITTEE MEETING – DECEMBER 3, 2015

The Executive Committee reviewed the minutes of the 242nd Committee meeting held December 3, 2015.

Moved by Councillor Sadr, seconded by President-elect Comrie:

That the minutes of the 242nd open session meeting of the Executive Committee, held on December 3, 2015, as presented to the meeting at E-243-2.1, Appendix A, accurately reflect the business transacted at that meeting.

**14-62
PEER REVIEW OF COUNCIL TERM LIMITS
TASK FORCE (CTL) TERMS OF REFERENCE**

During the peer review discussion of the Council Term Limits Task Force Terms of Reference the following input was received:

- PEO's current governance model is outdated and should be addressed first
- Consider expanding the CTL Task Force's Terms of Reference to ponder whether to look at the terms of reference in isolation or in conjunction with a larger governance view

Registrar McDonald will ask Councillor Spink if she is interested in joining the CTL Task Force in the event that Councillor Brown steps down.

**14-63
PEER REVIEW OF TERMS OF REFERENCE
FOR THE CONTINUING PROFESSIONAL
COMPETENCE PROGRAM (CP)²**

In December 2015 Council received the final report of the Continuing Professional Development, Competence and Quality Assurance Task Force. That report provided a description of the concept for a proposed continuing professional development program and recommends further work be undertaken to develop the details of the program and consider the necessary changes to PEO operations to implement this program. As part of the peer review process the Executive Committee reviewed the Terms of Reference and membership roster for the Continuing Professional Development Implementation Task Force.

Vice-President Quinn suggested that consensus of the members regarding this program be sought prior to implementation. He also suggested the elimination/replacement of the word "competence".

Past President Adams referred to item g) in the Terms of Reference regarding a practice risk review and asked about consistency. Registrar McDonald replied that the original task force had developed an algorithm to assess the level of risk in a practitioners practice. Past President Adams would like more focus on the methodology of reporting compliance of an individual practitioner, i.e. what determines risk.

It was agreed that the date contained in the Deliverables section of the Terms of Reference for presentation of a report by the task force be November 2016 rather than December 2016 to align with the November Council meeting. This will ensure that there is adequate time to seek member feedback by a referendum via the 2017 election package.

**14-64
PEER REVIEW OF COMMUNICATIONS
PLAN FOR THE CONTINUING
PROFESSIONAL COMPETENCE PROGRAM
(CP)²**

A Communication Plan is needed to inform PEO members about the Continuing Professional Competence Program to encourage participation in the program’s voluntary rollout and in a referendum on making it a mandatory program. At its 503rd meeting, Council directed that the Registrar bring the Communication Plan to Council for approval at Council’s next meeting.

Ms. Mucklestone reported that the basic premise of the Communication Plan is to give members as much information as possible. A “mock-up” of the program will be available to engage members by providing the opportunity to test drive the program in order to prepare them for participation in a Referendum. Communication tactics will include webinars, live tweets, YouTube, etc. She advised that the proposed communication dates are flexible.

Vice-President Quinn requested that the last bullet stating that “If PEO does not implement some form of continuing professional development program for members; the government may impose its own program for the profession and/or make the P.Eng. irrelevant through a demand-side legislation that points to qualified persons and defines the requirements to be met by a qualified person” be removed or reworked since there is no evidence that the government may impose its own program for the profession.

Moved by Councillor Sadr, seconded by Vice-President Dony:

That the Executive Committee move in-camera.

CARRIED

**14-65
IN-CAMERA SESSION**

While in-camera, the Executive Committee:

- a) Verified the in-camera minutes of the 242nd Executive Committee meeting held December 3, 2015;
- b) Received an update on the Industrial Exception Data Collection Study
- c) Conducted a peer review of the Industrial Exception Response Strategy.

**14-66
EXECUTIVE COMMITTEE ITEMS**

Aptify Update

- Smoke testing is complete
- Various staff are involved with testing the program. A decision will be made as of January 22nd as to whether the program is ready to proceed with user testing. This will be followed by “go live” the third week of March which is about three weeks later than planned
- The project is currently under budget.

New Councillor Orientation

- Registrar McDonald confirmed that new Councillors are invited to attend an orientation program and also receive a comprehensive Council manual.
- The Human Resources Committee (HRC) is looking at a leadership development program for volunteers who are interested in aspiring to Council.

There being no further business, the meeting concluded.

These minutes consist of minutes 14-60 to 14-66 inclusive and four pages.

T. Chong, P.Eng., President and Chair

G. McDonald, P.Eng., Registrar

OPEN SESSION MINUTES – 505th Council Meeting – March 11, 2016

Purpose: To record that the minutes of the open session of the 505th 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 505th meeting of Council, held March 11, 2016, as presented to the meeting C-507-3.2, Appendix A, accurately reflect the business transacted at that meeting.

Prepared by: Dale Power, Secretariat Administrator

1. Need for PEO Action

To practice best business practices, Council should record that minutes of an open session of a meeting of Council accurately reflect the business transacted at a meeting.

2. Current Policy

Section 25(1) of By-Law No. 1 states that meetings of PEO are to be governed by *Wainberg's Society Meetings*. Rule 27.5 of *Wainberg's* states that "There is no legal requirement to have minutes verified, but it is considered good practice. The motion does not by itself ratify or adopt the business transacted; it merely verifies the minutes as being correct [a correct record of the discussions held and decisions made at the meeting]."

3. Appendices

- Appendix A - Minutes – 505th Council open session meeting – March 11, 2016



Minutes

C-507-3.2
Appendix A

The 505th MEETING of the COUNCIL of PROFESSIONAL ENGINEERS ONTARIO (PEO) was held at PEO Offices, 40 Sheppard Avenue West, Toronto, Ontario on Friday, March 11, 2016 at 9:00 a.m.

Present: T. Chong, P.Eng., President and Chair
G. Comrie, P.Eng., President-elect
B.Dony, P.Eng., Vice President (Appointed)
I. Bhatia, P.Eng. via teleconference [minutes 11656 – 11657 only]
D. Brown, P.Eng.
D. Chui, P.Eng.
N. Colucci, P.Eng.
B. Dony, P.Eng.
R. A. Fraser, P.Eng.
S. K. Gupta, P.Eng.
R. Hilton, P.Eng. via teleconference [minutes 11656 – 11657 only]
R. Huang, LL.B.
R. Jones, P.Eng.
C.M. Kidd, P.Eng.
L. King, P.Eng.
B. Kossta
E. Kuczera, P.Eng.
M. Long-Irwin
D. Preley, P.Eng.
S. Reid, C.Tech. via teleconference [minutes 11638 – 11657 only]
S. Robert, P.Eng. via teleconference [minutes 11638 – 11657 only]
C. Sadr, P.Eng.
R.K. Shreewastav, P.Eng.
M. Spink, P.Eng. [minutes 11633 – 11658 only]
W. Turnbull, P.Eng.

Regrets: J. D. Adams, Past President
P. J. Quinn, P.Eng., Vice President (Elected)
S.W. Clark, LL.B.

Staff: G. McDonald, P.Eng., Registrar
C. Mucklestone
L. Latham, P.Eng.
C. Mehta
M. Price, P.Eng.
Z. Sarmento
J. Zuccon, P.Eng.
R. Martin
D. Power

- Guests:
- A. Bergeron, PEO Director, Engineers Canada [minutes 11631 – 11657 only]
 - C. Roney, PEO Director, Engineers Canada [minutes 11631 – 11654 only]
 - C. Bellini, Incoming Councillor [minutes 11638 – 11657 only]
 - G. Boone, Incoming Councillor [minutes 11638 – 11657 only]
 - G. Houghton, Incoming Councillor [minutes 11631 – 11657 only]
 - N. Takessian, Incoming Councillor [minutes 11631 – 11657 only]
 - M. Wesa, Incoming Councillor, via teleconference [minutes 11631 – 11657 only]
 - H. Brown, Brown & Cohen [plenary only]
 - P. DeVita - Plenary guest speaker [Plenary only]
 - S. Perruzza, CEO, OSPE [Plenary only]
 - N. Pfeiffer, Chair PSC – Plenary guest speaker [minutes 11631 – 11631 only]
 - B. Steinberg , CEO, Consulting Engineers Canada [minutes 11631 – 11657 only]

On Thursday evening, Council held a plenary session to discuss Emerging Disciplines Challenges; PSC Processes and Priorities and Engineers Canada Challenges and Opportunities.

Council convened at 9:00 a.m. Friday, March 11, 2016.

CALL TO ORDER

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

11631 APPROVAL OF AGENDA

Moved by Councillor Jones, seconded by Councillor Colucci:

That:

- a. **the agenda, as presented to the meeting at C-505-1.1, Appendix A be approved, and**
- b. **the Chair be authorized to suspend the regular order of business.**

CARRIED

11632 PRESIDENT/REGISTRAR'S REPORT

Registrar McDonald advised that his most recent Registrar's Update had been sent to Council.

11633 2015 AUDITED FINANCIAL STATEMENTS

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

Moved by Councillor Kuczera, seconded by Councillor Jones:

That Council:

- a. **approve the Audited Financial Statements for the year ended December 31, 2015, and the Auditor's report thereon, as presented to the meeting at C-505-2.1, Appendix A; and**
- b. **authorize the President and President-elect to sign the Audited Financial Statements on Council's behalf.**

CARRIED

**11634
RECOMMENDATION OF AN AUDITOR FOR
2016**

Council is required to recommend the appointment of an auditor for 2016 to members at the upcoming Annual General Meeting for their approval.

Moved by Councillor Kuczera, seconded by Councillor Sadr:

That Council recommend to members, at the April 2016 Annual General Meeting, the appointment of Deloitte LLP as PEO's auditor for 2016 to hold office until the next annual meeting or until their successor is appointed.

CARRIED

**11635
TERMS OF REFERENCE – INVESTMENT
SUBCOMMITTEE**

The Finance Committee (FIC) submitted a revised Terms of Reference for the Investment Sub-Committee for Council approval.

Moved by Councillor Jones, seconded by Councillor Colucci:

That Council approve the revised Investment Subcommittee Terms of Reference as presented to the meeting at C-505-2.3, Appendix A.

CARRIED

**11636
STATEMENT OF INVESTMENT POLICY AND
PROCEDURES**

This item was removed from the agenda and will be brought to Council at a future meeting.

**11637
INVESTMENT POLICY**

This item was removed from the agenda and will be brought to Council at a future meeting.

**11638
LICENSING COMMITTEE – ONTARIO
LABOUR MOBILITY ACT**

At its September 2014 Meeting, PEO Council passed a motion authorizing the Registrar, in consultation with the Licensing Process Task Force (LPTF) to develop a plan, with budget implications for a coordinated response to external threats to PEO's current licensing criteria and processes that are essential to PEO's protection of the public through licensure including national mobility.

After the LPTF was stood down by Council at the end of 2014, the newly created Licensing Committee (LIC) assumed the responsibility for developing a plan in response to the September 2014 Council motion. The LIC has obtained and reviewed statistical information regarding Ontario Labour Mobility Act (OLMA) applications to PEO. About 60 per cent of all mobility applicants have been licensed less than 5 years in another province. Under the previous Engineers Canada Inter-Association Mobility Agreement these 60 per cent of mobility applicants would have been subject to providing PEO with academic and experience information for assessment purposes and may have been

required to pass additional examinations and/or obtain training.

The LIC is concerned that since the OLMA does not permit PEO to obtain full academic and experience information of mobility applicants, PEO does not know if the applicants would have been subject to further examinations and training.

The LIC is also concerned that since mobility licences are a significant component of new licences issued by PEO and in order that the public interest may be served and protected, PEO should ensure that mobility applicants have not met lower requirements for licensure than PEO's own applicants.

The Labour Mobility Code within the OLMA applies when an individual resides within a Canadian jurisdiction that is a party to the Agreement on Internal Trade (AIT) and is certified by an out-of-province regulatory authority. Under subsection (2) of the OLMA the Ontario regulatory authority shall not require that the individual undertake, obtain or undergo any material additional training, experience, examinations or assessments.

Exceptions to the prohibition on material additional training, experience, examinations or assessments are permitted if the requirement is listed on the website of the Ministry of Training Colleges and Universities and is a permissible certification requirement adopted by the Government of Ontario under Article 708 of AIT. PEO has no such exceptions listed.

The LIC is proposing that all mobility applicants must first provide the additional material requested by PEO before a licence will be issued. The material would be consistent with the former Engineers Canada Inter-Association Mobility Agreement including transcripts and experience summary. The purpose of the additional information collection is to ensure that the OLMA does not lessen the requirements for licensure of PEO applicants.

PEO would licence all applicants that meet the current requirements of the OLMA without requiring any additional training, experience or examinations.

President-elect Comrie reiterated that the intent of the motion is to collect data to ascertain if the transfer applicants meet PEO's requirements. The motion does not request the Attorney General block these applicants but seeks to obtain permission to collect data for a period of time in order to determine whether or not the applicants meet the requirements. He further noted that even if they do not meet the requirements the transfer applicants will still be accepted.

Moved by President-elect Comrie, seconded by Councillor Gupta:

That Council direct the Registrar to request the Attorney General to authorize an Exception for PEO under Section 9. (3) of the Ontario Labour Mobility Act for three years to obtain all assessment material regarding the education and experience of mobility applicants.

Councillor Huang urged Council to take a closer look at the exceptions that have been given to PEO under the Labour Mobility Act. As an example she pointed out that the Labour Mobility Act allows PEO to impose additional training (educational) requirements under Section 9, s.7. President-elect Comrie replied that the Licensing Process Task Force was well aware of the exceptions but that the Ministry of Training, Colleges and Universities (MTCU) has closed the window to this exception.

Some Councillors expressed a need for additional information regarding mobility applications including the identification of those constituency associations contributing to the majority or a large portion of engineers moving to Ontario and statistical data on transfer applicants who applied for licensure in Ontario, were refused and then obtained licensure through another avenue.

Moved by Councillor King, seconded by Councillor Long-Irwin:

That the motion to direct the Registrar to request the Attorney General to authorize an Exception for PEO under Section 9. (3) of the Ontario Labour Mobility Act for three years to obtain all assessment material regarding the education and experience of mobility applicants be tabled.

CARRIED

Moved by Councillor Fraser, seconded by Councillor Jones:

That the motion to direct the Registrar to request the Attorney General to authorize an Exception for PEO under Section 9. (3) of the Ontario Labour Mobility Act for three years to obtain all assessment material regarding the education and experience of mobility applicants be brought back to Council at its November 2016 Council meeting.

CARRIED

**11639
STRATEGIC PLAN – COMMUNICATIONS
INFRASTRUCTURE ENGINEERING**

At the November 22 , 2013 PEO Council Meeting, Peter DeVita, P. Eng. Chair of the Emerging Disciplines Task Force (EDTF) presented the recommendations of the Communications Infrastructure Engineering (CIE) Group Phase 2 report. Council concluded that appropriate committees should be consulted for their comments before finalizing the recommendations and passed a motion to:

- a) receive the Executive Summary of the Emerging Discipline Task Force Communications Infrastructure Engineering Phase 2

Report

- b) that the recommendations contained in the report be presented to Engineers Canada and to the following committees/task forces for comment:
- i. Academic Requirements Committee,
 - ii. Experience Requirements Committee,
 - iii. Legislation Committee,
 - iv. Enforcement Committee,
 - v. Licensing Process Task Force,
 - vi. Professional Standards Committee and
- c) and that these committees/task forces report back to Council within six months.

Included in the CIE's recommendations to Council was that "the Emerging Disciplines Task Group continue to engage key external stakeholders in regulation of CIE with a view to identifying opportunities." EDTF Chair DeVita and PEO President-Elect George Comrie then initiated outreach activities with Bell Canada. These activities have led to interest in PEO licensures from about 25 Bell Canada staff working in this area and have contributed to Bell Canada corporate support for licensing and credentialing for the next few years.

Building on this momentum, and in conjunction with the EDTF's Other Recommendations:

1. That PEO Support CIE licensure with communication and promotion targeted at the executive level, so that awareness and appreciation of the value of the CIE is understood and business case development is facilitated from lower levels in the organization:
2. That, with respect to communication and stakeholder relations concerning CIE :
 - Clear objectives and success criteria be developed and approved by Council;
 - A communication and stakeholder relations master plan be developed for the regulation of CIE along the lines presented above;
 - A project manager be assigned full-time to manage the execution of the communication and stakeholder relations plan; and
 - Achievement of plan objectives be tracked, and the plan and resources adjusted as required to deal with shortfalls."

It is imperative that PEO continues its activities in the CIE discipline by demonstrating its commitment through the Strategic Plan.

Moved by President-elect Comrie, seconded by Councillor Sadr:

That Council:

- a. **approve new Strategy 2.4 - Communications Infrastructure Engineering Outreach and Licensure for the 2015-2017 PEO Strategic Plan.**
- b. **direct the Chairs of the Emerging Discipline Task Force, the Academic Requirements Committee, the Experience Requirements Committee and the Licensing Committee to work, on a priority basis, with the Deputy Registrar, Licensing and Registration, to develop and implement a strategy to licence a "critical mass" of practitioners in this discipline.**

CARRIED

**11640
OSPE MEMBERSHIP FEE REIMBURSEMENT
FOR ELIGIBLE PEO COUNCILLORS AND
STAFF**

In order to actively support the PEO – OSPE partnership, the OSPE – PEO Joint Relations Committee suggested at its February 1, 2016 meeting that PEO should reimburse the membership fees for all PEO P.Eng. Councillors while serving on PEO Council and for all PEO P.Eng. staff while employed by PEO.

The Committee also concluded that it was important to have PEO Councillors and senior staff, particularly the President and Registrar, be members of OSPE.

Currently, there are 22 PEO P.Eng. Councillors and 23 PEO P.Eng. staff eligible for reimbursement.

Moved by Councillor Spink, seconded by Councillor Turnbull:

That Council approve the reimbursement of Ontario Society of Professional Engineers (OSPE) membership fees for all PEO P.Eng. Councillors while serving on PEO Council and for all PEO P.Eng. staff while employed by PEO.

That Council approve a budget of \$8,100 for the 2016 calendar year for this purpose. These funds will be sourced from the current budgetary surplus.

CARRIED

Councillor Fraser stated for the record that he would not seek reimbursement from PEO for the OSPE membership fee. It was noted that PEO Councillors and staff would only be reimbursed if they submit a claim.

**11641
PROMOTION OF OSPE ON PEO FEE
RENEWAL FORM**

In order to actively support the PEO – OSPE partnership the PEO – OSPE Joint Relations Committee suggested at its February 1st, 2016 meeting that a better description of OSPE's advocacy role be made available on

the PEO website where members are being requested to make a voluntary contribution . This may help increase those PEO members who choose to join OSPE. It may not be clear to some PEO members why they should choose to support and join OSPE.

Councillor Preley suggested that the PEO Fee Renewal form include an option for tax deductible donations. Councillor Spink suggested the form include a link to OSPE. Registrar McDonald noted that these details can be worked out when OSPE provides the wording for the form.

Moved by Councillor Turnbull, seconded by Councillor Spink:

That Council approve that a description of OSPE be drafted by OSPE personnel and approved by PEO staff and posted to the PEO Fee renewal page where it indicates that the OSPE Fee is a voluntary contribution.

CARRIED

**11642
INTERNATIONAL ASSOCIATION FOR
CONTINUING ENGINEERING EDUCATION
(IACEE) CONFERENCE**

A. Bergeron recused herself for this agenda item.

The International Association of Continuing Engineering Education (IACEE) called for papers as part of a conference to be held in Porto, Portugal, May 17 – 20, 2016. The theme of the conference is Innovation in Continuing Professional Development: A Vision for the Future.

As Chair of PEO's (CP)² Task Force, Ms. Bergeron recently submitted an abstract of a paper to the IACEE that was the culmination of two years effort by eleven volunteers on the work of the CPDCQA Task Force. There are three streams to the conference and the Task Force's work was submitted under the stream Devising CPD Stakeholders Next Steps. On the strength of that submission, PEO has been invited to present.

It is recommended that Council approve PEO's participation in the IACEE Conference as it is an opportunity to showcase PEO's innovative work on the world stage and to glean what the current best practices are across the globe and where CPD is heading in the future. The conference is timely as it would allow for Ms. Bergeron to report back as Chair of the (CP)² Task Force and incorporate any new findings into the current work of the Task Force. This is an unbudgeted funding request for approximately \$3,530 in 2016.

Moved by Councillor Brown, seconded by President-elect Dony:

- 1. That Council approve the participation of Annette Bergeron, P.Eng., Chair, CP² Task Force at the International Association of Continuing Engineering Education (IACEE) Conference in Porto, Portugal, May 17 – 20, 2016.**
- 2. That Council approve a budget of \$3,530 in 2016 for this purpose. These funds will be sourced from the current**

budgetary surplus.

CARRIED

**11643
CONSENT AGENDA**

Moved by Councillor Colucci, seconded by Councillor Dony:

That the Consent Agenda be approved.

CARRIED

Included on the consent agenda:

- 3.1 Minutes – 504th Council meeting – February 5, 2016
- 3.2 Limited Engineering Licensee and Licensed Engineering Technologist – Approval of Seal Designs
- 3.3 Approval of CEDC Applications
- 3.4 Changes to Committees/Task Forces Roster
- 3.5 Audit Committee Work Plan

[Note: minutes 11644 to 11648 reflect the motions provided in the briefing notes presented to the meeting.]

**11644
MINUTES – 504th COUNCIL MEETING –
FEBRUARY 5, 2016**

That the minutes of the open session of the 504TH meeting of Council, held on February 5, 2016 as presented to the meeting at C-505-3.1, Appendix A accurately reflect the business transacted at that meeting.

CARRIED

**11645
LIMITED ENGINEERING LICENSEE AND
LICENSED ENGINEERING TECHNOLOGIST –
APPROVAL OF SEAL DESIGNS**

That Council approve for use the design of the seal for the Limited Engineering Licensee and Licensed Engineering Technologist class of limited licence as presented to the meeting at C-505-3.2(i) and (ii), Appendix B, effective immediately.

That the Experience Requirements Committee be required to specify a brief description of each applicant-specific limitation for the seal that excludes PEO's approved syllabi disciplines, to comply with Section 52(4)(f) of Regulation 941.

CARRIED

**11646
APPROVAL OF CEDC APPLICATIONS**

1. That Council approve the exemption from examinations and the applications for designation as Consulting Engineer as presented to the meeting at C-505-3.3, Appendix A, Section 1.

2. That Council approve the applications for re-designation as Consulting Engineer as presented to the meeting at C-505-3.3, Appendix A, Section 2.

3. That Council decline the application for designation as Consulting Engineer as presented to the meeting at C-505-3.3, Appendix A, Section 3.

4. That Council grant permission to use the title "Consulting Engineers"

(or variations thereof) to the firms as presented to the meeting at C-505-3.3, Appendix A, Section 4.

CARRIED

11647
CHANGES TO COMMITTEES/TASK FORCES ROSTER

That Council approve changes to the 2016 PEO Committees and Task Forces Membership Roster as presented at C-505-3.4, Appendix A.

CARRIED

11648
AUDIT COMMITTEE WORK PLAN

That Council approve the Audit Committee (AUC) 2015/2016 work plan as presented to the meeting at C-505-3.5, Appendix A.

CARRIED

11649
APTIFY UPDATE

Council was provided with a written report regarding progress to date. Registrar McDonald reported that User Acceptance testing is now complete. Mock Go Live test cases and reports are currently being validated. If the decision to go live is made on March 11, 2016 the go live date is scheduled for March 22, 2016. If not, progress will be assessed on a daily basis.

11650
PEO STRATEGIC PLAN 2015-17 UPDATE

Registrar McDonald reviewed the 2015-17 Strategic Plan achievements to date noting that additional strategies have been added through discussions with Council or are operational in nature and do not require Council approval. Registrar McDonald reported that roughly 60% of the activities in the 2015-2017 Strategic Plan have been completed with the remaining strategies on track for completion by year three.

11651
LEGISLATION COMMITTEE UPDATE

Councillor Fraser reported that the Legislation Committee has instructed staff to review past Council approved motions that would necessitate Act amendments. For example, one relates to Council's approval of introducing a regulation for the Supervising and Delegating Standard which would require amendments to the Act and cannot therefore move forward as presented. Councillor Fraser stated that the issue is not about the delegation of authority but rather the definition of responsibility in the Act. Further investigation is underway. Another outstanding amendment related to the Appeals Process. It has been sent to ARC and ERC for further detail on the process itself before further action is taken. The third motion relates to Discipline Committee membership and removing the need for an elected Councillor.

11652
REGIONAL CONGRESS UPDATE

Councillor Sadr advised that there has been no Regional Congress since the last Council meeting. The next Regional Congress is scheduled for March 12, 2016.

11653
(CP)² UPDATE

The first meeting of the (CP)² Task Force saw the election of Ms. A. Bergeron as Chair and Mr. T. Ing as Vice-Chair. The program name is still under discussion. The questions generated from the various town halls will be reviewed and once the answers and responses are approved by the task force, Communications will prepare a list of the Frequently

Asked Questions.

The task force discussed practicing vs. non-practicing and will be looking at other provincial engineers associations with CPD programs vs. PEO's. The task force discussed the loss of revenue if non-practicing status is tied to fee remission. Three categories have been suggested – currently practicing; currently not practicing and will not return to practice and currently not practicing and may return to practice. Councillor Turnbull advised that he has been appointed as Council liaison. The task force workplan was approved.

There was general agreement that the referendum not be tied to elections in terms of the date to ensure adequate planning. Councillor Turnbull confirmed that the (CP)² Update will be a standing item on the Councillor agenda and that regular communications will be provided to Chapters.

There were no questions or comments.

**11654
STATISTICS - COMPLAINTS, DISCIPLINE,
LICENSING AND REGISTRATION**

**11655
COUNCILLOR ITEMS**

- a) **Renaming of (Canadian Engineering Accreditation Board (CEAB) to Engineers Canada Accreditation Board (ECAB)**
In response to a query regarding the name change to ECAB Councillor Shreewastav advised that this matter has been referred to the Executive Committee of the Engineers Canada Board for review. A. Bergeron added that the name change is not final and that the Engineers Canada Board only agreed to this review provided that the final decision will be made by the full Engineers Canada Board.

**11656
APPOINTMENT OF PEO DIRECTORS TO
ENGINEERS CANADA BOARD**

Since President Chong submitted his name as a candidate for a PEO Director to the Engineers Canada Board, President-elect Comrie assumed the position of Chair.

Moved by Councillor Sadr, seconded by Councillor King:

That C-505-2.9, Appendix A be amended to include the requirements that all appointees to the PEO Directors to the Engineers Canada Board of Directors must receive more than 50% of the votes from Council.

Moved by Councillor Fraser, seconded by Councillor Gupta:

That C-505-2.9, Appendix A be amended to specify that nominations from the floor be accepted as per past practice.

**CARRIED
Recorded Vote**

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

Moved by Councillor Kuczera, seconded by Councillor Fraser:

That C-505-2.9, Appendix A be amended to indicate that sitting members of Council who put their names forward shall abstain from voting.

CARRIED

Moved by Councillor Sadr, seconded by Councillor King:

That Council approve the process to appoint PEO Directors to the Engineers Canada Board as presented to the meeting at C-505-2.9, Appendix A, as amended.

CARRIED

**11657
APPOINTMENT OF PEO DIRECTORS TO
ENGINEERS CANADA BOARD**

All Candidates were invited to speak to Council about their candidacy. Candidates who were unable to attend in person were given the opportunity to submit a written personal introduction.

President-elect Comrie asked for nominations from the floor. There were none.

The following candidates addressed Council:

Councillor Brown
President Chong

Councillor Colucci
Karen Chan
Nancy Hill
Andrew Ramcharan
Pappur Shankar
Councillor Shreewastav

The following candidates submitted a written personal introduction which was read.

Dwight Aplevich
Kenneth McMartin
Nubuo Obukuro
Jay Sarkar
Allen Stewart
Faysal Sunba
Rob Willson

Moved by Councillor Colucci, seconded by Councillor Sadr:

That David Brown, P.Eng. and Rakesh Shreewastav, P.Eng. be appointed as a PEO Director to the Engineers Canada Board of Directors, for a three-year term effective as of the 2016 Engineers Canada Annual General Meeting.

CARRIED

Moved by Councillor Colucci, seconded by Councillor Jones:

That the ballots for the appointments of the PEO Directors to the Engineers Canada Board of Directors be destroyed immediately.

CARRIED

Upon completion of the PEO Directors to Engineers Canada Board election President Chong resumed the position of Chair.

**11658
IN-CAMERA SESSION**

Moved by Councillor Colucci, seconded by Councillor Shreewastav:

That Council move in-camera.

CARRIED

While in-camera, Council:

- a) verified the in-camera minutes from the 504TH meeting of Council held February 5, 2016 as presented;
- b) received a report from the HRC Committee;
- c) received decisions and reasons of the Discipline Committee;
- d) received a legal update on legal actions in which PEO is involved;
- e) there were no issues reported regarding PEO's Anti-Workplace Violence and Harassment Policy.

There being no further business, the meeting concluded.

These minutes consist of fourteen pages and minutes 11631 to 11658 inclusive.

T. Chong, M.Sc., P.Eng., FEC, PMP, Chair

G. McDonald, P.Eng., Registrar

DRAFT

OPEN SESSION MINUTES – 506th Council Meeting – April 30, 2016

Purpose: To record that the minutes of the open session of the 506th 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 506th meeting of Council, held April 30, 2016, as presented to the meeting C-507-3.3, 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 – 506th Council open session meeting – April 30, 2016



Minutes

C-507-3.3
Appendix A

The 506th MEETING of the COUNCIL of PROFESSIONAL ENGINEERS ONTARIO (PEO) was held at the Royal York Hotel, Toronto, Ontario on Saturday, April 30, 2016 at 3:00 p.m.

Present: G. Comrie, P.Eng., President and Council Chair
T. Chong, P.Eng., Past President
B. Dony, P.Eng., President-Elect
P. J. Quinn, P.Eng., Vice President (Elected)
C. Bellini, P.Eng.
I. Bhatia, P.Eng.
G. Boone, P.Eng.
D. Brown, P.Eng.
D. Chui, P.Eng.
R.A. Fraser, P.Eng.
S.K. Gupta, P.Eng.
R.J. Hilton, P.Eng.
G. O. Houghton, P.Eng.
R. Jones, P.Eng.
B. Kossta
E. Kuczera, P.Eng.
M. Long Irwin
D. Preley, P.Eng.
C. Sadr, P.Eng.
R.K. Shreewastav, P.Eng.
M. Spink, P.Eng.
N. Takessian, P.Eng.
W. Turnbull, P.Eng.
M. Wesa, P.Eng.

Regrets: S. Reid, C.Tech.

Staff: G. McDonald, P.Eng., Registrar
S.W. Clark, LL.B.
L. Latham, P.Eng.
C. Mehta
M. Price, P.Eng.
J. Zuccon, P.Eng.
C. Mucklestone
Z. Sarmiento
R. Martin
D. Power

CALL TO ORDER

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

**11659
APPROVAL OF AGENDA**

Moved by Councillor Kuczera, seconded by Councillor Turnbull:

That:

- a) the agenda, as presented to the meeting at C-506-1.1, Appendix A be approved; and**
- b) The Chair be authorized to suspend the regular order of business.**

CARRIED

**11660
SPECIAL RULES OF ORDER**

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

Moved by Councillor Takessian, seconded by Councillor Shrewastav:

That the Special Rules of Order, as presented to the meeting at C-506-2, Appendix A, to be effective immediately and to remain in effect until the close of business at the 2017 Annual General Meeting, be approved.

CARRIED

**11661
APPOINTMENT OF COUNCIL MEETING
CHAIR**

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

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

The Acting Chair asked for further nominations. None being received, he declared nominations closed.

Moved by Councillor Sadr, seconded by Councillor Jones:

That Council approve the acclaimed appointment of President George Comrie, P.Eng. as the Council Meeting Chair for the 2016-2017 Council year or until his successor is appointed.

CARRIED

President-elect Dony returned the gavel to President Comrie, newly

elected Council Meeting Chair.

**11662
APPOINTMENT OF REGIONAL
COUNCILLORS COMMITTEE CHAIR**

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

Moved by Councillor Turnbull, seconded by Councillor Kuczera:

That Councillor Changiz Sadr, P.Eng., be appointed as Chair of the Regional Councillors Committee, effective immediately and to hold office until the close of business at the 2017 Annual General meeting.

CARRIED

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

**11663
APPOINTMENT OF VICE PRESIDENT**

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

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

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

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

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

Moved by Councillor Sadr, seconded by Councillor Kuczera:

That Council accept the result of the electronic vote for the Vice-President and approve the appointment of Councillor David Brown, P.Eng., as Vice President (appointed) for the 2016-2017 Council year.

CARRIED

11664
APPOINTMENT OF COUNCILLORS TO
EXECUTIVE COMMITTEE

The Chair stated that Section 28.(1)(e) of Regulation 941 under the Professional Engineers Act requires Council to appoint one or more other members of Council, in addition to the president, president-elect, immediate past president and the two vice presidents, to serve on the Executive Committee. Council must, therefore, first decide on the number of additional Councillors to serve on the Committee.

Moved by Past President Chong, seconded by Councillor Kuczera.

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

CARRIED

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

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

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

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

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

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

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

Moved by Councillor Kuczera, seconded by Councillor Sadr:

That Council accept the results of the electronic vote for the Executive Committee and approve the appointments of Councillor Marilyn Spink, P.Eng., as the LGA representative and Councillor Changiz Sadr, P.Eng., as the additional members to the Executive

Committee for the 2016-2017 Council year.

CARRIED

**11665
APPOINTMENT TO BOARD
COMMITTEES**

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

The Chair announced the names of Councillors who had indicated their willingness to serve on the Audit, Finance, Human Resources, Legislation, OSPE-PEO Joint Relations and OSPE Advocacy Priorities Committees and asked for further nominations. When the final list of nominations had been determined for each committee he declared the nominations closed.

Each candidate consenting to serve on any of the aforementioned committees was invited to address the meeting.

Separate electronic votes were then conducted for the Audit, Finance, Human Resources, Legislation, OSPE-PEO Joint Relations and OSPE Advocacy Priorities Committees to select its members.

Moved by Councillor Takessian, seconded by Vice President Quinn:

That the Audit Committee appoint five Council members to its roster.

CARRIED

Moved by Councillor Spink, seconded by Councillor Brown:

That Council approve the results of the electronic vote and approve the following appointments:

That Past President Thomas Chong, P.Eng., and Councillors Danny Chui, P.Eng., Gary Houghton, P.Eng., Ewald Kuczera, P.Eng., and Dan Preley, P.Eng., be elected as members to the Audit Committee for the 2016-2017 Council year.

That Councillors Christian Bellini, P.Eng., Roger Jones, P.Eng., Changiz Sadr, P.Eng., and Warren Turnbull, P.Eng., be elected as members to the Finance Committee for the 2016-2017 Council year.

That Councillors David Brown, P.Eng., and Marilyn Spink, P.Eng., be

elected as additional members to the Human Resources Committee for the 2016-2017 Council year.

That Councillors Christian Bellini, P.Eng., Roydon Fraser, P.Eng., Gary Houghton, P.Eng., Bill Kossta and Ewald Kuczera, P.Eng., be elected as members to the Legislation Committee for the 2016-17 Council year.

That President-elect Bob Dony and Councillors Guy Boone, P.Eng., and Warren Turnbull, P.Eng., be elected as PEO's additional representatives on the OSPE-PEO Joint Relations Committee for the 2016-2017 Council year.

That Councillor Roger Jones, P.Eng., be elected as a member to the OSPE Advocacy Priorities Committee for the 2016-2017 Council year.

CARRIED

**11666
COUNCILLOR ITEMS**

- a) Potential Notice of Item – Engineers in Training
Councillor Fraser raised the issue of EIT's working in companies that do not have professional engineers on staff. President Comrie replied that this will likely be discussed by the Legislation Committee. Councillor Fraser stated that this needed to be dealt with prior to September 2016.

**11667
IN-CAMERA SESSION**

Moved by Councillor Kuczera, seconded by Councillor Long-Irwin:

That Council move in-camera.

CARRIED

While in-camera, Council:

- a) Approved the Ontario Professional Engineers Award Nominations.
b) Approved the Registrar's 2016 Performance Objectives.

There being no further business, the meeting concluded.

These minutes consist of six pages and minutes 11659 to 11667 inclusive.

G. Comrie, P.Eng., 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-507-3.4, Appendix A, Section 1.
2. That Council approve the applications for re-designation as Consulting Engineer as presented to the meeting at C-507-3.4, 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-507-3.4, 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 May 19, 2016.
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 507th 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 9 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	Bann, Francis William	Goodkey, Weedmark & Associates Limited	1688 Woodward Dr, Ottawa ON, K2C 3R8	90395575
1.2	Da Gama, Nuno	C.F. Crozier & Associates Inc.	100-2800 High Point Dr, Milton ON, L9T 6P4	100022664
1.3	Fahmi, Adel Mohamed Fathi	Electrical Engineering Group	179 Dianawood Rdg, Woodbridge ON, L4L 6X2	100058112
1.4	Feng, Hui (Bill)	SOLA Engineering Inc.	1106 Kipling Ave, Etobicoke ON, M9B 3M5	100050651
1.5	Marshall, Vanessa	Englobe Corp.	353 Bridge St E, Kitchener ON, N2K 2Y5	100079066
1.6	Mazzone, Rocco Anthony	RocMar Engineering Inc.	111-93 Skyway Ave, Etobicoke ON, M9W 6N6	100129792
1.7	Mullan, Joseph Anthony	Ainley & Associates Limited	280 Pretty River Parkway N, Collingwood ON, L9Y 4J5	90351024
1.8	O'Connor, Byron Raymond	BluMetric Environmental	4 Cataraqui St, Kingston ON, K7K 1Z7	90323999
1.9	Poon, Edward Jonathan	Pario Engineering & Environmental Sciences LP	553 Basaltic Rd, Unit B, Concord ON, L4K 4W8	100090662

2. The Committee has reviewed the following applications for REDESIGNATION and recommends to Council that these 58 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	Aleo, Vincent	Aleo Associates Inc.	100-804 Erie St E, Windsor ON, N9A 3Y4	517508
2.2	Al-Ganabi, Haqi	Canadian Engineering Group	503-10 St Mary St, Toronto ON, M4Y 1P9	90554429
2.3	Amini, Mohammad Jaafar	Trillium Inspection, Testing & Consulting Services	518-1315 Lawrence Ave, Toronto ON, M3A 3R3	829804
2.4	Banoub, Adly Samy	Epcat Engineering Inc.	128 Queen St S, PO Box 42323, Mississauga ON, L5M 4Z0	2266302
2.5	Berkley, Dan	DB Engineering	3315 Chokeycherry Cres., Mississauga ON, L5L 1B1	3490117
2.6	Bonavota, Domenico	Mulvey & Banani International Inc.	44 Mobile Dr, Toronto ON, M4A 2P2	90560004
2.7	Bowen, Paul Wilffert	Terraprobe Inc.	11 Indell Lane, Brampton ON, L6T 3Y3	4704011
2.8	Buck, David Charles	WalterFedy	111 - 675 Queen St S, Kitchener ON, N2M 1A2	5878509
2.9	Campbell, Kenneth William	R.J. Anderson Associates Ltd.	2001 Sheppard Ave E, North York ON, M2J 4Z8	6712053
2.10	Cho, Chi-Shing	E.C. & Associates Ltd.	152 Pemberton Rd, Richmond Hill ON, L4C 3T7	8135501
2.11	Cooke, John George	John G. Cooke & Associates Ltd.	200-17 Fitzgerald Rd, Ottawa ON, K2H 9G1	9231507
2.12	Cullen, Sandra Lee	Stephenson Engineering Ltd.	602-2550 Victoria Park Ave, North York ON, M2J 5A9	10096014
2.13	Cunliffe, Richard Ian	Cunliffe & Associates Inc.	102-1737 Woodward Dr, Ottawa ON, K2C 0P9	90230178
2.14	Day, William Charles Barry	Daycore Engineering Inc.	469 William Dunn Cres, Newmarket ON, L3X 3L4	10870012
2.15	Durkin, Paul James	Gryphon International Engineering Services Inc.	404-80 King St, St. Catharines ON, L2R 7G1	12588505
2.16	Fancy, Laurence Albert	Eastern Engineering Group Inc.	212-125 Stewart Blvd, Brockville ON, K6V 4W4	13680012
2.17	Habash, Mazen Jamal	Origin & Cause Inc.	1336 Sandhill Dr, Ancaster ON, L9G 4V5	17703109
2.18	Hajimirza-Ghinani, Mahmood	Envirofix Corporation	345 Lakeshore Rd, St. Catharines ON, L2M 7Z3	90208414

2.19	Harris, John Andrew	International Water Consultants Ltd.	342 Bayview Dr, PO Box 310, Barrie ON, L4M 4T5	18519504
2.20	Huston, Brian Glenn	Dillon Consulting Ltd.	130 Dufferin Ave, London ON, N7G 3H3	21065503
2.21	Jickling, Robert Stanley	EPCM Services Ltd.	2829 Sherwood Heights Dr, Oakville ON, L6J 7R7	22099014
2.22	Johansen, Tonny Midtgaard	Candevcon Ltd.	9358 Goreway Dr, Brampton ON, L6P 0M7	22140016
2.23	Jull, David Edward	MMM Group Ltd.	100 Commerce Valley Dr W, Thornhill ON, L3T 0A1	22664015
2.24	Kondratas, Harry Merijus	Kondratas Kisil Consulting Inc.	1608-45 Wynford Hts Cres, North York ON, M3C 1L3	24393506
2.25	Kula, Peter Walter	Konsolidated Structural	306-2968 Dundas St W, Toronto ON, M6P 1Y8	100025781
2.26	Lacey, Clive Robert	Crossey Engineering Ltd.	2255 Sheppard Ave E, Suite E-331, North York ON, M2J 4Y1	25172503
2.27	LaPlante, Roy David	RDL Engineering Services	20 Parkdale Dr, Saulte-Ste-Marie ON, P6A 4C8	25617309
2.28	Leong, Peter John	WSP Canada Inc.	600 Cochrane Dr, Markham ON, L3R 5K3	26496802
2.29	Liscio, Rocco	Davroc & Associates Ltd.	21-2051 Williams Parkway, Brampton ON, L6S 5T4	27032408
2.30	Lonsdale, Tanya Elise	Braun Consulting Engineers Ltd.	530 Willow Rd, Guelph ON, N1H 7G4	27350503
2.31	Marshall, Jeffrey John	Dearden and Stanton Ltd.	89 Coldwater St E, Orillia ON, L3V 1W8	29240702
2.32	McCullough, Ian Charles	ICM Engineering Ltd.	216 Wrenhaven Rd, Fenelon Falls ON, K0M 1N0	90270182
2.33	Meo, Raffaele	Meo & Associates Inc.	7200 Disputed Rd, Lasalle ON, N9A 6Z6	31381502
2.34	Mitches, Peter Thomas	Peter T. Mitches & Associates Ltd.	350 Ridout St S, London ON, N6C 3Z5	32112013
2.35	Moore, Bernard	Candec Engineering Consultants Inc.	11-25 West Beaver Creek Rd, Richmond Hill ON, L4B 1K2	32433203
2.36	Nasiruddin, Mohammad	Nasiruddin Engineering Ltd.	6033 Shawson Dr, Units 1-3, Mississauga ON, L5T 1H8	33572017
2.37	Nuessler, Guenter Kurt	Progressive Engineering Services Ltd.	2043 Hidden Valley Cres, Kitchener ON, N2C 2R2	34389015
2.38	O'Dwyer, Thomas Joseph	Soil & Materials Engineering Inc.	2000 Legacy Park Dr, Windsor ON, N8W 5S6	34563502
2.39	Perks, John Robert	IBI Group	101-410 Albert St, Waterloo ON, N2L 3V3	90280538
2.40	Pharant, Derek Charles	Self-Employed	312-47 McMurchy Ave N, Brampton ON, L6X 1X5	36518504
2.41	Pollock, Stephen Dale	F.H. Theakston Environmental Control Inc.	596 Glengarry Cres, PO Box 390, Fergus ON, N1M 3E2	37044500

2.42	Potvin, Derek Earle	Robinson Consultants Inc.	210-350 Palladium Dr, Kanata ON, K2V 1A8	90330820
2.43	Ravens, Alena	Ravens Engineering Inc.	201-1061 Eglinton Ave W, Toronto ON, M6C 2C9	38240503
2.44	Riaboy, Youri	Riaboy Engineering Ltd.	109-120 Overbrook Pl, North York ON, M3H 4P8	38756011
2.45	Riddell, John Garfield	Novatech	200-240 Michael Cowpland Dr, Ottawa ON, K2M 1P6	38908018
2.46	Ringis, Walter Arnold	J.T. Donald Consultants Ltd.	10-340 Don Park Rd, Markham ON, L3R 1C5	39000013
2.47	Schaefer, Stephen Michael	SCS Consulting Group Ltd.	100-30 Centurian Dr, Markham ON, L3R 8B8	90256611
2.48	Scheckenberger, Ronald Bernard	Amec Foster Wheeler	3215 North Service Rd, Burlington ON, L7N 3G2	40919409
2.49	Suitso, Albert Axel	Improtech Ltd.	310-40 Wynford Dr, Toronto ON, M3C 1J5	44965010
2.50	Svihra, Jan	Keewatin Group Ltd.	21-2900 Langstaff Rd, Concord ON, L4K 4R9	45150018
2.51	Taufee, Samir Halim	S.I.G. Mechanical Services Ltd.	51B Esna Park Dr, Markham ON, L3R 1C9	90264771
2.52	Tworzyanski, Andrzej Bojomir	B.J. Tworzyanski Ltd.	1-7291 Victoria Park Ave, Markham ON, L3R 3A4	47379300
2.53	Tworzyanski, Piotr Jakub	B.J. Tworzyanski Ltd.	1-7291 Victoria Park Ave, Markham ON, L3R 3A4	47379508
2.54	Vallee, John Douglas	G. Douglas Vallee Ltd.	2 Talbot St N, Simcoe ON, N3Y 3W4	90229709
2.55	Van Groll, Raymond John	Atkins & Van Groll Inc.	101-130 Bridgeland Ave, Toronto ON, M6A 1Z4	47734207
2.56	Von Eppinghoven, Armin Johannes	MMM Group Ltd.	100 Commerce Valley Dr W, Thornhill ON, L3T 0A1	48300305
2.57	Wedding, Rene Eugene	REW Consultants	1235 Ioco Road, Port Moody BC, V3H 2W9	49289010
2.58	Yuen, Quincy Wai Tong	Y&V Engineering Ltd.	11-70 Gibson Dr, Markham ON, L3R 4C2	51752012

3. The Committee recommends to Council that the following **6 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	Arencon Inc.	206-1551 Caterpillar Rd, Mississauga ON, L4X 2Z6	Walter Miller P.Eng., and Michael Zukov, P.Eng.
3.2	Black Rock Engineering Inc.	99 Mumford Dr, Lively ON, P4Y 1L1	Christina Visser, P.Eng.
3.3	Edillesse Ltd.	1253-225 The East Mall, Etobicoke ON, M9B 0A9	Mauro Savoldelli, P.Eng.
3.4	Jade Plus Inc.	19 Baldwin St, Tillsonburg ON, N4G 2K3	Andre Brisson, P.Eng.
3.5	Pario Engineering & Environmental Sciences LP	553 Basaltic Rd, Unit B, Concord ON, L4K 4W8	Mark Milner, P.Eng., Kamen Peytchev, P.Eng., and Marijan Smolej, P.Eng.
3.6	Ravens Engineering Inc.	201-1061 Eglinton Ave W, Toronto ON, M6C 2C9	Alena Ravens, 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.

CHANGES TO THE 2016 PEO COMMITTEES AND TASK FORCES MEMBERSHIP ROSTER

Purpose: To approve changes to the *2016 PEO Committees and Task Forces Membership Roster*.

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

That Council approve changes to the *2016 PEO Committees and Task Forces Membership Roster* as presented at C-507-3.5, Appendix A.

Prepared by: Fern Gonçalves, CHRP, Director People Development

Moved by: Christian Bellini, P.Eng.

1. Need for PEO Action

It is the role of Council to approve annual rosters of committee members under the Committees and Task Forces Policy (Role of Council, Item 4) and authorize the membership of those volunteers who formally participate on its behalf through membership on committees and task forces. Furthermore, Council is asked to approve volunteer members of committees and task forces in accordance with PEO's insurance policy requirements.

Council approved the *2016 PEO Committees and Task Forces Membership Roster* at the November 20, 2015 meeting.

Appendix A sets out changes to the Sections 2 (Other Committees Reporting to Council), 4 (Task Forces) and 5 (External Appointments) of the Roster, such as resignations, re-appointments and appointments of new members, newly elected and/or re-elected Chairs and Vice Chairs.

2. Proposed Action / Recommendation

Approve the changes to Sections 2, 4 and 5 of the *2016 PEO Committees and Task Forces Membership Roster* as 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.
- b. Names of newly elected or re-elected Committee Chairs will be posted on the PEO's website.
- c. The *2016 PEO Committee and Task Force Membership Roster* updated after the AGM will be posted on PEO's website.

4. Peer Review & Process Followed

Process Followed	Committees and Task Forces Policy – Role of Council Item 4: Approve the annual roster of committee members.
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5. Appendices

- Appendix A – the Sections 2 (Other Committees Reporting to Council), 4 (Task Forces) and 5 (External Appointments) of the *2016 PEO Committees and Task Forces Membership Roster*.

**Changes to the 2016 PEO Committees and
Task Forces Membership Roster**

507th Council Meeting

New appointments:

First/Last Name	Service Dates	Committee / Task Force
Nima Eslaminasab, P.Eng.	April 22, 2016 – Dec 31, 2016	Equity and Diversity Committee (EDC)
Simone Larcher, P.Eng.	April 22, 2016 – Dec 31, 2016	Equity and Diversity Committee (EDC)
Robert White, P.Eng.	June 6, 2016 – Dec 31, 2016	Equity and Diversity Committee (EDC)
Wieslaw M. Chojnacki, P.Eng.	March 3, 2016 – Dec 31, 2016	Experience Requirements Committee (ERC)
Torben Jensen, P.Eng.	March 3, 2016 – Dec 31, 2016	Experience Requirements Committee (ERC)
Daniel Martis, P.Eng.	March 16, 2016 – Dec 31, 2016	Experience Requirements Committee (ERC)
Hugo Maureira, P. Eng.	April 6, 2016 – Dec 31, 2016	Experience Requirements Committee (ERC)
Karl Rueb, P.Eng.	March 16, 2016 – Dec 31, 2016	Experience Requirements Committee (ERC)
Nick Colucci, P.Eng.	June 24, 2016 – 2017 AGM	Finance Committee (FIC) – non-Council member
Ravi Gupta, P.Eng.	June 24, 2016 – 2017 AGM	Finance Committee (FIC) – non-Council member
Ken McMartin, P.Eng.	June 24, 2016 – 2017 AGM	Finance Committee (FIC) – non-Council member
Warren Turnbull, P.Eng.	June 24, 2016 – AGM 2017	Government Liaison Committee (GLC) – RCC representative Volunteer Leadership Conference Planning Committee (VLPCPC) – RCC representative (re-appointed for 2 nd term)
Márta Ecsedi, P.Eng.	June 24, 2016 – AGM 2017	Volunteer Leadership Conference Planning Committee (VLPCPC) – ACV representative
Chris Kan, P.Eng.	June 24, 2016 – AGM 2017	Volunteer Leadership Conference Planning Committee (VLPCPC) – ACV representative (re-appointed for 3 rd term)
Noubar Takessian, P.Eng.	June 24, 2016 – AGM 2017	Volunteer Leadership Conference Planning Committee (VLPCPC) – RCC representative

The above volunteers for the Equity and Diversity Committee (EDC) and Experience Requirements Committee (ERC) have completed a formal application process and, in consultation with the Committee Advisors, were evaluated by the Director, People Development and approved by the Registrar to serve on the respective committee/subcommittee, in accordance with the *PEO Committee and Task Force Policy* (Section 7.4). As established by ERC, the new ERC members completed the Equity and Diversity Awareness module.

Changes to the 2016 PEO Committees and Task Forces Membership Roster

507th Council Meeting

The above volunteers for the Finance Committee (FIC) were selected by the committee at their May 13, 2016 meeting and approved to serve as non-Councillor members.

The above representatives of the Regional Councillors Committee (RCC) and Advisory Committee on Volunteers (ACV) were selected by the respective committees to serve on the Government Liaison Committee (GLC) and Volunteer Leadership Conference Planning Committee (VLCPC).

Changes to the Roster – election of Chairs and Vice Chairs:

First/Last Name	Term [per Terms of Reference]	Committee / Task Force
Rob Willson, P.Eng.	Not specified	Council Term Limits (CTL) Task Force – Chair
Nancy Hill, P.Eng.	Not specified	Council Term Limits (CTL) Task Force – Vice Chair
Annette Bergeron, P.Eng.	Not specified	Continuing Professional Competence Program (CP) ² Task Force – Chair
Márta Ecsedi, P.Eng.	1-year term	Equity and Diversity Committee (EDC) – Chair (re-elected in 2016)
Roger Jones, P.Eng.	1-year term	Finance Committee (FIC) – Chair (re-elected in 2016)
Ravi Gupta, P.Eng.	1-year term	Finance Committee (FIC) – Vice Chair
Ewald Kuczera, P.Eng.	1-year term	Legislation Committee (LEC) – Chair
Bob Dony, P.Eng.	1-year term	Legislation Committee (LEC) – Vice Chair
Virendra Sahni, P.Eng.	1-year term	Registration Committee (REC) – Chair
Chee Lee, P.Eng.	1-year term	Registration Committee (REC) – Chair

Other Changes / Corrections to the Roster:

First/Last Name	Service Dates	Committee / Task Force
Michael Wesa, P.Eng.	1992/June 24, 2016 – AGM 2018	Discipline Committee (DIC) – move to category ‘ <i>Appointed per 27. (1) 1. At least one elected member of the Council</i> ’.
Brian MacEwen, P.Eng.	2016	Consulting Engineer Designation Committee (CEDC) – Committee Advisor

**Changes to the 2016 PEO Committees and
Task Forces Membership Roster**

507th Council Meeting

Committee and Task Force Resignations/Retirements:

First/Last Name	Service Dates	Committee / Task Force
Ken Serdula, P.Eng.	2011 – May 2016	Discipline Committee (DIC) - deceased
Mervin Dewasha, P.Eng.	2004 – April 2016	Equity and Diversity Committee (EDC)
Hafiz Bashir, P.Eng.	2013 – May 2016	Experience Requirements Committee (ERC)

External Appointments – Engineers Canada Accreditation Board (ECAB) General Visitors:

First/Last Name	Visit Dates	institution
Márta Ecsedi, P.Eng.	January 22-24, 2017	York University
Santosh Gupta, P.Eng.	January 22-24, 2017	University of Western Ontario
Changiz Sadr, P.Eng.	February 26-28, 2017	Conestoga College Institute of Technology and Advanced Learning

FINANCE COMMITTEE TERMS OF REFERENCE

Purpose: To approve the revised Terms of Reference for the Finance committee.

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

That Council approve the revised Finance Committee Terms of Reference as presented to the meeting at C-507-3.6, Appendix A.

Prepared by: Chetan Mehta, Director - Finance

Moved by: Roger Jones, 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 Finance committee (FIC) has submitted a revised Terms of Reference for Council approval. The proposed changes to the Finance committee Terms of Reference are identified with track changes in Appendix A.

2. Proposed Action / Recommendation

That Council approve changes to the Finance Committee Terms of Reference as presented.

3. Next Steps (if motion approved)

The approved document will be posted on the PEO website.

4. Peer Review & Process Followed

Process Followed	<ul style="list-style-type: none">The Finance Committee Terms of Reference was reviewed by the Finance Committee at its May 27, 2016 meeting.
Council Identified Review	N/A
Actual Motion Review	<ul style="list-style-type: none">The Finance Committee reviewed the draft document at its May 27, 2016 meeting and approved the proposed change.

5. Appendix

- i) Appendix A – Finance Committee Terms of Reference

Finance Committee (FIC) Terms of Reference

C-507-3.6 Appendix A

Issue Date: June 23, 2016
Approved by: Council

Review Date: Annually
Reviewed by: Finance Committee

Legislated and other Mandate approved by Council	<ul style="list-style-type: none"> • 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. • 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.
Key Duties and Responsibilities	<ul style="list-style-type: none"> • To review income and cost projections in order to assist Council in determining appropriate financial strategies. • To review the annual budget prepared by staff and to present it to Council for approval. • To assist in the identification of factors having significant impact on the budget (e.g. inflation factors, interest rates, membership growth, fee structures, etc.) • To review financial performance against the budget established by Council and suggest policies to permit more effective budgetary control. • To respond to any Councillors questions about the budget and the financial statements at Council meetings
Success Measurements of Key Duties and Responsibilities	<ul style="list-style-type: none"> • Actual performance – meeting of budget objectives • Informative and meaningful analysis of variances • Informative and meaningful 5-year financial projections • Establishment of timely and realistic budget targets.
Type of Committee	Board Committee
Responsible Authority	Council

Finance Committee (FIC) Terms of Reference

C-507-3.6 Appendix A

Issue Date: June 23, 2016
Approved by: Council

Review Date: Annually
Reviewed by: Finance Committee

Constituency & Qualifications of Committee Members	The Finance Committee will be a Board Committee composed of four Councillors, one of whom shall be a member of the Executive Committee, and three non Council members. All of the committee members will be appointed by Council. The Council will appoint each year the Finance Committee membership at its first meeting following the Annual General Meeting. The Finance Committee will elect its own Chair and Vice Chair. Members are expected to have background or working experience in accounting, finance and investment.
Recruitment of New Committee Members	The committee is to assist Volunteer Management in the recruitment of new committee members to ensure wide discipline representation based on applications received, especially in the non-traditional disciplines.
Quorum	A minimum number of 4 Committee members <u>In accordance with Wainberg's Society Meetings Including Rules of Order and section 25(i) of By-Law No. 1, quorum for the purpose of having the meeting's decisions be considered binding is at least 50 per cent of the committee's/task force's membership present at the meeting. This threshold applies to all committee/task force decisions.</u>
Reporting Requirements	<ul style="list-style-type: none"> • The Chair shall submit a report to Council as required; • The Chair shall submit an annual report, not later than January 15th of each year to the Council of the activities of the Committee.
Meeting Frequency & Time Commitment	Five to six meetings every year with the duration of 2 hours for each meeting. Meeting start at 4:00 pm
Staff Advisor	Treasurer, Director of Administrative Services <u>Director, Finance</u>
Staff Support	Administrative Assistant, Administrative Services <u>Finance</u>

Briefing Note – Decision

C-507-3.7

INVESTMENT SUBCOMMITTEE TERMS OF REFERENCE

Purpose: To approve the revised Terms of Reference for the Investment Sub-committee.

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

That Council approve the revised Investment Sub-committee Terms of Reference as presented to the meeting at C-507-3.7, Appendix A.

Prepared by: Chetan Mehta, Director - Finance

Moved by: Roger Jones, 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 Finance Committee (FIC) has submitted a revised Terms of Reference for the Investment Sub-committee for Council approval. The proposed changes to the Investment Sub-committee Terms of Reference are identified with track changes in Appendix A.

2. Proposed Action / Recommendation

That Council approve changes to the Investment Sub-committee Terms of Reference as presented.

3. Next Steps (if motion approved)

The approved document will be posted on the PEO website.

4. Peer Review & Process Followed

Process Followed	<ul style="list-style-type: none">The Investment Sub-committee Terms of Reference was reviewed by the Finance Committee at its May 27, 2016 meeting.
Council Identified Review	N/A
Actual Motion Review	<ul style="list-style-type: none">The Finance Committee reviewed the draft document at its May 27, 2016 meeting and approved the proposed change.

5. Appendices:

- i) Appendix A – Investment Sub-committee Terms of Reference

FINANCE COMMITTEE – INVESTMENT SUB-COMMITTEE

TERMS OF REFERENCE

Issue Date: ~~March 11, 2016~~ June 23, 2016
 Approved by: Council

Review Date: Annually
 Review by: Finance committee

<p>Mandate</p>	<p>PEO maintains investment portfolios (referred to herein as “funds”) to support its reserve fund and its pension and benefits registered plans. The registered plans require compliance with the <i>Pension Benefits Act</i>. The reserve fund is mandated by Council at a minimum of \$4.5 million shall be as mandated by Council. The investment portfolios are maintained as separate funds so they can be managed appropriately in accord with their individual mandates.</p> <p>PEO wishes to maintain the value of the funds against inflation and to achieve reasonable growth at an acceptable level of risk. The funds are managed by professional investment firms to this end. The investment sub-committee shall monitor the performance of the funds to ensure that PEO's needs have been properly and prudently met, and report to the Finance Committee on an annual basis. The committee will also ensure that investment policies are kept up to date and recommend changes to these if required.</p>
<p>Key Duties and Responsibilities</p>	<ul style="list-style-type: none"> • Review annually the funds' investment policies, and recommend proposed changes, if any are needed, to the Finance Committee for approval; • Review and recommend annually to the Finance Committee the appointment of the fund investment manager(s); • Review reports on the performance of the funds' assets and identify potential concerns regarding funding; • Oversee and receive confirmation from management on the effectiveness of procedures and systems used to ensure compliance with all legal and regulatory requirements with respect to the funds; • Commission, review, and report to the Finance Committee on any external assessments of the funds management; and • Ensure that risk/return balance is maintained in accordance with the specific needs of each fund.
<p>Success Measurements of Key Duties and Responsibilities</p>	<ul style="list-style-type: none"> • Investment targets have been met; • Finance Committee receives annual report and approves any changes required; and • The responsibilities outlined in these terms of reference have been carried out.
<p>Type of Committee</p>	<p>Advisory sub-committee</p>
<p>Responsible Authority</p>	<p>Finance Committee</p>

TERMS OF REFERENCE

Constituency & Qualifications of Committee Members	The Investment Sub-committee will consist of: a) The PEO President (ex-officio); b) one member of the Finance Committee, other than the PEO President, to be appointed by the Committee; c) one member of the Human Resources Committee, other than the PEO President, to be appointed by the Committee; d) one registered pension plan member, either staff or retired; and e) Pension Plan Administrator (non-voting).
Selection, Appointment and Termination of Members	a) Chair and Vice Chair will be elected annually by the committee. b) Selection of the pension plan member will be managed by the Registrar. c) Appointments to the sub-committee will be for a one year term, coinciding with the council year.
Quorum	Two (2) out of the four (4) voting members.
Reporting Requirements	In January of each year, the Chair of the sub-committee will submit a written report to the Finance, Human Resources and Audit Committees and: a) Confirm annually to the finance committee that the responsibilities outlined in these terms of reference have been carried out b) Report to the Committees about any issues or required changes.
Meeting Frequency & Time Commitment	The committee shall meet, at a minimum, semi-annually, and once annually with each of the fund investment managers.
Committee Advisor	Controller Director - Finance
Staff Support	Manager, Financial Services and Business Planning Administrative Assistant - Finance

In Camera Session

In-camera sessions are closed to the public

Briefing Note – Information

C-507-5.1

LEGISLATION COMMITTEE UPDATE

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

Motion(s) to consider:

none required

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

Briefing Note – Information

C-507-5.2

ENGINEERS CANADA UPDATE

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

Motion(s) to consider:

none required

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

Appendices:

Appendix A – Summary of the May Engineers Canada Board Meeting and Annual Meeting

Summary of the May Board Meeting and Annual Meeting

Engineers Canada

May 25, 2016 to May 28, 2016



Open Forum



Part 1: EngScape

- A website that presents labour market trends for the Canadian engineering profession by province and discipline. It includes:
 - employment rates and salary information
 - university enrolment
 - immigrant employment
- Targeted to international engineering graduates, students, and engineers considering new paths in the profession
- This session presented EngScape and engaged participants in a discussion of how this tool could be put in the hands of stakeholders.
- Target launch date is June 2016
- To be located at <http://engscape.engineerscanada.ca>

Presented by
Jamie Ricci
Practice Lead, Research
Engineers Canada



[Download the presentation](#)

Part 2: Strategic planning maintaining regulators' buy-in

- A facilitated discussion around the development of an effective process to create and maintain a strategic plan that is supported by the regulators
- A series of recommendations were brought forward and discussed throughout the presentation

Facilitated by
Christina Comeau
Practice Lead, Innovation
and Collaboration
Engineers Canada



[Download the presentation](#)

Part 3: 30 by 30

Where we came from, where we are going

- Panel discussion of the importance of achieving the 30 by 30 goal, and the role of the regulators in this target
 - Facilitated by Julia Semenchenko (Engineers Canada) and included Sarah Devereaux (Engineers Nova Scotia), Ann English (APEGBC), Annie Dietrich (APEGNB) and Lindsay Melvin (Engineers Geoscientists Manitoba)
- Panel touched on several key issues including:
 - How regulators are uniquely positioned to advance this goal
 - Importance of peer-to-peer influences
 - Challenges of measuring retention and why people do not renew their licence/registration



Board Meeting



Report from the President

- President Digvir Jayas updated the Board on his attendance at regulators' annual meetings, as well as a number of stakeholder linkages, including:
 - Geoscientists Canada (Saint John, June 6, 2015)
 - National Society of Professional Engineers, Seattle, WA (July 15-18, 2015)
 - National Council of Examiners for Engineering and Surveying, Williamsburg, VA (August 19-22, 2015)
 - World Federation of Engineering Organizations, Kyoto, Japan (November 28-December 4, 2015)



Report from the CEO

- CEO Kim Allen updated the Board on key activities, including:
 - Growth of registered members in 2015
 - Now at 287,129, an increase of 3.3%
 - The launch of a refreshed www.engineerscanada.ca
 - Accreditation consultations
 - Canadian Leadership Taskforce on Industry Growth
 - Need for action today to reach 30 by 30 goal
 - Engineers Canada's Journey of Excellence
 - Protection of the Engineering terms



[Download the presentation](#)

Report from the CEO, cont'd

- CEO Kim Allen updated the Board on key activities, including:
 - Finance and administration update
 - Update on Framework for Regulation
 - Increased focus on discipline and enforcement
 - Response of our affinity partner to those affected by wildfires in Alberta
 - Engineers Canada's March Contact Day on Parliament Hill
 - Testimony to the Senate Standing Committee on Banking, Trade and Commerce on issues of domestic mobility



Report from the CEO, cont'd

- CEO Kim Allen updated the Board on key activities, including:
 - Indigenous peoples' access to post-secondary engineering education
 - Launch of new National Engineering Month website
 - Foreign credential recognition update
 - Formation of new Globalization operational committee



Big Picture Thinking: The Future of Self-Regulation

- Discussion of the challenges and opportunities in the self-regulation of engineering.
- Points discussed include:
 - Need to ensure government sees the quality and value of self-regulation
 - Mark Golden, CEO of NSPE, shared information about the regulation of the profession in the U.S.
 - Consideration of whether the Ends are sufficient to address the challenges to the future of self-regulation
 - Recognizing that Canadians look to government to act and regulators must respond. But those asks may not be aligned with mandates to protect the public

Linkages



CEO Group Report

- Ann English, newly elected chair of the CEO Group, presented an update to the Board. Points of discussion during CEO Group meeting included:
 - Adoption of the National Code of Ethics
 - Moving to competency-based assessment of experience
 - Ensuring continuing competence of our members
 - Aligning the iron ring ceremony with the values of the profession
 - 30 by 30
 - Management of NPPE by Engineers Canada
 - Regulation of technicians and technologists
 - Quality of 43-101 and 51-101 submissions
 - International registers



Presidents Group

- Michael Wrinch presented an update to the Board from the Presidents Group. Points discussed included:
 - Work with Engineers Canada to develop onboarding package to assist in the frequent turnover of presidents
 - Nationalization of Organizational Quality Management
 - Mutual Application form of British Columbia, Yukon, Prince Edward Island and Nova Scotia to harmonize and simplify registration

Linkages Task Force

- Chris Roney presented on behalf of the Linkages Task Force. Discussion included:
 - Strategic planning process
 - Holding a policy conference in conjunction with the Annual Meeting of Members where members of the regulators' governing bodies and key stakeholders contribute to a debate about the future of the profession
 - The concept was deferred to the Linkages Task Force to develop further details on the event

Reports to the Board



Report on AB/QB Consultation

- Paul Amyotte, on behalf of Bill Hunt, presented a report concerning relationship between policy and operational work of the two groups
 - Report was accepted by the Board and deferred to the Accreditation Board and Qualifications Board for review. The Board will discuss at June workshop and a fuller discussion to take place when AB and QB report at the fall meeting.



Accreditation Board Report

- Wayne MacQuarrie presented an update on accreditation activities. Key 2015-2016 activities included:
 - On-site peer reviews of 43 engineering programs at 10 institutions
 - Decisions based on reports of the peer reviews will be made at the upcoming Accreditation Board meeting (June 11-12, 2016)
 - Close to 100 volunteers provided guidance and suggestions for improvement to the programs receiving visits
 - The Accreditation Board has delivered workshops to train volunteers who participate on accreditation visits.
 - Resource material, including policies under development, have been posted on the Engineers Canada website.
 - Accreditation Board members have been active participants in the Engineers Canada Consultation on Engineering Instruction and Accreditation.
 - Engineers Canada has entered into mutual recognition agreements with select engineering organizations around the world. To ensure the continued value of these agreements, the Accreditation Board regularly monitors the accreditation systems of those organizations and provides feedback to Engineers Canada.



Qualifications Board Update

- Paul Blanchard, QB Chair, reported on the work of its committees. Key points discussed included:
 - QB's contribution to Ends
 - Update on work plan
 - Update on April meeting
 - Documents approved by the Board:
 - Revised National Guideline on the Code of Ethics
 - Guideline on Assuming the Responsibility for the Work of Engineers-In-Training
 - White Paper on Professional Practice in Software Engineering
 - Model Guide – Code on Integrity



NCDEAS Update

- Greg Naterer, NCDEAS Chair, presented a report outlining 10 key themes:
 - Progress over the past year
 - Importance of outcomes based assessment
 - Importance of educational innovation
 - Clarity on AUs
 - Maintaining trust
 - Importance of quality over quantity in education
 - Perspectives on the path to graduate attributes
 - Need for continual improvement
 - Importance of all voices speaking up in consultation process
 - Call to action to complete shift to graduate attributes



CFES Report

- IN CONTACT WITH JULIE TO COMPLETE

Executive Committee Election



2016-2017 Executive Committee

- Russ Kinghorn was elected President-Elect
- The following directors were elected to the Executive Committee:

One Director from Each Region	Director
PEGNL, APENS, Engineers PEI, or APEGNB	D. Ford
Engineers Geoscientists Manitoba or APEGS	D. Jayas, Past-President
APEGBC, Engineers Yukon or NAPEG	R. Kinghorn, President-Elect
PEO	C. Roney, President
OIQ	Z. Ghavitian
APEGA	
At Large (from any regulator)	A. Bergeron

Annual Meeting of Members



Key Agenda Items

- Report from the Board to Members
- Audit committee report
- Elections
- Signing of mutual application agreement
- Member presentations



Election of Directors

- The following directors were approved for the terms indicated:

Director	To hold office for a term expiring at the close of the annual meeting of members in
Kathy Baig	2019
Dave Brown	2019
Sarah Devereaux	2019
Darryl Ford	2019
Russ Kinghorn	2019
Rakesh Shreewastav	2019

Welcome to the 2016-2017 Engineers Canada Board



Back row: Zaki Ghavitian, M.ing, FIC, ing., Terry Brookes, FEC, P.Eng., Richard Trimble, FEC, P.Eng., David W. Brown, P.Eng., BDS, C.E.T., George R. Comrie, FEC, P.Eng. CMC, Russ Kinghorn, FEC, P.Eng., Larry Staples, FEC, P.Eng., Jeff Holm, FEC, P.Eng., FGC (Hon), Greg F. Naterer, PhD, P.Eng, FCSME, FEIC **Middle row:** Nazmi Lawen, FEC, P.Eng., Connie Parenteau, FEC, FGC (Hon), P.Eng., Dwayne Gelowitz, FEC, P.Eng., FCSCE, Kim Allen, MBA, FCAE, FEC, P.Eng. **Front row:** Darryl Ford, FEC, P.Eng., Annette Bergeron, FEC, P.Eng., Sandra Gwozdz, FIC, ing., Chris Roney, FEC, BDS, P.Eng., Rakesh Shreewastav, FEC, P.Eng., AVS, Sarah Devereaux, M.Eng. FEC, P.Eng., Digvir S. Jayas, FCAE, FEIC, FEC, P.Eng. **Not pictured:** Kathy Baig, FIC, ing., William C. Hunt, FEC, P.Eng., Eric Rotvin, ing., M.Sc., Paul Blanchard, FEC, P.Eng., Ann English, P.Eng., Gérard Lachiver, FIC, ing.

Thank you

For more information:

info@engineerscanada.ca | 613.232.2474
engineerscanada.ca



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 Second</i>	<i>Update Description</i>	<i>Meeting</i>	<i>Revision Date</i>	<i>Recommendation</i>	<i>Closed</i>	<i>Action By</i>
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Western

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 address Western Open Issue 49 by 2015 PEO AGM.	W Kershaw, D Al-Jailawi	RCC Update: Ongoing. M. Ng approached Tracey Caruana (Acting Manager, EIT) to be subject matter expert.	RCC	12-Mar-16	Remain Open	<input type="checkbox"/>	M. Ng to contact S. McGuire to inquire if she is still willing to continue with the project.
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	RCC Update: Waiting for Licensing Committee to formally reply to the RCC.	RCC	12-Mar-16	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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West Central

29	Feb/2014	WCRC wants RCC to review the invitation and attendance policy of Chapter AGM and Meetings where a senior regional Councillor is seeking re-election, and where a senior regional Councillor is seeking election to other council positions.	F Dato, S Naseer	RCC Update: M. Ng presented a re-drafted guideline that was accepted by the RCC for adoption into chapter resource material. The document has been uploaded to the chapter website	RCC	12-Mar-16	To Close	<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	RCC Update: M. Ng presented a draft "Welcome Letter". Modifications were requested by the RCC.	RCC	12-Mar-16		<input type="checkbox"/>	M. Ng to email revised "Welcome Letter" to RCC.

<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 Update: No update. This was discussed generally in conjunction with Northern Issue 38	RCC	12-Mar-16	Remain 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	RCC Update: Council composition is a governance issue and is beyond the scope of the RCC. The RCC recommends that a Northern chapter representative raise this as a motion at the 2016 PEO AGM.	RCC	12-Mar-16	Remain Open	<input type="checkbox"/>	
39	Feb/2016	NRC requests RCC to recommend to council to rescind the motion of a membership referendum for continuous professional development (CPD) program. It is the opinion of the NRC that PEO should have a mandatory CPD program for its members and administered by PEO.	M Barker, L Betuzzi	RCC Update: The RCC respects the democratic process in which Council made the decision to have a referendum, and as such will not comply with this request. RCC recommends that a Northern chapter representative raise the issue as a motion at the 2016 PEO AGM.	RCC	12-Mar-16	Remain Open	<input type="checkbox"/>	

<i>Issue</i>	<i>Date Opened</i>	<i>Motion Text</i>	<i>Mover Second</i>	<i>Update Description</i>	<i>Meeting</i>	<i>Revision Date</i>	<i>Recommendation</i>	<i>Closed</i>	<i>Action By</i>
Eastern									
112	Jun/2015	Be it resolved that PEO Council approach the Canadian Forces in an effort to encourage Licensure of these otherwise qualified officers. 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; 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; 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: 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.	D Hamilton, J	RCC Update: RMC Dean is on sabbatical. Eastern Regional Congress to decide if this action should remain open or be closed.	RCC	12-Mar-16	Remain Open	<input type="checkbox"/>	

Briefing Note – Information

C-507-5.4

(CP)² Update

Purpose: To provide Council with an update on (CP)² activities.

No motion required

Prepared by: Dale Power, Secretariat Administrator

Warren Turnbull will provide a verbal report.

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

	2014	2015	2016 (May 31)
COC's Caseload			
Filed Complaints ¹ not disposed of by COC at previous year-end	127	105	86
Complaints Filed (<i>PEAct s. 24. 1(a)</i>) during the Year	69	62	31
Total Caseload in the Year	196	167	117
Total Filed Complaints Disposed of by COC in the Year (for details see <i>COC's Disposition of Complaints</i> below)	91	81	24
Total Filed Complaints Pending for COC Disposition (for details see <i>Status of Active Filed Complaints</i> below)	105	86	93
COC's Disposition of Complaints			
Direct that the matter be referred, in whole or in part, to the Discipline Committee. (<i>PEAct s. 24. 2(a)</i>)	6	7	3
Direct that the matter not be referred. (<i>PEAct s. 24. 2(b)</i>)	62	56	14
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>)	23	18	7
COC's Timeliness Regarding the Disposition of the Complaint²			
Complaint disposed of within 90 days of filing	0	0	0
Complaint disposed of between 91-180 days of filing	17	6	3
Complaint disposed of after more than 180 days of filing	74	75	21
COC Processing Time – Days from Complaint Filed to COC Disposition			12 mo rolling average
Average # Days	655	571	608
Minimum # Days	136	91	120
Median # Days	444	308	345
Maximum # Days	1601	1686	1870

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		93
Complaints filed more than 180 days ago	57	57
Waiting for Approval and Reason regarding COC Decision	24	
Complaints under active consideration by COC	11	
Completed Investigation ready for COC consideration	5	
Regulatory Compliance Investigation	17	
Complaints filed between 91-180 days ago	19	19
Waiting for Approval and Reason regarding COC Decision	7	
Complaints under active consideration by COC	0	
Completed Investigation ready for COC consideration	5	
Regulatory Compliance Investigation	7	
Complaints filed within the past 90 days	17	17
Waiting for Approval and Reason regarding COC Decision	0	
Complaints under active consideration by COC	1	
Completed Investigation ready for COC consideration	1	
Regulatory Compliance Investigation	15	

Note:

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

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

Glossary of Terms:

Complaint Filed – Signed Complaint Form filed with the Registrar.

Investigation Complete – Investigation Summary document prepared and complaint file ready for COC consideration

DISCIPLINE STATISTICS – June 2016 Council Meeting Report

Discipline Phase

	2013	2014	2015	2016 (as of June 7)
Matters Referred to Discipline	3	7	8	2
Matters Pending (Caseload)	10	12**	17	18
Written Final Decisions Issued	10	6	5*	3
<i>DIC Activity</i>				
Pre-Hearing Conferences Held	4	4	6	3
Hearings Phase commenced (but not completed)	3	1	2	0
Hearings Phase completed	6	3	5	4

*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.

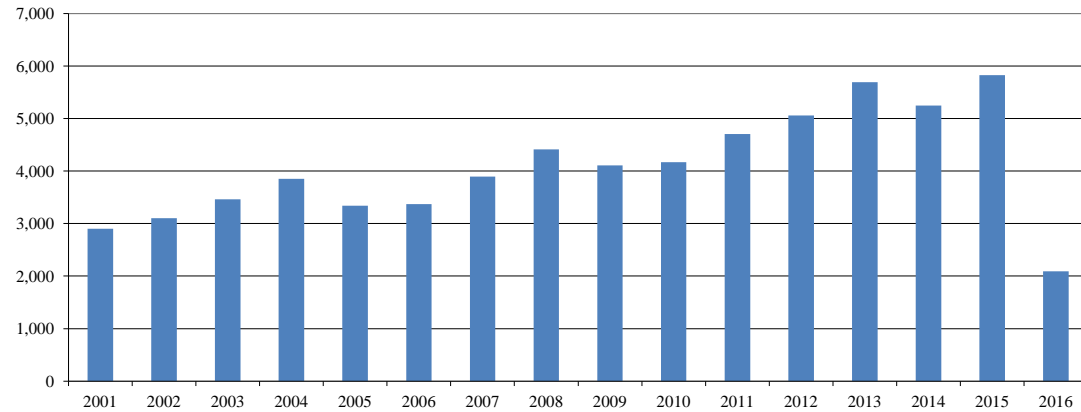
Table “A” – Timeline summary for matters in which written Decisions and Reasons were issued in 2016

File Number	Hearing date(s)	Date of written Decision	Approx. length of time from the last Hearing date to date of written Decision
L05 14-53	November 17, 2015	March 18, 2016	4 months
L05 12-89	November 27, 2015	February 23, 2016	3 months
L05 09-35	May 9, 2013	April 15, 2016	2 years

**PEO STATISTICS
APPLICATIONS RECEIVED
2001 - 2016**

	2001	2002	2003	2004	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016
JANUARY	328	341	539	440	364	316	308	372	336	393	414	397	440	530	561	453
FEBRUARY	260	222	260	345	259	319	257	234	338	276	278	384	422	380	422	460
MARCH	136	234	169	298	340	316	272	345	379	373	453	398	428	395	368	265
APRIL	225	277	279	304	269	291	280	381	294	239	338	297	414	361	356	471
MAY	403	299	394	425	270	298	293	278	279	303	314	353	394	324	292	440
JUNE	158	220	221	337	264	273	279	332	320	306	322	374	388	356	472	
JULY	236	265	200	297	286	254	355	460	395	332	398	482	529	486	555	
AUGUST	248	269	357	272	301	285	367	413	326	358	493	508	505	495	547	
SEPTEMBER	270	352	455	382	254	251	333	415	402	383	451	388	512	542	466	
OCTOBER	222	206	257	253	263	282	396	419	428	372	469	540	646	568	648	
NOVEMBER	232	238	190	236	304	226	505	430	340	497	481	503	525	416	565	
DECEMBER	184	178	140	261	168	260	248	334	270	336	295	432	491	392	576	
TOTAL	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	5,828	2,089
MONTHLY AVERAGE	242	258	288	321	279	281	324	368	342	347	392	421	475	437	486	418
YEAR TO DATE	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	5,828	2,089

Applications Received - Year To Date



REGISTRATION STATISTICS – February 2016 Council Meeting Report

Registration Phase

2014

2015

2016 (as of June 7)

Requests for Hearing	5	4	1
Premature Applications (no Notice of Proposal)	1	2	1
Matters Pending (Caseload)	10	10	11
Written Final Decisions Issued	3	2	0
Appeals to the Divisional Court	1*	1	0
<i>REC Activity</i>			
Pre-Hearing Conferences Held	6	3	0
Hearings Phase completed	2	2	0

*The Divisional Court upheld the decision of the Registration Committee

Equity & Diversity Committee Update

Purpose: To provide an update on the Equity and Diversity Committee activities from 2011 to 2016.

No motion required

Prepared by: Márta Ecsedi, P.Eng., FEC, Chair – Equity & Diversity Committee

1. Status Update

- a. A PowerPoint presentation was created by the Equity and Diversity Committee (EDC). It provides statistics about equity and diversity (E & D) and demonstrates how the 7 policy statements are being implemented. Participants are asked to complete a feedback form which is used to make improvements to the presentation as well as to address issues identified by the participants.

The status of the presentations is as follows:

- i. Chapters – 8 presentations completed, 2 scheduled, 5 pending date, 21 yet to reply to Chair's "offer to present" email sent May 2016.
 - ii. Committees – 3 completed, offer email to be sent in August.
 - iii. Other – Engineers Canada completed April 2015.
- b. An E & D Awareness module was created by the EDC in 2014 and rolled out to members and staff in 2015.
 - i. To date, 884 people have viewed the module. There are plans to communicate again in order to increase the participation rate.
 - ii. As part of the volunteer orientation process, all new committee members are encouraged to complete the module before active participation on their respective committees.
 - iii. To view the module, go to www.peo.scholarlab.ca
 - c. To date 4 articles have been published in *Engineering Dimensions* with 2 more planned for this year.
 - d. The next E & D survey is planned for first quarter in 2017. EDC will also review the results of the Member Satisfaction Survey to see if there are issues that need to be specifically addressed by the E & D survey.

2. Background

Following the approval of the Equity and Diversity Policy and Guidelines by Council at its February 2011 meeting, the EDC developed an Implementation Action Plan and began various initiatives to communicate and promote awareness of PEO's Equity and Diversity Policy and programs. This briefing note provides Council with a status update on the initiatives undertaken by the EDC between 2011 and 2016.

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