



Minutes

The 514th MEETING of the COUNCIL of PROFESSIONAL ENGINEERS ONTARIO (PEO) was held at PEO Offices, 40 Sheppard Avenue West, Toronto, Ontario on Friday, September 29, 2017 at 9:00 a.m.

- Present:
- B. Dony, P.Eng., President and Council Chair
 - G. Comrie, P.Eng., Past President
 - D. Brown, P.Eng., President-Elect
 - N. Hill, P.Eng., Vice President (Elected)
 - M. Spink, P.Eng., Vice President (Appointed)
 - C. Bellini, P.Eng., Councillor at Large
 - I. Bhatia, P.Eng., Eastern Regional Councillor
 - G. Boone, P.Eng., Eastern Regional Councillor
 - M. Chan, P.Eng., Lieutenant Governor-In-Council Appointee
 - T. Chong, P.Eng., East Central Regional Councillor
 - L. Cutler, P.Eng., Lieutenant Governor-In-Council Appointee [minutes 11838 to 11845 only]
 - R.A. Fraser, P.Eng., Councillor at Large [via teleconference]
 - L. Hidalgo, P.Eng., Western Regional Councillor
 - G. Houghton, P.Eng., Western Regional Councillor
 - Q. C. Jackson, Barrister & Solicitor, Lieutenant Governor-In-Council Appointee [minutes 11838 to 11870 e) only]
 - T. Kirkby, P.Eng., Lieutenant Governor-In-Council Appointee
 - L. Lederman, Q.C., Lieutenant Governor-In-Council Appointee
 - T. Olukiyesi, P.Eng., Lieutenant Governor-In-Council Appointee
 - D. Preley, P.Eng., Northern Regional Councillor
 - K. Reid, P.Eng., Councillor at Large
 - N. Rush, C.E.T., Lieutenant Governor-In-Council Appointee [minutes 11838 to 11855 only]
 - N. Takessian, P.Eng., East Central Regional Councillor
 - W. Turnbull, P.Eng., Western Regional Councillor
 - M. Wesa, P.Eng., Northern Regional Councillor
- Regrets:
- D. Chui, P.Eng., West Central Regional Councillor
- Staff:
- G. McDonald, P.Eng., Registrar
 - L. Latham, P.Eng., Deputy Registrar, Regulatory Compliance
 - C. Mehta, Director, Finance
 - M. Price, P.Eng., Deputy Registrar, Licensing and Registration
 - D. Smith, Director, Communications
 - M. Wehrle, Director, Information Technology
 - J. Zuccon, P.Eng., Deputy Registrar, Tribunals and Regulatory Affairs
 - R. Martin, Manager, Secretariat
 - D. Power, Secretariat Administrator
 - N. Axworthy [minutes 11838 to 11869 only]
 - J. Chau, Manager, Government Liaison [minutes 11838 to 11869 only]
 - A. Heerah, PEAK Program Coordinator [minutes 11838 to 11869 only]

M. Ng., Manager, Chapters [minutes 11838 to 11869 only]
B. St. Jean, Executive Assistant [minutes 11838 to 11869 only]

Guests:

- A. Bergeron, PEO Director, Engineers Canada [minutes 11838 to 11869 only]
- H. Brown, Brown & Cohen [minutes 11838 to 11869 only]
- D. Campbell, Chair, Government Liaison Committee [minutes 11838 to 11869 only]
- S. Inchasi, EDU Chair [minutes 11838 to 11846 only]
- L. MacCumber, PEO Member [minutes 11838 to 11849 only]
- P. Marcucci, OSPE Board Director [minutes 11838 to 11869 only]
- A. Pererolsova, PEO Member [minutes 11838 to 11844 only]
- S. Price, Interim CEO, Engineers Canada [minutes 11838 to 11869 only]
- C. Roney, President, Engineers Canada [minutes 11838 to 11869 only]
- R. Shreewastav, PEO Director, Engineers Canada [minutes 11838 to 11869 only]
- B. Shukla, OSPE [minutes 11838 to 11869 only]
- H. Wojcinski, PEO Member [minutes 11838 to 11869 only]
- G. Yohannes, PEO Member [minutes 11838 to 11844 only]

On Thursday evening, Council held a plenary session to receive and discuss Engineers Canada Affinity Program, CEDC Presentation and Engineers Canada 30 by 30 Initiative.

Council convened at 9:00 a.m. Friday, September 29, 2017.

CALL TO ORDER

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

President Dony welcomed L. Cutler, P., Eng., Lieutenant Governor-In-Council Appointee.

11838

APPROVAL OF AGENDA

Moved by Councillor Takessian, seconded by Councillor Turnbull:

That:

- a. the agenda, as presented to the meeting at C-514-1.1, Appendix A be approved as amended; and**
- b. the Chair be authorized to suspend the regular order of business.**

Councillor Lederman submitted the following request noting that he provided notice:

Whereas the current version of the draft Agenda for the September 29th Meeting – as yet unapproved by Council – puts review (and proposed approval) of the draft Minutes of the prior June 23rd Meeting very late in the day. Very late in what seems (from the voluminous materials provided) likely to be a very long and tiring day and that he considered the rights of members to be at stake.

And Whereas this is unusual in normal corporate practice, and in any event, inappropriate in this case.

The review of the draft Minutes should, accordingly, be the first item on the draft Agenda.

President Dony advised that the motion currently on the floor to approve the agenda took precedence and that Councillor Lederman's objection was duly noted.

CARRIED
Councillors Lederman and Reid opposed

11839
PRESIDENT/REGISTRAR'S REPORT

President Dony provided highlights of his recent activities which included attendance at the following events:

- Army Operations Course in Kingston and Canadian Forces Reservist Program in Toronto hosted by the Canadian Army Command & Staff College and the Canadian Forces Liaison Council
- Kingston Chapter summer dinner and event
- York University's Annual Celebration of supporters at Rogers Cup
- Met with local MPP Catherine Fife who was very helpful during the Industrial Exception hearing and who spoke on behalf of PEO's position on this matter
- Engineers Nova Scotia's AGM
- Gave a talk to the Provincial Engineering Student Society Presidents
- Engineer Canada Board meeting in Ottawa. One of the issues being looked at is the governance structure, including Board size which is currently 23.
- Upcoming events include Queen's Park Day on October 4 and the Committee Chairs Workshop on November 3
- President Dony will be representing Ontario at the Global Engineers Deans Conference in Niagara Falls and will be attending the National Deans meeting at the end of September

President Dony referred to a handout that was distributed regarding PEO's Equity and Diversity Policy adopted by PEO in 2012. He reminded all Councillors who have not already done so to complete the web module on "Engineers make a difference for equity and diversity" which is very informative and well produced. He noted that this is just one of the modules available to all members at <https://peo.its-online.net/home/>

Registrar McDonald advised that his Registrar's Update was recently sent. Councillor Turnbull submitted a number of questions as follows:

Q - Where are we in terms of the on-line licensing module project? When do we expect to put out the RFP and get the responses back so a proposal can be put before council? What are our expectations

in terms of the timeline and costs for the project?

Response

- Staff have been working diligently since March on doing the business analysis and defining the scope of the project. PEO has engaged a Business Analyst to assist.
- The specifications for the future online licensing process should be completed by the end of October
- The review of the integration of the online licensing system into the three component systems of Aptify, the new Applicant Portal and the Document Management system will be completed during November
- All documentation for the RFP will be approved during December and the RFP will be issued in early January
- Vendor meetings and RFP evaluation will be conducted.
- The recommended vendor proposal will be presented to the February 2018 Council meeting
- While it is difficult to say what the cost will be it would be realistic to expect something in the seven figure range since it significantly changes PEO's licensing process

Q - What is being done to deal with the backlog of license applications? How quickly do we expect to be able to eliminate the backlog and get back to reasonable wait times?

Response

The backlog originated with staff focused on the launch of Aptify for April 2016 which took a great deal of staff time in moving to that system but it was felt at that time that the backlog could be managed. There was a 15 per cent increase in applications ready for initial assessment of experience for licensing in 2016.

At the end of 2015 there were 260 applicants awaiting initial experience assessment. At the beginning of January 2016, the backlog was where it was considered to be normal which was just over 200 applications which can be dealt with in the monthly period, making it possible to meet a six week turnaround for the experience requirement section of the application processing.

The backlog then began to decrease until September 2016 when one of the two Experience Assessment Officers went on Short Term Disability which took her out of the rotation for processing applications and then returned to Modified Work from October to December. The second Experience Assessment Officer went on Short Term Disability in September. These two events led to the backlog further climbing to 720 by the end of December 2016. It was noted that the Experience Assessment Officer position is not the type of job where someone can be

brought in as a temporary replacement.

In addition, at the end of December, the staff support for the Experience Assessment Officers transferred to a non-licensing position at PEO. In February 2017, a replacement was hired for this staff support position. By the time the replacement was fully trained, at the end of March, the backlog had increased to 989.

In April 2017, PEO was advised that the Experience Assessment Officer who was on Short Term Disability would now be on Long Term Disability. A contract Experience Assessment Officer then started in mid-May to backfill this position. By the time the replacement was fully trained at the end of June the backlog had reached 1146 applicants. In August, the number started to come back down.

Staff resource complement was back to full level by mid-May 2017 with training completed by end of June. As of the end of August 2017 the backlog was reduced to 1085 from a high of 1146.

Registrar McDonald decided to take further action by authorizing the Licensing Department to hire another Experience Assessment Officer.

An additional contract Experience Assessment Officer started on September 20. This person will focus on the initial assessment of applicants. It is expected that it will take 6 to 8 weeks to get this person trained and up to speed. By April 2018 the number of applicants should be reduced to acceptable levels which would be 100 applicants. A second additional contract person would improve the reduction of the backlog slightly (one month only).

Q - How do we plan to ensure that our written or verbal responses to applicants are done in a manner that reflects good customer service? Can we draft standard written and verbal responses to the most common situations and have these vetted by our communications people so our applicants are not angry when trying to get information? Whatever the answers are RCC will want assurances that we can start doing this immediately.

Response

Registrar McDonald stated that it is recognized that in some of the communications that were sent out that staff were trying to temper the expectations of applicants given the knowledge that there was a backlog; however the communications with applicants was not done in the best manner. Registrar McDonald sat down with the Deputy Registrar of Licensing to craft all new messaging for applicants for every step of the applicant process which have been vetting through Communications and the revised letters and emails will become operational effective Monday, October 2nd.

Registrar McDonald advised that moving forward a status update

regarding the licensing application backlog will be provided as a standing item on the Council agenda.

There were concerns expressed regarding the ability to act quickly in the event of a similar staffing situation arising and the importance of allocating funds for additional staffing when necessary. Past President Comrie advised that this would be discussed with the Licensing Committee with a report back to Council.

11840
2018 OPERATING BUDGET

In accordance with the Council approved PEO business planning cycle, the draft operating budget was provided to Council for review.

Councillor Wesa advised that Council's feedback would be incorporated into the final 2018 operating budget to be presented at the November 2017 Council meeting for approval.

Despite the best efforts by management to reduce and control costs wherever possible, the 2018 operating budget is expected to have a deficit of \$233k. This deficit is currently shown to be funded from the operating reserve which, at the end of 2017, is expected to be \$8.8m – this is \$4.3m above the minimum cash balance requirement of \$4.5m.

Some of the major contributors to the deficit in 2018 are:

a) There have been no membership fee increases since 2008 and revenues from the growth in the number of license holders, applications, examinations, etc. have not been adequate to keep pace with operating expenditures which have increased cumulatively by 15.8% since 2009 due to inflation.

b) The increase in membership revenues has also been negatively impacted due an increase in the backlog of applications in 2017 that await processing. This is largely due to staff absences resulting from accidents and long term disability. Steps have been taken to hire additional resources to deal with this backlog which is expected to be cleared within the next few months.

c) Apart from inflation, there has also been an increase in the scope and breadth of PEO's operations. Several programs have been added and become part of regular operations over the course of the past several years. A few examples are the PEAK program which was introduced in 2017 but has become part of regular operations in 2018, an increase in the contribution for the OPEA gala in 2017 which has become part of regular operations in 2018, etc.

To address this shortfall in 2018, areas for potential cost savings were identified by management after seeking inputs from the Finance Committee. Council discussed cost saving opportunities.

Councillor Wesa noted that there are four additional items that will

impact the 2018 operating budget if approved which are the Eastern Regional Office at \$30,000; an external governance expert at \$120,000, the 30 by 30 initiative and including foreign applicants to the engineering intern financial credit program which will have an impact on PEO's revenue. Registrar McDonald added that there will also be upcoming expenses such as the Public Information Campaign and the online licensing project.

Council discussed some potential cost savings such as a review of funding to chapters; Engineering Dimensions (making it more value added) and monitoring ad revenue; the PEAK Program; additional staff in Licensing and selling the building.

Other sources of revenue were discussed such as the EC Affinity program and increasing the rate of return for the financial assets. Registrar McDonald pointed out that PEO's Investment Sub-Committee monitors the rate of return on a regular basis.

**11841
2018 CAPITAL BUDGET**

In accordance with the Council approved PEO business planning cycle, the draft capital budget was provided to Council for review and feedback.

Council's feedback will be incorporated into the final 2018 capital budget to be presented at the November 2017 Council meeting.

The total capital budget for 2017 is \$2.52m and is comprised of the following parts:

- 1) Capital improvements to 40 Sheppard - \$2.13m
- 2) Information Technology - \$342k; and
- 3) Facilities - \$45k

**11842
ENGAGING AN EXTERNAL GOVERNANCE
EXPERT**

L. MacCumber, proponent of the motion that was presented at the 2017 Annual General Meeting, was invited to address Council. She advised that the main purpose of the motion was to engage an external consultant to look at processes, procedures, gaps in legislation and to look at the work done or will be done by various task forces (Council Term Limits Task Force, Council Composition Task Force and the Succession Planning Task Force).

Moved by Councillor Houghton, seconded by Councillor Hidalgo:

That Council direct staff to undertake an RFP for an external governance expert with a budget of \$120,000 and present a recommendation to Council at the March, 2018 meeting.

Concern was expressed regarding the requested budget amount and the need for additional information.

Moved by Vice-President Spink, seconded by Vice President Hill:

That the motion to undertake an RFP for an external governance expert be tabled to the November meeting.

CARRIED

**11843
ENGINEERING INTERN FINANCIAL CREDIT
PROGRAM**

G. Yohannes and A. Pererolsova, proponents of the motion that was presented at the 2017 Annual General meeting were invited to address Council. G. Yohannes advised that he is involved with his local church where there is a mentorship program focussed on supporting recent refugees and immigrants (regardless of status) in obtaining employment in their chosen professional area. He has met with a number of individuals who are looking for entry into either engineering, engineering technology, computers and information technology, accounting, health and other various fields of employment. He noted the difficulty of many refugees and immigrants to pay the \$300.00 registration fee and sought to have this fee waived.

Moved by Past President Comrie, seconded by Q. Jackson:

That Council direct the Licensing Committee (LIC) to expand its review of the Engineering Intern Financial Credit Program to include the issue of refugee international graduates in their review of the Engineering Intern Financial Credit Program.

CARRIED

**11844
30 BY 30 INITIATIVE – PEO'S FORMAL
ENDORSEMENT**

A presentation by H. Wojcinski, author of the briefing note and former PEO Chair of the Women in Engineering Advisory Committee (WEAC), former director of the OSPE Board and current member of Engineers Canada Equitable Participation in the Profession Committee, was provided to Council at the September 28, 2017 Plenary Session.

President Dony passed the gavel to President-elect Brown:

President Dony noted that PEO should be reflective of the society on whose behalf it regulates. He added that it has been an historic anomaly that PEO is the only engineering regulator in Canada that has not endorsed the 30 by 30 initiative.

Moved by President Dony, seconded by Councillor Hidalgo:

- 1. That Council formally endorses the Engineers Canada's 30 by 30 initiative, while still delegating the champion role to OSPE.**
- 2. That the Executive Committee work with OSPE to develop a joint action plan using as a basis the draft plan presented to the meeting at C-514-2.5, Appendix A, for approval by Council at the February 2018 meeting.**

3. **That Council directs the Registrar to develop the terms of reference, membership in accordance with Section 3, Proposed Action/Recommendation of Briefing Note C-514-2.5 and budget for Council approval of a 30 by 30 Task Force, for a maximum two year duration, to engage and inform PEO on the joint action plan, and provide direction to the Registrar and volunteer leadership, as appropriate.**

CARRIED

President-elect Brown returned the gavel to President Dony.

S. Price, interim CEO, Engineers Canada advised that Engineers Canada would cover the costs to bring the champions together to exchange best practices to go back to their own jurisdictions and implement those best practices.

Councillor Jackson noted that liaising with schools is one way to involve women at an early age.

**11845
AMENDED 2018 ELECTION PUBLICITY
PROCEDURES**

As part of the 2017 Election Matters briefing note presented at the June 23, 2017 Council meeting, the Election Publicity Procedures were approved. In the same briefing note, Council approved the 2017 Central Election and Search Committee Issues Report which included the following issue:

Should PEO provide candidates with a more structured template for their bio and platform material? It was suggested by members of the CESC that a more structured template for candidate bio and platform material be developed to present candidate material in a more uniform manner. The CESC recommended that staff develop a more structured template for candidate bio and platform material which would assist voters in comparing candidates before voting.

Staff developed a draft template that was presented to the first meeting of the 2018 Central Election and Search Committee (CESC) at their July 27, 2017 meeting. The Committee recommended changes to the template and approved a final version of the template and revised procedures at their September 12, 2017 meeting.

Changes to the template provided to candidates for their bio and platform material required changes to the 2018 Election Publicity Procedures. As a result, an amended version of the procedures is presented to Council for approval.

Moved by Councillor Hidalgo, seconded by Councillor Kirkby:

That Council approve the amended 2018 Election Publicity Procedures as presented to the meeting at C-514-2.6 Appendix A.

Moved by Councillor Fraser, seconded by Councillor Takessian:

That the motion be amended by adding “with the change that the template be a suggested template.” after Appendix A

AMENDMENT CARRIED

That Council approve the amended 2018 Election Publicity Procedures as presented to the meeting at C-514-2.6 Appendix A with the change that the template be a suggested template.

MAIN MOTION AS AMENDED CARRIED

Councillor Spink suggested that the template include such things as Council and Committee attendance, Diversity training, participation in the PEAK program, member of OSPE, etc.

**11846
UNIQUE EMAIL ADDRESS POLICY**

During the 2017 Council election, it became known that a small number of members (252) have provided PEO with a non-unique email address. That is, either a shared email address (e.g. bobandsally@example.com) or generic email address (e.g. info@somecompany.com). As election voting is driven by member email addresses, a non-unique email address could challenge the integrity of the voting process. In addition, PEO engages in communication that requires confidentiality with the intended individual such as during the application process or for the purposes of fee payment.

Currently, there are 3,215 non-unique email addresses for all license and certificate of authorization holders.

In order to ensure that PEO communications are sent and received by the intended recipient, the Registrar requested the development of a policy. A draft policy was provided for Council consideration.

Moved by Councillor Bellini, seconded by Past President Comrie:

- 1. That Council approve the Unique Email Address Policy as presented to the meeting at C-514-2.7, Appendix A.**
- 2. That Council direct the Registrar to contact all persons for which PEO has a non-unique email address on file to inform them of the Unique Email Address Policy and allow them 60 days to provide a unique email address to PEO and should they fail to provide such an email address within the 60 day period, the Registrar is authorized to remove the non-unique email address from PEO files.**

CARRIED

**11847
COUNCIL COMPOSITION TASK FORCE**

The Council Composition Task Force (CCTF) has held ten face-to-face meetings during the period of October 2016 through September 2017

REQUEST FOR ADDITIONAL FUNDING

with the following results:

1. Established a detailed work plan, outlining areas of review and outcomes;
2. Reviewed and analyzed research material received from staff and CCTF members regarding PEO Council historical data as well as the practices at other regulators and organizations;
3. Discussed current and best practices related to Council composition
4. Reviewed the roles and responsibilities of each current position on Council; and
5. After its meeting on September 2017, the Task Force has accumulated \$11,541 in expenses.

Since the Task Force has members who live outside the Greater Toronto Area (GTA), face to face meetings cost approximately \$2000 for travel and accommodation based on financially prudent travel arrangements per meeting and when all members of the Task Force are able to attend. Due to the nature of the work being done by the Task Force, the Chair has indicated that teleconferences are not an option. Given that the Task Force requires additional time to complete their report to Council, they require an increase of \$15,000 in the Task Force budget.

Moved by Councillor Kirkby, seconded by Councillor Lederman:

That Council approve an increase in the budget for the Council Composition Task Force from \$7,500 to \$22,500.

CARRIED

11848 EASTERN REGION OFFICE

PEO currently operates two regional offices located in the Northern and Western region. The northern regional office is in the engineering faculty of the Lakehead University; the western regional office is in the engineering faculty of Western University.

PEO first established the northern regional office in 2003 as a pilot with the original intent to be the center of activity and local hub to help northern chapters overcome the vast distances between chapters and the low activity turnout experienced by the northern chapters. The pilot was highly successful: while fulfilling its original intent of being the center of activity, the success was also due to the added benefits of being the PEO local store front and presence on the campus of Lakehead University in Thunder Bay, ON; the invaluable assistance the regional office provides to our volunteers in the northern region; and the student membership program at Lakehead University benefited greatly from the recruitment efforts the regional office provided as well.

The success of the northern regional office led to PEO Council establishing the second regional office: the western regional office in 2007 on the campus of Western University in London, ON. Both offices operate based on a 20-hour week. The workload is typically shared by

two staff members, preferably by senior undergraduate or post-graduate engineering students.

Both schools of engineering provide PEO with preferred rents, free or minimal cost utilization of their telephone system, computer network and other facilities, making it difficult for PEO to establish an office elsewhere other than within the university confines. The lion's share of the budget PEO allocates towards the two existing regional offices (total of \$43,000 between the two offices) goes towards salaries and statutory deductions for the part time staff present.

The continual ties between the engineering schools and PEO are stronger than ever and symbiotic relationships still paying dividends to both PEO and the universities.

The respective deans of these two engineering schools continue to view the presence of PEO on their campuses as a huge value added to their engineering schools.

Moved by Councillor Turnbull, seconded by Councillor Boone:

That Council approve the recommendations from the Regional Councillors Committee (RCC) to establish a chapter regional office at an additional cost to the 2018 operations budget of \$30,000 and authorize the RCC and Registrar to implement the plan of establishing the eastern regional office, starting in fiscal 2018.

Moved by Past President Comrie, seconded by Vice-President Hill:

That the approval of recommendations from the Regional Councillors Committee (RCC) to establish a chapter regional office be tabled with direction for RCC to provide a cost benefit analysis.

CARRIED

**11849
RCC POLICY INTENT**

The Regional Councillors Committee (RCC) is the Council delegated authority that oversees the operations of PEO's 36 chapters located throughout Ontario. Each of PEO's chapters have a by-law that govern their particular operations. Changes to the language and content of chapter by-laws are inevitable in the course of doing business. As the delegated authority and the intent to impose some uniformity on chapter by-laws, RCC had been implementing chapter wide by-law updates using a standard by-law template approach.

The most recent RCC led chapter by-law template update was in 2014-15. While the new chapter by-law template captures the policy intent of RCC clearly as to how RCC wants chapters to conduct itself, certain items on the by-law template (in particular what an EIT can or cannot do on the chapter board) had a conflict that involved Regulation 941, By-law

No. 1 and the Chapter by-law template.

As a subordinate by-law to the Professional Engineers Act, Regulation 941 and By-law No. 1, the chapter by-law cannot conflict with a higher level piece of legislation, namely By-law No. 1 even if it is empowered by the Regulation. This conflict led to the suspension of all efforts on chapter by-law updates until the conflict is eliminated.

While the Chapter by-law update is under suspension, chapters continue to ask the chapter office when they could restart work on amending the chapter by-laws.

RCC met on July 29, 2017 where the committee reviewed the policy intent document. RCC confirmed the policy intent document via a carried motion.

Moved by Councillor Turnbull, seconded by Councillor Hidalgo:

That Council

- a. **Approve Regional Councillors Committee (RCC) policy intent document for By-law No. 1 changes, as presented to the meeting at C-514-2.10, Appendix A.**
- b. **Direct the Legislation Committee (LEC) to begin work on amending the language of PEO By-law No. 1 to accommodate RCC's policy intent, thus alleviating the conflict with the Chapter By-laws.**

CARRIED

**11850
PEO-OSPE JOINT POSITION PAPER ON
MATHEMATICS EDUCATION QUALITY IN
ONTARIO**

Math education and curriculum in Ontario has come under fire in recent years in the media. Over the past decade, Ontario has drastically slipped in comparison to other countries and provinces on international test scores. This decline in math achievement is very concerning to parents, teachers, engineers and the community at large. Improving student achievement in math is key to ensuring future student success and result in non-declining enrollment in engineering.

PEO and OSPE are also deeply concerned with the persistent decline in the quality of mathematics education in Ontario. Numeracy levels are decreasing across almost all sectors of society, and post-secondary institutions are facing challenges in delivering quality, higher education due to inadequate mathematic skills among incoming students. The problem is already affecting aspiring engineers, the engineering profession, and, ultimately, all Ontarians. A solid mathematics foundation is necessary for success in high school physics and engineering at the post-secondary level.

At its meeting on February 6, 2015, Council passed the following motion,

“That Council approves EDU to create a joint position paper on math curriculum (and possibly physics), in collaboration with OSPE, for presentation to the Ministry of Education on behalf of engineers in Ontario.”

The draft Paper was presented to Council for approval.

S. Inchasi, Chair of the Education Committee, responded to questions.

Moved by Past President Comrie, seconded by Councillor Fraser:

That Council approve the *PEO-OSPE Joint Position Paper on Mathematics Education Quality in Ontario* for presentation to the Ministry of Education on behalf of engineers in Ontario as presented to the meeting at C-514-2.11, Appendix A.

CARRIED

Councillor Fraser suggested that the Engineering Residency Program be Included as part of the PEO-OSPE Joint position paper on Mathematics Education Quality in Ontario. Vice President Spink suggested consultation with the Canadian Academy of Engineering Educators. Past President Comrie suggested that this be referred to the GLC to look at.

**11851
CHANGES TO THE 2017 PEO COMMITTEES
AND TASK FORCES MEMBERSHIP ROSTER**

It is the role of Council to approve annual rosters of committee members under the Committees and Task Forces Policy 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 *2017 PEO Committees and Task Forces Membership Roster* at the November 18, 2016 meeting.

Council was provided with changes to the Sections 1 (Board Committees), 2 (Other Committees reporting to Council) and 5 (External Appointments) of the approved Roster that required Council approval.

Moved by Councillor Bellini, seconded by Past President Comrie:

That Council approve changes to the 2017 PEO Committees and Task Forces Membership Roster as presented to the meeting at C-514-2.12, Appendix A.

CARRIED

**11852
COMMITTEE WORK PLANS**

One of the roles of Council, as identified in the Committees and Task Forces Policy is to approve committee/task force mandates, Terms of Reference, annual work plans, and annual human resources plans.

Moved by Councillor Bellini, seconded by Councillor Chong:

That Council approve the Human Resources Committee (HRC) and Legislation Committee (LEC) Work Plan as presented to the meeting at C-514-2.13, Appendices A and B.

Moved by Councillor Fraser, seconded by Councillor Chan:

That the Human Resources Committee (HRC) workplan as presented to the meeting at C-514-2.13, Appendix A be tabled.

CARRIED

It was the direction of Council that the Human Resources Committee (HRC) submit a revised work plan to include a Decision Matrix related to the evaluation of recommendations for membership on the Board committees for presentation to Council.

That Council approve the Legislation Committee (LEC) Work Plan as presented to the meeting at C-514-2.13, Appendix B.

MAIN MOTION AS AMENDED CARRIED

11853

APPOINTMENT OF PEO REPRESENTATIVE TO THE CANADIAN NATIONAL EXHIBITION ASSOCIATION (CNEA) MEMBERSHIP

The Canadian National Exhibition (CNE) is governed by the Canadian National Exhibition Association (CNEA) and its volunteer Board of Directors. The CNEA has over 125 member individuals and associations representing various sectors.

PEO received a formal request from CNEA for a PEO representative to be appointed for a one-year term, from October 2017 to October 2018, to the CNEA General Membership. All CNEA Members are then eligible to apply to participate in the CNE Board's committees and task forces. Although the CNEA membership position is for a one-year term, the PEO representative can serve to a maximum of 6 terms. PEO's previous representative, John Turner, P.Eng., has served as the CNEA Member since October 2011. His six year term expires in 2017.

Therefore, Council is being asked to appoint a PEO representative to the Canadian National Exhibition Association. The list of applicants who expressed their interest in serving as a PEO representative to the CNEA was provided.

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

That Kathryn Woodcock, P.Eng. be appointed as a PEO representative on the Canadian National Exhibition Association, from October 2017 to October 2018.

CARRIED

11854

A strategic objective of the approved 2015-2017 Strategic Plan is that

COMMITTEE TERM LIMITS

PEO conduct a gap analysis of committee length of service, term limits and turnover rate. The report and recommendations were presented to Council on September 23, 2016. At that meeting, Council passed motions regarding committee volunteer term limits, including:

That Council direct all committees to revise their Terms of Reference in accordance with the Terms of Reference template as presented at the meeting at C-508-2.8, Appendix A, requiring committees to indicate the length of service and maximum term limits for chair, vice chair and members by March 31, 2017.

That Council direct People Development staff to conduct an annual compliance analysis of the implementation process, for review by the Advisory Committee on Volunteers, and forward a report to the Human Resources Committee.

The compliance report prepared by People Development was presented to Council at its June 23, 2017 meeting. As full compliance had yet to be achieved by all committees and given the variations in term limit lengths set by committees, Council tasked the Human Resources Committee (HRC) with developing proposed wording regarding volunteer term limits for inclusion into the Terms of Reference template.

The Advisory Committee on Volunteers (ACV) peer reviewed the proposed wording and endorsed the suggested revised Terms of Reference template at its meeting on August 10, 2017. The ACV also recommended to HRC that a requirement for the development of succession planning be incorporated into the Terms of Reference template.

At its meeting on August 15, 2017, the HRC amended the revised Terms of Reference template to incorporate ACV's suggestion for the inclusion of succession planning. The HRC approved the revised Terms of Reference template.

President-elect Brown advised that there are no term limits on members (excluding Chair and Vice-Chair) of the Complaints, Academic Requirements, Discipline, Experience Requirements and Registration Committees.

Past President Comrie responded to a query regarding equity and diversity by explaining that there is already an equity and diversity item in the template for the work plan and staffing plan.

Moved by President-elect Brown, seconded by Councillor Turnbull:

- 1. That Council approve incorporating the changes to the revised Terms of Reference template as presented to the meeting at C-514-2.15 Appendix A.**

2. That Council direct that the Terms of Reference for all committees be revised in accordance with the revised template presented to the meeting at C-514-2.15, Appendix A.
3. That Council direct all committees to develop a succession plan in accordance with the revised Terms of Reference template.

Moved by Councillor Fraser, seconded by Councillor Reid:

That C-514-2.15, Appendix A be amended by removing the sentence “Such relief to be not more than one (1) term in duration” from the “Term Limits for Committee Chair and Vice Chair” and “Term Limits for Committee Members” sections.

AMENDMENT DEFEATED

Council then voted on the main motion.

1. That Council approve incorporating the changes to the revised Terms of Reference template as presented to the meeting at C-514-2.15 Appendix A.
2. That Council direct that the Terms of Reference for all committees be revised in accordance with the revised template presented to the meeting at C-514-2.15, Appendix A.
3. That Council direct all committees to develop a succession plan in accordance with the revised Terms of Reference template.

CARRIED

R. Fraser opposed

**11855
2018 – 2020 STRATEGIC PLAN**

Registrar McDonald advised that the draft 2018 – 2020 Strategic Plan was developed using the nine strategic objectives chosen by Council at the June 2017 Council workshop. He provided a summary of the proposed plan.

Councillor Lederman advised that he would like to see the plan drafted to align the budget to the plan. He would also like the strategic plan aligned in such a way so that it can be used for the performance review of the Registrar.

Input from Council will be incorporated in the final production of the plan for approval at the November Council meeting.

Councillor Fraser requested a list of all the Strategic Objectives that were posted at the Council Work Shop in June.

**11856
CONSENT AGENDA**

Moved by Councillor Turnbull, seconded by Councillor Taskessian:

That the Consent Agenda be approved as presented.

CARRIED

Included on the consent agenda:

- 3.1 Minutes – 247th Executive Committee meeting – January 17, 2017
- 3.2 Minutes – 248th Executive Committee meeting – February 23, 2017
- 3.4 Approval of CEDC Applications

Items removed from the consent agenda are:

- 3.3 Minutes – 513th Council meeting – June 23, 2017

[Note: minutes 11857 to 11860 reflect the motions provided in the briefing notes presented to the meeting.]

**11857
MINUTES – 247TH EXECUTIVE COMMITTEE
MEETING**

That the minutes of the 247th meeting of the Executive Committee, held on January 17, 2017 as presented to the meeting at C-514-3.1, Appendix A, be ratified.

CARRIED

**11858
MINUTES – 248TH EXECUTIVE COMMITTEE
MEETING**

That the minutes of the 248th meeting of the Executive Committee, held on February 23, 2017 as presented to the meeting at C-514-3.2, Appendix A, be ratified.

CARRIED

**11859
APPROVAL OF CEDC APPLICATIONS**

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:

1. That Council approve the exemption from examinations and the applications for designation as Consulting Engineer as presented to the meeting at C-514-3.4, Appendix A, Section 1.

2. That Council approve the applications for re-designation as Consulting Engineer as presented to the meeting at C-514-3.4, 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-514-3.4, Appendix A, Section 3.

CARRIED

**11860
MINUTES – 513TH COUNCIL MEETING –
JUNE 23, 2017**

Councillor Lederman referred to the June 23, 2017 Council minutes advising that:

Whereas

- (i) Minutes are important.
- (ii) They record what happened.

(iii) They are fundamental Council Records and the anchor for Council Decision-Making.

And Whereas Minutes must be accurate. And to be accurate: They must include all Material Facts.

And Whereas the draft Minutes for the June 23rd Meeting – unfortunately and seriously omitted three Material Facts.

Accordingly, these three Material Facts are to be included (in the appropriate places) in the final version of the Minutes to be presented for approval by Council:

1. The Chair Ruled that the two Discipline motions – even though they overlapped and called for different dealing with the same situation – not be considered together.
2. The Chair Ruled that the 2nd motion (following immediately on the 1st) required a 2/3 majority to carry.
3. The Chair Declined the offer of the Chair of the Discipline Committee to speak to the Discipline issue.

President Dony advised that he brought to Council's attention the policy requiring a two thirds majority for issues that speak to PEO's foundational documents. It was not in his power to rule on that because he does not have the power to override the procedures, therefore there was no ruling.

Moved by Councillor Lederman, seconded by Past President Comrie:

That the minutes of the 513th meeting of Council, held June 23, 2017, as presented to the meeting at C-514-3.3, Appendix A, and as amended, accurately reflect the business transacted at the meeting.

CARRIED

Councillor Lederman referred to the fundamentals of corporate governance. It is something that is considered by all the basic documents in Canada, Britain and the United States that the Board must be independent of management. Councillor Lederman suggested that the responsibilities of the Chief Administrative Officer position be divided, one being the Corporate Secretary elements, while the other function handles everything else and that By-law 1, s.24 which deals with signing authority be amended. Having the Registrar signing the minutes implies that there are two corporate secretaries.

R. Martin replied that By-Law No. 1, Section 24 states that minutes of

meetings are signed by the Registrar while Wainberg's, Rule 27.3 says the minutes are to be signed by the secretary. There is a conflict between these two documents and Council, if it chooses to can take action to resolve this issue.

Councillor Preley requested that in addition to names, staff positions be included under the attendance as well.

Councillor Lederman advised that he has reviewed the Regulations and statute and cannot find any reference to why Council ratifies Executive Committee minutes. R. Martin advised that he would conduct some research and come back to Council with information.

**11861
PUBLIC INFORMATION CAMPAIGN (PIC)
TASK FORCE UPDATE**

Vice President Spink advised that Public Information Campaign Task Force has met three times since the June Council meeting. She noted that the Registrar's Update provides regular updates on the task force. She advised that the task force conducted one hour interviews with all potential vendors and then produced a short list. The task force considered the success of the agencies in implementing province wide campaigns, their overall track record, experience working with volunteers, etc. when doing the evaluation. Following the selection of the vendor there was a kick off meeting on July 18 to determine project objectives and expected outcomes as well as project management and planning to manage expectations on key milestones. The vendor conducted one hour telephone interviews with 20 or more external stakeholders who represented a cross section of the engineering community. Focus groups were also conducted. Geographical diversity, gender, culture and engineer disciplines were part of the selection criteria for the focus group participants. The task force received the discovery report of the first phase of the project's research on September 18th. Councillor Spink advised that she would be happy to share the results of this report.

**11862
LEGISLATION COMMITTEE UPDATE**

Councillor Bellini advised that the Legislation Committee met on July 14 and September 8. The committee is working on finalizing Act changes pertaining to the Belanger Inquiry, the Proclamation of a section of the Act as well as three sets of regulation changes. He advised that Attorney General staff attended the September 8th meeting to present the draft changes to the Professional Engineers Act stemming from policy intents that Council approved in February, June and September 2016.

The Legislation Committee is also looking at what changes would have to be incorporated into the Regulation to incorporate the term limits passed by Council.

**11863
REGIONAL COUNCILLORS COMMITTEE**

Councillor Turnbull advised that all of the open issues were included in the agenda package. RCC will be monitoring progress related to the

UPDATE

licensing application backlog.

11864 OSPE-PEO JOINT RELATIONS COMMITTEE (JRC) UPDATE

President Dony advised that the committee met on September 20th and discussed the Engineers Canada Affinity Program. OSPE will be apprised of any conversations that are taking place in this regard so that they have the opportunity to respond.

11865 ENGINEERS CANADA UPDATE

C. Roney advised that one of the main areas of concentration at Engineers Canada has been to focus more on what its various member regulators are looking for Engineers Canada to provide. Two of the most highly valued services delivered by Engineers Canada to its member regulators are the Canadian Engineering Accreditation Board (CEAB) and the Canadian Engineering Qualifications Board (CEQB). The CEQB supports regulatory excellence which includes the development and maintenance of national model guidelines and examination syllabi. The CEQB has 22 national guidelines or model guides and 24 examination syllabi. They also organize and facilitate a cross country networking and information sharing opportunities and initiatives for Engineer Canada regulators as well as conducting research and monitoring trends. Two current project in this year's workplan for the Qualifications Board workplan is a request from member regulators to develop a model guide on the use of the syllabi when assessing foreign graduates. The second project is a higher level guideline on the assessment of non-CEAB applicants.

The main CEAB mandate is to grant accreditation on behalf of member regulators, including PEO, to Canadian undergraduate engineering programs that meet and exceed educational standards acceptable for professional engineering registration in Canada. CEAB also provides information to help the Engineers Canada Board make decisions on matters such as engineering education and accreditation in Canada and other countries. A significant process is currently underway made to adapt the accreditation system to the ever changing and rapidly evolving methods of delivery of engineering education.

C. Roney discussed two significant initiatives, one being the Accreditation Improvement Project which is comprised of four aspects which include technological and communication improvements. The third aspect of the project is better training focussing in two areas, that being the visiting teams to universities in order to provide consistency and training for higher education institutions to help them prepare for accreditation visits. The fourth aspect is continual improvement. The second significant initiative is the Accreditation Unit Task Force, led by President Dony who will be working together with the Deans and Regulations Admissions Officials to deal with academic units which are a measure of accreditation of an engineering program to account for the delivery of engineering education.

A review of the Engineers Canada board structure is underway as well as

the CEO search.

R. Shreewastav advised that there were some significant activities and achievements related to Bridging Government and Engineers and that as a Vice Chair of this national committee, he was pleased to provide an update.

After a very successful year of Parliament Hill Engagement this year, Engineers Canada is in the process of preparing for the next parliament hill session in March 2018.

Staff met with the **Employment, Workforce Development and Labour** Minister's Office to discuss diversity in the engineering profession, specifically Indigenous peoples' access to engineering. Tied directly into the government's announcement to support initiatives that will help First Nations students pursue and complete their studies. Currently planning for a follow-up meeting with Indigenous and Northern Affairs Canada.

Engineers Canada has submitted its pre-budget recommendations to the **House of Commons Standing Committee on Finance** for its consideration in developing the 2018 federal budget. Six recommendations. [The full pre-budget submission is available on the Engineers Canada website](#). Since the submission of our pre-budget submission, staff have met with many federal ministries regarding our recommendations.

Engineers Canada submitted its recommendations to the **House of Commons Standing Committee on Transport, Infrastructure and Communities** to be considered in amending Bill C-49. The submission includes three targeted recommendations to Canada's Railway Safety Act

Engineers Canada was invited to provide verbal testimony to the HoC Standing Committee on Transport, Infrastructure and Communities on September 11, 2017. Testimony was taken positively by the committee.

Engineers Canada to participate in expert panel on adapting to climate change. The Government of Canada announced last week that it is convening the Expert Panel on Climate Change Adaptation and Resilience Results to advise the government on measuring Canada's progress in building its resilience to climate change.

Vice President Hill asked if Engineers Canada had been involved in the North American Free Trade Agreement (NAFTA). C. Roney advised that Engineers Canada was invited by the federal government to participate and provide advice to guide them in the NAFTA negotiations. Registrar McDonald advised that he would provide the specifics to Council.

11866
2015 – 2017 STRATEGIC PLAN UPDATE

Registrar McDonald advised that 95 of the 130 planned strategies identified in the report are complete. Everything is on track to substantially complete the plan by year end. Projects not completed will be carried into the new plan assuming they fit into the 2018 – 2020 Strategic Plan.

11867
**STATISTICS – COMPLAINTS, DISCIPLINE,
LICENSING AND REGISTRATION UPDATE**

There were no questions or comments.

11868
**STATUS UPDATE FOR REGULATORY
STUDIES AND ASSESSMENTS UNDER O.
REG. 1/17 SUBCOMMITTEE**

Information was provided to inform Council of the revised Terms of Reference for the Regulatory Studies and Assessments under O.Reg 1/17 Subcommittee. The Terms of Reference were revised due to the new Regulatory requirements under O. Reg. 1/17: Registrations Under Part II.2 of the Act - Activities Requiring Assessment of Air Emissions, that came into effect in January 2017.

In brief, the Ministry of the Environment and Climate Change (MOECC) and subcommittee members requested that the Acoustic Assessment Reports (AARs) be added to the Terms of Reference and addressed in the practice guideline.

11869
COUNCILLOR ITEMS

- a) Notice of Item – President-elect Brown received support from Council to present some recommendations to reduce the 2018 operating budget at the November Council meeting.
- b) Fairness Commissioners Report – Vice President Hill requested a review of the Fairness Commissioners Report at the November Council meeting. Registrar McDonald advised that a presentation on the report, its content and PEO's Action Plan for responses to recommendations would be done at the November Council meeting.

Moved by Past President Chong, seconded by Councillor Takessian:

That Council move in-camera.

CARRIED

11870
IN-CAMERA SESSION

While in-camera, Council:

- a) Ratified the in-camera minutes from the 247th Executive Committee meeting held January 17, 2017 as presented;
- b) verified the in-camera minutes from the 513TH meeting of Council held June 23, 2017 as presented;
- c) approved an Act change for the proclamation of by-law-making powers for fees;
- d) reviewed the Engineers Canada Director Evaluation Survey
- e) approved the appointment of the Official Election Agent
- f) approved the appointment of the Chief Elections Officer
- g) received information regarding legal risks of PEO Practice Guidelines and Performance Standards

- h) received the HRC Update
- i) received decisions and reasons of the Discipline Committee;
- j) received a legal update on legal actions in which PEO is involved;
- k) Noted there were no issues reported regarding PEO's Anti-Workplace Violence and Harassment Policy.

**11871
APPOINTMENT OF THE OFFICIAL
ELECTION AGENT**

The following item was moved from the in-camera agenda into open session:

Moved by Councillor Wesa, seconded by Councillor Turnbull:

That Council appoint ClearPicture as the Official Elections Agent for the 2018, 2019 and 2020 Council elections.

CARRIED

**11872
APPROVAL OF CHIEF ELECTIONS OFFICER**

The following item was moved from the in-camera agenda into open session:

Moved by Councillor Chong, seconded by Councillor Takessian:

That Council approve the appointment of Allison Elliot as Chief Elections Officer.

CARRIED

There being no further business, the meeting concluded.

These minutes consist of twenty-four pages and minutes 11838 to 11872 inclusive.

B. Dony, P.Eng., Chair

R. Martin, Manager, Secretariat