

Thursday, November 14, 2019

1. Reception – 5:30 p.m. to 6:00 p.m.  
Dinner – 6:00 p.m. to 7:00 p.m.  
(8<sup>th</sup> Floor Dining Room)
  
2. Plenary Session – 7:00 p.m. to 9:00 p.m.  
(8<sup>th</sup> Floor Council Chambers)
  - Governance Solutions



**Professional Engineers  
Ontario**

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# Council Meeting

530<sup>th</sup> Meeting of Council  
of Professional Engineers Ontario

to be held on

Thursday, November 14, 2019

5:30 p.m. – reception

6:00 p.m. – dinner

7:00 p.m. plenary session

Friday, November 15, 2019

7:45 – 8:45 a.m. – breakfast

9:00 a.m. – 4:00 p.m.

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

## 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-530-1.1, 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 – 530<sup>th</sup> Council meeting agenda



# Agenda

## 530<sup>th</sup> Meeting of the Council Professional Engineers Ontario

**Date:** Thursday, November 14 and Friday, November 15, 2019  
**Time:** Thursday – 7:00 p.m. – 9:00 p.m.  
 Friday – 9:00 a.m. – 4:00 p.m.  
**Place:** PEO Offices – 8<sup>th</sup> Floor Council Chambers  
 40 Sheppard Avenue West  
 Toronto, Ontario

<b>Thursday, November 14 – 7:00 p.m. – 9:00 p.m.</b>				
<b>PLENARY SESSION</b>		<b>Spokesperson</b>	<b>Time</b>	
1. Governance Solutions			120 min	
<b>Friday, November 15 – 9:00 a.m. – 4:00 p.m.</b>				
<b>CALL TO ORDER</b>				
<b>1. APPROVAL OF AGENDA</b>		<b>Spokesperson/ Moved by</b>	<b>Type</b>	<b>Time</b>
1.1	APPROVAL OF AGENDA	Chair	Decision	5 min
<b>2. PRIORITY ITEMS</b>		<b>Spokesperson/ Moved by</b>	<b>Type</b>	<b>Time</b>
2.1	ACTION PLAN - UPDATE	CEO/Registrar Zuccon	Discussion	25 min
2.2	ACTIVITY FILTER	CEO/Registrar Zuccon	Decision	5 min
2.3	2020 OPERATING BUDGET	Councillor Cutler	Decision	10 min
2.4	2020 CAPITAL BUDGET	Councillor Cutler	Decision	5 min
2.5	IMPLEMENTATION OF RECOMMENDATIONS FROM THE CORONER'S INQUEST INTO THE DEATH OF SCOTT JOHNSON	Councillor MacCumber	Decision	5 min
2.6	ACKNOWLEDGMENT OF EUROPEANS' CONTRIBUTION TO ONTARIO TODAY	Councillor Wowchuk	Decision	5 min
2.7	MEMBERSHIP REFERENDUM ON "PEAK"	Councillor Wowchuk	Decision	5 min
<b>3. CONSENT AGENDA</b>		<b>Spokesperson/ Moved by</b>	<b>Type</b>	<b>Time</b>
				10 min

				total
3.1	OPEN SESSION MINUTES – 529 <sup>th</sup> COUNCIL MEETING – SEPTEMBER 19-20, 2019		Decision	
3.2	APPROVAL OF CEDC APPLICATIONS		Decision	--
3.3	CHANGES TO THE 2019 PEO COMMITTEES AND TASK FORCES MEMBERSHIP ROSTER		Decision	--
3.4	2020 COMMITTEES AND TASK FORCES MEMBERSHIP ROSTER		Decision	--
3.5	2020 WORK AND HUMAN RESOURCES PLANS		Decision	--
3.6	RE-APPOINTMENT TO THE CANADIAN ENGINEERING QUALIFICATIONS BOARD (CEQB)		Decision	--
3.7	PRACTICE GUIDELINE <i>DESIGN EVALUATION FOR DEMOUNTABLE STRUCTURES</i>		Decision	--
3.8	PRACTICE GUIDELINE <i>PREPARING AS-BUILT AND RECORD DOCUMENTS</i>		Decision	--
3.9	ACT CHANGE PROPOSAL – AMENDMENTS TO NOTICE OF PROPOSAL PROVISIONS IN SUBSECTION 19(1)		Decision	--
3.10	POLICY DECISION - EIT FEE REMISSION		Decision	--
3.11	FEE FOR ACADEMIC COURSE IN LIEU OF FIRST TECHNICAL EXAM		Decision	--
3.12	BORROWING RESOLUTION		Decision	--
3.13	CHANGES TO ONTARIO PROFESSIONAL ENGINEERS AWARDS (OPEA) NOMINATION PROCEDURES		Decision	--
3.14	COUNCIL ACTION LOG		Information	--
<b>4.</b>	<b><u>INFORMATION ITEMS</u></b>	<b>Spokesperson/ Moved by</b>	<b>Type</b>	<b>Time 30 min total</b>
4.1	CHAPTER BANK ACCOUNT CENTRALIZATION	Councillor Boone	Information	--
4.2	LAND ACKNOWLEDGEMENT POLICY	President-elect Sterling	Information	--
4.3	REGULATORY RISK REGISTER	Chair	Information	--
4.4	30 BY 30 METRICS	Vice-President Bellini	Information	--
4.5	COUNCILLOR ITEMS	Chair	Information	--
<b>5.</b>	<b><u>IN-CAMERA</u></b>	<b>Spokesperson/ Moved by</b>	<b>Type</b>	<b>Time</b>
5.1	IN-CAMERA MINUTES – 529 <sup>th</sup> COUNCIL MEETING – SEPTEMBER 19-20, 2019	Chair	Decision	5 min
5.2	WESTERN MANAGEMENT CONSULTANTS (WMC)	CEO/Registrar Zuccon	Discussion	30 min

	ORGANIZATIONAL REVIEW UPDATE			
5.3	TD MELOCHE MONNEX AFFINITY PROGRAM	President-Elect Sterling	Decision	15 min
5.4	2020 ORDER OF HONOUR AWARDS	Councillor Turnbull	Decision	15 min total
5.5	2020 GORDON M. STERLING AWARD	Councillor Turnbull	Decision	--
5.6	HRC UPDATE	President-Elect Sterling	Information	--
5.7	PEO PENSION PLAN UPDATE	Councillor Boone	Information	--
5.8	DISCIPLINE COMMITTEE – DECISIONS AND REASONS	Linda Latham	Information	--
5.9	LEGAL UPDATE	Linda Latham	Information	--
5.10	PEO’S ANTI-WORKPLACE HARASSMENT AND VIOLENCE POLICY – COUNCILLOR VIOLATIONS, IF ANY	Chair	Information	--

Please note that in order to streamline the agenda, Committee reports will no longer be included in the agenda package. Committee Chairs are asked to submit their written reports to the Secretariat for posting on the Council SharePoint site prior to each Council meeting. These reports will not be discussed at the meeting unless a Councillor or an EC Director asks to address a specific item contained within the written report. The reports submitted as of November 1, 2019 are:

- Legislation Committee
- Stats

The link below will take you directly to the reports.

[530 Council Reports](#)

### **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]

## 2019-20 Council Meeting/Mailing Schedule

### 2019-20 Council Mailing Schedule

#### 2019

Meeting #		Meeting Date	Initial BN Due Date – Members at Large	Initial BN Due Date – Councillors/ Staff	Initial Agenda Mailing Date	Supp. Agenda <sup>1</sup> Due Date	Supp. Agenda Mailing Date
530	<b>Council</b>	Nov. 14-15	Oct. 25	Oct. 29	Nov. 1	Nov. 5	Nov. 8

#### 2020

Meeting #		Meeting Date	Initial BN Due Date – Members at Large	Initial BN Due Date – Councillors/ Staff	Initial Agenda Mailing Date	Supp. Agenda <sup>1</sup> Due Date	Supp. Agenda Mailing Date
531	<b>Council</b>	Feb. 6-7	Jan. 17	Jan. 21	Jan. 24	Jan. 29	Jan. 31
532	<b>Council</b>	Mar. 19-20	Feb. 28	March 3	March 6	March 10	March 13
533	<b>Council</b>	April 25	April 3	April 7	April 10	April 14	April 17

### Upcoming Events

Date	Event	Location
November 16, 2019	Chapter Leaders Conference Ontario Professional Engineers Awards (OPEA)	Hilton Toronto Airport Hotel Toronto International Centre

## Update on Action Plan

**Purpose:** To provide Council with an update on the Action Plan for implementing the recommendations in the *Review of the regulatory performance of Professional Engineers Ontario*.

**No motion required**

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

### 1. Status Update

Following Council's approval of the Action Plan at its September 2019 meeting, work immediately began on the short-term change activities to reduce inefficiencies and help stabilize and modernize current operations.

Specifically, work related to three recommendations (4, 13, and 14) is currently underway as is a review of operational inefficiencies that require addressing to resolve problems with the licensing process (recommendation 5).

A progress update on these and other activities related to the plan is provided below.

#### **Activity Filter**

Daniel Abrahams, General Counsel, will be providing a presentation to Council to explain the Activity Filter followed by a Council decision in Item 2.2.

#### **Organizational Review – WMC**

Lenka Los and Graham Herbert of WMC will provide an update on the organizational review project to Council during the in-camera session. The project has involved personal and team assessments intended to enable WMC to assess the capabilities of the current team and propose future enhancements. Their methodology is aimed at addressing root causes and building a solid framework for change.

#### **Communication to Stakeholders**

As the first step, approval of the action plan was communicated to PEO's key stakeholders, including:

- PEO staff;
- the Attorney General;
- the Ontario Society of Professional Engineers;
- Consulting Engineers of Ontario;
- Engineers Canada and its constituent members;
- PEO chapter chairs; and
- PEO committee chairs.

In addition, a dedicated webpage was created on PEO's website to promote the action plan as well as provide background information on the external regulatory performance review. The plan was also promoted through PEO's social media accounts and *Engineering Dimensions*.



### ***Automated Professional Practice Examination (Recommendation 4, Key Step 1)***

Evaluations are ongoing to determine whether the National Professional Practice Exam (NPPE) created by the Association of Professional Engineers and Geoscientists of Alberta (APEGA) is appropriate for PEO. Currently, the NPPE is used, with or without modification, by 10 engineering associations, 2 geoscientist associations, and one association of science and engineering technologists. Preliminary findings indicate that, due to differences in regulations, policy and terminology, PEO cannot adopt the NPPE in its current form as many of the questions regarding practice and regulatory requirements either do not apply to PEO or could be misunderstood. Further investigation will determine if the database could be tailored to suit PEO's need, which could then provide a viable alternative to PEO's current process.

Significant work would need to be undertaken to assess any new or modified questions since, as a "high-stakes"<sup>1</sup> examination, the NPPE must be psychometrically validated. Changing the examination questions would require that the new examination would need to be psychometrically validated. If any problematic questions can be revised or eliminated to suit PEO's needs, then PEO would have the option of joining the NPPE.

However, other issues need to be considered as well. Of primary importance is the need to clarify the purpose of the PPE. For instance, it has often been stated that the PPE is used to evaluate an applicant's English language competency, however, there is nothing in the marking sheet regarding this. Nor is there any requirement in Section 33 indicating that an applicant must demonstrate English competency. Despite this lack of a statutory language requirement, Section 41 indicates that the Experience Requirements Committee shall interview the applicant if there is a question raised with respect to the ability of the applicant to communicate adequately in the English language. PEO staff are compiling a list of questions that require answers in order to identify options for automating the PPE.

### ***File Security (Recommendation 13, Key Step 1)***

An assessment on the current distribution of working files and storage capacity has been completed. A policy is being drafted to ensure staff transfer files containing personal information from their desk to locked file cabinets at the end of the work day. Further, the capacity of the central file storage is being increased.

### ***Online Certificate of Authorization Renewals (Recommendation 13, Key Step 2)***

The project to automate renewals of certificates of authorization is in the final stages of development.

- 1- Complete development by November 15<sup>th</sup>, 2019
- 2- Staff to conduct test cases from November 15<sup>th</sup> to 22<sup>nd</sup>
- 3- Sign off after testing on November 26<sup>th</sup>
- 4- Open portal to the 26 pilot project companies on November 30<sup>th</sup>
- 5- Pilot project concludes at the end of December 2019
- 6- Engage, review, assess and resolve issues from pilot companies while pilot project is in progress
- 7- Go live February 1, 2020

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<sup>1</sup> *Standards for Educational and Psychological Testing*. American Educational Research Association

### ***Transformation Office (Recommendation 14)***

A dedicated staff group is required to successfully oversee and carry out the modernization process of PEO operations, structure and regulatory powers, as identified in recommendation 14. Staff is currently defining the initial stabilization project requirements as well as the necessary specifications for the transformation office, including terms of reference, work plan, required capabilities, resource requirements and organizational structure.

### ***Preliminary Improvements to Licensing Process***

As noted in the Action Plan, inefficiencies within the existing operations will be the primary focus to bring greater focus to PEO's regulatory role. As such, staff is conducting research, interviews, environmental scans and other investigations on existing processes, regulations, and best practices related to:

- Minimum application information;
- Inventory of aging files; and
- Competency-based assessment.

## **2. Background**

At its September 20, 2019 meeting, Council approved the Action Plan to implement the recommendations from the report, *A review of the regulatory performance of Professional Engineers Ontario*. The briefing note accompanying the plan assigned the Registrar with several short-term tasks:

- Communicate the action plan to staff and stakeholders;
- Develop for Council's approval a tool for assessing the regulatory purpose of the activities of all PEO committees, chapters, subcommittees and working groups;
- Complete the organizational review with Western Management Consultants;
- Investigate options for creating a dedicated transformation office to refine and execute the action plan; and
- Begin maximizing efficiencies within the existing infrastructure as the foundation for transition by addressing:
  - security risks related to paper files;
  - the inventory of aging licence applicant files;
  - clarification of the minimum information threshold for accepting an application;
  - automation of the Professional Practice Examination; and
  - online renewals of certificates of authorization.

## **Appendices Appendix A – Extract of Recommendations from the Action Plan**

Appendix A - Extract of Recommendations from the Action Plan

<b>Recommendation 4</b>	<i>PEO should implement all the recommendations of the OFC in his report of 2014 and his subsequent letters. It should consider the way it uses negative language about everyone who is not a licensed P.Eng. and describe people as what they are rather than as what they are not (3.37, 4.10–4.27).</i>
<b>Identified Problem(s)</b>	PEO is still not fully compliant with the OFC's 2014 recommendations and subsequent letters for improvements in its licensing process. PEO uses negative language to refer to persons who are not licensed.
<b>Objective</b>	PEO is in compliance with the Ontario Fairness Commissioner's 2014 recommendations and subsequent letters. PEO does not use negative language to refer to persons who are not licensed professional engineers.
<b>Key Steps</b>	<ol style="list-style-type: none"> <li>1. Registrar implements an objective, psychometrically valid, digital professional practice examination.</li> <li>2. Registrar implements and enforces a policy applicable to staff and volunteers to prevent bias in all licensing and registration processes.</li> <li>3. Registrar develops a protocol to deal with internal reviews.</li> <li>4. Registrar implements a system for responding to applicant inquiries and requests in a timely manner.</li> <li>5. Registrar implements and enforces a policy applicable to all PEO staff and volunteers on use of appropriate language to refer to persons who are not licensed professional engineers.</li> </ol>

<b>Recommendation 5</b>	<b><i>The process for application for a professional engineering license should be simplified and speeded up, the discriminatory aspects of written examinations, a Canadian year of experience and face to face interviews should be discarded. Appeals against refusal of licence should be made available on request of the applicant, who should be provided with legal support in the event of an appeal hearing (4.16–4.27).</i></b>
<b>Identified Problem(s)</b>	PEO's current licensing process is lengthy, complex, inherently subjective, still largely paper-based and is not fully aligned with the statutory requirements.
<b>Objective</b>	PEO's licensing process is straight-forward, timely, objective and commensurate with the existing <i>Professional Engineers Act</i> and its regulations.
<b>Key Steps</b>	<ol style="list-style-type: none"> <li>1. Registrar identifies and implements changes to simplify, accelerate and limit subjectivity in the licensing process within the constraints and capabilities of existing technology and regulations.</li> <li>2. Registrar identifies gaps between the existing licensing and registration procedures and current statutory requirements, including any FARPACTA<sup>1</sup>-compliance issues.</li> <li>3. Registrar develops a plan for Council approval to address the gaps identified in step 2.</li> </ol>

<sup>1</sup> Fair Access to Regulated Professions and Compulsory Trades Act, 2006

<b>Recommendation 13</b>	<b><i>PEO should commission a full digital strategy for the organization. This should include implementation of an electronic case management system and a database to manage licensing and CofA applications, CPD and complaints and discipline. It should aim for automation of processes. In the meantime, it must improve the security and confidentiality of paper files (3.40, 4.17, 4.100-4.101).</i></b>
<b>Identified Problem(s)</b>	The organization's operations are still largely paper-based and many of the existing business rules are not readily conducive to implementing a digital strategy. For example, licensing applications and complaints cannot be filed online, files are scanned for storage only after all requirements for licensure are met and the files are considered complete. Files generally are insecurely stored; this does not comply with modern best practices in terms of the management of confidential information and investigation and prosecutorial data security.
<b>Objective</b>	PEO operations are compliant with a digital strategy that increases efficiency, fully supports its mandate and business activities, and mitigates confidentiality and security risks.
<b>Key Steps</b>	<ol style="list-style-type: none"> <li>1. Registrar to take immediate steps to ensure security and confidentiality of paper files.</li> <li>2. Registrar to develop a digital strategy and incremental implementation plan for Council approval.</li> </ol>

<b>Recommendation 14</b>	<b>PEO should work with the Attorney General's office to seek changes to its statute to modernize its organization and regulatory powers (for example, 4.58, 4.62, 4.63, 4.85).</b>
<b>Identified Problem(s)</b>	PEO has limitations in its statute and regulations that need to be addressed in order to modernize its organization, such as a defined process for dealing with member impairment, mandatory response by a complained against licence holder to a request for information or action, lack of interim suspension powers by the DIC or COC.
<b>Objective</b>	The <i>Professional Engineers Act</i> and its regulations are exemplars of modern, evidence-based, right-touch regulation
<b>Key Steps</b>	<ol style="list-style-type: none"> <li>1. Registrar maintains an ongoing relationship with the Attorney General to identify opportunities to introduce changes to existing legislation.</li> <li>2. Registrar develops a comprehensive list of evidence-based regulation and legislative changes required, prioritizes these and identifies the opportunities to make changes.</li> <li>3. Council invokes its Act Change Protocol and Regulation Change Protocol as required.</li> </ol>

# Briefing Note – Decision

## EXTERNAL REGULATORY PERFORMANCE REVIEW – ACTION PLAN- ACTIVITY FILTER

**Purpose:** To approve a tool for filtering key high-level activities of Professional Engineers Ontario, in order to support a more effective and efficient assignment of regulatory, governance and other activities.

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

That Council approves the activity filter as presented to the meeting at C-530-2.2, Appendix A, to assess the purpose of the activities of all PEO committees, chapters, subcommittees and working groups and determine which are regulatory, which are related to governance and which are neither.

**Prepared by:** Dan Abrahams, LL.B., General Counsel

**Moved by:** David W. Brown, P.Eng., BDS, CET

### 1. Need for PEO Action

- At its September 2019 meeting, Council approved an Action Plan in response to the External Performance Review. This Plan included the following:

**“The Registrar...will develop for Council’s approval a tool for assessing the regulatory purpose of the activities of all PEO committees, chapters, subcommittees and working groups.”**

- Appendix A contains the proposed activity filter as well as its underlying assumptions and criteria.
- This filter is critical for PEO’s clarification of its regulatory, governance, and other association functions, to provide a foundation for the Action Plan’s overall goal of modernization through transformative change.

### 2. Proposed Action / Recommendation

- That Council approve the proposed activity filter, with staff to provide a progress report on its application to key high-level activities at the February 2020 Council meeting.

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

- The Registrar, supported by senior staff, will:
  - Identify high-level activities and outputs of PEO
  - Determine the legal basis for each high-level activity and output – that is, whether the activity is required by the *Professional Engineers Act* or regulation, whether it is permitted by the Act or the regulation, or whether it is required or permitted by some other legislation or the common law
  - Assess, in light of the legal framework from which it originates, whether the activity is related to professional regulation (“regulatory”), board governance (“governance”) or neither
  - Report back to Council at the February 2020 meeting on categorizing activities as regulatory, governance-related or neither.

**4. Policy or Program contribution to the Strategic Plan**

- The proposed activity filter directly addresses the “Protecting the Public Interest” Area of Focus in the 2018-2020 Strategic Plan: “PEO will focus its resources on regulatory functions that help protect the public interest. We will strive for excellence by rigorously and objectively reviewing the effectiveness and efficiency of all our regulatory instruments and operations in the public interest.”

**5. Financial Impact on PEO Budgets (for five years)**

	Operating	Capital	Explanation
Current to Year End	\$tbd	\$tbd	Registrar will request required resources as needed.
2 <sup>nd</sup>	\$tbd	\$tbd	
3 <sup>rd</sup>	\$tbd	\$tbd	
4 <sup>th</sup>	\$tbd	\$tbd	
5 <sup>th</sup>	\$tbd	\$tbd	

**6. Peer Review & Process Followed**

<b>Process Followed</b>	<p>At its September 2019 meeting, Council approved an Action Plan in response to the External Performance Review. This Plan included the following:</p> <p style="text-align: center;"><b>“The Registrar...will develop for Council’s approval a tool for assessing the regulatory purpose of the activities of all PEO committees, chapters, subcommittees and working groups.”</b></p> <ul style="list-style-type: none"> <li>• The filter has been designed by PEO’s General Counsel with input from senior staff, based on an understanding of the general law as well as what constitutes regulatory activity at other professional regulators. It is also informed by an understanding of what constitutes board governance, in part through the work of the governance advisor.</li> </ul>
<b>Council Identified Review</b>	<ul style="list-style-type: none"> <li>• Council did not direct any additional consultations for development of the activity filter.</li> </ul>
<b>Actual Motion Review</b>	<ul style="list-style-type: none"> <li>• Not applicable.</li> </ul>

**7. Appendices**

Appendix A— Activity Filter and underlying assumptions





**Professional Engineers**  
Ontario

C-530-2.2  
Appendix A

## APPENDIX A

**Tool for Filtering  
PEO Activities and Outputs  
November 2019**

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## Introduction and Background

In September 2019, Council approved an action plan to implement the recommendations in the final report of PEO's 2019 external regulatory performance review. One theme that emerged from the report was the need to professionalize the regulatory process and move PEO away from being a hybrid of professional association and regulator, towards something more closely resembling a modern regulator of a learned profession.

With their acceptance of the action plan, Council directed the Registrar to develop, for its approval, a filtering tool for assessing the regulatory purpose of the activities of all PEO committees, chapters, subcommittees and working groups.

*What is the filtering tool?*

The filtering tool is intended to provide a consistent, objective mechanism to determine and categorize the functions of PEO activities and their associated outputs, and assess if these activities and outputs relate to professional regulation, board governance or neither. The sole purpose of the filtering process is to sort activities into one of these three categories.

Once the activities have been sorted using the filtering tool, the next phase will be to assess and decide how best to perform the various activities in each category in order to deliver the required outputs. This is a task that will involve both staff and the Council, and may in some instances require legislative amendment.

*What is the "regulatory" category?*

Development of a filtering tool required a common understanding of what constitutes not just a regulatory activity but, specifically, a regulatory activity for any of the various entities tasked with regulating the learned professions. Hence when we speak of "regulation" in this context, we are really speaking of *professional regulation*.

Professional regulators, including PEO, are mandated to regulate their respective professions in the public interest. While the terminology and descriptions will differ, any regulator of a learned profession would typically concern itself with activities housed within the following broad categories:

1. Setting *standards* that applicants will have to meet and registrants (or licensees, or members, or those certified) will have to maintain. Standards in this context will include qualifications, guidelines, rules of professional conduct and other requirements that relate to the practice of the profession in question.
2. Assessment and determination of minimum individual qualifications for entry to practice and any other types of *licensing* or certification prescribed or intended by the applicable legislative scheme.
3. Ensuring that there is ongoing licensee and certificate holder *compliance* with whatever standards have been set – through a variety of mechanisms such as continuing education, practice reviews and audits, information bulletins, etc.

4. A process and criteria for receiving, processing and investigating *complaints* that amount to allegations of professional misconduct, incompetence or physical or mental incapacity.
5. Procedures and processes for prosecuting and adjudicating matters of misconduct, etc., requiring formal *discipline*.
6. A means of *enforcement* so that the public can continue to be assured that those purporting to deliver a particular professional service or hold themselves as a member of a particular profession are in fact entitled to do so.

These categories are not necessarily exhaustive of all regulatory activities. It is also appropriate to consider various activities that do not fall easily into one of the above six categories by asking the question “does this activity and its associated outputs serve and/or protect the public interest in some other way?” (An example that relates to PEO is fee mediation, which is a mechanism for resolving fees disputes between unhappy members of the public and engineering professionals whose fees are questioned but who are not being accused of misconduct or incompetence, per se.)

*What is the “governance” category?*

In addition to specifying that PEO is a regulator, the *Professional Engineers Act* also gives PEO the power to “govern” members of the engineering profession and other licence and certificate holders. That is not, however, what governance means in the context of applying the filtering tool. Rather, when we refer to governance here we mean “board governance” – the activities that are needed to ensure that the board, or PEO Council, fulfills its statutory, legal and fiduciary duties while directing and controlling PEO. An illustration of board governance is the conduct of Council elections, to ensure that the Council meets the composition requirements set out in the *Professional Engineers Act*.

*What does “neither” mean?*

It is important to stress that PEO is an incorporated body, a creature of statute, with certain powers and prescribed by its own legislative framework. It also has powers and obligations derived from other legislation and from the common law. While PEO is a regulator, with a board of directors styled as a Council, there is much that PEO does that is perfectly legal but is neither regulatory nor related to board governance. One such example is presenting awards to engineers who have made an exemplary contribution to the profession. Awards do not fit easily within one of the six regulatory categories, do not directly serve or protect the public interest, and do not relate to board governance. But, they are legal nonetheless.

## The Filtering Process

The filtering process includes the following three steps:

- Step 1—What we do: Activities and outputs
- Step 2—Why we do it: Determining the legal basis for the activity
- Step 3—Is it regulatory, governance or neither?

Staff will identify key high-level activities to determine if they are required or permitted under PEO's legislative framework, or either required or permitted as part of some other legal requirement. Once the legal basis for an activity is established, and once its core outputs are identified, the next step is for staff to characterize the activity as regulatory, related to governance or neither.

PEO is a creature of statute and is permitted to do whatever the statute and regulations, or other statutes or common law, allow. PEO performs a number of activities:

- Some relate to professional regulation;
- Some relate to board governance; and
- Some relate to neither, but are permitted nonetheless.

PEO is a regulator, yet not every activity PEO undertakes is regulatory.

### Key Terms

*Regulatory:* Activities related to the regulation of engineering and its practice

*Governance:* Activities needed to ensure Council fulfills its statutory, legal and fiduciary obligations

*Public interest:* What needs to be served and/or protected by the regulation of the profession and of professional engineering services

*Activity:* Something functionally done, performed, decided, serviced, processed, or produced, that involves the use of human, technological or financial resources, and that is measured in units; for example:

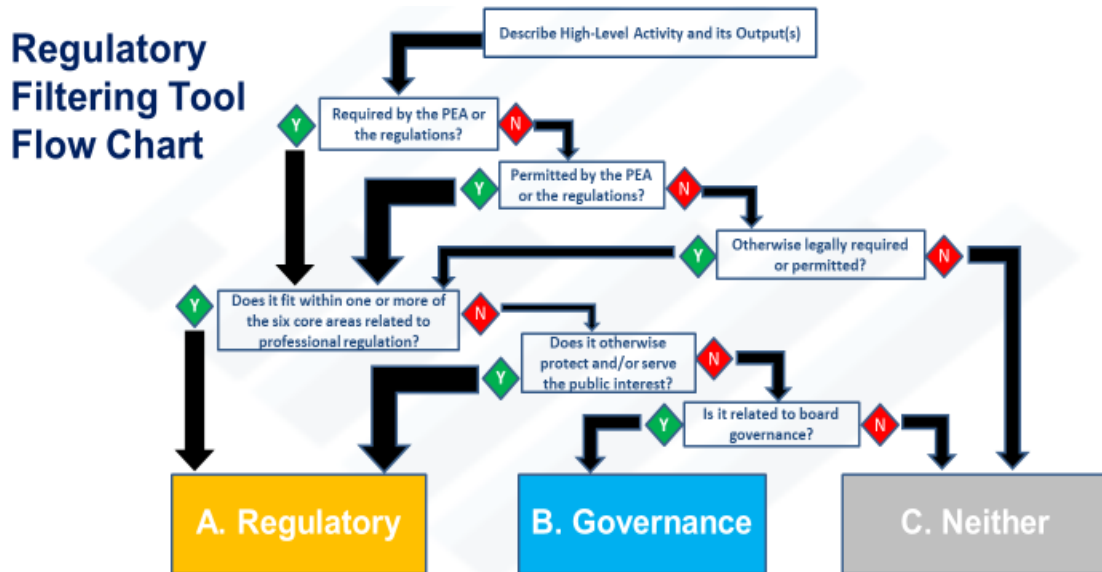
- Assessing engineering work experience
- Prosecuting misconduct
- Appointments to statutory committees
- Council elections
- Presenting audited financial statements, or
- Fee mediation.

[Note: For the purpose of this filter, the focus will be on key or major activities performed, that are central to the committee, subcommittee, work group, chapter, or department's function and are a higher priority for achievement on an annual basis. Holding a committee meeting is not in and of itself an activity, whereas holding hearings or staging an event would be.]

*Output:* The direct and tangible result of an activity, measured in units. For example:

- Experience is determined
- Finding of misconduct or acquittal
- Committee members are appointed
- Newly elected council members
- Audited financial statements at the AGM
- Mediated fee agreement.

# The Filtering Tool



## Step 1: What We Do—Identifying Activities and Outputs

### Step 1.1: Identifying the Activity

Briefly describe the high-level activity. The aim here is to use as few words as possible. For example, the activity could involve:

- Assessing engineering work experience
- Prosecuting misconduct
- Appointments to statutory committees
- Council elections
- Presenting audited financial statements
- Fee mediation

Proceed to step 1.2

### Step 1.2: Identifying the Output

The premise here is that an activity without an output is not a clearly-defined activity. Therefore, to apply the activity examples above, the pertinent outputs would be:

- Experience is determined
- Finding of misconduct or acquittal
- Committee members are appointed
- Newly elected council members
- Audited financial statements at the AGM
- Mediated fee agreement

Proceed to step 2

## Step 2: Why We Do It—Separating What’s Required from What’s Permitted

Assessing the legal basis for an activity and its related output provides appropriate context to assist in categorizing, or filtering, the activity in step 3. It also helps to identify activities where the legal basis is unclear.

### Step 2.1: Activities that are Required by PEO’s Legislative Framework

Is the activity and/or the output required by the *Professional Engineers Act* or by the regulation? This includes powers listed specifically in the Act or Regulation, typically using the term “shall” as in “The Registrar shall...”

If the answer is Yes, proceed to step 3

If the answer is No, proceed to step 2.2

### Step 2.2: Activities that are Permitted by PEO’s Legislative Framework

If the activity and/or the output is not required by our legislation, is it permitted?

This includes other powers listed in the Act or Regulation, typically using the term “may”, as in “The Registrar may...” or “the committee may...”

If the answer is Yes, proceed to step 3

If the answer is No, proceed to step 2.2.1

### Step 2.2.1: Activities that are Otherwise Lawful for PEO

If the activity and/or output is not specifically required or permitted by our legislation, is it otherwise legally required or permitted by a legislative scheme (or by the common law)?

Examples of other federal and provincial legislation are the *Corporations Act*, *Occupational Health and Safety Act*, *Ontario Human Rights Code*, *Employment Standards Act*, *Income Tax Act* etc.

If the answer is Yes, proceed to step 3

If the answer is No, the activity belongs in Group C (the activity is neither regulatory nor governance, and lacks a clear legal basis).

## Step 3: Is it Regulatory, Governance or Something Else?

This is the filter for the activity and outputs, viewed in relation to their legal basis. Again, “regulatory” means professional regulation and “governance” refers to board governance.

### Step 3.1: Activities that Relate to Six Categories of Professional Regulation

Is the required or permitted high-level activity and/or output clearly related to one or more of the following generally accepted functional categories of professional regulation?

3.1a STANDARDS – Development and modification of standards, qualifications, guidelines, rules of professional conduct and requirements related to the practice of professional engineering

3.1b LICENSING – Assessment and determination of qualifications for entry to practice and other types of licensing/certification



- 3.1c COMPLIANCE – Promotion and ensuring of compliance with professional practice standards or guidelines
- 3.1d COMPLAINTS – Receipt, processing and investigation of complaints involving alleged professional misconduct, incompetence, etc.
- 3.1e DISCIPLINE – Prosecution and adjudication of matters involving alleged professional misconduct, incompetence, etc.
- 3.1f ENFORCEMENT – Prevention and stopping of the unlicensed practice of engineering, etc.

If the answer is Yes, the activity belongs in Group A (the activity is regulatory)

If the answer is No, proceed to step 3.2

**Step 3.2: Activities that Serve or Protect the Public Interest**

If the permitted high-level activity is not directly related to one or more of the categories listed in Step 3.1 does it serve and/or protect the public interest, as it pertains to the practice of professional engineering and the delivery of engineering services, in some other way? “Serving and protecting” can include functions such as ensuring that engineering clients with fees issues have an appropriate mechanism for having those issues resolved. It can also include initiatives to promote clearer and less ambiguous communication between engineers and their clients. In addition there are activities that identify or reduce potential risk or harm to clients, end users, or the physical environment from poor practice, practitioner confusion, etc.

If the answer is Yes, the activity belongs in Group A (the activity is regulatory)

If the answer is No, proceed to step 3.3

**Step 3.3: Activities that Relate to Governance**

If the permitted high-level activity does not fall within one of the categories in step 3.1 and does not serve and/or protect the public interest as described in step 3.2, is it related to board governance?

Board governance refers to the activities that ensure that the organization has a board of directors which abides by its statutory, fiduciary and other responsibilities to direct and control the organization. Examples of board governance include the conduct of elections, the approval of audited financial statements and the delegation of authority to a Registrar pursuant to the Act.

If the answer is Yes, the activity belongs in Group B (the activity is governance)

If the answer is No, the activity belongs in Group C (the activity is neither regulatory nor governance)

## 2020 OPERATING BUDGET

**Purpose:** To review and approve the draft 2020 operating budget.

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

That Council approve the draft 2020 operating budget reviewed by the Finance Committee and as presented to the meeting at C-530-2.3 Appendix A.

**Prepared by:** Chetan Mehta – Director, Finance

**Moved by:** Lorne Cutler, P.Eng. – Chair, Finance Committee

### 1. Need for PEO Action

The Finance Committee completed its second review of the draft 2020 operating and capital budgets (“2020 budgets”) on October 16, 2019 and recommended that these be presented to Council for approval.

On Oct 30, in a conference call with the President, CEO/Registrar, the Chairs of the Finance and Audit Committees; and the Director of Finance, a decision was taken to restate the 2020 draft budgets with the cuts that were approved by Council for the 2019 budget. The rationale for this is that the spend for these activities can be put on hold until these have been passed through the activity filter, after which time both staff and Council would be in a better position to assess which of these activities are regulatory, non-regulatory, etc. and whether these need to be included as part of the core operating budget. It is expected that this exercise will be completed by no later than March 2020 at which time additional changes, if any, to the 2020 budget may be made. The programs that were either reduced or eliminated in 2019 have been listed in Appendix C along with the spend for these items for 2019 and 2020.

As the next step in the business planning cycle, Council needs to approve the draft 2020 operating budget as presented.

The key highlights of the 2020 draft operating budget are summarized below and compared to the 2019 forecast. Total revenues in 2020 are budgeted at \$31.4m and total expenses are budgeted at \$28.8m resulting in an excess of revenues over expenses of \$2.6m. After expenses of \$170k on non-core operations, the excess of revenues over expenses is expected to be \$2.5m.

### Revenue

The 2020 budgeted revenue is expected to be \$31.4m representing an increase of \$3.3m or 12% over the 2019 forecasted revenue. This is largely due to the fee increase in membership, application and other fees that came into effect on May 1, 2019 and is comprised of:

- An increase of \$2m or 11.2% in P.Eng. revenues;
- An increase of \$939k or 11.7% in application, registration, exam and other revenues;
- An increase of \$376k or 18.4 % in 40 Sheppard revenues due to the expected leasing of vacant space on the 4<sup>th</sup>, 5<sup>th</sup> and 8<sup>th</sup> floors in 2020.

## Expenses

The 2020 budgeted expenses for core operations are planned to be \$28.8m, which represents an increase of \$2.1m or 8% over 2019 forecasted expenses. This is largely due to:

- An increase in employee salaries and benefits; and retiree and staff future benefits of \$1.2m over the 2019 forecast due to a 3.5% increase in staff salary for merit increases / CPI adjustments and pension top-up contributions.
- An increase of \$513k for additional Contract staff across various departments in 2020.
- An increase of \$170k in Purchased Services largely due to higher costs for event meals and related expenses for the AGM, the OOH and VLC which are to be held in Ottawa in 2020; videos for OPEA; higher costs for scanning licensing records, etc.
- An increase of \$128k in Legal expenses largely due to higher costs for various legal matters and discipline prosecution.
- An increase of \$120k in Volunteer Business Expenses due to higher costs for meals, mileage, accommodation and travel related expenses for attending various events, committee meetings and conferences.
- An increase in costs for Computers and telephone of \$112k due to higher expenses for support contracts for various IT infrastructure services and for leasing IT equipment.

The above are partially offset by:

- Reduction of \$435k in 40 Sheppard Expenses in 2020 due a one-time write-off of tenant inducements and leasing commissions in 2019 on account of a tenant terminating a lease.
- Reduction of \$77k in Amortization largely due to fewer capital projects in 2020 and the full amortization of some old equipment.

## 2. Proposed Action / Recommendation

That Council approve the draft 2020 operating budget as presented.

## 3. Next Steps (if motion approved)

On receiving Council approval, the 2020 operating budget will be used for supporting PEO operations in 2020.

## 4. Peer Review & Process Followed

<b>Process Followed</b>	<p>Council approved the following motions in the Jun 21, 2019 meeting:</p> <ul style="list-style-type: none"><li>a) That the 2020 Budget Assumptions presented to Council at C-528-2.3, Appendix A and as recommended by the Finance Committee, be referred.</li><li>b) That the Registrar be directed to initiate the budgeting process per PEO's Budgeting Cycle to present the 2020 draft operating budget and capital budgets at the September 2019 Council meeting based on the approved assumptions.</li></ul> <p>Per Council direction, the senior management team and staff began work on the operating and capital budgets for 2020 in July. A draft copy of the 2020</p>
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	<p>operating and capital budgets along with the 2019 forecast was completed in August and distributed to the Finance Committee prior to its meeting on August 27, 2019.</p> <p>During this meeting, the Finance committee met with members of the senior management team to review the first draft of the 2020 operating and capital budgets. Key highlights of the budgets were reviewed, and questions put forward by the Finance Committee members to the senior management team were answered.</p> <p>After discussion and inputs from staff, the Finance Committee concurred that the draft version of the 2020 operating and capital budgets be presented to Council for information and feedback at the Council meeting on September 20, 2019.</p> <p>At the meeting on Sept 20, 2019, Council directed the Finance committee to provide additional details on the programs included in the 2020 budget that were either eliminated or reduced for the 2019 budget. This information was presented to the Finance committee at its meeting on Oct 16, 2019. After discussion, the Finance committee unanimously agreed that the revised draft 2020 operating and capital budgets be presented to Council for approval at Nov 15, 2019 Council meeting.</p> <p>On Oct 30, in a conference call with the President, CEO/Registrar, the Chairs of the Finance and Audit Committees; and the Director of Finance, a decision was taken to restate the 2020 draft budgets with the cuts that were approved by Council for the 2019 budget. The rationale for this has been explained in Section 1. Need for PEO Action, above.</p>
<b>Council Identified Review</b>	Council approve the 2020 budgets as presented.

## 5. Appendices

- **Appendix A** – 2020 Draft Operating Budget  
Projected Financial Statements 2020 to 2024
- **Appendix B** - Highlights of Significant Changes in 2020 Budget Program Expenses as compared to the 2019 Forecast
- **Appendix C** – Schedule showing 2020 budget in comparison to 2019 programs that were identified for cost savings
- **Appendix D** – 2020 Budget Assumptions

**Professional Engineers Ontario - DRAFT 2020 OPERATING BUDGET**

**Variance Analysis - 2020 Budget Vs 2019 Forecast**

C-530-2.3  
Appendix A

Revised - Oct 31, 2019

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REF. NO	DESCRIPTION	2020 Bud	2019 Fcst	2019 Bud	2018 Act	Favourable (Unfavorable) / Variances				
						2020 Bud Vs 2019 Fcst		2019 Fcst Vs 2019 Bud		
						\$	%	\$	%	
		(A)	(B)	(C)	(D)	(E)	(F)	(G)	(H)	
1	P. Eng Revenue	19,527,320	17,564,964	15,847,458	15,731,903	1,962,356	11.2%	1,717,506	10.8%	
2	Appln, regn, exam and other fees	8,998,902	8,059,437	8,369,437	6,966,526	939,465	11.7%	(310,000)	(3.7)%	
3	40 Sheppard Revenue	2,423,490	2,047,098	2,110,516	2,058,844	376,392	18.4%	(63,418)	(3.0)%	
4	Advertising income	250,000	230,000	220,000	270,005	20,000	8.7%	10,000	4.5%	
5	Investment income	205,000	205,000	212,000	64,460	-	0.0%	(7,000)	(3.3)%	
6	<b>TOTAL REVENUE</b>	<b>31,404,712</b>	<b>28,106,499</b>	<b>26,759,411</b>	<b>25,091,738</b>	<b>3,298,213</b>	<b>11.7%</b>	<b>1,347,088</b>	<b>5.0%</b>	
7	<b>EXPENSES - CORE OPERATIONS</b>									
8*	Salaries and benefits / Retiree and staff future benefits	14,250,018	13,013,193	13,590,196	11,778,442	(1,236,825)	(9.5)%	577,003	4.2%	
9	40 Sheppard expenses	2,384,486	2,819,908	2,436,721	2,494,427	435,422	15.4%	(383,187)	(15.7)%	
10	Purchased services	1,431,320	1,261,479	1,388,340	1,620,259	(169,841)	(13.5)%	126,861	9.1%	
11	Computers and telephone	1,274,925	1,163,222	1,261,529	968,239	(111,703)	(9.6)%	98,307	7.8%	
12	Amortization	1,099,223	1,176,642	1,402,674	1,210,440	77,419	6.6%	226,032	16.1%	
13	Engineers Canada	1,029,610	1,009,422	974,657	982,774	(20,188)	(2.0)%	(34,765)	(3.6)%	
14	Contract staff	1,001,397	488,297	463,780	305,197	(513,100)	(105.1)%	(24,517)	(5.3)%	
15	Chapters	937,210	948,615	932,520	817,850	11,405	1.2%	(16,095)	(1.7)%	
16	Legal (Corporate, Prosecution & Tribunal)	944,555	816,177	1,069,605	1,072,994	(128,378)	(15.7)%	253,428	23.7%	
17	Occupancy costs	939,455	848,797	929,253	885,083	(90,658)	(10.7)%	80,456	8.7%	
18	Volunteer expenses	820,025	700,280	750,965	726,230	(119,745)	(17.1)%	50,685	6.7%	
19	Transaction fees	706,185	652,485	390,805	544,817	(53,700)	(8.2)%	(261,680)	(67.0)%	
20	Postage and courier	501,140	441,849	512,115	529,756	(59,291)	(13.4)%	70,266	13.7%	
21	Consultants	436,100	387,100	420,245	235,196	(49,000)	(12.7)%	33,145	7.9%	
22	Professional development	220,100	206,500	182,000	86,057	(13,600)	(6.6)%	(24,500)	(13.5)%	
23	Recognition, grants and awards	184,420	160,762	165,650	141,498	(23,658)	(14.7)%	4,888	3.0%	
24	Staff expenses	162,795	135,459	146,910	88,055	(27,336)	(20.2)%	11,451	7.8%	
25	Insurance	127,917	126,900	134,818	127,030	(1,017)	(0.8)%	7,918	5.9%	
26	Office supplies	117,400	104,250	101,980	134,263	(13,150)	(12.6)%	(2,270)	(2.2)%	
27	Printing	110,000	108,000	111,000	102,310	(2,000)	(1.9)%	3,000	2.7%	
28	Advertising	100,250	82,250	107,250	99,268	(18,000)	(21.9)%	25,000	23.3%	
29	<b>TOTAL EXPENSES - CORE OPERATIONS</b>	<b>28,778,531</b>	<b>26,651,587</b>	<b>27,473,013</b>	<b>24,950,185</b>	<b>(2,126,944)</b>	<b>(8.0)%</b>	<b>821,426</b>	<b>3.0%</b>	
30	<b>EXCESS OF REVENUE OVER EXPENSES BEFORE UNDERNOTED</b>	<b>2,626,181</b>	<b>1,454,912</b>	<b>(713,602)</b>	<b>141,553</b>	<b>1,171,269</b>	<b>80.5%</b>	<b>2,168,514</b>	<b>303.9%</b>	
31	<b>EXPENSES - NON CORE OPERATIONS</b>									
32	External regulatory review & related expenses	50,000	125,000	125,000	-	75,000	60.0%	-	-	
33	Organizational review	50,000	75,000	-	-	25,000	33.3%	(75,000)	-	
34	Governance coach and related expenses	60,000	40,000	-	-	(20,000)	(50.0)%	(40,000)	-	
35	30 by 30 Task force	10,000	11,000	18,000	16,910	1,000	9.1%	7,000	0	
36	Misc Council TFs	-	-	-	1,562	-	-	-	-	
	<b>EXCESS OF REVENUE OVER EXPENSES</b>	<b>2,456,181</b>	<b>1,203,912</b>	<b>(856,602)</b>	<b>123,081</b>	<b>1,252,269</b>	<b>104.0%</b>	<b>2,060,514</b>	<b>240.5%</b>	

\* Note 1: For line item #8, additional monies may have to be paid to FSRA (the Financial Services Regulatory Authority) for pension related matters. The amount to be paid is not known at this time but may be up to an additional \$700k.

**Professional Engineers Ontario - DRAFT 2020 OPERATING BUDGET**

**Variance Analysis - 2020 Budget Vs 2019 Forecast**

C-530-2.3  
Appendix A

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Ref. No.	Variance Explanation
1	Increase due to higher P.Eng membership fees that became effective May 1, 2019 and the annual growth in membership.
2	Increase due to higher application, registration, examination and various other fees that came into effect on May 1, 2019.
3	Increase in 40 Sheppard revenues due to higher occupancy and reimbursement of recoverable costs. There is an offset due to the termination of a lease.
4	Higher advertising income due to increase in ad revenue from Eng. Dimensions.
5	No change expected in investment revenue - this figure may be higher or lower depending on unexpected changes in market conditions.
8	Increase in salaries and benefits due to the filling of vacant positions in 2019 and the payment of a pension adjustment charge. The number of FT positions in 2020 remains unchanged at 111.
9	40 Sheppard expenses are lower due to a one time charge for the termination of a lease in 2019. This is partially offset by an increase in tenant recoverable costs due to higher utilities, janitorial and amortization costs.
10	Purchased Services spend is higher in 2020 due to an increase in costs for marking, setting and invigilation of exams; higher costs for printing Engineering Dimensions; increase in audio-visual expenses & costs for meals and catering at various events such as the AGM, OOH, etc.
11	Higher costs for various software support contracts and for leasing IT equipment such as laptops, etc.
12	There is a decrease in amortization costs due to fewer capital projects in 2020.
13	This amount represents the allocation to Engineers Canada. The rate of \$10.21 paid per member remains unchanged.
14	Higher expenses for contract staff in the Corp services, IT, Finance and Regulatory compliance departments. These positions have been requested largely to deal with the increase in workload stemming from the current vacancies in FT staff positions.
15	Chapters costs are slightly lower due to a decrease in spending for various chapter events. There is no change in Chapter allotments.
16	Increase in legal (corporate, prosecution and tribunal) expenses over the 2019 forecast for legal counsel due to corporate general matters, administrative law counsel, discipline prosecution, etc.
17	Higher occupancy costs to reflect the increase in operating costs and higher costs renting external locations for conducting exams.
18	Increase in volunteer expenses for travel, accommodation, mileage, and air/train fare, etc. for attendance at various committee meetings and events.
19	Transaction costs will be higher in 2020 largely due to an increase in credit card transaction costs and costs related to payroll management.
20	Higher costs in 2020 due to increase in postage by Canada Post and higher costs for mailing Eng. Dimensions and other PEO correspondence.
21	Increase in consultants due to the costs for a PEAK program consultant. This is partially offset by the completion of the Aptify upgrade project in 2019 with no additional spend expected in 2020.
22	Slight increase in training and professional development costs largely due to higher costs for reimbursement of staff & volunteer P.Eng membership, OSPE and other designation annual dues.
23	Higher spend on recognition, grants and awards in 2020 largely due to staff service awards event in 2020 which is held once every two years; PR items for volunteers, student membership program, govt. liaison program, etc.
24	Increase in staff business expenses for travel to various events, meetings, etc.
25	Slight increase in insurance costs due to higher premiums.
26	Increase in spend on Office Supplies due to higher spend on files, folders, meeting supplies, etc.
27	Printing and photocopying costs in 2020 are expected to remain in line with a slight increase from the 2019 forecast.
28	Advertising costs are expected to increase in 2020 due to spend on ads for staff recruitment and for the EIT program.

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

C-530-2.3 Appendix A
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	2018 ACTUAL	2019 FORECAST	2020 BUDGET	2021 PROJECTION	2022 PROJECTION	2023 PROJECTION	2024 PROJECTION
<b>REVENUE</b>							
P. Eng Revenue	\$15,731,903	\$17,564,964	\$19,527,320	\$19,800,702	\$20,077,912	\$20,359,003	\$20,644,029
Appln, regn, exam and other fees	6,966,526	8,059,437	8,998,902	9,124,887	9,252,635	9,382,172	9,513,522
40 Sheppard Revenue	2,058,844	2,047,098	2,423,490	3,018,868	3,071,821	3,122,709	3,189,965
Advertising income	270,005	230,000	250,000	251,875	253,764	255,667	257,585
Investment income	64,460	205,000	205,000	207,870	210,780	213,731	216,723
	<b>\$25,091,738</b>	<b>\$28,106,499</b>	<b>\$31,404,712</b>	<b>\$32,404,202</b>	<b>\$32,866,913</b>	<b>\$33,333,282</b>	<b>\$33,821,825</b>
<b>EXPENSES</b>							
Salaries and benefits / Retiree and staff future benefits	11,778,442	13,013,193	14,250,018	14,535,018	14,825,719	15,122,233	15,424,678
40 Sheppard expenses	2,494,427	2,819,908	2,384,486	2,385,974	2,411,002	2,440,516	2,482,770
Purchased services	1,620,259	1,261,479	1,431,320	1,474,260	1,518,487	1,564,042	1,610,963
Computers and telephone	968,239	1,163,222	1,274,925	1,313,173	1,352,568	1,393,145	1,434,939
Amortization	1,210,440	1,176,642	1,099,223	1,132,200	1,166,166	1,201,151	1,237,185
Engineers Canada	982,774	1,009,422	1,029,610	1,060,498	1,092,313	1,125,083	1,158,835
Legal (Corporate, Prosecution & Tribunal)	1,072,994	816,177	944,555	963,446	982,715	1,002,369	1,022,417
Chapters	817,850	948,615	937,210	965,326	994,286	1,024,115	1,054,838
Occupancy costs	885,083	848,797	939,455	958,244	977,409	996,957	1,016,896
Volunteer expenses	726,230	700,280	820,025	836,426	853,154	870,217	887,621
Transaction fees	544,817	652,485	706,185	727,371	749,192	771,667	794,817
Contract staff	305,197	488,297	1,001,397	518,034	533,575	549,583	566,070
Consultants	235,196	387,100	436,100	449,183	462,658	476,538	490,834
Postage and courier	529,756	441,849	501,140	516,174	531,659	547,609	564,037
Professional development	86,057	206,500	220,100	226,703	233,504	240,509	247,724
Recognition, grants and awards	141,498	160,762	184,420	189,953	195,651	201,521	207,566
Staff expenses	88,055	135,459	162,795	167,679	172,709	177,890	183,227
Insurance	127,030	126,900	127,917	131,755	135,707	139,778	143,972
Office supplies	134,263	104,250	117,400	120,922	124,550	128,286	132,135
Printing	102,310	108,000	110,000	113,300	116,699	120,200	123,806
Advertising	99,268	82,250	100,250	103,258	106,355	109,546	112,832
	<b>24,950,185</b>	<b>26,651,587</b>	<b>28,778,531</b>	<b>28,888,895</b>	<b>29,536,080</b>	<b>30,202,956</b>	<b>30,898,165</b>
<b>EXCESS OF REVENUE OVER EXPENDITURE before undernoted</b>	<b>\$141,553</b>	<b>\$1,454,912</b>	<b>\$2,626,181</b>	<b>\$3,515,307</b>	<b>\$3,330,833</b>	<b>\$3,130,326</b>	<b>\$2,923,659</b>
<b>EXPENSES - NON CORE OPERATIONS</b>	18,472	251,000	170,000	1,000,000	1,000,000	1,000,000	1,000,000
<b>EXCESS OF REVENUE OVER EXPENDITURE</b>	<b>\$123,081</b>	<b>\$1,203,912</b>	<b>\$2,456,181</b>	<b>\$2,515,307</b>	<b>\$2,330,833</b>	<b>\$2,130,326</b>	<b>\$1,923,659</b>

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

C-530-2.3 Appendix A
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DRAFT - Rev 3

	2018 ACTUAL	2019 FORECAST	2020 BUDGET	2021 PROJECTION	2022 PROJECTION	2023 PROJECTION	2024 PROJECTION
<b>ASSETS</b>							
CURRENT							
Cash	2,773,438	4,689,010	4,689,010	4,689,010	4,689,010	4,689,010	4,689,010
Marketable securities at fair value	6,819,008	6,819,008	9,642,010	11,993,634	13,848,391	15,319,444	17,408,180
Cash & marketable securities	9,592,446	11,508,018	14,331,020	16,682,644	18,537,401	20,008,454	22,097,190
Prepaid expenses, deposits & other assets	1,191,172	1,012,589	929,914	838,971	738,934	628,894	507,850
	11,217,085	12,954,074	15,694,401	17,955,082	19,709,802	21,070,815	23,038,507
Capital assets	34,284,911	32,862,922	31,489,980	30,655,810	30,143,127	29,823,644	29,416,708
	<b>45,501,996</b>	<b>45,816,996</b>	<b>47,184,381</b>	<b>48,610,892</b>	<b>49,852,929</b>	<b>50,894,459</b>	<b>52,455,215</b>
<b>LIABILITIES</b>							
CURRENT							
Accounts payable and accrued liabilities	2,215,435	2,215,435	2,215,435	2,215,435	2,215,435	2,215,435	2,215,435
Fees in advance and deposits	9,250,525	9,250,525	9,250,525	9,250,525	9,250,525	9,250,525	9,250,525
Current portion of long term debt	5,607,000	1,088,796	1,088,796	1,088,796	1,088,796	362,904	-
	17,072,960	12,554,756	12,554,756	12,554,756	12,554,756	11,828,864	11,465,960
LONG TERM							
Long term debt	-	3,629,292	2,540,496	1,451,700	362,904	-	-
Employee future benefits	11,276,600	11,276,600	11,276,600	11,276,600	11,276,600	11,276,600	11,276,600
	11,276,600	14,905,892	13,817,096	12,728,300	11,639,504	11,276,600	11,276,600
Net Assets	17,152,436	18,356,348	20,812,529	23,327,836	25,658,669	27,788,995	29,712,655
	<b>45,501,996</b>	<b>45,816,996</b>	<b>47,184,381</b>	<b>48,610,892</b>	<b>49,852,929</b>	<b>50,894,459</b>	<b>52,455,215</b>



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

C-530-2.3 Appendix A
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DRAFT - Rev 3

	2019	2020	2021	2022	2023	2024
<b><u>Operating</u></b>	<b>FORECAST</b>	<b>BUDGET</b>	<b>PROJECTION</b>	<b>PROJECTION</b>	<b>PROJECTION</b>	<b>PROJECTION</b>
Excess of revenue over expenses - operations	1,203,912	2,456,181	2,515,307	2,330,833	2,130,326	1,923,659
Add (deduct) items not affecting cash						
Amortization	2,559,544	2,213,923	2,284,095	2,352,084	2,422,792	2,496,336
Amortization - other assets (leasing)	178,583	82,675	90,943	100,037	110,040	121,044
<b>Total Operating</b>	<b>3,942,039</b>	<b>4,752,779</b>	<b>4,890,345</b>	<b>4,782,954</b>	<b>4,663,158</b>	<b>4,541,039</b>
<b><u>Financing</u></b>						
Repayment of mortgage	(888,912)	(1,088,796)	(1,088,796)	(1,088,796)	(1,088,796)	(362,904)
<b>Total Financing</b>	<b>(888,912)</b>	<b>(1,088,796)</b>	<b>(1,088,796)</b>	<b>(1,088,796)</b>	<b>(1,088,796)</b>	<b>(362,904)</b>
<b><u>Investing</u></b>						
<i>Additions to Capital Assets:</i>						
Additions to Building (Recoverable)	(803,149)	(201,081)	(199,925)	(89,400)	(103,309)	(89,400)
Additions to other Capital Assets (F&F, IT, Phone, AV, etc.)	(334,406)	(639,900)	(1,250,000)	(1,750,000)	(2,000,000)	(2,000,000)
<b>Total Investing</b>	<b>(1,137,555)</b>	<b>(840,981)</b>	<b>(1,449,925)</b>	<b>(1,839,400)</b>	<b>(2,103,309)</b>	<b>(2,089,400)</b>
Net Cash Increase/(Decrease) during the year	1,915,572	2,823,002	2,351,624	1,854,758	1,471,053	2,088,735
Cash, beginning of year	2,773,438	4,689,010	7,512,012	9,863,636	11,718,393	13,189,446
Cash, end of year	<b>4,689,010</b>	<b>7,512,012</b>	<b>9,863,636</b>	<b>11,718,393</b>	<b>13,189,446</b>	<b>15,278,182</b>
<b>Cash/Investments, end of year</b>	<b>11,508,018</b>	<b>14,331,020</b>	<b>16,682,644</b>	<b>18,537,401</b>	<b>20,008,454</b>	<b>22,097,190</b>
<b>Comprised of:</b>						
Cash	4,689,010	4,689,010	4,689,010	4,689,010	4,689,010	4,689,010
Investments	6,819,008	9,642,010	11,993,634	13,848,391	15,319,444	17,408,180
	<b>11,508,018</b>	<b>14,331,020</b>	<b>16,682,644</b>	<b>18,537,401</b>	<b>20,008,454</b>	<b>22,097,190</b>

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

C-530-2.3  
Appendix A

DRAFT - Rev 3

Description	2019 FORECAST	2020 BUDGET	2021 PROJECTION	2022 PROJECTION	2023 PROJECTION	2024 PROJECTION
Rental income	685,613	872,713	1,028,449	1,034,419	1,036,734	1,053,763
Operating cost	1,533,823	1,761,301	2,089,229	2,144,082	2,200,684	2,259,100
Property tax	330,716	329,541	460,294	469,500	478,890	488,468
Parking income	139,050	158,652	158,652	158,652	158,652	158,652
Other space rent	138,309	138,378	136,081	136,081	136,081	136,081
<b>TOTAL REVENUE</b>	<b>2,827,511</b>	<b>3,260,585</b>	<b>3,872,705</b>	<b>3,942,734</b>	<b>4,011,041</b>	<b>4,096,064</b>
Less PEO Share of CAM & Tax	780,413	837,095	853,837	870,913	888,332	906,099
<b>TOTAL REVENUE excluding PEO share of CAM &amp; Tax</b>	<b>2,047,098</b>	<b>2,423,490</b>	<b>3,018,868</b>	<b>3,071,821</b>	<b>3,122,709</b>	<b>3,189,965</b>
Utilities	461,830	519,834	530,231	540,835	551,652	562,685
Property taxes	442,420	451,269	460,294	469,500	478,890	488,468
Amortization	616,709	643,253	680,448	714,471	750,194	787,704
Payroll	258,166	263,329	268,596	273,968	279,447	285,036
Janitorial	226,581	267,611	271,433	276,862	282,399	288,047
Repairs and maintenance	170,821	180,830	173,124	176,587	180,118	183,721
Property management and advisory fees	50,004	51,004	52,024	53,065	54,126	55,208
Road and ground	28,280	26,803	14,671	14,964	15,263	15,569
Administration	25,400	27,313	27,859	28,416	28,984	29,564
Security	29,951	23,400	23,868	24,345	24,834	25,331
Insurance	19,730	20,479	21,093	21,726	22,378	23,049
<b>TOTAL RECOVERABLE EXPENSES</b>	<b>2,329,892</b>	<b>2,475,125</b>	<b>2,523,641</b>	<b>2,594,739</b>	<b>2,668,285</b>	<b>2,744,382</b>
Interest expense on note and loan payable	240,363	141,195	102,641	64,553	27,935	857
Amortization of building	388,293	388,293	388,293	388,293	388,293	388,293
Amortization of leasing costs	178,583	82,675	90,943	100,037	110,040	121,044
Amortization of non-recoverable capital costs	377,900	83,154	83,154	83,154	83,154	83,154
Other non-recoverable expenses	85,290	51,139	51,139	51,139	51,141	51,139
<b>TOTAL OTHER EXPENSES</b>	<b>1,270,429</b>	<b>746,456</b>	<b>716,170</b>	<b>687,176</b>	<b>660,563</b>	<b>644,487</b>
<b>TOTAL EXPENSES</b>	<b>3,600,321</b>	<b>3,221,581</b>	<b>3,239,811</b>	<b>3,281,915</b>	<b>3,328,848</b>	<b>3,388,869</b>
Less PEO Share of CAM & Tax	780,413	837,095	853,837	870,913	888,332	906,099
<b>TOTAL EXPENSES excluding PEO share of CAM</b>	<b>2,819,908</b>	<b>2,384,486</b>	<b>2,385,974</b>	<b>2,411,002</b>	<b>2,440,516</b>	<b>2,482,770</b>
<b>NET INCOME</b>	<b>(772,810)</b>	<b>39,004</b>	<b>632,894</b>	<b>660,819</b>	<b>682,193</b>	<b>707,195</b>

**2020 Budget - Consolidated**  
**Highlights of significant changes in 2020 budget program expenses as compared to 2019 Forecast**

C-530-2.3  
Appendix B

**DRAFT**

Revised on Oct 31, 2019

**Overview:**

Overall, there is an increase of \$377k or 2.9% in the 2020 program expenses vs the 2019 forecast. This increase is largely due to higher spend in the Licensing, Tribunals and ITS departments. There are also increases in spend for Executive, Finance, Regulatory Compliance and Communications depts. These increases have been partially offset by a reduction in spend for the Corporate Services dept. The decrease in Corporate Services is mainly due to a one time write-off for tenant inducements and leasing commissions in 2019 due to the premature termination of a lease by a tenant. The spend in the licensing dept. is higher in 2020 largely due to the increase in costs for meals, mileage, and travel-related costs for various committee meetings; and higher costs for conducting exams. The increase in the Tribunals dept. budget is due to the higher spend for the Professional Standards Committee and for the PEAK ethics module. The increase in the budgets for the Executive and Finance depts. are largely due to higher contributions to Engineers Canada and higher transaction costs for credit card/banking services, respectively.

Department	2020 Budget	2019 Forecast	2019 Budget	2018 Actual	Favourable / (Unfavourable) Variances		Favourable / (Unfavourable) Variances		Explanation of significant variances
					2020 Bud Vs 2019 Fcst		2019 Fcst Vs 2019 Bud		
					\$	%	\$	%	
<b>Corporate Services</b>	6,741,955	7,009,632	6,861,644	6,730,457	267,677	3.8%	(147,988)	(2.2)%	The Corporate services dept. will report a decrease of \$268k or 3.8% in 2020 over the 2019 forecast largely due to a one time write-off for tenant inducements and leasing commissions in 2019 due to the premature termination of a lease by a tenant. In 2020, a higher spend is expected for various events such as the AGM, the OOH (Order of Honour Gala) and the VLC (Volunteers Leaders Conference) which are to be held in Ottawa. In addition, higher costs are also expected for hosting events such the Ont. P.Eng awards, and Council Workshop.
<b>ITS</b>	1,818,565	1,725,217	1,898,750	1,396,037	(93,348)	(5.4)%	173,533	9.1%	The 2020 budget for ITS dept has an overall increase of \$93k or 5.4% vs forecast primarily due to changes in the scope of work for vulnerability assessment and systems upgrades. There will be additional spending for IT projects like upgrading end of life applications and systems in 2020 whereas the costs for 2019 primarily reflect operational costs. .
<b>Executive Office</b>	1,263,010	1,180,842	1,152,882	1,126,793	(82,168)	(7.0)%	(27,960)	(2.4)%	The 2020 budget for the Executive dept is expected to increase by \$82k or 7% vs the 2019 forecast largely due to an increase in the contributions to Engineers Canada to reflect the natural growth in members, higher travel and related costs for representing PEO at various events, meetings, etc., and a higher contingency for legal expenses.
<b>Licensing</b>	1,150,845	972,853	1,106,325	940,374	(177,992)	(18.3)%	133,472	12.1%	An overall increase of \$178k or 18% is expected in 2020 over the 2019 forecast for the licensing dept. largely due to higher costs for marking, setting and invigilation of exams due an expected increase in volume of examinations and higher costs for scanning of licensing records.
<b>Finance</b>	819,461	760,364	500,786	688,125	(59,097)	(7.8)%	(259,578)	(51.8)%	An increase of \$59k or 7.8% is expected in 2020 largely due to higher transaction costs for credit card and banking service fees.
<b>Tribunals &amp; Regulatory Affairs</b>	758,625	618,707	658,370	649,429	(139,918)	(22.6)%	39,663	6.0%	The major contributions to the overall variance of \$140k or 23% in the 2020 budget for this department are an anticipated increase in the activities of the Professional Standards Committee as additional guidelines and standards are required, and the transfer of PEAK ethics module course development from staff to an external vendor.
<b>Regulatory Compliance</b>	494,930	438,440	762,655	762,344	(56,490)	(12.9)%	324,215	42.5%	The 2020 Regulatory compliance budget is expected to be higher than the 2019 forecast by \$56k or 13% primarily due to higher spend on discipline prosecution and related matters in 2020.
<b>Communications</b>	479,725	444,045	518,625	578,954	(35,680)	(8.0)%	74,580	14.4%	Increase in the 2020 budget vs 2019 forecast of \$36k or 8% is primarily due to the requirement to conduct a biannual reader survey for Engineering Dimensions (survey not conducted in 2018) as well as the cost for direct digital promotion for the magazine (not incurred in 2019).
<b>Total - Program expenses</b>	<b>\$13,527,116</b>	<b>\$13,150,100</b>	<b>\$13,460,037</b>	<b>\$12,872,513</b>	<b>(\$377,016)</b>	<b>(2.9)%</b>	<b>\$309,937</b>	<b>2.3%</b>	

Professional Engineers Ontario  
2020 Budget - Corporate Services

C-530-2.3  
Appendix B

Highlights of significant changes in 2020 budget program expenses as compared to 2019 forecast

DRAFT

Revised on Oct 31, 2019

Overview:

The Corporate Services dept. will report a decrease of \$268k or 3.8% in 2020 over the 2019 forecast largely due to a one time write-off of tenant inducements and leasing commissions resulting from the premature termination of a lease by a tenant. In 2020, a higher spend is expected for various events such as the AGM, the OOH (Order of Honour Gala) and the VLC (Volunteers Leaders Conference) which are to be held in Ottawa in 2020. Higher costs are also expected for hosting various events such as Ont. P.Eng awards, Council Workshop, etc.

Cost Object No.	Cost Object Description	2020 Budget	2019 Forecast	2019 Budget	2018 Actual	Favourable / (Unfavourable) Variances		Favourable / (Unfavourable) Variances		Explanation for variances
						2020 Bud Vs 2019 Fcst		2019 Fcst Vs 2019 Bud		
						\$	%	\$	%	
100	Align Activities	20,125	13,825	14,425	4,479	(6,300)	(45.6)%	600	4.2%	Speculation of increased legal costs.
104	Govt. Liaison Committee	7,700	7,700	7,740	6,453	-	-	40	0.52%	
105	National Eng. Month	26,200	39,180	40,000	40,110	12,980	33.1%	820	2.1%	Significant decrease in expenditures in 2020 due to decision to no longer participate in NEM activities, however contractual obligations must still be fulfilled.
210	Committee staff advisors group	250	250	250	-	-	-	-	-	
211	Student Memb-General	46,010	49,071	46,010	42,127	3,061	6.2%	(3,061)	(6.7)%	
265	Internship	63,200	63,011	63,200	43,578	(189)	(0.3)%	189	0.30%	
410	Annual General Meeting	224,670	134,876	149,060	154,855	(89,794)	(66.6)%	14,184	9.5%	Meeting held outside of GTA. Travel cost and expenses will increase as a result.
412	Govt. Liaison Program	160,700	153,550	198,500	188,973	(7,150)	(4.7)%	44,950	22.6%	
420	Order of Honour	123,010	90,140	107,900	113,318	(32,870)	(36.5)%	17,760	16.5%	Meeting held outside of GTA. Travel cost and expenses will increase as a result.
470	Ontario P.Eng. Awards	160,850	127,635	150,975	155,981	(33,215)	(26.0)%	23,340	15.5%	General increased cost for hosting event.
475	Volunteer Leadership Conference	67,620	56,788	55,300	56,822	(10,832)	(19.1)%	(1,488)	(2.7)%	General increased cost for hosting event.
477	Chapters	803,760	838,790	837,340	733,691	35,030	4.2%	(1,450)	(0.2)%	Decrease primarily due elim. of Northern and Western Regional Offices.
478	Regional Congress	73,150	86,800	55,040	74,283	13,650	15.7%	(31,760)	(57.7)%	Adjustments made based on 2018 actual.
479	Regional Councillors Committee	38,450	69,569	89,400	71,598	31,119	44.7%	19,831	22.2%	Lower amount in 2020 primarily due to the elimination of Chapter scholarships to students.
480	Education Committee	-	-	-	36,342	-	-	-	-	

Professional Engineers Ontario  
2020 Budget - Corporate Services

C-530-2.3  
Appendix B

Highlights of significant changes in 2020 budget program expenses as compared to 2019 forecast

DRAFT

Revised on Oct 31, 2019

Overview:

The Corporate Services dept. will report a decrease of \$268k or 3.8% in 2020 over the 2019 forecast largely due to a one time write-off of tenant inducements and leasing commissions resulting from the premature termination of a lease by a tenant. In 2020, a higher spend is expected for various events such as the AGM, the OOH (Order of Honour Gala) and the VLC (Volunteers Leaders Conference) which are to be held in Ottawa in 2020. Higher costs are also expected for hosting various events such as Ont. P.Eng awards, Council Workshop, etc.

Cost Object No.	Cost Object Description	2020 Budget	2019 Forecast	2019 Budget	2018 Actual	Favourable / (Unfavourable) Variances		Favourable / (Unfavourable) Variances		Explanation for variances
						2020 Bud Vs 2019 Fcst		2019 Fcst Vs 2019 Bud		
						\$	%	\$	%	
485	EIR	-	-	-	69,425	-	-	-	-	
500	Succession Planning Task Force	26,100	24,887	26,100	-	(1,213)	(4.9)%	1,213	4.6%	
510	Facility	1,485,951	1,466,058	1,587,323	1,527,957	(19,893)	(1.4)%	121,265	7.6%	Increased rent in 2020 for PEO space and offsite rental space.
511	40 Sheppard Ave West	2,384,486	2,819,908	2,436,721	2,494,427	435,422	15.4%	(383,187)	(15.7)%	One-time write-off of inducements and leasing commissions due to premature termination of a lease by a tenant in 2019.
515	Printing & Mail Services	149,000	145,900	148,900	153,095	(3,100)	(2.1)%	3,000	2.0%	
545	Telephone Services	353	8,054	11,870	11,870	7,701	95.6%	3,816	32.1%	
610	HR Planning S-General	107,500	107,500	97,500	76,574	-	-	(10,000)	(10.3)%	
620	Recruitment Staff-General	10,250	7,250	7,250	3,340	(3,000)	(41.4)%	-	-	Increased costs for online postings.
630	Development - Staff & Volunteers	223,920	210,320	185,820	123,649	(13,600)	(6.5)%	(24,500)	(13.2)%	New compliance training implemented for volunteers. Increased P. Eng. fees payment.
640	Compensation	39,300	25,000	24,250	19,360	(14,300)	(57.2)%	(750)	(3.1)%	Increased contract staff compliment.
645	Benefit Administration-General	129,335	120,980	119,980	84,510	(8,355)	(6.9)%	(1,000)	(0.8)%	Increased costs.
660	Recognition Volunteer-General	19,000	19,000	19,000	6,468	-	-	-	-	
680	Equity & Diversity	9,000	8,200	9,000	9,235	(800)	(9.8)%	800	8.9%	Increased travel and expenses for volunteers on committee not living in GTA.

Professional Engineers Ontario  
2020 Budget - Corporate Services

C-530-2.3  
Appendix B

Highlights of significant changes in 2020 budget program expenses as compared to 2019 forecast

DRAFT

Revised on Oct 31, 2019

Overview:

The Corporate Services dept. will report a decrease of \$268k or 3.8% in 2020 over the 2019 forecast largely due to a one time write-off of tenant inducements and leasing commissions resulting from the premature termination of a lease by a tenant. In 2020, a higher spend is expected for various events such as the AGM, the OOH (Order of Honour Gala) and the VLC (Volunteers Leaders Conference) which are to be held in Ottawa in 2020. Higher costs are also expected for hosting various events such as Ont. P.Eng awards, Council Workshop, etc.

Cost Object No.	Cost Object Description	2020 Budget	2019 Forecast	2019 Budget	2018 Actual	Favourable / (Unfavourable) Variances		Favourable / (Unfavourable) Variances		Explanation for variances
						2020 Bud Vs 2019 Fcst		2019 Fcst Vs 2019 Bud		
						\$	%	\$	%	
685	Advisory Comm. on Volunteers	12,285	11,925	12,285	11,228	(360)	(3.0)%	360	2.9%	
686	Awards Selection Committee	11,000	12,400	11,000	14,289	1,400	11.3%	(1,400)	(12.7)%	
687	Human Resources & Comp. Committee	6,000	6,250	6,250	42,088	250	4.0%	-	-	
817	Secretariat Services	3,000	1,500	3,000	398	(1,500)	(100.0)%	1,500	50.0%	
835	Council Elections	171,750	166,168	189,355	217,135	(5,582)	(3.4)%	23,187	12.2%	
845	Executive Committee	5,950	4,512	5,500	2,768	(1,438)	(31.9)%	988	18.0%	
850	Council Meetings	54,550	50,931	65,000	75,558	(3,619)	(7.1)%	14,069	21.6%	
860	Council Workshop	65,280	50,754	67,250	58,834	(14,526)	(28.6)%	16,496	24.5%	General increased cost for hosting event.
865	Council Orientation	3,000	3,300	2,500	1,761	300	9.1%	(800)	(32.0)%	
870	Search Committee	5,350	3,750	6,650	3,878	(1,600)	(42.7)%	2,900	43.6%	
918	GG Sterling Award	3,900	3,900	4,000	-	-	-	100	2.5%	
<b>Corporate Services Total</b>		<b>\$6,741,955</b>	<b>\$7,009,632</b>	<b>\$6,861,644</b>	<b>\$6,730,457</b>	<b>\$267,677</b>	<b>3.8%</b>	<b>(\$147,988)</b>	<b>(2.2)%</b>	

Professional Engineers Ontario

2020 Budget - ITS

Highlights of significant changes in 2020 budget program expenses as compared to 2019 forecast

DRAFT

C-530-2.3  
Appendix B

Revised on Oct 31, 2019

Overview:

Increase of \$93k or 5.4% due to changes in projects either in scope or timing for delivery of projects in 2019. The upgrade projects for Exchange and SharePoint changed from on-premise to cloud-based which resulted in different pricing structures. Website upgrade project was not completed and therefore anticipated additional expenses were not incurred. Increased costs in 2020 over 2019 mainly stem from the hardware end of life upgrade project.

Cost Object No.	Cost Object Description	2020 Budget	2019 Forecast	2019 Budget	2018 Actual	Favourable / (Unfavourable) Variances		Favourable / (Unfavourable) Variances		Explanation for variances
						2020 Bud Vs 2019 Fcst		2019 Fcst Vs 2019 Bud		
						\$	%	\$	%	
100	Align Activities	-	275	275	2,069	275	100%	-	-	
710	InfoSys Dev-General	716,597	641,910	757,955	462,800	(74,687)	(11.6)%	116,045	15.3%	Higher spend in 2020 expected due to the expected transition to the cloud.
715	Information System Operation	990,323	1,006,602	1,021,349	853,767	16,279	1.6%	14,747	1.4%	
720	Data Security-General	16,000	8,000	22,500	7,500	(8,000)	(100.0)%	14,500	64.4%	Only one vulnerability assessment performed in 2019 because work scheduled to address vulnerabilities in Q1 were delayed to Q3&Q4. Two vulnerability tests planned for 2020 for enhanced security.
725	Desktop-General	94,145	67,000	80,671	49,785	(27,145)	(40.5)%	13,671	16.9%	Higher spend in 2020 due to replacement of end of life hardware plus carrying cost of newly leased equipment. The spend in 2019 is expected to be lower than normal due to reduced leasing costs on account of fewer working staff in 2019.
730	Web Portal (support)	1,500	1,430	16,000	20,116	(70)	(4.9)%	14,570	91.1%	In 2019, the website upgrade project was not completed therefore the anticipated expenses did not occur.
<b>ITS Total</b>		<b>\$1,818,565</b>	<b>\$1,725,217</b>	<b>\$1,898,750</b>	<b>\$1,396,037</b>	<b>(\$93,348)</b>	<b>(5.4)%</b>	<b>\$173,533</b>	<b>9.1%</b>	

Professional Engineers Ontario

2020 Budget - Executive Office

Highlights of significant changes in 2020 budget program expenses as compared to 2019 forecast

C-530-2.3  
Appendix B

DRAFT

Revised on Oct 31, 2019

**Overview:**

The 2020 budget for the Executive dept is expected to increase by \$82k or 7% vs the 2019 forecast largely due to an increase in the contributions to Engineers Canada to reflect the natural growth in members, higher travel and related costs for representing PEO at various events, meetings, etc., and higher contingency for legal expenses.

Cost Object No.	Cost Object Description	2020 Budget	2019 Forecast	2019 Budget	2018 Actual	Favourable / (Unfavourable) Variances		Favourable / (Unfavourable) Variances		Explanation for variances
						2020 Bud Vs 2019 Fcst		2019 Fcst Vs 2019 Bud		
						\$	%	\$	%	
100	Align Activities	-	-	6,250	3,783	-	-	6,250	100.0%	
805	Executive Operations	-	-	-	919	-	-	-	-	
810	Engineers Canada	1,051,310	1,023,052	997,407	991,276	(28,258)	(2.8)%	(25,645)	(2.6)%	Increase largely due to higher contribution to Engineers Canada on account of increase in membership. The per member cost of \$10.21 remains unchanged.
815	President's Office	34,550	24,403	37,350	28,528	(10,147)	(41.6)%	12,947	34.7%	Higher travel and related costs for representing PEO at various meetings, events, etc.
825	Represent PEO	25,850	15,253	21,850	5,316	(10,597)	(69.5)%	6,597	30.2%	Higher travel and related costs for representing PEO at various meetings, events, etc.
830	OSPE-General	1,800	1,284	1,375	2,675	(516)	(40.2)%	91	6.6%	
875	Audit Committee	49,500	46,650	43,900	43,047	(2,850)	(6.1)%	(2,750)	(6.3)%	
907	Legal Reserve	100,000	70,200	44,750	51,249	(29,800)	(42.5)%	(25,450)	(56.9)%	Contingency for unexpected legal costs.
<b>Executive Office Total</b>		<b>\$1,263,010</b>	<b>\$1,180,842</b>	<b>\$1,152,882</b>	<b>\$1,126,793</b>	<b>(\$82,168)</b>	<b>(7.0)%</b>	<b>(\$27,960)</b>	<b>(2.4)%</b>	



Professional Engineers Ontario

2020 Budget - Licensing

Highlights of significant changes in 2020 budget program expenses as compared to 2019 forecast

DRAFT

C-530-2.3  
Appendix B

Revised on Oct 31, 2019

Overview:

An overall increase of \$178k or 18.3% is expected in 2020 over the 2019 fcst for the licensing dept. largely due to higher costs for marking, setting and invigilation of exams due an expected increase in volume of examinations and higher costs for scanning of licensing records.

Cost Object No.	Cost Object Description	2020 Budget	2019 Forecast	2019 Budget	2018 Actual	Favourable / (Unfavourable) Variances		Favourable / (Unfavourable) Variances		Explanation for variances
						2020 Bud vs 2019 Fcst		2019 Fcst Vs 2019 Bud		
						\$	%	\$	%	
100	General	15,050	15,050	14,150	7,346	-	-	(900)	(6.4)%	
215	CofA Renewal-General	6,000	6,000	7,000	5,909	-	-	1,000	14.3%	
225	Support Univ-General	500	500	500	15	-	-	-	-	
230	Reinstatement-General	1,700	1,700	1,700	2,476	-	-	-	-	
235	IAMA Transfers	12,250	12,250	12,250	13,191	-	-	-	-	
240	Temporary Licensing	9,800	9,800	6,800	9,415	-	-	(3,000)	(44.1)%	
245	P.Eng. Licensing	805,595	667,935	788,170	665,562	(137,660)	(20.6)%	120,235	15.3%	Largely due to higher costs for exam marking, setting and invigilation.
246	Licensing Enhancements	600	600	-	357	-	-	(600)	0.0%	
248	Licensing committee	14,900	14,900	15,075	6,704	-	-	175	1.2%	
250	Provisional Licence	650	362	600	367	(288)	(79.6)%	238	39.7%	
255	Limited Licensing	2,400	2,400	2,400	1,363	-	-	-	-	
262	Institute Accreditation	3,700	3,700	3,700	-	-	-	-	-	
270	CofA-General	15,150	15,150	15,150	8,833	-	-	-	-	
275	Consulting Engr. Designation	800	800	800	811	-	-	-	-	
277	Exam Development	1,700	1,700	1,700	-	-	-	-	-	
280	Academic Requirements Com	63,400	61,044	59,900	55,116	(2,356)	(3.9)%	(1,144)	(1.9)%	
285	Experience Requirements Com	38,150	27,830	35,600	34,704	(10,320)	(37.1)%	7,770	21.8%	
290	Consulting Engineers Des	22,200	22,200	21,330	14,561	-	-	(870)	(4.1)%	
525	Document Management Center	136,300	108,932	119,500	113,644	(27,368)	(25.1)%	10,568	8.8%	Increase in costs for scanning of licensing records.
<b>Licensing Total</b>		<b>1,150,845</b>	<b>\$972,853</b>	<b>\$1,106,325</b>	<b>\$940,374</b>	<b>(\$177,992)</b>	<b>(18.3)%</b>	<b>\$133,472</b>	<b>12.1%</b>	

Professional Engineers Ontario  
2020 Budget - Finance  
Highlights of significant changes in 2020 budget program expenses as compared to 2019 forecast

C-530-2.3  
Appendix B

**DRAFT**

Revised on Oct 31, 2019

**Overview:**

An increase of \$59k or 7.8% is expected in 2020 largely due to higher transaction costs for credit card and banking service fees.

Cost Object No.	Cost Object Description	2020 Budget	2019 Forecast	2019 Budget	2018 Actual	Favourable / (Unfavourable) Variances		Favourable / (Unfavourable) Variances		Explanation for variances
						2020 Bud Vs 2019 Fcst		2019 Fcst Vs 2019 Bud		
						\$	%	\$	%	
100	General	-	-	250	245	-	-	250	100%	
520	Fees & Accounts Administration	683,750	629,750	365,600	562,447	(54,000)	(8.6)%	(264,150)	(72.3)%	Higher transaction costs by way of credit card and banking fees.
530	Financial Management	120,461	119,514	124,536	112,459	(947)	(0.8)%	5,022	4.0%	
555	Accounts Payable	-	-	2,000	996	-	-	2,000	100.0%	
575	Finance Committee	15,250	11,100	8,400	11,978	(4,150)	(37.4)%	(2,700)	(32.1)%	Higher costs allocated for the Finance committee.
<b>Finance Total</b>		<b>\$819,461</b>	<b>\$760,364</b>	<b>\$500,786</b>	<b>\$688,125</b>	<b>(\$59,097)</b>	<b>(7.8)%</b>	<b>(\$259,578)</b>	<b>(51.8)%</b>	

Professional Engineers Ontario  
 2020 Budget - Regulatory Compliance  
 Highlights of significant changes in 2020 budget program expenses as compared to 2019 forecast  
**DRAFT**

C-530-2.3  
Appendix B

Revised on Oct 31, 2019

**Overview:**  
 Regulatory Compliance budget is expected to be higher in 2020 by \$56k or 13% over the 2019 forecast primarily due to higher spend on complaints investigation and discipline prosecution related matters.

Cost Object No.	Cost Object Description	2020 Budget	2019 Forecast	2019 Budget	2018 Actual	Favourable / (Unfavourable) Variances		Favourable / (Unfavourable) Variances		Explanation for variances
						2020 Bud Vs 2019 Fcst		2019 Fcst Vs 2019 Bud		
						\$	%	\$	%	
100	Align Activities	3,780	3,580	3,680	2,761	(200)	(5.6)%	100	2.7%	
310	Registration Investigation	10,855	15,735	10,755	94	4,880	31.0%	(4,980)	(46.3)%	Variance is due to the 2019 forecast being increased to account for one additional complex registration file requiring legal input in 2019.
320	Enforcement	20,845	10,529	42,245	11,247	(10,316)	(98.0)%	31,716	75.1%	A public survey regarding engineering and the public's understanding of the need for a licence is planned for 2020.
325	Discipline Prosecution	116,080	84,059	415,280	509,171	(32,021)	(38.1)%	331,221	79.8%	Variance primarily due to current appeals and discipline prosecutions.
340	Complaints Investigation	265,170	265,819	215,695	161,961	649	0.2%	(50,124)	(23.2)%	Favourable variance as certain complex investigation files requiring significant expert reports are anticipated to be completed in 2019.
360	Complaints Com	47,250	34,334	44,350	46,624	(12,916)	(37.6)%	10,016	22.6%	Increase in committee budget as the committee is increasing by two members in 2020 and expected spend in complaints related matters.
380	Enforcement Committee	5,950	4,384	5,650	5,827	(1,566)	(35.7)%	1,266	22.4%	
410	Human Rights Challenges	25,000	20,000	25,000	22,117	(5,000)	(25.0)%	5,000	20.0%	Unfavourable variance due expected increase in spend on human rights challenges related matters.
415	Small Claims	-	-	-	2,542	-	-	-	-	
<b>Regulatory Compliance Total</b>		<b>\$494,930</b>	<b>\$438,440</b>	<b>\$762,655</b>	<b>\$762,344</b>	<b>(\$56,490)</b>	<b>(12.9)%</b>	<b>\$324,215</b>	<b>42.5%</b>	

Professional Engineers Ontario  
2020 Budget - Tribunals  
Highlights of significant changes in 2020 budget program expenses as compared to 2019 forecast

C-530-2.3  
Appendix B

DRAFT

Revised on Oct 31, 2019

**Overview:**

The major contributions for the overall variance in budget for this department are an anticipated increase in the activities of the Professional Standards Committee as additional guidelines and standards are required, and the transfer of PEAK ethics module course development from staff to an external vendor.

Cost Object No.	Cost Object Description	2020 Budget	2019 Forecast	2019 Budget	2018 Actual	Favourable / (Unfavourable) Variances		Favourable / (Unfavourable) Variances		Explanation for variances
						2020 Bud Vs 2019 Fcst		2019 Fcst Vs 2019 Bud		
						\$	%	\$	%	
100	Align Activities	1,225	1,700	1,225	283	475	27.9%	(475)	(38.8)%	
110	Legislation Committee	9,000	7,925	7,950	6,042	(1,075)	(13.6)%	25	0.3%	To cover possible increases in volunteer expenses.
111	Practice Advisory	10,050	8,300	7,950	4,417	(1,750)	(21.1)%	(350)	(4.4)%	
120	PEAK	249,475	184,275	259,350	189,548	(65,200)	(35.4)%	75,075	28.9%	For the past three years course development of the ethics module has been handled by PEO staff. This is very time consuming and takes staff away from regular work. Also the quality of the module needs to be improved. For this reason, we intend to have course development done by outside expert. Also, as noted in PEAK report, a data validation study is required.
125	GOV Relations-General	1,775	1,775	1,775	173	-	-	-	-	
153	Tribunal Operations-Regn.	35,550	30,675	25,850	24,098	(4,875)	(15.9)%	(4,825)	(18.7)%	To cover possible increase in number of applicants requesting hearings.
154	Tribunal Operation-Discipline	184,900	180,800	157,295	248,874	(4,100)	(2.3)%	(23,505)	(14.9)%	
156	Fees Mediation Hearings	5,000	5,000	-	4,181	-	-	(5,000)	-	
157	Registration Committee	32,550	27,350	32,000	23,836	(5,200)	(19.0)%	4,650	14.5%	To cover possible increase in number of applicants.
158	Discipline Committee	46,700	47,107	50,850	37,358	407	0.9%	3,743	7.4%	
160	Professional Standards (PSC)	155,150	100,050	80,750	30,888	(55,100)	(55.1)%	(19,300)	(23.9)%	Additional subcommittees are required to fulfill requests for additional standards and guidelines.
167	Complaints Review Councillor	16,000	13,000	12,950	3,514	(3,000)	(23.1)%	(50)	(0.4)%	To cover possible increase in number of requests for review of Complaints Committee decisions.
180	EABO	1,350	1,350	1,325	749	-	-	(25)	(1.9)%	
375	Fees Mediation Committee	6,500	6,500	6,500	8,451	-	-	-	-	
827	Policy Development	3,400	2,900	12,600	67,017	(500)	(17.2)%	9,700	77.0%	
<b>Tribunals &amp; Regulatory Affairs Total</b>		<b>758,625</b>	<b>\$618,707</b>	<b>\$658,370</b>	<b>\$649,429</b>	<b>(\$139,918)</b>	<b>(22.6)%</b>	<b>\$39,663</b>	<b>6.0%</b>	

Professional Engineers Ontario

2020 Budget - Communications

C-530-2.3  
Appendix B

Highlights of significant changes in 2020 budget program expenses as compared to 2019 Forecast

**DRAFT**

Revised on Oct 31, 2019

**Overview:**

Increase in 2020 budget vs 2019 forecast of 8.0% primarily due to the requirement to conduct a biannual reader survey for Engineering Dimensions (survey not conducted in 2018) as well as the cost for direct digital promotion for the magazine (not incurred in 2019).

Cost Object No.	Cost Object Description	2020 Budget	2019 Forecast	2019 Budget	2018 Actual	Favourable / (Unfavourable) Variances		Favourable / (Unfavourable) Variances		Explanation for variances
						2020 Bud Vs 2019 Fcst		2019 Fcst Vs 2019 Bud		
						\$	%	\$	%	
100	Align Activities	-	-	-	1,624	-	-	-	-	
415	Branding-General	17,425	29,795	31,475	32,365	12,370	41.5%	1,680	5.3%	Decrease in budget for 2020 due to absence of expenditure for Order of Honour-related awards costs incurred in 2019.
425	Comm.-General	110,000	94,000	115,000	63,173	(16,000)	(17.0)%	21,000	18.3%	Minor increase in 2020 budget due to increased cost for press release distribution.
430	Dimensions	352,200	320,150	371,550	481,735	(32,050)	(10.0)%	51,400	13.8%	Increased budget in 2020 due to expenditures for biannual reader survey (not conducted in 2019) and the addition of direct digital promotion (not incurred in 2019).
435	Extra Dimensions-General	100	100	600	57	-	-	500	83.3%	Decrease in budget for 2020 is the result of elimination of expenses not expected to be incurred.
<b>Communications Total</b>		<b>\$479,725</b>	<b>\$444,045</b>	<b>\$518,625</b>	<b>\$578,954</b>	<b>(\$35,680)</b>	<b>(8.0)%</b>	<b>\$74,580</b>	<b>14.4%</b>	

31-Oct-19

## Comparison of 2019 Budget Cuts with 2020 Budget

C-530-2.3  
Appendix C

2019 Budget Cuts				2019 Budget After reductions \$	2020 Budget		Comments
Item	Options to Decrease Expenses	Suggested Cost Savings	2019 Budget Cost Reductions approved by Council		Before hold \$	After hold \$	
A	B	C	D	E	F	G	H
<b>1</b>	<b>Simplify catering options</b> (Serve sandwiches instead of catered meals, eliminate alcohol, etc.)						
1.1	Food costs	<b>\$11,000</b>	<b>\$1,100</b>	Across various comm	Across various comm	Across various comm	Reduced food costs are allocated to various committees across depts wherever feasible.
1.2	Alcohol costs	<b>\$7,200</b>	<b>\$7,200</b>	\$0	\$0	\$0	Reduction achieved as alcohol service remains discontinued with no intent to restart.
<b>2</b>	<b>Eliminate regional viewing meetings for Council election central debate webcast</b>						
		<b>\$25,000</b>	<b>\$25,000</b>	\$42,000	\$23,000	\$23,000	Change made in 2020 budget - was not possible for 2019 budget due to contractual obligations.
<b>3</b>	<b>Suspend Specific Conferences</b>						
3.1	Chapter Leaders Conference	<b>\$95,000</b>	<b>\$9,500</b>	\$83,000	\$79,710	\$79,710	Cuts included in 2020 budget
3.2	Volunteer Leaders Conference	<b>\$62,000</b>	<b>\$6,200</b>	\$55,300	\$67,260	\$67,260	Higher costs in 2020 due to change in venue, i.e. in Ottawa. However, several cost reductions kept - such as continued with elimination of delegate gift, reduced food costs, no printed materials.
3.3	Queen's Park Day	<b>\$35,000</b>	<b>\$35,000</b>	\$0	\$35,000	\$0	Cuts included in 2020 budget
3.4	Committee Chairs Workshop	<b>\$29,000</b>	<b>\$2,900</b>	\$26,000	\$26,000	\$26,000	Continued with elimination of delegate gift, reduced food costs.
3.5	Education Conference	<b>\$30,150</b>	<b>\$30,150</b>	\$0	\$28,500	\$0	Cuts included in 2020 budget

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## Comparison of 2019 Budget Cuts with 2020 Budget

C-530-2.3  
Appendix C

2019 Budget Cuts				2019 Budget After reductions \$	2020 Budget		Comments
Item	Options to Decrease Expenses	Suggested Cost Savings	2019 Budget Cost Reductions approved by Council		Before hold \$	After hold \$	
3.6	PEO Student Conference	\$20,000	\$2,000	\$18,000	\$18,000	\$18,000	Cuts included in 2020 budget
4	<b>Restructure Council Workshop (hold meeting at 40 Sheppard)</b>	\$40,000	\$4,000	\$67,250	\$65,280	\$65,280	Council work-shop in 2020 to be held at Niagara falls with simpler food options.
5	<b>Restructure Annual General Meeting</b> Hold AGM onsite at PEO Do not cover expenses for attendees	\$143,400	\$14,340	\$149,060	\$224,670	\$224,670	Costs are higher in 2020 as the AGM is in Ottawa. Continued with elimination of: welcome reception; delegate gifts; guest program; AGM webcast; restructured AGM-Council meeting space to enable lower AV costs.
5.1	Cost of Council Meetings	\$10,000	\$1,000	\$65,000	\$54,550	\$54,550	Continued with elimination of alcohol.
6	<b>Chapters</b>						
6.1	Hold RCC meetings on Thursday afternoons before Council meeting	\$27,000	\$2,700	\$49,000	\$38,450	\$38,450	Cuts included in 2020 budget
6.2	Northern Regional Office	\$18,000	\$1,800	\$14,000	\$0	\$0	Cuts included in 2020 budget
6.3	Western Regional Office	\$25,000	\$2,500	\$22,000	\$0	\$0	Cuts included in 2020 budget
6.4	Maintain 2019 Chapter funding at 2018 levels	\$128,000	\$12,800	\$637,200	\$686,200	\$637,200	Cuts included in 2020 budget
7	<b>Reduce the number of non-statutory and non-board committees:</b>						
	<b>Advisory Committee on Volunteers (ACV)</b>						
	- Self-evaluation subcommittee						
	- Strategic planning subcommittee						

31-Oct-19

## Comparison of 2019 Budget Cuts with 2020 Budget

C-530-2.3  
Appendix C

2019 Budget Cuts				2019 Budget After reductions \$	2020 Budget		Comments
Item	Options to Decrease Expenses	Suggested Cost Savings	2019 Budget Cost Reductions approved by Council		Before hold \$	After hold \$	
7.1	- Succession planning subcommittee	\$13,650	\$1,365	\$12,285	\$12,285	\$12,285	Cuts included in 2020 budget
	- Training and Comm Chair workshop subcommittee						
	- Vital signs survey subcommittee						
7.3	Awards Committee	\$13,000	\$1,300	\$11,000	\$13,000	\$11,000	Cuts included in 2020 budget. Continued with elimination of committee gifts. Hold subcommittee mtgs adjacent to main committee meeting. Use of teleconferences in lieu of some in-person mtgs.
	Sterling Award Subcommittee	\$4,000	\$400	\$4,000	\$3,900	\$3,900	Cuts included in 2020 budget
7.4	Education Committee						
	Chapter Allotments (for Special Project Funding)	\$15,000	\$15,000	\$0	\$27,750	\$0	Cuts included in 2020 budget
	EDU meetings	\$12,350	\$12,350	\$0		\$0	Cuts included in 2020 budget
	Engineering Innovation Forum (EIF)	\$6,000	\$6,000	\$0		\$0	Cuts included in 2020 budget
7.5	Enforcement Committee	\$6,500	\$650	\$5,650	\$5,950	\$5,950	\$5,950 - Reduced budget maintained for 2020 however Staff have no control over committee travel.
7.6	Equity and Diversity Committee (EDC)	\$10,000	\$1,000	\$9,000	\$16,100	\$9,000	Cuts included in 2020 budget
7.7	Government Liaison Committee	\$8,600	\$860	\$7,740	\$7,700	\$7,700	Cuts included in 2020 budget
7.12	Licensing Committee	\$16,750	\$1,675	\$15,075	\$14,900	\$14,900	Cuts included in 2020 budget
7.13	OSPE-PEO Joint Relations Committee	\$1,750	\$175	\$1,375	\$1,800	\$1,800	Cuts included in 2020 budget
<b>8</b>	<b>Suspend task forces for one year:</b>						
8.1	Succession Planning Task Force	\$29,000	\$2,900	\$26,100	\$31,375	\$26,100	Cuts included in 2020 budget
8.2	30 by 30 Task Force	\$20,000	\$2,000	\$18,000	\$10,000	\$10,000	Cuts included in 2020 budget



31-Oct-19

## Comparison of 2019 Budget Cuts with 2020 Budget

C-530-2.3  
Appendix C

2019 Budget Cuts				2019 Budget After reductions \$	2020 Budget		Comments
Item	Options to Decrease Expenses	Suggested Cost Savings	2019 Budget Cost Reductions approved by Council		Before hold \$	After hold \$	
8.3	Governance Working Group Phase 1 (GWGP1)	\$20,000	\$20,000	\$0	\$0	\$0	Cuts included in 2020 budget
8.4	Emerging Discipline Task Force (EDTF)	\$1,000	\$1,000	\$0	\$0	\$0	Cuts included in 2020 budget
<b>9</b>	<b>Revisit programs</b>						
9.1	Incorporate OOH into AGM Luncheon	\$50,000	\$5,000	\$149,900	\$123,010	\$123,010	Cuts included in the 2020 budget. \$123,000 for the OOH & \$40,000 for the AGM Lunch - Continued with elimination of live music; reduced food costs for dessert reception, etc.
9.2	Student Membership Program (SMP)						
	Outreach, event food, etc.	\$14,900	\$1,490	\$12,410	\$16,800	\$12,410	Costs included in 2020 budget
	University Sponsorships	\$11,000	\$1,100	\$7,400	\$10,000	\$7,400	Cuts included in 202 budget
	PK items sent to each school during orientation week for their first year packages. Currently we send graph paper notepads and in return we ask to be invited for a presentation to their first years.	\$8,000	\$800	\$8,200	\$9,000	\$8,200	Cuts included in the 2020 budget.
9.3	Chapter Scholarships	\$45,000	\$4,500	\$40,000	\$0	\$0	\$0 (Suspended for 2020)
9.4	National Engineering Month (NEM)	\$40,000	\$4,000	\$40,000	\$26,200	\$26,200	\$0 (NEM budget for chapters events only has been suspended for 2020)
<b>10</b>	<b>Internship (EIT program)</b>						
	Licensure Assistance Program	\$56,400	\$5,640	\$50,760	\$50,760	\$50,760	Cuts included in the 2020 budget
	EIT Seminars and Webinars	\$16,700	\$1,670	\$3,030	\$3,630	\$3,030	Cuts included in the 2020 budget

31-Oct-19

### Comparison of 2019 Budget Cuts with 2020 Budget

C-530-2.3  
Appendix C

2019 Budget Cuts				2019 Budget After reductions \$	2020 Budget		Comments
Item	Options to Decrease Expenses	Suggested Cost Savings	2019 Budget Cost Reductions approved by Council		Before hold \$	After hold \$	
	Remainder falls under additional outreach to chapters and companies (presentations by staff), printing of brochures/material, appreciation items for volunteers and mailing fees for EIT welcome packages sent by the registration department	\$10,400	\$1,040	\$9,410	\$17,750	\$9,410	Cuts included in the 2020 budget
12	Estimated savings by way of less payment to Eng. Canada due to elimination of FCP	\$19,910	\$19,910	\$0	\$0	\$0	
13	Decommission PEO Online Member Forum Minimal cost reduction but PEO would reduce risk as the software is no longer supported. Costs to maintain this service would be in PEO staff resources (4 - 6 weeks) to upgrade to the most recent version of the software.	\$500	\$500	\$500	\$500	\$500	This will be completed when Communications decommissions the current PEO website and Forum.
14	Expected savings by reduction in credit card transaction costs	\$210,000	\$210,000	\$0	\$0	\$0	Not implemented. Feedback from applicants and members suggests that enforcing an admin fee for credit card payments is likely to receive significant negative feedback.
Potential cost savings TOTAL		\$1,332,810	\$480,515	\$1,659,645	\$1,749,030	\$1,577,675	



**Professional Engineers**  
Ontario

# **Professional Engineers Ontario**

## **2020 Operating and Capital Budget Assumptions**

Reviewed by FIC on June 3, 2019

# 2020 Budget Assumptions

Reviewed by FIC on June 3, 2019

This document presents key assumptions for revenues, operating expenses and capital expenses related to PEO's 2020 operating and capital budgets.

## A. General Assumptions

In line with previous years, Council-directed projects will be funded from the operating reserve.

## B. Capital Expenditure Assumptions

PEO's capital expenditures in 2020 are expected mainly to be for the following:

### Technology Projects

PEO expects traditional IT capex costs to shift to opex with the move to a digital/cloud first subscription-based model for applications. In addition, a majority of hardware will no longer be purchased, instead a leasing model will be used. For a more proactive model of budgeting, it will be assumed that a 5% technology contingency will be added to the yearly technology budget to cover unexpected costs.

### Building improvements – recoverable

Repairs/upgrades to common areas of the building costing approximately \$515,000 as recommended by BGIS in the Asset Funding Needs Report updated in 2018. The major projects are a new fire pump and control System; replacement of defective exterior windows; and replacement of compressor for the garage sprinkler system.

### Facilities

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

## C. Revenue Assumptions

Based on prior member statistics and current trends, the budget assumptions for the 2020 budget are:

### 1. Membership levels, fees and dues

- All fees, including P.Eng. fees, EIT fees, application fees, registration fees, limited license fees and provisional license fees, were increased by approximately 20% effective May 1, 2019 and will be used as the basis to project revenues for 2020 (i.e. no further fee increases in 2020 are expected.)
- The Financial Credit program has changed per a Council decision to defer credit for the P. Eng. application fee and fees for the first year of membership in the Engineering Intern (EIT) program until an applicant registers for the P. Eng. license. Assuming there is no significant fall in the number of applicants, this change is likely to result in higher EIT and P.Eng. application fee revenues in 2020.
- Net growth rate in the number of full-fee P.Eng. members is expected to be in the range of 1 to 2 per cent.
- Net growth rate in the number of retirees and partial fee members is expected to be in the range of 2 per cent to 3 per cent.
- Miscellaneous revenue from enforcement-related activities, regulatory recoveries, and administrative fees will be factored in the 2020 budget.

# 2020 Budget Assumptions

Reviewed by FIC on June 3, 2019

## **2. Investment income**

PEO's fund manager does not predict returns over a twelve-month cycle but given PEO's portfolio which has over 65 per cent in fixed income instruments and the expected increase in interest rates in the foreseeable future, returns over 3 per cent are unlikely. The return for the year ended December 31, 2018 was 0.46 per cent.

## **3. Advertising income**

Advertising revenue in 2020 is expected to be in the range of \$220,000 to \$250,000. Revenue for the first three issues in 2019 is expected to be around \$103,000. Ad revenue for the year ended December 31, 2018 was \$270,005.

## **4. Rental income from 40 Sheppard**

Currently negotiations are underway to lease the remaining portion of the 4<sup>th</sup> floor (approx. 6,300 sq. ft) for a start date of September 1, 2019. Recovery income should remain in line with total recoverable expenses and slippage should occur only to the extent of any vacancies.

## **5. Expense Assumptions**

### **1. Salaries**

Salaries in 2020 to be budgeted to increase by 3.5 per cent supported by salary market research data. This increase is comprised of:

- 2.5 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 2.5 per cent (same as in 2019) has been assumed based on the information received from the benefits provider.

### **3. PEO pension plan**

The pension plan contribution for 2020 will be based on the five - year mandatory funding valuation conducted by PEO's actuary, Buck Consultants. Based on the inputs provided by Buck Consultants, employer costs are projected to be no more 21% per cent of gross salary in comparison.

### **4. Statutory deductions**

These include Canada Pension Plan (CPP), Employer Health Tax (EHT) and Employment Insurance (EI). For 2020, it is anticipated that CPP increases to 5.25% per cent (5.1% in 2019). EHT remains at 1.95% per cent (no change from 2019) and EI is expected to remain unchanged at 2.5% per cent.

### **5. Other assumptions**

- The non-labour/programs spending increase is assumed to be at the forecast inflation of 2.5 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 2020, chapter bank balances and regional business demands.
- The Engineers Canada assessment rate is expected to remain unchanged.

# 2020 Budget Assumptions

Reviewed by FIC on June 3, 2019

- It is expected that complaint, discipline, and enforcement file volumes will remain consistent with previous years.

## **6. 40 Sheppard Expenses**

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 of mostly broker and legal fees, will increase in 2020 as leases are renewed and vacant space is leased.

## 2020 CAPITAL BUDGET

**Purpose:** To review and approve the draft 2020 capital budget.

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

That Council approve the draft 2020 capital budget reviewed by the Finance Committee and presented to the meeting as C-530-2.4 Appendix A.

**Prepared by:** Chetan Mehta – Director, Finance

**Moved by:** Lorne Cutler, P.Eng. – Chair, Finance Committee

### 1. Need for PEO Action

The Finance Committee completed its review of the draft 2020 operating and capital budgets (“2020 budgets”) on October 16, 2019. As the next step in Council’s business planning cycle, Council needs to approve the draft 2020 capital budget.

The key highlights of the draft 2020 capital budget are summarized below and copy of the draft 2020 capital budget is attached in **Appendix A**.

The key highlights of the 2020 draft capital budget are summarized below. The total capital budget for 2020 is \$841m and is comprised of the following parts:

- i. Capital improvements to 40 Sheppard - \$771k
- ii. Information Technology - \$50k; and
- iii. Facilities - \$20k

#### i. Capital improvements to 40 Sheppard

A total amount of \$570k has been budgeted for leasehold improvements (or inducements).

Leasehold inducements are incentives by way of cost for renovations that are provided to potential tenants for signing leases for the vacant space on the 4<sup>th</sup>, 5<sup>th</sup> and 8<sup>th</sup> floors.

An amount \$201k has been budgeted for capital improvements that are part of Common Area Maintenance (CAM) costs which are recoverable from tenants and recommended by BGIS, PEO’s property manager. These planned improvements in 2020 include:

- \$66k for replacing defective exterior windows;
- \$33k for fire system updates and repairs;
- \$30k for structural study for main building roof;
- \$22k for heat pump replacement; etc.

#### ii. Information Technology Services (ITS)

Significant IT projects planned for 2020 include:

- \$50k for the upgrade of PEO’s web portal

#### iii. Facilities

The expenditures for 2020 are:

- \$20k for replacing old office furniture

## 2. Proposed Action / Recommendation

That Council approves the draft 2020 capital budget.

## 3. Next Steps (if motion approved)

On receiving Council approval, the 2020 capital budget will be used for supporting PEO operations in the coming year.

## 4. Peer Review & Process Followed

<b>Process Followed</b>	<p>Council approved the following motions in the Jun 21, 2019 meeting:</p> <ul style="list-style-type: none"><li>a) That the 2020 Budget Assumptions presented to Council at C-528-2.3, Appendix A and as recommended by the Finance Committee, be referred.</li><li>b) That the Registrar be directed to initiate the budgeting process per PEO's Budgeting Cycle to present the 2020 draft operating budget and capital budgets at the September 2019 Council meeting based on the approved assumptions.</li></ul> <p>Per Council direction, the senior management team and staff began work on the operating and capital budgets for 2020 in July. A draft copy of the 2020 operating and capital budgets along with the 2019 forecast was completed in August and distributed to the Finance Committee prior to its meeting on August 27, 2019.</p> <p>During this meeting, the Finance committee met with members of the senior management team to review the first draft of the 2020 operating and capital budgets. Key highlights of the budgets were reviewed and questions put forward by the Finance Committee members to the senior management team were answered.</p> <p>After discussion and inputs from staff, the Finance Committee concurred that the draft version of the 2020 operating and capital budgets be presented to Council for information and feedback at the Council meeting on September 20, 2019.</p> <p>At the meeting on Sept 20, 2019, Council directed the Finance committee to provide additional details on the programs included in the 2020 budget that were either eliminated or reduced for the 2019 budget. This information was presented to the Finance committee at its meeting on Oct 16, 2019. After discussion, the Finance committee unanimously agreed that the revised draft 2020 operating and capital budgets be presented to Council for approval at Nov 15, 2019 Council meeting.</p>
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<b>Council Identified Review</b>	Council approve the draft 2020 budgets as presented.
<b>Actual Motion Review</b>	The Finance Committee met on October 16th, 2019 to review the draft 2020 operating and capital budgets and recommended that these be presented to Council for approval.

## 5. Appendices

- Appendix A – 2020 Draft Capital Budget

Professional Engineers Ontario

2020 Capital Budget - DRAFT

C-530-2.4  
Appendix A

9-Oct-19

DRAFT - for FIC Review on Oct 16, 2019 - Rev 2

S. No	Project	2019		2020
		Budget	Forecast	Budget
	<b>Leasehold Improvements</b>			
1	PEO Leasehold 4th floor (Inducements)	\$375,000	\$37,305	\$351,800
2	PEO Leasehold 2nd floor (Inducements)	201,000	194,646	-
3	PEO Leasehold 8th floor (Inducements)	150,000	-	148,350
4	PEO Leasehold 5th floor (Inducements)	-	-	\$69,750
	<b>TOTAL Leasehold Improvements</b>	<b>726,000</b>	<b>231,951</b>	<b>569,900</b>
	<b>40 Sheppard Ave - Recoverable</b>			
5	2019-02 Exterior Windows	66,296	59,940	66,296
6	2020 - Fire System Updates and Repairs	-	-	32,543
7	2020 - Structural Study for Main Building Roof	-	-	30,146
8	2020 - HVAC Chiller Touch Screen replacement	-	-	24,370
9	2019-01 Heat Pump Replacement	23,104	23,104	22,054
10	2020 - Structural Study	-	-	15,000
11	2020 - East Side Paver	-	-	10,672
12	2018-03 Generator Replacement	551,065	491,160	-
13	4th Floor Renovations	130,500	95,488	-
14	2019-03 Repair Loading Dock Base Plate	53,680	53,680	-
15	Mechanical elevator	-	44,851	-
16	2019-05 Security Upgrades	82,819	28,954	-
17	2019-04 Parking Garage Grates	15,559	5,972	-
	<b>TOTAL 40 Sheppard- Common Area</b>	<b>923,023</b>	<b>803,149</b>	<b>201,081</b>
	<b>40 Sheppard Ave - Non-Recoverable</b>			
18	4th Floor Renovations	14,500	26,455	-
	<b>Total 40 Sheppard Ave - Non-Recoverable</b>	<b>14,500</b>	<b>26,455</b>	<b>-</b>
	<b>TOTAL 40 Sheppard</b>	<b>1,663,523</b>	<b>1,061,555</b>	<b>770,981</b>
	<b>Software</b>			
19	Upgrade Aptify	45,000	45,000	-
20	Upgrade portal	-	-	50,000
	<b>Total Software</b>	<b>45,000</b>	<b>45,000</b>	<b>50,000</b>
	<b>Total Computer Software</b>	<b>45,000</b>	<b>45,000</b>	<b>50,000</b>
	<b>Facilities</b>			
21	8 new workstations	85,000	-	-
22	Replacement of Office furniture	20,000	20,000	20,000
23	Replace aging AV equipment	11,000	11,000	-
	<b>Total Facilities</b>	<b>116,000</b>	<b>31,000</b>	<b>20,000</b>
	<b>TOTAL Spend on Capital Assets</b>	<b>\$1,824,523</b>	<b>\$1,137,555</b>	<b>840,981</b>

# Briefing Note – Decision

## IMPLEMENTATION OF RECOMMENDATIONS FROM CORONER'S INQUEST INTO THE DEATH OF SCOTT JOHNSON

**Purpose:** To decide on responses to two of the recommendations from the Coroner's Inquest dealing with the collapse of the Radiohead stage and the death of Scott Johnson.

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

### Motion 1

That Council accept the recommendation not to proceed with creating a specialist designation for professional engineers designing and inspecting demountable event structures as presented in the policy analysis C-530-2.5, Appendix B.

### Motion 2

That Council approve the proposal to require annual reporting by all licensed engineering practitioners of information regarding their current practice status, area of engineering practice, and other relevant information as described in the policy analysis in C-530-2.5, Appendix C and direct the Registrar to amend the *Professional Engineers Act* and take other actions to make this possible.

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

**Moved by:** Lisa MacCumber, P.Eng.

## 1. Need for PEO Action

- On April 26, 2019 the Coroner's Office released the recommendations arising from the inquest into the death of Scott Johnson (Radiohead stage collapse at Downsview Park). The jury directed 21 recommendations regarding engineering practice to Professional Engineers Ontario.
- Council considered the plan for implementing these recommendations at its June 21, 2019 meeting and approved the following motion:

That Council direct the Registrar to carry out the work outlined in the Implementation Plan in Appendix A and provide these policy analyses to Council at its November meeting for consideration and decision.

- Many of these recommendations have already been incorporated into the guideline *Design Evaluation and Field Review of Demountable Event and Related Structures* that Council will be asked to approve at this meeting. These are identified in the updated implementation plan provided in Appendix A.
- Of the 21 recommendations, four require policy analysis. However, one of these – the recommendation regarding mandatory continuing professional development for all licensed engineering practitioners – is essentially identical with an issue being investigated as part of the Action Plan dealing with the recommendations from the External Regulatory Review. Consequently, no policy analysis has been prepared for this recommendation. A second recommendation dealing with the creation of professional standards requires the development of preliminary regulatory impact assessments (PRIAs). As the PSC has not yet

decided that professional standards are needed, no PRIAs have been prepared. These assessments will be prepared when draft standards are available.

- Policy analyses for the other two recommendations have been prepared and are provided in Appendices B and C.

## **2. Proposed Action / Recommendation**

- Staff recommend that Council not proceed with the creation of a specialist category for licensed engineering practitioners as implied by Recommendation 14. The policy analysis supporting this staff recommendation is provided in Appendix B.
- Staff recommend that Council approve the proposal to require annual reporting by all licensed engineering practitioners of information regarding their current practice status, area of engineering practice, and other relevant information as described in the policy analysis in Appendix C.

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

- If motion 1 is approved there is nothing else to do on this issue.
- If motion 2 is passed staff will do the following:
  - work with the Ministry of the Attorney General to amend the Act to provide authority to create regulations requiring annual reporting of information by licence holders and holders of certificates of authorization;
  - prepare regulations under Section 7(1)13 of the Act requiring annual reporting of practice area (and other information such as employer and contact information);
  - identify the best way to collect and store the information reported annually by licence holders; and
  - implement the information collection and storage information.
- The schedule of recommendations (Appendix A) will be updated and sent to the Coroner to inform that office of PEO's actions.

## **4. Policy or Program contribution to the Strategic Plan**

The annual reporting project would fall under the following Strategic Objectives:

1. Refine the delivery of the PEAK program – a mechanism for reporting of practice status and area is already incorporated into the PEAK program. Making this reporting mandatory and using the existent PEAK module would encourage more licence holders to complete the rest of the PEAK modules. However, it is not necessary that the reporting be done through the PEAK program. A separate reporting section in the Members Portal can be used for this purpose.
2. Increase influence in matters regarding the regulation of the profession – by following through on this recommendation from a coroner's inquest PEO will be seen to be actively regulating the profession by the coroner's office (which is a branch of the Ministry of the Attorney General) and by other ministries that have been involved in this inquest.

## 5. Financial Impact on PEO Budgets (for five years)

	Operating	Capital	Explanation
Current to Year End	\$	\$	
2 <sup>nd</sup>	\$0	\$0	Preparing regulations, revising either annual renewal notices and/or member portal, adding additional fields to Aptify database and any other work required to implement the annual reporting requirement would be normal operational activities.
3 <sup>rd</sup>	\$0	\$0	
4 <sup>th</sup>	\$0	\$0	
5 <sup>th</sup>	\$0	\$0	

## 6. Peer Review & Process Followed

<b>Process Followed</b>	<p><b>Outline the Policy Development Process followed.</b></p> <ul style="list-style-type: none"> <li>Specialist Designation This policy has been considered several times in the past. Staff reviewed the documentation available from those previous considerations and found that no change in PEO policy was warranted.</li> <li>Mandatory Annual Reporting of Practice Information Staff reviewed the Act and regulations to determine whether authority for mandatory annual reporting was already available.</li> </ul>
<b>Council Identified Review</b>	<p><b>Identify who is to be consulted; how they will be consulted and what kind of response is expected.</b></p> <ul style="list-style-type: none"> <li>N/A</li> </ul>
<b>Actual Motion Review</b>	<p><b>Detail peer review and relevant stakeholder review undertaken</b></p> <ul style="list-style-type: none"> <li>N/A</li> </ul>

**Note: full chronology of events, motion history and reports should be attached in appendices; lengthy reports should include a 1 page (max.) executive summary**

## 7. Appendices

- Appendix A – Recommendations of the Coroner’s Inquest into the Death of Scott Johnson – Implementation Plan (October 21, 2019 revision).
- Appendix B – Policy Analysis – Specialist Designation
- Appendix C – Policy Analysis – Mandatory Annual Reporting of Practice Information

## Recommendations of the Coroner’s Inquest into the Death of Scott Johnson – Implementation Plan Proposed Options

Recommendation	PSC Comments and Background Information	Implementation Actions
11. Ensure that guidelines [published by Professional Engineers Ontario] explicitly make clear that:		
a. Drawings should be clear and consistent, including in their measurement system;	<p>Currently, criteria for complete drawings are addressed in the practice guideline <i>Structural Engineering Design Services in Buildings</i>. See, for example, Structural Drawings pages 13-16: “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...”</p> <p>The proposed guideline <i>Design Evaluation and Field Review of Demountable Event and Related Structures</i> will reference the above guideline, the General Review, and the Use of Seal guideline.</p>	A Briefing Note and motion for Council approval of the guideline <i>Design Evaluation and Field Review of Demountable Event and Related Structures</i> is provided in item C-530-3.7.
b. Guidelines and best practices applying to design and review of structures also apply to demountable event structures, wherever built;	Will be addressed in the proposed guideline: <i>Design Evaluation and Field Review of Demountable Event and Related Structures</i>	A Briefing Note and motion for Council approval of the guideline <i>Design Evaluation and Field Review of Demountable Event and Related Structures</i> is provided in item C-530-3.7.
c. Design drawings should explain key elements in plain language, and include acronyms in a legend;	<p>Will be addressed in the proposed guideline: <i>Design Evaluation and Field Review of Demountable Event and Related Structures</i> by referencing relevant drawing standards.</p> <p>PSC noted that drawings are not meant to be read by the public, but rather by qualified individuals.</p>	A Briefing Note and motion for Council approval of the guideline <i>Design Evaluation and Field Review of Demountable Event and Related Structures</i> is provided in item C-530-3.7.
d. As part of the engineer’s scope of work, engineers should work with clients to develop a checklist of components to be reviewed and the schedule for inspections;	Scope of services and documentation best practices will be addressed in the proposed guideline: <i>Design Evaluation and Field Review of Demountable Event and Related Structures</i> . For example, design drawings should consider that General Review will take place.	A Briefing Note and motion for Council approval of the guideline <i>Design Evaluation and Field Review of Demountable Event and Related Structures</i> is provided in item C-530-3.7.

## Recommendations of the Coroner’s Inquest into the Death of Scott Johnson – Implementation Plan Proposed Options

<p>e. In providing design drawings to clients, engineers should clearly outline which drawings are included by including a comprehensive index as part of the package;</p>	<p>An overall index will be addressed in the proposed guideline: <i>Design Evaluation and Field Review of Demountable Event and Related Structures</i></p>	<p>A Briefing Note and motion for Council approval of the guideline <i>Design Evaluation and Field Review of Demountable Event and Related Structures</i> is provided in item C-530-3.7.</p>
<p>f. There should be a disclaimer in the “title block” in an engineer’s drawings that the drawings are not complete and cannot be relied upon unless they are stamped, signed and dated by the engineer;</p>	<p>The issue of document control is already addressed by the existing <i>Use of Seal</i> guideline.  The proposed guideline <i>Design Evaluation and Field Review of Demountable Event and Related Structures</i> will reference the above guideline.</p>	<p>A Briefing Note and motion for Council approval of the guideline <i>Design Evaluation and Field Review of Demountable Event and Related Structures</i> is provided in item C-530-3.7.</p>
<p>g. Engineers, as part of the package, should provide a separate page of build details in the design drawings, including details for connections;</p>	<p>Connection details are already addressed in practice guideline <i>Structural Engineering Design Services in Buildings</i> Section Design Development Stage pages 11-12, for example: “In the design development stage, the selected preliminary design is developed in sufficient depth to complete construction details and permit work on construction documents to begin...”  The proposed guideline <i>Design Evaluation and Field Review of Demountable Event and Related Structures</i> will reference the above guideline.</p>	<p>A Briefing Note and motion for Council approval of the guideline <i>Design Evaluation and Field Review of Demountable Event and Related Structures</i> is provided in item C-530-3.7.</p>
<p>h. Engineers should confirm that all custom components shown in the design drawings have manufacturer’s results, or have been subjected to specific testing;</p>	<p>This issue will be addressed in the proposed guideline: <i>Design Evaluation and Field Review of Demountable Event and Related Structures</i> Section 7.2 Design Verification, for example: “When evaluating manufactured components, the design criteria of the manufacturer may be used to verify that the design of the component or structure is adequate. For components certified by a recognized agency, and suitable for the application, the engineer can rely on the certification, provided the components are in serviceable condition. For manufactured components in common use with industry-accepted capacities, such as scaffold frames, the engineer can specify the appropriate component.”</p>	<p>A Briefing Note and motion for Council approval of the guideline <i>Design Evaluation and Field Review of Demountable Event and Related Structures</i> is provided in item C-530-3.7.</p>

## Recommendations of the Coroner’s Inquest into the Death of Scott Johnson – Implementation Plan Proposed Options

<p>j. Engineers should ensure that all critical components of demountable event structures have been subjected to a rational sampling process as set out in PEO guidelines prior to their incorporation into the demountable event structures;</p>	<p>This issue is already addressed in the proposed guideline <i>Design Evaluation and Field Review of Demountable Event and Related Structures</i> Section 8 General Review page 12, for example: “Confirm that all components have been inspected by qualified people with the authority to reject defective parts and conduct a general review for suspect elements...”</p>	<p>A Briefing Note and motion for Council approval of the guideline <i>Design Evaluation and Field Review of Demountable Event and Related Structures</i> is provided in item C-530-3.7..</p>
<p>k. Engineers should be present from the beginning to the end of the construction of demountable event structures;</p>	<p>The Registrar should meet with the Ministry of Labour to discuss a potential amendment to the <i>Occupational Health &amp; Safety Act</i> to ensure owners/operators comply with this proposed requirement.</p>	<p>Council directs the Registrar to work with the Ministry of Labour and the Ministry of Municipal Affairs and Housing to consider changes to the relevant regulations to ensure that professional engineers or limited licence holders are present from beginning to end of the construction of demountable event structures.</p> <p>Both Ministries have been contacted asking if they were considering implementing this recommendation. PEO has not received a response.</p>
<p>l. Engineers should consider all available means, including the assistance of workers and technology, to ensure all critical components are properly used and installed.</p>	<p>This issue will be addressed in the proposed guideline: <i>Design Evaluation and Field Review of Demountable Event and Related Structures</i></p>	<p>A Briefing Note and motion for Council approval of the guideline <i>Design Evaluation and Field Review of Demountable Event and Related Structures</i> is provided in item C-530-3.7.</p>
<p>12. Advocate for appropriate standards consistent with the above referenced guidelines.</p>	<p>Preliminary Regulatory Impact Assessments would have to be completed since performance standards are regulations.</p>	<p>Council directs the Registrar to undertake the necessary Preliminary Regulatory Impact Assessments need to created standards based on the previous recommendations and provide these assessments to the Professional Standards Committee for development of the standards where appropriate.</p> <p>The Preliminary Regulatory Impact Assessments will be prepared when draft performance standards are developed. At this time PSC sees no need to create standards derived from the guideline <i>Design Evaluation and Field Review of Demountable Event and Related Structures</i>.</p>



## Recommendations of the Coroner’s Inquest into the Death of Scott Johnson – Implementation Plan Proposed Options

<p>13. Advocate for the enactment of a standard making clear that the engineer sealing the design of a demountable event structure is presumed to be responsible for the entire structure unless otherwise specified in writing on the drawing.</p>	<p>Will be addressed in the revised Use of Seal regulations, specifically:  “(6) When affixed to a final engineering document, the seal represents that the practice of professional engineering reflected in the document can be relied on for the document’s intended purpose and that the practitioner whose seal is affixed to the document accepts professional responsibility for the document’s engineering content.”</p>	<p>Public consultation on the proposed Use of Seal regulations was completed on September 30, 2019. The PSC subcommittee is reviewing the comments received.</p>
<p>14. Develop specialization criteria for engineers working on demountable event structures, including educational opportunities.</p>	<p>Section 7(1)22 of the <i>Professional Engineers Act</i> provides Council with the power to create regulations designating professional engineers and holders of temporary licences as specialists. However, current PEO policy is that there should be only a single general licence to practice professional engineering and Council has, accordingly, avoided creating specialist categories.</p> <p>The proposed guideline <i>Design Evaluation and Field Review of Demountable Event and Related Structures</i> will reference several technical standards.</p>	<p>A policy analysis regarding the possibility of designating professional engineers and holders of temporary licences as specialists is provided to Council as Item 530-2.5 Appendix B.</p>
<p>15. Require members to file an annual report, which would include identifying the engineering areas in which they work.</p>	<p>Could be part of PEAK requirements.</p>	<p>A policy analysis regarding the possibility of producing regulations under Section 7(1)13 of the Act requiring annual reporting of practice area (and other information such as employer and contact information) and to use the PEAK questionnaire component to do so is provided to Council as Item 530-2.5 Appendix C.</p>
<p>16. Provide members who work with demountable event structures with guidelines, special alerts, and any other information that will assist them in this area of work.</p>	<p>PSC says that this recommendation is not within the mandate of PEO but could be addressed by technical standards organizations.</p>	<p>No further action is required.</p>
<p>17. Require that all engineers undertake a minimum number of hours of professional development activities and submit a record of such activities each year to PEO.</p>	<p>Could be part of PEAK requirements.</p> <p>Section 7(1)22 of the <i>Professional Engineers Act</i> provides Council with the power to create regulations governing continuing education.</p>	<p>A policy analysis regarding mandatory continuing professional development will be prepared as part of the Action Plan for Implementation of the Recommendations from the External Regulatory Review. Consequently, this issue will not be dealt with separately here.</p>

## Recommendations of the Coroner’s Inquest into the Death of Scott Johnson – Implementation Plan Proposed Options

	<p>7(1) Subject to the approval of the Lieutenant Governor in Council and with prior review by the Minister, the Council may make regulations,</p> <p>27. governing the continuing education of members and holders of temporary licences, provisional licences and limited licences, including,</p> <ul style="list-style-type: none"> <li>i. providing for the development or approval of continuing education and professional development programs,</li> <li>ii. requiring members and holders to successfully complete or participate in such programs,</li> <li>iii. providing for sanctions for non-compliance, including suspension or cancellation of a person’s licence, temporary licence, provisional licence or limited licence until the person is in compliance, or the imposition of additional requirements in order to be considered to be in compliance;</li> </ul>	
<p>18. Revise PEO’s Standard Project Completion Notice Template to add the following:</p> <ul style="list-style-type: none"> <li>a. The scope of work for which the engineer was retained;</li> <li>b. Identification of the party responsible for the project;</li> <li>c. Identification of the critical points in the construction;</li> <li>d. Identification of components inspected;</li> <li>e. Times physically present at the construction;</li> <li>f. Any limitations in the review and inspections;</li> <li>g. Confirmation that all field review reports have been provided to the party responsible for submission to the chief building official;</li> </ul>	<p>Could be addressed in practice guideline <i>Professional Engineers Providing General Review of Construction as Required by the Ontario Building Code</i>.</p> <p>The PSC will consider this recommendation when revising the above guideline.</p>	<p>No further action required.</p>

## Recommendations of the Coroner’s Inquest into the Death of Scott Johnson – Implementation Plan Proposed Options

h. Confirmation that the final report was made after all construction activities had been concluded.		
19. Inform its members of the engineering issues and concerns raised by this inquest through a Practice Bulletin.	Practice Advisory staff will write an article to update licence holders on the outcome of these recommendations.	No further action required.
20. Inform its members of developments in PEO standards and guidelines in a timely manner.	This recommendation should be considered by the Communications team at PEO.	Council directs the Registrar to ensure that the Communications department monitors the activities of the Professional Standards Committee and reports to PEO licence holders on all developments related to standards and guidelines in a timely manner.

## Specialist Designation - Policy Analysis

### Definition of Issue

On April 26, 2019 the Coroner's Office released the recommendations arising from the inquest into the death of Scott Johnson. The jury directed 21 recommendations to PEO, including the following:

14. Develop specialization criteria for engineers working on demountable event structures, including educational opportunities.

Though the recommendation is not clear about its intent, PEO has interpreted it as recommending that any professional engineer working on demountable event structures should have specialized training and meet specific qualifications. In other words, the coroner's jury is recommending that engineering work related to demountable event structures should be done only by professional engineers designated as specialists. Therefore, this policy analysis looks at the question of creating a specialist category for professional engineers designing or reviewing construction of demountable event structures.

At its June 2019 meeting, Council passed the following motion:

That Council direct the Registrar to carry out the work outlined in the Implementation Plan as presented to the meeting at C-528-2.1, Appendix A and provide these policy analyses to Council at its November 2019 meeting for consideration and decision.

That Implementation Plan included the following action to take on Recommendation 14:

Council directs the Registrar, working with the PSC subcommittee to draft a policy analysis on the possibility of producing, pursuant to Section 7(1)22 of the Professional Engineers Act, regulations needed to create a specialist category for professional engineers designing or reviewing construction of demountable event structures.

### Background

The Coroner's inquiry into the death of Scott Johnson was not the first inquiry to make recommendations to PEO regarding the creation of specialists. The *Report of the Elliot Loke Commission of Inquiry* included the following:

Recommendation No. 1.5:

The prescribed structural inspection should be conducted in accordance with the Performance Standard by a structural engineering specialist who has met the Professional Engineers of Ontario (PEO) qualifications and requirements to be so certified.

Council asked the Professional Standards Committee to develop content for the performance standard noted in that recommendation. While developing the standard, the PSC considered the need for a structural engineering specialist certified by Professional Engineers Ontario. The following is from the PSC's response to Council:

It is our opinion that no evidence was presented at any proceeding [i.e., the Inquiry and the PEO's discipline hearings against those implicated in the collapse] by any stakeholder that would justify imposing this designation on our licence holders. Moreover, a structural

engineering specialist designation would create a two-tier system in our profession with uncertain benefits and unjustifiable costs. Moving forward with this recommendation will require additional time and expenses for PEO.

It was also apparent that specialty certifications were not needed to keep engineers from practicing in an area in which they were not competent, as the Section 72(2)h of Regulation 941 pursuant to the *Professional Engineers Act* already states that “undertaking work the practitioner is not competent to perform by virtue of the practitioner’s training and experience” is professional misconduct. This would make any form of practice-restricting certification redundant.

With a restricted practice specialty designation being both redundant and difficult to implement, and the possibility that introducing exclusive scopes of practice for specialist could lead to a fracturing of the profession, PSC determined that the best way to provide equivalent protection to the public would to amend the performance guideline (also created in response to the Elliot Lake Inquiry) to encourage engineers performing structural assessments to provide specific information to potential clients that would allow those clients to evaluate the appropriateness of retaining any given engineer for this work. The information to be shared includes “a summary of the engineer(s) relevant work experience” and “any perceived conflict of interest”<sup>1</sup>. It was also noted by the PSC that there was no indication that the mall collapse had been caused by an engineer’s incompetence, but rather by the “failure of an engineer and a Certificate of Authorization holder to meet a standard of practice”<sup>2</sup>. As a result, they concluded that strengthening the standard of practice would be more effective than creating a specialist designation with no exclusive scope of practice. Finally, it should be noted that this mandatory disclosure reveals more information to potential clients than a simple title.

The accompanying chart outlines the benefits of disclosure requirements compared to a specialty designation regarding structural engineering<sup>3</sup>.

The PSC concluded that a specialist designation “would not prevent other engineers from repeating the mistakes made during the structural condition assessment of the Algo Centre Mall in Elliot Lake, Ontario. On the other hand, a publicly communicated clear recognized standard of practice for these structural assessments has the potential to be a more effective vehicle to preclude similar omissions

## Comparison: Structural Specialist Designation and Disclosure Requirements to Clients

Issues	Structural Specialist Designation Recommendation	Disclosure Requirements to Clients Proposal
<b>Inquiry’s view and PSC’s view: Self-designation is not in the public interest.</b>	Limited to issue of self-designation in structural engineering services.	Honest disclosure of qualifications and experience to clients prevents unstructured self-designation of practitioners.
<b>PSC’s view: Are there similar requirements in other jurisdictions or areas of practice?</b>	Designated Structural Engineer in BC is for design phase not for structural condition assessments.	Securities Commission Mineral Projects require practitioners to disclose their qualifications and experience to clients.
<b>PSC’s view: Enforceability</b>	Structural specialist designation is not enforceable under our current Act.	Sophisticated clients already require practitioners to disclose qualifications and experience during proposal stage.
<b>PSC’s view: Benefits</b>	“Uncertain benefits” stemming from an “isolated case of negligence”	Promotes an industry best practice
<b>PSC’s view: Costs</b>	“Unjustifiable costs”	No additional costs

<sup>1</sup> From the Guideline

<sup>2</sup> From letter from N. Pfeiffer Chair, PSC to Brian Ross, Chair Structural Assessments Subcommittee. June 27 2016.

<sup>3</sup> C-509-2.9-Appendix B

in the future.”

Based on the recommendations from the PSC, Council approved the following motion on November 18, 2016:

That Council direct the Professional Standards Committee to include disclosure requirements to clients (e.g. relevant work experience) in the Performance Standard for Structural Condition Assessments of Existing Buildings, in lieu of a Structural Specialist Designation.

As a result of this decision, PEO did not proceed with implementing the recommendation for a Structural Specialist Designation.

PEO Council had previously considered the creation of specialists on at least one other occasion. The Licence Discipline and Specialist Designation Study was prepared and presented to Council in March 2008. Based on this study, Council in June 2009, formed the Licensed Specialties Task Force which was stood down in 2013 without providing a report.

### Authority

The *Professional Engineers Act* provides the legal authority for PEO to create exclusive regimes of specialists within the practice of professional engineering.

- 7 (1) Subject to the approval of the Lieutenant Governor in Council and with prior review by the Minister, the Council may make regulations,
  
- 22. providing for the designation of members of the Association and holders of temporary licences as specialists, prescribing the qualifications and requirements for designation as a specialist, providing for the suspension or revocation of such a designation and for the regulation and prohibition of the use of the designation by members of the Association, a holder of a temporary licence or a certificate of authorization.

A regulation (O. Reg. 59/73) did exist under the previous *Professional Engineers Act*, that provided for the designation of specialists in 28 identified classes. PEO did not take advantage of this regulation by creating standards of qualification for the specialist classes. Nor was there any exclusivity of practice associated with each class. Consequently, very few professional engineers applied for specialist designation. The regulation was not incorporated into the 1984 version of the *Professional Engineers Act*.

### Options

Professional Engineers Ontario has four options for resolving this issue:

1. Implement a demountable structures engineering specialty, with exclusive practice right.
2. Implement a demountable structures engineering specialty, without exclusive practice right.
3. Create a professional standard (regulation) for engineering work done regarding demountable event structures.
4. Publish a guideline describing best practices for engineering work done regarding demountable event structures.

These options were evaluated against the information presented above. Since PEO has consistently rejected previous suggestions to create specialist classes, with or without exclusive practice rights, options 1 and 2 were rejected. PSC has decided that creating a professional standard for this work is not warranted, therefore option 3 is also rejected. PSC has prepared a guideline for engineering work done regarding demountable event structures, so this analysis does not need to recommend option 4.

### Conclusions

In summary, though the *Professional Engineers Act* gives Professional Engineers Ontario the legal ability to create specialist classes, PEO members have displayed no interest in specialist certification. All the problems associated with the structural engineering specialist designation would also apply to a specialist class for engineering related to demountable event structures. In addition, the market for demountable structure engineering specialists is very small, with a handful of key players and organizations; there is no need for an additional certification to identify experts for clients. The Professional Standards Committee has prepared a guideline describing best practices for engineering work on demountable structures. The content of this guideline was informed by, and reflects lessons learned from, the recommendations of the coroner's inquest into the death of Scott Johnson.

Given the above facts, the authors of this policy analysis recommend that PEO Council not proceed with the creation of a specialist class for engineering related to demountable event structures with or without exclusive practice. Instead Council should approve the guideline produced by the Professional Standards Committee and rely on that Committee to determine, according to its regular procedures, whether additional professional standards are warranted.

## Mandatory Annual Reporting of Practitioner Information - Policy Analysis

### Definition of Issue

On April 26, 2019 the Coroner's Office released the recommendations arising from the inquest into the death of Scott Johnson. The jury directed 21 recommendations to PEO, including the following:

15. Require members to file an annual report, which would include identifying the engineering areas in which they work.

At its June 2019 meeting, Council passed the following motion:

That Council direct the Registrar to carry out the work outlined in the Implementation Plan as presented to the meeting at C-528-2.1, Appendix A and provide these policy analyses to Council at its November 2019 meeting for consideration and decision.

That Implementation Plan included the following action to take on Recommendation 15:

Council directs the Registrar to draft a policy analysis on the possibility of producing regulations under s.7(1)13 of the Act requiring annual reporting of practice area (and other information such as employer and contact information) and to make use of the PEAK questionnaire component to do so.

### Authority

The *Professional Engineers Act* provides the legal authority for PEO to make regulations requiring licence holders and holders of a certificate of authorization to provide PEO with a limited amount of information.

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

...

13. requiring the making of returns of information by members of the Association and holders of certificates of authorization, temporary licences, provisional licences and limited licences in respect of names, addresses, telephone numbers, professional associates, partners, employees and professional liability insurance, and prescribing and requiring the use of forms of such returns;

....

16. providing for the maintenance and inspection of registers established for the purposes of section 21;

Section 21 of the *Professional Engineers Act* requires the Registrar to maintain one or more registers containing the following information:

1. Every holder of a licence, certificate of authorization, temporary licence, provisional licence or limited licence.



2. The terms, conditions and limitations attached to every licence, certificate of authorization, temporary licence, provisional licence and limited licence.

3. Every revocation, suspension and cancellation or termination of a licence, certificate of authorization, temporary licence, provisional licence or limited licence.

3.1 The date of every hearing held before the Discipline Committee in respect of which a notice of hearing is sent on or after the day Schedule 34 to the Stronger, Fairer Ontario Act (Budget Measures), 2017 comes into force, and a record of every decision made at such a hearing, including the date on which the decision was issued, the penalty that was imposed, and access to the text of the decision including reasons.

4. Every person who is an engineering intern under section 20.1.

5. Any other information that the Registration Committee or Discipline Committee directs. 2010, c. 16, Sched. 2, s. 5 (41); 2017, c. 34, Sched. 34, s. 8 (1).

It is clear that PEO has not made any regulations specifying the information that must be included in the registers other than the name of the practitioner and information regarding the status of the licence, in particular as a result of any disciplinary action that has been taken.

Though PEO has, pursuant to s.7(1)13 made a regulation (paragraph 50(a) of Regulation 941) requiring each holder of a certificate of authorization to complete an annual renewal indicating whether the information contained in the registers is correct and updating information where necessary, no similar requirement has been made for holders of any licence.

Currently PEO has a mandatory process for collecting information from individuals only during the application process. Once licensed a practitioner is required to inform PEO of any changes to information that is contained in the registers. As set out in s.50.1 of Regulation 941:

Notice of information change

50.1 (1) Every holder of a licence, temporary licence, provisional licence, limited licence or certificate of authorization shall give to the Registrar notice, in the form provided by the Association for the purpose, of any change in the information contained in the registers relating to the holder. O. Reg. 71/15, s. 18.

(2) The notice of a change shall indicate the date on which the change occurred and be submitted no later than 30 days after that date. O. Reg. 71/15, s. 18.

However, since the onus is on the licence holder to update information when it changes, and since there is no current mechanism for conducting practice reviews or practice audits, PEO has no way of ensuring that the register is kept up to date. cursory reviews of information in the database has found several examples of licence holders who had not corrected their information in decades. A thorough analysis, and correction, of the inaccuracies in the database cannot be undertaken without mandatory reporting.

### Analysis

The current Act does not provide PEO with the authority to make regulations regarding the collection of information beyond basic data. Council requires express authority to make regulations requiring

information in addition to that specified in s.7(1)13. This will require an Act amendment, as well as changes to the regulations once the new regulation-making authority is in place.

The current regulation does not have a provision requiring licence holders to annually update information on file. PEO could ask practitioners to provide this information but without regulations that require annual reporting this information would only be provided by those volunteering to do so. To implement mandatory annual reporting, the regulations would have to be amended to include a requirement for all practitioners to complete an annual renewal indicating whether information contained in the registers is correct and updating information where necessary.

### Conclusion

Both Act and regulation amendments are needed to implement the annual reporting of information regarding a licence holder's practice area. Since these changes are being made PEO should also add requirements to update all information on file. Consideration should also be given to amending the regulation to require the provision of other information that a regulator should have and should maintain on a current basis.

Staff recommend that Council should approve the implementation of mandatory annual reporting of practice related information by all practitioners. The practice related information should include, at least, area of practice, job title, and employer. Practitioners should also be required to update their contact information. This would ensure that PEO's database of information about all licence holders is accurate.

# Briefing Note - Decision

## ACKNOWLEDGMENT OF EUROPEANS' CONTRIBUTION TO ONTARIO TODAY

**Purpose:** To acknowledge and express gratitude for the hard work and enormous contribution of Europeans throughout history to Ontarians' present standard of living and quality of life.

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

***That Council directs the Registrar to complete policy development and draft a policy for Council's decision at the February 2020 Council meeting, which acknowledges the immense contribution of Europeans to modern-day Ontario. This acknowledgment would be read at PEO Council, chapter, committee, and staff meetings and events, but only if an acknowledgment of any other ethnic or historical group is read.***

**Prepared by / Moved by:** G P Wowchuk, Councillor-at-Large

### 1. Need for PEO action

At its June 2019 meeting, Council, via item C-528-2.7, decided it was appropriate to venture into the domain of acknowledgment of past history. That motion, however, by identifying and acknowledging a single ethnic group and excluding others, arguably violates one of PEO's traditional core values: inclusivity and diversity.

The enormous, undeniable contribution of Europeans to Canada's present standard of living and quality of life is unmatched by any other single group, *particularly in the historical development and application of engineering*, and must be acknowledged by PEO.

### 2. Recommendation

That the motion be approved, and the specified policy be drawn up.

### 3. Next steps

When policy development is complete, staff will bring a recommendation to Council at its February 2020 meeting for a decision on how the suggested acknowledgement can be made at PEO activities such as chapter, committee, council, and staff meetings and events.

### 4. Policy or Program contribution to the Strategic Plan

Objective #5, "Increase influence in matters regarding the regulation of the profession" can be advanced by showing engineering's dramatic contribution to Canadian civilization since the arrival of European settlers in the 16th and subsequent centuries.

Objective #9, "PEO will consistently evaluate and review the presence of its core values in the performance of staff and volunteer activities, as well as regulatory decisions" is advanced by our inclusion of the founding group which arguably has had the greatest impact on the historical evolution of the greatest country in the world in which to live.

**5. Financial impact on PEO budgets (for five years)**

(none)

**6. Peer Review & Process Followed**

<b>Process Followed</b>	Wainberg rules 11.1, 17.1, and 17.6
<b>Council-Identified Review</b>	Council is the appropriate peer group.
<b>Actual Motion Review</b>	(none)

**7. Appendix**

- Appendix A – A synopsis of Europeans in Ontario

## A SYNOPSIS OF EUROPEANS IN ONTARIO

Gregory P Wowchuk,  
Former President,  
Etobicoke Historical Society

### 1. Introduction:

The following is an overview of the history of Europeans in Ontario. Obviously, it is a *general* summary of a number of European ethnic groups and how they have contributed to industry and society in our province.

### 2. Croatians:

Croatian immigration to Canada began around 1905, with the majority coming from Europe, but some arriving from the United States. Another wave arrived from Europe during the 1920s, with many working in heavy industry, and, notably, building the Welland Canal and constructing other infrastructure, such as the railways. Oppressed by communism in their homeland, and displaced during the Second World War, another wave came and were active in farming, retail, and municipal government.

### 3. Czechs and Slovaks:

Many Czechs and Slovaks came to Canada in the 1920s, seeking economic opportunity. Like the Germans, many were skilled tradesmen. Another wave, fleeing communism and the Soviet invasion (Prague Spring) of 1968 came in the 1970s. Many academics also arrived in Canada during this period.

### 4. Dutch:

The first recorded group of Dutch immigrants was around 1810, with most leaving the U.S. as United Empire Loyalists (UELs)--and receiving Crown land grants in appreciation. Their homeland devastated by WWII, a large wave arrived, mostly in Ontario, and to this day, are major players in the province's agriculture sector. The Dutch were experts at managing drainage of low-lying terrain. The Holland Marsh, just north of Toronto, is presently one of the province's most fertile and productive vegetable-farming areas.

### 5. English and Scots:

The British influence on Canadian history, economy, and culture is undeniable. The British parliamentary system is arguably the most successful democratic model, adopted worldwide. "Peace, order, and good government" is almost the motto which sets Canada apart from other countries. The Hudson's Bay Company, considered the world's first corporation (1670) was Ontario's first organized trading and merchant entity. Great numbers came to Ontario following the American Revolution (UELs). The English and Scots were superb *engineers* and stonemasons, responsible for the bulk of Ontario's road, railway, bridge, and canal building. They also were the major players in timber, lumber, and shipbuilding. The Welland Canal was completed in 1829, allowing ships to sail between Lakes Ontario and Erie, bypassing Niagara Falls and running entirely in Canada. The Rideau Canal, opened in 1832, is the oldest continuously-operating canal in North America, built to bypass the St Lawrence River between Kingston and Montréal. (The St Lawrence route was considered too vulnerable to American attack after the War of 1812.) The Rideau's stone masonry probably will last for centuries. The Scots were also excellent dairy farmers, with

concentrations in the vicinity of Guelph. The police and court systems in Ontario (but not in Québec) are based on the British model.

#### **6. French:**

In the early days of European influence in Ontario, the French were the major players. Cultural and economic ties with various Indian tribes were established. In 1673, however, with New France formally ceded to Britain, the British presence in Ontario dominated. Pockets of French, however, to this day, dot the province. Many Québécois moved to southern Ontario in pursuit of jobs resulting from industrial growth, particularly in the years of the First World War. There was a heavy French presence in the textile industry in Ontario in the first half of the twentieth century.

#### **7. Germans:**

The first wave of Germans immigrating to Ontario came, interestingly, as United Empire Loyalists during and after the American Revolution. Additional groups fled war in their homeland, notably the German Revolutions of 1848-49 and the Franco-Prussian war of 1870. Many Germans were in the skilled trades such as machinists, and were in demand during several periods of industrial expansion in Ontario. Their homeland ravaged by WWII, many came to Canada in the 1950s. There still is a large ethnic German population in the Kitchener area (whose name was changed from "Berlin" in 1916 due to the war).

#### **8. Greeks:**

Most Greek immigration to Canada occurred in the 1900s, and was motivated mostly by economic distress in their homeland. The Greeks tended to be quite independent-minded, favouring self-employment by owning restaurants, theatres, and shops.

#### **9. Hungarians:**

Following WWI, a wave of Hungarians arrived, seeking economic security. Many worked on the Welland Canal, in local factories, and in agriculture. Many fled the Hungarian Uprising of 1956, seeking freedom and free enterprise in western countries, including Canada. Hungarian Canadians who despised exploitation of ordinary workers under communism embraced labour unions in Ontario and western Canada. Hungarian Canadians also loathed fascism, and many joined the Canadian army in WWII.

#### **10. Irish:**

The Irish also were part of the United Empire Loyalists settlers to Ontario after the American Revolution. Extreme poverty in the 1820s and the Potato Famine of the late 1840s led to desperate emigration to Canada and the United States, where they worked on railway and canal building and in agriculture. Irish workers also contributed significantly to urban infrastructure in the late 19th and early 20th centuries. They faced discrimination from ethnic English and other Europeans. ("NINA" signs in shop windows: "No Irish Need Apply".)

#### **11. Italians and Portuguese:**

The first Italians came to Canada in the late 1800s. There was political and economic chaos in Italy, and Canada beckoned. Unfortunately, they, too, faced discrimination, and most found work as labourers and factory workers. A large contingent left Italy after its defeat in WWII. It has been suggested their heritage in ancient Rome played a part in their immense contribution to the infrastructure of southern Ontario. Italians were great builders, and it is said

cities like Toronto and Hamilton would be unrecognizable today but for the skill and hard work of Italian Canadians.

Most Portuguese Canadians arrived in the 1950s and 1960s from Portugal and the Azores and settled in Montréal, Toronto, and Hamilton. Like the Italians, they made major contributions to our infrastructure. Many also worked in Ontario factories.

#### **12. Polish and Ukrainians:**

At the end of the 19th century, the Canadian government actively recruited immigrants from eastern Europe. One prime objective was to open up the prairie provinces, and the eastern Europeans were the best wheat farmers in the world, not to mention capable of withstanding harsh winters, mosquitoes, and subsistence living. The federal government wanted to bump up Canada's population to forestall any American designs on our territory. Poles and Ukrainians in western Canada tended to be employed in agriculture, while those in Ontario were more urbanized, working in factories.

#### **13. Scandinavians:**

The Vikings were the first Europeans to set foot in North America. Archaeological evidence in Newfoundland/Labrador confirms this. The first known Swede in what is now Canada was Jacob Fahlström, an official with the Hudson's Bay Company. Most Swedes came during the entire 19th century, settling almost entirely in western Canada, but a significant number came to Toronto. Present-day Manitoba has more citizens of Icelandic descent than Iceland! Scandinavians arriving in the last five decades generally have been well-educated and, like the Germans, were employed in manufacturing and the trades.

#### **14. Swiss:**

The first record of Swiss in what is now Canada dates back to 1604, when a contingent of Swiss mercenaries, engaged by the French Crown. Jacques Bizard (1642-92), was a mercenary who, in 1672, arrived as aide-de-camp to Louis de Buade, Comte de Frontenac. Later, Swiss mercenaries served with the British in the War of 1812. Later on, Swiss settlers ventured into western Canada. Swiss geologists, mining engineers, teachers, and surveyors worked in British Columbia in the early 20th century. Post-WWII, many professionals immigrated to Canada, including experts in engineering, banking, and insurance. Machine manufacturers Sulzer Brothers and Brown-Boveri (now ASEA) opened factories in Canada. Canada's largest nationwide building-materials company, St Laurent Cement, is of Swiss origin, and has contributed immensely to our building and infrastructure growth.

# Briefing Note - Decision

## MEMBERSHIP REFERENDUM ON “PEAK”

**Purpose:** To determine the profession's will on the PEAK program via the long-promised referendum.

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

***That a referendum of PEO members on the “PEAK” program be conducted concurrent with the 2020 council elections, and that the will of the majority so polled be executed by Council. An article outlining the “pro” and “con” positions shall be published in Engineering Dimensions and on the PEO website when the candidates' statements are published. The choices offered to members in the referendum shall be: (1) Continuation of PEAK and enforcing member participation, (2) Continuation of PEAK and making participation voluntary, and (3) Termination of PEAK and investigation of effective alternatives.***

**Prepared and moved by:** Gregory Wowchuk, Councillor-at-Large

**Seconded by:** Keivan Torabi, East-Central Regional Councillor

### 1. Need for PEO Action

(a.) To date, immense amounts of work have been performed and budget spent on advancing the “PEAK” program, notwithstanding the fact that Council has never secured the profession's members' approval to proceed with this colossal and fundamental change to the licensing regime. **63 pages** of the 528 Council agenda, *over 10 % of the whole agenda*, were consumed by a slick advertising package about the PEAK program. A full-time PEAK “co-ordinator” has been hired. It is clear that a huge amount of human effort and budget at PEO already is being spent on this program, even though it has not yet been adopted formally and made obligatory. Council cannot claim a mandate for this program, as virtually no candidates declared their support for it in their election platforms. (See Appendix 'B'.)

(b.) *In the early days of the compulsory professional development (“CPD”) debate, the members were repeatedly and explicitly assured that their approval would be obtained prior to such a program being implemented.* Yet, the program continues to grow and entrench itself notwithstanding this approval has not been granted. It even got inserted as Objective #1 in the current Strategic Plan!

(c.) The extremely low participation rate in the PEAK program to date indicates that the members do not perceive value and utility in the program. A referendum is needed to determine the members' will on the issue.

(d.) Council risks being labelled duplicitous and unprofessional and member alienation will increase if PEO continues to advance this program without member endorsement. There is significant dissent about the program. The numerous presentations to members, chapters, congresses, employers, and others have not included proponents of *both* sides of the issue. (Propaganda is not befitting a senior profession like engineering.) There have been statements on Council and elsewhere that PEO now has acquired the power to implement the program *with no need for member ratification*. At worst, proceeding further without member endorsement risks creating a “constitutional crisis” at PEO.

(e.) This motion originally was presented at the September 2019 Council meeting, but debate was aborted.



## 2. Recommendation

That the referendum be approved and run concurrent with the 2020 council elections.

## 3. Next Steps

If approved by Council, the issue of CPD and PEAK will be laid before the members prior to the elections, and then the issue will be put to the members during the council elections.

## 4. Policy or Program contribution to the Strategic Plan

Objective #1 in the 2018-2020 Strategic Plan, “Refine the delivery of the PEAK program”, simply cannot be accomplished until the legitimacy of the program itself is confirmed by the profession's members.

Continuing on the path followed to date *is in violation of* Objective #6: “PEO will address any perceived barriers and friction points between itself and its applicants and licence holders, and build 'customer satisfaction' into all its regulatory processes and initiatives.”

## 5. Financial Impact on PEO Budgets (for five years)

*Substantial savings will be realized* as staff (present and projected) assigned to promoting the program, fielding member enquiries, implementing the program, modifying the website and membership database, and monitoring and enforcing member compliance are not needed. As the true costs to date of PEAK have never been broken out separately and disclosed to Council, it is not possible at this time to quantify the budgetary savings.

Alternative methods of practice quality assurance—such as practice standards—can be investigated by volunteers on the Professional Standards Committee at no incremental budget costs. Another alternative, requiring employers of engineers to provide job-specific training and upgrades, also would cost PEO nothing.

## 6. Peer Review & Process Followed

<b>Process Followed</b>	Wainberg rules 11.1, 17.1, and 17.6
<b>Council-Identified Review</b>	Council is the appropriate peer group.
<b>Actual Motion Review</b>	(none)

## 7. Appendices

- Appendix 'A': A history of PEAK/CPD and members' democratic rights
- Appendix 'B': Candidates'/councillors' platforms on PEAK
- Appendix 'C': Members' letters to Engineering Dimensions

## Appendix 'A': Engineering Dimensions and Document Research— A History of CPD/PEAK and Members' Democratic Rights

March/April 2011 to present

DATE	PAGE	COMMENT
May '11	10	Town Hall opposition to Council choosing the President
July '11	30	President Adams: "I don't think we should take away a democratic right from constituents without their approval."
July '11	62	Council discusses election irregularities.
July '11	62	AGM motion requiring members' referendum of governance issues not discussed by Council; shunted off to Executive Committee
Sept '11	25	Patrick Quinn points out PEO was set up as a member-directed, self-regulating profession; criticizes attempts to neuter the President.
Nov '11	18	Report on PARN/PEO seminar: Consensus on CPD eludes us. Author Andy Friedman says "(CPD's) overall value in enhancing an individual's practice or competence is still uncertain." CPD's benefit is as "a demonstration of professionalism and a commitment to 'whole career learning' beyond what is imparted for initial licensing."
Nov '11	61	President Freeman reports that 2010 AGM motion requiring that the PEA include member ratification of any by-law change was passed, but a PEO survey of Oct 2010 showed members supported Council seeking ratification only when Council deemed it appropriate.
Jan '12	3	President Adams re-iterated that PEO is a member-directed, self-regulating profession, and that councillors are obligated to manage financial affairs prudently. His attempts to curtail profligate spending have been rebuffed by Council.
Jan '12	20, 21	Pro- and con- opinion pieces regarding election of the President.
Jan '12	26ff	A Short History of PEO's Beginnings by Peter DeVita.
Mar '12	3	President Adams: "The provision of new knowledge and training, on a continuing basis, for top performance, becomes an ever more necessary requirement."
Mar '12	17	Continuing Professional Development Now a Requirement in Manitoba. [A burdensome, bureaucratic CPD regime is imposed on Manitoba engineers.]
Jul '12	9	Report on 2012 AGM: George Comrie moved that Council rescind acceptance of Councillor Mike Hogan's resignation, and that Council "refrain from attempting to enact in any policy, regulation or bylaw, any provision that would empower PEO council to remove a councillor from council. . . without his or her formal resignation or consent in writing". The second part of this motion was shunted off for future debate by Council after inconclusive voting.
Jul '12	9	Report on 2012 AGM: Patrick Quinn's motion to affirm PEO's "historic member-centric model of self-governance" was not debated, but sent to Council for future consideration.
Jul '12	52	Article by Chris Roney, "The Role and History of PEO Council", emphasizing protection of the public and the role of LGAs.

- Nov '12 66 Minutes of 2012 AGM report that EXE revised member's motion which called for member referenda on governance changes to "consider member approval". At the November 2012 meeting, Council reworded the motion to "that council shall research and perform due diligence on any governance issues requiring regulations and bylaw amendments; and obtain member approval by binding referendum". This motion was tabled.
- Jan '13 3 President Dixon opines that "candidates may not always have a clear understanding of the laws that relate to the association and its staff", but this does not mean we should interfere with democracy; instead, we should try to inform our members better so they vote better.
- May '13 3 President Bergeron questions "the lack of a mandatory requirement for continuing education. The question may arise as to how PEO ensures continuing competency, or competency in the area in which a P.Eng. practises."
- May '13 3 Council asks RCC to investigate why voter participation rate has dropped to a mere 8 per cent in the 2013 council elections.
- Nov '13 42 Council, at its Sept '13 meeting, "unanimously supported, in principle, the development of a PEO continuing professional development program and referred a report by the Ontario Society for Professional Engineers' Continuing Education Working Group to the Professional Standards Committee (PSC) for comment."
- Nov '13 42 Report on 2013 AGM: Motion calling on Council "to refrain from attempting to enact in any policy, regulation or bylaw any provision that would empower it to remove any councillor from the council or from any office of the association without his or her formal resignation or consent in writing."
- Mar '14 39 Council, at its Feb '14 meeting, discussed the CPD issue. PSC questioned OSPE's favourable report: (1) No evidence that the program is effective in reducing discipline cases or protecting the public interest, (2) Do senior engineers need more CPD than junior?, and (3) What level of CPD reporting protects the public interest? A membership survey revealed several serious objections to CPD. PSC was asked to prepare a problem-definition statement.
- May '14 4 President Adams reports on AGM of Georgian Bay Chapter: "There was a general belief among the participants that it is an individual engineer's responsibility to maintain his or her competency. Further, it was thought each member should design their own training program in conjunction with the needs of their employer, by delineating the continuing education they require to adequately protect the public from engineering failures in their own practice. . . Moving on such a voluntary approach to achieving individual continuing competence would be a very positive route to member buy-in and to PEO's ability to assure government we are individually continuing to update our proficiency to protect the public."
- May '14 24ff Two lengthy articles about CPD. One councillor warns that PEO may incur liability if the public assumes CPD ensures competence.
- May '14 24ff Report on Council's Mar '14 meeting: Terms of reference for Continuing Professional Development, Competency, and Quality Assurance Task Force. Council feels we must be "proactive" in regulating. Several councillors are requesting a members' referendum.
- Jan '15 37 Past President Freeman feels "our institutions run more effectively and serve us better when voters are more engaged. . .strengthening the tradition of democracy that shapes how the profession is governed will enhance the profession's prospects and better reflect its contributions to society."
- May '15 4 Compulsory Continuing Professional Development Endangers the Public: Opinion piece by Abdul Mousa, P Eng (not published in Dimensions): "Imposing compulsory CPD on the members of professional societies corners them into becoming 'PDH collectors' rather than learners. That is not much different from being stamp collectors or comic book collectors!"

- Jul '15 3 President Chong's message re 2015 AGM: Lawyer Peter Doody states "There is no mandatory continuing professional development (CPD) education requirement for professional engineers in Ontario, so engineers are not required to certify they are taking steps to stay current with new developments." (This observation is true, but competence was not a cause of the Elliot Lake failure.) Chong states "A properly designed CPD and quality assurance program helps provide (such) assurance to the public, government and employers of the competence of our PEO licence holders."
- Jul '15 8 Report on 2015 AGM: President Chong strongly supports enhanced member participation in PEO governance. Nancy Hill's submission to limit council terms was passed. Patrick Quinn's submission, requiring "major policy changes, such as compulsory professional development, to be subject to two-thirds council approval and ratification by member referendum" was defeated.
- Jul '15 19 Advertisement asking members to participate in a poll on CPD. Respondents are directed to an overview of the task force's findings, but no contrary points of view were provided.
- Jul '15 22 CPDCQA Task Force report to Council contains six recommendations.
- Jul '15 38ff "The emphasis on self-regulation has shifted from a focus on protection of the profession, to a focus on protection of the public." (Yet later in this article is the admission this has never been a problem in engineering regulation: "Reviews of the recent literature on self-regulation as public policy make little reference to the engineering profession. The bulk of the criticism about self-regulation as an anti-competitive practice not fully in tune with the public interest seems to fall on the legal profession.")
- Sep '15 3 President Chong's message was almost entirely about CPD and its "tailoring". The Legislation Committee has been instructed to work on Act changes which would allow Council to make CPD obligatory. Town halls called "You Talk, We Listen" will be convened in each of five regions. President Chong also attended a U.S. conference, where he trumpeted our "democratic self-governance. . . which sets policy, determines the direction of the engineering profession and oversees its operation."
- Sep '15 8 Article entitled "Risk-Based Approach, Flexibility Central Principles of CPD Program Development". "Non-practising engineers will simply take a refresher course on ethics." [Since an estimated two-thirds of PEO members do not need their PEng to do their work, it seems they will be relied on in any plebiscite to impose their will on the one-third which does.]
- Sep '15 3 Council 502 Recorded Votes: Motion 5.2: Referendum on Continuing Professional Development: "That Council affirms its intent to ask the membership to ratify in a referendum, any mandatory requirement to participate in a continuing professional development competency and quality assurance program. For: D. Adams, I. Bhatia, D. Chui, N. Colucci, G. Comrie, B. Dony, S. Gupta, L. King, B. Kossta, E. Kuczera, P. Quinn, R. Shreewastav; Against: D. Brown, C. Kidd, D. Preley, S. Reid, S. Robert, C. Sadr, M. Spink, W. Turnbull"
- Nov '15 8 Article: "Lively Discussions a Feature of PEO Regional Town Hall Meetings". Registrar McDonald gave an overview of the Elliot Lake inquiry's recommendations, stating PEO is not required to abide by them, but that doing so would "move the engineering profession forward". A report from CPDCQATF chairman Annette Bergeron was presented. [No presentations from opponents of the scheme were presented to attendees.] It is reported that questions from attendees were "numerous, with members showing a keen interest in the CPD proposal and possible specialist designation". [Substantial contrary opinion was offered at these meetings, but was not reported in Engineering Dimensions.]
- Nov '15 8 "Members to Have Final Say on PEO CPD Program". Article states that "at its September 25 meeting, PEO council approved a motion that affirmed its intent to ask membership to ratify any mandatory requirement to participate in CPD or quality assurance plans. . . Registrar Gerard McDonald, P.Eng., assured members they will be fully consulted on the CPD matter."

- Nov '15 37 Report on Council's September meeting: "Council affirmed. . . its intent to ask the membership to ratify through referendum any mandatory requirement to participate in a PEO continuing professional development (CPD) program. . . Feedback from a series of town hall meetings. . . will be incorporated into the task force's final report."
- Nov '15 49 Report on 2015 AGM: Nancy Hill's motion mandating term limits suggests it will address member apathy (particularly in younger members) and foster greater recruitment and new ideas. Peter DeVita's amendment to remove her proposed specific terms was defeated, and Hill's original motion was carried. Patrick Quinn's motion passed, stating that "future PEO budgets be based on PEO's needs as a regulator, rather than on raising spending to match projected income." His motions requiring a super-majority approval by Council on budget line items >100 k\$ and for major policy changes, including CPD (the latter requiring member ratification) was defeated.
- Mar '16 7 The Continuing Professional Competence Program Task Force (CPCPTF) has taken the reins from the Continuing Professional Development, Competence and Quality Assurance Task Force, and will focus on risk assessment by practitioners. A program will be ready for "test drive" late in 2016. It will be voluntary, with members deciding by referendum about a mandatory version "at a date yet to be decided".
- Mar '16 1 CPCPTF Work Plan: November 2016: "To Council for timing of referendum"
- Mar '16 8 CPD Plans Move to Detail Design Phase: CPCPTF will design the actual plan, prepare budget estimates, propose implementation "strategy" and communications plan, and develop a proposed referendum question and "consultation plan".
- Mar '16 38ff Members to Have Final Say on CPD Program: "Continuing Professional Development (CPD) for its members is a thorny question that has beset PEO policy-makers for several decades." "PEO had long envisioned a voluntary annual reporting mechanism for members to list professional development activities, and, in fact, developed the means for members to do so on their annual licence renewal forms. The practice was never embraced by licence holders, or promoted by PEO, however. At town hall meetings. . . PEO reported that only about 15 practitioners out of a membership of more than 80,000 have voluntarily reported their CPD activity." Councillor David Brown states ". . . a voluntary program is all but useless in much the same manner as our current voluntary reporting program is useless. Apparently, only about 10 members report each year and, in truth, I'm not one of them. Therefore, the mountain before us is that the program must be mandatory if it is to be considered seriously by our licensees or, more importantly, the public at large." [A skeptic might say the concept of compulsory "professional development" is useless!]
- May '16 9 CPD Task Force Looking to Implementation Options: CPCPTF is planning the timeline for on-line risk review and CPD reporting. "PEO has assured members that mandatory CPD requirements will not be implemented without approval through a member referendum."
- May '16 58 The 70 Per Cent Problem, the 30 Per Cent Solution: Senior structural engineer husband/wife team laments that the 30 per cent of engineers who require licensing have their democratic voice diluted by the larger group which does not. The Mattacchiones ask "Why would PEO be prepared to waive a CPD requirement for this group, if not to engage this majority of members not working in engineering to accept and adopt a CPD program that engineer Quinn quite correctly points out will be costly and lacks proof for its need?" We need to consider restricting PEO membership to the 30 per cent who actually need it.
- Jul '16 9 Report on 2016 AGM: Motion by Ray Linseman that PEO's CPD program be renamed "continuing professional education" and ratified by board members of PEO's 36 chapters, rather than the general PEO membership. Motion defeated.
- Jul '16 18 Innovative Elements of Proposed CPD Program Taking Shape: CPCPTF chair Annette Bergeron has returned from a CPD conference in Portugal, where other attendees were "intrigued" by PEO's proposed risk-based approach.

- Jul '16 43 Council's June '16 meeting heard results of the Member Satisfaction Survey. Strong majorities approved of PEO's regulatory performance. [If we are doing such a good job, what is the need for CPD?]
- Sep '16 2 Minutes of Eastern Regional Congress: "Action 6: Councillor Brown to provide the ERC with the referendum question once the final report is presented to Council."
- Sep '16 8 CPCPTF to Recommend Practice Profile for Licence Holders: The TF will recommend to Council that, beginning in 2017, members complete an online practice profile, as well as voluntarily reporting hours spent on CPD during the past year. This information would be posted on the members' online directory. This information is necessary before any mandatory CPD program is created.
- Nov '16 8 Minutes of 509 Council: Registrar McDonald advised that the program that is being approved by Council would continue until June 2018 when the report on the PEAK Program comes back to Council. Council would then decide next steps. Should one of the next steps be to implement mandatory CPD, then based on the motion that Council has approved, Council would have to consider a referendum. If, however, Council decides to continue with the program as it is currently constituted, the program would continue in its present form.
- Nov '16 x Chapter Leaders Conference 2016, Presentation on PEAK: "Introduction in this manner. . . obviates the immediate need for a referendum on a mandatory CPD program."
- Nov '16 3 President's Message: Competence Assurance for Professional Engineers: President Comrie says "competence is an amalgam of three basic components: knowledge, practice skill and character. . . we're not doing this because someone in authority has directed us to." [Then why do CPD proponents keep referring to the Bélanger report and warning we must impose CPD or the government will?] "There also exists no evidence of widespread incompetence or negligence on the part of licensed professional engineers. Relative to members of other senior professions, PEO members attract relatively few complaints. And in those cases that are referred to discipline, the allegations are most often of professional misconduct, not incompetence. . . I am satisfied that most of you take your professional responsibilities seriously, including the responsibility to keep up to date in your technical knowledge and skills. . . So our problem is a credibility problem. PEO needs to be seen to be engaged in monitoring our licensees' ongoing competence assurance activities. . ." [Exactly! There is no competence problem, and CPD will not necessarily improve competence, but will look good to outsiders. It's pure window-dressing.]
- Nov '16 11 Licence Holders Encouraged to Test Proposed Online Practice Evaluation Questionnaire: The CPD program has been given a catchy new name: "PEAK". The online tool will ask if members are practising or non-practising. Both will require taking an online "ethics refresher", but the latter will have to answer 23 questions, whose responses will be used to assess the number of CPD hours the member must collect.
- Nov '16 6 Final Report of the CPCPTF, Executive Summary: "The Terms of Reference for (CP)2 TF directed it to prepare a referendum question. The Task Force has decided that Council should postpone a referendum because the program recommended here does not include mandatory continuing professional development."

- Nov '16 54ff Minutes of 2016 AGM: Report by CPCPTF chairman Annette Bergeron: in October 2015, then-Attorney-General Meilleur reported her ministry was “liaising” with PEO on development of a CPD program. PEO had tried to implement a CPD program in the past, but the idea was rejected by the membership. “Consultations” and an Ipsos-Reid poll were conducted to help shape the TF's work. [It is not stated specifically what influence those opinions had on the program. It seems to have changed little from the early design.] One of the themes in the consultations was that “a mandatory CPD program would not change their current practices”. [Then why would we go through all this??] The program, however, might allow PEO to gather data on the nature of its members' work. Members attending the AGM commented: (1) “licensed engineers are already doing what is needed. . . PEO needs to address the few who are not”. (2) “CPD is a solution in search of a problem.” CPD is a response to the Elliot Lake mill failure, but would not have prevented it. (3) Only 30 % of PEO members need their licence for their work, so the remaining 70 % should not be forced to upgrade their skills. Practice restrictions are a better solution. (4) CPD could help re-address the repeal of the Industrial Exception. APEGBC CEO/Registrar Ann English reports that BC engineers rejected a proposed CPD program there.
- Jan '17 David Brown E-Blast #2: “1. Council HAS NOT approved mandatory CPD for licensees. This requires a referendum and an Act change. 2. Council HAS approved a VOLUNTARY program of data gathering, practice declaration and an ethics module we hope everyone will take part in. We are hopeful our licensees will help us acquire this information by voluntarily taking part in the PEAK program so we can answer the simplest of questions, such as “how many engineers actually practice engineering”? Believe it or not, as a regulator we don't have a clue how many actually practice engineering. 3. Council HAS approved a motion that requires a full member referendum to enact mandatory CPD. Any candidate or interest group that is telling you that CPD is mandatory or a “done deal” is simply wrong and ill-informed.”
- May '17 7 President Dony's message: “The introduction of PEO's Practice Evaluation and Knowledge (PEAK) program is an excellent demonstration to the public at large of our desire to regulate the profession openly and transparently. I am fully in support of the program. . .”
- May '17 9 PEO Beefing Up PEAK Outreach and Communication Efforts: A co-ordinator has been hired “to better help members come to terms with the requirements of its professional development initiative”. This staffer will “develop and maintain program information, produce marketing materials and strategies, and participate in events to promote and explain the PEAK program”. [The members already have seen what is being proposed. Why is this person needed.] “PEO is continuing with its communication and data-gathering efforts.”
- May '17 34A6 Annual Review 2016: “The program is designed to provide the association with an accurate and up-to-date regulatory profile of its licence holders to help ensure it has sufficient information to effectively carry out its role as regulator of the profession.”

- Sep '17 11 Court Ruling Advances Notion of Mandatory Continuing Professional Education: The Supreme Court of Canada, in a split decision, concluded Manitoba's law society had the power to impose CPD on its members. The appellant, who had been practising law since 1955, elected to quit rather than be forced to participate in CPD. "I can't think of a more honourable way to leave the profession than to resist this program." [However, the court concluded that the adoption of CPD was reasonable because the profession's members had democratic power over the benchers: "Many benchers of a law society are also elected by and accountable to members of the legal profession, and applying the reasonableness standard ensures that the courts will respect the benchers' responsibility to serve those members." The dissenting opinion stated: "In this case, the Law Society's rule that members who fail to complete 12 mandatory hours of continuing professional development activities in a calendar year are automatically suspended is unreasonable, because it is inconsistent with the Law Society's mandate to protect the public's confidence in the legal profession. When a lawyer is suspended, so is public confidence in him or her." In other words, automatically suspending an otherwise competent practitioner simply because of non-compliance with the CPD program is unreasonable.] "PEO. . . may eventually consider a mandatory CPD program by way of a member referendum."
- Mar '18 23 Continuous Learning Through PEAK. Article gives some examples of "recognized" and "not recognized" PEAK activities. [How these activities help protect the public—one of the prime justifications for the program—is painfully unclear.]
- May '18 31f PEAK Turns One: Almost all professional regulators impose mandatory CPD. Some even do practice audits at the practitioner's workplace! PEAK is not like most CPD programs, in that it is tailored to risk. It is valuable in collecting data on what members are doing. As of March 31st, 26170 members have completed at least the first element of PEAK, the practice declaration. 51 presentations to chapters, employers, and others have been made. A new "ethics module" has been introduced.
- Jul '18 40 Raising the Regulatory Bar: PEAK declarations and credits could be referenced by the Complaints Committee in assessing a member's activities. "We should consider whether voluntary compliance with PEAK is adequate. . . [it would be beneficial] to rely on PEO for assurance that members are competent and practising within their scope of training."
- Jul '18 51 Council meeting, June '18 report on PEAK: 33 per cent of members completed the practice declaration, but only 7 per cent of members have reported continuing knowledge activities.
- Apr '19 42 A review of the regulatory performance of Professional Engineers Ontario April 2019: "4.41 The Council has approved the PEAK program but because the engineering profession continues to widely indicate its disapproval of and lack of support for the program, Council has not proceeded to make participation mandatory."



## Appendix 'B': Engineering Dimensions Research— Candidates'/Councillors' Platforms

March/April 2011 to present

DATE	PAGE	PLATFORM	COMMENT
May '11	25	Denis Carlos	Pro-member; wants to represent diverse views of members
May '11	22	Denis Dixon	Favours more member involvement in PEO affairs
May '11	22	Patrick Quinn	Led court challenge against BRAGG
May '11	24	Paul Ballantyne	Wants increased communication and participation of volunteers
May '11	26	Wayne Kershaw	Served on RIE task force
Jan '12	50A14	Colin Moore	"I remain dedicated to preserving Engineering as a self-regulating profession. I will continue to support the 'self' part and the role of the members, who must collectively have the primary responsibility for the profession and the protection of the public under the Professional Engineers Act, and keeping members involved through a vigorous Chapter system."
Jan '12	50A2	Corneliu Chisu	Promises "respect for members"
Jan '12	50A14	Danny Chui	"We need a member-directed governance organization, because it is the soul of self-regulation."
Jan '12	50A11	Denis Carlos	Criticizes fiscal imprudence, removal of President as Chair, Council's sole control of by-laws. Self-regulation means control by the profession's members.
Jan '12	50A5	George Comrie	"I'm for approval of substantive governance and policy changes (e.g. election of President, annual fees) by member referendum. . . I'm against concentrating power in the hands of a few Councillors and staff (oligarchy)."
Jan '12	50A14	Jim Chisholm	"I believe that it is important to develop programs and policies that are member centred. Our 73,000 members have a wealth of knowledge, experience and wisdom that should serve as the foundation of strength for sustaining and building the PEO."
Jan '12	50A11	Nick Colucci	Council needs to be more accountable to the members. We need to facilitate bringing members' concerns to Council.
Jan '12	50A4	Patrick Quinn	Members are this profession, not the Council or the government. I have always fought for your rights.
Jan '12	50A12	Ramesh Subramanian	"Members must have a say in any substantive governance and policy decisions made. . ."
Jan '12	50A10	Roger Toutant	Members' control of PEO is being eroded. Fiscal responsibility is urgently needed. PEO bureaucracy is out-of-control.
Jan '12	50A12	Sandra Ausma	"It's time to elect a council that will engage and represent the membership, and encourage pride in the profession."

Jan '13	50A12	Anthonios Partheniou	"It is important to increase PEO's focus on professional development. PEO is one of the few professional associations that does not require mandatory continuing professional development credits."
Jan '13	50A9	Changiz Sadr	"I strongly believe in a member-directed, self-governing profession. . . Any substantive change to (governance) must be put directly to the membership for their approval."
Jan '13	50A3	Corneliu Chisu	"Above all I listen to our members' voice".
Jan '13	50A2	David Adams	Adams "understands the real issues and speaks up for the members".
Jan '13	50A7	David Brown	"I am part of a member-directed, independent, self-regulating profession. . . We need to actually listen to our membership. . ."
Jan '13	50A12	Ewald Kuczera	"We are a member-directed, self-governed profession; we protect the public interest when we RESPECT THE MEMBERS."
Jan '13	50A3	George Comrie	Supports "democratic self-governance of PEO. Council should seek and heed the advice of the membership on substantive matters of policy and governance."
Jan '13	50A15	Gregory Wowchuk	"PEO is a member-directed, self-governing profession, PERIOD. The public interest is enhanced, not threatened, when we govern ourselves."
Jan '13	50A11	Michael Wesa	"PEO must remain an effective, self-regulated profession, and this is best accomplished with the input of PEO's greatest assets: its members".
Jan '13	50A6	Roger Jones	Favours "a proud, independent, self-governed profession" and "a member-directed, self-governing PEO, with a productive Council".
Jan '13	50A5	Roydon Fraser	"I am also motivated by strong desire to have members respected. . ."
Jan '13	50A4	Thomas Chong	Will work to "restore a democratic self-governing PEO".
Jan '15	10A11	Changiz Sadr	"Respect the Members." Favours a democratic PEO and accountable council.
Jan '15	10A10	David Brown	"I want to make sure members are not unduly burdened with a one size fits all solution."
Jan '15	10A8	Fred Saghezchi	"We have to guard and to appreciate the only treasure we have, 'members' opinions and advice".
Jan '15	10A13	Galal Abdelmessih	"Transparency and push-pull communication to engage members in the decision making process are essentials for member driven self-governing profession like ours."
Jan '15	10A14	Gregory Wowchuk	"PEO is a member-directed, self-governing profession, PERIOD. The public interest is enhanced, not threatened, when we govern ourselves. . . Council is accountable to the membership. . ."
Jan '15	10A4	Nancy Hill	"If elected I will. . . work to address the issue of Continuous Professional Development in a way that is efficient, effective and not mired in bureaucracy."
Jan '15	10A6	Patrick Quinn	Opposes fee increase or mandatory continuing education program.
Jan '15	10A6	Rob Willson	Supports CPDCQA Task Force recommendations.
Jan '15	10A7	Roger Jones	Will work to "maintain a member-directed PEO".

Jan '15	10A7	Roydon Fraser	Wants “members respected (e.g. control fees and expenditures), to defend our self-regulated profession (e.g. engage members in major decisions), and to battle ineffective, burdensome, or politically convenient, decisions.”
May '15	28	Bob Dony	“Dony believes that to restore the relevance of self-regulation in engineering for all its member licensees, the profession must be responsive to the concerns of the cross-section of new and existing licence holders.”
May '15	27	George Comrie	“A passionate advocate for our Canadian model of professional self-regulation, Comrie believes in PEO's accountability to its membership, and in strengthening its core regulatory functions.”
May '15	30	Serge Robert	“A firm believer in continuing education and maximizing one's exposure to other trains of thought, he participates in and encourages others to participate in all forms of professional development. . .”
Jan '18	6A18	Agnes Krawczyk	“The PEAK program was initiated without a referendum. The majority of engineers keep up to date on their professional development, and do not require a formal program, and extra expense from the PEO to make sure that this is happening. In my opinion, the PEAK program, in its current format, is not helpful to anyone, and is completely unnecessary.”
Jan '18	6A12	Amin Mali	<i>[Position on CPD not revealed.]</i>
Jan '18	6A9	Barna Szabados	“The new PEAK (Practice Evaluation and Knowledge) program although suffering from start-up hiccups is nevertheless a valuable start and should benefit mainly young engineers.”
Jan '18	6A4	Christian Bellini	“If we do not act to modernize the way we evaluate education and work experience, we risk becoming an organization which only regulates the traditional fields. . .”
Jan '18	6A6	Darla Campbell	<i>[Position on CPD not revealed.]</i>
Jan '18	6A14	Edgar Fernandez	“Many engineers are facing nowadays is many of their employers have stopped paying training to develop them, therefore it will be difficult for some of them to comply with PEAK.”
Jan '18	6A17	Fahad Rashid	“The majority of engineers keep up to date on their professional development, and do not require a formal program, and extra expense. PEAK program should be reviewed and justified before such a drastic measure is undertaken.”
Jan '18	6A3	Faizul Mohee	“The PEAK program. . . should be revisited for further review in a newly formed 'PEAK review committee'; and then the committee's suggestions should be sent for a membership 'referendum' before implementation. I personally think that the PEAK program, in the current format, is NOT helpful to anyone, and is unnecessary.”
Jan '18	6A8	Fred Saghezchi	“All Members Involvement in Council Decision Making Process”
Jan '18	6A15	Gary Houghton	“[PEO has] taken measures that will continue to demonstrate a mission of continuous learning.”
Jan '18	6A12	Greg Merrill	<i>[Position on CPD not revealed.]</i>
Jan '18	6A9	Gregory Wowchuk	“‘PEAK’ and CPD are unnecessary, ineffective, bureaucratic, costly, and divisive. Their proponents have never identified the problem, demonstrated their effectiveness, or revealed the true cost. PEAK/CPD must be halted and the referendum we were promised called immediately. . . Council's recent moves taking away power from the members are unacceptable.”

Jan '18	6A10	Guy Boone	CPD/PEAK programs should be co-ordinated with OSPE and other “Learnt Societies”.
Jan '18	6A11	Jovica Riznic	“The true strength of PEO is in its members. . . Competency growth is a concern for every responsible professional. Thus, the PEAK and CPD must be revisited, redrafted and accepted by the true majority of membership.”
Jan '18	6A6	Karen Chan	Supports CPD and PEAK as it supports PEO's mandate to regulate and strengthen the profession.
Jan '18	6A13	Keivan Torabi	“I believe imposing the PEAK/CPD (Continuing Professional Development) on us is a major diversion from the main PEO's mandate and mission, which is to protect the public. . . whether or not PEAK/CPD has any merits or not, we should be offended and alarmed by the lack of transparency, and the denial of our right to call a referendum, before [we] start spending and allocating budget to it.” PEO needs to focus on enforcement, not PEAK/CPD.
Jan '18	6A7	Leila Notash	“While having information on members and the present-day standards for practice and professional ethics are necessary for the regulatory bodies, if PEAK has no value for the members and PEO then it will become a very costly process to collect voluntary disclosure of self-declared data.”
Jan '18	6A16	Lisa MacCumber	<i>[Position on CPD not revealed.]</i>
Jan '18	6A5	Marisa Sterling	<i>[Position on CPD not revealed.]</i>
Jan '18	6A3	Nancy Hill	<i>[Position on CPD not revealed.]</i>
Jan '18	6A4	Nick Colucci	<i>[Position on CPD not revealed.]</i>
Jan '18	6A8	Nick Pfeiifer	<i>[Position on CPD not revealed.]</i> “PEO has an extremely capable membership that can be engaged. . . so that public interest may be served and protected.”
Jan '18	6A13	Noubar Takessian	<i>[Position on CPD not revealed.]</i>
Jan '18	6A10	Orjit Pandit	<i>[Position on CPD not revealed.]</i>
Jan '18	6A5	Peter Cushman	“PEAK. . . is not the right way (to) resolve the issue and we should look at other alternatives. At the current rate, PEAK doesn't seem effective or even necessary. The Peak program is a poorly conceived plan to encourage engineers to keep pace with changing technology.”
Jan '18	6A19	Ramesh Subramanian	<i>[Position on CPD not revealed.]</i>
Jan '18	6A14	Salman Basit	<i>[Position on CPD not revealed.]</i>
Jan '18	6A18	Serge Robert	<i>[Position on CPD not revealed.]</i>
Jan '18	6A16	Sohail Naseer	<i>[Position on CPD not revealed.]</i>
Jan '18	6A7	Solomon Ko	<i>[Position on CPD not revealed.]</i>

## Appendix 'C': Engineering Dimensions Research— Letters to the Editor

March/April 2011 to present

DATE	PAGE	WRITER	COMMENT
Mar '11	78	Mohammed A R Osman	PEO should publish a “sunshine list”, i. e. salaries >100 k\$
May '11	87	Alberto Quiros	Lack of leadership at PEO; favours elected president
May '11	90	Allen Jones	Karakatsanis and Freeman were great presidents; self-regulation is a privilege which can be taken away.
July '11	69	David Gelder	Laments lack of respect between engineers.
Sept '11	58	David Moffat	“Professional development is important, but we need to consider some other factors.” Working engineers are creating new knowledge long before courses teaching that knowledge can be designed. “One-size-fits-all will not work.”
Jan '12	57	Tom Hamilton	“I am shocked and appalled to hear that government representatives have infiltrated our organization and have subverted our established procedures and protocol to further their own agenda. . . Let's work together to take back our organization with all haste.”
Jan '12	57	Brian Lechem	Dismayed at councillors' attack on the president. “If the freely and democratically elected PEO president is not to be allowed to 'preside', what is his role to be?”
Jul '12	64	Harry Nagata	Feels PEO presidents do not understand their role. They do not “have special powers or authority”.
Jul '12	64	Roger Toutant	Letter critical of Manitoba's CPD program, which he considers “ineffective” and “which turns engineers into quasi-slaves to its bureaucratic feel-good ambitions”.
Jul '12	64	Roy Gibson	Endorses President Adams' description of engineers and their work
Jul '12	66	Tatiana Lazdins	Believes (wrongly) that Council's sole purpose is to represent the public, and that “there should never be constraints of membership approval for any of council's actions, by AGM, referendum or otherwise”.
Nov '12	66	Pierre Lapalme	Criticizes Roger Toutant's letter on CPD, saying Toutant could even have earned CPD credits just for writing that letter. Says CPD is mandatory in the other provinces and professions.
May '13	3	David Moffat	Complains about shift to paperless Engineering Dimensions: “PEO is concerned about reducing costs where it concerns communication to members but appears to have no compunction about spending money on itself.”
Jul '14	53	Patrick Quinn	“Professional development and quality assurance are window dressing brought in by regulators who cannot take the liability for continuing competence but wish to give the public the impression they are doing their jobs. Until proof is offered that compulsory professional development or quality control has any impact on continuing competency, the CPDCQATF's tasks are a solution in search of a problem.”

Mar '16	48	Patrick Quinn	“Competency is learning by doing, not by filling out annual forms and logging professional development hours. . . PEO is vigorously promoting a compulsory professional development program that neither the members, the government, nor the public is demanding. These programs are window dressing for regulators that cannot take the liability for continuing competence but wish to give the public the impression that they are doing their jobs of ensuring their members are competent in practice. . . Before it is pushed further, it must be shown that PEO's CPD proposal is an issue that solves some demonstrated need, provides a system that can be measured by results versus goals, and that it has been chosen by a rational analysis.”
Mar '16	49	Steve Schillaci	Attended East Central town hall in November; disagrees with Annette Bergeron's assertion that “70 per cent of attendees came around to supporting our program and 30 per cent of attendees did not want to listen”. Schillaci says, “I believe she mistook a polite response as acceptance and it was she who failed to listen to views that did not fit her narrative. . . Customers, employers and the marketplace are more than capable of policing engineering competence. . . I'm confident that our PEO members will reject CPD in a fair referendum that allows for that option.”
May '16	76	Roy Fletcher	CPCPTF's “risk assessment' reported so far does not include appraisal of the qualifications of a member both technically and conscientiously for providing services directly to the public”.
May '16	75	William Este	Attended a town hall “where most attendees opposed the proposed CPD program. . . Any bureaucracy needed to 'herd' 80,000 professional engineers into risk slots and then mandate and supervise how they should be 'professionally developed' is unimaginable, to say the least.”
May '16	75	Matthew Dudman, EIT	Favours CPD because he feels his university education did not provide sufficient practical experience. [He fails to explain how CPD, as opposed to on-the-job experience would fill this void.]
Nov '16	68	Brian Lechem	“Engineers in the 21st century have no option other than to maintain their professional competence and this means acting in a proactive manner. . .” [There is no evidence that PEO members are not already doing what is necessary to practise competently.]
May '17	66	Duncan Gibbons	“It is believed that engineers would be maintaining professional standards [by enrolling in PEAK] and be looked upon more favourably by the public. However, my experience has been that the public does not care how many courses a person takes. They only care that you are doing your job honestly and to the best of your abilities. . . This indicates a need for PEO to be able to reconcile on-the-job learning and satisfactory job performance against the artificial construct of CPD learning.”

- |         |    |                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
|---------|----|---------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Mar '18 | 70 | Rahmat Ushak-saraei | <p>“I would remain totally opposed to PEAK and PEAK-like programs, proven to be a failure in other disciplines, and am disturbed that someone speaks falsely on my behalf. Additionally, the low level of participation in the PEAK program along with the continually low level of participation in the standard voting process are indicative symptoms of larger challenges that PEO has been facing for long time in convincing licence holders of its ability to introduce strategic visions and pragmatic approaches that truly represent the engineers and engineering profession in the modern era. So, although one would have hoped that PEO chose the wise path of putting the PEAK program to vote among all licence holders rather than blindly implementing it, it is my firm belief that, at the end, even though PEO may choose to impose it as a mandatory requirement, it will only further confirm the need for a major organizational overhaul of PEO to meet the demands of the 21st century.”</p> |
| Jul '18 | 54 | Bruce Matthews      | <p>Not a Members' Club: Writer opines that “continued club mentality” has harmed OSPE. “There are countless examples over the years where it has been clear that member interests have strongly influenced PEO policy and practices.” [This is actually a <i>good</i> thing; it is an essential element of any self-regulated profession, and has never, ever been shown that the public interest was harmed.]</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |

## CONSENT AGENDA

**Purpose:** To approve the items contained in the consent agenda

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

***That the consent agenda be approved.***

**Prepared by:** Dale Power, Secretariat Administrator

Routine agenda items that may be approved without debate are included in a consent agenda and may be moved in a single motion. However, the minutes of the meeting will reflect each item as if it was dealt with separately. Including routine items on a consent agenda expedites the meeting.

Items included on the consent agenda may be removed and dealt with separately if they contain issues or matters that require review.

Please review the minutes ahead of time for errors or omissions and advise Dale Power (416-224-1100, extension 1130 or [dpower@peo.on.ca](mailto: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 – 529<sup>th</sup> Council Meeting – September 19-20, 2019
- 3.2 Approval of CEDC Applications
- 3.3 Changes to the 2019 PEO Committees and Task Forces Membership Roster
- 3.4 2020 Committees and Task Forces Membership Roster
- 3.5 2020 Work and Human Resources Plans
- 3.6 Re-Appointment to the Canadian Engineering Qualifications Board (CEQB)
- 3.7 Practice Guideline Design Evaluation for Demountable Structures
- 3.8 Practice Guideline Preparing As-Built and Record Documents
- 3.9 Act Change Proposal – Amendments to Notice of Proposal Provisions in Subsection 19(1)
- 3.10 Policy Decision – EIT Fee Remission
- 3.11 Fee for Academic Course in Lieu of First Technical Exam
- 3.12 Borrowing Resolution
- 3.13 Changes to Ontario Professional Engineers Awards (OPEA) Nomination Procedures
- 3.14 Council Action Log



## OPEN SESSION MINUTES – 529<sup>th</sup> Council Meeting – September 19-20, 2019

**Purpose:** To record that the minutes of the open session of the 529<sup>th</sup> meeting of Council accurately reflect the business transacted at that meeting.

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

***That the minutes of the 529<sup>th</sup> meeting of Council, held September 19-20, 2019, as presented to the meeting at C-530-3.1, Appendix A, accurately reflect the business transacted at that meeting.***

Prepared by: Dale Power, Secretariat Administrator

### 1. Need for PEO Action

In accordance with 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 – 529<sup>th</sup> Council open session meeting – September 19-20, 2019



# Minutes

C-530-3.1  
Appendix A

The 529<sup>th</sup> MEETING of the COUNCIL of PROFESSIONAL ENGINEERS ONTARIO (PEO) was held at PEO Offices, 40 Sheppard Avenue West, Toronto, Ontario on Friday, September 20, 2019 at 9:00 a.m.

- Present: N. Hill, P.Eng., President and Council Chair  
D. Brown, P.Eng., Past President [minutes 12157 to 12181 only]  
M. Sterling, P.Eng., President-elect  
C. Bellini, P.Eng., Vice-President (Elected)  
T. Olukiyesi, P.Eng., Vice-President (Appointed)  
A. Arenja, P.Eng., Lieutenant Governor-In-Council Appointee  
S. Ausma, P.Eng., Councillor at Large  
V. Banday, P.Eng., Lieutenant Governor-In-Council Appointee  
G. Boone, P.Eng., Eastern Regional Councillor  
L. Cutler, P.Eng., Lieutenant Governor-In-Council Appointee  
G. Houghton, P.Eng., Western Regional Councillor  
Q. C. Jackson, Barrister & Solicitor, Lieutenant Governor-In-Council Appointee  
W. Kershaw, P.Eng., Western Regional Councillor  
L. MacCumber, P.Eng., West Central Regional Councillor  
L. Notash, P.Eng., Councillor at Large  
S. Robert, P.Eng., Northern Regional Councillor  
A. Sinclair, P.Eng., East Central Regional Councillor  
M. Spink, P.Eng., Lieutenant Governor-In-Council Appointee  
R. Subramanian, P.Eng., Northern Regional Councillor  
S. Sung, Lieutenant Governor-In-Council Appointee  
K. Torabi, P.Eng., East Central Regional Councillor  
W. Turnbull, P.Eng., Western Regional Councillor  
R. Walker, P.Eng., Eastern Regional Councillor  
G. P. Wowchuk, P.Eng., Councillor at Large
- Regrets: N. Rush, C.E.T., Lieutenant Governor-In-Council Appointee
- Staff: J. Zuccon, P.Eng., Registrar  
L. Latham, P.Eng., Deputy Registrar, Regulatory Compliance  
D. Smith, Director, Communications  
M. Wehrle, Director, Information Technology  
D. Abrahams, General Counsel  
B. Ennis, P.Eng., Director, Policy and Professional Affairs  
J. Chau, P.Eng., Manager, Government Liaison Programs  
J. Max, Manager, Policy  
C. Knox, P.Eng., Manager, Enforcement, Regulatory Compliance [minutes 12157 to 12167 only]  
K. Slack, P.Eng., Manager, Complaints and Investigations [minutes 12157 to 12167 only]  
R. Martin, Manager, Secretariat  
D. Power, Secretariat Administrator  
E. Chor, Research Analyst, Secretariat  
B. St. Jean, Senior Executive Assistant

Guests:

- A. Bergeron, PEO Director, Engineers Canada [minutes 12157 to 12182 only]
- H. Brown, Brown & Cohen [minutes 12157 to 12182 only]
- D. Chui, P.Eng., PEO Director, Engineers Canada [minutes 12157 to 12182 only]
- B. Matthews, P.Eng., CEO, Consulting Engineers of Ontario [minutes 12157 to 12182 only]
- S. Perruzza, P.Eng., CEO, Ontario Society of Professional Engineers (OSPE) [minutes 12157 to 12182 only]
- K. Reid, P.Eng., PEO Director, Engineers Canada [via teleconference, minutes 12157 to 12182 only]
- C. Sadr, P. Eng., PEO Director, Engineers Canada [minutes 12157 to 12182 only]
- D. Brown, Governance Solutions Inc.
- S. Cornish, Office of the Attorney General [minutes 12157 to 12182 only]
- G. Comrie, Past President [minutes 12157 to 12172 only]
- P. DeVita, AGM submission [minutes 12157 to 12172 only]
- P. Green, AGM submission [minutes 12157 to 12167 only]
- J. Harrington, Succession Planning Task Force [minutes 12157 to 12182 only]
- T. Kirkby, Former Lieutenant Governor-In-Council Appointee [minutes 12157 to 12182 only]
- R. Linseman, AGM submission [minutes 12157 to 12182 only]
- L. Lukinuk, Governance Solutions Inc.
- V. Raponi, AGM submission [minute 12167 only]
- T. Tariq, Office of the Fairness Commissioner [minutes 12157 to 12167 only]
- M. Van Der Paelt, AGM submission [minutes 12157 to 12167 only]
- J. Vieth (Plenary session only)
- R. Willson, Succession Planning Task Force [minutes 12157 to 12182 only]

On Thursday evening, Council received a Discipline Committee (DIC) report, an update on governance and the proposed action plan in response to the Cayton Report (external regulatory performance review).

Council convened at 9:00 a.m. on Friday, September 20, 2019.

#### **CALL TO ORDER**

Notice having been given and a quorum being present, the Chair called the meeting to order at 9:00 a.m.

President Hill asked if there were any conflicts to declare before proceeding with the agenda. There were none.

Registrar Zuccon introduced new General Counsel Dan Abrahams who joined PEO in August.

#### **12157 APPROVAL OF AGENDA**

The Chair removed item "2.16 Acknowledgement of Europeans' contribution to Ontario today" from the agenda since it is not in the public interest.

Moved by Councillor Arenja, seconded by Councillor Turnbull:

**That:**

**the agenda, as presented to the meeting at C-529-1.1, Appendix A be approved as amended; and**

**The Chair be authorized to suspend the regular order of business.**

**CARRIED**

**12158  
CAYTON REPORT – ACTION PLAN**

At its June 21, 2019 meeting, Council unanimously passed the following motion:

“That Council direct the Registrar to develop a high-level action plan related to the 15 recommendations contained in the April 2019 report A review of the regulatory performance of Professional Engineers Ontario from Harry Cayton, Kate Webb and Deanna Williams for consideration at the September 2019 Council meeting.”

The action plan proposed by staff to address the above motion was presented to Council for consideration. This action plan outlined the organizational transformation required to improve PEO’s performance in its core regulatory areas (licensing and registration, complaints and discipline, compliance, enforcement, and practice standards).

The action plan directly addresses the “Protecting the Public Interest” Area of Focus in the 2018-2020 Strategic Plan: “PEO will focus its resources on regulatory functions that help protect the public interest. We will strive for excellence by rigorously and objectively reviewing the effectiveness and efficiency of all our regulatory instruments and operations in the public interest.”

Moved by Past President Brown, seconded by President-elect Sterling:

**That Council approves the action plan to implement the recommendations from the 2019 report, A review of the regulatory performance of Professional Engineers Ontario, as set out in C-529-2.1, Appendix A.**

**CARRIED**

Past President Brown congratulated the Registrar and staff who were involved in the creation of the action plan for doing a fantastic job.

**12159  
2020 OPERATING BUDGET**

In accordance with the Council approved PEO business planning cycle, the draft operating budget was provided to Council for review. Council’s feedback at this meeting will be incorporated into the final 2020 operating budget which will be presented at the November 2019 meeting for approval.

Councillor Cutler provided an overview.

Councillor Notash referred to Briefing Note C-529-2.2 noting that the second sentence in the second paragraph should be amended by replacing “expenses” with “revenues” and “revenues” with “expenses” so that the sentence reads “ Total revenues in 2020 are budgeted at \$31.8m and total expenses are budgeted at \$28.9m resulting in an

excess of revenues over expenses of \$2.9m.” Also, the third paragraph, last sentence, be amended by removing “Apart from the fee increase” so that the sentence reads “The main factors contributing to the increase in revenues are:”

It was suggested that the Finance Committee look at long term budget planning, separate operational work from strategic work and in the spirit of transparency provide committees, prior to the November Council meeting, with budget content.

Responding to a query regarding risk contingency Registrar Zuccon advised that the Finance Committee would be looking at a more robust budgeting process.

During further discussion it was suggested that the Finance Committee work with staff regarding the effect of demographic changes due to aging membership, etc., and how this will affect the revenue stream.

Registrar Zuccon anticipated that there would be a more detailed discussion at the November Council meeting relating to the action plan resulting from the external review; however, further work is necessary before there is a sense of what the budget numbers will be.

Additional items raised for consideration was concern regarding the decrease in the IT budget vs. increases in Chapter items, volunteer expenses and the capital budget and spending not related to PEO’s core regulatory function and protecting the public interest that were put on hold in 2019 being reinstated without Council input.

**12160  
2020 CAPITAL BUDGET**

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

Councillor Cutler advised that the capital budget is significantly reduced for 2020. The big-ticket item in 2019 was the replacement of the generator. There are no big items scheduled in 2020. Responding to a query regarding the structural study for the roof and one of the floors, C. Mehta advised that this was based on the recommendation from the company that manages the building, BGIS, following their inspection.

**12161  
ADDITIONAL FEE CHANGES**

At the June 2019 Council Meeting, Council approved the motion presented by the Legislation Committee, to promote transparency by including all licensing fees currently charged (at the May 2019 rates) in By-Law No. 1. As well, Council passed a motion to change the title of Registrar to CEO/Registrar throughout By-Law No. 1. It is necessary to reflect this title change in By-Law No. 1 as soon as possible, as it applies to Association business and contracts (but not regulatory functions required in the Act or Regulations).

Staff contracted a lawyer, Richard Steinecke at SML Law, to draft the required changes to By-Law No. 1 and submitted it to the Legislation Committee for an initial evaluation. The Legislation Committee reviewed the draft, noting three issues for Council decision. The Committee requested that Council approve the draft by-law changes, with the exception of three current fees; Academic Course taken in Lieu of a First Examination, EIT Fee Remission, and Subscription for print versions of *Engineering Dimensions* as explained below.

#### ***Academic Course Taken in Lieu of a First Examination***

- This suggested By-Law No. 1 change would add a fee for an academic course taken in lieu of a first technical examination assigned to an applicant by the Academic Requirements Committee. PEO began offering the option for applicants who had been assigned technical exams to options to take course in lieu of exams sometime in the 1970s. The 'In Lieu' fee charged to those applicants who are taking courses is meant to replace the initial 'exam file' fee that is charged to those applicants who take technical exams. When an applicant takes their first technical exam, they are charged a fee of \$700, which is a combination of the exam file fee and the fee for the exam itself. As applicants who are taking courses are not taking the exam, they are charged the \$500 file fee on its own. Thus, the fee only applies to course taken in place of the first technical exam, as any applicant who had taken a course after taking an exam would have already paid the \$500 file fee. There have only been 5 applicants who have been charged this fee since 2017. As the Legislation Committee is not a policy-making committee, it is proposing that the appropriateness of the \$500 academic course fee in lieu of the first examination be referred to the Finance Committee for recommendation to Council.

#### ***EIT Fee Remission***

- This suggested By-Law No. 1 change would add the EIT fee remission previously authorized by a 2009 Council motion for EIT members. However, in drafting the By-Law changes, it became apparent that the fee could not stand by itself in a by-law, since the requirement for fee remission for EITs is not authorized by the Regulation, including the Registrar receiving an undertaking from the EIT that they would not practice engineering while on fee remission, even under the supervision of a P.Eng. To best resolve this, LEC proposes that Council reconsider the EIT Fee Remission Policy at its November 2019 meeting.

#### ***Subscription to Print edition of Engineering Dimensions***

- The Committee also discussed the inclusion in the By-Law No. 1 of the annual subscription fee for the printed edition of *Engineering*

Dimensions for people not currently licensed by PEO or EITs. While this fee was included in the Briefing Note that was sent to Council in June 2019 and approved for inclusion in By-Law No. 1, in drafting the by-law, this fee was flagged as being “more of a cost of a product than a fee” and the Committee decided that this was not a regulatory fee and is recommending that it be excluded from By-Law No. 1.

Moved by Councillor MacCumber, seconded by Councillor Ausma:

**That the word “registrar” be replaced with “CEO/registrar” throughout By-Law No. 1 except where the phrase “deputy registrar” is used.**

**2. That section 39 of By-Law No. 1 be amended as follows:**

- a) Section 39(1) is repealed and replaced with the attached revised wording in C-529-2.4, Appendix A.
- b) Section 39(4.1) is inserted with the attached wording in C-529-2.4, Appendix A.
- c) Section 39(10.1) is inserted with the attached wording in C-529-2.4, Appendix A.
- d) Section 39(23)(b) is renumbered as section 39(23)(c) and a new section 39(23)(b) is inserted with the attached wording in C-529-2.4, Appendix A.

**3. That Council accepts the Legislation Committee’s recommendation to not include in By-Law No. 1 the annual fee for the print edition of *Engineering Dimensions*.**

**4. That the current \$500 fee applied for an academic course taken in lieu of the first assigned examination be referred to the Finance Committee for review.**

**5. That Council agrees to reconsider PEO’s EIT Fee Remission policy at the November Council Meeting.**

**CARRIED**

**12162  
VOLUNTEER CODE OF CONDUCT**

On March 23rd, 2018, Council passed a motion to direct the RCC to develop a process to ensure the safety and security of volunteers and participants who engage with PEO’s various outreach activities.

The Chapter Office submitted the PEO Volunteer Code of Conduct for approval to Council in June 2019 at which time the following motion was passed:

“That the PEO Volunteer Code of Conduct be referred to Human Resources for further work and brought back to Council for consideration at its September 2019 Council meeting.”

As directed by Council, People Development revised the Code of Conduct for PEO Volunteers. The amended document was peer-reviewed by Councillor MacCumber and the Advisory Committee on Volunteers (ACV) at its August 15, 2019 meeting.

It was moved by Councillor Spink, seconded by Councillor Kershaw:

**That the Code of Conduct for PEO Volunteers be approved as presented to the meeting at C-529-2.5, Appendix A with the understanding that it will be reviewed annually and updated to maintain compliance with applicable legislation.**

**CARRIED**

It was suggested that the Code of Conduct policy be expanded to include the process for investigation, opportunity to appeal and outcomes regarding education, proactive steps, consequences, timelines, etc., and that there should be an opportunity to report observed breaches as well. Other suggestions included special wording for volunteers who serve on any board, including Council and more specificity regarding termination of a volunteer and a process for this. The policy should be expanded to include respectful behaviour towards other volunteers and staff. The wording “unlawful conduct” is too vague.

Councillors who have not yet completed mandatory training such as Accessibility for Ontarians with Disabilities Act (AODA) and Equity and Diversity were reminded to do so. It was suggested that reminders be sent out with updated links and FAQ’s to guide Councillors through the process. It was noted that the accompanying videos are long and repetitious.

It was requested that an update regarding completion percentages be provided at the November Council meeting.

**12163  
APPOINTMENT OF COUNCILLORS TO  
BOARD COMMITTEES**

Opportunities to serve on PEO board committees opened due to the retirement of three LGA Councillors on May 16 and June 6, 2019, including a position on the Audit Committee (AUC) due to the retirement of Lew Lederman, QC and a position on the Finance Committee (FIC) due to the retirement of Tim Kirkby, P.Eng.

A call for expressions of interest was sent out to all Council members with a submission deadline of July 31, 2019. The Human Resources Committee (HRC) met on August 26, 2019 to review the submissions according to Process for Board Committee appointments, the Decision Criteria Matrix and the Special Rules approved at the June 2019 Council meeting.

HRC matched Councillor’s first choice with their respective backgrounds and experience relevant to the work of the committee and made recommendations for Council consideration, taking into consideration the need to balance committee continuity with succession planning, Councillor workloads, Councillor involvement with other committees and external appointments as well as committee terms of reference.



Councillors Arenja and Sung recused themselves for this item.

It was moved by Councillor Boone, seconded by Councillor Kershaw:

1. **That, as recommended by the Human Resources Committee, Sherlock Sung be appointed as a member to the Audit Committee for the 2019-2020 Council year.**
2. **That, as recommended by the Human Resources Committee, Arjan Arenja, P.Eng. be appointed as a member to the Finance Committee for the 2019-2020 Council year.**

**CARRIED**

Councillors Arenja and Sung rejoined the meeting.

**12164  
LEGISLATION COMMITTEE 2019-2020  
WORK PLAN**

Under the Committees and Task Forces Policy (Committees/Task Forces Operations, Item 3), each committee / task force is to prepare an annual work plan and human resources plan for the following year by September 30 each year.

One of the roles of Council, 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 Legislation Committee (LEC) submitted its work plan for Council approval.

It was moved by Vice-President Bellini, seconded by Councillor Turnbull:

**That Council approve the Legislation Committee work plan for 2019-2020 as presented to the meeting at C-529-2.7, Appendix A.**

**CARRIED**

**12165  
2019 AGM SUBMISSION – BARRIERS TO  
LICENSURE**

At the 2019 Annual General Meeting, the following submission was proposed and accepted by those in attendance:

“That PEO Council form a task force to assess and report on barriers for licensure in emerging/non-traditional disciplines and develop an equitable and sustainable process for EITs and IEGs including those who are not directly supervised by a licensed Professional Engineer to satisfy the Canadian work experience requirement defined in the *Professional Engineers Act*, Regulation 941, Section 33.4. The report and recommendations should be presented to Council for approval no later than the end of 2020.”

PEO currently has a Licensing Committee (LIC) and its Terms of Reference give the LIC the following duties and responsibilities:

1. Identify the need for, and prioritize, enhancements to PEO’s licensing policies, criteria, and processes.

2. Propose to Council the creation of subcommittees / task groups to develop licensing policy in specific policy areas, including their population and terms of reference.
3. Coordinate the development of proposals for Council approval to enhance PEO's licensing criteria and processes, including appropriate peer review.

Consequently, Council was asked to consider whether LIC should be tasked with reviewing the need for changes to policies to deal with any potential barriers to licensure and recommendations about a task force to deal with this issue.

- The Experience Requirements Committee has been engaged in developing options for dealing with the issue of satisfying the Canadian work experience requirement for EITs and IEGs who are not directly supervised by a licensed Professional Engineer. If a Task Force is assigned this responsibility, Council should ensure that ERC and this new Task Force are not duplicating work.
- Staff recommended that Council should consider this submission in the context of the External Regulatory Review Action Plan for Recommendation #6 of the Cayton Report:

PEO should review and revise all its current licensing categories and designation and eliminate those that do not directly contribute to protection of the public/serving the public interest. *(A review of the regulatory performance of Professional Engineers Ontario, Professional Standards Authority, April 2019, p 62)*

- One of the guiding principles of the External Regulatory Review Action Plan is the imposition of a moratorium on the creation of Task Forces and committees that would deal with issues that are covered by the recommendations in the Cayton Report. This proposed task force falls within the scope of that moratorium; therefore, staff recommend that Council defer any decision on the creation of a Barriers to Licensure Task Force and, instead, direct the Registrar to include review of the identified issues in the action plan for Recommendation #6.

M. Van Der Paelt and P. Green, AGM submitters, introduced and discussed the motion that was presented. She noted that the briefing note refers to recommendation #6 of the Action Plan from the external regulatory review but that recommendation #5 is more applicable since it refers to the process for application for a professional engineering license being simplified and speeded up, the discriminatory aspects of written examinations, a Canadian year of experience and face to face interviews being discarded.

It was moved by Councillor Notash, seconded by Councillor Boone:

**That Council refer the Barriers to Licensure submission to the Registrar for review of the identified issues as part of the applicable Action Plan recommendations from the External Regulatory Review.**

**CARRIED**

**12166  
2019 AGM SUBMISSION – EVOLUTION OF  
ONTARIO ENGINEERS TASK FORCE**

At the 2019 Annual General Meeting, the following submission was proposed and accepted by those in attendance. It read.  
Technology is changing at a rapid pace, with new scientific discoveries frequently being made. These two factors will have an impact on the evolution of the engineering profession, and its regulation, licensing and governance.

*THEREFORE BE IT SUBMITTED THAT, PEO Council create a Task Force with some urgency, to explore the implications of the accelerating pace of technological change and new scientific discoveries on the regulation, licensing and governing of engineers and applied scientists in Ontario; and, That PEO convene a general meeting of the member forthwith to determine a course of action that the profession may consider as a result of the Task Force's considerations.*

Staff recommend that the Registrar should consider this submission in the context of the External Regulatory Review Action Plan for Recommendation #6 which states, "PEO should review and revise all its current licensing categories and designation and eliminate those that do not directly contribute to protection of the public/serving the public interest" (*A review of the regulatory performance of Professional Engineers Ontario*, Professional Standards Authority, April 2019, p 62)

P. DeVita, AGM submitter, introduced and discussed the motion regarding the evolution of Ontario Engineers.

It was moved by Councillor Boone, seconded by Councillor Kershaw:

**That Council:**

- 1. Create a task force examining the impact of fast-paced technological change and new scientific discoveries on the regulation, licensing and governing of engineers and applied scientists in Ontario, for a maximum duration of one year.**
- 2. In consultation with the Registrar, the task force will prepare a report of its findings and a recommendation for a general meeting of the members to be approved at a subsequent meeting of Council.**

**Required a 2/3 majority of votes cast to carry.**

Moved by Councillor MacCumber, seconded by Councillor Spink:

**That the 2019 AGM submission – Evolution of Ontario Engineers be referred to the Registrar and tabled as part of the Action Plan regarding**

**the review of the regulatory performance of Professional Engineers Ontario.**

**CARRIED**

**12167  
2019 AGM SUBMISSION – EIT RIGHT TO  
VOTE IN COUNCIL ELECTIONS**

A Member Submission was passed at the 2019 PEO Annual General Meeting that PEO allow EIT's to vote in PEO Council elections commencing in the calendar year 2019 or in the calendar year as soon thereafter as can be implemented by PEO, and in all subsequent PEO council elections

V. Raponi introduced and discussed the motion regarding EIT right to vote in Council elections.

Moved by Councillor Sinclair, seconded by Councillor Kershaw:

**That Council direct the Registrar to provide a policy intent briefing note for an Act Change to allow engineering interns to vote in Council elections, using PEO's Act Change Protocol.**

Moved by Councillor MacCumber, seconded by Councillor Spink:

**That the 2019 AGM submission – EIT Right to Vote in Council Elections, be referred to the Registrar and tabled as part of the Action Plan regarding the review of the regulatory performance of Professional Engineers Ontario.**

**DEFEATED**

That the ruling of the Chair to allow the re-consideration of the referral motion regarding the 2019 AGM submission – EIT right to vote in Council elections be sustained.

**CARRIED  
Recorded Vote**

**For**

A. Arenja  
S. Ausma  
C. Bellini  
D. Brown  
G. Houghton  
Q. Jackson  
L. MacCumber  
L. Notash  
S. Robert  
A. Sinclair  
M. Spink  
M. Sterling  
R. Subramanian  
W. Turnbull

**Against**

V. Banday  
G. Boone  
L. Cutler  
W. Kershaw  
T. Olukiyesi  
S. Sung  
K. Torabi  
R. Walker  
G. Wowchuk

Moved by Councillor Jackson Kouakou, seconded by Councillor Ausma:

**That the 2019 AGM submission – EIT right to vote in Council elections be referred to the Registrar and tabled as part of the Action Plan regarding the review of the regulatory performance of Professional Engineers Ontario.**

**MOTION WITHDRAWN**

Moved by Councillor Kershaw, seconded by Past President Brown:

**That the motion regarding the 2019 AGM submission – EIT right to vote in Council elections be withdrawn.**

**CARRIED**

President Hill presented former LGA Councillor Tim Kirkby with a Certificate of Appreciation for his service to PEO as a Lieutenant Governor Appointee from 2016 to 2019 as well as serving on various committees and task forces.

**12168  
2019 AGM SUBMISSION – CHAPTER  
WEBMAIL ACCOUNTS**

Currently there are 36 generic email accounts addressed to Chapter Chairs, Vice-Chairs, and Treasures, forwarded to the volunteer's personal email account.

The current submission is that volunteers are made to use the PEO email system and the email accounts created for chapters. The main benefit outlined in the submission is that the webmail account will allow users of the email system access to PEO's global address book (GAL) which would facilitate searching for email addresses for anyone associated with PEO – Council, Committee members, staff, chapter staff, chapter volunteers, etc. to facilitate easier communications. The GAL is the directory that contains the information on mailboxes and email distribution lists at PEO.

Converting alias email accounts to mailboxes will not increase visibility to the name of the volunteer within the role at the Chapter. For example, in the GAL when searching for the Algoma Chapter information the following would be displayed: Algoma Chapter, Algoma Chapter Treasurer, Algoma Chapter Vice Chair. The details of the Algoma Chapter Vice Chair mailbox would show: [algomachaptervicechair@peo.on.ca](mailto:algomachaptervicechair@peo.on.ca)

R. Linseman, AGM submitter, introduced and discussed the motion regarding Chapter webmail accounts. He clarified that the request was to provide each chapter with a PEO email account that is accessible by webmail.

Moved by Councillor Houghton, seconded by Vice-President Olukiyesi:

**That Council approve the change of the 36 generic chapter email addresses that are an "alias" address to a PEO Webmail account accessible via webmail and to provide the password to the relevant chapter chairs and to have the appropriate PEO staff provide self-**

training information in a document to be stored on [www.chapters.PEO.on.ca](http://www.chapters.PEO.on.ca).

Councillor Spink objected to the consideration of the motion based on the higher priorities in place as a result of the External Performance Review Action Plan and the fact that generic chapter emails have no bearing on the public interest. Since a two-thirds vote was not achieved, the motion was considered

Council then voted on the main motion.

**That Council approve the change of the 36 generic chapter email addresses that are an “alias” address to a PEO Webmail account accessible via webmail and to provide the password to the relevant chapter chairs and to have the appropriate PEO staff provide self-training information in a document to be stored on [www.chapters.PEO.on.ca](http://www.chapters.PEO.on.ca).**

**DEFEATED**

**12169  
WHITE PAPER – ARTICLING ENGINEER  
CERTIFICATE/DESIGNATION**

The application process for a P.Eng. includes several phases. To empower the applicants and facilitate a sense of moving ahead as the applicants fulfil each requirement, these phases could be branded and a certificate could be issued once the applicants fulfil the academics and pass the professional practice examination (PPE).

The certificate could bring the entrepreneurs (including those in emerging disciplines) under the PEO umbrella while pursuing engineering related work towards their experience with no P.Eng. supervision.

The certificate will alleviate some of the concerns regarding the required one-year Canadian engineering experience for the International Engineering graduates and applicants/EITs with no P.Eng. in their workplace. Similar concerns have been raised by the Ontario Fairness Commission.

The certificate/designation will be an indication of the applicants' familiarity with the engineering ethics and law, and their commitment to the profession.

The certificate could further improve the communications with applicants since it will facilitate a sense of moving ahead as the applicants fulfil each requirement.

Moved by Councillor Notash, seconded by Councillor Boone:

**That Council direct the Registrar to prepare a staff report on the White Paper- Articling Engineer Certificate/Designation proposal and present that report to Council at its February 7, 2020 meeting.**

DEFEATED

**12170**  
**WHITE PAPER – CHAPTER REFORM**

PEO Chapters need to evolve with the times, to be equipped and structured for the essential purposes of a World Class Engineering Regulatory Body, Professional Engineers Ontario. The White Paper on Chapter Reform is in concurrence with 2018-2020 Strategic Plan Objective #4, and with greater sense of urgency as a result of Recommendation #3 in the Clayton “PEO Regulatory Performance Review” Report.

Moved by Councillor Boone, seconded by Councillor Kershaw:

**That PEO Council create a task force with representatives of Council, RCC, Committees, Chapters & Staff to implement “Chapter Reform” changes & advancements to enable & transform Chapters for vital delivery of Regulatory Outreach programs.**

Moved by Councillor Kershaw, seconded by Councillor Bandy:

**That the motion to create a task force on Chapter Reform be referred to the Regional Councillors’ Committee (RCC).**

DEFEATED

Council then voted on the main motion.

**That PEO Council create a task force with representatives of Council, RCC, Committees, Chapters & Staff to implement “Chapter Reform” changes & advancements to enable & transform Chapters for vital delivery of Regulatory Outreach programs.**

DEFEATED

**12171**  
**MODERNIZING THE INDUSTRIAL  
EXCEPTION CLAUSE TO EXCLUDE  
NUCLEAR INDUSTRY**

At the 525<sup>th</sup> Council Meeting plenary held on March 21, 2019, all Councillors present agreed by a show of hands to pursue the White Paper on the need for a modernization of the Industrial Exception, submitted by Eastern Central Region Councillor Keivan Torabi, PhD, P.Eng. and Councillor-at-Large Gregory Wowchuk, P.Eng.

More specifically, the white paper proposed that PEO staff prepare a report detailing how certain industries, particularly the nuclear industry, must not be allowed to take undue advantage of the Industrial Exception clause, and that PEO should prepare both a report and updated clauses for the Act, limiting and clarifying the scope of the Industrial Exception, focusing on the issue where the consequences of industrial accidents would spill over to the public domain.

The Industrial Exception refers to Section 12(3)(a) of the Professional Engineers Act (PEA), which permits unlicensed persons to perform

engineering “in relation to ***machinery or equipment***, other than equipment of a structural nature, for use in the facilities of the person’s employer in the production of products by the person’s employer”.

PEO has investigated the **repeal** of the Industrial Exception and an Act change was passed as part of the government’s *Open for Business Act, 2010* that would remove that clause from the *Professional Engineers Act*. The Act change was scheduled to be proclaimed in 2013, but the government of the day chose to postpone the proclamation indefinitely. After consultation with various stakeholders, the government passed subsequent legislation to repeal the previously approved Act change as part of the *Burden Reduction Act, 2017*, despite objections from PEO.

The proponents have identified a concern that multiple employers may be abusing and/or exploiting the Industrial Exception, and that this clause of the Act needs to be modernized to prevent this. There are also concerns about the extent and applicability of Professional Engineers Ontario’s public mandate. According to the proponents, the Industrial Exception may interfere with the effective regulation of the practice of professional engineering within the nuclear industry.

The nuclear industry in New Brunswick and Quebec do comply with their provincial professional engineering acts and requirements. The Industrial Exception is only created for Ontario.

This is an extremely important issue with direct public’s interest. A nuclear accident could have incalculable effect on Ontarians’ health and economy, and PEO could undoubtedly suffer major criticism for failing to act. Therefore, any plan of action Council considers regarding this issue should be accompanied by relevant, timely, and accurate information.

When policy development is completed, staff will make a report to Council in June 2020 for a decision on how the Industrial Exception could be modernized with respect to the nuclear industry. Any resulting proposal for Act changes would require using PEO’s Act Change Protocol.

This initiative will support Goal 5 (“Increase influence in matters regarding the regulation of the profession”) of PEO’s 2018-2020 Strategic Plan.

Moved by Councillor Torabi, seconded by Councillor Wowchuk:

**That Council directs the Registrar to draft a report and recommendations for Council’s decision, by June 2020, regarding a need to modernize the Industrial Exception, narrow its scope, and with specific reference to its application to the nuclear industry.**

Moved by Councillor Kershaw, seconded by Councillor Boone:

**That the motion regarding modernizing the Industrial Exception Clause be amended by removing reference to the nuclear industry.**



DEFEATED

Council then voted on the main motion.

**That Council directs the Registrar to draft a report and recommendations for Council’s decision, by June 2020, regarding a need to modernize the Industrial Exception, narrow its scope, and with specific reference to its application to the nuclear industry.**

**CARRIED  
Recorded Vote**

**For**

V. Banday  
G. Boone  
W. Kershaw  
Q. Jackson  
L. Notash  
T. Olukiyesi  
M. Sterling  
R. Subramanian  
S. Sung  
K. Torabi  
R. Walker  
G. Wowchuk

**Against**

A. Arenja  
S. Ausma  
C. Bellini  
D. Brown  
L. Cutler  
G. Houghton  
L. MacCumber  
S. Robert  
A. Sinclair  
M. Spink  
W. Turnbull

**12172  
MEMBERSHIP REFERENDUM ON PEAK**

To date, immense amounts of work have been performed and budget spent on advancing the “PEAK” program, notwithstanding the fact that Council has never secured the profession’s members’ approval to proceed with this colossal and fundamental change to the licensing regime. A full-time PEAK “co-ordinator” has been hired. It is clear that a huge amount of human effort and budget at PEO already is being spent on this program, even though it has not yet been adopted formally and made obligatory. Council cannot claim a mandate for this program, as virtually no candidates declared their support for it in their election platforms.

The extremely low participation rate in the PEAK program to date indicates that the members do not perceive value and utility in the program. A referendum is needed to determine the members’ will on the issue.

**That a referendum of PEO members on the “PEAK” program be conducted concurrent with the 2020 council elections, and that the will of the majority so polled be executed by Council. An article outlining the “pro” and “con” positions shall be published in Engineering Dimensions and on the PEO website when the candidates’ statements are published. The choices offered to members in the referendum shall be: (1) Continuation of PEAK and enforcing member participation, (2) Continuation of PEAK and making participation voluntary, and (3) Termination of PEAK and investigation of effective alternatives.**

Past President Brown objected to the consideration of the motion because it

was premature in light of the Cayton Report.

**That Council consider the motion on a Membership Referendum on PEAK.**

**DEFEATED**  
**Recorded Vote**

**For**

V. Banday  
G. Boone  
W. Kershaw  
K. Torabi  
G. Wowchuk

**Against**

A. Arenja  
S. Ausma  
C. Bellini  
D. Brown  
L. Cutler  
G. Houghton  
Q. Jackson  
L. MacCumber  
L. Notash  
T. Olukiyesi  
S. Robert  
A. Sinclair  
M. Spink  
M. Sterling  
R. Subramanian  
S. Sung  
W. Turnbull  
R. Walker

**12173**  
**COC RESPONSE TO EXTERNAL REVIEW**  
**REPORT**

Council was informed of the position and response of the Complaints Committee (COC) to the external regulatory review report by the Professional Standards Authority.

At its meeting of August 1, 2019, the Complaints Committee<sup>1</sup> reviewed and discussed the contents and recommendations of the report prepared by the Professional Standards Authority (PSA) titled, "A Review of the Regulatory Performance of Professional Engineers Ontario," dated April 2019.

The Committee unanimously passed a motion that the Chair formally notify Council of the following position of the Complaints Committee with respect to the Report:

1. That the Complaints Committee is very supportive of the thrust and intent behind the recommendations contained in the PSA report.
2. That PEO, as an organization, urgently needs to make significant organizational and structural changes that shift sharply towards fulfilling its core regulatory mandate, and away from all non-

regulatory activities.

3. That Council needs to focus its time, energy, attention, and the organization's full resources on the core work of regulation, and on the implementation of the PSA Report recommendations.
4. That PEO, led by Council, must undergo a significant cultural and behavioral change from its current focus and activities that are, often-times, more suited to a member's interest-driven organization, to purely and solely that of a regulator acting in the public interest.

**12174  
TECHNOLOGY USE POLICY**

The Violations section of the Technology Use Policy (Council) were adjusted after a review of what allowable actions are able to enforce the policy under the ACT, Regulations and Bylaws.

**12175  
CONSENT AGENDA**

Moved by Councillor Kershaw, seconded by Councillor Subramanian:

**That the Consent Agenda be approved as amended.**

**CARRIED**

Included on the consent agenda:

- 3.1 Minutes – 528<sup>TH</sup> Council meeting – June 20-21, 2019 – as amended
- 3.2 Approval of CEDC Applications
- 3.3 Changes to the 2019 PEO Committees and Task Forces Membership Roster
- 3.4 Standing Down the Governance Working Group Phase 1
- 3.5 Council Action Log

[Note: minutes 12176 to 12180 reflect the motions provided in the briefing notes presented to the meeting.]

**12176  
MINUTES – 525<sup>th</sup> COUNCIL MEETING –  
JUNE 20-21, 2019**

**That the minutes of the 528<sup>H</sup> meeting of Council, held June 20-21, 2019, as presented to the meeting at C-529-3.1, Appendix A, accurately reflect the business transacted at that meeting.**

**CARRIED**

**12177  
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-529-3.2, Appendix A, Section 1.**

**2. That Council approve the applications for re-designation as Consulting Engineer as presented to the meeting at C-529-3.2, 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-529-3.2, Appendix A, Section 3.**

**CARRIED**

**12178  
CHANGES TO THE 2019 PEO COMMITTEES  
AND TASK FORCES MEMBERSHIP ROSTER**

**That Council approve changes to the 2019 PEO Committees and Task Forces Membership Roster as presented to the meeting at C-529-3.3, Appendix A.**

**CARRIED**

The membership roster should include a column with number of years a volunteer has served on each committee.

**12179  
STANDING DOWN THE GOVERNANCE  
WORKING GROUP PHASE 1 (GWGP1)**

**That Council stand down the Governance Working Group Phase 1 with thanks.**

**CARRIED**

**12180  
COUNCIL ACTION LOG**

There were no questions.

**12181  
REGULATORY RISK REGISTER**

It was noted there is nothing on operational risks and this should be considered.

**12182  
COUNCILLOR ITEMS**

**a. Staff Recognition**

Councillor Boone asked for an update regarding his proposal that former PEO staff who gave significantly to the profession be recognized. Registrar Zucco advised that this is an operational item and that he will share the results of the environmental scan from similar organizations once received.

**b. Communication**

Councillor Wowchuk suggested that Engineering Dimensions provide more comprehensive coverage of Council meetings so that the membership is better informed. D. Smith advised that the material included in Engineering Dimensions regarding Council meetings was never intended to be a wholesome review since the minutes are available on the PEO website. Nonetheless, he noted that this would be reviewed.

Moved by Councillor Turnbull, seconded by Councillor Arenja:

**That Council move in-camera.**

**CARRIED**

**12183  
IN-CAMERA SESSION**

While in-camera, Council:

- a. verified the in-camera minutes from the 528<sup>th</sup> meeting of Council held June 20-21, 2019;
- b. discussed the TD Meloche Monnex Affinity Program;
- c. received an HRC update;
- d. received decisions and reasons of the Discipline Committee
- e. received a legal update on legal actions in which PEO is involved
- f. noted there were no issues reported regarding PEO's Anti-Workplace and Violence Policy

g. received an update from the Complaints Review Councillor (CRC)

These minutes consist of twenty pages and minutes 12157 to 12183 inclusive.

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N. Hill, P.Eng., Chair

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R. Martin, Corporate Secretary

DRAFT

# 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-530-3.2, Appendix A, Section 1.
2. That Council approve the applications for re-designation as Consulting Engineer as presented to the meeting at C-530-3.2, 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-530-3.2 Appendix A, Section 3.

**Prepared by:** Faris Georgis, P.Eng, Manager, Registration and Imelda Suarez, Staff Support

**Moved by:** Christian Bellini, 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

<b>Process Followed</b>	All applications were reviewed by PEO staff, the Regional Subcommittees of CEDC and later approved by CEDC on October 24, 2019.
<b>Council Identified Review</b>	Not applicable. Required by Regulation.
<b>Actual Motion Review</b>	As stated under above process.

### 5. Appendices

- Appendix A – Report of the Consulting Engineer Designation Committee
- Appendix B – Legal Implications

To the 530<sup>th</sup> Meeting of the Council of  
Professional Engineers Ontario

**REPORT OF THE CONSULTING ENGINEER DESIGNATION COMMITTEE**

**Chair: Shawn Gibbons, P.Eng.**

- 1. The Committee has reviewed the following applications for DESIGNATION and recommends to Council that these 8 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	Barbosa, Romeo	Green PI Inc.	14603 Airport Rd, Caledon East ON, L7C 2X8	100073946
1.2	Chan, Yue On (Bernard)	Fisher Environmental Ltd.	15-400 Esna Park Dr, Markham ON, L3R 3K2	90552589
1.3	Foster, Jordan	Chorley + Bisset Ltd.	369 York Street, Suite 2B, London ON, N6B 3R4	100148736
1.4	Graham, Jane	Shoreplan Engineering Limited	202-20 Holly St, Toronto ON, M4S 3B1	90330119
1.5	Murray, Laurence	Development Engineering (London) Ltd.	41 Adelaide St N, London ON, N5B 3P4	100142449
1.6	Saffarini, Hassan	NORR Architects and Engineers	175 Bloor St E, Toronto ON, M4W 3R8	100128946
1.7	Soltani, Meysam (Sam)	Trace Consulting Group Ltd.	904-505 Consumers Rd, North York ON, M2J 4V8	100135980
1.8	Tracey, Mark	FVB Energy Inc.	300-3901 Highway #7, Vaughan ON, L4L 8L5	46858502

**2. The Committee has reviewed the following applications for REDESIGNATION and recommends to Council that these 20 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	Casale, Cosimo	Cosmopolitan Associates Inc.	185 Blake Ave, North York ON, M2M 1B5	90361544
2.2	Correia, Jose	Correia & Associates Ltd.	14-4141 Sladeview Cres, Mississauga ON, L5L 5T1	9430109
2.3	Cousins, David	Davroc & Associates Ltd.	21-2051 Williams Parkway, Brampton ON, L6S 5T3	9536111
2.4	Debbert, Gordon	PPA Engineering Technologies Inc.	50 Samnah Cres, Ingersoll ON, N5C 3J7	90258534
2.5	Dionne, Kenneth (Dale)	The Municipal Infrastructure Group Ltd.	200-8800 Dufferin St, Vaughan ON, L4K 0C5	90360249
2.6	Foster, Keith	Englobe Corp.	7-1821 Albion Rd, Toronto ON, M9W 5W8	90539982
2.7	Gobbo, Jeremie	Trios Engineering Inc.	201-500 Harvard Dr, Belle River ON, N0R 1A0	100110961
2.8	Goel, Alok	Omtec Inc.	170 Bristol Rd E, Mississauga ON, L4Z 3V3	90221714
2.9	Halpenny, David	D.J. Halpenny & Associates Ltd.	968 River Rd, Manotick ON, K4M 1B2	17985011
2.10	Harkness, Stephen	Cemcorp Ltd.	2181 Dunwin Dr, Mississauga ON, L5L 1X2	90281726
2.11	Jain, Dinesh	Jain Sustainability Consultants	7405 East Danbro Cres, Mississauga ON, L5N 6P8	21671011
2.12	Lau, Tak-Man	SustainGlobe Ltd.	201-275 Renfrew Dr, Markham ON, L3R 0C8	90381203
2.13	MacDonald, Eric	Managed Intelligent Ingrastructure Inc.	1169 Haig Blvd, Mississauga ON, L5E 2M6	27966902
2.14	Mikkelsen, Heide	N.J. Peralta Engineering Ltd.	45 Division St N, Kingsville ON, N9Y 1E1	100009778
2.15	Orr, Alison	Orr Brown Consulting Engineers Ltd.	126-1063 King St W, Hamilton ON, L8S 4S3	90446410
2.16	Persaud, James	JLSR Engineering Inc.	403-200 Consumers Rd, North York ON, M2J 4R4	90269499
2.17	Rossi, Dario	Callisto Integration	16-635 Fourth Line, Oakville ON, L6L 5B3	90485681
2.18	Ruhland, Kurt	MTE Consultants, Inc.	520 Bingemans Centre Dr, Kitchener ON, N2B 3X9	100078854
2.19	Soligo, Michael	Rowan Williams Davies & Irwin Inc.	600 Southgate Dr, Guelph ON, N1G 4P6	43575505
2.20	Tessler, Barry	Thermaco Engineering Services (1986) Ltd.	PO Box 202 Malton CSC, Mississauga ON, L4T 3B6	46005013



3. The Committee recommends to Council that the following **4 FIRMS** be granted **PERMISSION TO USE THE TITLE “CONSULTING ENGINEERS”** (or variations thereof), having met the requirements pursuant to Section 68 of O.Reg.941:

#	Company Name	Address	Designated Consulting Engineer (s)
3.1	KSGS Engineering Corp.	300-470 Hensall Circle, Mississauga ON, L5A 3V4	Kenneth Chow
3.2	Musleh, Abeer (o/a) Plan Design Build Consulting Engineers	34 - 6810 Meadowvale Town Centre Cir, Mississauga ON, L5N 7T5	Abeer Musleh
3.3	Silkatech Consulting Engineers Inc.	14 Knollview Cres, North York ON, M2K 2E1	Soorena Merat
3.4	VME Technologies Inc.	1414 Lasalle Blvd, Sudbury ON, P3A 1Z6	Granville Vickerman

## 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 2019 COMMITTEES AND TASK FORCES MEMBERSHIP ROSTER**

**Purpose:** To approve changes to Sections 1 (Board Committees), 2 (Other Committees Reporting to Council) and 6 (Nominations to External Boards) of the *2019 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 *2019 PEO Committees and Task Forces Membership Roster* as presented to the meeting at C-530-3.3, Appendix A.**

**Prepared by:** Margaret Braun MEd, CHRE - (Acting) Director, People and Development  
**Moved by:** Vice President (elected) 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 *2019 PEO Committees and Task Forces Membership Roster* at the November 16, 2018 meeting. *Appendix A* sets out changes to the Sections 1 (Board Committees), 2 (Other Committees Reporting to Council) and 6 (Nominations to External Boards) of the approved Roster that require Council approval at this time.

**2. Proposed Action / Recommendation**

Approve the changes to Sections 1 (Board Committees), 2 (Other Committees Reporting to Council) and 6 (Nominations to External Boards) of the *2019 PEO Committees and Task Forces Membership Roster*.

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

- a. The newly appointed and re-appointed members will be notified accordingly.
- b. The resigned members will receive Thank you letters and Certificates of Appreciation.

**4. Policy or Program contribution to the Strategic Plan**

The motion regarding Changes to the *2019 PEO Committees and Task Forces Membership Roster* is related to Objective 9 in the 2018-2020 Strategic Plan.

**5. Financial Impact on PEO Budgets (for five years)**

Not applicable

**6. Peer Review & Process Followed**

<b>Process Followed</b>	Committees and Task Forces Policy – Role of Council Item 4: Approve the annual roster of committee members.
<b>Actual Motion Review</b>	

**7. Appendix**

- Appendix A – Changes to Sections 1 (Board Committees), 2 (Other Committees Reporting to Council) and 6 (Nominations to External Boards) of the *2019 PEO Committees and Task Forces Membership Roster*.

**Changes to the 2019 PEO Committees and  
Task Forces Membership Roster**

<p><b>C-530-3.3</b> <b>Revised</b> <b>Appendix A</b></p>
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**530<sup>th</sup> Council Meeting**

**New appointments:**

First/Last Name	Term / Compliance [per Terms of Reference]	Committee / Task Force
LGA Councillor Cutler	2019 – Council end term	Discipline Committee (DIC) – member appointed per 27. (1) 2.
LGA Councillor Jackson Kouakou, LL.B.	2019 – Council end term	Discipline Committee (DIC) – member appointed per 27. (1) 3.

**Changes to the Roster – election of Chairs/Vice Chairs and other:**

First/Last Name	Term / Compliance [per Terms of Reference]	Committee / Task Force
Guy Boone, P.Eng.	November 15, 2019 – AGM 2020	Audit Committee (AUC) – Chair, Volunteer Expense Appeals subcommittee member
Marilyn Spink, P.Eng.	November 15, 2019 – Council end term	Audit Committee (AUC) – Vice Chair
Leila Notash, P.Eng.	November 15, 2019 – AGM 2020	Audit Committee (AUC) – Volunteer Expense Appeals subcommittee member
Sherlock Sung	November 15, 2019 – AGM 2020	Audit Committee (AUC) – Volunteer Expense Appeals subcommittee member
Angela Wojtyla, P.Eng.	2020 – Dec 2020	Awards Committee (AWC) – OSPE representative, Joint PEO/OSPE OPEA Gala Advisory Subcommittee (GAC) member
Daryoush Mortazavi, P.Eng.	September 20, 2019 – September 2020	Central Election and Search Committee (CESC) member
Sangeeta Nagrare, P.Eng.	September 20, 2019 – September 2020	Central Election and Search Committee (CESC) member
Paul Ballantyne, P.Eng.	November 15, 2019 – November 14, 2022	Discipline Committee (DIC) – member appointed as per 27. (1) 2. (re-appointed, 2 <sup>nd</sup> term)
Ishwar Bhatia, P.Eng.	November 15, 2019 – November 14, 2022	Discipline Committee (DIC) – member appointed as per 27. (1) 2. (re-appointed, 2 <sup>nd</sup> term)
Rishi Kumar, P.Eng.	November 15, 2019 – November 14, 2022	Discipline Committee (DIC) – member appointed as per 27. (1) 2. (re-appointed, 2 <sup>nd</sup> term)
Jordan Max, Manager Policy	2019	Legislation Committee (LEC) – Committee Advisor
Gerry Conway	2019 – Dec 2020	Professional Standards Committee (PSC) – OAA member
Walter Derhak	2019 – Dec 2020	Professional Standards Committee (PSC) – OAA member
Colm Murphy	2019 – Dec 2020	Professional Standards Committee (PSC) – OAA member
Neil Kennedy, P.Eng.	2019 – Dec 2020	Professional Standards Committee (PSC) – ESDM subcommittee Chair
Eugene Purich, P.Eng.	2019 – Dec 2020	Professional Standards Committee (PSC) – Mineral Projects subcommittee Chair

**Changes to the 2019 PEO Committees and  
Task Forces Membership Roster**

**530<sup>th</sup> Council Meeting**

Rob Willson, P.Eng.	2018 – present	Succession Planning Task Force (SPTF) – Vice Chair
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**Nominations to External agencies:**

First/Last Name	Term / Compliance [per Terms of Reference]	Committee / Task Force
Michael Loken, P.Eng.	February 2020	Canadian Engineering Accreditation Board (CEAB) – General Visitor (GV) to the Ontario Tech University ( <i>formerly the University of Ontario Institute of Technology</i> )

**Committee and Task Force Resignations/Retirements:**

First/Last Name	Service Dates	Committee / Task Force
Michael Chan, P.Eng.	2008 – December 31, 2019	Advisory Committee on Volunteers (ACV) member
Nick Colucci, P.Eng.	2002 – December 31, 2019	Advisory Committee on Volunteers (ACV) member
John Severino, P.Eng.	2009 – December 31, 2019	Awards Committee (AWC) Chair
Andrew Dowie, P.Eng.	2010 – December 31, 2019	Awards Committee (AWC) – Sterling Awards subcommittee member
Márta Ecsedi, P.Eng.	2010 – December 31, 2019	Awards Committee (AWC) – Sterling Awards subcommittee member
Ewald Kuczera, P.Eng.	2016 – December 31, 2019	Complaints Committee (COC) member
LGA Councillor Jackson Kouakou, LL.B.	2018 – November 15, 2019	Complaints Review Councillor (CRC) Chair
Shawn Gibbons, P.Eng., CD	2006 – December 31, 2019	Consulting Engineer Designation Committee (CEDC) Chair
Donald Christopher Redmond, P.Eng., CD	2001 – December 31, 2019	Consulting Engineer Designation Committee (CEDC) member
LGA Councillor Rush, C.E.T.	2016 – November 15, 2019	Discipline Committee (DIC) member
Thomas Chong, P.Eng.	2012 – December 31, 2019	Discipline Committee (DIC) member
Pat Quinn, P.Eng.	2011 – December 31, 2019	Discipline Committee (DIC) member
Edward Rohacek, P.Eng.	1985 – December 31, 2019	Discipline Committee (DIC) member
Peter Broad, P.Eng.	2009 – December 31, 2019	Enforcement Committee (ENF) member
Edward Poon, P.Eng.	2008 – December 31, 2019	Enforcement Committee (ENF) member
Ryan Zizzo, P.Eng.	2018 – December 31, 2019	Equity and Diversity Committee (EDC) member
Peter Jarrett, P.Eng.	1998 – December 31, 2019	Experience Requirements Committee (ERC) member
Donald Worth, P.Eng.	1999 – December 31, 2019	Experience Requirements Committee (ERC) member
Nick Colucci, P.Eng.	2017 – December 31, 2019	Government Liaison Committee (GLC) – ACV representative

**Changes to the 2019 PEO Committees and  
Task Forces Membership Roster**

**530<sup>th</sup> Council Meeting**

<b>First/Last Name</b>	<b>Service Dates</b>	<b>Committee / Task Force</b>
Daniel King, P.Eng.	2015 – December 31, 2019	Government Liaison Committee (GLC) – EIT representative
Gregory Wowchuk, P.Eng.	2018 – AGM 2019	Licensing Committee (LIC) – LEC representative
L. Brian Ross, P.Eng.	1999 – December 31, 2019	Professional Standards Committee (PSC) member
Jeremy Bishop, P.Eng.	2013 – December 2019	Professional Standards Committee (PSC) – Structural Assessments subcommittee member
Chee Lee, P.Eng.	2006 – December 31, 2019	Registration Committee (REC) member

## 2020 COMMITTEES AND TASK FORCES MEMBERSHIP ROSTER

**Purpose:** To approve the *2020 PEO Committees and Task Forces Membership Roster*.

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

**That Council approve the *2020 PEO Committees and Task Forces Membership Roster* as presented to the meeting at C-530-3.4, Appendix A.**

**Prepared by:** Margaret Braun MEd, CHRE - (Acting) Director, People and Development

**Moved by:** Vice President (elected) 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.

Appendix A is the *2020 PEO Committees and Task Forces Membership Roster* that requires Council approval at this time.

### 2. Proposed Action / Recommendation

Approve the *2020 PEO Committees and Task Forces Membership Roster* per the Committees and Task Forces Policy, Role of Council (Item 4).

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

The approved *2020 PEO Committee and Task Force Membership Roster* will be posted on PEO's website.

### 4. Policy or Program contribution to the Strategic Plan

The motion regarding the *2020 PEO Committees and Task Forces Membership Roster* is related to Objective 9 in the 2018-2020 Strategic Plan.

### 5. Financial Impact on PEO Budgets (for five years)

Not applicable

### 6. Peer Review & Process Followed

<b>Process</b>	Committees and Task Forces Policy – Role of Council
<b>Followed</b>	Item 4: Approve the annual roster of committee members.

### 7. Appendices

- Appendix A – *2020 PEO Committees and Task Forces Membership Roster*.

# 2020 PEO ANNUAL COMMITTEES AND TASK FORCES MEMBERSHIP ROSTER

**(Effective January 1, 2020)**

C-530-3.4  
Revised Appendix A

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

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

Executive Committee (EXE)		
<b>Mandate as per Terms of Reference</b>	"The Executive Committee, a) may act on behalf of the Council with respect to urgent matters arising between regular meetings of the Council but shall report to the Council with respect to such actions; b) may consult with other committees of the Council; c) shall act upon or report upon matters that are referred to it by the Council; d) may advise the CEO/Registrar or any other officer or official of PEO on matters of policy; e) may make periodic reviews, forecasts, plans and recommendations to the Council concerning the future organization and operation of the Association; f) may advise the Council on matters pertaining to the Canadian Council of Professional Engineers; and g) may advise the Council on all financial matters, including, without limitation, investments, budgets, capital requirements, income, expenditures, salaries, reserves and contingencies or extraordinary expenses, both for current and future operations." [R.R.O. 1990, Reg. 941, s. 29.]	
	<u>EXE Terms of Reference</u>	
<b>Composition</b>	President, president-elect, past-president, appointed and elected vice-presidents, at least one LGA Councillor and additional Councillor(s), if any, as determined by Council at its first meeting following the AGM.	
	<b>EXE Committee Members (appointed to role)</b>	<b>Contributing From / To</b>
<b>Chair</b>	President Hill	2001/03, 2005/06, 2017 - AGM 2020
	President-elect Sterling	2018 - AGM 2020
	Past President Brown	2016 - AGM 2020
	Vice-president (elected) Bellini	2017/18, 2019 - AGM 2020
	Vice-president (appointed) Olukiyesi	2019 - AGM 2020
	Councillor Ausma	2013/14, 2019 - AGM 2020
	LGA Councillor Cutler	2019 - AGM 2020
	Councillor Notash	2019 - AGM 2020
	Councillor Turnbull	2017/18, 2019 - AGM 2020
<b>Committee Advisor</b>	Johnny Zuccon - CEO/Registrar	2018



<b>Audit Committee (AUC)</b>		
<b>Mandate as per Terms of Reference</b>	To oversee the auditing of the association's financial statements by an external auditor; and To monitor the Accounting and Financial reporting processes and Systems of Internal Control.	
	<u>AUC Terms of Reference</u>	
<b>Composition</b>	7 members; at least 3 members must be current members of Council.	
<b>AUC Members (appointed to role)</b>		<b>Contributing From / To</b>
<b>Chair</b>	<b>Councillor Boone (2019)</b>	2018 - AGM 2020
<b>Vice Chair</b>	<b>LGA Councillor Spink (2019)</b>	2019 - AGM 2020
	Councillor Notash	2019 - AGM 2020
	LGA Councillor Sung	2019 - AGM 2020
	TBD (non-Councillor)	
	TBD (non-Councillor)	
	TBD (non-Councillor)	
<b>AUC Subcommittee Members (appointed to role)</b>		<b>Contributing From / To</b>
<b>Volunteer Expense Appeal Subcommittee</b>	<b>Guy Boone</b>	2018 - AGM 2020
	<b>Leila Notash</b>	2019 - AGM 2020
	<b>Sherlock Sung</b>	2019 - AGM 2020
<b>Committee Advisor</b>	Chetan Mehta - Director, Finance	2016
<b>Admin Support</b>	Lucy Capriotti - Administrative Assistant, Financial Services	2008

<b>Finance Committee (FIC)</b>		
<b>Mandate as per Terms of Reference</b>	To review financial projections and recommend appropriate financial strategies, including program reviews and capital projects. To review the annual budget and make recommendations to Council. To monitor short term and long term investment policy. For both short term and long term pension funds. To assist in the identification of factors having significant impact on the budget. To review financial performance against the budget. To recommend policies to permit more effective budgetary control, fee remission, investment and insurance.	
	<u>FIC Terms of Reference</u>	
<b>Composition</b>	7 members; 4 members <b>MUST</b> be current members of Council.	
<b>FIC Members (appointed to role)</b>		<b>Contributing From / To</b>
<b>Chair</b>	TBD	
<b>Vice Chair</b>	LGA Councillor Cutler (2019)	2018 - AGM 2020
	LGA Councillor Arenja	2019 - AGM2020
	Councillor Ausma	2019 - AGM 2020
	Councillor Walker	2019 - AGM 2020
	Colin Chan (re-appointed in 2019)	2018 - AGM 2020
	Linda Drisdelle (re-appointed in 2019)	2018 - AGM 2020
	Roberto Martini (re-appointed in 2019)	2018 - AGM 2020

<b>FIC Subcommittee Members (appointed to role)</b>		<b>Contributing From / To</b>
<b>Investment subcommittee</b>	TBD (Council member)	
	TBD (HRC representative)	
	Colin Chan (FIC representative)	2019 - AGM 2020
	TBD (Pension Plan Administrator)	
	Jenny Zang (Pension Plan member)	2018 - AGM 2020
<b>Committee Advisor</b>	Chetan Mehta - Director, Finance	2016
<b>Admin Support</b>	Lucy Capriotti - Administrative Assistant, Financial Services	2008

<b>Human Resources Committee (HRC)</b>		
<b>Mandate as per Terms of Reference</b>	<p>To conduct the recruitment process for the position of CEO/Registrar and make recommendations to Council; participate in the selection of senior staff.</p> <p>To review the performance and compensation of the CEO/Registrar and make recommendations to Council.</p> <p>To establish annual measurable goals and objectives for the position of CEO/Registrar for Council's review and approval.</p> <p>Act as reviewer on significant human resources issues.</p> <p>To work with the government appointments secretariat regarding LGA appointments.</p> <p>Act as reviewer on significant staff human resources issues.</p>	
	<u>HRC Terms of Reference</u>	
<b>Composition</b>	5 members, President, President-elect, Past President, and two current members of Council.	
<b>HRC Members (appointed to role)</b>		<b>Contributing From / To</b>
<b>Chair</b>	President-elect Sterling	2019 - AGM 2020
	President Hill	2018 - AGM 2020
	Past President Brown	2014 - AGM 2020
	LGA Councillor Jackson	2018 - AGM 2020
	LGA Councillor Spink	2018 - AGM 2020
<b>Committee Advisor</b>	TBD	
<b>Staff Support</b>	Margaret Braun - Interim Director, People Development	2018

<b>Legislation Committee (LEC)</b>		
<b>Mandate as per Terms of Reference</b>	<p>To provide oversight and guidance to matters pertaining to PEO's Act, Regulation and By-Laws. This will include but not be limited to (i) acting as custodian for PEO Legislation, identifying PEO policies, rules and operational issues which touch on or affect PEO Legislation and providing guidance as to which of these should be put into legislation;(ii) overseeing draft changes to PEO Legislation and (iii) keeping Council apprised of relevant external Legislative initiatives and changes which may affect PEO Legislation.</p>	
	<u>LEC Terms of Reference</u>	
<b>Composition</b>	5 members, all current members of Council.	
<b>LEC Members (appointed to role)</b>		<b>Contributing From / To</b>
<b>Chair</b>	Councillor MacCumber (2019)	2018 - AGM 2020
<b>Vice Chair</b>	Councillor Notash (2019)	2019 - AGM 2020

	President Hill	2018 - AGM 2020
	President-elect Sterling	2019 - AGM 2020
	Councillor Ausma	2019 - AGM 2020
	Councillor Houghton (Past Chair 2018)	2016 - AGM 2020
	Councillor Sinclair	2019 - AGM 2020
<b>Committee Advisor</b>	<b>Jordan Max - Manager, Policy</b>	2010

<b>OSPE-PEO Joint Relations Committee (OSPE-PEO JRC)</b>		
<b>Mandate as per Terms of Reference</b>	<p>The purpose of the Committee is to:</p> <p>a) Build relationships between the leaders of the two organizations to strengthen regulation, service and advocacy for the profession within their respective mandates;</p> <p>b) Facilitate the exchange of information between the two organizations;</p> <p>c) Identify issues and facilitate cooperation between the two organizations in areas of mutual interest / concern; and</p> <p>d) Provide a forum for the discussion and informal resolution of potential areas of opportunity or conflict between the two organizations.</p> <p><u>JRC Terms of Reference</u></p>	
<b>Composition</b>	<p>The Committee consists of the following members: a) The President/Chair plus three (3) senior volunteers of the Ontario Society of Professional Engineers; b) The Chief Executive Officer of the Ontario Society of Professional Engineers; c) The President and three (3) senior volunteers of Professional Engineers Ontario; and d) The Chief Executive Officer of Professional Engineers Ontario.</p>	
	<b>OSPE-PEO JRC Members (appointed to role)</b>	<b>Contributing From / To</b>
<b>Co-Chairs</b>	President Hill	2017 - AGM 2020
	Tibor Turi (OSPE President/Chair)	2018 - OSPE AGM 2020
	Réjeanne Aimey (OSPE Vice Chair)	2018 - OSPE AGM 2020
	Jonathan Hack (OSPE Past Chair)	2015 - OSPE AGM 2020
	Councillor Kershaw	2019 - AGM 2020
	Tom Murad (OSPE Board Director)	2019 - OSPE AGM 2020
	Sandro Perruzza (OSPE CEO)	2014
	Councillor Sinclair	2019 - AGM 2020
	President-elect Sterling	2018 - AGM 2020
<b>Committee Advisor/member</b>	Johnny Zuccon - CEO/Registrar	2018

<b>Regional Councillors Committee (RCC)</b>		
<b>Mandate as per Terms of Reference</b>	<p>To act as the responsible authority for the PEO Chapters in the five PEO regions.</p> <p>To respond to Council, chapters and regions on matters of concern to chapters and regions.</p> <p>To respond to Council on matters pertaining to the approved Mission, Focus and Strategic Plan of the association.</p> <p><u>RCC Terms of Reference</u></p>	
<b>Composition</b>	<p>10 members, all current members of Council elected as Regional Councillors. RCC Chairs and Vice Chairs are elected annually from within the committee via secret ballot.</p>	

<b>RCC Members (appointed to role)</b>		<b>Contributing From / To</b>
<b>Chair</b>	Councillor Robert (2019)	2018 - AGM 2020
<b>Vice Chair</b>	Councillor Boone (2019)	2016 - AGM 2020
	Councillor Houghton	2016 - AGM 2020
	Councillor Kershaw	2011/13, 2019 - AGM 2021
	Councillor MacCumber	2018 - AGM 2020
	Councillor Sinclair	2019 - AGM 2021
	Councillor Subramanian	2018 - AGM 2021
	Councillor Torabi	2018 - AGM 2020
	Councillor Turnbull	2015 - AGM 2021
	Councillor Walker	2019 - AGM 2021
<b>Committee Advisor</b>	Adeilton Ribeiro - (Acting) Manager, Chapters	2018

## **Section 2: Other Committees Reporting to Council**

**(Operate on a calendar year)**

<b>Academic Requirements Committee (ARC)</b>			
<b>Mandate as per Terms of Reference</b>	To assess the academic qualifications of applicants referred to the Academic Requirements Committee (ARC) by the Registrar or requested the ARC to review their qualifications, To advise Professional Engineers Ontario (PEO) on academic matters relating to PEO Admission procedures and policies, and To oversee the Professional Practice Examination (PPE).		
	<u>ARC Terms of Reference</u>		
<b>Composition</b>	26 members; Majority are Professors/Associate Professors at one of Ontario's Engineering universities. Members MUST be licensed P.Engs.		
<b>ARC Members (appointed to role)</b>		<b># Years</b>	<b>Contributing From / To</b>
<b>Chair-</b>	Ramesh Subramanian (2019)	6	2013 - Dec 2020
<b>Vice Chair</b>	Waguhi H. ElMaraghy (2019)	26	1989-94, 1998 - Dec 2020
<b>Council Liaison</b>	TBD		
	Sanjiwan D. Bhole	5	2004 - Dec 2020
	Yehoudith (Judith) Dimitriu	27	1992 - Dec 2020
	Bob Dony (Past Chair 2011-2012)	21	1998 - Dec 2020
	Amir Fam	9	2010 - Dec 2020
	Roydon Fraser	21	1998 - Dec 2020
	Stelian George-Cosh (Past Vice Chair 2011-	5	2004 - Dec 2020
	Michael Hulley	2	2017 - Dec 2020
	Ross L. Judd	>35	Pre-1984 - Dec 2020
	Meilan Liu	9	2010 - Dec 2020
	Joseph (Joe) Lostracco	5	2014 - Dec 2020
	Ian Marsland	3	2016 - Dec 2020
	Magdi Emile Mohareb	9	2010 - Dec 2020
	Girgis (George) Nakhla	16	2003 - Dec 2020
	Leila Notash (Past Chair 2016-2018)	16	2003 - Dec 2020
	Remon Pop-Iliev	14	2005 - Dec 2020

New appointments/changes are in **bold**.

OSPE or Engineers Canada representatives are identified with beige

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

	Amin S. Rizkalla	9	2010 - Dec 2020
	Medhat Shehata	5	2014 - Dec 2020
	Shamim A. Sheikh	17	2002 - Dec 2020
	Juri Silmberg	>35	Pre-1984 - Dec 2020
	J. Allen Stewart	5	2014 - Dec 2020
	Barna Szabados (Past Chair 2012-2015)	9	2000 - Dec 2020
	Seimer Tsang	20	1999 - Dec 2020
	Tze-Wei (John) Yeow	9	2010 - Dec 2020
	Malgorzata S. Zywno	26	1993 - Dec 2020
<b>Committee Advisor</b>	Moody Farag - Manager, Admissions		2004

<b>Advisory Committee on Volunteers (ACV)</b>			
<b>Mandate as per Terms of Reference</b>	To assist and advise committees in fulfilling their operational requirement under the policy. To assist Council by reviewing proposed revisions to Committee and Task Force - Mandates, Terms of Reference, Work plans and Human Resource Plans.		
	<u>ACV Terms of Reference</u>		
<b>Composition</b>	Currently 10 members (all P.Engs) with experience as PEO volunteers at the Council, Committee and Chapter level.		
<b>ACV Members (appointed to role)</b>		<b># Years</b>	<b>Contributing From / To</b>
<b>Chair</b>	Sean McCann (2018, re-elected in 2019)	4	2015 - Dec 2020
<b>Vice Chair</b>	Lisa Lovery (2018, re-elected in 2019)	2	2017 - Dec 2020
<b>Council Liaison</b>	TBD		
	Sola Abolade	<1	2019 - Dec 2020
	Christian Bellini	6	2013 - Dec 2020
	Márta Ecsedi	6	2013 - Dec 2020
	Victoria Hilborn	<1	2020 - Dec 2020
	Eric Nejat	1	2018 - Dec 2020
	Saif Rehman	1	2018 - Dec 2020
	Nicholas Shelton	<1	2020 - Dec 2020
	Michael Wesa	<1	2019 - Dec 2020
<b>ACV Subcommittee Members (appointed to role)</b>			<b>Contributing From / To</b>
<b>Succession Planning subcommittee</b>	Sean McCann (Chair)	2	2017 - Dec 2020
	Sola Abolade	<1	2019 - Dec 2020
	Michael Chan	2	2017 - Dec 2020
	Denis Dixon	2	2017 - Dec 2020
	Lisa Lovery	2	2017 - Dec 2020
<b>Training and Committee Chairs Workshop Subcommittee</b>	Saif Rehman (Chair)	1	2018 - Dec 2020
	Sola Abolade	<1	2019 - Dec 2020
	Michael Chan	4	2015 - Dec 2020
	Doug Hatfield	9	2011/15, 2016 - Dec 2020
	Lisa Lovery	2	2017 - Dec 2020
	Sean McCann	4	2015 - Dec 2020
<b>2019 Vital Signs Survey Subcommittee</b>	Márta Ecsedi	2	2017 - Dec 2020
	Christian Bellini	2	2017 - Dec 2020

New appointments/changes are in **bold**.

OSPE or Engineers Canada representatives are identified with beige

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

	Sola Aboldade	<1	2019 - Dec 2020
<b>Committee Advisor</b>	Margaret Braun - Interim Director, People Development		2018
<b>Staff Support</b>	Viktoria Aleksandrova - Committee Coordinator		2009

<b>Awards Committee (AWC)</b>			
<b>Mandate as per Terms of Reference</b>	To coordinate, manage, promote and monitor the Professional Engineers Ontario (PEO) Ontario Professional Engineers Awards (OPEA) Program, Order of Honour (OOH), and External Honours activities to support achievement of the object of the Act, which states, "Promote awareness of the Profession's contribution to society and the role of the association".		
	<u>AWC Terms of Reference</u>		
<b>Composition</b>	Currently 8 members, with maximum of 12 members of the association.		
<b>AWC Members (appointed to role)</b>		<b># Years</b>	<b>Contributing From / To</b>
<b>Chair</b>	TBD		
<b>Vice Chair</b>	Ken McMartin (2019)	1	2018 - Dec 2020
<b>Council Liaison</b>	TBD		
	Kiran Hirpara	2	2017 - Dec 2020
	Paul Henshaw	<1	2019 - Dec 2020
	Manraj Pannu	1	2018 - Dec 2020
	Rakesh Shreewastav	<1	2014/17, 2019 - Dec 2020
	Michael Wesa	1	2018 - Dec 2020
	Matthew Xie	1	2018 - Dec 2020
	<b>Angela Wojtyla</b>	<1	2020 - Dec 2020
<b>AWC Subcommittee Members (appointed to role)</b>			<b>Contributing From / To</b>
<b>Sterling Award Subcommittee</b>	Matthew Xie (Chair)	<1	2019 - Dec 2020
	George Comrie	10	2009 - Dec 2020
	Kiran Hirpara	1	2018 - Dec 2020
	Marisa Sterling	10	2009 - Dec 2020
	Valerie Sterling	10	2009 - Dec 2020
	Zack White	<1	2019 - Dec 2020
<b>AWC Subcommittee Members (appointed to role)</b>			<b>Contributing From / To</b>
<b>Joint PEO/OSPE OPEA Gala Advisory Subcommittee (GAC)</b>	John Severino (Chair)	3	2016 - Dec 2020
	<b>Angela Wojtyla</b>	<1	2020 - Dec 2020
	Manraj Pannu	1	2018 - Dec 2020
	Michael Wesa (AWC rep)	<1	2019 - Dec 2020
<b>Committee Advisor</b>	Margaret Braun - Interim Director, People Development		2018
<b>Staff Support</b>	Rob Dmochewicz - Recognition Coordinator		2015

New appointments/changes are in **bold**.

OSPE or Engineers Canada representatives are identified with beige

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

<b>Central Election and Search Committee (CESC)</b>			
<b>Mandate as per Terms of Reference</b>	The Central Election and Search Committee shall: (a) encourage Members to seek nomination for election to the Council as President-elect, vice-president or a councillor-at-large; (b) assist the Chief Elections Officer as may be required by him or her; and (c) receive and respond to complaints regarding the procedures for nominating, electing and voting for members to the Council in accordance with this Regulation. O. Reg. 157/07, s. 3 (3) [Excerpt from R.R.O. 1990, REGULATION 941].		
	<u>CESC Terms of Reference</u>		
<b>Composition</b>	6 members; the penultimate past-president; the immediate past-president; the president; and two other Members.		
	<b>CESC Members (appointed to role)</b>	<b># Years</b>	<b>Contributing From / To</b>
<b>Chair</b>	Penultimate Past President Dony	2	2017 - Sept 2020
	Past President Brown	1	2018 - Sept 2020
	President Hill	<1	2019 - Sept 2020
	Daryoush Mortazavi	<1	2019 - Sept 2020
	Sangeeta Nagrae	<1	2019 - Sept 2020
<b>Committee Advisor</b>	TBD		
<b>Staff Support</b>	Ralph Martin - Manager, Secretariat		2014

<b>Complaints Committee (COC)</b>			
<b>Key Duties &amp; Responsibilities as per Terms of Reference</b>	To investigate and consider complaints made by the public or members of the association regarding the conduct or actions of PEO licence holders, or Certificate of Authorization holders. To determine the appropriate course of action with respect to those complaints, in accordance with Section 24(2) of the Act. To direct the Discipline Committee to hear and determine allegations of professional misconduct or incompetence against PEO licence holders or Certificate of Authorization holders that come to the Committee's attention, as deemed necessary. To advise Council on matters relating to incompetence, professional misconduct and the Code of Ethics.		
	<u>COC Terms of Reference</u>		
<b>Composition</b>	Currently 14 members; membership also includes minimum two (2) LGA Councillors/Attorney General appointees. (Quorum requires at least one of either of the LGA members or public appointees). Membership represents a wide field of engineering practice.		
	<b>COC Members (appointed to role)</b>	<b># Years</b>	<b>Contributing From / To</b>
<b>Chair</b>	Chris Roney (2018, re-elected in 2019)	21	1998 - Dec 2020
<b>Vice Chair</b>	Peter Frise (2018, re-elected in 2019)	22	1997 - Dec 2020
<b>Council Liaison</b>	Councillor MacCumber	1	2018 - Council term end
	Peter R. Braund, LL.M.	6	2013 - Oct 19, 2021
	Tony Cecutti	19	2000 - Dec 2020
	David Filer	21	1998 - Dec 2020
	Nancy Hill	19	2000 - Dec 2020
	George McCluskey	5	2014 - Dec 2020
	David Moncur	17	2002 - Dec 2020

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	M. Jane Phillips	31	1986/93, 1995 - Dec 2020
	Keith Stephen	2	2017 - Dec 2020
	John Zane Swaigen, LL.M.	6	2013 - Oct 19, 2021
	Nicholas Sylvestre-Williams	2	2017 - Dec 2020
	David Uren	2	2017 - Dec 2020
<b>Committee Advisor</b>	Linda Latham - Deputy Registrar, Regulatory Compliance		2010

<b>Complaints Review Councillor (CRC)</b>			
<b>Description</b>	A Complaints Review Councillor appointed by Council pursuant s. 25 shall review the handling of complaints when the complainant is dissatisfied with the outcome [e.g. the complaint has been dismissed by the Complaints Committee and does not go forward to the Discipline Committee] to ensure that the process was administered correctly.		
	<u>CRC Terms of Reference</u>		
<b>Composition</b>	A member of the Council appointed by the Lieutenant Governor in Council; or a person who is neither a member of the Council nor a member of the Association, and approved by the Attorney General.		
	<b>CRC Member (appointed to role)</b>	<b># Years</b>	<b>Contributing From / To</b>
<b>Chair / member</b>	Fiona Wang, LL.M.	<1	2019 - May 31, 2022
<b>Committee Advisor</b>	Sal Guerriero - Manager, Tribunals		2008

<b>Consulting Engineer Designation Committee (CEDC)</b>			
<b>Description</b>	Committee that recommends to Council applicants for designation as a Consulting Engineer and permission for companies to use the title Consulting Engineers or variations thereof.		
	<u>CEDC Terms of Reference</u>		
<b>Composition</b>	Approximately 10 members; MUST be P.Eng.; majority are Consulting Engineers representing a variety of practice disciplines.		
	<b>CEDC Committee Members (appointed to role)</b>	<b># Years</b>	<b>Contributing From / To</b>
<b>Chair</b>	TBD		
<b>Vice Chair</b>	Steven van der Woerd (2018)	4	2015 - Dec 2020
<b>Council Liaison</b>	TBD		
	Gordon Debbert (Western)	2	2017 - Dec 2020
	Ross Eddie (Toronto)	<1	2019 - Dec 2020
	Richard Kamo	3	2016 - Dec 2020
	Andrew Lawton (Eastern)	<1	2019 - Dec 2020
	Bruce Matthews (CEO representative)	1	2018 - Dec 2020
	Adrian Pierorazio (Southern)	<1	2019 - Dec 2020
	Donald Plenderleith (Eastern)	<1	2019 - Dec 2020
	John Rosenthal (Toronto)	<1	2019 - Dec 2020
	<i>Christian Bellini (Observer)</i>		2016
	<b>CEDC Subcommittee Members (appointed to role)</b>	<b># Years</b>	<b>Contributing From / To</b>
<b>Eastern Subcommittee</b>	Andrew Lawton - Chair (2019)	7	2012 - Dec 2020

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	J. Shawn Gibbons	13	2006 - Dec 2020
	Donald Plenderleith	3	2016 - Dec 2020
	Andrew John Robinson	28	1991 - Dec 2020
<b>Northern Subcommittee</b>	Donald Christopher Redmond - Chair (2018)	18	2001 - Dec 2020
	Richard Kamo	3	2016 - Dec 2020
	Matt Weaver	<1	2019 - Dec 2020
<b>Southern Subcommittee</b>	Steven van der Woerd - Chair (2015)	4	2015 - Dec 2020
	Adrian Pierorazio	4	2015 - Dec 2020
<b>Toronto Subcommittee</b>	Ross Eddie - Chair (2019)	3	2016 - Dec 2020
	Douglas Barker	25	1994 - Dec 2020
	Levente Laszlo Diosady	12	2007 - Dec 2020
	Denis Dixon	19	2000 - Dec 2020
	Santosh Gupta	3	2016 - Dec 2020
	Eric Nejat	24	1995 - Dec 2020
	Edward Poon	<1	2019 - Dec 2020
	Michael Rosenblitt	<1	2019 - Dec 2020
	John Rosenthal	3	2016 - Dec 2020
	Terry Sedore	<1	2019 - Dec 2020
	Thomas Henry Woolhouse	13	2006 - Dec 2020
	Joseph Yeremian	<1	2019 - Dec 2020
<b>Western Subcommittee</b>	Gordon Debbert - Chair (2019)	2	2017 - Dec 2020
	H. Richard Patterson	24	1995 - Dec 2020
	Robert Brian Pula	16	<2003 - Dec 2020
<b>Committee Advisor</b>	Faris Georgis - Manager, Registration		2016

<b>Discipline Committee (DIC)</b>			
<b>Mandate as per Terms of Reference</b>	To hear and determine allegations of professional misconduct or incompetence against a member of the association, a holder of a Certificate of Authorization, a limited licence, a provisional licence, or a temporary licence To hear applicants for reinstatement under section 37 of the Professional Engineers Act. Perform such other duties assigned by Council.		
	<u>DIC Terms of Reference</u>		
<b>Composition</b>	<u>Set out in the Professional Engineers Act:</u> 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).		
<b>DIC Members (appointed to role)</b>		<b># Years</b>	<b>Contributing From / To</b>
<b>Chair</b>	TBD		
<b>Vice Chair</b>	TBD		
<b>Council Liaison</b>	TBD		

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Appointed per 27. (1) 1. At least one elected member of the Council.	Councillor Turnbull	4	2015 - AGM 2020
Appointed per 27. (1) 2. At least one member of the Association who is, i. a member of the Council appointed by the Lieutenant Governor in Council, or ii. not a member of the Council, and approved by the Attorney	<b>LGA Councillor Cutler</b>	<1	2019 - Council term end
	Paul Ballantyne (2016, 3-year AG appointment)	9	2010 - Nov 2022
	Ishwar Bhatia (2016, 3-year AG appointment)	10	2009 - Nov 2022
	Rishi Kumar (2016, 3-year AG appointment)	15	2004 - Nov 2022
Appointed per 27. (1) 3. At least one person who is i. a member of the Council appointed by the Lieutenant Governor in Council under clause 3 (2) (c), or ii. neither a member of the Council nor a member of the Association, and approved by the Attorney General.	Stella H. Ball, LL.B.	6	2013 - Oct 19, 2021
	Eric Bruce, J.D.	<1	2019 - May 31, 2022
	Alisa Chaplick, LL.B.	<1	2019 - May 31, 2022
	David N. Germain, J.D.	6	2013 - Oct 19, 2021
	Reena Goyal, J.D.	<1	2019 - May 31, 2022
	<b>LGA Councillor Jackson Kouakou, LL.B.</b>	1	2017/18, 2019 - Dec 2020
	Kathleen L. Robichaud, LL.B.	6	2013 - Oct 19, 2021
Appointed per 27. (1) 4. At least three members of the Association each of whom has at least 10 years experience in the practice of professional engineering.	James Amson	8	2011 - Dec 2020
	Michael Chan	3	2016 - Dec 2020
	Kam Elguindi	23	1993-95, 1998 - Dec 2020
	Aubrey Friedman	5	2004 - Dec 2020
	Tim Kirkby	3	2016 - Dec 2020
	Charles McDermott	2	2018 - Dec 2020
	Jag Mohan	29	1990 - Dec 2020
	Sean O'Brien	1	2018 - Dec 2020
	Anne Poschmann	26	1993 - Dec 2020
	Glenn Richardson	22	1997 - Dec 2020
	David Robinson	15	2004 - Dec 2020
	Michael Rosenblitt	1	2018 - Dec 2020
	L. Brian Ross	24	1995 - Dec 2020
	Virendra (Vinni) Sahni	7	2004/10, 2018 - Dec 2020
	Tommy Sin	1	2018 - Dec 2020
	Albert Sweetnam	17	2002 - Dec 2020
	Gary Thompson	1	2018 - Dec 2020
	John Tyrrell	1	2018 - Dec 2020
	John Vieth	15	2004 - Dec 2020
	R. Anthony Warner	19	2000 - Dec 2020
Michael Wesa	27	1992 - Dec 2020	
Rob Willson	8	2011 - Dec 2020	
<b>Committee Advisor</b>	Johnny Zuccon - CEO/Registrar		2008

<b>Enforcement Committee (ENF)</b>	
<b>Mandate as per Terms of Reference</b>	To advise Council on matters relating to the enforcement of the provisions of the <i>Professional Engineers Act</i> dealing with unlicensed and unauthorized practice. <u>ENF Terms of Reference</u>
<b>Composition</b>	Up to 10 members; All MUST be P.Eng.; One must be a lawyer as well; representation from a variety of engineering practice.

New appointments/changes are in **bold**.

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<b>ENF Members (appointed to role)</b>		<b># Years</b>	<b>Contributing From / To</b>
<b>Chair</b>	Stephen Georgas, LL.B. (2019)	7	2012 - Dec 2020
<b>Vice Chair</b>	Joe Adams (2019)	4	2015 - Dec 2020
<b>Council Liaison</b>	LGA Councillor Olukiyesi (2018)	1	2018 - Council term end
	Roger Barker	9	2010 - Dec 2020
	Tyler Ing	1	2018 - Dec 2020
	Gordon Ip	1	2018 - Dec 2020
	Indra Maharjan	<1	2019 - Dec 2020
	Juwairia Obaid	1	2018 - Dec 2020
	Tommy Sin	<1	2019 - Dec 2020
<b>Committee Advisor</b>	Cliff Knox - Manager, Enforcement		2015
<b>Staff Support</b>	Steven Haddock - Enforcement and Advisory Officer, Regulatory Compliance		2002
	Ashley Gismondi - Enforcement and Outreach Officer, Regulatory Compliance		2016

<b>Equity and Diversity Committee (EDC)</b>			
<b>Mandate as per Terms of Reference</b>	To recommend action plan to integrate equity and diversity values and principles into the general policy and business operations of PEO.		
	<u>EDC Terms of Reference</u>		
<b>Composition</b>	No more than 9 members; represents broad diversity of PEO membership.		
<b>EDC Members (appointed to role)</b>		<b># Years</b>	<b>Contributing From / To</b>
<b>Chair</b>	Vera Straka (2019)	8	2011 - Dec 2020
<b>Vice Chair</b>	TBD		
<b>Council Liaison</b>	Councillor Subramanian (2018)	1	2018 - Council term end
	Nima Eslaminasab	3	2016 - Dec 2020
	Georgia Fotopoulos	1	2018 - Dec 2020
	Victoria Hilborn	<1	2019 - Dec 2020
	Manasi Koushik	1	2018 - Dec 2020
	Nermen Maximous Mansour	<1	2019 - Dec 2020
	Juwairia Obaid	<1	2019 - Dec 2020
<b>Committee Advisor</b>	Margaret Braun - Interim Director, People Development		2018
<b>Staff Support</b>	Rob Dmochewicz - Recognition Coordinator		2015

<b>Experience Requirements Committee (ERC)</b>	
<b>Mandate as per Terms of Reference</b>	To assess the experience of applicants through file review and by personal interview as may be required: (a) To determine if experience under the Regulations has been met; (b) To recommend to the ARC how experience should be taken into account in assigning of examinations; (c) To interview applicants where there is a question of the ability to communicate effectively in English; and (d) in the case of reinstatement – to assess applicant's knowledge and understanding of the current laws and standards governing the practice of professional engineering.
	<u>ERC Terms of Reference</u>
<b>Composition</b>	Currently 158 members; membership is restricted; MUST be P.Eng.; MUST have at least 10 years of engineering work experience.

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ERC Members (appointed to role)		# Years	Contributing From / To
<b>Chair</b>	David Kiguel (2018, re-elected for 2019)	15	2004 - Dec 2020
<b>Vice Chair</b>	Changiz Sadr (2018, re-elected for 2019)	16	2003 - Dec 2020
<b>Council Liaison</b>	TBD		
	Samuel Abd el Malek	12	2007 - Dec 2020
	Galal Abdelmessih	15	2004 - Dec 2020
	Mokhtar Aboelazz	1	2018 - Dec 2020
	Ali Afshar	13	2006 - Dec 2020
	Shah Alamgir	7	2012 - Dec 2020
	Obrad Aleksic	<1	2019 - Dec 2020
	Hisham Alkabie	1	2018 - Dec 2020
	Ilir Angjeli	1	2018 - Dec 2020
	George Apostol	19	2000 - Dec 2020
	Nanjappan Ardhanarisamy	5	2014 - Dec 2020
	Behrouz (Bruce) Atrie	15	2004 - Dec 2020
	Magdy Milad Attia	10	2009 - Dec 2020
	Afshin Azadmanesh Samimi	6	2013 - Dec 2020
	Arshad Azhar	14	2005 - Dec 2020
	Naeim Azizi Tavakkoli	6	2013 - Dec 2020
	Devinder Bahra	15	2004 - Dec 2020
	Steven Bailey	6	2013 - Dec 2020
	Adam Balogh	11	2004/11, 2015-Dec 2020
	Christian Bellini	14	2005 - Dec 2020
	Mark Bendix	16	2003 - Dec 2020
	Md Soharab U. Bhuiyan	11	2008 - Dec 2020
	Duncan Blachford	7	2012 - Dec 2020
	Spiridon Bot	13	2006 - Dec 2020
	Mohamed Boutazakhti	11	2008 - Dec 2020
	Albena Bukurova	3	2016 - Dec 2020
	Ruben Burga	7	2012 - Dec 2020
	Betty Anne Butcher	23	1996 - Dec 2020
	Jeremy Carkner	7	2012 - Dec 2020
	Pellegrino V. Castaldo	6	2013 - Dec 2020
	Raju Chander	13	2006 - Dec 2020
	Michael Chapman	13	2006 - Dec 2020
	V. George Chelvanayagam	15	2004 - Dec 2020
	Jim Chisholm	<1	2019 - Dec 2020
	Andrew Cornel	4	2015 - Dec 2020
	Dan Cosmin	13	2006 - Dec 2020
	Michael Dang	19	2000 - Dec 2020
	Farid Danial	14	2005 - Dec 2020
	Roger De Gannes	6	2013 - Dec 2020
	Charles De la Riviere	16	2002 - Dec 2020
	Savio DeSouza	4	2015 - Dec 2020

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Milorad Dimitrijevic	13	2006 - Dec 2020
Mircea Dreve	14	2005 - Dec 2020
Afshin Ebtekar	15	2004 - Dec 2020
S. Jalal Emami	14	2005 - Dec 2020
Hassan Erfanirad	14	2005 - Dec 2020
Zbigniew Ewertowski	15	2004 - Dec 2020
Reda Fayek	13	2006 - Dec 2020
Roberto Floh	23	1996 - Dec 2020
Rabiz Foda	19	2000 - Dec 2020
Shaun Gao	1	2018 - Dec 2020
Dalila Giusti	18	2001 - Dec 2020
Branislav Gojkovic	15	2004 - Dec 2020
Mohinder Grover	20	1999 - Dec 2020
Liang Guo	5	2014 - Dec 2020
Ravi Gupta (Past Vice Chair 2012-13)	27	1992 - Dec 2020
Santosh Gupta (Past Chair 2012/15, 2016)	19	2000 - Dec 2020
Mohamed Hamed	3	2016 - Dec 2020
Faiz Hammadi	14	2005 - Dec 2020
Md Akhtar Hossain	6	2013 - Dec 2020
Magued Ibrahim	15	2004 - Dec 2020
Shawky Ibrahim	15	2004 - Dec 2020
Marios A. Ioannidis	9	2010 - Dec 2020
Gordon Ip	3	2016 - Dec 2020
William Jackson	23	1996 - Dec 2020
Ayvun E. Jeganathan	14	2005 - Dec 2020
Jega Jeganathan	5	2014 - Dec 2020
Torben Jensen	3	2016 - Dec 2020
David A. Kahn	10	2009 - Dec 2020
Witold Kellerman	3	2016 - Dec 2020
Vyjayanthi Keshavamurthy	5	2014 - Dec 2020
Mohammad Khalid	6	2013 - Dec 2020
Nazli Khan	5	2014 - Dec 2020
Saleemullah Khan	13	2006 - Dec 2020
Vitali Kovaltchouk	4	2015 - Dec 2020
Berta Krichker	21	1998 - Dec 2020
Rishi Kumar	15	2004 - Dec 2020
C. LeRoy Lees	20	1999 - Dec 2020
Kam Leong	<1	2019 - Dec 2020
Dexter Lestage	14	2005 - Dec 2020
Guo Min (Galen) Li	13	2006 - Dec 2020
John Lill	9	2010 - Dec 2020
Andrew Luk	<1	2019 - Dec 2020
Wayne Mac Culloch	1	2018 - Dec 2020
Bosko Madic	14	2005 - Dec 2020
Yogaranee (Ranee) Mahalingam	13	2006 - Dec 2020

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Nazmy Markos	12	2007 - Dec 2020
Alexei Martchenko	14	2005 - Dec 2020
Daniel Martis	3	2016 - Dec 2020
James McConnach	18	2001 - Dec 2020
Florin Merauta	5	2014 - Dec 2020
Huirong Min	6	2013 - Dec 2020
Bahram Mirpourian	17	2002 - Dec 2020
Cameran Mirza	21	1998 - Dec 2020
Michael Mladjenovic	6	2013 - Dec 2020
Jiteshkumar Modi	15	2004 - Dec 2020
Gerald Monforton	1	2018 - Dec 2020
Zoran Mrdja	14	2005 - Dec 2020
Muhammad Mudassar	11	2008 - Dec 2020
Anis Muhammad	14	2005 - Dec 2020
Mirsad Mulaosmanovic	<1	2019 - Dec 2020
Thamir (Tom) Murad	15	2004 - Dec 2020
Mohamed Mushantat	<1	2019 - Dec 2020
Eric Nejat	3	2016 - Dec 2020
Franz Newland	4	2015 - Dec 2020
Catalin Gabriel Onea	14	2005 - Dec 2020
Mario A. Orbegozo	15	2004 - Dec 2020
Daniel R. Ospina	6	2013 - Dec 2020
Tibor Palinko	17	2002 - Dec 2020
Efeng (Michael) Pan	6	2013 - Dec 2020
Anthony Paz	21	1998 - Dec 2020
Edward Poon	<1	2019 - Dec 2020
Andrew Tadeusz Poray	10	2009 - Dec 2020
Saverio Pota	4	2015 - Dec 2020
Eugene J. Puritch	12	2007 - Dec 2020
Majid Rahimi-Chatri	11	2008 - Dec 2020
Touraj Rahnamoun	4	2015 - Dec 2020
Julija Rakocevic	6	2013 - Dec 2020
Venkatasubramanian Raman	13	2006 - Dec 2020
Mario R. Ramirez-Roldan	9	2010 - Dec 2020
Comondore (Ravi) Ravindran	18	2001 - Dec 2020
Farzad Rayegani	17	2002 - Dec 2020
Shiraz Yusuf Rehmani	6	2013 - Dec 2020
Amin Rizkalla	14	2005 - Dec 2020
Ghaus M. Rizvi	6	2013 - Dec 2020
Karl Rueb	3	2016 - Dec 2020
Titus Rusu	6	2013 - Dec 2020
Lionel Ryan	1	2018 - Dec 2020
Saeid Safadel	15	2004 - Dec 2020
Magdy S. Samaan	11	2008 - Dec 2020
William S. Sanabria Nunez	9	2010 - Dec 2020

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	Peter Schmidt	19	2000 - Dec 2020
	George S. Semaan	14	2005 - Dec 2020
	Vladimir (Walter) Serov	11	2008 - Dec 2020
	Tahir Shafiq	24	1995 - Dec 2020
	Urmish Shah	11	2008 - Dec 2020
	Abdul Waheed Shaikh	7	2012 - Dec 2020
	Sat Sharma	4	2015 - Dec 2020
	Duncan Sidey	13	2006 - Dec 2020
	Frank Sigouin-Allan	18	2001 - Dec 2020
	Ferdo Simov	15	2004 - Dec 2020
	John M. Smith	14	2005 - Dec 2020
	Zeljko Sucevic	1	2018 - Dec 2020
	Saleh Tadros	19	2000 - Dec 2020
	Sasa (Sasha) Tasic	14	2005 - Dec 2020
	Mihir Thakkar	10	2009 - Dec 2020
	Uthayakaren Thurairajah	4	2015 - Dec 2020
	William Van-Heyst	7	2012 - Dec 2020
	Julio Vilar	3	2016 - Dec 2020
	Cathy Wang	1	2018 - Dec 2020
	Feng Xia (Iris) Wang	3	2016 - Dec 2020
	Jianguo Wang	9	2010 - Dec 2020
	Mingchun (David) Wang	11	2008 - Dec 2020
	Michael Wong	1	2018 - Dec 2020
	Yu Song (Matthew) Xie	19	2000 - Dec 2020
	Shigong (George) Yin	15	2004 - Dec 2020
	Sufang (Sarah) Zhang	14	2005 - Dec 2020
<b>Committee Advisor</b>	Pauline Lebel - Manager, Licensure		2011

<b>Fees Mediation Committee (FMC)</b>			
<b>Description</b>	Pursuant to Section 32 of the <i>Professional Engineers Act</i> and Sections 30 and 31 of Regulation 941, the committee is formed as required to mediate or arbitrate fee disputes between engineers and their clients. Council designates members as being eligible to serve on the Fees Mediation Committee.		
	<u>FMC Terms of Reference</u>		
<b>Composition</b>	7 members are currently designated as eligible to serve on the FMC. Committee members are designated by Council. The Complaints Review Councillor and members of Complaints or Discipline Committees are not eligible for membership on the FMC.		
	<b>FMC Members (appointed to role)</b>	<b># Years</b>	<b>Contributing From / To</b>
<b>Chair</b>	<i>Kathryn G. Sutherland (2006)*</i>	13	2006 - Dec 2020
	Gordon Danson	13	2006 - Dec 2020
	Billy Haklander	1	2018 - Dec 2020
	Peter F. Scott	30	1989 - Dec 2020
	Jude Tremblay	1	2018 - Dec 2020
	Paul Walters	1	2018 - Dec 2020
<b>Committee Advisor</b>	Sal Guerriero - Manager, Tribunals		2012

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<b>Staff Support</b>	Svitlana Tereshchenko - Tribunals Law Clerk	2012
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\*Chair continues pending election in January 2020

<b>Government Liaison Committee (GLC)</b>			
<b>Mandate as per Terms of Reference</b>	To provide oversight and guidance for the PEO Government Liaison Program (GLP).		
	<u>GLC Terms of Reference</u>		
<b>Composition</b>	Member of the Regional Councillors Committee (RCC) (recommended by RCC), member of Council, two active members of a chapter who have experience with GLP or government relations or public policy, a member of the Advisory Committee on Volunteers (ACV) (recommended by ACV), P.Eng. active in a Riding Association, P.Eng. member of the Ontario Society of Professional Engineers (OSPE) (recommended by OSPE), P.Eng. member of Engineers Canada (recommended by Engineers Canada), P.Eng member of the Consulting Engineer of Ontario (recommended by CEO), a student representative and an EIT representative. The President and the President-elect are ex-officio members.		
	<b>GLC Members (appointed to role)</b>	<b># Years</b>	<b>Contributing From / To</b>
<b>Chair / Council Liaison</b>	Councillor Turnbull (RCC representative) (2018, re-elected 2019)	3	2016 - AGM 2020
<b>Vice Chair</b>	Arjan Arenja (Chapter GLP Chair) (2019)	1	2018 - Dec 2020
	Lorne Cutler (Member of Council)	<1	2019 - Dec 2020
	Christine Hill (CEO representative)	1	2018 - Dec 2020
	Jeffrey Lee (P.Eng. in Riding Association)	1	2018 - Dec 2020
	Gabriel Tse (Chapter GLP Chair)	5	2014 - Dec 2020
	Shawn Yanni (Student representative)	<1	2019 - Dec 2020
	TBD (OSPE)		
	TBD (EIT)		
	TBD (ACV rep)		
	TBD (Engineers Canada)		
<b>Ex-officio members</b>	Johnny Zuccon - CEO/Registrar		2018
	Howard Brown - GLP Consultant		2010
<b>Committee Advisor</b>	Jeannette Chau - Manager, Government Liaison Programs		2011

<b>Licensing Committee (LIC)</b>	
<b>Mandate as per Terms of Reference</b>	To coordinate and integrate the ongoing development of PEO's licensing requirements and processes, including the inputs of other PEO committees and external stakeholders involved in the licensing process.
	<u>LIC Terms of Reference</u>
<b>Composition</b>	Nine members as follows: two (2) to be nominated by the Academic Requirements Committee (ARC) – one for a 3-year term, and one for a 2-year term; two (2) to be nominated by the Experience Requirements Committee (ERC) – one for a 3-year term, and one for a 2-year term; one (1) to be nominated by the Registration Committee (REC) for a 3-year term; one (1) to be nominated by the Legislation Committee (LEC) for a 1-year term, as liaison with LEC and Council; three (3) other members to be drawn from among PEO volunteers with extensive domain knowledge of licensure – one for a 3-year term, and two for a 2-year term.

New appointments/changes are in **bold**.

OSPE or Engineers Canada representatives are identified with beige

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



LIC Members (appointed to role)		# Years	Contributing From / To
<b>Chair</b>	Barna Szabados (ARC, 3-year term) (2018, re-elected 2019)	5	2014 - Dec 2020
<b>Vice Chair</b>	Santosh Gupta (ERC, 3-year term) (2018, re-elected 2019)	5	2014 - Dec 2020
<b>Council Liaison</b>	TBD	5	2014 - Dec 2020
	Christian Bellini (member-at-large, 2-year term)	5	2014 - Dec 2020
	Guy Boone (RCC, 2 year-term)	<1	2019 - Dec 2020
	George Comrie (member-at-large, 3-year term)	5	2014 - Dec 2020
	Roydon Fraser (2018) (ARC, 2-year term)	5	2014 - Dec 2020
	Mohinder Grover (ERC, 2-year term)	<1	2019 - Dec 2020
	David Kiguel (member-at-large, 2-year term)	2	2017 - Dec 2020
	Lola Hidalgo (member-at-large, 3-year term)	1	2018 - Dec 2020
	TBD (LEC rep, 1-year term)		
<b>Committee Advisor</b>	Bernie Ennis - Director, Policy and Professional Affairs		2019

PEO-OAA Joint Liaison Committee (PEO-OAA JLC) - inactive			
<b>Mandate as per Terms of Reference</b>	To coordinate the enforcement of the <i>Professional Engineers Act</i> and the <i>Architects Act</i> with respect to required engineering and architectural qualifications for the design and general review services related to building construction. This committee is also expected to discuss any issues which may arise relating to scope of work. The committee will refer issues as necessary to the Joint Practice Board, Council, Enforcement Committee or other groups.		
	<u>JLC Terms of Reference</u>		
<b>Composition</b>	Committee is administered jointly by PEO and OAA; currently, 5 PEO representatives with extensive Ontario Building Code experience.		
PEO-OAA JLC Members (appointed to role)		# Years	Contributing From / To
<b>Co-Chair</b>	Chris Roney (2008) (PEO)	11	2008
<b>Co-Chair</b>	TBD (OAA)		
<b>Council Liaison</b>	TBD		
	Mark Bendix	11	2008
	David Dengler	11	2008
	David Tipler	11	2008
<b>Committee Advisor</b>	Bernard Ennis - Director, Policy and Professional Affairs		2008

Professional Standards Committee (PSC)	
<b>Mandate as per Terms of Reference</b>	To fulfill that part of the second of the additional objects of the Act dealing with establishing, maintaining and developing standards of practice: 2(4) For the purpose of carrying out its principal object, the Association has the following additional objects: 2. To establish, maintain and develop standards of qualification and standards of practice for the practice of professional engineering.
	<u>PSC Terms of Reference</u>

<b>Composition</b>	10 members; MUST be P.Eng.; Volunteers represent a variety of engineering practice; also operates with a number of Guideline sub-groups of non-committee members.		
<b>PSC Members (appointed to role)</b>		<b># Years</b>	<b>Contributing From / To</b>
<b>Chair</b>	Wai-Man (Fanny) Wong (2018, re-elected 2019)	9	2010 - Dec 2020
<b>Vice Chair</b>	Neil Kennedy (2018, re-elected 2019)	4	2015 - Dec 2020
<b>Council Liaison</b>	Councillor MacCumber (2018)	1	2018 - Council term end
	Jamie Catania	5	2014 - Dec 2020
	Roger Jones	9	2010 - Dec 2020
	Dale Kerr	4	2015 - Dec 2020
	James Lowe	1	2018 - Dec 2020
	Nicholas Pfeiffer (Past Chair)	7	2012 - Dec 2020
	Peter Cornelius Rusch	<1	2019 - Dec 2020
	Donna Serrati	<1	2019 - Dec 2020
<b>PSC Subcommittee Members (appointed to role)</b>			<b>Contributing From / To</b>
<b>Coordinating Licensed Professionals Subcommittee</b>	Wai-Man (Fanny) Wong - Chair	2	2017 - Dec 2020
	Mark Bendix	2	2017 - Dec 2020
	Eric Czerniak	2	2017 - Dec 2020
	Majid Haji-Alikhani	2	2017 - Dec 2020
	<b>Gerry Conway (OAA member)</b>	<1	2019 - Dec 2020
	<b>Walter Derhak (OAA member)</b>	<1	2019 - Dec 2020
	<b>Colm Murphy (OAA member)</b>	<1	2019 - Dec 2020
	<i>Dheerish Rambaruth (MMA Observer)</i>		
<b>Design Evaluations of Demountable Event Structures Subcommittee</b>	Neil Kennedy - Chair	3	2016 - Dec 2020
	Jeff Archbold	3	2016 - Dec 2020
	Antonio (Tony) Crimi	3	2016 - Dec 2020
	Ronald (Ron) Koerth	3	2016 - Dec 2020
	J. Albert Schepers	3	2016 - Dec 2020
	James Wilkinson	3	2016 - Dec 2020
<b>Environmental Site Assessment Subcommittee</b>	Andy Lee - Chair	2	2017 - Dec 2020
	Adrian Bishop	2	2017 - Dec 2020
	Andrea Bulanda	2	2017 - Dec 2020
	Dave Flynn	2	2017 - Dec 2020
	Tom Grimminck	2	2017 - Dec 2020
	Thomas Jones	2	2017 - Dec 2020
	Asif Rashid	2	2017 - Dec 2020
	<i>Andrea Brown (MECP observer)</i>		2017
	<i>Emily Prior (MECP observer)</i>		2017
	<i>Richard Saunders (MECP observer)</i>		2017
	<i>Jennifer Volpato (MECP observer)</i>		2017
<b>ESDM Reports Subcommittee</b>	<b>Neil Kennedy - Chair</b>	<1	2019 - Dec 2020
	Sadie Bachynski	2	2017 - Dec 2020
	Linda Drisdelle	2	2017 - Dec 2020
	Al Lightstone	2	2017 - Dec 2020
	Ravi Mahabir	2	2017 - Dec 2020

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	Nicholas Sylvestre-Williams	2	2017 - Dec 2020
	Tony Van Der Vooren	2	2017 - Dec 2020
	<i>Sushant Agarwal (MECP observer)</i>		2017
	<i>Lisa MacCumber (MECP observer)</i>		2017
	<i>Anthony Martella (MECP observer)</i>		2017
<b>Guideline for Performance Audits and Reserve Funds Studies for Condominiums Subcommittee</b>	Dale D. Kerr - Chair	7	2012 - Dec 2020
	Hitesh Doshi	7	2012 - Dec 2020
	Henry J. Jansen	7	2012 - Dec 2020
	Sally Thompson	2	2017 - Dec 2020
	Edgar Beltran Vargas	7	2012 - Dec 2020
<b>Guideline for Preparing As-Built and Record Documents Guideline Subcommittee</b>	Wai-Man (Fanny) Wong - Chair (2012)	7	2012 - Dec 2020
	Sen Hu	6	2013 - Dec 2020
	James R.H. Lowe	6	2013 - Dec 2020
	Praneeta Moti	6	2013 - Dec 2020
	Peter Cornelius Rusch	6	2013 - Dec 2020
<b>Mineral Projects Subcommittee</b>	<b>Eugene Puritch - Chair</b>	2	2017 - Dec 2020
	Jason Cox	2	2017 - Dec 2020
	Mike Hoffman	2	2017 - Dec 2020
	<i>Craig Waldie (OSC observer)</i>		2017
<b>Structural Engineering Assessment Guideline Subcommittee</b>	L. Brian Ross - Chair (2013)	6	2013 - Dec 2020
	Norm Becker	6	2013 - Dec 2020
	Donald R. Ireland	6	2013 - Dec 2020
	Neil A. Kennedy	6	2013 - Dec 2020
	Rashmi Nathwani	5	2014 - Dec 2020
	Will Teron	6	2013 - Dec 2020
	<i>Roger Jeffreys (observer)</i>		since 2015
<b>The Use of Professional Engineer Seal Subcommittee</b>	L. Brian Ross - Chair (2017)	2	2017 - Dec 2020
	Dan Gartenburg	2	2017 - Dec 2020
	Nasir Qureshi	2	2017 - Dec 2020
	Peter Cornelius Rusch	2	2017 - Dec 2020
	<i>Ray Yousef (ESA observer)</i>		2017
<b>Committee Advisor</b>	José Vera - Manager, Practice and Standards		2011
<b>Staff Support</b>	Sherin Khalil - Standards and Guidelines Development Coordinator		2014

<b>Registration Committee (REC)</b>			
<b>Description</b>	To hold hearings, when required by the applicant, subsequent to a receipt of a Registrar's Notice of a proposal to refuse to issue a licence, limited licence, temporary licence, provisional licence and Certificate of Authorization. To hold hearings at the request of a licensee or certificate holder in respect of a Registrar's proposals to suspend or revoke a limited licence, temporary licence, provisional licence and Certificate of Authorization.		
	<u>REC Terms of Reference</u>		
<b>Composition</b>	9 members		
	<b>REC Members (appointed to role)</b>	<b># Years</b>	<b>Contributing From / To</b>
<b>Chair</b>	Bogdan Damjanovic (2018)	13	2006 - Dec 2020

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<b>Vice Chair</b>	Simon Sukstorf (2018)	5	2014 - Dec 2020
<b>Council Liaison</b>	TBD		
	Stella Harmantas Ball, LL.B.	3	2016 - Oct 19, 2021
	Paul Ballantyne	3	2016 - Dec 2020
	Michael Chan	2	2017 - Dec 2020
	Joseph Khatamay	15	2004 - Dec 2020
	Charles McDermott	3	2016 - Dec 2020
	Virendra Sahni	15	2004 - Dec 2020
	Anthony C Tam	19	2000 - Dec 2020
<b>Committee Advisor</b>	Johnny Zuccon - CEO/Registrar		2008

<b>Volunteer Leadership Conference Planning Committee (VLCPC)</b>			
<b>Mandate as per Terms of Reference</b>	The Volunteer Leadership Conference Planning Committee (VLCPC) is responsible for organizing an annual conference, to be held in conjunction with PEO's Annual General Meeting, that would involve both chapter and committee volunteer leaders and include topics related to PEO policy, governance issues, regulatory process and leadership development with a regulatory focus.		
	<u>VLCPC Terms of Reference</u>		
<b>Composition</b>	The VLCPC membership will consist of: one representative/advisor from the Executive Committee (EXE), to be appointed by the EXE; two representatives/advisors from the Advisory Committee on Volunteers (ACV), to be appointed by the ACV; two representatives/advisors from the Regional Councillors Committee (RCC), to be appointed by the RCC; Director, People Development; and Manager, Chapters.		
	<b>VLCPC Members (appointed to role)</b>	<b># Years</b>	<b>Contributing From / To</b>
<b>Chair</b>	Márta Ecsedi (2018/2019) (ACV)	3	2016 - AGM 2020
<b>Vice Chair</b>	Guy Boone (2018/2019) (RCC)	2	2018 - AGM 2020
	President-elect Sterling (EXE)	<1	2019 - AGM 2020
	Eric Nejat (ACV)	<1	2019 - AGM 2020
	Arthur Sinclair (RCC)	<1	2019 - AGM 2020
<b>Committee Advisors</b>	Margaret Braun - Interim Director, People Development		2018
	Adeilton Ribeiro - (Acting) Manager, Chapters		2018
<b>Staff Support</b>	Viktoria Aleksandrova - Committee Coordinator		2014
	Julie Hamilton - Chapter Coordinator		2016

### Section 3: Regional Committees

<b>East Central Regional Congress Committee</b>			
<b>Mandate</b>	To openly communicate, discuss issues, propose improvements and share best practices amongst PEO Chapter office staff, Chapters delegates and Councillors in an open forum.		
<b>Composition</b>	14 members: two (2) Regional Councillors , two (2) official delegates per each of the six (6) Chapters within the East Central Region.		
	<b>Members (appointed to role)</b>	<b># Years</b>	<b>Contributing From / To</b>

<b>Chair / Council Liaison</b>	Councillor Torabi (2019)	1	2018 - AGM 2020
<b>Vice Chair</b>	Councillor Sincalir (2019)	<1	2019 - AGM 2021
	East Toronto Chapter delegates (2)		n/a
	Lake Ontario Chapter delegates (2)		n/a
	Scarborough Chapter delegates (2)		n/a
	Simcoe Muskoka Chapter delegates (2)		n/a
	Willowdale Thornhill Chapter delegates (2)		n/a
	York Chapter delegates (2)		n/a
<b>Committee Advisor</b>	Adeilton Ribeiro - (Acting) Manager, Chapters		2018

<b>Eastern Regional Congress Committee</b>			
<b>Mandate</b>	To openly communicate, discuss issues, propose improvements and share best practices amongst PEO Chapter office staff, Chapters delegates and Councillors in an open forum.		
<b>Composition</b>	16 members: two (2) Regional Councillors, two (2) official delegates per each of the seven (7) Chapters within the Eastern Region.		
<b>Members (appointed to role)</b>		<b># Years</b>	<b>Contributing From / To</b>
<b>Chair / Council Liaison</b>	Councillor Boone (2019)	3	2016 - AGM 2020
<b>Vice Chair</b>	Councillor Walker (2019)	<1	2019 - AGM 2021
	Algonquin Chapter delegates (2)		n/a
	Kingston Chapter delegates (2)		n/a
	Ottawa Chapter delegates (2)		n/a
	Peterborough Chapter delegates (2)		n/a
	Quinte Chapter delegates (2)		n/a
	Thousand Island Chapter delegates (2)		n/a
	Upper Canada Chapter delegates (2)		n/a
<b>Committee Advisor</b>	Adeilton Ribeiro - (Acting) Manager, Chapters		2018

<b>Northern Regional Congress Committee</b>			
<b>Mandate</b>	To openly communicate, discuss issues, propose improvements and share best practices amongst PEO Chapter office staff, Chapters delegates and Councillors in an open forum.		
<b>Composition</b>	16 members: two (2) Regional Councillors, two (2) official delegates per each of the seven (7) Chapters within the Northern Region.		
<b>Members (appointed to role)</b>		<b># Years</b>	<b>Contributing From / To</b>
<b>Chair / Council Liaison</b>	Councillor Robert (2019)	1	2018 - AGM 2020
<b>Vice Chair</b>	Councillor Subramanian (2019)	1	2018 - AGM 2021
	Algoma Chapter delegates (2)		n/a
	Lake of the Woods Chapter delegates (2)		n/a
	Lakehead Chapter delegates (2)		n/a
	North Bay Chapter delegates (2)		n/a
	Porcupine Kapuskasing Chapter delegates (2)		n/a
	Sudbury Chapter delegates (2)		n/a
	Temiskaming Chapter delegates (2)		n/a
<b>Committee Advisor</b>	Adeilton Ribeiro - (Acting) Manager, Chapters		2018

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<b>West Central Regional Congress Committee</b>			
<b>Mandate</b>	To openly communicate, discuss issues, propose improvements and share best practices amongst PEO Chapter office staff, Chapters delegates and Councillors in an open forum.		
<b>Composition</b>	16 members: Two (2) Regional Councillors, two (2) official delegates per each of the seven (7) Chapters within the West Central Region.		
<b>Members (appointed to role)</b>		<b># Years</b>	<b>Contributing From / To</b>
<b>Chair / Council Liaison</b>	Councillor MacCumber (2019)	1	2018 - AGM 2020
<b>Vice Chair</b>	Councillor Turnbull (2019)	4	2015 - AGM 2021
	Brampton Chapter delegates (2)		n/a
	Etobicoke Chapter delegates (2)		n/a
	Kingsway Chapter delegates (2)		n/a
	Mississauga Chapter delegates (2)		n/a
	Oakville Chapter delegates (2)		n/a
	Toronto Humber Chapter delegates (2)		n/a
	West Toronto Chapter delegates (2)		n/a
<b>Committee Advisor</b>	Adeilton Ribeiro - (Acting) Manager, Chapters		2018

<b>Western Regional Congress Committee</b>			
<b>Mandate</b>	To openly communicate, discuss issues, propose improvements and share best practices amongst PEO Chapter office staff, Chapters delegates and Councillors in an open forum.		
<b>Composition</b>	20 members: Two (2) Regional Councillors, two (2) official delegates per each of the nine (9) chapters within the Western Region.		
<b>Members (appointed to role)</b>		<b># Years</b>	<b>Contributing From / To</b>
<b>Chair / Council Liaison</b>	Councillor Houghton (2019)	3	2016 - AGM 2020
<b>Vice Chair</b>	Wayne Kershaw (2019)	<1	2019 - AGM 2021
	Brantford Chapter delegates (2)		n/a
	Chatham Kent Chapter delegates (2)		n/a
	Georgian Bay Chapter delegates (2)		n/a
	Grand River Chapter delegates (2)		n/a
	Hamilton-Burlington Chapter delegates (2)		n/a
	Lambton Chapter delegates (2)		n/a
	London Chapter delegates (2)		n/a
	Niagara Chapter delegates (2)		n/a
	Windsor-Essex Chapter delegates (2)		n/a
<b>Committee Advisor</b>	Adeilton Ribeiro - (Acting) Manager, Chapters		2018

<b>East Central Regional Election and Search Committee – (RESC)</b>			
<b>Mandate</b>	To find, motivate and act as a resource for suitable potential candidates for the election of East Central Region Councillor.		
<b>Composition</b>	7 members: Vice Chair of the East Central Regional Congress Committee (aka junior East Central Regional Councillor), the elected Chapter Chairs from the six (6) Chapters within the East Central Region.		

Members (appointed to role)		# Years	Contributing From / To
<b>Chair / Council Liaison</b>	Councillor Sinclair (2019)	<1	2019 - AGM 2021
	East Toronto Chapter Chair		n/a
	Lake Ontario Chapter Chair		n/a
	Scarborough Chapter Chair		n/a
	Simcoe Muskoka Chapter Chair		n/a
	Willowdale Thornhill Chapter Chair		n/a
	York Chapter Chair		n/a
<b>Committee Advisor</b>	Adeilton Ribeiro - (Acting) Manager, Chapters		2018

Eastern Regional Election and Search Committee – (RESC)			
<b>Mandate</b>	To find, motivate and act as a resource for suitable potential candidates for the election of Eastern Region Councillor.		
<b>Composition</b>	<i>8 members: Vice Chair of the Eastern Regional Congress Committee (aka junior Eastern Regional Councillor), the elected Chapter Chairs from the seven (7) Chapters within the Eastern Region.</i>		
Members (appointed to role)		# Years	Contributing From / To
<b>Chair / Council Liaison</b>	Councillor Walker (2019)	<1	2019 - AGM 2021
	Algonquin Chapter Chair		n/a
	Kingston Chapter Chair		n/a
	Ottawa Chapter Chair		n/a
	Peterborough Chapter Chair		n/a
	Quinte Chapter Chair		n/a
	Thousand Island Chapter Chair		n/a
	Upper Canada Chapter Chair		n/a
<b>Committee Advisor</b>	Adeilton Ribeiro - (Acting) Manager, Chapters		2018

Northern Regional Election and Search Committee – (RESC)			
<b>Mandate</b>	To find, motivate and act as a resource for suitable potential candidates for the election of Northern Region Councillor.		
<b>Composition</b>	<i>8 members: Vice Chair of the Northern Regional Congress Committee (aka junior Northern Regional Councillor), the elected Chapter Chairs from the seven (7) Chapters within the Northern Region.</i>		
Members (appointed to role)		# Years	Contributing From / To
<b>Chair / Council Liaison</b>	Councillor Subramanian (2019)	<1	2019 - AGM 2021
	Algoma Chapter Chair		n/a
	Lake of the Woods Chapter Chair		n/a
	Lakehead Chapter Chair		n/a
	North Bay Chapter Chair		n/a
	Porcupine Kapuskasing Chapter Chair		n/a
	Sudbury Chapter Chair		n/a
	Temiskaming Chapter Chair		n/a
<b>Committee Advisor</b>	Adeilton Ribeiro - (Acting) Manager, Chapters		2018

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<b>West Central Regional Election and Search Committee – (RESC)</b>			
<b>Mandate</b>	To find, motivate and act as a resource for suitable potential candidates for the election of West Central Region Councillor.		
<b>Composition</b>	<i>8 members: Vice Chair of the West Central Regional Congress Committee (aka junior West Central Regional Councillor), the elected Chapter Chairs from the seven (7) Chapters within the West Central Region.</i>		
	<b>Members (appointed to role)</b>	<b># Years</b>	<b>Contributing From / To</b>
<b>Chair / Council Liaison</b>	Councillor Turnbull	<1	2019 - AGM 2021
	Brampton Chapter Chair		n/a
	Etobicoke Chapter Chair		n/a
	Kingsway Chapter Chair		n/a
	Mississauga Chapter Chair		n/a
	Oakville Chapter Chair		n/a
	Toronto Humber Chapter Chair		n/a
	West Toronto Chapter Chair		n/a
<b>Committee Advisor</b>	Adeilton Ribeiro - (Acting) Manager, Chapters		2018

<b>Western Regional Election and Search Committee – (RESC)</b>			
<b>Mandate</b>	To find, motivate and act as a resource for suitable potential candidates for the election of East Central Region Councillor.		
<b>Composition</b>	<i>10 members: Vice Chair of the Western Regional Congress Committee (aka junior Western Regional Councillor), the elected Chapter Chairs from the seven (9) Chapters within the Western Region.</i>		
	<b>Members (appointed to role)</b>	<b># Years</b>	<b>Contributing From / To</b>
<b>Chair / Council Liaison</b>	Councillor Kershaw (2019)	<1	2019 - AGM 2021
	Brantford Chapter Chair		n/a
	Chatham Kent Chapter Chair		n/a
	Georgian Bay Chapter Chair		n/a
	Grand River Chapter Chair		n/a
	Hamilton Burlington Chapter Chair		n/a
	Lambton Chapter Chair		n/a
	London Chapter Chair		n/a
	Niagara Chapter Chair		n/a
	Windsor Essex Chapter Chair		n/a
<b>Committee Advisor</b>	Adeilton Ribeiro - (Acting) Manager, Chapters		2018

### **Section 4: Task Forces**

<b>30 by 30 Task Force (30/30 TF)</b>	
<b>Mandate as per Terms of Reference</b>	For PEO to show visible leadership in addressing the underrepresentation of women licensed in the profession by formally endorsing the 30 by 30 initiative with Engineers Canada and committing to undertaking an action plan to resolve this inequity.
	<u>30 by 30 Terms of Reference</u>

New appointments/changes are in **bold**.

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<b>30 by 30 Task Force Members (appointed to role)</b>		<b># Years</b>	<b>Contributing From / To</b>
<b>Chair</b>	Helen Wojcinski (Ontario rep from Engineers Canada Equitable Participation Committee 2017-2018)	1	2018 - TBD
<b>Vice Chair</b>	Christian Bellini (Member of EXE 2017-2018)	1	2018 - TBD
	Bob Dony (PEO President 2017-2018)	1	2018 - TBD
	Lola Hidalgo	1	2018 - TBD
<b>Committee Advisor</b>	Jeannette Chau - Manager, Government Liaison Programs		2018

<b>Succession Planning Task Force (SPTF)</b>			
<b>Mandate as per Terms of Reference</b>	Task Force that develops an implementation program for the succession planning recommendations approved by Council at its June 23, 2017 meeting.		
	<u>SPTF Terms of Reference</u>		
<b>SPTF Members (appointed to role)</b>		<b># Years</b>	<b>Contributing From / To</b>
<b>Chair</b>	Paul Ballantyne (2018)	1	2018 - TBD
<b>Vice Chair</b>	<b>Rob Willson (2018)</b>	1	2018 - TBD
	Cassie Frengopoulos	1	2018 - TBD
	Ken McMartin	1	2018 - TBD
	Michael Wesa	1	2018 - TBD
<b>Committee Advisor</b>	TBD		
<b>Staff Support</b>	Ralph Martin - Manager, Secretariat		2018

### **Section 5: Appointments to External Boards**

<b>Canadian National Exhibition Association (CNEA)</b>	<b>Term End</b>
Kathryn Woodcock (appointed as of Oct 2017, re-appointed in 2019)	CNEA 2020 AGM

<b>Engineers Canada - Board of Directors</b>		<b>Term End</b>
Annette Bergeron	(appointed as of March 2014, re-appointed as of EC AGM 2018)	EC AGM 2020
Christian Bellini	(appointed as of EC AGM 2018)	EC AGM 2021
Danny Chui	(appointed as of EC AGM 2017)	EC AGM 2020
Kelly Reid	(appointed as of EC AGM 2019)	EC AGM 2022
Changiz Sadr	(appointed as of EC AGM 2019)	EC AGM 2022

<b>National Engineering Month Ontario Steering Committee (NEMOSC)</b>		<b>Term End</b>
George Comrie		TBD

<b>Ontario Association of Certified Engineering Technicians and Technologists (OACETT) Board</b>		<b>Term End</b>
Tim Kirkby, P.Eng.	(appointed as of June 2019)	June 2021

## Section 6: Nominations to External Boards

Canadian Engineering Accreditation Board (CEAB) - Member from Ontario		Term
Ramesh Subramanian	(nomination approved in Sept 2018)	Dec 2018 - June 30, 2021

Canadian Engineering Accreditation Board (CEAB) - General visitors		Term End
Chuck McDermott	Lakehead University (approved by EC)	Nov 3-5, 2019
Tim Kirkby	Lakehead University (approved by EC)	Nov 3-5, 2019
Guy Boone	University of Waterloo (approved by EC)	Nov 10-12, 2019
Alice Chow	University of Waterloo (approved by EC)	Nov 10-12, 2019
Tahir Shafiq	Laurentian University (replacement, approved by EC)	Nov 17-19, 2019
Vic Pakalnis	Carleton University (approved by EC)	Nov 24-26, 2019
Christian Bellini	Carleton University (approved by EC)	Nov 24-26, 2019
<b>Michael Loken</b>	UOIT (replacement)	Feb 2-4, 2020
Alfred Inacio	York University (approved by EC)	Feb 2-4, 2020

Canadian Engineering Qualifications Board (CEQB) - Member from Ontario		Term
Roydon Fraser	(appointed as of Feb 2014, re-appointed in April 2017)	July 1, 2017 - June 30, 2020

Greater Toronto Airports Authority (GTAA) - PEO nominee		Term End
TBD		

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<b>Section 2: Other Committees reporting to Council</b>	
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Awards Committee (AWC)	page 7
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Complaints Committee (COC)	page 8
Complaints Review Councillor (CRC)	page 9
Consulting Engineer Designation Committee (CEDC)	page 9
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<b>Section 3: Regional Committees</b>	
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<b>Section 5: Appointments to External Boards</b>	
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New appointments/changes are in **bold**.

OSPE or Engineers Canada representatives are identified with beige

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

# Briefing Note – Decision

C-530-3.5

## COMMITTEE / TASK FORCE ANNUAL WORK AND HUMAN RESOURCES PLANS

**Purpose:** To approve committee and task force work plans and human resources plans.

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

**That Council approve the committee / task force work plans and human resources plans as presented to the meeting at C-530-3.5, Appendices A to N.**

**Prepared by:** Viktoria Aleksandrova – Committee Coordinator

**Moved by:** Vice president (elected) Bellini, P.Eng.

### 1. Need for PEO Action

Under the Committees and Task Forces Policy (Committees/Task Forces Operations, Item 3), each committee/ task force is to prepare an annual work plan and human resources plan for the following year by September 30 each year.

One of the roles of Council, 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. Below is the *2020 Work and HR Plans Submission Log*:

Other Committees Reporting to Council	2020 Work Plan	2020 HR plan
Academic Requirements Committee (ARC)	No changes	No changes
Advisory Committee on Volunteers (ACV)	Submitted	Submitted
Awards Committee (AWC)	Submitted	In progress
Central Election and Search Committee (CESC)	In progress	In progress
Complaints Committee (COC)	Submitted	No changes
Complaints Review Councillor (CRC)	Submitted	Submitted
Consulting Engineer Designation Committee (CEDC)	Submitted	Submitted
Discipline Committee (DIC)	Submitted	Submitted
Enforcement Committee (ENF)	Submitted	Submitted
Equity and Diversity Committee (EDC)	Submitted	No info
Experience Requirements Committee (ERC)	Submitted	Submitted
Fees Mediation Committee (FMC)	No info	No info
Government Liaison Committee (GLC)	Submitted	Submitted
Licensing Committee (LIC)	Submitted	Submitted
Professional Standards Committee (PSC)	Submitted	Submitted
Registration Committee (REC)	Submitted	Submitted
Volunteer Leadership Conference Planning Committee (VLCPC)	In progress	In progress

Task Forces	2020 Work Plan
30 by 30 Task Force (30x30 TF)	Submitted
Succession Planning Task Force (SPTF)	No info

### 2. Proposed Action / Recommendation

That Council approve the submitted human resources plans and work plans for the respective committees/task force, as identified in the table above.

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

The approved documents will be posted on the PEO website and the committees will implement their plans.

**4. Policy or Program contribution to the Strategic Plan**

The motion regarding Committee / Task Force Annual Work and Human Resources Plans is related to Objective 9 in the 2018-2020 Strategic Plan.

**5. Financial Impact on PEO Budgets (for five years)**

Not applicable

**6. Peer Review & Process Followed**

<b>Process Followed</b>	Committees and Task Forces Policy – <i>Reference Guide</i> , Section 3 - Committee and Task Force Operations <ul style="list-style-type: none"> <li>• Item 3.3 - By September 30 each year, each committee/task force shall prepare an annual Work and Human Resources Plan for the following year.</li> </ul>
<b>Council Identified Review</b>	Not applicable
<b>Actual Motion Review</b>	Not applicable

**7. Appendices**

- Appendix A – Advisory Committee on Volunteers (ACV)
  - i) 2020 Human Resources Plan (changes are highlighted in grey)
  - ii) 2020 Work Plan
- Appendix B – Awards Committee (AWC)
  - i) 2020 Work Plan
- Appendix C – Complaints Committee (COC)
  - i) 2020 Work Plan
- Appendix D – Complaint Review Councillor (CRC)
  - i) 2020 Human Resources Plan (changes are highlighted in grey)
  - ii) 2020 Work Plan
- Appendix E – Consulting Engineer Designation Committee (CEDC)
  - i) 2020 Human Resources Plan (changes are highlighted in grey)
  - ii) 2020 Work Plan
- Appendix F – Discipline Committee (DIC)
  - i) 2020 Human Resources Plan (changes are highlighted in grey)
  - ii) 2020 Work Plan
- Appendix G – Enforcement Committee (ENF)
  - i) 2020 Human Resources Plan (changes are highlighted in grey)
  - ii) 2020 Work Plan

- Appendix H – Equity and Diversity Committee (EDC)
  - i) 2020 Work Plan
- Appendix I – Experience Requirements Committee (ERC)
  - i) 2020 Human Resources Plan (changes are highlighted in grey)
  - ii) 2020 Work Plan
- Appendix J – Government Liaison Committee (GLC)
  - i) 2020 Human Resources Plan (changes are highlighted in grey)
  - ii) 2020 Work Plan
- Appendix K – Licensing Committee (LIC)
  - i) 2020 Human Resources Plan (changes are highlighted in grey)
  - ii) 2020 Work Plan
- Appendix L – Professional Standards Committee (PSC)
  - i) 2020 Human Resources Plan (changes are highlighted in grey)
  - ii) 2020 Work Plan
- Appendix M – Registration Committee (REC)
  - i) 2020 Human Resources Plan (changes are highlighted in grey)
  - ii) 2020 Work Plan
- Appendix N – 30 by 30 Task Force (30/30 TF)
  - i) 2020 Human Resources Plan (changes are highlighted in grey)
  - ii) 2020 Work Plan

## HUMAN RESOURCES PLAN - 2020

### ADVISORY COMMITTEE ON VOLUNTEERS (ACV)

<b>Committee:</b> <i>Advisory Committee on Volunteers (ACV)</i>	<b>Plan Year:</b> 2020
<b>Committee Review Date:</b> <i>October 2019</i>	<b>Date Council Approved:</b> TBD

Categories	Target / Ideal (To meet the needs of the Committee)	Current in Place	Gap [ST = Short-term Goal LT = Long-term Goal]
<b>Core Competencies</b> <i>[See Appendix A]</i> <ul style="list-style-type: none"> <li>Skills</li> <li>Abilities</li> <li>Expertise</li> <li>Knowledge</li> </ul>	<ul style="list-style-type: none"> <li>Key objectives and core competencies are listed in Appendix A</li> </ul>	<ul style="list-style-type: none"> <li>See Appendix A</li> </ul>	No gaps
<b>Committee Membership</b>	7 to 10 Members	10 Members	No gap
<b>Broad Engagement Career Stage</b>	At least 1 from every career stage	7 mid-level/late, 3 retired	No gap
<b>Disciplines</b>	5 to 6 diverse disciplines	Electrical / Mechanical / Civil / Structural / Construction / Environmental / Transportation / Industrial / Geological / Building / Computer / Agricultural	No gap
<b>Experience Level</b>	A minimum of 1 member in C-Level	1 at C level, all D-Level or greater	No gap
<b>Gender / Diversity</b>	At least 1 female member	6 males and 4 females	No gap
<b>Geographic Representation</b>	Full geographic representation	4 out of 5 regions represented	No gap
<b>CEAB Graduates –vs– IEG</b>	Equal distribution	8 CEAB grads, 2 internationally trained	No gap
<b>Licensed –vs– Non-licensed</b>	All P.Engs.	All P.Engs.	No gap
<b>Volunteer Development Plans</b> <ul style="list-style-type: none"> <li>List potential development opportunities</li> </ul>	<ul style="list-style-type: none"> <li>Advancement to Chair/Vice Chair</li> <li>Lateral moves to other committee/task force</li> <li>Election to Council</li> <li>Appointment to external agencies/boards</li> </ul>	<ul style="list-style-type: none"> <li>Member self-identified future plans</li> </ul>	N/a
<b>Succession Planning</b> <ul style="list-style-type: none"> <li>Time on Committee</li> </ul>	<ul style="list-style-type: none"> <li>At least 2 members with 0 to 5 years on committee</li> <li>At least 2 members with 5 to 10 years</li> </ul>	<ul style="list-style-type: none"> <li>0 to 5 years = 7</li> <li>5 to 10 years = 3</li> <li>Over 10 years = 0</li> </ul>	ST- No gap LT- No gap
<b>Terms of Office:</b> <ul style="list-style-type: none"> <li>Chair/Vice Chair</li> <li>Committee members</li> </ul>	<ul style="list-style-type: none"> <li><b>Chair:</b> Maximum of 3 consecutive years, subject to annual renewal.</li> <li><b>Vice Chair:</b> Maximum of 3 consecutive years, subject to annual renewal.</li> <li><b>Members:</b> Appointed annually for a one-year term, from January to December. May be re-appointed to a maximum of 10 cumulative years.</li> <li>At least every two (2) years a new member joins the committee.</li> </ul>		

**HUMAN RESOURCES PLAN - 2020**  
**ADVISORY COMMITTEE ON VOLUNTEERS (ACV)**

**APPENDIX A**

**Key objectives and core competencies (as per the Work Plan)**

<u>List top 3–5 Committee Work Plan Outcomes:</u>	<u>List <b>core competencies</b> for each Work Plan outcome:</u>
1. Develop Guidelines and Templates (ToR, Work plans, HR Plans, etc.)	<ul style="list-style-type: none"> <li>- Possess a good knowledge of PEO and Committee structure</li> <li>- Prior PEO Committee experience preferred</li> <li>- Explain the role of a committee member in supporting committee’s activities</li> <li>- Initiate recommendations for change</li> </ul>
2. Assist PEO staff with Volunteer Leadership and training programs	<ul style="list-style-type: none"> <li>- Conduct volunteer needs assessment, understand training and development concepts</li> <li>- Provide training resources and advise on methodologies</li> <li>- Project management skills and ability to implement training plans</li> </ul>
3. Establish criteria for recognition programs	<ul style="list-style-type: none"> <li>- Develop relationships with stakeholders to identify recognition trends</li> <li>- Conduct research , collect and interpret data</li> <li>- Provide recommendations on criteria for recognition</li> </ul>
4. Conduct Vital Signs Survey of committee members	<ul style="list-style-type: none"> <li>- Promote the need for survey as a method of collecting feedback from committee members</li> <li>- Work collaboratively to prepare a survey questionnaire</li> <li>- Conduct analysis, summarize results and follow up with recommendations</li> </ul>
5. Host Annual Committee Chairs Workshop	<ul style="list-style-type: none"> <li>- Be familiar with current issues of PEO Committees</li> <li>- Identify goals and set up priorities</li> <li>- Facilitate meetings and workshops</li> </ul>

**Action plan for volunteer recruitment**

<b>List top 2 – 3 preferred core competencies (knowledge, skills, abilities)</b>	<b>List specific attributes for each core competency</b>	<b>Briefly state how you will meet your needs</b> [ie: development plans for current member(s); request additional volunteer resources]	<b>Resources Needed</b>	<b>Target Date for completion</b>
Knowledge of available resources	Familiarity with training & recognition programs, etc.	Provide training and access to resources	Staff assistance	Ongoing
Ability to implement programs/plans	Ability to prioritize and good organization skills	Recruit new members with organizational skills	New volunteers	Ongoing
Skills to provide advice/ recommendations/ assistance	Good communication and problem resolution skills	Develop communication skills, attend workshop on problem resolution	External services (3 <sup>rd</sup> party )	Ongoing

**Comments**



## WORK PLAN - 2020

### ADVISORY COMMITTEE ON VOLUNTEERS (ACV)

Approved by Committee: <i>October 2019</i>		Review Date: <i>September 2020</i>	
Approved by Council: <i>TBD</i>		Approved Budget [2020]: <i>TBD</i>	
Mandate [as approved by Council]:	<ul style="list-style-type: none"> <li>To assist and advise committees in fulfilling their operational requirements under the Committees and Task Forces Policy.</li> <li>To assist Council by reviewing proposed revisions to Committee and Task Force - Mandates, Terms of Reference, Work Plans and Human Resource Plans.</li> </ul>		
Equity and Diversity Awareness	<ol style="list-style-type: none"> <li>Was the E &amp; D module reviewed in order to have tasks and activities align with the E&amp;D Policies? <b>YES</b></li> <li>Is each task/activity being done in an equitable manner and engaging diverse groups? <b>YES, the multi-cultural calendar was considered when scheduling the workshop date.</b></li> <li>Are there any barriers to information dissemination, human resources, physical space, and cultural differences? <b>NO, persons with disabilities and food allergies were appropriately accommodated.</b></li> </ol>		
Tasks, Outcomes and Success Measures:	<b>Part 1: Activities – ACV Terms of Reference</b>	<b>Current status (Date):</b>	<b>Due date:</b>
	1. Assist committees/task forces in the preparation of Mandates, Terms of Reference, annual Work Plans and Human Resources (HR) Plans. <i>[Refer to Responsibility 1]</i>	<i>Ongoing</i>	<i>As requested</i>
	2. Identify volunteer training programs. Facilitate implementation of training programs for volunteers. <i>[Refer to Responsibility 2]</i>	<i>Ongoing</i>	<i>As requested</i>
	3. Host Annual workshop of Chairs and Committee Advisors. <i>[Refer to Responsibility 4]</i>	<i>Ongoing</i>	<i>TBD</i>
	4. Review and refine, if required, guidelines and templates for Committee Work and HR plans. <i>[Refer to Responsibility 5]</i>	<i>Ongoing</i>	<i>As requested</i>
Tasks, Outcomes and Success Measures:	<b>Part 2: Activities – General Operations</b>	<b>Current status (Date):</b>	<b>Due date:</b>
	1. Elect ACV Chair and Vice-Chair for 2020.	<i>In progress</i>	<i>January 2020</i>
	2. Prepare an Annual Report for 2019 to be presented at 2020 PEO AGM.	<i>In progress</i>	<i>Feb-March 2020</i>
	3. Work on development of the 2020 Vital Signs Survey of committee members.	<i>In progress</i>	<i>Jan – Feb 2020</i>
	5. Monitor and ensure ACV webpage is up-to-date.	<i>Ongoing</i>	<i>As requested</i>
	6. Prepare, approve and submit for approval to November Council an ACV Work & HR Plan for 2021.	<i>In progress</i>	<i>September 2020</i>
	7. Prepare, approve and submit for approval to November Council for approval an ACV Roster for 2021.	<i>In progress</i>	<i>September 2020</i>

## WORK PLAN - 2020

### ADVISORY COMMITTEE ON VOLUNTEERS (ACV)

	8. <i>Develop draft committee volunteer self-evaluation policy and procedures.</i>	<i>In progress</i>	<i>In progress</i>
	9. <i>Develop and implement the ACV Succession Plan.</i>	<i>In progress</i>	<i>November 2020</i>
	<b>Part 3: Activities Supporting Committees and Task Forces Policy and Reference Guide:</b>	<b>Current status (Date):</b>	<b>Due date:</b>
	1. <i>Make recommendations to Council on Mandates, Terms of Reference, Work Plans and HR Plans.</i> <i>[Responsibility 5]</i>	<i>Ongoing</i>	<i>As requested</i>
	2. <i>Assist committee/task forces with preparation of the Annual Roster of committee members.</i> <i>[Responsibility 6]</i>	<i>Ongoing</i>	<i>As requested</i>
	3. <i>At the request of Council, review new Committee and Task Force Policy &amp; Procedures.</i>	<i>Ongoing</i>	<i>As requested</i>
	4. <i>Appoint one representative to the Government Liaison Committee (GLC).</i>	<i>Ongoing</i>	<i>January 2020</i>
	5. <i>Appoint two representatives to the Volunteer Leadership Conference (VLC) Planning Committee.</i>	<i>Ongoing</i>	<i>May 2020</i>
<b>Inter-committee collaboration:</b>	Equity and Diversity Committee (EDC) Regional Councillors Committee (RCC) Human Resources Committee (HRC) Other committees and task forces reporting to Council		
<b>Stakeholders:</b>	PEO Council / Committees and Task Forces / Chapters Engineers Canada Other agencies and organizations		

# Work Plan – 2020 (DRAFT) Awards Committee (AWC)

<b>Approved by Committee:</b>	<b>Review Date:</b> September 2020
<b>Approved by Council:</b> TBD	<b>Approved Budget:</b> TBD
<b>Mandate [as approved by Council]:</b>	To coordinate, manage, promote and monitor the Professional Engineers Ontario (PEO) <u>Ontario Professional Engineers Awards (OPEA) Program, Order of Honour (OOH), Sterling Engineering Intern Award,</u> and External Honours activities to support achievement of the additional object of the Act, which states, "To promote public awareness of the role of the association". (Section 2(4) 4)
<b>Terms of Reference [Key duties]:</b>	<ol style="list-style-type: none"> <li>1. Encourage the nomination and celebration of deserving colleagues for recognition through Professional Engineers Awards Programs (OOH, OPEA and Sterling) and External Honours.</li> <li>2. Promote and raise awareness of the Awards program through:             <ol style="list-style-type: none"> <li>(a) representation at Committee and Chapter events, and</li> <li>(b) communications with employers of engineers, learned societies, associations, and others.</li> </ol> </li> <li>3. Monitor and review past award recipients and other award programs to identify persons deserving further recognition through upgrades or other awards.</li> <li>4. Review and assess eligible nominations for the Ontario Professional Engineers Awards (OPEA), Order of Honour (OOH), Sterling Award and External Awards programs and make recommendations for potential awardees for approval by PEO Council, and by the OSPE Board regarding the OPEA awardees only.</li> <li>5. Participate in establishing parameters for the award ceremonies to recognize recipients of the OOH and OPEA. Participate in the ceremonies.</li> <li>6. Monitor the awards program strategies.</li> <li>7. Review and consider / recommend to Council awards program changes and/or new awards where appropriate.</li> <li>8. Oversight of the nomination for the Engineers Canada Fellowship program and for the Ontario Volunteer Service Award.</li> </ol>
<b>Equity and Diversity Awareness</b>	<ol style="list-style-type: none"> <li>1. Was the E &amp; D module reviewed in order to have tasks and activities align with the E&amp;D Policies? YES</li> <li>2. Is each task/activity being done in an equitable manner and engaging diverse groups? YES</li> <li>3. Are there any barriers to information dissemination, human resources, physical space, and cultural differences? NO</li> </ol>

## Work Plan – 2020 (DRAFT) Awards Committee (AWC)

<b>Tasks, Outcomes and Success Measures:</b>	<b>Task/Activities:</b>	<b>Outcomes and Success Measures:</b>	<b>Due date:</b>
	1.1 Facilitate nominations for potential candidates for all awards programs, including keeping track of high calibre candidates for the OPEA awards, OOH upgrades.  1.2 Identify and facilitate eligible nominations for the various External Honours Programs.	A balanced and high calibre pool of nominees for all Awards Programs	Ongoing  Ongoing
	2.1 Contribute and provide input into the development of PEO website as it pertains to the Awards Program. Utilize web-based video-telecom communication and other tools for AWC business.  2.2 Raise the profile of the Ontario Professional Engineers Award for Engineering Project or Achievement.  2.3 Review the target audience for OPEA communication.  2.4 Consider how PEO's Centennial will be recognized through the Award Program.	Promotion of Awards Program on PEO website. User-friendly online nomination process.    Draft developed	Ongoing  Ongoing  2020, for implementation in 2021  Jun 2020
	4.1 Assess eligible nominations for the association's OOH.  4.2 Assess applications for the Sterling Award.  4.3 Assess eligible nominations for the OPEA.	List of recommended nominees for the OOH, Sterling and OPEA Award submitted to Council (and in the case of OPEA, OSPE board) for approval	Nov 2020  Nov 2020  Mar 2020

## Work Plan – 2020 (DRAFT) Awards Committee (AWC)

	6.1 Streamline the OPEA nomination procedures for individual categories to improve the quality and number of eligible candidates. Submit for PEO Council and OSPE Board of Directors approval. Upon approval by PEO and OSPE, develop appropriate strategy and communication plan for implementation.	Updated OPEA Nomination Forms and OPEA communication	2020, for implementation in 2021
	7.1 Review and update the OPEA and OOH nomination forms and process.		Ongoing
	7.2 Review and update the OOH selection criteria to place more emphasis on the impact a candidate has delivered in their volunteer service to the profession with respect to advancing PEO's Mission.	Recognize those that demonstrate leadership and volunteer service that advances PEO's mission	2019, for implementation in 2020
	7.3 Include an Equity & Diversity factor in the OPEA Citizenship Award category.		2020, for implementation in 2021
<b>Inter-committee collaboration:</b>	Regional Councillors Committee (RCC) – Volunteer recognition		
<b>External Stakeholders:</b>	OSPE Staff and OSPE Board of Directors Engineers Canada Provincial and Federal Government		

**COMPLAINTS COMMITTEE  
WORK PLAN FOR 2020**

<b>Approved by Committee September 11, 2019</b>		<b>Review Date:</b>	
<b>Approved by Council: [DATE]</b>		<b>Approved Budget:</b>	
<b>Mandate [as approved by Council]:</b>	<p><b>Duties of Complaints Committee</b></p> <p><u>24. (1)</u> The Complaints Committee shall consider and investigate complaints made by members of the public or members of the Association regarding the conduct or actions of a member of the Association or holder of a certificate of authorization, a temporary licence, a provisional licence or a limited licence, but no action shall be taken by the Committee under subsection (2) unless,</p> <p>(a) a written complaint in a form that shall be provided by the Association has been filed with the Registrar and the member or holder whose conduct or actions are being investigated has been notified of the complaint and given at least two weeks in which to submit in writing to the Committee any explanations or representations the member or holder may wish to make concerning the matter; and</p> <p>(b) the Committee has examined or has made every reasonable effort to examine all records and other documents relating to the complaint. R.S.O. 1990, c. P.28, s. 24 (1); 2001, c. 9, Sched. B, s. 11 (30).</p> <p><b>Idem</b></p> <p><u>(2)</u> The Committee in accordance with the information it receives may,</p> <p>(a) direct that the matter be referred, in whole or in part, to the Discipline Committee;</p> <p>(b) direct that the matter not be referred under clause (a); or</p> <p>(c) take such action as it considers appropriate in the circumstances and that is not inconsistent with this Act or the regulations or by-laws. R.S.O. 1990, c. P.28, s. 24 (2).</p> <p><b>Decision and reasons</b></p> <p><u>(3)</u> The Committee shall give its decision in writing to the Registrar for the purposes of subsection (4) and, where the decision is made under clause (2) (b), its reasons therefor. R.S.O. 1990, c. P.28, s. 24 (3).</p> <p><b>Notice</b></p> <p><u>(4)</u> The Registrar shall mail to the complainant and to the person complained against a copy of the written decision made by the Complaints Committee and its reasons therefor, if any, together with notice advising the complainant of the right to apply to the Complaints Review Councillor under section 26. R.S.O. 1990, c. P.28, s. 24 (4); 2006, c. 19, Sched. B, s. 14.</p> <p><b>Hearing</b></p> <p><u>(5)</u> The Committee is not required to hold a hearing or to afford to any person an opportunity for a hearing or an opportunity to make oral submissions before making a decision or giving a direction under this section. R.S.O. 1990, c. P.28, s. 24 (5).</p>		
	<b>Terms of Reference [Key duties]:</b>	<p>To investigate and consider complaints made by the public or members of the association regarding the conduct or actions of PEO licence and Certificate of Authorization holders. To determine the appropriate course of action with respect to those complaints, in accordance with Section 24(2) of the Act.</p> <p>To refer matters for the Discipline Committee to hear and determine allegations of professional misconduct or incompetence against licence holders or Certificate of Authorization holders, as deemed necessary.</p> <p>To advise Council on matters relating to incompetence, professional misconduct and the Code of Ethics.</p>	
<b>Tasks, Outcomes and Success Measures:</b>	<b>Task/Activities:</b>	<b>Outcomes Success measures</b>	<b>Due date:</b>
	Review, consider, and issue a written decision for every complaint filed with the Registrar.	Dispose of complaints in accordance with Section	Ongoing

**COMPLAINTS COMMITTEE  
WORK PLAN FOR 2020**

		24(2) of the Act. Average number of complaints filed per year remains consistent at approximately 70.	
	In response to the April 2019 PSA Report (the 'Cayton' Report) implement changes to processes under the committee's control, as appropriate.	Committee processes reviewed and refined.	Dec 2019
	Review the <i>PEA</i> vis a vis the complaints process and identify and recommend Act changes in the public interest.	Identify potential Act changes with policy rationale and jurisdictional scans, as appropriate.	Ongoing
	Review committee membership against the Committee HR Plan, confirm the HR Plan, and undertake recruitment as required.	No more than two vacancies on COC at any time.	Ongoing
	Continually review committee processes to ensure adherence to best practices, including review of structure and format of completed complaint investigation files ready for committee review.	Processes continually refined and adapted, Complaints Process, Procedure Manual, and Committee Resources file continually updated.	Ongoing
	Provide feedback to Council and the Practice Standards Committee based on COC's observations wrt trends, and use of PEO Guidelines and Standards in industry.	Feedback provided as appropriate, to either Council or PSC.	Ongoing
	Develop framework/tool for when the respondent's response to a complaint should be provided to the complainant for comment.	Develop framework / guide.	Ongoing
<b>Committee/ Task Force Members</b>	<p>Chris Roney, P.Eng. - Chair since January 2018 (contributing since 1998)  Peter Frise, P.Eng. Vice-Chair since January 2018 (contributing since 1997)  Jane Phillips, P.Eng. (1986)  Dave Filer, P.Eng. (1998)  Tony Cecutti, P.Eng. – (2000)  Nancy Hill, P.Eng. – (2000)  Dave Moncur, P.Eng. (2002)  John Swaigen – AG appointee (2013)  Peter Braund – AG appointee (2013)  George McCluskey, P.Eng. (2014)  Dave Uren, P.Eng. (2017)  Keith Stephen, P.Eng. (2018)  Nicholas Sylvestre-Williams, P.Eng. (2018)  Lisa MacCumber, P.Eng. (2019)</p>		
<b>Council Liaison</b>			
<b>Committee Advisor:</b>	Linda Latham, P.Eng., Deputy Registrar, Regulatory Compliance (2010)		
<b>Inter-committee collaboration:</b>	<p>Invite annual meeting to be held with Chair DIC and PEO senior staff.  Communication through council wrt CRC reports and recommendations.  Presentations to Council and other committees wrt complaints process as required/invited.</p>		
<b>Stakeholders:</b>	Complainants (public and PEO licence holders), complained-against engineers and C of A holders.		

## HUMAN RESOURCES PLAN – 2020

### COMPLAINTS REVIEW COUNCILLOR (CRC)

<b>Committee:</b> Complaints Review Councillor		<b>Date Developed:</b>	
<b>Committee Review Date:</b> September 2019		<b>Date Council Approved:</b>	
Categories	Currently in Place	Required in 12 Months (Identified "Gap" for each Core Competency)	Required in 2 to 5 Years
<b>Core Competencies</b>	See Appendix A	See Appendix A	
<b>Committee Membership</b>	2 members		
<b>Broad Engagement</b>	Section 25(1) Elected Councillor: N/A LGA (P. Eng.) Councillor: N/A LGA (Lay) Councillor: 1 General Member: 1  NOTE: CRC cannot be a member of the Discipline Committee as per Council's directive.	Proclamation of the amendments to the <i>Professional Engineers Act</i> would provide confirmation that there can be more than one CRC.	Provide necessary training for new members.
<b>Volunteer Development Plans</b>	a. New members attend a basic orientation session conducted by CRC Chair and the Tribunals Staff  b. Provide resources (handbook, legal reference books, etc.)	a. New members attend a basic orientation session conducted by CRC Chair and the Tribunals Staff  b. All members attend CRC meetings and obtain training relating to decision-making and report-writing.  c. Provide resources (handbook, legal reference books, etc.)	a. New members attend a basic orientation session conducted by CRC Chair and the Tribunals Staff  b. All members attend CRC meetings and obtain training relating to decision-making and report-writing.  c. Provide resources (handbook, legal reference books, etc.)  <b>See Appendix A</b>
<b>Succession Planning</b> • List the members	Qadira Jackson Kouakou-2018; Yufei (Fiona) Wang - 2019		
<b>Continuous learning</b>	Create or attend training relating to decision-making and report-writing such as Osgoodes Professional Development Training.	Create or attend training relating to decision-making and report-writing such as Osgoodes Professional Development Training.	Create or attend training relating to decision making decision-making and report-writing such as Osgoodes Professional Development Training.



# HUMAN RESOURCES PLAN – 2020

## COMPLAINTS REVIEW COUNCILLOR (CRC)

	Provide resources (handbook, legal reference books, etc.)	Provide resources (handbook, legal reference books, etc.)	Provide resources (handbook, legal reference books, etc.)
<b>Term of Office</b>	N/A	N/A	N/A

### APPENDIX A

#### 1. Key Objectives and Core Competencies (as per the Work Plan)

List Top 3-5 Committee Work Plan Outcomes:	List Core Competencies for Each Work Plan Outcome:
Review the treatment of a complaint	<ul style="list-style-type: none"> <li>a. Knowledge of the applicable sections of the Act, Regulations and SPPA.</li> <li>b. Be committed and available to do a review.</li> <li>c. Ability to write Reports.</li> <li>d. Familiarity with previous Reports</li> </ul>
Develop Volunteers (Chair, CRC)	<ul style="list-style-type: none"> <li>a. Identify training requirements and resources.</li> <li>b. Organize training sessions.</li> <li>c. Conduct training sessions.</li> </ul>
Develop Policy and Plans (Chair, CRC)	<ul style="list-style-type: none"> <li>a. Develop and analyze policy alternatives.</li> <li>b. Draft proposals to create Handbook, Work Plan, and H.R. Plan.</li> </ul>
Perform Administrative Functions (Chair, CRC)	<ul style="list-style-type: none"> <li>a. Respond to information requests from PEO and Council.</li> <li>b. Draft and provide administrative reports.</li> <li>c. Communicate with Council.</li> </ul>

#### 2. Competency Gaps and Action Plan

List top 2 - 3 core competencies missing from the current Committee (knowledge, skills, abilities)	List specific gaps for each core competency	Briefly state how you will close each gap [ie: development plan for current member(s); request for additional volunteer resources]	Resources Needed	Target Date for Completion
Regulatory and/or decision writing experience in order to write concise and clear Reports that address matters within CRC jurisdiction.	Experienced CRCs who already know how to write decisions	Training and experience: Post the CRC vacancy publicly to attract people with the right experience Ask the AG to approve LGAs that have regulatory and/or decision writing experience	Training	Ongoing

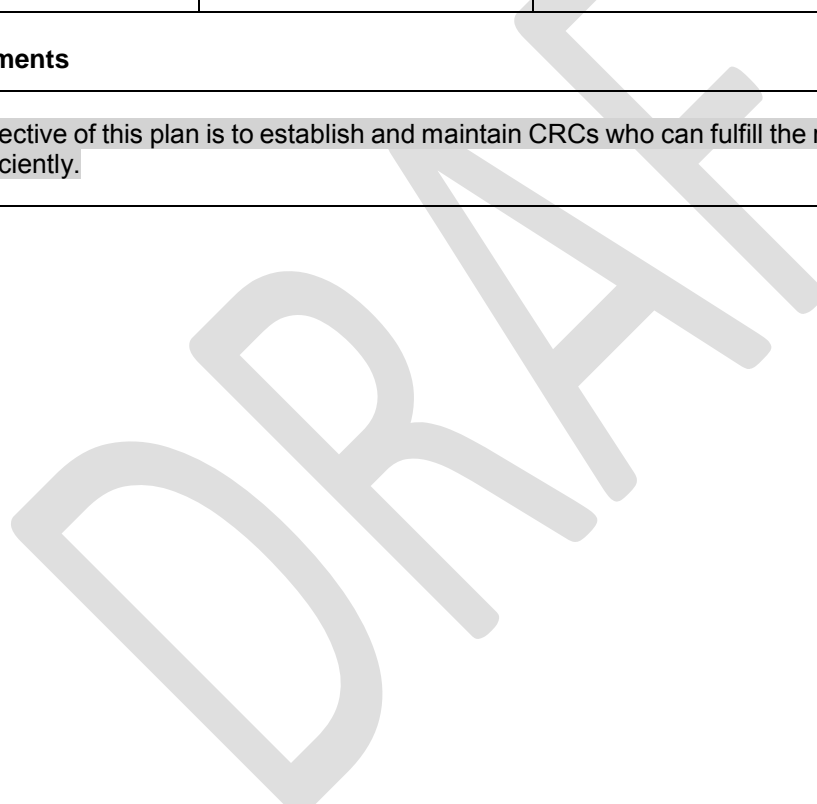
# HUMAN RESOURCES PLAN – 2020

## COMPLAINTS REVIEW COUNCILLOR (CRC)

List top 2 - 3 core competencies missing from the current Committee (knowledge, skills, abilities)	List <u>specific gaps</u> for each core competency	Briefly state <u>how you will close each gap</u> [ie: development plan for current member(s); request for additional volunteer resources]	Resources Needed	Target Date for Completion
In-depth knowledge of the PEO organizational structure in order to properly respond to requests for review	Understanding of interaction/flow between PEO and Complaints Committee Understanding the role of staff of the Tribunals and Staff related to Complaints	Training and experience: Have the CRC meet with Staff and/or the Complaints committee when onboarding to better understand PEOs organizational structure	Training	Ongoing

### 3. Comments

The objective of this plan is to establish and maintain CRCs who can fulfill the requirements of the Act effectively and efficiently.



COMPLAINTS REVIEW COUNCILLOR (CRC)

<p><b>Approved by Committee:</b> September 2019</p>	<p><b>Review Date:</b></p>
<p><b>Approved by Council:</b></p>	<p><b>Approved Budget:</b> \$16,000 (pending Council approval of 2020 budget)</p>
<p><b>Mandate [as approved by Council]:</b></p>	<p><b>Complaints Review Councillor</b></p> <p><u>25.</u> (1) There shall be a Complaints Review Councillor who shall be appointed by Council and shall be,</p> <p>(a) a member of the Council appointed by the Lieutenant Governor in Council under clause 3 (2) (c); or</p> <p>(b) a person who is neither a member of the Council nor a member of the Association, and approved by the Attorney General. 2010, c. 16, Sched. 2, s. 5 (45).</p> <p><b>Idem</b></p> <p>(2) The Complaints Review Councillor is not eligible to be a member of the Complaints Committee or the Fees Mediation Committee. R.S.O. 1990, c. P.28, s. 25(2).</p> <p><b>Powers of Complaints Review Councillor</b></p> <p><b>Examination by Complaints Review Councillor</b></p> <p><u>26.</u>(1) The Complaints Review Councillor may examine from time to time the procedures for the treatment of complaints by the Association. R.S.O. 1990, c. P.28, s. 26 (1); 2010, c. 16, Sched. 2, s. 5 (46).</p> <p><b>Review by Complaints Review Councillor</b></p> <p>(2) Where a complaint respecting a member of the Association or a holder of a certificate of authorization, a temporary licence, a provisional licence or a limited licence has not been disposed of by the Complaints Committee within ninety days after the complaint is filed with the Registrar, upon application by the complainant or on his or her own initiative the Complaints Review Councillor may review the treatment of the complaint by the Complaints Committee. R.S.O. 1990, c. P.28, s. 26 (2); 2001, c. 9, Sched. B, s. 11 (31).</p> <p><b>Application to Complaints Review Councillor</b></p> <p>(3) A complainant who is not satisfied with the handling by the Complaints Committee of a complaint to the Committee may apply to the Complaints Review Councillor for a review of the treatment of the complaint after the Committee has disposed of the complaint. R.S.O. 1990, c. P.28, s. 26 (3).</p> <p><b>Notice of application</b></p> <p>(3.1) A complainant who applies for a review under subsection (2) or (3) shall give the person complained against notice of the application. 2010, c. 16, Sched. 2, s. 5 (47).</p> <p><b>No inquiry into merits</b></p> <p>(4) In an examination under subsection (1) or a review under subsection (2) or (3), the Complaints Review Councillor shall not inquire into the merits of any particular complaint made to the Complaints Committee. 2010, c. 16, Sched. 2, s. 5 (48).</p>

## WORK PLAN - 2020

### COMPLAINTS REVIEW COUNCILLOR (CRC)

#### **Discretionary power of Complaints Review Councillor**

(5) The Complaints Review Councillor may decide not to make or continue a review under subsection (2) or (3) if,

(a) the review is or would be in respect of the treatment of a complaint that was disposed of by the Complaints Committee more than twelve months before the matter came to the attention of the Complaints Review Councillor; or

(b) in the opinion of the Complaints Review Councillor,

(i) the application to the Complaints Review Councillor is frivolous or vexatious or is not made in good faith, or

(ii) the person who has made application to the Complaints Review Councillor has not a sufficient personal interest in the subject-matter of the particular complaint. R.S.O. 1990, c. P.28, s. 26 (5); 2010, c. 16, Sched. 2, s. 5 (49, 50).

#### **Notice, no review**

(5.1) If the Complaints Review Councillor decides under subsection (5) not to make or continue a review, he or she shall give notice of the decision to the Complaints Committee, to the complainant and to the person complained against. 2010, c. 16, Sched. 2, s. 5 (51).

#### **Notice of examination or review**

(6) Before commencing an examination or review, the Complaints Review Councillor shall give notice to the Complaints Committee of his or her intention to commence the examination or review and, in the case of a review, shall also give notice to the person complained against. 2010, c. 16, Sched. 2, s. 5 (52).

#### **Office accommodation**

(7) The Council shall provide to the Complaints Review Councillor such accommodation and support staff in the offices of the Association as are necessary to the performance of the powers and duties of the Complaints Review Councillor. R.S.O. 1990, c. P.28, s. 26 (7).

#### **Privacy**

(8) Every examination or review by the Complaints Review Councillor in respect of the Association shall be conducted in private. R.S.O. 1990, c. P.28, s. 26 (8).

#### **Receipt of information**

(9) In conducting an examination or review in respect of the Association, the Complaints Review Councillor may hear or obtain information from any person and may make such inquiries as he or she thinks fit. R.S.O. 1990, c. P.28, s. 26 (9); 2010, c. 16, Sched. 2, s. 5 (54).

#### **Hearing not required**

(10) The Complaints Review Councillor is not required to hold or to afford to any person an opportunity for a hearing in relation to an examination, review or report under this section. R.S.O. 1990, c. P.28, s. 26 (10); 2010, c. 16, Sched. 2, s. 5 (55).

## WORK PLAN - 2020

### COMPLAINTS REVIEW COUNCILLOR (CRC)

#### **Duty to provide information**

(11) On the request of the Complaints Review Councillor, a member of the Council, member of a committee of the Association or officer or employee of the Association shall give to the Complaints Review Councillor,

(a) any information regarding the proceedings and procedures of the Complaints Committee regarding the treatment of complaints made to it that the Complaints Review Councillor requires; and

(b) access to all records, reports, files and other papers and things belonging to or under the control of the member, officer or employee, or the Association, that relate to the treatment by the Complaints Committee of complaints or any particular complaint, as specified by the Complaints Review Councillor. 2010, c. 16, Sched. 2, s. 5 (56).

#### **Report**

(12) On completing an examination or review, the Complaints Review Councillor shall make a report of his or her findings. 2010, c. 16, Sched. 2, s. 5 (56).

#### **Report re examination**

(13) The Complaints Review Councillor shall give a copy of a report respecting an examination under subsection (1) to the Council and to the Complaints Committee. 2010, c. 16, Sched. 2, s. 5 (56).

#### **Report re review**

(14) The Complaints Review Councillor shall give a copy of a report respecting a review under subsection (2) or (3) to the Council, to the Complaints Committee, to the complainant and to the person complained against. 2010, c. 16, Sched. 2, s. 5 (56).

#### **Report to Minister**

(15) If the Complaints Review Councillor is of the opinion that a report made under this section should be brought to the attention of the Minister, the Complaints Review Councillor shall give a copy of the report to the Minister. 2010, c. 16, Sched. 2, s. 5 (56).

#### **Recommendations**

(16) The Complaints Review Councillor may include in a report his or her recommendations in respect of the procedures of the Complaints Committee, either generally or with respect to the treatment of a particular complaint. R.S.O. 1990, c. P.28, s. 26 (16); 2010, c. 16, Sched. 2, s. 5 (57).

#### **Consideration of report by Council**

(17) The Council shall consider every report, and any recommendations included in the report, that it receives from the Complaints Review Councillor, and shall notify the Complaints Review Councillor of any action it takes as a result. 2010, c. 16, Sched. 2, s. 5 (58).

#### **Consideration of report by Complaints Committee**

(18) The Complaints Committee shall consider every report, and any recommendations included in the report, that it receives from the Complaints Review Councillor, and shall notify the Complaints Review Councillor of any action it takes as a result. 2010, c. 16, Sched. 2, s. 5 (58).

## WORK PLAN - 2020

### COMPLAINTS REVIEW COUNCILLOR (CRC)

<b>Terms of Reference</b> <b>[Key duties]:</b>	<b>Examination by Complaints Review Councillor</b>  <u>26.(1)</u> The Complaints Review Councillor may examine from time to time the procedures for the treatment of complaints by the Association. R.S.O. 1990, c. P.28, s. 26 (1). 2010, c. 16, Sched. 2, s. 5 (46).  <b>Review by Complaints Review Councillor</b>  <u>(2)</u> Where a complaint respecting a member of the Association or a holder of a certificate of authorization, a temporary licence, a provisional licence or a limited licence has not been disposed of by the Complaints Committee within ninety days after the complaint is filed with the Registrar, upon application by the complainant or on his or her own initiative the Complaints Review Councillor may review the treatment of the complaint by the Complaints Committee. R.S.O. 1990, c. P.28, s. 26 (2); 2001, c. 9, Sched. B, s. 11 (31).		
<b>Tasks, Outcomes and Success Measures:</b>	<b>Task/Activities:</b>	<b>Outcomes Success measures</b>	<b>Due date</b>
	Review Applications for Review.	100%	Ongoing
	Decision Writing.	100%	Ongoing
	Report Writing.	100%	Ongoing
	Annual Reports.	100%	Annually
<b>Performance metrics</b>	<i>Quality and timeliness of notices and decisions.</i>		
<b>Committee/ Task Force Members:</b>	Qadira C. Jackson Kouakou, LL.B. Yufei (Fiona) Wang, LL.B.		
<b>Council Liaison</b>	N/A		
<b>Committee Advisor:</b>	Salvatore Guerriero, P.Eng., LL.M., Manager, Tribunals		
<b>Inter-Committee Collaboration:</b>	N/A		
<b>Stakeholders:</b>	N/A		

## HUMAN RESOURCES PLAN - 2020

### CONSULTING ENGINEER DESIGNATION COMMITTEE (CEDC)

Committee: Consulting Engineer Designation Committee (CEDC)	
Committee Review Date: October 24, 2019	

Categories	Currently in Place	Required in 12 months (Identified "Gap" for each Core Competency)	Required in 2 to 5 years
<b>Core Competencies</b> <ul style="list-style-type: none"> <li>• Skills</li> <li>• Abilities</li> <li>• Expertise</li> <li>• Knowledge</li> </ul> <i>[See Appendix A]</i>	Key objectives & core competencies are listed in Appendix A	No gap	No gap
<b>Committee Membership</b>	10 Members +1 CEO Representative Visitor + 1 Past Chair Visitor	2 Members	No gap
<b>Broad Engagement</b> Career Stage	At least 15 years of Canadian experience as CED.	No gap	No gap
Disciplines	Need as broad a coverage as possible (there are potentially 30 disciplines, but only about 9 Members)	Most disciplines now represented, but possibility may arise that CEDC will require additional reps. from emerging engineering disciplines.	Minimum one member from emerging engineering disciplines. Search continues.
Experience Level	All E level or greater	No gap	No gap
Gender / Diversity	All committee members are male.	All males	At least 1 female member. Search is ongoing.
Geographic Representation	Western, Toronto, Eastern, Southern, Northern (5 Regional Subcommittees)	No gap in CEDC.	No gap.
Licensed -vs- Non-licensed	All P. Engs, Majority CEDs	No gap	No gap

## HUMAN RESOURCES PLAN - 2020

### CONSULTING ENGINEER DESIGNATION COMMITTEE (CEDC)

<p><b>Volunteer Development Plans</b> List Potential development opportunities</p>	<ul style="list-style-type: none"> <li>• Advancement to Chair/Vice Chair</li> <li>• Lateral moves to other committee/task force</li> <li>• Election to Council</li> <li>• Appointment to external agencies or boards</li> <li>• Equity and diversity training</li> </ul>	<p>Several members are active in other PEO committees and on external agencies.</p>	<p>Members are encouraged to participate and provide outreach to external agencies and associations.</p>
<p><b>Volunteer Training</b></p>	<p>New members are trained for necessary skills to perform their duties.</p>		
<p><b>Succession Planning</b>  Time on Committee</p>	<ul style="list-style-type: none"> <li>• At least 2 members with 0 to 5 years on committee</li> <li>• At least 2 members with 5 or more years on committee</li> <li>• Past Chair visitor</li> </ul>	<ul style="list-style-type: none"> <li>• 0 to 5 years = 7</li> <li>• 5 to 10 years = 1</li> <li>• Past Chair visitor</li> </ul>	
<p><b>Terms of Office</b></p> <ul style="list-style-type: none"> <li>• Chair/Vice Chair</li> <li>• Committee members</li> </ul>	<ul style="list-style-type: none"> <li>• Chair: Maximum of 3 cumulative years, subject to annual renewal.</li> <li>• Vice Chair: Maximum of 3 cumulative years, subject to annual renewal.</li> <li>• Members: Appointed annually for a one-year term, from January to December. May be re-appointed to a maximum of 10 years.</li> </ul>		



**HUMAN RESOURCES PLAN - 2020**  
**CONSULTING ENGINEER DESIGNATION COMMITTEE (CEDC)**

**HR Plan APPENDIX A**

**A. Key objectives and core competencies (as per the Work Plan)**

List top 3-5 Committee Work Plan	List core competencies for each Work Plan outcome:
<p><b>Outcomes:</b></p> <p>1. Review and recommend to Council 4 times each year that Council approve selected applications for Designation, Re-designation and Permission to Use the title "Consulting Engineers"</p>	<ul style="list-style-type: none"> <li>- Possess a good knowledge of the role of the Consulting Engineering practice as defined by the PE Act and Regulation 941</li> <li>- Be knowledgeable of the nature of the practice of consulting engineering</li> <li>- Be knowledgeable of PEO and Committee structure</li> <li>- Secure expertise from new members in areas of emerging engineering disciplines as needed</li> </ul>
<p>2. Measure success in increased recognition of CED by governments, client groups and the public and through increased number of new engineers entering the profession</p>	<ul style="list-style-type: none"> <li>- Be familiar with the issues affecting consulting engineers in the marketplace.</li> <li>- Conduct research, collect and interpret data, summarize results and initiate recommendations where indicated</li> </ul>
<p>3. Introduce appropriate means to measure success in the 3 areas specified in the Work Plan, i.e.:</p> <p>Measure A: Number of CEDs expressed as a percentage of the number of P.Engs. on C of As.</p> <p>Measure B: Number of proven discipline and complaints cases per CED expressed as a percentage of the number of proven discipline and complaints cases per all P.Engs.</p>	<ul style="list-style-type: none"> <li>- Provide training resources and advise on methodologies to enable fulfillment of this Work Plan outcome.</li> </ul>
<p>4. Maintain the Interpretive Guideline to ensure it remains current and relevant</p>	<ul style="list-style-type: none"> <li>- Possess a good knowledge of the role of the Consulting Engineering practice as defined by the PE Act and Regulation 941</li> <li>- Be knowledgeable of the nature of a consulting engineering practice.</li> </ul>

**Work Plan - 2020**  
**CONSULTING ENGINEER DESIGNATION COMMITTEE (CEDC)**

<b>Approved by Committee:</b> October 24, 2019	<b>Review Date:</b> August 2020
<b>Approved by Council:</b>	<b>Approved Budget:</b> -
<b>Mandate [as approved by Council]:</b>	<p>To make recommendations to Council respecting all matters relating to applications for designation and re-designation as a consulting engineer, and applications from Certificate of Authorization Holders for permission to use the title "Consulting Engineer" as specified in Regulation 941. The legislated mandate is as follows:</p> <p><b>56.</b> (1) The Council shall designate as a consulting engineer every applicant for the designation who,</p> <ul style="list-style-type: none"> <li>(a) is a Member;</li> <li>(b) is currently engaged, and has been continuously engaged, for not less than two years or such lesser period as may be approved by the Council, in the independent practice of professional engineering in Canada;</li> <li>(c) has, since becoming a Member, had five or more years of professional engineering experience that is satisfactory to the Council;</li> <li>(d) has passed the examinations prescribed by the Council or has been exempted therefrom, pursuant to subsection (2). R.R.O. 1990, Reg. 941, s. 56 (1); O. Reg. 402/07, s. 1.</li> </ul> <p>(2) The Council may exempt an applicant from any of the examinations mentioned in clause (1) (d) where the Council is of the opinion that the applicant has appropriate qualifications. R.R.O. 1990, Reg. 941, s. 56 (2).</p> <p><b>57.</b> (1) Designation as a consulting engineer expires five years from the date of issuance of notice of the designation. R.R.O. 1990, Reg. 941, s. 57 (1).</p> <p>(2) The Council shall redesignate as a consulting engineer every applicant who,</p> <ul style="list-style-type: none"> <li>(a) is a Member;</li> <li>(b) is currently engaged in the independent practice of professional engineering in Canada; and</li> <li>(c) has during the five years since the date of issue of the applicant's most recent designation as a consulting engineer had professional engineering experience satisfactory to the Council. R.R.O. 1990, Reg. 941, s. 57 (2); O. Reg. 402/07, s. 2.</li> </ul> <p><b>58.</b> The Registrar, upon the granting or refusing of an application for a designation or redesignation shall mail forthwith to the applicant a notice stating,</p> <ul style="list-style-type: none"> <li>(a) that the applicant has or has not been granted a designation or redesignation as a consulting engineer, as the case may be; and</li> <li>(b) in the case of a refusal to grant the designation or redesignation, the reasons therefor. R.R.O. 1990, Reg. 941, s. 58.</li> </ul> <p><b>59.</b> A Member who has been designated or redesignated as a consulting engineer may use the title "consulting engineer" or a variation thereof approved by Council from time to time so long as the Member is in the independent practice of professional engineering and the designation or redesignation is valid. R.R.O. 1990, Reg. 941, s. 59.</p> <p><b>60.</b> For the purpose of this Regulation, a Member shall be deemed to be in the independent practice of professional engineering if the Member,</p> <ul style="list-style-type: none"> <li>(a) holds a certificate of authorization and is primarily engaged in offering or providing services within the practice of professional engineering to the public;</li> </ul>

**Work Plan - 2020**  
**CONSULTING ENGINEER DESIGNATION COMMITTEE (CEDC)**

or

(b) is a partner in or employee of a holder of a certificate of authorization, is designated in the application for the certificate as a person who will assume responsibility for and supervise the services of the holder that are within the practice of professional engineering and is primarily engaged in offering or providing, on behalf of the holder, services within the practice of professional engineering to the public. R.R.O. 1990, Reg. 941, s. 60.

**61.** (1) The Consulting Engineer Designation Committee is continued. R.R.O. 1990, Reg. 941, s. 61 (1).

(2) The Consulting Engineer Designation Committee may make recommendations to the Council in respect of all matters relating to applications for designation as a consulting engineer including, without limitation,

(a) the standards to be applied;

(b) procedures for and the form and content of examinations;

(c) the qualifications of applicants;

(d) the exemption of applicants from examinations; and

(e) the length of time engaged in independent practice required. R.R.O. 1990, Reg. 941, s. 61 (2).

**62.** (1) The Consulting Engineer Designation Committee shall consist of a chair, vice-chair and such other Members as are appointed by the Council. R.R.O. 1990, Reg. 941, s. 62 (1).

(2) A majority of the members of the Consulting Engineer Designation Committee must be designated consulting engineers. R.R.O. 1990, Reg. 941, s. 62 (2).

(3) The Consulting Engineer Designation Committee may, from time to time, appoint one or more subcommittees to assist it in carrying out any of its functions and to make recommendations to it with respect thereto. R.R.O. 1990, Reg. 941, s. 62 (3).

(4) The majority of the members of a subcommittee of the Consulting Engineer Designation Committee must be designated consulting engineers. R.R.O. 1990, Reg. 941, s. 62 (4).

(5) The chair of a subcommittee of the Consulting Engineer Designation Committee must be a member of the Consulting Engineer Designation Committee. R.R.O. 1990, Reg. 941, s. 62 (5).

**63.** An applicant for designation as a consulting engineer shall, if requested, appear personally before the Council or the Consulting Engineer Designation Committee or a subcommittee thereof. R.R.O. 1990, Reg. 941, s. 63.

**64.** (1) Where the Council has refused an application for designation as a consulting engineer, the applicant may, within thirty days of the date of receipt of notice of the refusal, request that the Council reconsider the application together with such additional information as is submitted by the applicant. R.R.O. 1990, Reg. 941, s. 64 (1).

(2) Upon receipt of a request from an applicant pursuant to subsection (1), the Council shall reconsider the application, taking into account the additional information, if any, submitted by the applicant with the request. R.R.O. 1990, Reg. 941, s. 64 (2).

(3) Upon the reconsideration, the Council may make findings of fact by such standards of proof as are commonly relied upon by reasonable and prudent persons in the conduct of their own affairs and may refer the matter to and accept recommendations from such holders of licences or committee of holders of licences as it considers appropriate in

**Work Plan - 2020**  
**CONSULTING ENGINEER DESIGNATION COMMITTEE (CEDC)**

	<p>the circumstances. R.R.O. 1990, Reg. 941, s. 64 (3).</p> <p><b>65.</b> The Registrar upon the granting or refusing of an application for reconsideration of an application for designation or redesignation shall mail forthwith to the applicant a notice stating,</p> <ul style="list-style-type: none"> <li>(a) that the prior refusal of designation or redesignation as a consulting engineer has been confirmed or that the application for designation or redesignation as a consulting engineer has been granted, as the case may be; and</li> <li>(b) in the case of a confirmation of a refusal to grant the designation or redesignation, the reasons therefor. R.R.O. 1990, Reg. 941, s. 65.</li> </ul> <p><b>66.</b> An applicant for designation or redesignation as a consulting engineer who has been refused the designation by Council is not entitled to reapply therefor for a period of twelve months after,</p> <ul style="list-style-type: none"> <li>(a) the date of receipt of notice of the refusal of the Council; or</li> <li>(b) in the case of a reconsideration by the Council, the date of receipt of notice of the refusal of the Council upon the reconsideration. R.R.O. 1990, Reg. 941, s. 66.</li> </ul> <p><b>67.</b> Only a Member designated by the Council may use the title "consulting engineer" or a variation thereof approved by the Council from time to time. R.R.O. 1990, Reg. 941, s. 67.</p>
<p><b>Terms of Reference</b>  <b>[Key duties]:</b></p>	<p><b>CEDC is appointed by Council.</b></p> <p><b>CEDC reports to Council through the CEO/Registrar and/or Council Liaison.</b></p> <p>CEDC reports regularly (four times each year) regarding mandate to Council as per Regulation.</p> <p><b>Type of Committee:</b></p> <ol style="list-style-type: none"> <li>1. Policy committee on regulatory matters.</li> <li>2. Operational committee on regulatory matters (legislated).</li> </ol> <p><b>Key Duties and Responsibilities:</b></p> <ol style="list-style-type: none"> <li>1. Make recommendations to Council respecting all matters relating to applications for designation and re-designation as a consulting engineer, and applications from Certificate of Authorization Holders for permission to use the title "Consulting Engineer" as specified in Regulation 941 (particularly s. 56, 57 and 58).</li> <li>2. May make recommendations to the Council in respect of all matters relating to applications for designation as a consulting engineer including, without limitation, <ul style="list-style-type: none"> <li>(a) the standards to be applied;</li> <li>(b) procedures for and the form and content of examinations;</li> <li>(c) the qualifications of applicants;</li> <li>(d) the exemption of applicants from examinations; and</li> <li>(e) the length of time engaged in independent practice required (s. 61).</li> </ul> </li> <li>3. Peer review of applicants by subcommittee with overview by Committee</li> </ol>

**Work Plan - 2020**  
**CONSULTING ENGINEER DESIGNATION COMMITTEE (CEDC)**

	<p>consensus.</p> <ol style="list-style-type: none"> <li>4. Reference report on applicant's performance by referees, including a designated Consulting Engineer.</li> <li>5. When required, a special examination of the candidate by comprehensive interview and candidate follow-up response.</li> <li>6. Provide Council information on the role of CEDC and newly implemented voluntary PEAK program.</li> </ol> <p><b>Success Measurements of Key Duties and Responsibilities:</b></p> <ol style="list-style-type: none"> <li>1. Increased recognition of CED by governments, client groups and the public.</li> <li>2. Interpretative guideline is current and relevant.</li> <li>3. Re-structure committee to meet demand for recognition of emerging engineering disciplines.</li> </ol> <p>The Chair shall submit an annual report, not later than January 15<sup>th</sup> of each year to the CEO/Registrar of the activities of the Committee.</p> <p>By September 30<sup>th</sup> of each year, CEDC shall prepare an annual work plan for the following year. The work plan will include anticipated outcomes, deliverables, and a continuous improvement component. This will be presented to Council at the following January meeting.</p>
<p><b>Equity and Diversity Awareness</b></p>	<ol style="list-style-type: none"> <li>1. <i>Was the E&amp; D module reviewed in order to have tasks and activities align with the E&amp;D Policies? YES.</i></li> <li>2. <i>Is each task/activity being done in an equitable manner and engaging diverse groups? YES.</i></li> <li>3. <i>Are there any barriers to information dissemination, human resources, physical space, and cultural differences? NO.</i></li> </ol>

**Work Plan - 2020**  
**CONSULTING ENGINEER DESIGNATION COMMITTEE (CEDC)**

Tasks, Outcomes and Success Measures:	Task/Activities:	Outcomes Success measures	Due date:
	<p><b>Consulting Engineer Designation Applications:</b></p> <p>Under Section 61(2) of Regulation 941 under the <i>Professional Engineers Act</i>, the Consulting Engineer Designation Committee (CEDC) may make recommendations to Council in respect of all matters relating to application for designation as a consulting engineer. The CEDC may recommend that Council approve the following typical motions:</p> <ul style="list-style-type: none"> <li>• Exemption from examinations and the applications for <b>designation</b> as Consulting Engineer.</li> <li>• Applications for <b>re-designation</b> as Consulting Engineer.</li> <li>• <b>Permission to use</b> the title “Consulting Engineers” to specific firms.</li> </ul>	<p><b>Outcomes:</b></p> <p><b><u>Legal Implications/Authority</u></b></p> <ol style="list-style-type: none"> <li>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.</li> <li>2. Pursuant to Section 56(1) Council <b>shall</b> designate as a Consulting Engineer every applicant for the Designation who meet the requirements set out in Section 56(1)(a-d).As a result there does not appear to be any discretion for Council to refuse applicants who meet the requirements.</li> <li>3. Pursuant to Section 57(2) Council <b>shall</b> 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.</li> <li>4. Pursuant to section 67, Council has the authority to approve a</li> </ol>	<p>CEDC reports regularly (four times each year) regarding mandate to Council as per Regulation.</p>

**Work Plan - 2020**  
**CONSULTING ENGINEER DESIGNATION COMMITTEE (CEDC)**

		<p>firm's use of the title "consulting engineers" approved by Council provided the applicant meets the requirements set out in section 67.</p> <p><b>Success measures:</b>  <b>General:</b> Increased recognition of CED by governments, client groups and the public through increased liaison with PEO's Government Liaison Committee (GLC) and Consulting Engineers of Ontario.</p> <p>See Appendix A for annual statistics.</p>	
	Maintain the Interpretive Guideline	Interpretative Guideline is current and relevant. Last updated on October 2014.	As needed.
<b>Inter-committee collaboration:</b>	Will be established when necessary.		
<b>Stakeholders:</b>	Consulting Engineers Ontario (CEO)		CEO is represented with an appointed member.

**Appendix A: Annual Statistics**

Year	Total Number of CEDs	CEDs as a % of the number of P.Engs. listed in section F on the applications for CofAs.	CEDs as a % of the TOTAL number of P.Engs.
2013	-	8.4	1.5
2014	1138	8.6	1.7
2015	1087	7.0	1.4
2016	1059	6.7	1.3
2017	1013	6.1	1.2
2018	988	6.1	1.2
2019	975	5.9	1.1

# HUMAN RESOURCES PLAN - 2020

## DISCIPLINE COMMITTEE (DIC)

C-530-3.5  
Appendix F(i)

<b>Committee:</b> Discipline Committee		<b>Date Developed:</b> September 2019	
<b>Committee Review Date:</b> October 2019		<b>Date Council Approved:</b>	
Categories	Currently in Place	Required in 12 Months (Identified "Gap" for each Core Competency)	Required in 2 to 5 Years
<b>Core Competencies</b>	See Appendix A	See Appendix A	
<b>Committee Membership</b>	36 members	Require to recruit more LGA members	
<b>Broad Engagement</b>	Elected Councillor: 1 LGA (P.Eng.) Councillor: 0 AG (P.Eng.) Members: 3 LGA (Lay) Councillor: 1 Attorney General (AG) appointee (LL.B.): 6 General Member: 25	Improve diversity by recruiting female P.Eng. members to serve on the committee.	Same as column to the left.
<b>Volunteer Development Plans</b>	<p><b><u>All Members</u></b></p> <p>Participate in panel hearing as determined by the Chair.</p> <p>Participate in training and professional development opportunities on a case-by-case basis as approved by the Chair.</p> <p><b><u>New Members:</u></b></p> <p>a. Attend a DIC meeting and a basic training session</p> <p>b. Participate as a panel member at a contested hearing</p> <p><b><u>New Decision Writers:</u></b></p> <p>c. Act as a panel decision writer (prerequisite: a and b)</p> <p><b><u>Experienced Members:</u></b></p> <p>d. Participate as a panel member at contested hearings</p>	<p><b><u>All Members</u></b></p> <p>a. Attend the two-day training session developed by the Training Task Group (TTG).</p> <p>b. Attend DIC meetings for administrative law training.</p> <p>c. Obtain SOAR Certificate in Adjudication (dependant on funding availability).</p> <p>d. Complete additional and ongoing training in adjudication on a case by case basis as suggested/approved by the Chair.</p> <p><b><u>Additional requirements for New Members and New Decision Writers:</u></b></p> <p>e. Observe one or more full hearings.</p>	Same as column to the left.



# HUMAN RESOURCES PLAN - 2020

## DISCIPLINE COMMITTEE (DIC)

	<p>(Prerequisite: a and b)</p> <p>e. Participate on subcommittee (Prerequisite: a, b, c, d)</p> <p>f. Attend bi-annual refresher training</p> <p>g. Present training material at a DIC meeting</p> <p><b><u>New Panel Chairs:</u></b></p> <p>h. Attend panel chair training (Prerequisites: d)</p> <p>i. Serve as Panel Chair within 12 months after receiving the training (Prerequisite: h)</p> <p><b><u>New Pre-Hearing Conference Chairs:</u></b></p> <p>j. Observe a pre-hearing conference before presiding over one. (Prerequisite: d)</p>	<p>d. Participate as a panel member in a contested hearing.</p> <p><b><u>Additional requirements for New Panel Chairs and existing Panel Chairs:</u></b></p> <p>f. Serve as Panel Chair within 12 months of SOAR Certification.</p> <p><b><u>Additional requirements for New Pre-Hearing Conference Chairs:</u></b></p> <p>g. Observe a pre-hearing conference.</p>	
<b>Continuous learning</b>	Committee members are required to participate in training sessions every year. A lessons learned session is conducted during every meeting of the Committee.		
<b>Term of Office</b>	<p>Chair = 2 years      Vice Chair = 2 years      Members = no limit</p> <p>Given the DIC's legislated mandate, and its reliance on the experience and expertise of its members in carrying out its mandate, Council imposes no term limit on DIC membership.</p> <p>The Chair and Vice-Chair are elected annually for a one-year term at the November DIC meeting. The Chair and Vice-Chair may be re-elected to their positions to serve a maximum of two (2) years.</p> <p>To ensure continuity, it is desirable that the Vice-Chair move to the Chair's position once the Chair's term of service ends. Once the Chair and/or Vice-Chair have served for the maximum time for their respective positions, they are not eligible for re-election to those positions. The Chair, once having served as Chair, may only serve as a DIC member.</p>		

# HUMAN RESOURCES PLAN - 2020

## DISCIPLINE COMMITTEE (DIC)

### APPENDIX A

1. Key Objectives and Core Competencies (as per the Work Plan)

List Top 3-5 Committee Work Plan Outcomes:	List Core Competencies for Each Work Plan Outcome:
<p>Hear and Decide Matters (Panel Members)</p>	<ul style="list-style-type: none"> <li>a. Knowledge of the applicable sections of the <i>Professional Engineers Act</i> and its Regulations, the <i>Statutory Powers and Procedures Act</i>, the DIC Rules of Procedure and the DIC Handbook:               <ul style="list-style-type: none"> <li>i. Panel Chair – Expert Knowledge</li> <li>ii. Experienced Members – Comprehensive Knowledge</li> <li>iii. New Members – Comprehensive Knowledge</li> </ul> </li> <li>b. Ability to contribute to the panel's deliberations by understanding the legal arguments presented, finding facts, weighing evidence, and making fair, reasonable decisions that apply the law to the facts and evidence. (all panel members).</li> <li>c. Be impartial, committed and professional. Judicial Temperament. (all panel members).</li> <li>d. Ability to write Decisions and Reasons (Decision Writers).</li> <li>e. Ability to conduct a hearing, including involving the ILC where appropriate (Panel Chair).</li> <li>f. Have the time required to sit on panels (all panel members).</li> <li>g. Familiarity with Decisions and Reasons in previous matters, judicial reviews of administrative decisions, and PEO reviews of the Complaints and Discipline process (Panel Chair and experienced members).</li> </ul>
<p>Set hearings (Chair, DIC)</p>	<ul style="list-style-type: none"> <li>a. Ability to obtain mutually available dates from the parties, appoint a panel and issue the Notice of Hearing within the prescribed statutory time.</li> <li>b. Experience conducting a pre-hearing conference.</li> </ul>
<p>Develop Volunteers (Chair, Vice-Chair, DIC)</p>	<ul style="list-style-type: none"> <li>a. Identify training requirements and resources.</li> <li>b. Organize training sessions.</li> <li>c. Conduct training sessions.</li> </ul>

# HUMAN RESOURCES PLAN - 2020

## DISCIPLINE COMMITTEE (DIC)

List Top 3-5 Committee Work Plan Outcomes:	List Core Competencies for Each Work Plan Outcome:
Develop Policy and Plans (Chair, Vice-Chair)	<ul style="list-style-type: none"> <li>a. Develop and analyze policy alternatives.</li> <li>b. Draft proposals to amend the DIC Handbook, Work Plan, and HR Plan.</li> </ul>
Perform Administrative Functions (Chair, DIC)	<ul style="list-style-type: none"> <li>a. Respond to information requests from PEO and Council.</li> <li>b. Draft and provide administrative reports.</li> <li>c. Communicate with Council.</li> </ul>

### 2. Competency Gaps and Action Plan

List top 2 - 3 core competencies missing from the current Committee (knowledge, skills, abilities)	List <u>specific gaps</u> for each core competency	Briefly state <u>how you will close each gap</u> [i.e.: development plan for current member(s); request for additional volunteer resources]	Resources Needed	Target Date for Completion
Improved Adjudication Skills for running an efficient hearing	The Panel Chairs need legal and adjudication training so they can run hearings more effectively and efficiently, including hearings with self-represented members which are generally more challenging to manage.	Specialized training in adjudication (SOAR Certification in Adjudication). Also, debrief sessions with ILC after each hearing has concluded, so that ILC can discuss with the Panel Chair and the panel members aspects of the hearing process and how to improve the conduct of the hearing going forward.	Funding for SOAR Certification and additional access to ILC	Immediately and ongoing.
Ability to contribute to the panel's deliberations	Understanding allegations and the legal arguments presented, contributing to panels' deliberations and finding facts.	Training and experience (including observing hearings).	ILC firm providing TTG customized training.	Immediately and ongoing on an annual basis.

# HUMAN RESOURCES PLAN - 2020

## DISCIPLINE COMMITTEE (DIC)

List top 2 - 3 core competencies missing from the current Committee (knowledge, skills, abilities)	List <u>specific gaps</u> for each core competency	Briefly state <u>how you will close each gap</u> [i.e.: development plan for current member(s); request for additional volunteer resources]	Resources Needed	Target Date for Completion
Comprehensive Knowledge	Of the applicable sections of the PEA and its Regulations, and the DIC's Rules, and detailed knowledge of the DIC Handbook.	Training and experience.	ILC firm providing TTG customized training.	Immediately and ongoing on an annual basis.
Ability to write Decisions and Reasons	Willingness to write the Decisions and Reasons; ability to communicate effectively in writing; have the time to draft Decisions and Reasons.	Training and experience, including review of issued D&Rs and court decisions addressing them.	ILC firm providing TTG customized training.	Immediately and ongoing on an annual basis.

### 3. Comments



**WORK PLAN – 2020**  
**DISCIPLINE COMMITTEE (DIC)**

	<p>two-day training. Approve other training options for members.</p> <p>Consider the multi-cultural calendar when scheduling meeting, and accommodate members' needs (physical, auditory, food allergies, etc.).</p>	<p>other training on a case-by-case basis</p>	
	<p>5. Harmonize Handbook with current rules and procedures.</p>	<p>Complete review and update.</p>	<p>2020</p>
<b>Performance metrics</b>	<p>Completing hearings efficiently. Issuing decisions and reasons within the designated timeline, and having DIC decisions upheld by appeals courts.</p>		
<b>Inter-committee collaboration</b>	<p>Joint adjudication training with Registration Committee, which is also an independent administrative tribunal, for cost sharing purposes.</p> <p>The legislated mandate of the Discipline Committee requires that its operation is independent of the Association.</p>		
<b>Stakeholders</b>	<p>The Discipline Committee regularly engages external independent legal counsel for advice on policy, process and the compliance of its decisions with applicable laws. The committee also consults with similar committees of other self-regulated professions within Ontario and Canada on best practices.</p>		

DRAFT

# HUMAN RESOURCES PLAN - 2020 ENFORCEMENT COMMITTEE (ENF)

C-530-3.5  
Appendix G(i)

Committee: <b>Enforcement Committee</b>	Date Developed: August 2019
Committee Review Date: <b>September 10, 2019</b>	Date Council Approved:

	Target / Ideal (To meet the need of the Committee)	Currently in Place	Gap [ST = Short-term Goal] [LT = Long-term Goal]
<b>Core Competencies</b> <ul style="list-style-type: none"> <li>Skills</li> <li>Abilities</li> <li>Expertise</li> <li>Knowledge</li> </ul>	<ul style="list-style-type: none"> <li><i>Key objectives &amp; core competencies are listed in Appendix A</i></li> </ul>	<ul style="list-style-type: none"> <li>- Industry experience</li> <li>- Legal understanding</li> <li>- Understanding of public protection and role of a regulator</li> <li>- Experience with standards bodies</li> </ul>	[ST] - Visioning/Strategic Thinking
<b>Committee Membership</b>	<ul style="list-style-type: none"> <li>10</li> </ul>	9	1 vacancy
<b>Broad Engagement</b> Career Stage	<ul style="list-style-type: none"> <li><i>A minimum of 5 practising engineers</i></li> <li><i>A blend of early/mid/late career stages</i></li> </ul>	<ul style="list-style-type: none"> <li>- 7 members declared as practicing (PEAK)</li> <li>- 2 members are retired; 3 in late career (average 20yr Licensed)</li> </ul>	None
Disciplines	<ul style="list-style-type: none"> <li><i>A cross-section of emerging disciplines</i></li> </ul>	Structural [1], Electrical [2], Computer/Software [2], Mechanical [3], Chemical [1]	[ST] - Biomedical, Civil
Experience Level	<ul style="list-style-type: none"> <li><i>A mix of Class A – F</i></li> </ul>	A-F (median D)	None
Gender / Diversity	<ul style="list-style-type: none"> <li><i>At least 30% women</i></li> <li><i>Diversity in all areas</i></li> </ul>	1 female member; average age is 53. Good mix of ethnicity.	- Female members [ST]
Geographic Representation	<ul style="list-style-type: none"> <li><i>Cross-section of industry types with regional balance to where engineers work</i></li> </ul>	Western [4], West Central [2], East Central [3]	Eastern, Northern [LT] Chapter Diversity [LT]
CEAB Grads/ Foreign-trained	<ul style="list-style-type: none"> <li><i>50 / 50 split of CEAB and internationally trained graduates</i></li> </ul>	55% CEAB / 44% foreign trained	Non-CEAB members
Licensed –vs– Non-licensed	<ul style="list-style-type: none"> <li><i>All licence holders</i></li> <li><i>1 member is a lawyer</i></li> </ul>	<ul style="list-style-type: none"> <li>- All members licensed</li> <li>- 1 members is a lawyer</li> </ul>	None

**HUMAN RESOURCES PLAN - 2020  
ENFORCEMENT COMMITTEE (ENF)**

<p><b>Volunteer Development Plans</b></p> <ul style="list-style-type: none"> <li>List potential development opportunities</li> </ul>	<ul style="list-style-type: none"> <li>To learn legal enforcement process</li> </ul>	<p>None at present.</p> <p>Most members have served on other PEO committees.</p>	<ul style="list-style-type: none"> <li>Have members attend enforcement case hearing in superior court [ST]</li> <li>Could provide good background for Complaints, Discipline and Registration committees [LT]</li> </ul>
<p><b>Succession Planning</b></p> <ul style="list-style-type: none"> <li>Time on Committee</li> </ul>	<ul style="list-style-type: none"> <li>3-5 year term for members (maximum of 10 yrs on ENF)</li> <li>2 year term for Chair and Vice Chair</li> </ul>	<ul style="list-style-type: none"> <li>average 5 yrs on ENF</li> <li>2 yr terms for Chair and Vice Chair</li> </ul>	<p>N/A</p>
<p><b>2020 Succession Plan</b></p>	<ul style="list-style-type: none"> <li>Average 5 yrs on ENF</li> <li>Chair and Vice Chair are continued</li> <li>Retire 1 member</li> </ul>	<ul style="list-style-type: none"> <li>average 7 yrs on ENF (if vacancies not filled)</li> <li>9 members to year end</li> </ul>	<ul style="list-style-type: none"> <li>1 new member</li> </ul>
<p><b>Terms of Office:</b></p> <ul style="list-style-type: none"> <li>Chair/Vice Chair</li> <li>Committee members</li> </ul>	<ul style="list-style-type: none"> <li>Committee members have a 1-year term with a request for re-appointment up to 10 years.</li> <li>Ideally the Chair would serve for 2 years; the Vice Chair 2 years, and the Vice Chair would transition into the role of Chair.</li> <li>Chair and Vice Chair have a 1-year term of office with a possible re-election for up to three consecutive terms.</li> </ul>		



## WORK PLAN - 2020 ENFORCEMENT COMMITTEE

<b>Approved by Committee:</b> September 10, 2019		<b>Review Date:</b> September 2020	
<b>Approved by Council:</b>		<b>Approved Budget:</b>	
<b>Mandate [as approved by Council]:</b>	Mandate is to advise Council on matters relating to the enforcement of the provisions of the Professional Engineers Act dealing with unlicensed and unauthorized practice. Standing committee of Council established by Council on September 24, 1999.		
<b>Terms of Reference [Key duties]:</b>	<ol style="list-style-type: none"> <li>To prepare and present policy proposals to Council on issues relating to PEO's enforcement activity.</li> <li>To act as an advisory body to the Registrar, Council and PEO committee and task forces on policy matters relating to enforcement.</li> </ol>		
<b>Tasks, Outcomes and Success Measures:</b>	<b>Task/Activities:</b>	<b>Outcomes Success measures</b>	<b>Due date:</b>
	Subcommittee 2017-A.2 Outreach with Social Media Subcommittee: Develop strategies and content to deliver enforcement awareness and otherwise leverage social media to engage existing and new stakeholders.	Establish an outlet for enforcement messaging on multiple social media venues.  <b>Note:</b> This has evolved from initial enforcement outreach to students, EITs and Chapters.	Ongoing
	Subcommittee 2018-A (Practice Examples): Improve understanding of the definition of professional engineering by developing explanatory materials and examples.  Intent is to provide examples of professional engineering so that stakeholders can better understand when a professional engineer is required.	Identify and develop 3-5 representative examples of engineering practice that includes traditional & emergent activities  Structural example Software example Environmental example Propose other examples	Mid-2020  Q4 2019 Q1 2020 Q2 2020 Q2 2020
	Subcommittee 2018-B (Regulatory Gaps): Review the Professional Engineers Act and Regulations for gaps and weaknesses that impact PEO's ability to enforce against unlicensed persons or organizations.	Prepare a report to Council on findings and recommendations for potential amendments	Q1 2020
	Subcommittee 2018-C (Split Registration): Review the Professional Engineers Act and Regulations for gaps and weaknesses that impact PEO's ability to enforce against unlicensed persons or organizations.	Prepare a report to Council on findings and recommendations for potential amendments	Fall 2019
	Consideration of Regulatory Review: Review the recommendations made in the report from the external Regulatory Review with respect to how these relate to PEO's enforcement activities.  The full committee will perform this activity.	Identify discrete activities that can be worked on and report to Council on the findings.	Q1 2020

## WORK PLAN - 2020 ENFORCEMENT COMMITTEE

	Task/Activities:	Outcomes Success measures	Due date:
	New Activities for 2020: As assigned by Council per its Action Plan to implement recommendations from the external Regulatory Review.	TBD	TBD

<b>Inter-committee collaboration:</b>	Professional Standards Committee
<b>Stakeholders:</b>	Ministry of the Attorney General of Ontario

<b>Equity and Diversity Awareness</b>	<ol style="list-style-type: none"> <li>1. Was the E &amp; D module reviewed in order to have tasks and activities align with the E&amp;D Policies? <b>YES</b></li> <li>2. Is each task/activity being done in an equitable manner and engaging diverse groups? <b>YES</b></li> <li>3. Are there any barriers to information dissemination, human resources, physical space, and cultural differences? <b>NO</b></li> </ol>
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September 10, 2019

**WORK PLAN 2020 (DRAFT)  
EQUITY AND DIVERSITY COMMITTEE (EDC)**

C-530-3.5  
Appendix H(i)

<b>Approved by Committee:</b> <i>October 2019</i>		<b>Review Date:</b> <i>September 2020</i>	
<b>Approved by Council:</b> <i>[DATE]</i>		<b>Approved Budget:</b> <i>TBD</i>	
<b>Mandate [as approved by Council]:</b>	<i>Recommend action plan to integrate equity and diversity values and principles into the general policy and business operations of PEO.</i>		
<b>Terms of Reference [Key duties]:</b>	<ol style="list-style-type: none"> <li>1. <i>Develop an Equity and Diversity policy.</i></li> <li>2. <i>Recommend mechanisms to ensure:</i> <ol style="list-style-type: none"> <li>a) <i>there are no groups excluded from the structural life of PEO and communicate PEO's clear commitment to the values and principles of equity and diversity.</i></li> <li>b) <i>that regulatory procedures for licensing, complaints, discipline and enforcement, and all PEO meetings and communications with members and the public, reflect the values set out in PEO's Equity and Diversity policy.</i></li> <li>c) <i>there is equity and diversity training for committee members, PEO staff, Councillors, Chapter executives and other volunteers.</i></li> </ol> </li> <li>3. <i>Recommend mechanisms to monitor compliance and effectiveness of the PEO's Equity and Diversity policy</i></li> <li>4. <i>Through PEO publications and materials, inform engineers in the diverse groups about services available and their rights and obligations, and inform engineers about the contributions of the diverse groups to the building of the profession.</i></li> <li>5. <i>Be a catalyst for new initiatives that will help develop an understanding of and commitment to equity and diversity.</i></li> <li>6. <i>Provide a forum for the diverse groups to raise concerns</i></li> <li>7. <i>Encourage members of the diverse groups to consider engineering as a career profession.</i></li> <li>8. <i>Prepare an annual report on PEO's Equity and Diversity Initiatives.</i></li> </ol>		
<b>Equity and Diversity Awareness</b>	<ol style="list-style-type: none"> <li>1. <i>Was the E&amp;D module reviewed in order to have tasks and activities align with the E&amp;D Policies? YES</i></li> <li>2. <i>Is each task/activity being done in an equitable manner and engaging diverse groups? YES</i></li> <li>3. <i>Are there any barriers to information dissemination, human resources, physical space, and cultural differences? NO</i></li> </ol>		
<b>Tasks, Outcomes and Success Measures:</b>	<b>Task/Activities:</b>	<b>Outcomes and Success measures:</b>	<b>Due date:</b>
	<b><i>PEO Council demonstrates leadership regarding E&amp;D.</i></b>		
	1. <i>Search and identify a new Equity &amp; Diversity module / presentation, suitable to be viewed by all PEO members.</i>	<i>A list of available resources which could be adopted with modification by the PEO.</i>	<i>June 2020</i>
	<b><i>Facilitate PEO delivery of ongoing information, training and resource support to help staff and volunteers develop capacity to address equity and diversity issues.</i></b>		
	2. <i>Develop a list of topics for Engineering Dimensions with assignments for development of articles.</i>	<i>A list of E&amp;D related topics the EDC is interested to work on and identify potential sources of information.  Publish one article.</i>	<i>January 2020</i>

**WORK PLAN 2020 (DRAFT)**  
**EQUITY AND DIVERSITY COMMITTEE (EDC)**

	<b>Provide guidance to volunteers about their roles in implementing the E&amp;D Policy.</b>		
	3. <i>Review and develop an updated version of PEO's Equity and Diversity Policy.</i>	<i>Submit revised version of E&amp;D Policy to the Council for approval.</i>	<i>September 2020</i>
	4. <i>Develop a presentation that educates PEO Chapters and volunteers on Equity &amp; Diversity Policy and EDC activities.</i>	<i>Promote the PEO Chapters and volunteers' awareness of EDC policy and activities.</i>	<i>June 2020</i>
	5. <i>Review all committees 2020 Work Plans to identify outcomes resulted from incorporating the E&amp;D awareness component in the Work Plan template.</i>		<i>March 2020</i>
	<b>Promote PEO activities in recruitment and retention of volunteers, with a focus on achieving equity and increasing diversity within the engineering profession.</b>		
	6. <i>EDC members to encourage members from various demographics to apply on volunteer openings, to run for elected Council positions and to seek out and encourage diverse nominees to official PEO Awards Program.</i>	<i>Increase number of diverse candidates for the Council and PEO Awards.</i>	<i>Ongoing</i>
	7. <i>Monitor an Equity &amp; Diversity inclusion in the criteria for PEO Awards.</i>		<i>Ongoing</i>
<b>Inter-committee collaboration:</b>	<ul style="list-style-type: none"> <li>- <i>All PEO committees and task forces; namely the Advisory Committee on Volunteers – offering help as requested or in relation with E&amp;D training</i></li> <li>- <i>Chapters and Regional Councillors Committee (RCC) – promoting awareness of E&amp;D, and training of Chapter volunteers</i></li> </ul>		

2020 HUMAN RESOURCES PLAN

**Experience Requirements Committee (ERC)**

<b>Committee:</b> Experience Requirements Committee	<b>Date Developed:</b> September 25, 2019
<b>Committee Review Date:</b> September 25, 2019	<b>Date Council Approved:</b>

Categories	Currently in Place	Required in 12 months (Identified "Gap" for each Core Competency)	Required in 2 to 5 years
<b>Core Competencies</b> <ul style="list-style-type: none"> <li>• Skills</li> <li>• Abilities</li> <li>• Expertise</li> <li>• Knowledge</li> </ul>	<ol style="list-style-type: none"> <li>1. Practical experience in an engineering discipline.</li> <li>2. Knowledge of the requirements of licensure with respect to experience (as expressed in the 5 criteria for licensure).</li> <li>3. Experienced in the different types of interviews that the ERC performs and the required outcomes of the interviews.</li> <li>4. Knowledge in the various academic requirements for their discipline and familiarity with the syllabus.</li> </ol>	<p>All in place in existing active members. Less active members may need additional training.</p>	<p>Ongoing training to existing members.</p>
<b>Volunteer Development Plans</b> <ul style="list-style-type: none"> <li>• List potential development opportunities</li> </ul>	<ul style="list-style-type: none"> <li>• Ongoing training as required by committee members <ul style="list-style-type: none"> <li>• Training on interview techniques/ best practices</li> </ul> </li> </ul>	<p>Ongoing training as required by committee members</p>	<p>Look into training courses related to interviewing techniques.</p>
<b>Committee Membership</b>	<ul style="list-style-type: none"> <li>• 160 active participating members with expertise in a wide range of disciplines.</li> <li>• New committee members are recruited by staff according to needs and are vetted by the committee chair.</li> </ul>	<p>Approximately 160 members who participate in interviews as required</p>	<p>Need individuals in all disciplines (immediate need for petroleum engineering, engineering physics, biomedical engineering, chemical engineering, mining Nano technologies, CIE).</p>
<b>Broad Engagement</b>  Career Stage	<p>Mid / late / retired</p>	<p>Mid/late/retired</p>	<p>Need more mid-career stage with practical work experience.</p>

## 2020 HUMAN RESOURCES PLAN

Disciplines	<ul style="list-style-type: none"> <li>varied</li> </ul>	varied	Need individuals in all disciplines (immediate need for petroleum engineering, engineering physics, biomedical engineering, chemical engineering, mining, CIE?, Nano technologies?)
Experience Level	practical engineering experience >10 years	practical engineering experience >10 years	Need more disciplines represented
Gender / Diversity	Representative of industry	Below industry levels with respect to gender	Recruit more women
Geographic Representation	<i>Ontario</i>		
Licensed –vs– Non-licensed	Licensed	Licensed	
CEAB Grads / Non-CEAB Grads	Majority of members are Non-CEAB Grads		
<b>Succession Planning</b> <ul style="list-style-type: none"> <li>List the members</li> </ul>	As required <ul style="list-style-type: none"> <li>To ensure that there is adequate pool of panel members to conduct interviews whose expertise matches the work experience of applicants and</li> <li>To identify members with leadership qualities and interest in ERC activities to invite them to join the ERC Sub-Committee</li> </ul>		
<b>Continuous learning</b>	<ul style="list-style-type: none"> <li>Ongoing training as required by committee members</li> <li>Training on interview techniques/ best practices</li> <li>Look into training courses related to interviewing techniques.</li> <li>Training on Competency Based Experience Assessment Interviews</li> <li>Training on Conflict of Interest and Eliminating Bias Polices</li> </ul>		
<b>Term of Office</b> <ul style="list-style-type: none"> <li>Chair</li> <li>Committee members</li> </ul>	<ul style="list-style-type: none"> <li>Chair – elected for one year with a maximum of 3 years in the position</li> <li>Vice Chair – elected for one year with a maximum of 3 years in the position</li> </ul>		

## WORK PLAN - 2020

### Experience Requirements Committee (ERC)

<b>Approved by Committee:</b> September 25, 2019	<b>Review Date:</b> <i>September 25, 2019</i>
<b>Approved by Council:</b> <i>[DATE]</i>	<b>Approved Budget:</b> <i>[AMOUNT] [DATE]</i>
<b>Mandate [as approved by Council]</b>	<p>1) The Experience Requirements Committee (ERC) is continued and shall be composed of a chair appointed by Council, the immediate past chair, if any, and such other Members as are appointed by the Council and three members of the Committee constitute a quorum. R.R.O. 1990, Reg. 941, s. 41 (1).</p> <p>(2) Where an application for the issuance of a licence, temporary licence or limited licence is referred to the Experience Requirements Committee pursuant to the Act, the Committee shall,</p> <ul style="list-style-type: none"> <li>(a) assess the experience qualifications of the applicant; and</li> <li>(b) determine whether the applicant meets the experience requirements prescribed by this Regulation and so advise the Registrar. R.R.O. 1990, Reg. 941, s. 41 (2).</li> <li>(c) if the Committee determines that the applicant does not meet the experience requirements, specify the experience requirements that the applicant must meet, for the purposes of the notice referred to in subsection 14(6) of the Act R.R.O. 1990 Reg. 941 s. 41(2); O.Reg 71/15, s. 13.</li> </ul> <p>(2.1) If the Experience Requirements Committee is requested to assess, for the purposes of section 51.1, an applicant for the reinstatement of a licence or limited licence, the Committee shall,</p> <ul style="list-style-type: none"> <li>(a) assess the applicant's knowledge and understanding of the current laws and standards governing the practice of professional engineering; and</li> <li>(b) determine whether the applicant's knowledge and understanding is sufficient to warrant the reinstatement of his or her licence or limited licence and so advise the Registrar. O. Reg. 143/08, s. 6.</li> </ul> <p>(3) For the purpose of carrying out its duties, the Experience Requirements Committee may, in the discretion of the Committee and on its own initiative, interview the applicant. R.R.O. 1990, Reg. 941, s. 41 (3).</p> <p>(4) The Committee shall interview the applicant if there is a question raised with respect to the ability of the applicant to communicate adequately in the English language. R.R.O. 1990, Reg. 941, s. 41 (4).</p>
<b>Terms of Reference [Key duties]</b>	<p>To assess the experience of applicants through file review and by personal interview as may be required :</p> <ul style="list-style-type: none"> <li>(a) To determine if experience requirements under the Regulations has been met;</li> <li>(b) To recommend to the Academic Requirements Committee (ARC) how experience can be taken into account in assigning of examinations;</li> <li>(c) To interview applicants where there is a question of the ability to communicate effectively in English;</li> <li>(d) In the case of reinstatement – to assess applicant's knowledge and understanding of the current laws and standards governing the practice of professional engineering as per ERC guidelines.</li> </ul> <p>To advise the Registrar with respect to the foregoing. (Mandate approved in principle by Council).</p>
<b>Equity and Diversity Awareness</b>	<p>The Equity and Diversity Module was made available to the ERC members for training and resource purposes. All new ERC members are required to complete the module before having their membership approved by council. The majority of the committee members are themselves foreign educated professional engineers who were themselves interviewed</p>

## WORK PLAN - 2020

### Experience Requirements Committee (ERC)

	prior to licensure.		
<b>Tasks, Outcomes and Success Measures</b>	<b>Task/Activities</b>	<b>Outcomes Success measures</b>	<b>Due date</b>
	Timely and appropriate advice to the Registrar or Deputy Registrar and to applicants with respect to the appropriateness of the experience.	Monthly approval of ERC interview recommendations	Ongoing
	Timely and appropriate advice to the ARC with respect to recommendations on exam programs and academic qualifications of applicants.	Monthly recommendations for ARC approval	Ongoing
	Modifications and improvements to ERC Operating Policies and Procedures Manual for the purpose of documenting the current ERC interview processes.	Approved manual to be used as a resource by current ERC members and as a training tool for new members	Ongoing
	Implementation of Consultant's recommendations for the interview process.	Development of procedures enhancements and subsequent training of ERC members	Ongoing
	Implementation of competency-based interviews.	Development of process, semi structured questions, reporting forms.	Ongoing
	Members should engage in training as required to ensure they are up-to-date in types of interviews, ERC policies and procedures, etc.	Training is provided to current and new ERC members. Annual training is conducted in December.	Ongoing
	Provide timely input to the Licensing Committee (LIC), Academic Requirements Committee and other committees as requested	Recommendations to various committees with respect to experience assessments and requirements for licensure.	Ongoing
	Persons with disabilities and food allergies are appropriately accommodated.  Special religious and multi-cultural requirements are accommodated.	Individual preferences for food are accommodated  Scheduling of interviews provides flexibility to applicants and ERC members in consideration of these special requirements.	Ongoing



## WORK PLAN - 2020

### Experience Requirements Committee (ERC)

<p><b>Performance metrics</b></p>	<p><i>Indicate performance outcomes and metrics to evaluate the performance of committee members, Chair and Vice Chair.</i></p> <p>David Kiguel, P.Eng. - Chair, re-elected for 2019. Changiz Sadr, P.Eng. – Vice Chair, re-elected for 2019</p> <p>There are approximately 160 members. Council confirms existing membership, approves new members and takes note of members who resign. According to the Council approved ERC Terms of Reference, there is no term limit imposed on the general membership of this committee</p> <p>The ERC has a Sub-Committee (ERCSC) composed by the ERC Chair, the ERC Vice-Chair, the ERC Immediate Past-Chair and up-to seven (7) elected ERC Members-at-large, representing a diversity of gender and disciplines. The purpose and responsibility of the ERCSC is to (a) assist and advise the ERC in completing its work; and (b) carry out and report on specific tasks assigned by the ERC.</p>
<p><b>Inter-committee collaboration</b></p>	<p>The ERC will provide recommendations to the ARC with respect to applicants' exam programs and academic qualifications.</p> <p>The ERC will provide recommendations to the Legislation Committee, the Licensing Committee and other PEO committees as requested.</p> <p>The ERC members may be requested to provide evidence in Registration Hearings.</p>
<p><b>Stakeholders:</b></p>	<p><i>ARC, LIC, REC</i></p>

## HUMAN RESOURCES PLAN - 2020

### GOVERNMENT LIAISON COMMITTEE (GLC)

Committee: Government Liaison Committee (GLC)	Date Developed: September 2019
Committee Review Date: September, 2019	Date Council Approved:

	Currently in Place	Required in 12 months (Identified "Gap" for each Core Competency)	Required in 2 to 5 years
<b>Core Competencies</b> <ul style="list-style-type: none"> <li>Skills</li> <li>Abilities</li> <li>Expertise</li> <li>Knowledge</li> </ul>	Key objectives and core competencies are listed in Appendix A	<ul style="list-style-type: none"> <li>See Appendix A</li> </ul>	No gap
<b>Committee Membership</b>	11 Members, each a representative according to the GLC Terms of Reference	<ul style="list-style-type: none"> <li>See Appendix B</li> </ul>	Dependent upon renewal of committee membership
<b>Broad Engagement</b>			
<ul style="list-style-type: none"> <li>Career Stage</li> </ul>	At least 1 from every career stage	At least 1 from every career stage	No gap
<ul style="list-style-type: none"> <li>Diversities of Sources</li> </ul>	At least 1 representative from key stakeholders for information and cooperation related to Provincial Government interaction	<ul style="list-style-type: none"> <li>See Appendix B</li> </ul>	No gap
<ul style="list-style-type: none"> <li>Experience Level</li> </ul>	A minimum of 1 member in C-Level, 2 in A-Level	A Level or greater	No gap
<ul style="list-style-type: none"> <li>Gender Diversity</li> </ul>	To achieve gender balance consistent with PEO's goals. Currently 1 female, 10 males	1 female, 10 males	Dependent upon members selected to committee – will seek out & request females for new vacancies.
<ul style="list-style-type: none"> <li>Geographic Representation</li> </ul>	Full geographic representation	5 regions represented	No Gap
<ul style="list-style-type: none"> <li>CEAB Graduates – vs– IEG</li> </ul>	N/A	N/A	N/A
<ul style="list-style-type: none"> <li>Licensed –vs– Non-licensed</li> </ul>	2 non-licensed members (1 EIT, 1 student member)	Replace EIT rep as per succession planning section	
<b>Volunteer Development Plans</b>	See Appendix C	See Appendix C	See Appendix C
<b>Succession Planning</b> <ul style="list-style-type: none"> <li>List the members</li> <li>Term of office for committee members</li> </ul>	Length of term will be two years for each member. Members may be reappointed for an additional two terms, to a maximum of six years.	<ul style="list-style-type: none"> <li>In 2020 replace "P.Eng. active chapter member</li> <li>In 2020 replace EIT rep</li> <li>In 2020 replace Engineers Canada rep</li> </ul>	In 2021 replace RCC representative

## HUMAN RESOURCES PLAN - 2020

### GOVERNMENT LIAISON COMMITTEE (GLC)

	When a member's term expires, or a member resigns, Council (or the recommending party) will be asked to appoint a replacement(s)	• In 2020 replace OSPE rep.	
<b>Term of Office</b>			
• Chair	• Chair is elected on an annual basis by the committee to a maximum of term of chair of <b>3 consecutive</b> years.	New Chair first elected in 2018	New Chair required in 2021 as current Chair will reach term limit.
• Vice Chair	• Vice Chair is elected on an annual basis by the committee.	New Vice Chair first elected in 2019	

### Committee Roster (Sept 2019)

Name	Position (as defined in Terms of Reference)	Appointed	Term
Warren Turnbull, P.Eng.	RCC representative (Chair 2018)	2016	4 years
Arjan Arenja, P.Eng.	Active chapter member (Vice Chair 2018)	2018	2 years
Gabriel Tse, P.Eng.	Active chapter member (Vice Chair 2015-2018)	2014	6 years
Shawn Yanni	Student representative	2019	1 year
Daniel King, EIT	EIT representative	2015	5 years
Nick Colucci, P.Eng.	ACV representative	2017	3 years
Christine Hill, P.Eng.	CEO representative	2018	2 years
Jeffrey Lee, P.Eng.	P.Eng. in a Riding Association	2018	2 years
Lorne Cutler, P.Eng.	PEO Councillor	2019	1 year
[Vacant]	OSPE representative		1 year
[Vacant]	Engineers Canada representative		1 year

## APPENDIX A

### Key objectives and core competencies (as per the Work Plan)

<u>List top 3–5 Committee Work Plan Outcomes:</u>	<u>List core competencies for each Work Plan outcome:</u>
<ul style="list-style-type: none"> <li>○ Monitor &amp; evaluate regulatory issues requiring liaison with the government and advise council on strategic initiatives to affect such liaison (Key Responsibilities # 1)</li> </ul>	<ul style="list-style-type: none"> <li>- Possess a good knowledge of PEO and Committees related goals, objectives and information available related to government liaison</li> <li>- Possess strategic thinking abilities</li> <li>- Initiate recommendations for change</li> </ul>
<ul style="list-style-type: none"> <li>○ Coordinate the activities of the GLP (Key Responsibilities # 2)</li> </ul>	<ul style="list-style-type: none"> <li>- Key persons must be good communicators, knowledgeable and willing to work with others</li> <li>- Ability to organize functions and ensure objectives of this function are achieved</li> <li>- Be familiar with current PEO mandate to regulate in the public interest and Government Liaison issues</li> </ul>
<ul style="list-style-type: none"> <li>○ Coordinate with other government relations initiatives within the</li> </ul>	<ul style="list-style-type: none"> <li>- Ability to develop relationships with stakeholders to advance cooperation efforts (ref. item 2 of Work plan)</li> </ul>

## HUMAN RESOURCES PLAN - 2020

### GOVERNMENT LIAISON COMMITTEE (GLC)

<p>engineering profession (Key Responsibilities # 3)</p>	<ul style="list-style-type: none"> <li>- Willingness to work with stakeholders within the confines of PEO guidelines and accepting differences while working to achieve common objectives</li> <li>- Conflict resolution skills</li> <li>- Possess effective meeting &amp; action implementation skills</li> </ul>
<p>○ Enhance Government Outreach to ensure that our primary mission to regulate the profession in the public interest is communicated to MPPs (Key Responsibilities # 7)</p>	<ul style="list-style-type: none"> <li>- Ability to establish and clarify goals, expectations, obligations, roles and responsibilities of GLC.</li> <li>- Ability to evaluate effectiveness of government liaison program once per year.</li> <li>- Ability to conduct analysis, summarize results and follow up with recommendations for continuous improvement</li> </ul>
<p>○ Host Annual Queen's Park MPP reception and/or GLC conference to ensure our regulatory role and mandate are communicated to MPPs.</p>	<ul style="list-style-type: none"> <li>- Key persons must be good communicators, knowledgeable and willing to work with others</li> <li>- Ability to organize functions and ensure objectives of this function are achieved</li> <li>- Be familiar with current PEO Government Liaison issues</li> </ul>

## APPENDIX B

### Diversities of Sources (see List of Committee Membership)

<p><b>Constituency &amp; Qualifications of Committee/Task Force Members</b></p>	<p>The committee will be composed of the following 11 members.</p> <ul style="list-style-type: none"> <li>• Member of the Regional Councillors Committee (recommended by Regional Councillors Committee)</li> <li>• Member of Council</li> <li>• Two (2) active members of a chapter who have experience with GLP or government relations or public policy.</li> <li>• A member of the Advisory Committee on Volunteers (recommended by the Advisory Committee on Volunteers)</li> <li>• P.Eng. active in a Riding Association (recommended by GLP Consultant)</li> <li>• P.Eng. member of the Ontario Society of Professional Engineers (OSPE) (recommended by OSPE)</li> <li>• P.Eng. representative of Engineers Canada (recommended by Engineers Canada)</li> <li>• P.Eng. member of the Consulting Engineers of Ontario (recommended by CEO)</li> <li>• Student representative</li> <li>• EIT representative</li> </ul> <p>The President and the President-elect are ex-officio members, as required by section 30(3) of By-Law No.1. In addition, the CEO/Registrar and the GLP consultant shall be ex-officio members.</p>
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**HUMAN RESOURCES PLAN - 2020**  
**GOVERNMENT LIAISON COMMITTEE (GLC)**

**APPENDIX C**  
**Volunteer Development Plans**

<b>List top 2 – 3 preferred core competencies (knowledge, skills, abilities)</b>	<b>List specific attributes for each core competency</b>	<b>Briefly state how you will meet your needs</b> [i.e.: development plans for current member(s); request additional volunteer resources]	<b>Resources Needed</b>	<b>Target Date for completion</b>
Knowledge of PEO policy and positions and available resources	Familiarity with available resources regarding government related issues, etc.	Provide training and access to resources	Staff assistance, Committee Members	ongoing
Skills to provide advice/ recommendations/ assistance	Good communication and problem resolution skills; negotiation skills	Opportunities to interact and communicate, seek feedback	Feedback Form	ongoing
Effective Meeting Skills	Familiarity with rules of order, engagement strategies	Select chair with these skills (becomes a role model for others), seek feedback	Meeting Evaluation Form	ongoing
Courteous and proper treatment of fellow volunteers and staff	Knowledge of PEO values and code of conduct	Advise new Committee members to complete the mandatory training modules	Access to training modules	ongoing

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**Work Plan**  
**Government Liaison Committee (GLC)**  
**WORK PLAN FOR 2020 - DRAFT**

C-530-3.5 Appendix J(ii)
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<b>Approved by Committee:</b> <i>September 25<sup>th</sup>, 2019</i>		<b>Review Date:</b> <i>September 25<sup>th</sup>, 2019</i>	
<b>Approved by Council:</b> <i>[DATE]</i>		<b>Approved Budget:</b> <i>[AMOUNT] [DATE]</i>	
<b>Mandate [as approved by Council]:</b>	<i>To provide oversight and guidance for the PEO Government Liaison Program (GLP). [APPROVED BY COUNCIL June 2011]</i>		
<b>Equity and Diversity Awareness</b>	<ol style="list-style-type: none"> <li>1. <i>Was the E &amp; D module reviewed in order to have tasks and activities align with the E&amp;D Policies? YES</i></li> <li>2. <i>Is each task/activity being done in an equitable manner and engaging diverse groups?</i></li> <li>3. <i>Are there any barriers to information dissemination, human resources, physical space, and cultural differences?</i></li> </ol>		
<b>Tasks, Outcomes and Success Measures:</b>	<b>Task/Activities [as per Terms of Reference – Key Duties]:</b>	<b>Outcomes</b>	<b>Due date:</b>
		<b>Success measures</b>	
	<b>1. MONITOR REGULATORY ISSUES</b>		
	<i>Monitor and evaluate regulatory issues requiring liaison with the government and advise Council of strategic initiatives to affect such liaison.</i>	<i>a. Subcommittee meets 10 times per year.</i>	2020
	<i>a. Develop communication strategies to inform MPPs regarding PEO's Action Plan to deal with the issues raised in the Cayton report and impending act changes that will help PEO improve our regulatory ability to protect the public.</i>	<i>Review the Action Plan and where GLC can assist with communication of same to chapter GLPs and MPPs</i>	2 <sup>nd</sup> Qtr 2020
	<i>b. Develop, review and revise GLP Info Notes.</i>	<i>b. GLP Info Notes developed, reviewed and shared with Council and GLP chairs.</i>	As required
<b>2. COORDINATE ACTIVITIES OF GOVERNMENT LIAISON PROGRAM</b>			
<i>Continue using and improving the improved Chapter self-assessment tool.</i>	<i>a. Chapter self-assessment reports. Chapters use the template to develop a plan of GLP activities in the chapter.</i>	Ongoing	
<i>Develop aspects of the tool to assist chapters to determine the effectiveness of their communication regarding the Action Plan related to the Cayton Report.</i>	<i>b. Manager GLP and GLC use the reports to assess Chapters' needs for assistance and/or training</i>	Ongoing	
<i>GLC develops tools to assist GLP reps to reach out to MPPs in government and opposition so that we are seen as the government's (no matter the party in Power) partner in regulating the profession in the public interest.</i>	<i>Improve the tool to help chapters determine the effectiveness of their communication with MPPs regarding the Cayton Report Council Action Plan.</i>	2 <sup>nd</sup> Qtr. 2020	
<i>MPPs of all parties have confidence that PEO's goal is protection of the public interest</i>			
<i>Coordinate GLP training including overseeing the:</i>		2020	

**Work Plan**  
**Government Liaison Committee (GLC)**  
**WORK PLAN FOR 2020 - DRAFT**

	<p><i>a. planning of GLP Academy (training) or GLC conference</i></p> <ul style="list-style-type: none"> <li>• The multi-cultural calendar was considered when scheduling the workshop dates.</li> <li>• Persons with disabilities and food allergies were appropriately accommodated.</li> </ul> <p><i>b. consultant (learning and development) developing the certification program for GLP Reps.</i></p> <p><i>c. ensures the training includes the regulatory aspects of PEO's role and our mandate to protect the public interest</i></p>	<p><i>a. 1 per region per year or one central conference</i></p> <p><i>b. certification program launched</i></p> <p><i>c. All GLP Reps are familiar with our primary mandate and can communicate it to MPPs.</i></p>	<p>2<sup>nd</sup> Qtr. 2020</p> <p>2020</p>
	<p><i>Develop GLP Info Notes related to PEO's discipline process, licensing, practice standards and our PEAK program explaining how they contribute to protecting the public interest</i></p>	<p><i>As required</i></p> <p><i>GLP reps familiar with our primary mandate and how we implement it</i></p>	<p>2020</p>
	<p><i>Encourage all chapters to aim for gender balance in the recruitment of their GLP members</i></p>	<p><i>Goal 30% by 2030 – 10% greater female participation amongst all GLP reps.</i></p>	<p>Ongoing</p>
	<p><i>Encourage more in person engagement by GLP reps through the invitation of one per face-to-face GLC meeting</i></p>	<p><i>Encourage chapter GLP reps to engage with the GLC and to be active on GLC working groups, etc.</i></p>	<p>End 2020</p>
<b>3. COORDINATE Government Relations with ENGINEERING PROFESSION</b>			
	<p><i>Hold regular GLC meetings</i></p>	<p><i>a. At least 6 meetings per year</i></p> <p><i>b. regular reports from CEO, OSPE, Engineers Canada and ESCCO</i></p>	<p>2020</p>
	<p><i>Engage chapters in the development of a strong one-to-one GLP to MPP relationship with all MPP's within the Chapter.</i></p> <p><i>Develop mechanisms for communicating with GLP reps and Ultimately MPPs that the right PEO representatives from PEO should be at the table when new legislation affecting regulation of the profession are at the table.</i></p>	<p><i>No. of requests from MPP's, their staff or Government staff to provide input on legislation that impacts regulation of the profession</i></p> <p><i>No. of changes to legislation that are implemented due to interactions with PEO</i></p>	<p>2020</p>
	<p><i>Liaise regularly with OSPE/PAN and share best practices for joint meetings with MPPs.</i></p>	<p><i>connect local PAN reps with GLP reps</i></p>	<p>Ongoing</p>
	<p><i>Encourage OSPE and Engineer's Canada to reengage with GLC and appoint new reps to the committee</i></p>	<p><i>An open forum where jurisdictional issues related to government liaison can be discussed and sorted. Ways to cooperate and assist each other in aspects of each of our programs can be determined</i></p>	<p>1<sup>st</sup> Qtr 2020</p>
<b>4. MATTERS DELEGATED BY COUNCIL</b>			
	<p><i>Consider any other matter related to the Government Liaison Program delegated to the committee by the Council.</i></p> <p><i>Consider matters at regular GLC meetings. Strike subcommittee, if required, to focus on the matter.</i></p>	<p><i>Respond to Council's request</i></p>	<p>As required</p>

**Work Plan**  
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**WORK PLAN FOR 2020 - DRAFT**

<b>5. CONSULT TO ADVANCE SUPPORT OF PEO FROM GOVERNMENT</b>		
<i>Consult as required with Council, chapters, members, staff, with respect to opportunities to advance support of PEO from government.</i>	<i>Promote PEO's availability to consult on issues related to regulation of the profession in the Public Interest</i>	ongoing
<b>6. RECEIVE AND REVIEW REPORTS FROM PEO COMMITTEES</b>		
<i>Establish, receive and review reports from PEO committees as it considers appropriate. Liaise with Legislation Committee (LEC), Regional Councillors Committee (RCC), Joint Relations Committee (JRC)</i>	<i>a. Invite speaker to present to GLC, receive reports or attend meetings of other committees as observer. b. develop protocol for LEC to engage GLP</i>	ongoing  Qtr. 1 - 2020
<b>7. ENHANCE GOVERNMENT OUTREACH</b>		
<i>Maintain manual MPP Interaction Database</i>	<i>Maintain for GLP chairs to report on their interactions.</i>	Ongoing
<i>Expand "Take Your MPP to Work Day": Develop communication tools so that PEO's primary mandate, regulation of the profession in the public interest can be emphasized during these events</i>	<i>Number of MPP's participating: 7 from all parties</i>	Dec. 2020
<i>Organize Queen's Park Day with emphasis on regulation of the Profession in the Public Interest</i> The multi-cultural calendar was considered when scheduling the workshop date. <ul style="list-style-type: none"> <li>• Persons with disabilities and food allergies were appropriately accommodated.</li> </ul>	<i>Event delivered.</i>	4 <sup>th</sup> Qtr. 2020
<b>8. WORK PLAN</b>		
<i>Develop and submit 2020 Work Plans and HR Plans for Council's approval</i>	<i>Submitted by due date</i>	Sept 2019
<i>Prepare and submit Annual GLC report to Council</i>	<i>Submitted by due date</i>	Feb 2019
<b>Inter-committee collaboration:</b>	<i>Participation in Chairs Meetings, consult with Legislation Committee (LEC), liaise with Regional Councillors Committee (RCC) and Joint Relations Committee (JRC)</i>	
<b>Stakeholders:</b>	<i>PEO Council, PEO Chapters, OSPE, CEO, Engineers Canada, ESSCO, Government (MPPs of all parties, civil servants)</i>	



# HUMAN RESOURCES PLAN – 2020 LICENSING COMMITTEE (LIC)

C-530-3.5  
Appendix K(i)

Committee: <b>Licensing Committee</b>	Date Developed: October 17, 2019
Committee Review Date: <b>October 17, 2019</b>	Date Council Approved:

Categories	Currently in Place	Required in 12 months (Identified "Gap" for each Core Competency)	Required in 2 to 5 years
<p><b>Core Competencies</b></p> <ul style="list-style-type: none"> <li>• Skills</li> <li>• Abilities</li> <li>• Expertise</li> <li>• Knowledge</li> </ul>	<ul style="list-style-type: none"> <li>• Professional engineers with extensive knowledge of the <i>Professional Engineers Act</i> and Regulation 941.</li> <li>• Knowledge of PEO's mandate, core values, governance and committee structure.</li> <li>• Knowledge of licensing criteria and processes acquired through collaboration and volunteering on the ARC, ERC, LEC, and REC.</li> <li>• Familiarity with the ARC Licensing and Registration Policies and Guidelines.</li> <li>• Understanding of PEO's association with the Canadian Engineering Accreditation Board (CEAB) and its role on behalf of the provincial and territorial engineering regulatory bodies.</li> <li>• Understanding of PEO's association with the Canadian Engineering Qualifications Board and how it relates to the development of national guidelines that provide advice on regulatory practices.</li> <li>• Because of the importance of retaining a solid base of</li> </ul>	<p>All members have these core competencies to successfully carry out the Committee's mandate as per its Terms of Reference.</p>	<p>None</p>

## HUMAN RESOURCES PLAN – 2020 LICENSING COMMITTEE (LIC)

	<p>domain knowledge with respect to licensure, Committee members are expected to have in-depth knowledge of licensure.</p> <ul style="list-style-type: none"> <li>Professional engineers who have rendered conspicuous service to the engineering profession.</li> <li>Professional engineers who have a solid understanding of PEO's relationship with various stakeholders: Engineers Canada (EC) and its other Constituent Associations; Ontario Association of Certified Engineering Technicians and Technologists (OACETT); Council of Ontario Deans of Engineering (CODE); Office of Ontario Fairness Commissioner (OFC).</li> </ul>		
<b>Volunteer Development Plans</b>	N/A	N/A	N/A
<b>Committee Membership</b>	10 Members	None	None
<b>Broad Engagement</b>			
<b>Succession Planning</b> <ul style="list-style-type: none"> <li>List of members below</li> </ul>	List of member service to Committee: Terms below	Search/appoint new members as needed	Search/appoint new members as needed
<b>LIC Members (Appointed to Role)</b>			<b>Contributing From/To</b>
<b>Chair-designate</b>	<b>Barna Szabados</b> (ARC, 3-year term) (2018, re-elected for 2019)		2014 – Dec 2020
<b>Vice-Chair-designate</b>	<b>Santosh Gupta</b> (ERC, 3-year term) (2018, re-elected for 2019)		2014 – Dec 2020
<b>Council Liaison</b>	<b>TBD</b>		



# WORK PLAN - 2020

## LICENSING COMMITTEE (LIC)

C-530-3.5  
Appendix K(ii)

<b>Approved by Committee:</b> October 17, 2019	<b>Review Date:</b> October 17, 2018
<b>Approved by Council:</b>	<b>Approved Budget:</b> \$16,750 (Pending Council Approval)
<b>Mandate [as approved by Council]</b>	To coordinate and integrate the ongoing development of PEO's licensing requirements and processes, including the inputs of other PEO committees and external stakeholders involved in the licensing process.  (Established by Council Resolution: September 26, 2014)
<b>Terms of Reference [Key Duties]</b>	<ol style="list-style-type: none"> <li>1. Identify the need for, and prioritize, enhancements to PEO's licensing policies, criteria, and processes.</li> <li>2. Propose to Council the creation of subcommittees / task groups to develop licensing policy in specific policy areas, including their population and terms of reference.</li> <li>3. Coordinate the development of proposals for Council approval to enhance PEO's licensing criteria and processes, including appropriate peer review.</li> <li>4. Ensure the involvement of PEO's legislated committees involved in licensure (ARC, ERC, LEC, REC) in peer review of proposed changes to PEO's licensing criteria and processes.</li> <li>5. Assess threats from external sources to the integrity of PEO licensing criteria and processes and propose proactive strategies and tactics to address them for Council approval.</li> <li>6. Review and advise Council with respect to proposals from internal and external stakeholders for changes to PEO's licensing criteria and processes.</li> <li>7. Maintain, on behalf of Council, a prioritized high-level plan for development and implementation of changes to PEO's licensing criteria and processes.</li> <li>8. Track and document developments and practices in other self-regulating professions with respect to licensure.</li> <li>9. Maintain dialogue with Engineers Canada and its Constituent Associations and boards (CEAB and CEQB) on issues related to licensure.</li> <li>10. Review and comment on elements of the National Framework for Licensure that are relevant to PEO's licensing criteria and processes.</li> <li>11. Communicate regularly with Council and important stakeholders to keep them up to date on issues and developments related to licensure.</li> </ol>
<b>Equity and Diversity Awareness</b>	<ol style="list-style-type: none"> <li>1. <i>Was the E &amp; D module reviewed in order to have tasks and activities align with the E&amp;D Policies? NO</i></li> <li>2. <i>Is each task/activity being done in an equitable manner and engaging diverse groups? YES</i></li> <li>3. <i>Are there any barriers to information dissemination, human resources, physical space, and cultural differences? NO</i></li> </ol>

**WORK PLAN - 2020**  
**LICENSING COMMITTEE (LIC)**

<b>Tasks, Outcomes and Success Measures</b>	<b>Task/Activities</b>	<b>Outcomes and Success Measures</b>	<b>Due Date</b>
	1. Coordinate with legislated licensing-related committees (ARC, ERC, REC) on licensing policy matters.	Provide support to the other committees and coordinate their input and peer review.	As required
	2. Coordinate with Legislation Committee (LEC) resolution of proposed Act and Regulation changes previously proposed and approved by Council.	<ul style="list-style-type: none"> <li>• Clarification of policy intent</li> <li>• Council approval of required policy changes</li> </ul>	TBD
	3. Monitor licensing of individuals practicing in emerging disciplines / scopes of practice and assist with process issues arising.	<ul style="list-style-type: none"> <li>• Critical mass of licensees in emerging disciplines / scopes of practice;</li> <li>• Applicants in emerging disciplines / scopes of practice well-handled by licensing processes</li> </ul>	TBD
	4. Consider new licensing policy items including, but not limited to: <ul style="list-style-type: none"> <li>• Certifications in emerging scopes of practice</li> <li>• Appeal process for determinations with respect to academics and experience</li> <li>• Powers of the Registration Committee</li> <li>• Competency-based assessment of experience</li> <li>• The Provisional Licence</li> <li>• The Temporary Licence</li> <li>• Structured Internships</li> <li>• Assessment of Good Character / Suitability to Practice.</li> <li>• Seamless transition</li> <li>• Practice inspection-based alternative to Canadian experience requirement</li> </ul>	<ul style="list-style-type: none"> <li>• Policy documents issued for peer review</li> <li>• Potential Act and Regulation changes for review by LEC</li> <li>• Briefing Notes with resolutions for Council approval</li> <li>• This work is related to Recommendation 6 in Action Plan.</li> </ul>	TBD
	5. Action Plan to Implement Recommendations of the Regulatory Performance Review	Coordinate work of ARC and ERC done on issues in the Action Plan.  Assist Registrar in completing steps 1- 4 of	Ongoing

**WORK PLAN - 2020**  
**LICENSING COMMITTEE (LIC)**

		<p>Recommendation No. 4 in Action Plan.</p> <p>Work with the Registrar on issues that are covered by Recommendation 6 in the Action Plan.</p>	
	6. EIT Academic Requirements	Review consistency of inter-provincial EIT requirements	Ongoing
	7. Internal Independent Review of Academic Assessments	Develop Review Process and seek Council approval	Ongoing
	8. Monitor's Statement	Revise PEO's Experience Guide	Ongoing
<b>Inter-Committee Collaboration</b>	Academic Requirements Committee (ARC), Experience Requirements Committee (ERC), Legislation Committee (LEC), Registration Committee (REC), Canadian Engineering Accreditation Board (CEAB), Canadian Engineering Qualifications Board (CEQB)		
<b>Stakeholders</b>	<p>Engineers Canada and its other Constituent Associations</p> <p>Ontario Association of Certified Engineering Technicians and Technologists (OACETT)</p> <p>Council of Ontario Deans of Engineering (CODE)</p> <p>Office of Ontario Fairness Commissioner</p>		

## HR Plan for Professional Standards Committee

<b>Committee: Professional Standards Committee</b>	<b>Date Developed: 27 August 2019</b>
<b>Committee Review Date: 10 September 2019</b>	<b>Date Council Approved:</b>

Categories	Currently in Place	Required in 12 months (Identified "Gap" for each Core Competency)	Required in 2 to 5 years
<b>Core Competencies</b> <ul style="list-style-type: none"> <li>• Skills</li> <li>• Abilities</li> <li>• Expertise</li> <li>• Knowledge</li> </ul>	<ul style="list-style-type: none"> <li>• Understanding of the <i>Professional Engineers Act</i> and PEO processes</li> <li>• Extensive experience in providing engineering services to clients and employers</li> </ul>	None	None
<b>Volunteer Development Plans</b> <ul style="list-style-type: none"> <li>• List potential development opportunities</li> </ul>	<ul style="list-style-type: none"> <li>• Legal review of practice standards processes.</li> </ul>	Presentation by legal firm on issues pertaining to practice standards processes.	None
<b>Committee Membership</b>	<ul style="list-style-type: none"> <li>• Approximately 10-12 members including one councilor who servers as Council liaison.</li> </ul>	None	None
<b>Broad Engagement</b>			
Career Stage	Split of late and mid-career; none in early career	None	None
Disciplines	Members should be from a wide range of disciplines and work environments	Practitioners from specific disciplines required for guidelines and standards are recruited on as needed basis for subcommittees (LT)	None
Experience Level	Levels D – F only	Level F: Level E: 10 Level D:	None
Gender / Diversity	Percentages of male and female should reflect the percentage of each in membership	Male: 7 70% Female: 3 30%	More female representation may be considered (LT)

Geographic Representation	Standards of practice do not vary across the province; greatest variation of practice areas is present in the GTA so majority of the membership will be from the GTA	GTA: 6 Other areas: 4	None
CEAB Grads/ Foreign-trained	No preferences	CEAB: 8 IEG: 2	None
Licensed –vs– Non-licensed	All members of PSC must be licensed	All members of PSC are licensed	None
<b>Continuous learning</b>	Presentations by legal firms on issues involving practice standards.		
<b>Term of Office</b> • Chair • Committee members	<ul style="list-style-type: none"> <li>• As per PSC Terms of Reference</li> <li>• As per PSC Terms of Reference</li> </ul>		



**PROFESSIONAL STANDARDS COMMITTEE  
WORK PLAN FOR 2020**

C-530-3.5  
Appendix L(ii)

<b>Approved by Committee:</b> [DATE]		<b>Review Date:</b>	
<b>Approved by Council:</b> [DATE]		<b>Approved Budget:</b>	
<b>Mandate [as approved by Council]:</b>	<p><i>There are no specific powers assigned to this committee by the Professional Engineers Act, Regulation 941/90 or By-Law 1.</i></p> <p><i>The mandate of the committee is to fulfill the second of the additional objects of the Act: 2(4) For the purpose of carrying out its principal object, the Association has the following additional objects:</i></p> <p><i>2. To establish, maintain and develop standards of qualification and standards of practice for the practice of professional engineering.</i></p> <p><i>[from PSC Terms of Reference, Approved April 2010]</i></p>		
<b>Terms of Reference [Key duties]:</b>	<ul style="list-style-type: none"> <li>• <i>To review, recommend and provide advice to Council and members on matters pertaining to professional practice, including performance standards, forms of agreement and standards of practice.</i></li> <li>• <i>To make recommendations on issues affecting employee engineers and their employers in matters of professional practice.</i></li> <li>• <i>To provide guidance on professional practice issues. To develop professional practice guidelines.</i></li> <li>• <i>To review, recommend and provide advice to Council with respect to establishing and maintaining standards of practice for all areas of professional engineering.</i></li> <li>• <i>To establish working groups of knowledgeable practitioners to provide input on legislative changes or public policy affecting engineering practice.</i></li> </ul>		
<b>Equity and Diversity Awareness</b>	<ol style="list-style-type: none"> <li>1. <i>Was the E &amp; D module reviewed in order to have tasks and activities align with the E&amp;D Policies? No</i></li> <li>2. <i>Is each task/activity being done in an equitable manner and engaging diverse groups? Yes</i></li> <li>3. <i>Are there any barriers to information dissemination, human resources, physical space, and cultural differences? No</i></li> </ol>		
<b>Tasks, Outcomes and Success Measures:</b>	<b>Task/Activities:</b>	<b>Outcomes Success measures</b>	<b>Due date:</b>
	<p><i>Complete drafts of the following guidelines:</i></p> <ol style="list-style-type: none"> <li><i>a) Technical Audits of Condominiums</i></li> <li><i>b) Record Documents</i></li> <li><i>c) Demountable Event Structures</i></li> <li><i>d) Mineral Projects</i></li> <li><i>e) Environmental Site Assessments</i></li> <li><i>f) Regulatory Studies ESDM &amp; AAR Reports</i></li> <li><i>g) Coordinating Licensed Professionals</i></li> <li><i>h) Use of Seal</i></li> </ol>	<i>Draft approved by Council</i>	<ol style="list-style-type: none"> <li><i>a) June 2020</i></li> <li><i>b) Nov 2019</i></li> <li><i>c) Nov 2019</i></li> <li><i>d) Nov 2019</i></li> <li><i>e) June 2020</i></li> <li><i>f) June 2020</i></li> <li><i>g) June 2020</i></li> <li><i>h) June 2020</i></li> </ol>
	<p><i>Collaborate regarding engineering practice issues with:</i></p> <ol style="list-style-type: none"> <li><i>a) Ministry of the Attorney General (MAG) - Mandatory Assessments</i></li> <li><i>b) Ministry of Municipal Affairs (MMA) - Mandatory Assessments;</i></li> <li><i>c) Electrical Safety Authority (ESA) - Use of Seal;</i></li> <li><i>d) Ministry of the Environment, Conservation and Parks (MECP) – Environmental Compliance Approval (ECA);</i></li> <li><i>e) Ministry of Labour (MOL) – Pre-Start Health and Safety Review Repots (PSHSRs).</i></li> </ol>	<i>Co-regulator collaboration</i>	<i>Ongoing</i>
<i>Review guidelines that are more than 10 years old to determine if they need updating.</i>	<i>Review 1 guideline per month</i>	<i>June 2021</i>	

**PROFESSIONAL STANDARDS COMMITTEE  
WORK PLAN FOR 2020**

	<p><b>Q2:</b> <i>The multi-cultural calendar was considered when scheduling the Committee and Subcommittee meetings.</i></p> <p><b>Q3:</b> <i>Persons with disabilities and food allergies were appropriately accommodated.</i></p>	<p>Yes</p> <p>Yes</p>	
<b>Performance metrics</b>	<p><i>Number of practice guidelines: 32</i>  <i>Number of performance standards: 6</i>  <i>Number of practice guidelines less than 10 years old: 17</i>  <i>Number of practice guidelines less than 5 years old: 9</i>  <i>Number of practice guidelines more than 10 years old: 15</i></p>		
<b>Inter-committee collaboration:</b>	<p><i>PSC may consult and/or collaborate with the following PEO committees/task forces over the next year: Discipline Committee, Complaints Committee, Enforcement Committee, Education Committee, Government Liaison Committee, Chapter Chairs and various task forces.</i></p>		
<b>Stakeholders:</b>	<p><i>Indicate which external government departments, associations, organizations or individuals the committee/task force should regularly engage in dialogue with, particularly in relation to its policy proposals.</i></p>		

# HUMAN RESOURCES PLAN - 2020

## REGISTRATION COMMITTEE (REC)

C-530-3.5  
Appendix M(i)

<b>Committee:</b> Registration Committee	<b>Date Developed:</b>
<b>Committee Review Date:</b> October 10, 2019	<b>Date Council Approved:</b>

Categories	Currently in Place	Required in 12 Months (Identified "Gap" for each Core Competency)	Required in 2 to 5 Years
<b>Core Competencies</b>	See Appendix A	See Appendix A	
<b>Committee Membership</b>	10 members		
<b>Broad Engagement</b>	Section 19(1) Elected Councillor: N/A LGA (P.Eng.) Councillor: 0 LGA (Lay) Councillor: 0 Attorney General (AG) appointee (LL.B): 1 General Member: 9	Require additional AG/LGA members on the Committee.  <del>Proclamation of the amendments to the Professional Engineers Act would create an opportunity to increase the diversity, women and geographic representation on REC.</del>	Replace retiring members and provide necessary training for new members.  (quantity to be determined by Council).
<b>Volunteer Development Plans</b>	a. New members attend a basic orientation session conducted by members of the REC and Tribunal Staff  b. All members attend training provided during REC meetings  c. Attend outside training sessions (SOAR Conference, etc.)  d. Provide resources (handbook, legal reference books, etc.)	a. New members attend a basic orientation session conducted by members of the REC and Tribunal Staff  b. All members attend training provided during REC meetings  c. Attend outside training sessions (SOAR Conference, etc.)  d. Provide resources (handbook, legal reference books, etc.)  e. New members to attend a hearing and deliberations as observers.	a. New members attend a basic orientation session conducted by members of the REC and Tribunal Staff  b. All members attend training provided during REC meetings.  c. Attend outside training sessions (SOAR Conference, etc.)  d. Provide resources (handbook, legal reference books, etc.)  e. New members to attend a hearing and deliberations as observers.  See Appendix A
<b>Term of Office</b>	Chair and Vice-Chair elected annually, for a maximum of three (3) years.		Next election of Chair/Vice Chair planned for fall/winter 2020.

# HUMAN RESOURCES PLAN - 2020

## REGISTRATION COMMITTEE (REC)

	Members – No Term Limit (see comment)		
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### APPENDIX A

**1. Key Objectives and Core Competencies (as per the Work Plan)**

List Top 3-5 Committee Work Plan Outcomes:	List Core Competencies for Each Work Plan Outcome:
Hear and Decide Matters (Panel Members)	<ul style="list-style-type: none"> <li>a. Knowledge of the applicable sections of the Act, Regulations, SPPA, Registration Committees' Rules and the Handbook :               <ul style="list-style-type: none"> <li>i. Panel Chair – Comprehensive Knowledge</li> <li>ii. Experienced Members – Detailed Knowledge</li> <li>iii. New Members – Basic Knowledge</li> </ul> </li> <li>b. Ability to contribute to the panel's deliberations by understanding the legal arguments presented, identifying facts, weigh differing views, and to make fair, logical decisions (all panel members).</li> <li>c. Be committed and enthusiastic (all panel members).</li> <li>d. Ability to write Decisions and Reasons (scribe).</li> <li>e. Ability to conduct a hearing; understand role of panel members, parties and ILC.</li> <li>f. Have the time required to sit on panels (all panel members).</li> <li>g. Familiarity with Decisions and Reasons in previous matters, judicial reviews of administrative decisions (panel chair and experienced members).</li> </ul>
Set Hearings (Chair, REC)	<ul style="list-style-type: none"> <li>a. Ability to set a date when the panel and the parties are available.</li> <li>b. Broad experience conducting a pre-hearing conference.</li> </ul>
Develop Volunteers (Chair, REC)	<ul style="list-style-type: none"> <li>a. Identify training requirements and resources.</li> <li>b. Organize training sessions.</li> <li>c. Conduct training sessions.</li> </ul>
Develop Policy and Plans (Chair, REC)	<ul style="list-style-type: none"> <li>a. Develop and analyze policy alternatives.</li> <li>b. Appoint Subcommittee(s), as required.</li> <li>c. Draft proposals to amend the Handbook, Work Plan, and H.R. Plan.</li> </ul>
Perform Administrative Functions (Chair, REC)	<ul style="list-style-type: none"> <li>a. Respond to information requests from PEO and Council.</li> <li>b. Draft and provide administrative reports.</li> <li>c. Communicate with Council.</li> </ul>

# HUMAN RESOURCES PLAN - 2020

## REGISTRATION COMMITTEE (REC)

### 2. Competency Gaps and Action Plan

List top 2 - 3 core competencies missing from the current Committee (knowledge, skills, abilities)	List <u>specific gaps</u> for each core competency	Briefly state <u>how you will close each gap</u> [ie: development plan for current member(s); request for additional volunteer resources]	Resources Needed	Target Date for Completion
Ability to write effective Decisions and Reasons	Understanding the legal requirements for a sound decision	Training and experience	Training	Ongoing
Comprehensive knowledge	Of the applicable sections of the Act, Regulations and the REC's Rules, and a detailed knowledge of the Handbook.	Training and experience	Training	Ongoing

### 3. Comments

The objective of this plan is to establish and maintain REC adjudicators who can fulfill the requirements of the Act effectively and efficiently.

REGISTRATION COMMITTEE (REC)

<p>Approved by Committee: October 10, 2019</p>	<p>Review Date:</p>
<p>Approved by Council:</p>	<p>Approved Budget: \$32,550 (pending Council approval of 2020 budget)</p>
<p>Mandate [as approved by Council]:</p>	<p><b>Notice of proposal to revoke or refuse to renew</b></p> <p><u>19.(1)</u> Where the Registrar proposes,</p> <p>(a) to refuse to issue a licence; or</p> <p>(b) to refuse to issue, to suspend or to revoke a temporary licence, a provisional licence, a limited licence or a certificate of authorization,</p> <p>The Registrar shall serve notice of the proposal, together with written reasons therefore, on the applicant. R.S.O. 1990, c. P.28, s. 19 (1); 2001, c. 9, Sched. B, s. 11 (22).</p> <p><b>Exception</b></p> <p><u>(2)</u> Subsection (1) does not apply in respect of a proposal to refuse to issue a licence, a temporary licence, a provisional licence or a limited licence where the applicant previously held a licence, a certificate of authorization, a temporary licence, a provisional licence or a limited licence that was suspended or revoked as a result of a decision of the Discipline Committee. 2001, c. 9, Sched. B, s. 11 (23).</p> <p><b>Notice</b></p> <p><u>(3)</u> A notice under subsection (1) shall state that the applicant is entitled to a hearing by the Registration Committee if the applicant mails or delivers, within thirty days after the notice under subsection (1) is served on the applicant, notice in writing requiring a hearing by the Registration Committee and the applicant may so require such a hearing. R.S.O. 1990, c. P.28, s. 19 (3).</p> <p><b>Power of Registrar where no hearing</b></p> <p><u>(4)</u> Where the applicant does not require a hearing by the Registration Committee in accordance with subsection (3), the Registrar may carry out the proposal stated in the notice under subsection (1). R.S.O. 1990, c. P.28, s. 19 (4).</p> <p><b>Hearing by Registration Committee</b></p> <p><u>(5)</u> Where an applicant requires a hearing by the Registration Committee in accordance with subsection (3), the Registration Committee shall appoint a time for, give notice of and shall hold the hearing. R.S.O. 1990, c. P.28, s. 19 (5).</p> <p><b>Continuation on expiry of committee membership</b></p> <p><u>(6)</u> Where a proceeding is commenced before the Registration Committee and the term of office on the Council or on the committee of a member sitting for the hearing expires or is terminated other than for cause before the proceeding is disposed of but after evidence is heard, the member shall be deemed to remain a member of the Registration Committee for the purpose of completing the disposition of the proceeding in the same manner as if the member's term of office had not expired or been terminated. R.S.O. 1990, c. P.28, s. 19 (6).</p> <p><b>Powers of Registration Committee</b></p> <p><u>(7)</u> Following upon a hearing under this section in respect of a proposal by the Registrar, the Registration Committee may, by order,</p> <p>(a) where the committee is of the opinion upon reasonable grounds that the applicant meets the requirements and qualifications of this Act and the regulations and will engage in the practice of professional engineering or in the business of providing services that are within</p>

## WORK PLAN - 2020

### REGISTRATION COMMITTEE (REC)

the practice of professional engineering with competence and integrity, direct the Registrar to issue a licence, certificate of authorization, temporary licence, provisional licence or limited licence, as the case may be, to the applicant;

(b) where the committee is of the opinion upon reasonable grounds that the applicant does not meet the requirements and qualifications of this Act and the regulations,

(i) direct the Registrar to refuse to issue a licence, certificate of authorization, temporary licence, provisional licence or limited licence, or to suspend or revoke the certificate of authorization issued to the applicant, as the case may be, or

(ii) where the committee is of the opinion upon reasonable grounds that the applicant will engage in the practice of professional engineering with competence and integrity, exempt the applicant from any of the requirements of this Act and the regulations and direct the Registrar to issue a licence, certificate of authorization, temporary licence, provisional licence or limited licence, as the case may be; or

(c) where the committee is of the opinion upon reasonable grounds that it is necessary in order to ensure that the applicant will engage in the practice of professional engineering or in the business of providing services that are within the practice of professional engineering with competence and integrity, direct the Registrar to issue a licence, certificate of authorization, temporary licence, provisional licence or limited licence, as the case may be, subject to such terms, conditions or limitations as the Registration Committee specifies. R.S.O. 1990, c. P.28, s. 19 (7); 2001, c. 9, Sched. B, s. 11 (24).

#### **Extension of time for requiring hearing**

(8) The Registration Committee may extend the time for the giving of notice requiring a hearing by an applicant under this section before or after the expiration of such time where it is satisfied that there are apparent grounds for granting relief to the applicant following upon a hearing and that there are reasonable grounds for applying for the extension, and the Registration Committee may give such directions as it considers proper consequent upon the extension. R.S.O. 1990, c. P.28, s. 19 (8).

#### **Parties**

(9) The Registrar and the applicant who has required the hearing are parties to proceedings before the Registration Committee under this section. R.S.O. 1990, c. P.28, s. 19 (9).

#### **Opportunity to show compliance**

(10) The applicant shall be given a reasonable opportunity to show or to achieve compliance before the hearing with all lawful requirements for the issue of the licence, the certificate of authorization, the temporary licence, the provisional licence or the limited licence. R.S.O. 1990, c. P.28, s. 19 (10); 2001, c. 9, Sched. B, s. 11 (25).

#### **Examination of documentary evidence**

(11) A party to proceedings under this section shall be afforded an opportunity to examine before the hearing any written or documentary evidence that will be produced or any report the contents of which will be given in evidence at the hearing. R.S.O. 1990, c. P.28, s. 19 (11).

#### **Members holding hearing not to have taken part in investigation, etc.**

(12) Members of the Registration Committee holding a hearing shall not have taken part before the hearing in any investigation or consideration of the subject-matter of the hearing and shall not communicate directly or indirectly in relation to the subject-matter of the hearing with any person or with any party or representative of a party except upon notice to and opportunity for all parties to participate, but the Registration Committee may seek legal

**WORK PLAN - 2020**  
**REGISTRATION COMMITTEE (REC)**

advice from an adviser independent from the parties and, in such case, the nature of the advice shall be made known to the parties in order that they may make submissions as to the law. R.S.O. 1990, c. P.28, s. 19 (12).

**Recording of evidence**

(13) The oral evidence taken before the Registration Committee at a hearing shall be recorded and, if so required, copies of a transcript thereof shall be furnished upon the same terms as in the Superior Court of Justice. R.S.O. 1990, c. P.28, s. 19 (13); 2001, c. 9, Sched. B, s. 11 (66).

**Only members at hearing to participate in decision**

(14) No member of the Registration Committee shall participate in a decision of the Registration Committee following upon a hearing unless he or she was present throughout the hearing and heard the evidence and argument of the parties. R.S.O. 1990, c. P.28, s. 19 (14).

**Release of documentary evidence**

(15) Documents and things put in evidence at a hearing shall, upon the request of the person who produced them, be released to the person by the Registration Committee within a reasonable time after the matter in issue has been finally determined. R.S.O. 1990, c. P.28, s. 19 (15).

**Applicant**

(16) In this section,

“Applicant” means applicant for a licence or applicant for or holder of a temporary licence, a provisional licence, a limited licence or a certificate of authorization. R.S.O. 1990, c. P.28, s. 19 (16); 2001, c. 9, Sched. B, s. 11 (26).

**Fiduciary, etc., relationship between corporation and client**

20. A corporation that holds a certificate of authorization has the same rights and is subject to the same obligations in respect of fiduciary, confidential and ethical relationships with each client of the corporation that exist at law between a member of the Association and his client. R.S.O. 1990, c. P.28, s. 20.

**Appeal to court**

31.(1) A party to proceedings before the Registration Committee or the Discipline Committee may appeal to the Divisional Court, in accordance with the rules of court, from the decision or order of the committee.

**Certified copy of record**

(2) Upon the request of a party desiring to appeal to the Divisional Court and upon payment of the fee therefore, the Registrar shall furnish the party with a certified copy of the record of the proceedings, including the documents received in evidence and the decision or order appealed from.

**Powers of court on appeal**

(3) An appeal under this section may be made on questions of law or fact or both and the court may affirm or may rescind the decision of the committee appealed from and may exercise all powers of the committee and may direct the committee to take any action which the committee may take and as the court considers proper, and for such purposes the court may substitute its opinion for that of the committee or the court may refer the matter back to



## WORK PLAN - 2020

### REGISTRATION COMMITTEE (REC)

	the committee for rehearing, in whole or in part, in accordance with such directions as the court considers proper. R.S.O. 1990, c. P.28, s. 31.		
<b>Terms of Reference [Key duties]:</b>	<b>Hearing by Registration Committee</b> 19(5) Where an applicant requires a hearing by the Registration Committee in accordance with subsection (3), the Registration Committee shall appoint a time for, give notice of and shall hold the hearing. R.S.O. 1990, c. P.28, s. 19 (5).		
<b>Equity and Diversity Awareness</b>	<b>Equity and Diversity Awareness</b> 1. Was the E & D module reviewed in order to have tasks and activities align with the E&D Policies? YES  2. Is each task/activity being done in an equitable manner and engaging diverse groups?- YES  3. Are there any barriers to information dissemination, human resources, physical space, and cultural differences? - NO		
<b>Tasks, Outcomes and Success Measures:</b>	<b>Task/Activities:</b>	<b>Outcomes success measures:</b>	<b>Due date:</b>
	Hold hearings, as required	100%	Ongoing
	Decision-Writing - Decisions issued within 6 weeks: - Decisions issued within 6 months:	70% 100%	Ongoing
	Hold REC meetings (minimum 2 per year)	100%	Ongoing
	Attend training sessions (internal and external)	80%	Ongoing
	Participate on subcommittees ( approximately 5 members on the Subcommittee)	100%	Ongoing
	RFP for Independent Legal Counsel	N/A	N/A
	Review and update Rules of Procedure as required	100%	Ongoing
	Review and update Registration Committee Handbook as required	100%	Ongoing
	New member orientation sessions (approximately 1)	100%	Ongoing
<b>Performance metrics</b>	See above in Tasks, Outcomes and Success Measures. No individual review of members' performance is done.		
<b>Inter-Committee Collaboration:</b>	N/A		
<b>Stakeholders:</b>	N/A		

Human Resources Plan Template

**HR Plan for PEO's 30 by 30 Task Force**

<b>Committee: PEO's 30 by 30 Task Force</b>	<b>Date Developed: September 3, 2019</b>
<b>Committee Review Date: September 6, 2019</b>	<b>Date Council Approved:</b>

<b>Categories</b>	<b>Currently in Place</b>	<b>Required in 12 months (Identified "Gap" for each Core Competency)</b>	<b>Required in 2 to 5 years</b>
<b>Core Competencies</b> <ul style="list-style-type: none"> <li>• Skills</li> <li>• Abilities</li> <li>• Expertise</li> <li>• Knowledge</li> </ul>	<ul style="list-style-type: none"> <li>• Direct leadership experience and knowledge of Engineers Canada's 30 by 30 initiative</li> <li>• Extensive experience with Women-in-engineering issues/organizations</li> <li>• Engineering Practice expertise at senior level in the academic, industry and government sectors</li> <li>• Volunteer leadership experience with PEO governance, organizational structure and licensing process</li> <li>• Volunteer leadership experience with OSPE (board of directors, WEAC)</li> <li>• Organizational Behaviour/Change Management Expertise</li> </ul>	No gaps	No gaps
<b>Volunteer Development Plans</b> <ul style="list-style-type: none"> <li>• List potential development opportunities</li> </ul>	<ul style="list-style-type: none"> <li>• Attendance/ Participation in applicable conferences (e.g. OSPE WE ACT, SWE, Engineers Canada 30 by 30 Champion meetings, or other women-in-engineering events)</li> <li>• Retainment of Organizational Behaviour Professor from Rotman School of Management as guest speaker at Employer Action Planning Session</li> <li>• Investigation of gender bias audits – possibly</li> </ul>	No gaps identified at this time	No gaps identified at this time

## Human Resources Plan Template

	through Engineers Canada		
<b>Committee Membership</b>	Four.	No gaps	No gaps
<b>Broad Engagement</b> <ul style="list-style-type: none"> <li>• Career Stage</li> <li>• Disciplines</li> <li>• Experience Level</li> <li>• Gender / Diversity</li> <li>• Geographic Representation</li> <li>• CEAB Grads / Non-CEAB Grads</li> <li>• Licensed / Non-licensed</li> </ul>	List <ul style="list-style-type: none"> <li>• 3 – Late Career Stage 1 – Mid Career Stage</li> <li>• 3 – Civil; 1 – Bio Medical</li> <li>• 2 – Female; 2 – Male</li> <li>• 2 – East Central Region 2 – Western Region</li> <li>• 4 – CEAB</li> <li>• 4 – P.Engs.</li> </ul>	No gaps	No gaps
<b>Succession Planning</b> <ul style="list-style-type: none"> <li>• List the members</li> </ul>	Helen Wojcinski - 1 year (Chair) Christian Bellini (Vice Chair/Council Liaison) - 1 year Bob Dony - 1 year Lola Hidalgo Salgado - 1 year	No gaps	No gaps
<b>Continuous learning</b>	Gender Bias Audits; Cultural Barriers for Women in Engineering		
<b>Term of Office</b> <ul style="list-style-type: none"> <li>• Chair</li> <li>• Committee members</li> </ul>	<ul style="list-style-type: none"> <li>• Duration of Task Force – 2 years</li> <li>• Duration of Task Force – 2 years</li> </ul>		

**Work Plan Template**  
**PEO's 30 by 30 Task Force**  
**WORK PLAN FOR 2019-2020**

C-530-3.5  
Appendix N(ii)

<b>Approved by Committee:</b> September 6, 2019		<b>Review Date:</b> September 6, 2019	
<b>Approved by Council:</b> [DATE]		<b>Approved Budget:</b> [AMOUNT] [DATE]	
<b>Mandate [as approved by Council]:</b>	For PEO to show visible leadership in addressing the underrepresentation of women licensed in the profession by formally endorsing the 30 by 30 initiative with Engineers Canada and committing to undertaking an action plan to resolve this inequity. [DATE APPROVED BY COUNCIL]		
<b>Terms of Reference [Key duties]:</b>	<p><b>Develop a detailed complementary action plan to the one developed by OSPE to engage and inform PEO licence holders, volunteers, key stakeholders and staff on the 30 by 30 initiative, identify the appropriate owners of PEO's actions in the plan, and provide direction to the Registrar and volunteer leadership, as appropriate. This to include:</b></p> <ol style="list-style-type: none"> <li><b>1. Plan Development</b> <ol style="list-style-type: none"> <li>a. Develop a detailed action plan that complements OSPE's plan.</li> <li>b. Present the action plan to PEO Council for approval.</li> </ol> </li> <li><b>2. Coordinate</b> <ol style="list-style-type: none"> <li>a. Coordinate PEO's 30 by 30 initiatives by providing direction to the Registrar and volunteer leadership to ensure implementation of the joint action plan and that ownership of PEO's responsibilities are appropriately assigned.</li> <li>b. Monitor the progress on uptake in implementing the action plan.</li> </ol> </li> <li><b>3. Inform/Educate</b> <ol style="list-style-type: none"> <li>a. Communicate the 30 by 30 action plan to PEO licence holders, volunteers, key stakeholders and staff.</li> </ol> </li> </ol> <p>Provide an annual update to PEO licence holders, key stakeholders, volunteers and staff on the progress of the 30 by 30 initiative launch in the PEO Annual Report</p>		
<b>Equity and Diversity Awareness</b>	<ol style="list-style-type: none"> <li>1. <i>Was the E &amp; D module reviewed in order to have tasks and activities align with the E&amp;D Policies? YES</i></li> <li>2. <i>Is each task/activity being done in an equitable manner and engaging diverse groups? YES</i></li> <li>3. <i>Are there any barriers to information dissemination, human resources, physical space, and cultural differences? TBD; will pro-actively address with internationally trained women engineers, as needed</i></li> </ol>		
<b>Tasks, Outcomes and Success Measures:</b>	<b>Task/Activities:</b>	<b>Outcomes Success measures</b>	<b>Due date:</b>
	<i>Response to Q2 and Q3: All Task/Activities listed below will take into consideration cultural and gender sensitivities, persons with disabilities and dietary restrictions, where appropriate</i>		
	Complete contact list with universities through CODE;	Contact list for Ontario Faculties of Engineering of both Academic Champions and Administrative Leadership for 30 by 30	September to November 2019
	CODE to formally endorse 30 by 30	CODE formally endorses 30 by 30	

**Work Plan Template**  
**PEO's 30 by 30 Task Force**  
**WORK PLAN FOR 2019-2020**

	Host Awareness Sessions or speak on PEO's 30 by 30 at conferences with University Engineering Student Federations	Formalized connections with Engineering Student Federation Leadership	September and November 2019
	<p>Hold Action Planning Sessions with Chapters to flesh out action plans with focus on Licensing Assistance Program (LAP) best practices, strengthen link to universities and women engineering graduates, and agree in principle on metrics</p> <p>As part of Action Planning Sessions, plan Chapters Hosting 30 by 30 Awareness Sessions in their geographic areas – to be held in 2020 Q1</p> <p>Participate in the Chapter Leaders Conference</p>	<p>Chapters develop 30 by 30 Action Plans with focus on LAP best practices</p> <p>Metrics established for Chapters</p> <p>Chapters sign up to host 30 by 30 Awareness Sessions for their geographic areas</p> <p>Plans for Chapters Hosting 30 by 30 Awareness Sessions</p>	<p>October</p> <p>October to December 2019</p> <p>November 16, 2019</p>
	Hold Action Planning Sessions with Employers to flesh out action plan frameworks and best practices, agree in principle on metrics, formally sign onto the 30 by 30	<p>Employers develop 30 by 30 Action Plans/ Frameworks, incorporating best practices, based on PEO's Action Plan</p> <p>Metrics established for Employers</p> <p>Employers formally sign onto the 30 by 30 – PEO 30 by 30 Wall of Champions</p>	November 2019
	<p>PEO Internal Operations – pursue PEO CEO/Registrar endorsement of Leadership Accord on Gender Diversity</p> <p>Support modernization of licensing process as it pertains to 30 by 30</p> <p>Establish metrics for PEO as regulator and present at November PEO Council Plenary</p>	<p>Leadership Accord on Gender Diversity is endorsed by PEO CEO/Registrar</p> <p>New licensing model has been established through 30 by 30 filter – gender bias audit deferred to 2020</p> <p>Metrics endorsed by PEO Council</p>	<p>November 2019</p> <p>Fall 2020, as applicable</p> <p>November 2019 (PEO Council Plenary)</p>
	Hold Action Planning Session with Universities to flesh out action plan frameworks and best practices, and agree in principle on metrics	Universities develop 30 by 30 Action Plans/Frameworks, incorporating best practices, based on PEO's Action Plan	Early December 2019

**Work Plan Template**  
**PEO's 30 by 30 Task Force**  
**WORK PLAN FOR 2019-2020**

		Metrics established for Universities	
	Chapters host 30 by 30 Awareness Sessions within geographic areas in Ontario – southwest, west, north, GTA, eastern – with support of PEO 30 by30 Task Force	Engagement and uptake in universities, employers and women engineering students of the 30 by 30  Strengthened relationships between chapters and universities (e.g. LAP program) and employers in facilitating women engineering graduates' pathways to licensure	2020 Q1
	Host inaugural Annual Check Up Meeting with key stakeholders/champions to share best practices and measure progress through tracking of agreed upon metrics	Inaugural Annual Check Up Meeting held with stakeholder champions who commit to the 30 by 30 with action plans and tracking of base line metrics	2020 Q2-Q3
<b>Performance metrics</b>	<i>Indicate performance outcomes and metrics to evaluate the performance of committee members, Chair and Vice Chair.</i>		
<b>Inter-committee collaboration:</b>	Inform/educate, seek leadership support and report into PEO Council; engage, inform/educate, consult and collaborate with the following groups, as appropriate: ARC; ERC; Licensing Committee; ACV; HRC; CESC; RESC, AWC; Regional Congress Committee (RCC); Chapters (Executive, Women-In-Engineering Committees); EDC; Registrar / PEO staff		
<b>Stakeholders:</b>	Engage, inform/educate, consult and collaborate with key owners/stakeholder groups, as appropriate: associations (e.g. CEO, PEGO); major engineering employers/leaders (e.g. mining, auto, electric utilities, government, engineering consulting); universities (e.g. CODE, Academic 30 by 30 Champions, Administrative Leadership involved with engineering graduates); Women-In-Engineering and Internationally Trained Women Engineering groups (e.g. SWE, Skills for Change); women engineering graduates, EITs and internationally trained engineers; ON WiE.		

## RE-APPOINTMENT TO THE CANADIAN ENGINEERING QUALIFICATIONS BOARD

**Purpose:** To approve the re-appointment of a PEO member to the *Canadian Engineering Qualifications Board (CEQB) - Member from Ontario* position.

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

**That Council approves the re-appointment of Roydon Fraser, P.Eng. to serve on the Canadian Engineering Qualifications Board (CEQB) as a Member from Ontario for the last three-year term.**

**Prepared by:** Viktoria Aleksandrova, Committee Coordinator

**Moved by:** Vice President (elected) Bellini, P.Eng.

### 1. Need for PEO Action

In accordance with [Engineers Canada's 6.10 Canadian Engineering Qualifications Board Policy](#), the Nominating Committee Chair contacted PEO regarding the *Member from Ontario* position on the Canadian Engineering Qualifications Board (QB). The incumbent member of QB, Roydon Fraser, P.Eng. has been a member for two terms, since July 1, 2014.

The Nominations Committee Chair requested to renew the appointment of Roydon Fraser, P.Eng. for the last three-year term, effective July 1, 2020.

Roydon Fraser, P.Eng. is a PEO member in good standing and has no disciplinary findings.

### 2. Proposed Action / Recommendation

Approve the re-appointment of Roydon Fraser, P.Eng. to serve on the CEQB as a member from Ontario for a three-year term.

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

Engineers Canada will be formally advised of the re-appointment approved by PEO Council.

### 4. Policy or Program contribution to the Strategic Plan

The motion is related to Objective 9 in the 2018-2020 Strategic Plan.

### 5. Financial Impact on PEO Budgets (for five years)

Not applicable

### 6. Peer Review & Process Followed

<b>Process Followed</b>	Engineers Canada process PEO External Appointments recruitment process
<b>Council Identified Review</b>	N/a
<b>Actual Motion Review</b>	N/a

### 7. Appendices

- *Appendix A – Request from the CEQB Nominating Committee Chair*

# Briefing Note – Decision

**C-530-3.6**  
**Appendix A**

**From:** Melanie Ouellette <[Melanie.Ouellette@engineerscanada.ca](mailto:Melanie.Ouellette@engineerscanada.ca)>  
**Sent:** September 12, 2019 11:09 AM  
**To:** Johnny Zuccon <[JZuccon@peo.on.ca](mailto:JZuccon@peo.on.ca)>  
**Cc:** Christian Bellini <[cbellini@blackwell.ca](mailto:cbellini@blackwell.ca)>  
**Subject:** Re-Appointment Roydon Fraser to CEQB

*(Sent on behalf of Christian Bellini, FEC, P.Eng., Engineers Canada Board Appointee and Chair of the Canadian Engineering Qualifications Board Nominating Committee)*

Good afternoon,

In accordance with [Engineers Canada's 6.10 Canadian Engineering Qualifications Board Policy](#), the Nominating Committee asked me to contact you regarding one position on the Canadian Engineering Qualifications Board (QB) effective July 1, 2020 from the region of Ontario. The incumbent member of QB from this region is Roydon Fraser, who has been a member for two terms, since July 1, 2014. Under the policy, this third term would be Roydon's last as Ontario region representative, although he would be eligible to run for the QB Executive Committee if interested. The Nominations Committee would like to renew him for a third three-year term. We are seeking your approval for his renewal.

Please confirm that you agree with the renewal of Roydon Fraser. In the event that you do not, please identify one or more suitable candidates and forward their names, email addresses, telephone and résumés so that I can contact them on behalf of the Nominating Committee.

Please do not hesitate to contact me if you have any questions. Thank you for your assistance.

Best regards,  
Christian

**Christian Bellini, FEC, P.Eng.,**  
Engineers Canada Board Appointee and Chair of the Canadian Engineering Qualifications Board Nominating Committee  
E: [cbellini@blackwell.ca](mailto:cbellini@blackwell.ca)



## **PRACTICE GUIDELINE APPROVAL - *DESIGN EVALUATION AND FIELD REVIEW OF DEMOUNTABLE EVENT AND RELATED STRUCTURES***

**Purpose:** Council approval of the listed guideline is required to authorize its publication.

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

That Council:

1. Approve the publication of the practice guideline for *Design Evaluation and Field Review of Demountable Event and Related Structures* as presented to the meeting at C-530-3.7, Appendix A; and
2. Direct the Registrar to publish the guideline and notify members and the public of its publication through usual PEO communications.
3. Stand down the PSC subcommittee which prepared the *Design Evaluation and Field Review of Demountable Event and Related Structures* guideline

**Prepared by:** José Vera, P. Eng. – *Manager Practice and Standards* on behalf of  
Fanny Wong, P. Eng. – *Chair of the Professional Standards Committee (PSC)*

**Moved by:** West Central Region Councillor, Lisa MacCumber, P.Eng., FEC., or designate

### **1. Need for PEO Action**

Professional Standards Committee (PSC) was instructed by Council to proceed with the development of this guideline as per the following motion:

- 503th Council meeting on November 20, 2015:  
*That Council direct the Professional Standards Committee to form a Design Evaluation of Demountable Event Structures subcommittee to develop a guideline as described in the Terms of Reference presented to the meeting at C-503-2.7, Appendix A.*

### **2. Proposed Action / Recommendation**

- The PSC recommends that Council approve the *Design Evaluation and Field Review of Demountable Event and Related Structures* guideline for publication, since it meets the objectives laid out its Council approved Terms of Reference.

### **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.
- Stand down the subcommittee

#### 4. Policy or Program contribution to the Strategic Plan

- Strategic Objective 5: Increase influence in matters regarding the regulation of the profession.

#### 5. Financial Impact on PEO Budgets (for five years)

	Operating	Capital	Explanation
Current to Year End	\$	\$	Funded from existing PSC budget
2 <sup>nd</sup>	\$	\$	Not Applicable, since the guideline should be published this year.

#### 6. Peer Review & Process Followed

<b>Process Followed</b>	<p><b>Outline the Policy Development Process followed.</b></p> <ul style="list-style-type: none"> <li>• Draft document was posted on the PEO website for member and stakeholder consultation (March 5, 2018 – May 11, 2018). The following stakeholders were directly invited to the public consultation: <ul style="list-style-type: none"> <li>➤ Large Municipalities Chief Building Officials (LMCBO)</li> <li>➤ Ministry of Labour (MoL)</li> <li>➤ Ministry of Municipal Affairs (MMA)</li> <li>➤ Consulting Engineers of Ontario (CEO)</li> <li>➤ Ontario Society of Professional Engineers (OSPE)</li> </ul> </li> <li>• After receiving several requests for an extension to the public consultation. The consultation deadline was extended to June 11, 2018.</li> <li>• The PSC decided to wait until the release of the Verdict of Coroner’s Jury (Scott Johnson) in order to consider its recommendations. The Verdict was made available on April 26, 2019.</li> <li>• Draft document was revised where warranted based on recommendations received from members and stakeholders during consultation, as well as pertinent recommendations contained in the Verdict of Coroner’s Jury (August 21, 2019).</li> <li>• Draft document was reviewed and approved by PSC (September 10, 2019).</li> </ul>
<b>Council Identified Review</b>	Not applicable
<b>Actual Motion Review</b>	Not applicable

#### 7. Appendices

- Appendix A – Guideline for *Design Evaluation and Field Review of Demountable Event and Related Structures*
- Appendix B - Terms of Reference for *Design Evaluation of Demountable Event Structures Subcommittee*

# Design Evaluation and Field Review of Demountable Event and Related Structures

Revision 16.0

9 October 2019

## CONTRIBUTORS

Jeff Archbold, P. Eng.  
Tony Crimi, P. Eng.  
Neil Kennedy, P. Eng. (Chair)  
Ron Koerth, P. Eng.  
Albert Schepers, P. Eng.  
James Wilkinson, P. Eng.

**Notice:** The Professional Standards Committee has a policy of reviewing guidelines every five years to determine if the guideline is still viable and adequate. However, practice bulletins may be issued from time to time to clarify statements made herein or to add information useful to those engineers engaged in this area of practice. Users of this guideline who have questions, comments or suggestions for future amendments and revisions are invited to submit these to PEO using the standard form included in the following online document: [http://peo.on.ca/index.php/ci\\_id/23427/la\\_id/1.htm](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 define best practices for engineers who do structural designs, design evaluations, or general review for demountable event and related structures. Design evaluations may require the engineer to verify that the design of a manufactured structure is adequate based on the manufacturer's stated design criteria, that the stated design criteria complies with those needed by the Building Code, or to validate that the design criteria for a structure meets the site-specific design requirements for the event location. General review is to confirm that the structures are erected in accordance with the drawings, manufacturer's instructions, and the design intent.

This guideline is to be used in conjunction with other applicable guidelines such as *Structural Engineering Design Services for Buildings, Assuming Responsibility and Supervising Engineering Work, Professional Engineers Providing General Review of Construction as Required by the Ontario Building Code, and Structural Condition Assessments of Existing Buildings and Designated Structures*.

Note to Reader:

This Guideline references proposed amendments to the Building Code related to Demountable Event Structures. These amendments were developed based on the 2015 *Report of the Expert Advisory Panel on Outdoor Temporary Stages* related to demountable event structures that was established by the Ministry of Municipal Affairs and Housing (MMAH). As of the writing of this guideline, these proposed amendments have not been approved by the government and have not been filed into regulation. The 2012 Building Code requirements are still those that apply to demountable event structures. PEO Guidelines, however, are intended to reflect best practice for the profession.

These proposed amendments to the Building Code were also endorsed in the Coroner's Jury Report from the Office of the Chief Coroner, Ministry of the Solicitor General, into the death of Scott Johnson due to the partial collapse of a suspended structure. This report can be found at:

<https://www.mcscs.jus.gov.on.ca/english/Deathinvestigations/Inquests/Verdictsandrecommendations/OCCInquestJohnson2019.html>

While it is the responsibility of the design engineer to determine what constitutes as safe and Code compliant structure, they are advised to carefully consider the proposed amendments to determine what is appropriate for their situation. These amendments can be found at:

<http://www.ontla.on.ca/library/repository/mon/30011/337226.pdf>

## 1. PEO PURPOSE OF GUIDELINES

For more information on the purpose of practice guidelines, the guideline development and maintenance processes, including the Professional Engineers Ontario (PEO) standard form for proposing revisions to guidelines, please read our document:

[http://peo.on.ca/index.php/ci\\_id/23427/la\\_id/1.htm](http://peo.on.ca/index.php/ci_id/23427/la_id/1.htm)

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

[http://peo.on.ca/index.php/ci\\_id/1834/la\\_id/1.htm](http://peo.on.ca/index.php/ci_id/1834/la_id/1.htm)

For Council Approval

## 2. PREFACE

In November 2015, PEO Council approved the formation of a subcommittee of engineers experienced in design evaluations of demountable event structures. They were tasked to investigate the professional and ethical aspects of conducting design evaluations of demountable event structures. The subcommittee was instructed to develop best practices for engineers undertaking this work and prepare a guideline describing these best practices. As per the Council approved Terms of Reference the subcommittee reviewed investigation and engineering reports of several recent collapses at events and took these reports into account in preparing this guideline.

The subcommittee met for the first time on May 26, 2016 and submitted a completed draft of this document to the Professional Standards Committee for approval on September 10, 2019.

Following consultations with engineers, co-regulators and other stakeholders, the final draft was approved by Council at its meeting on November 19, 2019.

### Notes:

1. References in this guideline to the word “engineers” apply equally to professional engineers, temporary licence holders, provisional licence holders and limited licence holders.
2. References in this guideline to the word “practitioners” refer to engineers and to firms, which hold a Certificate of Authorization to offer and provide engineering services to the public as defined in the *Professional Engineers Act*, henceforth referred to as the *Act*.
3. For the purposes of this guideline the term public interest refers” to the safeguarding of life, health, property, economic interests, the public welfare and the environment for the benefit of the general public.
4. 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*).
5. In general, for construction under federal jurisdiction, the *National Building Code of Canada* is the applicable code.

### 3. PURPOSE AND SCOPE OF GUIDELINE

This guideline applies to the design evaluation of demountable event structures, as defined in the Building Code, as well as similar structures exempted from the Building Code, such as television and movie sets and structures exempt due to size or height. This guideline also covers design and design evaluation of related structures integral to the event, including stage platforms, columns, and towers that support lighting, video and sound equipment.

This guideline sets best practices for these activities that are consistent with the professional and ethical obligations of engineers contained in the *Act*. It is not intended to be used as a textbook of instruction by persons who lack the professional qualifications, related technical knowledge and practical experience.

The Building Code also includes requirements for demountable event structures that are outside the scope of this guideline. The engineer should none-the-less be aware of these requirements. They include issues such as permitting, egress, guards, clearances, and firefighting provisions, to name a few. The engineer should document the limit of their responsibility with the client and advise the client there may be requirements beyond the engineer's scope of service.

Several technical documents have been published by recognized national and international authorities on design verification and design validation methods that should be referenced to properly evaluate the design of demountable event structures. These are being revised, expanded and enhanced on a regular basis to keep pace with engineering research, and technological advances. Some of these technical guides and references are cited in Appendix 1.

As per the *Code of Ethics*, it is the duty of practitioners to act at all times with "knowledge of developments in the area of professional engineering relevant to any services that are undertaken, and competence in the performance of any professional engineering services that are undertaken". Consequently, engineers engaged in design, design evaluations, or field review of demountable event structures must be knowledgeable of codes, legislation, standards, and technical publications in this area of engineering practice.



#### 4. INTRODUCTION

Demountable event structures that require a building permit to be issued before being erected and used will also require permit application documents sealed by an engineer who is licensed to practice in Ontario. To seal design documents for demountable event structural systems that have not previously been evaluated by a practitioner requires an engineer to conduct their own design evaluation to assess the structural system's conformance with Building Code requirements and also its suitability for the design criteria of the specific location for which a building permit is requested. The assessment should also consider the requirements found in Construction Projects Regulation (O. Reg. 213/91) under the Occupational Health and Safety Act (OHSA) as they apply.

Design evaluations of a manufactured demountable event structural system can be separated into two functions:

1. A verification that the manufactured system is structurally adequate for the stated design criteria, and
2. A validation that the stated design criteria meets or exceed the Building Code specified site specific design requirements.

Verification of the design requires sufficient analysis of the demountable event structure to confirm that the structure, including any ancillary structure, sub-system or component, is structurally adequate for the manufacturer's stated design criteria or other applicable criteria determined by the engineer. Validation is the comparison of the verified design criteria for the structure against the site specific design requirements as specified by the Building Code or as determined by the engineer when Building Code minimums are deemed inadequate. More than one engineer may be retained to provide specific portions of the evaluation.

This guideline also addresses demountable event structures that are designed by practitioners for specific or multiple event locations using a combination of manufactured components and common structural elements. When custom structural assemblies of materials and components are designed by an engineer, design verification is a de facto part of the design process. Custom designs used in more than one location, however, still require validation for each event site not considered in the original design.

The criteria used for evaluations and design should comply with the requirements of the Building Code as well as appropriate climatic loading requirements and geotechnical conditions for the event location. Climatic design criteria to be considered will vary based on whether an event is located inside a larger facility or is outside and unprotected. Seasonal loads, such as snow, may also not be relevant for the timeframe that the event structure is in place. The Use and Occupancy criteria, however, should be unaffected by location.

When a building permit is required to erect a demountable event structure, field review of the erection and sign-off letter will also be required before the structure can be occupied.

This guideline discusses best practices for engineers who conduct the field review. As is the case for field review of permanent structures under construction, the field review engineer need not be the same person as the design engineer.

## **5. PROFESSIONAL COMPETENCE**

Note that according to section 72(2)(h), O. Reg. 941/90 under the *Act* it is professional misconduct for practitioners to undertake work that they are not competent to perform by virtue of their training and experience. Furthermore, failure to make responsible provision for complying with applicable statutes, regulations, standards, codes, by-laws and rules in connection with work being undertaken by or under the responsibility of the practitioner is professional misconduct according to 72(2)(d), O. Reg. 941/90.

## **6. PROFESSIONAL REQUIREMENTS**

Practitioners who do structural designs, design evaluations, or field review for demountable event structures and related structures are required to hold a Certificate of Authorization and have professional liability insurance coverage applicable to the areas of practice of the practitioner as required by the *Act*.

## **7. DESIGN EVALUATIONS**

### **7.1 Scope of Work**

The scope of work for which the engineer may be retained can include:

- the evaluation of the design of a purpose-built, manufactured demountable event structure which transforms its configuration between one suitable for transportation and a configuration suitable for its intended use with little assembly required, to verify that it meets the manufacturer's stated design criteria, or other design criteria as determined by the engineer;
- the selection of purpose-built, commercially manufactured components used to construct various structures by on-site assembly of the components into more complex forms for a specific use;
- the design or evaluation of a custom design prepared by design professionals using generic components and material assembled to create structures for a specific purpose at an event;
- the determination of site-specific design requirements for the event structures and an evaluation of whether the design criteria for the proposed structures are suitable for the event location; or
- the field review and inspection of the installation and general review for occupancy.

### **7.2 Design Verification**

Demountable event structures are often designed and manufactured outside of Ontario. Consequently, practitioners in Ontario are retained to ensure that the design of these structures complies with applicable statutes, regulations, standards, codes, by-laws, rules, and industry best practices. Design verification by an engineer refers to a review of the engineering design documents, including installation, dismantling, maintenance, and operation plans for these structures, to ensure conformance with local or appropriate design requirements.

The design criteria used in the verification of a manufactured structure, or in the design of a custom structure, must be prominently noted on the verification documentation so that it is readily available to the engineer tasked with conducting a site validation.

When evaluating manufactured components, the design criteria of the manufacturer may be used to verify that the design of the component or structure is adequate. For components certified by a recognized agency, and suitable for the application, the engineer can rely on the certification, provided the components are in serviceable condition. For manufactured components in common use with industry-accepted capacities, such as scaffold frames, the engineer can specify the appropriate component and the minimum load capacity required.

When evaluating custom design structures, the design criteria should be appropriate for the intended use. Custom designed structures are, by definition, suitable for the event sites considered and do not require a design validation.

For all systems not designed by an engineer licensed in Ontario, design verification is needed. The engineer doing it should consider the PEO Guideline, *Assuming Responsibility and Supervising Engineering Work*. The role of the verification engineer is to provide his or her opinion based on adequate documentation that the design either does or does not comply with the appropriate codes and design criteria, and whether there is sufficient information available for site validation and general review. The engineer's seal should be qualified with the statement that "Site Validation (by Others) is Required", since demountable event structures can be moved to different sites.

### **7.3 Design Validation**

Demountable event structures are often used in several different locations. Consequently, practitioners are engaged to evaluate that the design of the structure meets the design criteria requirements at a specific site. This evaluation is to verify the structure is adequate for the loading and climatic conditions of the new location. Safety factors found in O. Reg. 213/91 must be considered as well.

Design validation by an engineer means examining the engineering design documents, including the site specific installation drawings and operation plans for these structures, for adequacy with respect to the requirements of the proposed location. Engineers doing design validations can choose to rely on the sealed design or verification documents of other engineers licensed in Ontario; however, they should take reasonable steps to confirm that the design or verification is valid by advising the prior engineer of the proposed design reuse and location.

### **7.4 Design Criteria**

Loads used for the design or review of specific structures should be in accordance with the Building Code and applicable Ministry of Labour regulations. Dead loads are to be actual weights of the materials. Superimposed loads should be actual weights when known or an allowance when variation is possible. Superimposed loads may include dynamic forces, either during assembly or during the performance, that need to be considered.

Use and Occupancy loads, for structures that are intended to be occupied, or that are located in areas accessible to the public, should be based on the Building Code. Structures where the access to the public is restricted could be designed based on the maximum anticipated loads; however, should these loads be less than that specified by the Building Code, those maximum loads are to be posted on the structure affected.

Climatic loads should be based on Building Code values, however, reductions in those loads may be possible due to seasonal expectations, duration of the event, and actual exposure to the elements. Strategies that require an action by the event crew to limit wind load on a structure, such as lowering the roof or cutting tarpaulin ties, are not recommended since they are in conflict with the Occupational Health and Safety Act (OHSA) Clause 25(1)(e). It is recommended that "any loads" in that OHSA Clause be interpreted as meaning those loads specified by the Building Code, or other relevant regulations.

Even when a design meets Building Code wind load requirements, the engineer should develop an action plan in consultation with their client for unanticipated wind events. This action plan is to be incorporated into the Operations Management Plan (OMP) document. This document is usually the responsibility of the event organizer, however, practitioners preparing a design for a demountable event structure are responsible for providing the appropriate design and operational content for the OMP to the event organizer. Practitioners evaluating a design by others need to also evaluate the associated OMP design and operation content to determine that the required information is present and correct.

When a practitioner is verifying a design by others that includes manual intervention load mitigation strategies, they should confirm that the design meets Building Code requirements in its altered state after those strategies are carried out. The practitioner should assess and discuss with the client whether adjustments can be made to either reduce or eliminate the need for manual intervention, or reduce the acceptable design load criteria by limiting the duration of the risk.

Due to the limited timeframe over which demountable event structures are erected, the risk that a significant earthquake event will occur is very remote. Also, the inherent flexibility of modular structures lessens the probability of damage from an earthquake event. For these reasons, it would be unusual for earthquake considerations to govern the design and considering earthquake forces is normally unnecessary.

### **Drawings and Documents**

Guidance on the content of design and erection drawings is available in the PEO guideline, *Structural Engineering Design Services in Buildings*. Drawings should be clear and consistent, including their measurement system, they should explain key elements in plain language, include a legend for any acronyms, and they should include an index of all drawings and documents that constitute the complete set of design and erection drawings.

The engineer should confirm with their client that only sealed drawings and documents are final versions and that only sealed drawings and documents are to be used for fabrication, erection or operation of the demountable event structure.

The set of drawings and documents should be adequately detailed for peer review of the design work, including the design criteria determination, and for third-party review of the assembly and structure in the completed state. Suspended load locations, limits, and allowable variations should be clearly shown on loading diagrams for each load bearing element or assembly.

## 8. General Review

The Building code requires that the construction of a demountable event structure that is regulated by Section 3.18 of Division B be reviewed by an engineer. A demountable event structure that requires a building permit requires general review of the installation to confirm that the structure is assembled or erected in accordance with design drawings, manufacturer's instructions and the design intent. Guidance can be taken from the guideline "General Review of Construction as Required by the Building Code" Additional inspection detail is required and the engineer should make their assessment as to the level of detail needed to confirm the installation is acceptable.

Variations from typical general review considerations for demountable event structures include issues such as foundations bearing on grade and stability provided by tie-down anchors and ballast. Bearing capacities, pull-out resistance and adequate ballast for the design should be confirmed. Condition of components is also a consideration since all parts have probably been used numerous times before. Confirm that all components are in accordance with the drawings and that they have been inspected by qualified people with the authority to reject defective parts and conduct a general review for suspect elements. Loading on the structure can vary from that used for the design verification, either due to gravity loads from lighting or A/V equipment changes, or due to wind loads from screens, signage or banners that were not originally included.

To enable a competent engineer to conduct the general review, the verification documentation must be sufficiently detailed in its diagrams and instructions for both the purposes of erection and assembly, as well as for the review of the structure and applied loads. Variations and deficiencies in the structure's configuration are to be identified and corrected. Variations in the loading of the structure that exceed identified load allowances are to be removed until approved and documented by the verification engineer. The general review is not completed until all variations and deficiencies are corrected or documented and reviewed. Large or complex demountable structures may need more than one general review inspection during erection. All structures where corrective action is required will require follow-up review unless the adjustments are made and reviewed during the general review visit.

General review needs to be completed before the structures are approved for occupancy by anyone other than the erection crew. After the structure is approved for occupancy, if adjustments to the structure are required, other than routine maintenance, the engineer should be notified so they can decide if any follow-up inspection is warranted.

## 9. DEFINITIONS

Many words and phrases that have been appropriated into the lexicon of engineering are capable of being misunderstood by clients, insurers, lawyers, real estate agents, building officials and the public. It is therefore incumbent on engineers who write design evaluation reports for demountable event structures to choose their words wisely and to define their meaning carefully.

The definitions of the key words and phrases used in this Guideline are those assigned to them in the following Statutes, Regulations, Codes, Standards and Commentaries in the priority in which they are listed.

1. The *Act* and the Regulations made under it
2. The *Building Code Act* and the *Building Code, Ontario Regulation 332/12 under the Building Code Act*.
3. The *Occupational Health and Safety Act, R.S.O. 1990, c. O.1*
4. The National Building Code of Canada.
5. The Technical Standards referenced in the *Building Code* applicable to the design, construction, renovation, occupancy and use of buildings referenced therein.
6. Those listed below to which specific meanings have been assigned in this Guideline.
7. The meanings which are commonly assigned to them by dictionaries, within the context in which they are used by engineers, technicians, builders and the skilled trades which implement structural engineering work.

Specific definitions for key words and phrases likely to appear in design evaluation reports, which this Guideline recommends for the sake of consistency, are provided below:

**“Demountable Event Structure”** - A structure intended to be used for a limited duration that is dedicated to the production of events, including custom temporary structures, for either indoor or outdoor use. As defined in the Building Code:

*Demountable event structure means a stage platform, together with walls and roofs related to the platform and any appurtenant (associated) structures capable of supporting banners, stage sets, props or sound, lighting or associated equipment, that are*

- (a) *intended to be erected, assembled or installed for a limited, specified time,*
- (b) *for one-time use or are capable of being dismantled at their location and moved to be reconstituted elsewhere,*
- (c) *intended primarily for occupancy by performers and workers and are intended for only limited public occupancy, and*
- (d) *intended to be used for public or private performances or events, other than those used in connection with movie or television productions.*

**“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.

**“structurally adequate”** – Buildings are deemed to be **structurally adequate** provided they satisfy the evaluation criteria prescribed by Commentary L of the User’s Guide – NBC of the Structural Commentaries (Part 4 Division B).

**“structurally sufficient”** - Buildings and other designated structures which are designed and built to the minimum structural requirements of the current *Building Code*, in compliance with a valid Building Permit and, where applicable, with the design and general review requirements of the *Building Code* are deemed to be “*structurally sufficient*”.

**“structurally sound”** – A building or other structure which exhibits no evidence of defects, damage, deterioration or distress that might impair its structural function or its present occupancy and use. Sound is not the same as adequate. Sound simply means undamaged.

**“Structurally Unsafe”** - as per Article 15.9 (2) of the Ontario Building Code Act, **“A building is unsafe if the building is,**

- a) ***structurally inadequate or faulty for the purpose for which it is used; or***
- b) ***in a condition that could be hazardous to the health or safety of persons in the normal use of the building, persons outside the building or persons whose access to the building has not been reasonably prevented.”***



## APPENDIX 1 – References for Engineers Conducting Design Evaluations

Note that this list is provided for information only and should not be considered a comprehensive list. These references are informally grouped and presented in no particular order. This list in no way limits the responsibility of an engineer or the scope of this guideline. Further, the hyperlinks provided were valid only at the time of publication and may change after time.

<b>Codes</b>	
National Building Code of Canada (structural commentaries)	<a href="http://www.nrc-cnrc.gc.ca/eng/publications/codes_centre/2010_user_guide_nbc_part4.html">http://www.nrc-cnrc.gc.ca/eng/publications/codes_centre/2010_user_guide_nbc_part4.html</a>
Building Code	<a href="https://www.ontario.ca/laws/regulation/060350">https://www.ontario.ca/laws/regulation/060350</a>
IStructE Code of Conduct & Guidance Notes	<a href="http://www.istructe.org/webtest/files/dd/dd7926b2-0487-4f20-a66c-c892fa670e11.pdf">http://www.istructe.org/webtest/files/dd/dd7926b2-0487-4f20-a66c-c892fa670e11.pdf</a>
ANSI E1.21-2006 “Entertainment Technology Temporary Ground Supported Overhead Structures Used to Cover the Stage Areas and Support Equipment in the Production of Outdoor Entertainment Events”	Not applicable
<b>Guidelines</b>	
IStructE Temporary Demountable Structures Guidance on Procurement, Design and Use (April 2007)	<a href="http://shop.istructe.org/temporary-demountable-structures.html">http://shop.istructe.org/temporary-demountable-structures.html</a>
Ministry of Labour -Temporary Performance/Event Structures Safety Guideline for the Live Performance Industry in Ontario	<a href="https://www.labour.gov.on.ca/english/hs/pubs/liveperformance/live_structures.php">https://www.labour.gov.on.ca/english/hs/pubs/liveperformance/live_structures.php</a>



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## Terms of Reference

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

#### OBJECTIVES

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

#### BACKGROUND

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

- Design Verification, and
- Design Validation

#### Design Verification

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

#### Design Validation

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

#### Demountable Event Structure

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

The subcommittee will review and if needed revise these definitions.

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

### **MANDATE (Specific Tasks)**

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

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

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

### **MEMBERSHIP**

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

### **DELIVERABLES**

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

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

# Briefing Note – Decision

## New Guideline – Preparing As-built and Record Documents

**Purpose:** Council approval of the listed guideline is required to authorize its publication.

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

That Council:

1. Approve the publication of the *Preparing As-built and Record Documents* as presented to the meeting at C-530-3.8, Appendix A; and
2. Direct the Registrar to publish the guideline and notify members and the public of its publication through usual PEO communications.
3. Stand down the PSC subcommittee which prepared the *Preparing As-built and Record Documents* guideline

**Prepared by:** José Vera, P. Eng. – *Manager Practice and Standards* and Sherin Khalil, P.Eng. – Standards and Guidelines Development Coordinator on behalf of Fanny Wong, P. Eng. – *Chair of the PSC*

**Moved by:** West Central Region Councillor, Lisa MacCumber, P.Eng., FEC., or designate

### 1. Need for PEO Action

Professional Standards Committee (PSC) was instructed by Council to proceed with the development of this guideline as per the following motion:

- 481th Council meeting on September 20-21, 2012:  
*That Professional Standards Committee be instructed to proceed with the development of a Guideline for Review of Completed Works described in the Terms of Reference attached in Appendices C-481-2.10, Appendix A.*

**Note:**

**During the development of this guideline and after the public consultation, PSC noted that the Terms of Reference (Appendix B) were inaccurate and referencing condition assessments, whereas actually the focus is to prepare record documents. Consequently, PSC revised the Terms of Reference (Appendix C) on July 2018.**

### 2. Proposed Action / Recommendation

- The PSC recommends that Council approve the *Preparing As-built and Record Documents* guideline for publication, since it meets the objectives laid out its approved Terms of Reference (Appendix C).

### 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.

- The Preparing As-built and Record Document subcommittee will be stood down.

#### 4. Policy or Program contribution to the Strategic Plan

- Strategy 1.7 Develop practice guideline for *Preparing As-built and Record Documents*

#### 5. Financial Impact on PEO Budgets (for five years)

	Operating	Capital	Explanation
Current to Year End	\$	\$	Funded from existing PSC budget
2 <sup>nd</sup>	\$	\$	Not Applicable, since the guideline should be published this year.

#### 6. Peer Review & Process Followed

<b>Process Followed</b>	<p><b>Outline the Policy Development Process followed.</b></p> <ul style="list-style-type: none"> <li>• Draft document was posted on the PEO website for member and stakeholder consultation (May 16, 2016 – July 15, 2016). The following stakeholders were directly invited to the public consultation: <ul style="list-style-type: none"> <li>➤ City of Hamilton</li> <li>➤ City of Toronto</li> <li>➤ City of Ottawa</li> <li>➤ City of Kitchener</li> <li>➤ Ontario Society of Professional Engineers (OSPE)</li> <li>➤ Consulting Engineers of Ontario (CEO)</li> <li>➤ Electrical Safety Authority (ESA)</li> <li>➤ University of Toronto (Civil Engineering Department)</li> <li>➤ Ontario Sewer and Watermain Construction Association (OSWCA)</li> <li>➤ Municipal Engineers Association (MEA)</li> <li>➤ Toronto Transit Commission (TTC) (Design Engineering Department)</li> <li>➤ Insurance Companies such as ENCON Group Inc., Hugh Wood International, KRG Insurance, Binks, etc.</li> <li>➤ Technical Standards &amp; Safety Authority (TSSA).</li> </ul> </li> <li>• After receiving several requests for an extension to the public consultation. The consultation deadline was extended to October 31, 2016.</li> <li>• Draft document was revised where warranted based on recommendations received from members and stakeholders during consultation (June 12, 2018).</li> <li>• Draft document was reviewed by Legal Firm (March 21, 2019). Draft document was revised where warranted based on legal recommendations (September 18, 2019).</li> <li>• Draft document was reviewed and approved by PSC (October 8, 2019).</li> </ul>
<b>Council Identified Review</b>	Not applicable
<b>Actual Motion Review</b>	Not applicable

## **7. Appendices**

- Appendix A – Guideline for *Preparing As-built and Record Documents*
- Appendix B – Original Terms of Reference
- Appendix C – Revised Terms of Reference



**Professional Engineers**  
Ontario

## **GUIDELINE:**

### **Preparing As-Built and Record Documents**

#### **Contributors:**

Fanny Wong, P.Eng. (Chair)  
James Lowe, P.Eng.  
Praneeta Moti, P.Eng.  
Peter Rüsçh, P.Eng.

**Notice:** The Professional Standards Committee has a policy of reviewing guidelines every five years to determine if the guideline is still viable and adequate. However, practice bulletins may be issued from time to time to clarify statements made herein or to add information useful to those professional 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](http://peo.on.ca/index.php/ci_id/23427/la_id/1.htm).

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## 1. PEO PURPOSE FOR GUIDELINES

Professional Engineers Ontario (PEO) produces guidelines for the purpose of educating both licensees and the public regarding 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://www.peo.on.ca/Committees/ProfessionalStandards/Guidelines.pdf>.

For a complete list of PEO's guidelines please visit the following PEO site:  
[http://www.peo.on.ca/index.php/ci\\_id/1834/la\\_id/1.htm](http://www.peo.on.ca/index.php/ci_id/1834/la_id/1.htm).

**Note:** References in this guideline to practitioners apply equally to temporary licence holders, provisional licence holders, limited licence holders or certificate of authorization holders.

Professional Engineers Ontario produces guidelines to meet the following objectives, which were used to develop the content of this document:

1. Guidelines are intended to aid engineers in performing their engineering role in accordance with the Professional Engineers Act and Regulation 941.
2. Guidelines are intended to define processes required by regulatory, administrative or ethical considerations associated with specific professional services provided by engineers. They do not aim to be short courses in an engineering subject.
3. Guidelines provide criteria for expected practice by describing the required outcome of the process, identifying the engineer's duty to the public in the particular area of practice, and defining the relationships and interactions between the various stakeholders (e.g. government, architects, other engineers, clients).
4. Guidelines add value to the professional engineer licence for licensed engineers and for the public by establishing criteria for professional standards of competence.
5. Guidelines help the public to understand what it can expect of engineers in relation to a particular task within the practice of professional engineering. By demonstrating that the task requires specialized knowledge, higher standards of care, and responsibility for life and property, guidelines help reinforce the public perception of engineers as professionals.

## 2. PREFACE

This guideline is to offer practitioners guidance on the professionally acceptable manner for preparing Record Documents.

The recommendations provided in this guideline are considered by PEO to be commensurate with the professional responsibilities of practitioners. This guideline should be used in conjunction (as appropriate) with the "*Use of the Professional Engineer's Seal*" guideline as that guideline focuses on the proper use of the seal, while this guideline focuses on providing information and best practices regarding Record Documents, and by inference, As-Built Documents of completed works.

As-Built Documents should not be sealed. Information on Record Documents should be thoroughly reviewed prior to bearing the seal.

This guideline provides some details on the considerations that practitioners need to make to meet the requirements of their clients at reasonable levels of risk to the practitioners. Practitioners are to make adaptations to suit.

For this document, reference will be made to Record Documents and As-Built Documents as per the definition in the Appendix<sup>1</sup>.

### **3. PURPOSE AND SCOPE OF GUIDELINE**

The purpose of this guideline is to provide guidance for the preparation of record drawings or documents (collectively called Record Documents in this guideline) and, by inference, to provide guidance for the preparation of as-built drawings or documents (collectively called As-Built Documents in this guideline).

Clients or regulatory authorities often call upon practitioners to provide records of recently completed works. In many cases, a client may call for an inspection of a particular infrastructure asset.

Inspection consists of visual observation of construction and the equipment and materials used therein, to permit the practitioner to prepare the Record Documents.

Given the inherent limitations of such inspections, the practitioner needs to exercise care in what is included in Record Documents that shall be sealed, and by inference, what is included in As-built Documents.

Sealing a Record Document is a message to the public that qualified and experienced person(s) prepared same documents and the information can be relied on. Section 53 of O. Reg. 941 provides that, when affixed to a final engineering document, the seal represents that the practice of professional engineering reflected in the document can be relied on for the document's intended purpose and that the practitioner whose seal is affixed to the document accepts professional liability for the document's engineering content.

Record Documents are engineering documents and must be sealed. However, the purpose of Record Documents is often not well defined and, as such, needs to be carefully considered by the sealing practitioner to ensure that the purpose of the Record Documents is clear.

The best time to gather information for either Record Documents or As-Built Documents is during construction, manufacturing or product development. Once the work has been covered up or included in assemblies, or product fabricated, it becomes more difficult and, in some cases, impossible to verify the existing conditions.

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<sup>1</sup> The use of the terms "Record Drawings / Record Documents" and "As-built Drawings / As-built Documents" in this guideline is consistent with other PEO guidelines. Other professions, most notably architects, use the same (and additional) terms, however, they may not have the same meaning as used in this guideline.

If the need to provide Record Documents is known prior to the start of construction/manufacturing and the level of detail (and associated accuracy) is not established in the engineering services contract, then a typical industry level of accuracy shall be used, unless a level of detail is mutually agreed upon between the owner and the practitioner.

The level of accuracy and scope of inspection required for producing Record Documents must be documented in writing and agreed to by the practitioner and the owner.

Record Documents are prepared based on information that was observed by a practitioner or by someone under the practitioner's supervision. After a practitioner has reviewed the Record Documents and is satisfied that they are accurate, the practitioner must seal the documents. Normally the Record Documents are updates to, and contain a similar level of detail to, the design (or fabrication) documents. If a Client requires the Record Documents to contain additional detail, then this should be agreed with the practitioner prior to the construction (or fabrication) work, to allow the practitioner to collect the required information.

It should be noted that the practitioner who seals the Record Documents may not be the practitioner who sealed the design documents or the practitioner who observed the construction or fabrication. It therefore follows that the practitioner who seals the Record Documents is only verifying that the Record Documents are an accurate reflection of what has been constructed or fabricated. Their seal does not mean or imply that they have verified the design or that they have observed the construction or fabrication work for conformance with the design. That responsibility remains with the practitioners who sealed the design documents and who reviewed the construction or fabrication work. To avoid confusion over these responsibilities, "Record Document" or "Record Drawing" should be marked clearly in the revision block or other prominent location before the Record Document is sealed by the practitioner.

As-Built Documents are prepared based on information gathered during construction or fabrication by someone other than a practitioner or someone under their supervision. Often, the information is provided by the contractor in the form of red-line mark-ups of the design drawings. If a practitioner then proceeds to revise the design documents to incorporate the red-line mark-ups, these documents should be clearly marked as "As-Built Documents" and not sealed.

#### **4. INSPECTION**

The following are some considerations provided to determine a level of effort for the inspection process to be undertaken by the practitioner:

- 4.1 Purpose of the Inspection
- 4.2 Scope of the Inspection required
- 4.3 Limitations of the Inspection
- 4.4 Timing of the Inspection
- 4.5 Accuracy Levels required for the Inspection

##### **4.1 Purpose of the Inspection**

For this guideline, inspection is limited to the purpose of preparing Record Documents and not used as a basis of assessment of a particular item or issue. The purpose of the

inspection has a significant bearing on the scope of the work required (see section 4.2 Scope of the inspection required). If no known purpose for the use of the data to be collected is available, then it is important to determine with the client exactly which quantitative and/or qualitative data will be collected in the inspection process.

Limitations of the inspection are to be discussed and confirmed to ensure that the parties fully understand the feasibility of obtaining information that fits the purpose of the inspection process. Refer to example disclaimers in the Appendix.

Users of Record Documents may assume that all the information depicts the as-constructed details of the project. However, there may be pre-existing information incorporated in the Record Documents. Hence, there should be a clear distinction between pre-existing and recently constructed/fabricated information contained in the Record Documents.

#### **4.2 Scope of the Inspection Required**

Record Documents of completed works are not to be confused with assessment documents or condition surveys prepared at some time after the work has been constructed. For general guidance regarding assessments refer to the PEO's Structural Condition Assessments of Existing Buildings and Designated Structures Guideline.

The scope of inspection required for Record Documents depends on the level of detail to be included in the Record Documents. Normally the level of detail required on the Record Documents would be the same as the level of detail shown on the design drawings. However, if a Client requests more detail to be shown on the Record Documents, this may require an enhanced level of inspection. The level of detail required (and the level of effort that this will involve) should ideally be determined prior to finalization of engineering services contracts.

During construction, manufacturing or product development, observation, and inspection of design or construction work will be helpful prior to items being concealed. If known prior to the contract being awarded/signed, appropriate inspection hold-points can be specified in the (construction, manufacturing or product development) contract. A pre-determined plan for providing Record Documents allows practitioners the time, resources and access required throughout manufacturing or construction to compare construction, manufacturing or product development documents with as-constructed, as-manufactured or as-produced conditions, with a level of confidence that comes from the opportunity to effectively inspect/observe the constructing, manufacturing or production process.

The inspection contemplated under this guideline is to satisfy the practitioner that the information presented on the Record Documents accurately represents the project for which Record Documents are prepared.

The following should be taken into consideration by the practitioner completing the inspection in preparation for Record Documents:

- The extent of works to be inspected;
- The level of detail required;
- The required timelines;
- Other contractual requirements.

### 4.3 Limitations of Inspection

Inspection of as-constructed conditions is highly dependent upon visual observations and best completed during construction. Inspection post-construction of As-Built details may be difficult [or impossible] even with invasive methods. For example, concealed items behind walls and above ceilings or buried or encased items are not visible and even with invasive methods may not be reliably inspected. In some cases, it is not feasible to inspect without destructing the item/material to be inspected. Samples may be taken to assist in the inspection but may be limited by an acceptable level of destruction/damage.

Photos and/or videos (visual media) may be used to support field observations, however excessive reliance on visual media is not recommended or even acceptable for the purposes of inspection.

Some examples of limitations of inspection are:

- Details are hidden within building envelopes;
- Confirmation of material requiring laboratory testing;
- Strength of material compositions;
- Condition of material or item or equipment or systems;
- Any particular item, equipment or system that was built as an integral unit would be verified as a package, and not in its separate or individual components.

### 4.4 Timing of the Inspection

The timing and limitations of inspection of completed works has a direct bearing on the level of effort by the practitioner. Required field visits, construction and document review or revision, etc. should ideally be determined prior to finalization of engineering services contracts.

#### 4.4.1 Inspection During Manufacturing or Construction

During construction, inspection will be helpful prior to items being concealed. Appropriate inspection hold-points should be specified. A pre-determined plan for providing Record Documents allows practitioners the time, resources and access required throughout manufacturing or construction to inspect existing conditions with a level of confidence that comes with the opportunity to effectively observe the manufacturing or construction process. The plan, therefore allows the practitioner to identify possible changes from the design documents or intent. Having work concealed before required records are made may indicate a failure of planning or execution.

#### 4.4.2 Inspection Post Manufacturing or Construction

After the manufacturing or construction has been completed and items have been assembled or concealed, inspection required for Record Documents will have limitations. For example, certain assemblies cannot be disassembled without destruction, or certain details are difficult or impossible to be inspected, such as under-floor plumbing or electrical conduit locations and depths that have been concealed by concrete. Where the information required cannot be obtained by using non-destructive methods, the limitations will need to be identified on the Record Documents.

#### 4.5 Accuracy Levels Required

The accuracy levels required are dependent upon the intended use of the Record Documents for which the inspection is to be completed. In establishing the accuracy level and required amount of detail with the client, it is prudent that the practitioner considers available standards to confirm the existence of suggested or standardized accuracy levels and the required amount of detail. For example, for underground infrastructure, the applicable CSA Standard specifies the positional accuracy of records of the installed utilities in four accuracy levels. If no standards are available, accuracy levels should be discussed at the project outset, and confirmed in writing. It should be kept in mind that higher accuracy levels in positioning, or dimensioning may require more accurate measuring techniques and/or higher quality devices. It would be prudent to add to the Record Documents, the accuracy levels used.

Material tests may be required to determine certain characteristics. These should be carefully evaluated prior to the start of construction/manufacturing to ensure that they deliver the required results.

#### 5. SUMMARY

This guideline provides practitioners guidance on the acceptable manner for preparing Record Documents and, by inference, As-Built Documents of completed works. The level of effort needed to produce Record Documents varies upon the purpose, scope, limitations, timing and accuracy of inspection. It is not acceptable best practice for practitioners to seal Record Documents where the information provided on these documents has not been inspected by the practitioner, to the associated level of effort, for the purpose or intended use of these documents. The materials provided in the Appendices are to provide further clarity and are for information only.

#### 6. APPENDIX

##### 6.1 Definitions

**As-built Drawings/Documents:** is a document created by or based solely on information provided by a third party that reflects the installed, constructed, or commissioned conditions of a device, machine, equipment, apparatus, structure, system, or other outcome of an engineering project. Since the engineer has not reviewed and verified that the information is complete or accurate, as-built drawings must not be sealed.

**Assessment:** means a review of an existing building, structure or fabrication sometime after it has been built, constructed or fabricated for a purpose other than to create an accurate Record Drawing such as, for example, to assess compliance with the Ontario Building Code or applicable CSA Standards, and Assess has a corresponding meaning.

**Industry best practices:** are activities or operating procedures considered as an established custom or habit which results in the maximum positive effect for the benefit of all concerned parties.

**Infrastructure:** consists of the large-scale public systems, services and facilities that are necessary for economic activity, including power and water supplies, transportation, telecommunications, roads, schools, etc. It is often interpreted to mean the most basic level of organizational structure in a complex body or system that serves as a foundation for the rest.

**Inspection:** shall consist of visual observation of construction and the equipment and materials used therein, to permit the practitioner to render his or her professional opinion as to the contractor's conformance with the Design Professional's recommendations, plans or specifications. Given the inherent limitations of such inspections, they shall not be relied upon by any party as acceptance of the work, nor shall they relieve any party from fulfillment of customary and contractual responsibilities and obligations and Inspect has a corresponding meaning.

**Observation:** may be made by the professional or someone acting under the professional's direct or indirect supervision and observe has a corresponding meaning.

**Practitioner:** means holder of a licence, a temporary licence, a provisional licence, a limited licence or a certificate of authorization, as the case requires.

**Red-line Drawings / Documents:** refer to Issued for Construction (IFC) documents that have been marked up during the course of construction (usually by the contractor) to reflect changes made during construction.

**Record Drawings/Documents:** are documents created to accurately reflect as-constructed, as-built, or as-fabricated conditions and that have been sealed by a professional engineer after verifying that the documents are accurate.

**Review:** means examination of a Record Document prepared by a third party to determine whether its content accurately reflects the as-built as-constructed or as-fabricated conditions.

**Verification:** means that the Record Document has been examined for correctness against as-built, as-constructed or as-fabricated conditions, and verify has a corresponding meaning.

## 6.2 Example Disclaimers and Scope of Limitation Statements

Documents often rely on information provided to the practitioner by others. In these cases, it would be prudent to identify the fact that some information has been provided by others and provide a disclaimer on the documents.

Some owners may note that a third-party disclaimer will not be acceptable. An example of a client contractual statement is as follows:

*"Record drawings must be sealed and signed by the practitioner. A "Third Party Disclaimer" will not be accepted, i.e. the data shall be collected by the practitioner who is preparing the Record Drawings."*

Practitioners should be aware of such [contractual] statements and the liability that they may confer on the practitioner. It is worth mentioning that this requirement does not rule out including a statement within Record Documents, in which the practitioner confirms that he/she is relying, without independent verification, on information provided by the owner or one or more third parties.

*Following below are some examples of disclaimers or scope of limitation statements that may be used:*

### **6.2.1 Record Document Example Disclaimers or Scope of Limitation Statements (seal to be applied)**

Some of these disclaimers have their origin in very specific circumstances and should be adapted by the practitioner to suit the circumstances and the Record Documentation being completed:

1. *"The issuance of this Record Document is a representation by the practitioner that this document is a reflection of the completed work to the level of accuracy and purpose set out in the [Engineering Services Agreement or Technical Reference Standard (as applicable)]. It is not a representation that the completed work is in conformity with the design, even if such information is represented on this document."*

The following is an option where changes or variations may occur immediately after issuance of Record Documents. This type of change occurs subtly in process related designs:

2. *These Record Documents have been prepared for the purposes of documenting the completed [or existing] works of [description of works constructed, fabricated, installed, etc.] between [start date] and [completion date]. [Company or Practitioner] assumes no responsibility for any changes made after the date of these Record Documents or for any items denoted on these documents that were not accessible to be inspected at the time these Record Documents were prepared. Those relying on these Record Documents are advised to confirm that these Record Documents are a current reflection of the existing work prior to use of this information.*

### **6.2.2 As-Built Document Example Scope of Limitation Statements (no seal to be applied):**

Some of these scope of limitation statements have their origin in very specific circumstances and should be adapted by the practitioner to suit the circumstances and the As-Built Documentation being completed:

1. *This As-Built document has been prepared based on information provided by others. The practitioner has not inspected the accuracy and/or the completeness of this information and shall not be responsible for any errors or omissions which may be incorporated herein as a result.*
2. *This As-Built Document has been prepared, in part, based upon information furnished by others. While this information is believed to be reliable, the practitioner assumes no responsibility for the accuracy of this As-Built Document, or for any errors or omissions that may have been incorporated into it as a result of incorrect information provided to the practitioner. Those relying on these As-built Documents are advised to confirm that these As-built Documents are a current reflection of the existing work prior to use of this information.*



### 6.3 Frequently Asked Questions

The following questions from professional engineers and answers from PEO are intended to demonstrate how the principles outlined in this guideline can be applied to specific situations.

**Q1: Should the original design engineer's seal be removed from the design documents when preparing Record Documents?**

A1: For Record Documents, the original design practitioner's seal should be removed. Practitioners preparing Record Documents must apply their seal.

**Q2: Should the original design engineer's seal be removed from the design documents when preparing As-Built Documents?**

A2: As-Built Documents shall not be sealed. Original Design engineer's seal must be removed when preparing As-built Documents.

**Q3: Can a Record Document rely on material provided by others, e.g. surveyor?**

A3: A Record Document can incorporate limited information provided by others; this means not provided by the practitioner or his/her direct supervised staff. It would be up to the practitioner to determine what amount of information provided by others is acceptable. However, this information should be clearly identified as such (e.g. in a disclaimer), and it is imperative not to accept ownership of the data provided by others.

**Q4: What disclaimers should Record Drawings have?**

A4: Please refer to the Example Disclaimers or Scope of Limitation Statements in section 6.2.1 in this guideline.

**Q5: Can an engineer seal a Record Drawing without going on-site for inspection?**

A5: Record Documents are those prepared by a practitioner after inspecting in detail the actual conditions of the completed project. For some projects, this inspection may require frequent or continuous presence on site. However, based on the practitioner's experience and the detail of the inspection required, a competent individual supervised by the practitioner can provide partial inspection on the practitioner's behalf.

**Q6: If an engineer cannot seal "As-Built Drawings", is there another stamp or disclaimer that should be used?**

A6: Yes, the practitioner could use a disclaimer to describe the scope of work. Please refer to Example Scope of Limitation Statements in section 6.2.2 in this guideline.

**Q7: Can a practitioner seal a multi-discipline Record Document?**

A7: Yes, for a project covering work within several engineering disciplines, a Record Document could be sealed by a practitioner who is taking responsibility for the Record Document. Likewise, multiple practitioners representing individual disciplines may jointly seal a Record Document.

**Q8: What is the expectation for the amount or detail of inspection/review for an engineer to be able to seal a Record Document?**

A8: The amount or detail of inspection will depend on the practitioner's professional judgment, based on their experience and knowledge.

- Q9: Can a client require all drawings to be Record Drawings [Documents]? Are there limitations to what is considered practical?**
- A9: Principally, the practitioner and client should determine what is an acceptable level of effort for the agreed upon information to be gathered and compiled in Record Documents. It is up to the practitioner to negotiate with the client what is reasonable to provide as a Record Document and advise the client to what extent his/her services would be required to perform satisfactory inspection for preparation of such Record Documents.
- Q10: In sealing a Record Document, may the professional rely on site mark-up drawings, quality/test reports and other site work from competent site staff?**
- A10: If the competent site staff are practitioners, they should seal the Record Documents. If not, then the practitioner responsible for the direct supervision should seal the Record Documents. The supervising practitioner is to determine the level of supervision. For more information, refer to the “*Assuming Responsibility and Supervising Engineering Work*” practice guideline.
- Q11: In some cases, the responsible engineer has never met the site staff. How does the engineer ensure that the delegate has the necessary level of confidence/competence?**
- A11: The responsible practitioner should be familiar with the site staff, their capabilities, and determine the level of supervision required.
- Q12: For work pursuits, some Request for Proposals stipulate delivery of Record Drawings at project completion, but do not allow for an allotted time during construction for discipline practitioners to inspect as-built conditions. What minimum level of effort should be included in a bid by all parties that will continue to present a fair and competitive bid?**
- A12: For a fair and competitive bidding process, the practitioner should submit a Request for Information to the entity requesting the proposal to inquire and clarify regarding this matter. It is up to the practitioner to determine and negotiate during the bid process what is the reasonable level of effort to perform satisfactory inspection for preparation of such Record Documents.
- Q13: Construction or installation work is near completion when the Project Manager realizes delivery of Record Drawings are a contract requirement. The Project Manager requests for sealed As-Built Drawings to be inspected based on photographs, data provided by others, and one (1) site visit at near completion phase. Should the practitioner seal these drawings?**
- A13: Only Record Documents must be sealed. Refer to section 4 of this guideline for general inspection requirements that would allow for sealing Record Documents.
- Q14: Given the amount of total engineering work that is related to construction under the Ontario Building Code, is this guideline used in relation to the “Professional Engineers Providing General Review of Construction as Required by the Ontario Building Code” guideline?**
- A14: No, the obligations of engineers to prepare As-Built and Record Documents is independent of the obligations that are outlined in the “*Professional Engineers*”

*Providing General Review of Construction as Required by the Ontario Building Code” guideline.*

NOTE: A practitioner who is not engaged to provide general review services, should advise their client that they are not in a position to prepare record drawings since they will not be aware of all changes during construction.

**Q 15: There is often a need to determine the preexisting conditions of previously completed works. For example, it may be required to determine the locations and sizing of existing infrastructure in a Municipal Right of Way to allow for the construction of additional infrastructure. The ASCE has published a guideline, ASCE 38-02: “Standard Guideline for the Collection and Depiction of Existing Subsurface Utility Data”. In many cases practitioners that collect information using this guideline will seal the final drawings compiled using this process. When preparing drawings based on such an industry accepted standard or guideline, should the practitioner seal such drawings?**

A 15: Yes, in such cases the seal indicates that the guideline or industry accepted standard was followed to a level expected from a practitioner. In this context, the processes that were followed will determine the accuracy.

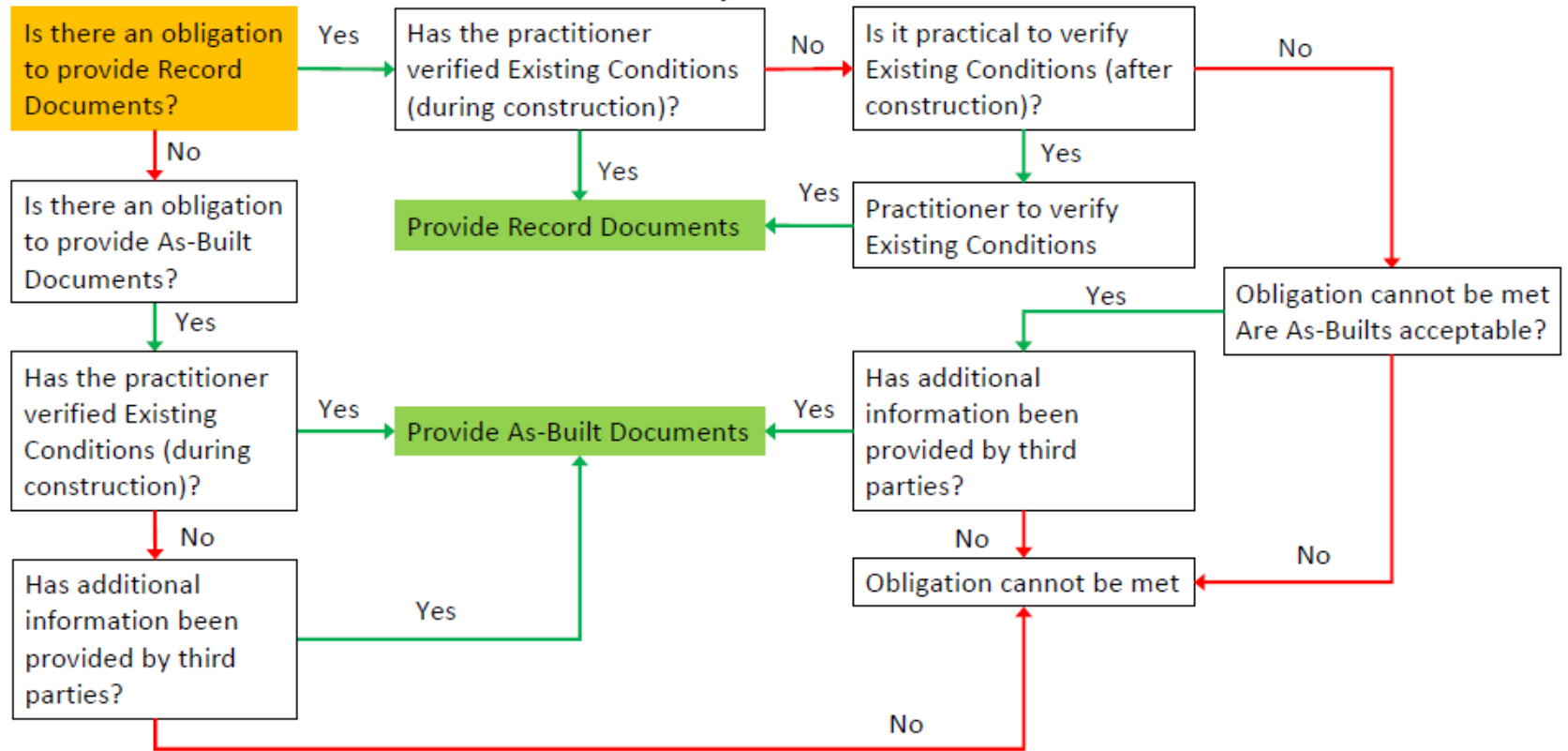
**Q16: Sometimes architects and clients use different or not well-defined terminology for documentation pertaining to As-built and/or Record Documents. How should requirements for these documents be determined? What is the appropriate process that should be followed in this scenario?**

A16: It is the responsibility of the practitioner to clarify which definitions from this guideline will be used.

### 6.4 Flow Chart

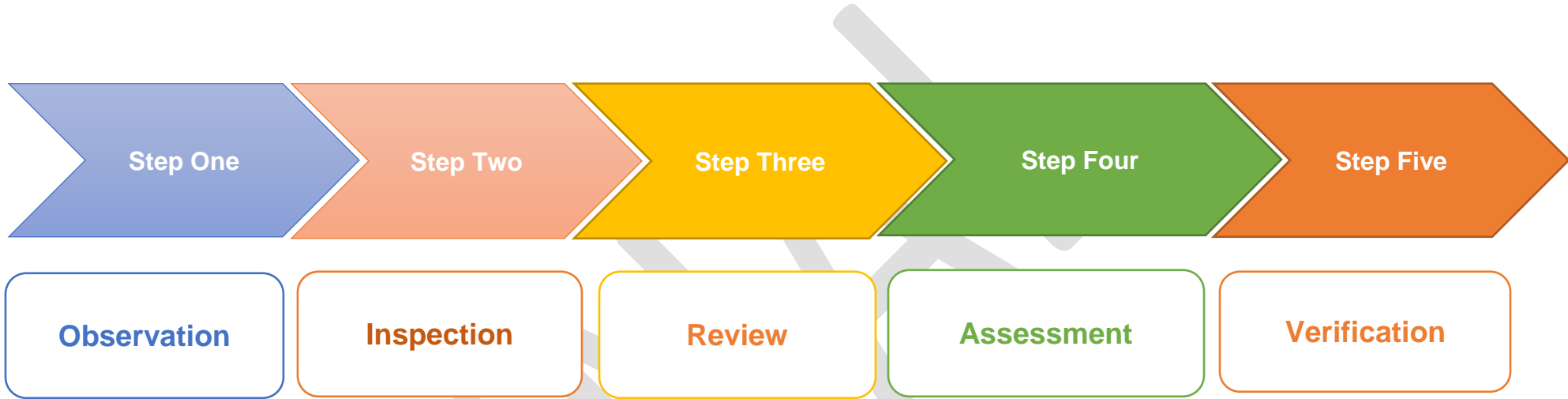
#### 6.4.1 Preparing Record / As – Built Documents

## Record Documents / As-Built Documents



**6.4.2 Steps to Prepare Record Documents**

One or more steps, except for verification, maybe omitted depending on the circumstances of the project.





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## Terms of Reference

### Guideline for Review of Completed Works Subcommittee

(July 10, 2012)

#### OBJECTIVES

The Guideline for Review of Completed Works Subcommittee is directed by the Professional Standards Committee to investigate the legal, ethical and technical aspects of reviewing and verifying dimensional, quantitative and qualitative information related to recently completed or existing structures, facilities, or other constructed works. The subcommittee shall develop criteria for best practices for professional engineers undertaking this work and prepare a guideline describing these best practices for use by professional engineers and others.

The intent of this guideline is to deal with requirements for verifying the location, dimensions, and layout of static physical objects such as equipment, structures, plants, or systems. However, under certain contracts, engineers could also be called upon to:

- a) Verify that the object complies with codes and standards
- b) Assess the material condition (is the object damaged, corroded, etc.)
- c) Assess the functionality of the object
- d) Other assessments

#### BACKGROUND

Clients or regulatory authorities often call upon professional engineers to review, verify and, in certain situations, certify the condition of many different kinds of physical properties including buildings, bridges, or production facilities. For instance, an industrial client anticipating a major facility up-grade may retain an engineer to prepare detailed plans of the existing facility. In a different context, the Ministry of Transportation has a program for quality verification of highway construction projects that requires a professional engineer to certify that the project is built in general conformance with the plans. Or an engineer, acting for a prospective purchaser of a building, may be called upon to carry out due diligence appraisal to verify the building's condition. This guideline should cover all situations where a professional engineer is called upon to check as-built conditions.

Whenever undertaking projects of this kind, especially those requiring the reviewer to certify a project or the work undertaken by others, professional engineers should be aware of the legal burdens that they may be assuming. They should be warned of their proper role and instructed to not assume obligations beyond those necessary to meet the requirements of the legislation or for the contract for which they are being paid. The guideline should clearly identify the legal and ethical responsibilities of professional engineers undertaking review work and should instruct them in basics of law, as applied in our Act, required to understand the limits of their roles and responsibilities.

Professional engineers reviewing completed work often have to produce documentation, particularly drawings, that reflect the actual conditions of the work. The subcommittee should be aware of and provide practices consistent with the definitions for such documentation given in the *Guideline for Use of the Professional Engineer's Seal*:

As-built drawing is documentation created by or based solely on information provided by a third party that reflects the installed, constructed, or commissioned conditions of a device, machine, equipment, apparatus, structure, system, or other outcome of an

engineering project. Since the engineer has not verified that the information is complete or accurate, as-built drawings must not be sealed (see Record drawing).

Record drawing is a document created to accurately reflect as-constructed, as-built, or as-fabricated conditions and that has been sealed by a professional engineer after verifying that the document is accurate. They are usually retained to meet business or regulatory requirements.

Often the reviewing engineer is called upon to make judgments about work performed by others. The guideline should provide best practices to ensure that the engineer is fulfilling the role of checking the work without taking on additional responsibilities related to supervising the work of contractors which can be caused by improperly defining the engineer's role in contract documents, making improper statements in the review, or by actually carrying out work that is outside the scope of the engineer's responsibilities.

In some cases, the only way to properly assess the condition of a property such as a water treatment facility or an industrial process would be to observe its operation. The subcommittee should consider the engineer's role before and during these test sessions. For instance, it is suggested that the owner should always be responsible for operating the property and the engineer should only observe and determine the condition of the project from observations. However, it may be good practice for the engineer to provide the owner with a testing procedure.

The subcommittee should consider the professional engineer's responsibility in situations where elements of the property such as reinforcing steel in concrete, concealed beams and columns, or buried foundations cannot be checked without the use of x-ray equipment and similar techniques. Inspection after construction of sub-surface infrastructure such as intakes, outfalls, sewers, and buried utilities is usually expensive and, occasionally, impossible. The guideline should recommend best practices for dealing with such situations. The guideline should also discuss best practices for engineers relying on testing and other services provided by third party contractors.

### **MANDATE (Specific Tasks)**

This subcommittee, with assistance of a legal advisor, is expected to obtain and provide information that will aid engineers to perform their engineering role as reviewers of completed projects in accordance with the *Professional Engineers Act* and *Regulation 941*. Subtasks that the subcommittee should consider as useful to this process are:

- a) identify criteria for establishing the purpose, intent and limitations of a review of completed works by professional engineers.
- b) identify and analyze the regulatory, legal and ethical requirements for professional engineer review of completed projects, especially those designed by other engineers.
- c) develop criteria for ensuring that review procedures meet the requirements of the *Professional Engineers Act* and other legislation.
- d) consult with providers of professional liability insurance to obtain their opinions on defining terminology and specifying roles of professional engineers.
- e) prepare practice guideline.

### **MEMBERSHIP**

The subcommittee should be comprised of 5-7 members including 1-2 representatives of organizations such as government regulatory bodies and private owners that often request practitioners to check as-built conditions. Practitioners should be from a variety of sectors including building construction, highway construction, utilities and industrial process industries.

**DELIVERABLES**

The Subcommittee will present the completed guideline to the Professional Standards Committee no later than December 2013.

Meeting Schedule: At discretion of the Chair  
Completion Date: December 2013





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# Terms of Reference

## Guideline for Preparing As-built and Record Documents (July 2018)

### OBJECTIVES

The Guideline for Preparing As-built and Record Documents Subcommittee is directed by the Professional Standards Committee to investigate the legal, ethical and technical requirements for preparing as built and record drawings and documents for recently completed or existing structures, facilities, or other constructed works. The subcommittee shall develop criteria for best practices for professional engineers undertaking this work and prepare a guideline describing these best practices for use by professional engineers and others.

The intent of this guideline is to provide guidance to practitioners when preparing As-built and Record documents.

### BACKGROUND

Clients or regulatory authorities often call upon professional engineers to prepare As-built or Record Drawings of engineering works. For instance, an industrial client anticipating the completion of a major facility would demand Record Drawings, which requires sealing by a professional engineer. However, at the time of the client's demand, professional engineers have not been provided with sufficient time and resources to observe construction in order to prepare and seal these Record Drawings.

In a different context, the Ontario Architects Association (OAA), its members often acting as a prime consultant, defines As-built and Record Drawings differently than PEO, resulting in clients requesting engineers to provide Record Drawings that do not align with OAA requirements. This difference in definition of Record Drawings between OAA and PEO is often confusing for all parties involved.

Professional engineers often have to produce documentation, particularly drawings, that reflect the actual conditions of the work. The subcommittee should be aware of and provide practices consistent with the definitions for such documentation given in the Guideline for Use of the Professional Engineer's Seal:

As-built drawing is documentation created by or based solely on information provided by a third party that reflects the installed, constructed, or commissioned conditions of a device, machine, equipment, apparatus, structure, system, or other outcome of an engineering project. Since the engineer has not verified that the information is complete or accurate, as-built drawings must not be sealed (see Record drawing).

Record drawing is a document created to accurately reflect as-constructed, as-built, or as-fabricated conditions and that has been sealed by a professional engineer after verifying that the document is accurate. They are usually retained to meet business or regulatory requirements.

Whenever undertaking projects of this kind, especially those requiring the professional engineer to seal Record Drawings of completed engineering works, professional engineers should be aware of the legal burdens that they may be assuming. They should be warned of their proper role and instructed to not assume obligations beyond those necessary to meet the requirements of the legislation or for the contract for which they are being paid. The guideline should clearly identify the legal and ethical responsibilities of professional engineers undertaking this work.

The subcommittee should consider the professional engineer's responsibility in situations where elements of the work, such as reinforcing steel in concrete, concealed beams and columns, or buried foundations, cannot be checked with or without the use of specialized equipment and techniques. Inspection after construction of sub-surface infrastructure such as intakes, outfalls, sewers, and buried utilities is usually expensive and occasionally impossible. The guideline should recommend best practices for dealing with such situations. The guideline should also discuss best practices for engineers relying on testing and other services provided by third-party contractors.

### **MANDATE (Specific Tasks)**

This subcommittee, with the assistance of a legal advisor, is expected to obtain and provide information that will aid engineers to perform their engineering role as reviewers of completed projects in accordance with the *Professional Engineers Act and Regulation 941*. Subtasks that the subcommittee should consider as useful to this process are:

- a) identify criteria for establishing the purpose, intent, and limitations of a review of completed works by professional engineers.
- b) identify and analyze the regulatory, legal and ethical requirements for professional engineer review of completed projects, especially those designed by other engineers.
- c) develop criteria for ensuring that review procedures meet the requirements of the *Professional Engineers Act* and other legislation.
- d) consult with providers of professional liability insurance to obtain their opinions on defining terminology and specifying roles of professional engineers.
- e) prepare practice guideline.

### **MEMBERSHIP**

The subcommittee should be comprised of 3-5 members including 1-2 representatives of organizations such as government regulatory bodies and private owners that often request practitioners to check as-built conditions. Practitioners should be from a variety of sectors including building construction, highway construction, utilities and industrial process industries.

### **DELIVERABLES**

The Subcommittee will present the completed guideline to the Professional Standards Committee no later than December 2018.

Meeting Schedule: At the discretion of Chair  
Completion Date: December 2018

# Briefing Note – Act Change – Decision

C-530-3.9

## ACT CHANGE PROPOSAL - AMENDMENTS TO NOTICE OF PROPOSAL PROVISIONS IN SUBSECTION 19(1)

**Purpose:** To seek Council’s policy intent to amend subsection 19(1) of the *Professional Engineers Act* to confirm the Registrar’s ability to issue Notices of Proposal to applicants who are refused a licence or certificate of authorization.

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

**That Council approves the policy intent to request explicit amendments to subsection 19(1) of the *Professionals Engineers Act* to restore the express requirement that was in place prior to December 14, 2017, that the Registrar shall issue Notices of Proposal to applicants who are refused a licence, limited licence, provisional licence, temporary licence, or certificate of authorization because they do not meet the respective requirements under subsections 14(1), 15(1), and 18(1) of the Act, and that Council refers this matter to staff, with the oversight of the Legislation Committee, to develop the detailed materials for Council consideration and, at the government’s discretion, formal legislative amendment.**

**Prepared by:** Jordan Max, Manager, Policy, Tribunals & Regulatory Affairs Department

**Moved by:** Lisa MacCumber, P.Eng., Chair, Legislation Committee

### 1. Need for PEO Action

- Legal staff have advised the Registrar and the Legislation Committee that, when subsection 19(1) of the *Professional Engineers Act* was amended in 2017 to empower the Registrar to issue a Notice of Proposal to refuse or revoke a licence based on past conduct, the subsection was inadvertently modified so that there was arguably no longer an express statutory requirement for the Registrar to issue a Notice of Proposal for ‘normal course’ refusals. Although in practice Notices of Proposal continue to be issued, the potential, and unintended, consequence of the current legislative provision is that applicants could in theory be prevented from having a hearing before the Registration Committee, on the basis that no Notice of Proposal had been issued. This is because the issuance of a Notice of Proposal is the precondition for requesting a hearing. (see *Appendix A*)
- The changes to the *Professional Engineers Act* in 2017 were made at PEO’s request as part of our response to the Belanger Inquiry (Algo Mall Collapse), with the intention of providing “the Registrar with the authority to issue a notice of proposal to suspend a licence, where warranted by past conduct, subject to a hearing by the Registration Committee” (see Amendment 5 in *Proposed Amendments to the Professional Engineers Act re Elliot Late Inquiry in Appendix A*).
- The Legislation Committee proposes that PEO ask the Government to modify subsection 19(1) to reinstate the Notice of Proposal requirement for refusing to issue a licence or certificate of authorization to an applicant. In the interim, the Registrar will continue to issue Notices of Proposal to refuse in all applicable cases until this issue is resolved, as a failure to do so could deprive applicants of a right to a hearing because of a drafting error.

## 2. Proposed Action / Recommendation

- With oversight and input from the Legislation Committee, staff from policy and regulatory compliance, PEO's General Counsel, and the Ministry of the Attorney General will work to provide policy direction regarding to subsection 19(1) of the *Professional Engineers Act* to restore the requirement for the Registrar to issue Notices of Proposal to applicants who are refused licences or Certificates of Authorization because they do not meet the requirements under sections 14, 15, and 18 of the Act. Once approved by the Legislation Committee, proposed policy direction will be brought to Council for formal approval.
- The current text for subsection 19(1) makes references to other specific subsections, and reads as follows:

**Notice of proposal to not issue or to revoke, suspend**  
19 (1) If the Registrar proposes any of the following, the Registrar shall serve notice of the proposal, together with written reasons, on the applicant:

  1. A refusal to issue, or a suspension or revocation of, a licence under subsection 14 (2).
  2. A refusal to issue, or a suspension or revocation of, a certificate of authorization under subsection 15 (8).
  3. A refusal to issue, or a suspension or revocation of, a temporary licence, provisional licence or limited licence under subsection 18 (2).
- Because of how sections 14(2), 15(8) and 18(2) are worded, it is possible to interpret subsection 19(1) as not requiring the Registrar to issue Notices of Proposal to refuse in circumstances not involving past conduct and/or not referring to a licence or a certificate that has already been issued.
- Legal staff have recommended the removal of all references to other subsections in the body of subsection 19(1). This would keep the legislative provision broad and would in effect require the Registrar to issue a Notice of Proposal to refuse for all licence types and the Certificate of Authorization, as applicable. This solution, as well as others, will be considered when drafting proposed policy direction related to subsection 19(1).

## 3. Next Steps (if motion approved)

- If the motion is approved, the Act Change Protocol will be used to begin the process of drafting proposed policy direction for Council's consideration. This process will include an inter-jurisdictional scan, stakeholder consultation, and further legal analysis, as required.

## 4. Policy or Program contribution to the Strategic Plan

- This initiative relates to the 2018-2020 Strategic Plan "Protecting the Public Interest" Focus Area: "PEO will focus its resources on regulatory functions that help protect the public interest. We will strive for excellence by rigorously and objectively reviewing the effectiveness and efficiency of all our regulatory instruments and operations in the public interest."
- It will also contribute to PEO's strategic goal of "Augmenting the license holder experience": "PEO will address any perceived barriers and friction points between itself and its applicants and licence holders, and build "customer satisfaction" into all its regulatory processes and initiatives.

**5. Financial Impact on PEO Budgets (for five years)**

	Operating	Capital	Explanation
Current to Year End	\$0	\$0	No additional resources or staff time will be required for this project.
2 <sup>nd</sup>	\$0	\$0	
3 <sup>rd</sup>	\$0	\$0	
4 <sup>th</sup>	\$0	\$0	
5 <sup>th</sup>	\$0	\$0	

**6. Peer Review & Process Followed**

<b>Process Followed</b>	<ul style="list-style-type: none"> <li>At their meeting on September 27<sup>th</sup>, 2019 the Legislation Committee discussed a memo that had been sent, Associate Counsel, Regulatory Compliance to the CEO/Registrar detailing changes to subsection 19(1) to the Act that inadvertently removed the requirement for the Registrar to issue a Notice of Proposal to applicants who are refused licences in some circumstances. The Legislation Committee asked staff to investigate and staff presented a draft briefing note for Council to the Legislation Committee at their October 25, 2019 meeting.</li> </ul>
<b>Council Identified Review</b>	<ul style="list-style-type: none"> <li>Council has not directed any review.</li> </ul>
<b>Actual Motion Review</b>	<ul style="list-style-type: none"> <li>The motion, along with this briefing note, was reviewed, revised, and approved by the Legislation Committee at its October 25, 2019 meeting.</li> </ul>

**7. Appendices**

- A. Amendments to Notice of Proposal Provisions in subsection 19(1) of the *Professional Engineers Act*



**Date:** August 2, 2019  
**Subject:** Amendments to Notice of Proposal Provisions in subsection 19(1) of the *Professional Engineers Act*  
**From:** Nick Hambleton, Associate Counsel, Regulatory Compliance  
**To:** Johnny Zuccon, P.Eng., Registrar  
**Copy:** Leah Price, Counsel  
Linda Latham, Deputy Registrar, Regulatory Compliance

**Issue(s) / Question(s):**

While preparing a Notice of Proposal for Ms. Parastou Soltaninia (File No.: 100218063), we reviewed subsection 19(1) of the *Professional Engineers Act* (“Act”). We found that the December 14, 2017 amendments inadvertently removed the requirement that the Registrar issue Notices of Proposal to applicants who are refused licensure because they do not meet the requirements under subsections 14(1), 15(1) and 18(1) of the *Act*.

**Answer(s) / Summary of Advice:**

We recommend that Professional Engineers Ontario seek corrections to reinstate the Notice of Proposal requirements in connection with subsections 14(1), 15(1), and 18(1). In the interim, the Registrar should continue to issue Notices of Proposal to all affected applicants.

**Analysis:**

Before the amendments received Royal Assent on December 14, 2017, subsection 19(1) was a general provision which applied throughout the *Act* where the Registrar refused to issue a licence, temporary licence, a provisional licence, a limited licence or a certificate of authorization. Subsection 19(1) historically read as follows:

**Notice of proposal to revoke or refuse to renew**

**19 (1)** Where the Registrar proposes,

(a) to refuse to issue a licence; or

(b) to refuse to issue, to suspend or to revoke a temporary licence, a provisional licence, a limited licence or a certificate of authorization,

the Registrar shall serve notice of the proposal, together with written reasons therefor, on the applicant.

When the Ministry of the Attorney General began the drafting process, the primary objective was to give the

Registrar authority to issue a Notice of Proposal to suspend or revoke a licence, where warranted by past conduct.<sup>1</sup> The drafter effected this change by amending subsections 14(2) and 19(1). However, the amendment to subsection 19(1) inadvertently removed the requirement to issue Notices of Proposal for normal course refusals.

The new subsection reads:

**Notice of proposal to not issue or to revoke, suspend**

**19** (1) If the Registrar proposes any of the following, the Registrar shall serve notice of the proposal, together with written reasons, on the applicant:

1. A refusal to issue, or a suspension or revocation of, a licence under subsection 14 (2).
2. A refusal to issue, or a suspension or revocation of, a certificate of authorization under subsection 15 (8).
3. A refusal to issue, or a suspension or revocation of, a temporary licence, provisional licence or limited licence under subsection 18 (2).

The amended subsection 19(1) references only subsections 14(2), 15(8), and 18(2). These subsections address “past conduct,” but *not* the “requirements and qualifications” for licensure. There is therefore no longer a statutory requirement, nor any statutory power, to issue a Notice of Proposal when applicants are refused licensure because they do not meet the “requirements and qualifications” for licensure under subsections 14(1), 15(1) and 18(1). As a consequence, affected applicants may no longer be entitled by statute to a hearing before the Registration Committee.

To achieve the intended outcome, we propose that the following *Act* references in subsection 19(1) be removed:

**Notice of proposal to not issue or to revoke, suspend**

**19** (1) If the Registrar proposes any of the following, the Registrar shall serve notice of the proposal, together with written reasons, on the applicant:

1. A refusal to issue, or a suspension or revocation of, a licence ~~under subsection 14 (2)~~.
2. A refusal to issue, or a suspension or revocation of, a certificate of authorization ~~under subsection 15 (8)~~.
3. A refusal to issue, or a suspension or revocation of, a temporary licence, provisional licence or limited licence ~~under subsection 18 (2)~~.

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<sup>1</sup> See item number 5, “Chart of PEA Amendments”, sent by Sheryl Cornish, Counsel, Ministry of the Attorney General, on February 7, 2017.

This level of generality would be consistent with the statutory language that was in force before the December 14, 2017 amendments. In the interim, we recommend that the Registrar continue to issue Notices of Proposal to all affected applicants. It would in our view be unfair to deprive applicants of a right to a hearing because of a drafting error.



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## Proposed Amendments to the *Professional Engineers Act* re Elliot Lake Inquiry

Amendment	Instruction/Description
<b>1. Establish a continuing professional development program</b>	<p>Amend paragraph 27 of s.7(1) to provide regulation-making authority for a mandatory continuing professional development program that would apply to holders of a licence, limited licence and temporary licence.</p> <p>PEO would like the power to enforce the CPD requirement by suspending a licence. Please add a provision to s.18 to allow the Registrar to suspend a license, limited licence or temporary license if the licence holder has failed to comply with the CPD requirement. (Similar to s.49 of the <i>Law Society Act</i>)</p>
<b>2. Require that certain disciplinary information be included in the register</b>	<p>Amend s.21 to expand the list of information to be included in the register by adding the following:</p> <ul style="list-style-type: none"><li>• Date of any discipline hearing</li><li>• Date of a decision of the Discipline Committee, its findings of professional misconduct or incompetence, the penalty imposed and a link to the decision and reasons.</li></ul> <p>Amend s.21 to require that the information in the register be made available on the PEO website.</p>
<b>3. Provide that by-laws must be confirmed by a majority of members who vote.</b>	<p>Amend s.8(3) by allow by-laws to be confirmed by a majority of members who vote rather than a majority of members.</p> <p>Note: We will proclaim the repeal of para 25 of s.7(1) and the amendment to para 16 of s.8(1) once this amendment receives Royal Assent.</p>
<b>4. Allow limited licence holders to design certain buildings within their scope of practice.</b>	<p>Amend s.12(6) and (7) to add "holder of a limited licence" beside the words "professional engineer"</p>
<b>5. Provide the Registrar with the authority to issue a notice of proposal to suspend a licence, where warranted by past</b>	<p>Amend s.18(2) to add "licence". PEO has requested that the Registrar be provided with the authority to suspend a "licence", in addition to the other types of licence holders set out in this provision.</p>

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<b>conduct, subject to a hearing by the Registration Committee.</b>	
<b>6. Allow members of the public to obtain copies of disciplinary hearing materials</b>	Amend s.30(5) to allow members of the public to obtain copies of discipline hearing evidence, exhibits and transcripts at their own expense unless the Discipline Committee excludes the public under s.30(4.1).
<b>7. Allow the Registrar to release information about licensed engineers to the appropriate regulatory authorities.</b>	Amend s.38 to allow the Registrar to release information obtained by an authorized person in the course of their duties, examination, review or investigation pertaining to a holder of a licence, limited licence or temporary licence to other regulatory authorities for investigation.
<b>8. Remove the requirement for elected members of Council to sit on Discipline Committee hearing panels.</b>	Amend s.27(5)(a) to remove the reference to paragraph 1.
<b>9. Provide PEO with continuing jurisdiction over suspended or revoked members.</b>	<p>Add a new subsection to s.5 of the Act.</p> <p>Suggested wording:</p> <p>5.1(1) For greater certainty, a person whose licence or certificate of authorization is suspended continues to be a member or holder during the period of the suspension.</p> <p>(2) A person who has resigned, or whose licence or certificate of authorization has been cancelled or revoked, is not a member or holder, but the person continues to be subject to the jurisdiction of the Association for professional misconduct or incompetence referable to any time during which the person was a member or holder.</p>

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## **POLICY DECISION – EIT Fee Remission**

**Purpose:** To seek Council direction on rescinding its Fee Remission policy for Engineering Interns

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

**That Council rescinds its April 16, 2009 motion to apply the Fee Remission Policy to Engineering Interns**

[*Wainberg's Society Rules, Rules 25.2, 25.3*]

**Prepared by:** Jordan Max, Manager, Policy, Tribunals & Regulatory Affairs Department

**Moved by:** Lisa MacCumber, P.Eng., Chair, Legislation Committee

### **1. Need for PEO Action**

- To implement Council's decisions from the November 2018 and March 2019 Council meetings to increase all fees by 20 percent, the Legislation Committee has brought forward changes to By-Law No. 1, including for transparency reasons, currently charged fees that were not previously recorded in By-Law No. 1. The last round of changes to By-Law No. 1 was approved by Council in September 2019. At that time, the Committee identified two outstanding items that needed further Council policy direction; the EIT Fee Remission and the fee for academic courses taken in lieu of the first assigned technical examination. At that meeting, Council passed the following motions:
  - 5. That Council agrees to reconsider PEO's EIT Fee Remission policy at the November Council Meeting**
- Based on the recommendation of the Finance Committee, the Legislation Committee is asking Council to rescind the April 2009 Council motion extending the remission policy to EITs. This decision would not affect the status of the EIT Program, but only the Fee Remission option.
- For licence holders and limited licence holders, Fee Remission, as authorized in section 41.1 of Regulation 941 precludes practicing professional engineering due to one of five conditions (ill health, unemployment, family leave, education leave, or retirement), and a written undertaking to the Registrar is required.
- In April 2009, PEO Council had passed a motion to apply the same Fee Remission policy rules for Licence and Limited Licence holders to Engineering Interns (EITs)(see Appendix A) that covered reasons other than retirement, and this policy was implemented without being included in either Regulation 941 or By-Law No. 1. Thirty-seven EITs (out of almost 15,000 EITs, or 0.2%) currently request and receive fee remission, compared to 17% of Licence and Limited Licence holders. The Fee Remission Policy reduces the EIT member's annual fee from \$90 plus HST to \$25 plus HST (rates as of May 1, 2019).
- As part of its work to update all regulatory fees into By-Law No. 1, the Legislation Committee received legal analysis that the EIT fee remission could not stand by itself in a by-law since the

requirement for fee remission for EITs is not authorized by the Regulation. Any conditions or restrictions (such as counting work experience time or Chapter involvement) would have to be specified in the Regulation and would require further policy work.

- Although the numbers of EITs receiving Fee Remission are small (37 out of 15,000) there is a chance that ending fee remission for EITs could result in membership non-renewals. Some Chapter executive positions are held by EITs, and if these EITs are unable to pay the membership fees and are denied Chapter membership, these executive positions would be left vacant.
- Following the September 2019 Council meeting, staff sought input on this policy from the Finance Committee, as the Legislation Committee is not a policy committee. At its October 16, 2019 meeting, the Finance Committee reviewed this issue and recommended that the EIT Fee Remission be discontinued due to low volume and for being an exception for a voluntary program which results in additional administration.

**2. Proposed Action / Recommendation**

- The Committee recommends that Council rescind its prior motion providing fee remission to Engineering Interns (EITs).

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

- PEO will cease to provide EITs with fee remission. IT systems, Finance, Licensing & Registration, and Communications would implement the changes.

**4. Policy or Program contribution to the Strategic Plan**

- This initiative will impact 2018-2020 Strategic Plan “Protecting the Public Interest” Focus Area: “PEO will focus its resources on regulatory functions that help protect the public interest. We will strive for excellence by rigorously and objectively reviewing the effectiveness and efficiency of all our regulatory instruments and operations in the public interest.”

**5. Financial Impact on PEO Budgets (for five years)**

	Operating	Capital	Explanation
Current to Year End	\$2,500	\$0	\$2,500 less revenue from the EIT program, assuming that EITs who cannot afford the annual fee will drop out of the program instead of getting a fee reduction
2 <sup>nd</sup>	\$0	\$0	
3 <sup>rd</sup>	\$0	\$0	
4 <sup>th</sup>	\$0	\$0	
5 <sup>th</sup>	\$0	\$0	

**6. Peer Review & Process Followed**

<b>Process Followed</b>	<ul style="list-style-type: none"> <li>• At the 345<sup>th</sup> Council meeting on June 19, 1992, Council passed the following motions:  <b>Fee Remission Policy: Motion carried to adopt the policy on remission of fees for retired members and for members on parental leave as follows:</b>  <b>Retired members:</b>  <b>1. Two thirds of the annual fee of a member who has retired from all gainful employment and therefore from the practice of engineering is to be remitted if the age of the member plus years of registration as a</b> </li> </ul>
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Professional Engineer in Canada equals or exceeds 70 years and who so certifies by completing a Certificate of Retirement.

2. This policy change is effective from July 1, 1992.

**Parental Leave:**

The Association will, upon receipt of a Certificate from the member confirming they have taken and continue to be on parental leave and are not and do not expect to be paid for employment during the annual fee year, remit two thirds of the annual fee payable in that year.

The Certificate must accompany the notice of fee dues and payment of the reduced fee amount must be submitted annually in each year of the remission. The fee remission will be effective from the date upon which the annual fee becomes due next following the date the member commenced their Parental Leave.

A member may claim the reduced fee for parental leave for not more than six years in total.

- At the 418<sup>th</sup> Council meeting on September 20, 2003, Council passed the following motions:

**Motion carried that Council approve the Reduced Membership Fees Policy.**

**Policy Statement:** PEO recognizes that its individual members may experience special needs and circumstances relating to social, economic and personal matters during their memberships. Under special needs circumstance, members may continue their association with PEO at a reduced fee if they will temporarily not be practicing engineering for more than 3 months.

- At the 455<sup>th</sup> Council meeting on April 16, 2009, Council passed the following motion with a simple majority:

**That Council amend its Fee Remission Policy to include engineering interns.**

- At the February 8, 2019 Council meeting, Council passed the following motions:  
**That Council repeals section 59 of By-Law No. 1; this amendment is effective immediately when passed without confirmation by the members.**

**That Council approves the policy intent to equally increase all PEO fees in By-Law No. 1 to catch up with inflation since 2004 that were not increased by Council at its November 16, 2018 meeting, as listed in Appendix B, using section 8(2) of the Act and effective immediately;**

- At the March 2019 Council Meeting, Council approved increasing all fees listed in Section 39 of By-Law No 1 by approximately 20% to the nearest \$5, effective May 1, 2019. Additionally, at that time, two fees that were collected by Professional Engineers Ontario but not listed in By-Law No. 1 at the time were added to the by-law with a 20% increase – the fee for requesting a remarking of an exam and the fee for requesting an examination outside of Canada. The following motions were passed:

**That Council includes in By-Law No. 1 fees currently collected for requesting remarking of examinations and for examinations held outside of Canada.**

**That article 39 of By-Law No. 1 be repealed and replaced with Appendix A. It is understood that, under the wording of article 39(1), the fees in place as of March 21, 2019 will continue to be payable until May 1, 2019.**

- In preparing to implement the May 1, 2019 Fee increases, staff reviewed and updated all its existing fees by approximately 20 percent. During the update, staff identified another eight fees that PEO currently collects but which were not previously listed in either the Regulation (prior to 2018) or By-Law No. 1. These fees were presented to the Legislation Committee, who sent a Briefing Note to Council moved by L. MacCumber asking for those fees to be added to By-Law No. 1.
- At the June 21, 2019 Council meeting, Council passed the following motions:  
**That Council approves the policy intent to include in By-Law No. 1 the fees currently collected for:**
  - (a) EIT Fee Remission;
  - (b) Self-inking Seal, replacement;
  - (c) Licence Certificate Replacement;
  - (d) Temporary Licence Fee – new Ontario P. Eng. Collaborator;
  - (e) Academic Course taken in lieu of first technical examination;
  - (f) Engineering Dimensions print subscription-In-Canada;
  - (g) Engineering Dimensions print subscription-outside of Canada;
  - (h) Engineering Dimensions print subscription-student rate;**at the May 1, 2019 rates, as listed in Appendix A, using section 8(2) of the Act and effective immediately.**
- At the September 20, 2019 Council meeting, Council passed the following motions:
  - 1. That the word “registrar” be replaced with “CEO/registrar” throughout By-Law No. 1 except where the phrase “deputy registrar” is used.**
  - 2. That section 39 of By-Law No. 1 be amended as follows:**
    - a) Section 39(1) is repealed and replaced with the attached revised wording in C-529-2.4, Appendix A.
    - b) Section 39(4.1) is inserted with the attached wording in C-529-2.4, Appendix A.
    - c) Section 39(10.1) is inserted with the attached wording in C-529-2.4, Appendix A.
    - d) Section 39(23)(b) is renumbered as section 39(23)(c) and a new section 39(23)(b) is inserted with the attached wording in C-529-2.4, Appendix A.
  - 3. That Council accepts the Legislation Committee’s recommendation to not include in By-Law No. 1 the annual fee for the print edition of *Engineering Dimensions*.**
  - 4. That the current \$500 fee applied for an academic course taken in lieu of the first assigned examination be referred to the Finance Committee for review.**
  - 5. That Council agrees to reconsider PEO’s EIT Fee Remission policy at the November Council Meeting**

	<ul style="list-style-type: none"> <li>The Legislation Committee's staff advisor presented the EIT Fee Remission Policy and Academic Course in Lieu of First Technical Examination to the Finance Committee on October 16, 2019. The Finance Committee's recommendation was to discontinue the EIT Fee Remission Policy.</li> </ul>
<b>Council Identified Review</b>	<ul style="list-style-type: none"> <li>Council has not directed any review.</li> </ul>
<b>Actual Motion Review</b>	<ul style="list-style-type: none"> <li>The motion, along with this briefing note, was reviewed, revised, and approved by the Legislation Committee at its October 25, 2019 meeting.</li> </ul>

7. Appendices:

- Appendix A-Briefing Note on EIT Fee Remission Policy from April 16, 2009 Council Meeting

# Briefing Note – Decision

C-530-3.10  
Appendix A

Originally presented as C-455-2.1

## **Agenda Item 2.1: FEE REMISSION POLICY FOR ENGINEER-IN-TRAINING (EIT)**

**Purpose:** To consider extending PEO's Fee Remission Policy to Engineering Interns.

**Problem:** EITs [Engineers-in-Training] have the same need for fee relief as P.Engs. However, PEO's Fee Remission Policy only applies to P.Engs.

**Motion(s) to consider: (requires simply majority of votes cast to carry)**

***That Council amend its Fee Remission Policy to include engineering interns.***

[*Secretarial Note:* No staff assistance was requested to prepare this briefing note. Consequently, and in keeping with the Council-approved Agenda Management Protocol, no policy review has been done.]

**Prepared by:** Brett Chmiel EIT

In January 2009, I have received a notice for payment of my annual EIT membership fees with the PEO. I observed that on the back of the fee statement, there is a notice about fee remissions for Professional Engineers who are unemployed. I have recently become unemployed and I inquired about any fee consideration that may exist for EITs. As I was seeking employment, I asked the CEO/Registrar for appreciate consideration with respect to the annual EIT fee.

I am very involved with the Mississauga Chapter and have been for the past two years. I did not want to suspend my membership as I would like to continue my work with the Mississauga Chapter and its activities. I greatly support the EIT program and I would gladly pay the membership amount upon re-employment however my situation in January required some prudence in financial planning.

At that time, I was very appreciative when the CEO/Registrar extended the 25% rule to me as an EIT.

On March 13, 2009, I was very pleased to inform the CEO/Registrar that I have found employment as an Optical-Mechanical Designer with L3 Wescam. I made a second payment so that my EIT membership fee for 2009 is now paid in full.

I am sure that EITs in general would appreciate any consideration with regard to the annual EIT fee while they are unemployed. If I am correct, as it stands now a fully licensed Engineer would pay an annual fee less than the E.I.T fee while they are unemployed. I could certainly vouch for importance of reducing ones expenses while they are unemployed. I am aware of other EITs who may soon be in a similar situation.

Thank you for the opportunity to submit this report.



# Briefing Note – Decision

## **POLICY DECISION – Fee for Academic Course in Lieu of First Technical Examination**

**Purpose:** To seek Council direction on cancelling the fee for an Academic Course in Lieu of a First Technical Examination.

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

**That Council cancels the current \$500 fee applied for an academic course taken in lieu of the first technical examination**

**Prepared by:** Jordan Max, Manager, Policy, Tribunals & Regulatory Affairs Department

**Moved by:** Lisa MacCumber, P.Eng., Chair, Legislation Committee

### **1. Need for PEO Action**

- To implement Council’s decisions from the November 2018 and March 2019 Council meetings to increase all fees by 20 percent, the Legislation Committee has brought forward changes to By-Law No. 1, including for transparency reasons, currently charged fees that were not previously recorded in By-Law No. 1. The last round of changes to By-Law No. 1 was approved by Council in September 2019. At that time, the Committee identified two outstanding items that needed further Council policy direction; the EIT Fee Remission and the fee for academic courses taken in lieu of the first assigned technical examination. At that meeting, Council passed the following motions:
  - **4. That the current \$500 fee applied for an academic course taken in lieu of the first assigned examination be referred to the Finance Committee for review.**
- Based on the recommendation of the Finance Committee, the Legislation Committee is asking Council to cancel the \$500 fee charged to applicants who are pre-approved by the Academic Requirements Committee (ARC) to take an academic course at their own cost in lieu of the first technical examination assigned by the ARC. This decision would not affect the ARC’s work in pre-approving courses in lieu of its assigned exams, only the PEO administrative fee charged to the applicant.
- PEO began offering the option for applicants who had been assigned technical exams to take courses in lieu of exams sometime in the 1970s. The ‘In Lieu’ fee charged to those applicants who are taking courses is meant to replace the initial ‘exam file’ fee that is charged to those applicants who take technical exams. When an applicant takes their first technical exam, they are charged a fee of \$700, which is a combination of the exam file fee and the fee for the exam itself. As applicants who are taking courses are not taking the exam, they are charged the \$500 file fee on its own. Thus, the fee only applies to a course taken in place of the first technical exam, as any applicant who had taken a course after taking an exam would have already paid the \$500 file fee. In a given year, less than 20 of the approximately 1,400 applicants (1.4%) who are assigned technical exams request taking an academic course in lieu of that exam. In the last year 12 applicants applied to complete a course instead of taking an exam, and 10 were approved.
- Following the September 2019 Council meeting, staff sought input on this policy from the Finance

Committee, as the Legislation Committee is not a policy committee. At its October 16, 2019 meeting, the Finance Committee reviewed this issue and recommended that the fee for an academic course taken in lieu of the first assigned technical examination be eliminated due to low volume and possible unfairness concerns for applicants, who are being charged an administrative fee by PEO to not take its exam in addition to the cost of the university academic course itself.

**2. Proposed Action / Recommendation**

- The Committee recommends that the current \$500 fee for an academic course taken in lieu of the first technical examination be cancelled.

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

- PEO will stop charging the \$500 fee in lieu of the first technical examination. IT systems, Finance, Licensing & Registration, and Communications would implement the changes. The Academic Requirements Committee would continue to make decisions on whether to pre-approve academic courses in lieu of assigned technical exams.

**4. Policy or Program contribution to the Strategic Plan**

- This initiative will impact the 2018-2020 Strategic Plan “Protecting the Public Interest” Focus Area: “PEO will focus its resources on regulatory functions that help protect the public interest. We will strive for excellence by rigorously and objectively reviewing the effectiveness and efficiency of all our regulatory instruments and operations in the public interest.”

**5. Financial Impact on PEO Budgets (for five years)**

	Operating	Capital	Explanation
Current to Year End	\$2,500	\$0	\$2,500 of foregone revenue from the \$500 Academic Course in Lieu fee
2 <sup>nd</sup>	\$0	\$0	
3 <sup>rd</sup>	\$0	\$0	
4 <sup>th</sup>	\$0	\$0	
5 <sup>th</sup>	\$0	\$0	

**6. Peer Review & Process Followed**

<b>Process Followed</b>	<ul style="list-style-type: none"> <li>• At the February 8, 2019 Council meeting, Council passed the following motions: <b>That Council repeals section 59 of By-Law No. 1; this amendment is effective immediately when passed without confirmation by the members.</b></li> <li>• <b>That Council approves the policy intent to equally increase all PEO fees in By-Law No. 1 to catch up with inflation since 2004 that were not increased by Council at its November 16, 2018 meeting, as listed in Appendix B, using section 8(2) of the Act and effective immediately;</b></li> <li>• At the March 2019 Council Meeting, Council approved increasing all fees listed in Section 39 of By-Law No 1 by approximately 20% to the nearest \$5, effective May 1, 2019. Additionally, at that time, two fees that were collected by Professional Engineers Ontario but not listed in By-Law No. 1 at the time were added to the by-law with a 20% increase – the fee for requesting a remarking of</li> </ul>
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an exam and the fee for requesting an examination outside of Canada. The following motions were passed:

**That Council includes in By-Law No. 1 fees currently collected for requesting remarking of examinations and for examinations held outside of Canada.**

**That article 39 of By-Law No. 1 be repealed and replaced with Appendix A. It is understood that, under the wording of article 39(1), the fees in place as of March 21, 2019 will continue to be payable until May 1, 2019.**

- In preparing to implement the May 1, 2019 Fee increases, staff reviewed and updated all its existing fees by approximately 20 percent. During the update, staff identified another eight fees that PEO currently collects but which were not previously listed in either the Regulation (prior to 2018) or By-Law No. 1. These fees were presented to the Legislation Committee, who sent a Briefing Note to Council moved by L. MacCumber asking for those fees to be added to By-Law No. 1.
- At the June 21, 2019 Council meeting, Council passed the following motions:  
**That Council approves the policy intent to include in By-Law No. 1 the fees currently collected for:**
  - (a) EIT Fee Remission;
  - (b) Self-inking Seal, replacement;
  - (c) Licence Certificate Replacement;
  - (d) Temporary Licence Fee – new Ontario P. Eng. Collaborator;
  - (e) Academic Course taken in lieu of first technical examination;
  - (f) Engineering Dimensions print subscription-In-Canada;
  - (g) Engineering Dimensions print subscription-outside of Canada;
  - (h) Engineering Dimensions print subscription-student rate;**at the May 1, 2019 rates, as listed in Appendix A, using section 8(2) of the Act and effective immediately.**
- At the September 20, 2019 Council meeting, Council passed the following motions:
  1. **That the word “registrar” be replaced with “CEO/registrar” throughout By-Law No. 1 except where the phrase “deputy registrar” is used.**
  2. **That section 39 of By-Law No. 1 be amended as follows:**
    - a) **Section 39(1) is repealed and replaced with the attached revised wording in C-529-2.4, Appendix A.**
    - b) **Section 39(4.1) is inserted with the attached wording in C-529-2.4, Appendix A.**
    - c) **Section 39(10.1) is inserted with the attached wording in C-529-2.4, Appendix A.**
    - d) **Section 39(23)(b) is renumbered as section 39(23)(c) and a new section 39(23)(b) is inserted with the attached wording in C-529-2.4, Appendix A.**
  3. **That Council accepts the Legislation Committee’s recommendation to not include in By-Law No. 1 the annual fee for the print edition of *Engineering Dimensions*.**

	<p><b>4. That the current \$500 fee applied for an academic course taken in lieu of the first assigned examination be referred to the Finance Committee for review.</b></p> <p><b>5. That Council agrees to reconsider PEO's EIT Fee Remission policy at the November Council Meeting</b></p> <ul style="list-style-type: none"> <li>The Legislation Committee's staff advisor presented the EIT Fee Remission Policy and Academic Course in Lieu of First Technical Examination to the Finance Committee on October 16, 2019. The Finance Committee's recommendation was to discontinue the \$500 fee for an Academic Course in Lieu of the First Technical Examination.</li> </ul>
<b>Council Identified Review</b>	<ul style="list-style-type: none"> <li>Council has not directed any review.</li> </ul>
<b>Actual Motion Review</b>	<ul style="list-style-type: none"> <li>The motion, along with this briefing note, was reviewed, revised, and approved by the Legislation Committee at its October 25, 2019 meeting.</li> </ul>

## **BORROWING RESOLUTION POLICY**

**Purpose:** To renew PEO's existing operating line of credit with Scotiabank until January 31, 2021.

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

That Council:

- a) approve the borrowing of money upon the credit of the association by way of:
  - i) an operating overdraft up to an amount not to exceed CAD\$250,000; and
  - ii) use of corporate credit cards with an aggregate limit not to exceed CAD\$120,000.
- b) in compliance with PEO's Internal Control Banking Policy, hereby confirms that this Borrowing Resolution is to expire on January 31, 2021.

**Prepared by:** Chetan Mehta, Director - Finance

**Moved by:** L. Cutler, P.Eng. – Vice-Chair, Finance Committee

### **1. Need for PEO Action**

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

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

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

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

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

These credit facilities expire on January 31, 2020, so this agenda item is being considered now. In order to renew the existing credit arrangement with the bank for another year, Council is asked to approve the borrowing resolution.

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

### **2. Proposed Action / Recommendation**

The Finance Committee recommends that Council:

- a) Approve the borrowing of money upon the credit of the association by way of:
  - 1) An operating overdraft up to an amount not to exceed CAD\$250,000; and
  - 2) Use of corporate credit cards with an aggregate limit not to exceed CAD\$120,000.
- b) In compliance with PEO's Internal Control Banking Policy, confirm that this Borrowing Resolution is renewed to expire on January 31, 2021.

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

If approved by Council, the President and the Registrar will sign the attached (Appendix A) Borrowing Resolution so that Scotiabank can renew the current credit facilities to January 31, 2021.

### 4. Peer Review & Process Followed

<b>Process Followed</b>	<ul style="list-style-type: none"><li>The borrowing resolution was developed by staff in 2005, after considering PEO's working capital requirements.</li></ul>
<b>Council Identified Review</b>	N/A
<b>Actual Motion Review</b>	<ul style="list-style-type: none"><li>The borrowing resolution was approved by the Finance Committee in a meeting held on October 16, 2019.</li></ul>

### 5. Appendices

- Appendix A – Borrowing Resolution

**ASSOCIATION OF PROFESSIONAL ENGINEERS OF ONTARIO (PEO)**

**BORROWING RESOLUTION**

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

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

**Resolution**

That Council:

- a) approve the borrowing of money upon the credit of the Association by way of:
  - i) establishing an operating overdraft up to an amount not to exceed CAD \$250,000;  
and
  - ii) obtaining corporate Visa credit cards with an aggregate limit not to exceed CAD\$120,000.
  
- b) confirm that this Borrowing Resolution expires on January 31, 2021.

Certified this 15<sup>th</sup> day of November, 2019 to be a true, and a complete copy of section 47 of By-Law No. 1 of the Association and of a resolution passed by Council.

Signed by \_\_\_\_\_

**Nancy Hill, P.Eng., LLB, FEC, FCAE, President**

Signed by \_\_\_\_\_

**Johnny Zuccon, P. Eng., CEO/Registrar**

## ONTARIO PROFESSIONAL ENGINEERS AWARDS – CHANGES TO THE NOMINATION PROCEDURES

**Purpose:** To approve changes to the Ontario Professional Engineers Awards (OPEA) nomination procedures

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

**That Council approve the Awards Committee recommendation that, for all individual OPEA categories, it would be sufficient that a nomination is supported by one P.Eng. nominator who would have to provide a letter of support along with two additional letters of support from other P.Engs.**

**Prepared by:** Rob Dmochewicz, MPR, Recognition Coordinator (AWC Staff Support)

**Moved by:** Warren Turnbull, P.Eng., FEC

### 1. Need for PEO Action

PEO received an e-mail from a PEO member raising a concern of number of nominators required for an OPEA nomination, especially in the category of an Engineering Medal – Young Engineer Award. Currently, five nominators are required for all OPEA nominations (Appendix A). This requirement could favour engineers working for larger engineering companies where it would be easier to identify 5 nominators familiar with the candidate's work. Following a discussion at the Awards Committee (AWC) meeting, PEO staff was directed to investigate and summarize for the AWC the award nomination requirements at other provincial engineering associations and other professions in Ontario (Appendix B).

The investigation identified that the professional organizations researched require a minimum of between one to three nominators and varying numbers of letters of support.

To improve and streamline the OPEA nomination process, to broaden the nomination pool of deserving candidates and to reduce the effort required by the nominators to prepare a nomination package, The Awards Committee recommends that, for all individual categories of the OPEA, only one P.Eng. nominator be required and a minimum of two P.Eng. referees, and that all of them would have to provide letters of support. At this time, the nomination requirements for the Award for Engineering Project or Achievement shall remain the same.

Since the OPEA Program is jointly administered by PEO and the Ontario Society of Professional Engineers (OSPE), these changes to the OPEA nomination procedures must be approved by both PEO Council and OSPE Board of Directors.

### 2. Proposed Action / Recommendation

That Council approve changes to the OPEA nomination procedures.

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

If the changes to the OPEA nomination procedures are approved by Council, a similar Briefing Note would be submitted to the OSPE Board. After that, the new nomination procedures will be implemented by PEO staff, starting with nominations for the 2021 OPEA (after February 26, 2020).



**4. Policy or Program contribution to the Strategic Plan**

The proposed changes are related to the following 2018-2020 Strategic Plan Objective: #6 – Augment the applicant and licence holder experience.

**5. Financial Impact on PEO Budgets (for five years)**

There is no direct financial impact on PEO budget.

	Operating	Capital	Explanation
Current to Year End	\$	\$	Funded from Surplus Fund (Council discretionary funds)
2 <sup>nd</sup>	\$	\$	
3 <sup>rd</sup>	\$	\$	
4 <sup>th</sup>	\$	\$	
5 <sup>th</sup>	\$	\$	

If program is not designated as ending in less than five years (such as creating a Task Force), subsequent years will be assumed to be similar to the fifth year of funding.

**6. Peer Review & Process Followed**

<p><b>Process Followed</b></p>	<p><b>Outline the Policy Development Process followed.</b></p> <ul style="list-style-type: none"> <li>On December 18, 2018, PEO received an e-mail from PEO member identifying a bias in the structure of OPEA, especially in the category of an Engineering Medal – Young Engineer Award. Staff has brought it to the attention of the AWC.</li> <li>AWC discussed the e-mail from PEO member at their meeting on January 11, 2019. Rob Dmochewicz, AWC Staff Support, was tasked with checking nomination requirements for award programs at other provincial engineering associations and other professions (architects, doctors, lawyers, and accountants) in Ontario.</li> <li>The results of the research on award programs’ nomination requirements were discussed by AWC at their annual Strategic Session on June 7, 2019. After discussion, the committee agreed that, for all OPEA individual categories (except the Award for Engineering Project or Achievement), it would be sufficient that a nomination is supported by one P.Eng. nominator who would have to provide a letter of support along with two additional letters of support from other P.Engs. More letters could be included as well, as long as a nomination package does not exceed the limit of 20 pages.</li> <li>A new draft OPEA Nomination Form has been developed by PEO staff.</li> </ul>
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**7. Appendices**

- Appendix A – Current OPEA Nomination Procedures
- Appendix B – Award Programs’ Nomination Requirements – Engineering and other professions

## ONTARIO PROFESSIONAL ENGINEERS AWARDS NOMINATION PROCEDURES

### GENERAL ELIGIBILITY

All P.Eng. members of Professional Engineers Ontario (PEO) in good standing who have demonstrated achievements significantly above the normally high standards of the profession, with the exception of members serving on PEO Council, the Board of Directors of the Ontario Society of Professional Engineers (OSPE) and the Awards Committee, are eligible to receive an Ontario Professional Engineers Award.

Members who have left their positions on Council, the OSPE Board, Awards Committee members and staff members who have retired or resigned from PEO or OSPE's employ should not be considered for an award until at least six months has elapsed from the date of their departure.

### NOMINATION PROCEDURES

Nominations may be made by any member of Professional Engineers Ontario (PEO). The nominee must not be aware of the nomination and self-nomination is not allowed. All nominations must be submitted on the official form in chosen award category, which should be complete in all details.

The following steps may be helpful in preparing a nomination.

1. Choose the appropriate category of award. Read carefully the terms of reference and categories for each award in this brochure and select your target award. This will largely dictate the kind of information you must gather to support your nomination. If you have questions, contact PEO's Awards Secretariat.
2. Recruit your nominating team. **Each nomination must be signed by five nominators. At least three must be PEO members, and at least two should be people directly affiliated with the area in which the nomination is being made.**

Select nominators who, by virtue of their position and knowledge of the candidate, are likely prospects for your team. Each member of your nominating team should be prepared to assist in gathering information to support the nomination.

3. Research your support data. Remember that the Awards Committee will base its decision primarily on the material you supply. Your support information must give a clear picture of your candidate's achievements and indicate the reasons for the nomination.
4. Prepare a thorough nomination, but please note that **nomination packages must not exceed 20 pages in total, exclusive of the nomination form**. Any pages beyond the nomination form that exceed 20 pages will not be reviewed or considered in the evaluation process. It is important that your nominee's worthiness for an award category be highlighted within the maximum 20 pages of the nomination package.

Nomination forms **must** include detailed supporting evidence of the candidate's eligibility for the award, including references to the nominee's character and ethical standards, and factual information appropriate to the award. Include a complete outline of your candidate's career that addresses the **three selection criteria** (sections I – III) that apply to each association award. In summarizing your candidate's career (section IV), be sure to illustrate the achievements that elevate it above the career of any other engineer.

Supporting evidence must also include **personal statements from the five nominators**, explaining why the nominee deserves an award. **The most important single item in your package, nominators' statements, should be based on personal knowledge and include supporting details.** Each letter should emphasize different aspects of the nominee's achievements and impact to the engineering profession.

Nomination package should also include a **concise copy of the nominee's resume/CV** of no more than three pages.

Nomination packages may also include:

- testimonials - letters of support from associates of your nominee, who are in a position to be aware of the nominee's credentials. Testimonials from non-engineers may be submitted, if appropriate;
- clippings - newspaper or journal accounts that illustrate your candidate's achievements; and

- photographs - which are particularly useful in illustrating a nominee's projects or work for technical awards.

Keep your target award in mind when preparing your nomination. If it is a technical award, ensure that all nominators' statements and data support this aspect of your nominee's career. Nominations need not contain proprietary information. If your target is the Citizenship Award, establish your nominee's engineering credentials, but also submit evidence of outstanding activities in the area of service to society and the community.

Evaluating nominations is a competitive and rigorous process. The Awards Committee will be applying the selection criteria and weighting outlined for the appropriate award category in their evaluation of each nominee. Nomination packages that omit or under-represent the appropriate award category's selection criteria and weighting may lower a nominee's rating relative to other worthy nominees in the same category. For instance, Gold Medal nomination packages that emphasize work-related achievements and service to the profession but omit service to society and the community may seriously limit the nominee's chances of being selected.

Submit your completed, maximum 20-page (excluding nomination form) nomination package. **The closing date for nominations is 4:00 p.m. Eastern Standard Time on the last Wednesday of February.** Nominations submitted after the closing date will not be considered for that year's awards program, but may be resubmitted with or without changes before the deadline for the following year's awards program. To increase your chances of success, nominators are encouraged to update the package. Once you are satisfied that your nomination package is complete, forward it to:

**The Awards Committee**

Professional Engineers Ontario  
40 Sheppard Avenue West, Suite 101  
Toronto, ON M2N 6K9  
Tel: (416) 224-1100 or 1 (800) 339-3716

December 2017

## AWARD PROGRAMS – NOMINATION REQUIREMENTS

### I. ENGINEERING ASSOCIATIONS IN CANADA

ASSOCIATION	NOMINATION REQUIREMENTS
EC - Engineers Canada	<ul style="list-style-type: none"> <li>• 1 nominator, 2 letters of support</li> <li>• Self-nominations accepted</li> </ul>
EGM - Engineers & Geoscientists Manitoba	<ul style="list-style-type: none"> <li>• 1 nominator</li> </ul>
APEGS – Association of Professional Engineers & Geoscientists of Saskatchewan	<ul style="list-style-type: none"> <li>• 1 nominator</li> <li>• Additional references can be provided</li> </ul>
APEGA - Association of Professional Engineers and Geoscientists of Alberta	<ul style="list-style-type: none"> <li>• 1 nominator</li> <li>• Additional references can be provided</li> </ul>
EGBC - Engineers & Geoscientists of British Columbia	<ul style="list-style-type: none"> <li>• 1 nominator</li> <li>• 1 to 4 letters of support</li> </ul>
EGNB – Engineers & Geoscientists of New Brunswick	<ul style="list-style-type: none"> <li>• 1 nominator</li> </ul>
Engineers PEI	<ul style="list-style-type: none"> <li>• 1 nominator</li> </ul>
PEGNL – Professional Engineers & Geoscientists of Newfoundland & Labrador	<ul style="list-style-type: none"> <li>• 1 nominator</li> <li>• Awards Committee may also select nominees independently</li> </ul>
NAPEG - Northwest Territories and Nunavut Association of Professional Engineers and Geoscientists	<ul style="list-style-type: none"> <li>• 1 nominator</li> </ul>
Engineers Yukon	<ul style="list-style-type: none"> <li>• 1 nominator</li> </ul>
Engineering Institute of Canada	<ul style="list-style-type: none"> <li>• 1 nominator + 3 supporters</li> <li>• 2-3 letters of support</li> </ul>
Canadian Society of Mechanical Engineers	<ul style="list-style-type: none"> <li>• 1 nominator</li> <li>• 2 letters of support</li> </ul>

## II. OTHER PROFESSIONS IN ONTARIO

PROFESSION	NOMINATION REQUIREMENTS
ARCHITECTS	<p>OAA – ONTARIO ASSOCIATION OF ARCHITECTS</p> <ul style="list-style-type: none"> <li>• Service Awards – G. Randy Roberts Service Award &amp; Honour Roll</li> <li>• <b>2 nominators</b> (nominator &amp; seconder)</li> <li>• 2 letters of recommendation— submitted by nominator &amp; seconder— both must be OAA members</li> </ul>
DOCTORS	<p>THE COLLEGE OF PHYSICIANS AND SURGEONS OF ONTARIO</p> <ul style="list-style-type: none"> <li>• The Council Award</li> <li>• The criteria for selecting a physician for the Council Award is based on the eight “physician roles” identified by Educating Future Physicians of Ontario</li> <li>• <b>2 nominators</b> (nominator &amp; seconder)</li> <li>• The nominator may include concisely presented pertinent supporting materials (letters, reports, testimonials, press clippings, etc.)</li> <li>• The seconder should provide a seconder’s statement, their own written testimonial about the nominee and his or her accomplishments, again using the eight physician roles</li> </ul> <p>OMA – ONTARIO MEDICAL ASSOCIATION</p> <ul style="list-style-type: none"> <li>• Founded in 1921, the OMA Awards Program recognizes the work of physicians, residents and medical students in Ontario</li> <li>• <b>Up to 6 nominators</b> (usually around 3)</li> <li>• Letters in support may also be submitted</li> </ul>
LAWYERS	<p>LSO - LAW SOCIETY OF ONTARIO</p> <ul style="list-style-type: none"> <li>• Various medals, awards and honours</li> <li>• <b>1 nominator</b></li> <li>• Letters of support from other members of the Law Society or the public supporting the nomination (5 to 10 letters recommended)</li> </ul>
ACCOUNTANTS	<p>CPA ONTARIO - THE CHARTERED PROFESSIONAL ACCOUNTANTS OF ONTARIO</p> <ul style="list-style-type: none"> <li>• Emerging Leader Award</li> <li>• <b>1 nominator</b> who must have known the nominee for a minimum of two years</li> </ul>

## **COUNCIL ACTION LOG**

**Purpose:** To provide Council with the Council Action Log.

**No motion required**

**Prepared by:** Jeannette Chau, Manager, Government Liaison Programs

### **1. Status Update**

In June 2018, Council tasked staff with developing a Council Action Log. The log is designed to capture Action Items as well as identify the Lead Responsibility and the Status.

The purpose of the Action Log is to capture action items from Council meetings and provide Council with updates on steps taken on each issue.

In October 2019, the Log was separated into Open Actions and Completed Actions.

### **2. Appendices**

Appendix A – Council Action Log – Open Actions

Appendix B – Council Action Log – Completed Actions

## Council Action Log – Open Actions

C-530-3.14  
Appendix A

#	Date	Action Item	Description	Lead Responsibility for Follow-up	Status
8	June 22, 2018 (Council)	4.4 HRC Update	Does HRC feel there is a process in place if the Registrar is displaced?	HRC	Ongoing
16	Nov 16, 2018 (Council)	2.3 2019 Operating Budget	Refer to “2019 Draft Budget – revised figures” for list of suspension or elimination of some events and committees, fee increases, and credit card convenience fee.  Remaining items’ budgets (identified cost savings) to be reduced by 10%.	Finance - Chetan	In progress – Implementation plan being developed by SMT, budgeting system requires adjustments to reflect budget changes approved by Council.
22	February 8, 2019 (Council)	2.1 Governance and Regulatory Focus for PEO	<b><u>AG Status Update</u></b> Registrar to prepare fact-based status update on 2.1 to AG and to respond to inaccurate information on social media.	David Smith	
24	February 8, 2019 (Council)	4.2 Office of the Fairness Commissioner	<b><u>1. Revised Internal Review Process</u></b> Revise process to offer applicants the choice to provide more information before the same person or be entitled to a reconsideration before a different person if there is no new information.	Bernie Ennis	Ongoing
			<b><u>2. Draft Policy on Eliminating Registration Process Bias</u></b> Submit Policy to OFC with examples A-D, discuss examples E-N at March Council	Registrar Jordan/Bernie/ Dan	Completed
			<b><u>3. PPE Exam</u></b> Registrar to share external consultant’s opinion of PPE Exam with Council.	Registrar	Completed

#	Date	Action Item	Description	Lead Responsibility for Follow-up	Status
28A	February 8, 2019 (Council)	5.3 Councillor Items	<b><u>1. Wainberg's Rules of Order</u></b> Secretariat to prepare summary of motions for Councillors.	Corporate Services - Ralph Martin	Completed
			<b><u>2. Enhanced Recognition Program</u></b> Investigate criteria to recognized significant deceased contributors to the profession.	Policy Group - Jordan Max	Ongoing
			<b><u>3. Annual Budget Cycle</u></b> Investigate a multi-year budget cycle aligned to strategic plan	Finance – Chetan Mehta	
			<b><u>4. Chapter Figures</u></b> Audit Committee to review Chapter financial figures to ensure annual reconciliation.	Finance – Chetan Mehta	Completed
			<b><u>5. Council Access to Sharepoint</u></b> President Brown to work with staff to establish clear objective in providing Councillor access to information on Sharepoint.	President Brown	Completed
28B	June 20, 2019 (Council)	5.1 Council Action Log	<b><u>6. File Policy</u></b> Create a policy of specific items Council has access to in SharePoint.	IT - Michelle	In Progress. A review of PEO ACT and Bylaws is being undertaken.
30	March 22, 2019 (Council)	2.3 Expense Reimbursement Policy	Referred to FIC for a revised draft, circulate to peer groups, and resubmit in November for approval.	Finance – Chetan Mehta	In progress. Expected for March Council.
31	March 22, 2019 (Council)	2.5 Chapter Equity & Diversity Award	Referred to EDC to review for November	EDC	In progress.
33	March 22, 2019 (Council)	2.7 Engineers Canada Director Appointment Process	<b><u>EC Director Voting Process Review</u></b> HRC to review EC Director appointment voting process for better efficiency.	HRC/People Development - Margaret	
40	June 20, 2019	4.1 Public Release of Regulatory Performance Report	<b><u>Communication Plan</u></b> The President and Registrar will try to schedule a meeting with Attorney General	Corporate Services - Jeannette	AG meeting scheduled for Oct 29, 2019



#	Date	Action Item	Description	Lead Responsibility for Follow-up	Status
			Doug Downey to discuss the report as soon as possible.		
42	June 20, 2019	5.1 Council Action Log	<b><u>New Committee Calendar for iPads</u></b> IT to develop Committee Calendar syncing for Councillor iPads.	IT - Michelle	Waiting for rollout of new PEO website plus upgrade to MS Exchange Server to see if the technology is available to address this request. In the meantime, Council members will be receiving Council meeting information as Outlook meeting requests on the iPad calendar.
			<b><u>ITEM 27B</u></b> <u>Ref. #27B 6. File Policy</u>		
44	June 20, 2019	5.3 Councillor Items	<b><u>Whistleblower Protection</u></b> The policy should include protection for anyone from PEO who brings forth issues that should be made public.	Policy Group	In progress – environmental scan completed
45	June 20, 2019	5.3 Councillor Items	<b><u>Harassment of Volunteers</u></b> Registrar Zucco will include statistics regarding volunteer completion of Workplace Harassment and AODA training in his Registrar's report.	People Development	In progress – the report from the vendor is received on a quarterly basis.
46	June 21, 2019	2.1 Coroner's Inquest	<b><u>Implementation Plan</u></b> Registrar to carry out the work outlined in the Implementation Plan and provide these policy analyses to Council at Nov 2019 meeting for consideration and decision. This will be within the current budget of the policy development group.	CEO/Registrar - Policy Group, Bernie Ennis	In progress for Nov. Council
47	June 21, 2019	2.2 PEAK Program – Update 7 Operationalization	<b><u>Ethic Modules Review</u></b> Engage Committees or a third party to review modules to include diversity awareness.	Licensing	RFP has been issued with requirements for diversity awareness.

#	Date	Action Item	Description	Lead Responsibility for Follow-up	Status
49	June 21, 2019	2.5 Voting Irregularities Review	<b><u>CESC</u></b> Investigate alternatives to third-party verification of credentials. Examples include independent entry of credentials, and automatic retrieval with ID if lost.	Secretariat	
50	June 21, 2019	2.7 Indigenous Land Acknowledgement	<b><u>Policy Development Inclusion</u></b> Include Indigenous voices in discussion and development of the policy.	Policy Group - Jordan Max	In progress
52	June 21, 2019	2.9 Pre-Start Health & Safety Review	<b><u>Review Process Revision</u></b> PSC to revise Terms of Reference for a less cumbersome review process.	Policy Group - Bernie Ennis	Ongoing.
54	June 21, 2019	2.12 Committee/TF annual Plans	<b><u>HR Plans Consistency</u></b> HR Staff to advise how to make HR plans more consistent and robust between Committees, including core competencies, volunteer development, diversity.	People Development	In progress.
58	Sept 20, 2019	2.1 Cayton Report – Action Plan	<b><u>Strategic Plan Update</u></b> EXE to review and update the Strategic Plan in light of the Action Plan, and bring back to Council.	CEO/Registrar, EXE	GSI working with EXE
60	Sept 20, 2019	2.5 Volunteer Code of Conduct	<b><u>Annual Review</u></b> Add Code to documents that are annually reviewed as an ethics refresher.	People Development	Completed.
			<b><u>Expansion</u></b> Registrar to expand Code or create process for investigation, opportunity to appeal and outcomes regarding education, proactive steps, consequences, timelines, etc., as well as opportunity to support consequences of breaches.	People Development	In progress.
			<b><u>Training Reminders</u></b> Send out reminders with updated links and FAQs about training to Councillors. Provide President with Councillor completed		Completed

#	Date	Action Item	Description	Lead Responsibility for Follow-up	Status
			training percentages for November meeting. Include paper FAQs for accessibility.		
61	Sept 20, 2019	2.8 2019 AGM Submission – Barriers to Licensure	<b>Referral for Review</b> Registrar to review identified issues as part of the applicable Action Plan recommendations.	CEO/Registrar	Ongoing.
62	Sept 20, 2019	2.9 2019 AGM Submission – Evolution of Ontario Engineers	<b>Speech Distribution</b> Distribute speaker DeVita’s speech to Council since presentation went over time.	Secretariat	Complete.
			<b>Referral for Review</b> Registrar to review identified issues as part of the applicable Action Plan recommendations.	CEO/Registrar	Ongoing.
63	Sept 20, 2019	2.14 Modernizing the Industrial Exception Clause to Exclude Nuclear Industry	<b>IE Modernization Report</b> Draft a report and recommendation for Council’s decision, by June 2020, on a need to modernize the IE, narrow its scope, and with specific reference to its application to the nuclear industry.	CEO/Registrar - Dan/Jordan	In progress.
66	Sept 20, 2019	5.2 TD Meloche Monnex Affinity Program	<b>Include Legal Opinion in Discussion</b> Include copies of Steinecke’s legal opinion in future discussions of TD MM in Council packages.	General Counsel	In progress
67	Sept 20, 2019	5.3 HRC Update	<b>History of Council Liaison</b> History of having Council Liaisons on committees requested, to evaluate their continuing roles.	People Development	Currently in progress with HRC
68	Sept 20, 2019	5.6 Anti-Workplace Harassment and Violence Policies – Councillor Violations, if any	<b>Policy Relevance</b> Explore methods to improve Council understanding of the policy and the relevance for its recurrence on the agenda.	People Development	GSI to explore role of the Chair in the adherence of Council to compliance training.

## Council Action Log – Completed Actions

C-530-3.14  
Appendix B

#	Date	Action Item	Description	Lead Responsibility for Follow-up	Status
1	June 22, 2018 (Council)	Changes to T or R's	Must show track changes	Corporate Services	Completed - Volunteer management will work with committee advisors to ensure that changes to t of r's are indicated
2	June 22, 2018 (Council)	2.4 Election Matters	Amended motion to remove Issues Report item 13 – amend motion and procedures re: removal of item 13.	Corporate Services	Completed - Motion and procedure amended
			Police checks for candidates	Corporate Services- Ralph	CESC to consider matter of police checks for candidates as part of the 2019 Elections Issues Report.  At the April 30, 2019 meeting of the CESC, they determined that the issue of police checks for candidates was beyond the scope of the committee.
			Full report after next election cycle to determine if regional all candidate meetings make sense given costs	Corporate Services - Adeilton	Completed - RCC decided not to continue with the regional all candidate meetings but instead will direct funds to support holding regional viewing events so members can come together and watch the all candidate meeting webcasts
3	June 22, 2018 (Council)	2.7 SPTF T of R	<ul style="list-style-type: none"> <li>Need to recruit based on new T of R</li> </ul>	Corporate Services – Ralph and Viktoria	Completed - Recruitment conducted, previous candidates informed,

#	Date	Action Item	Description	Lead Responsibility for Follow-up	Status
			<ul style="list-style-type: none"> <li>Inform previous candidates of new T of R and ask if they wish to continue candidacy</li> </ul>		briefing note for appointments on September Council agenda.
4	June 22, 2018 (Council)	3.5 CESC Appointments	<ul style="list-style-type: none"> <li>Issue with nominees</li> <li>Need more structured criteria</li> <li>Need to repost for positions</li> </ul>	Corporate Services – Ralph and Viktoria	Completed - Recruitment conducted, previous candidates informed, briefing note for appointments on September Council agenda.
5	June 22, 2018 (Council)	3.7 C & TF Roster	<p>Request additional information going forward</p> <ul style="list-style-type: none"> <li>Request the number that have applied (do this for DIC initially and then decide if this is necessary)</li> </ul>	Corporate Services - Olivera (Viktoria)	Completed – volunteer management will provide information regarding DIC recruitment going forward.
6	June 22, 2018 (Council)	4.1 Response to Fairness Commissioner - FARPACTA	Respond with option B	Interim Registrar	Completed – Letter send to Fairness Commissioner.
7	June 22, 2018 (Council)	4.2 In-camera Minutes	Add Lorne to attendees	Corporate Services	Completed
9	June 22, 2018 (Council)	4.10 Anti Workplace Harassment Policy	<ul style="list-style-type: none"> <li>CAO to review policy for ultra vires provision re: removal of a Councillor</li> <li>Change BN from Decision to Information</li> </ul>	Corporate Services	Completed
10	Sept 21, 2018 (Council)	2.2 2019 Operating Budget (organized by C-520-2.2 App. C)	Options for increasing revenue and decreasing expenses were presented to Council by FIC. Council requested that staff conduct further analysis on the options and report to FIC in October. FIC to review further analysis provided by staff of the options and to report to Council at the November 2018 meeting.	Finance - Chetan	<p>Completed - Staff provided budget options analysis to FIC on October 16, 2018. Budget options were provided to Council on November 16, 2018.</p> <p>Please refer to <i>Recommendations to Address Projected 2019</i></p>

#	Date	Action Item	Description	Lead Responsibility for Follow-up	Status
					<i>Budget Deficit - detailed analysis</i>
11	Sept 21, 2018 (Council)	3.5 Legislation Ctee Workplan	Template for committee terms of reference needs to be revised to include: <ul style="list-style-type: none"> <li>• performance metrics and deliverables</li> <li>• succession planning</li> <li>• how the terms of reference align with the strategic directives</li> <li>• plan outline for providing continuous learning</li> <li>• reasons for no term limits if none are identified.</li> </ul>	Corporate Services – Margaret and Viktoria	Completed. Briefing Note with the updated Work and HR templates will be submitted to Sept meeting.
			Create table indicating which committees or task forces have or have not submitted their work and human resources plans.	Corporate Services – Margaret and Viktoria	Completed – Briefing note for approval of work and human resources plans already includes a table indicating which committees or task forces have made submissions.
12	Sept 21, 2018 (Council)	4.1 EXE-IC Min	Change Briefing Notes of EXE Minutes from Decision items to Information items	Corporate Services- Ralph	Completed - Briefing Notes of EXE Minutes will be designated as Information and no formal ratification by Council will be undertaken.
13	Sept 21, 2018 (Council)	5.1 Councillor Items	Place report notices inside packages  Cover page of reports would be helpful, put one on agendas.	Corporate Services- Ralph	Completed - Council agenda already has notice that states,  <i>“Please note that in order to streamline the agenda, Committee reports will no longer be included in the agenda package. Committee Chairs are asked</i>

#	Date	Action Item	Description	Lead Responsibility for Follow-up	Status
					<p><i>to submit their written reports to the Secretariat for posting on the Council SharePoint site prior to each Council meeting. These reports will not be discussed at the meeting unless a Councillor or an EC Director asks to address a specific item contained within the written report."</i></p> <p>Going forward, this notice will be expanded to include a listing of all reports posted to the Council SharePoint site. Staff will continue to send out email notice to Council indicating which reports are posted to the Council SharePoint site.</p>
14	Nov 16, 2018 (Council)	2.1 Final Report of the Public Information Campaign Task Force	Referred to June 2019 Council for revised proposal based on the budget.	Corporate Services- Ralph	Completed – Item has been placed on June Council meeting working agenda.
				Communications- David	Completed—At its June 2019 meeting, a motion was approved "That Council receive the final report of the Public Information Campaign Task Force as presented to the meeting at C-528-2.14, and stand down the Public

#	Date	Action Item	Description	Lead Responsibility for Follow-up	Status
					Information Campaign Task Force with thanks.”
15	Nov 16, 2018 (Council)	2.2 2018 AGM Submission – Leadership Development Program	Referred to June 2019 Council. Ralph to request update from Juwairia Obaid.	Juwairia Obaid	Briefing note presented at the June 2019 Council meeting. There was no mover so Council did not discuss the issue.
17	Nov 16, 2018 (Council)	2.8 Approval Of 2019 PEO Annual Committees And Task Forces Membership Roster	<p>Margaret Braun to assemble questions for President Brown regarding:</p> <ul style="list-style-type: none"> <li>• EDC vacancies</li> <li>• Setting a goal percentage of committee members with &lt;10 years of service</li> <li>• Integrating equity &amp; diversity values and principles, and recommended action plans into PEO’s general policy and business operations</li> <li>• Diversity of members on the Emerging Disciplines Task Force</li> </ul>	People Development – ACV/ EDC	<ul style="list-style-type: none"> <li>• EDC vacancies – completed</li> <li>• Setting a goal percentage of committee members with &lt;10 years of service – Completed. ACV reviewed the directive and incorporate in the HR Plan.</li> <li>• Integrating equity &amp; diversity values and principles, and recommended action plans into PEO’s general policy and business operations – completed.</li> <li>• Diversity of members on the Emerging Disciplines Task Force – EDTF is on hold</li> </ul>
			Identify volunteers coming close to their end of term in yellow highlight, and those over term in red highlight.	Corporate Services – Margaret and Viktoria	Completed – The revised Roster is submitted to Council (June Meeting).
18	Nov 16, 2018 (Council)	4.3 2019 Order of Honour Awards	Future practice: Provide gender ratio of OOH nominations received.	Corporate Services –	Completed. Plans in place for future practice.



#	Date	Action Item	Description	Lead Responsibility for Follow-up	Status
				Margaret and Rob	
19	Nov 16, 2018 (Council)	5 Councillor Items	<p><b>a. <u>Renewal Process for Term Limits for Regulatory Committees</u></b>  President-elect Hill suggested that the Advisory Committee on Volunteers (ACV) create a process for the regulatory committees acknowledging the need for institutional memory but in line with PEO's term limits for committees to align with. She will bring forward a briefing note with this request.</p>	President-elect Hill	Completed. Briefing Note with the updated HR template will be submitted to Sept meeting.
			<p><b>b. <u>Council Orientation</u></b>  It was suggested that the budgeting process be explained to new Councillors, including the super majority requirement to adjust an existing budget item by more than \$300,000 and an overview of <i>Wainberg's Rules of Order</i> to provide Councillors with a basic understanding of how meetings are conducted.</p>	Corporate Services- Ralph	<p>In progress – Items to be incorporated into the Council Orientation.</p> <p>SMT to discuss Council Orientation at a future meeting.</p>
20	Dec. 18, 2018 (Council)	2.1 Request from Engineers and Geoscientists BC	In the spirit of transparency, President Brown advised that he would share with the President and CEO of the Ontario Association of Certified Engineering Technicians and Technologists (OACETT), the letter of support to Engineers and Geoscientists BC that is being sent to the Honourable George Heyman, M.L.A., Minister of Environment and Climate Change Strategy, Victoria, B.C. It was also agreed that a copy of the letter would be sent to the Attorney General for Ontario.	President Brown	Completed – BC support letter signed and sent to Attorney General (Ontario) and OACETT.

#	Date	Action Item	Description	Lead Responsibility for Follow-up	Status
21	Dec. 18, 2018 (Council)	3.1 Engineers Canada to Meloche Monnex Affinity Program	<b><u>1. Abeyance of 2018 Funds</u></b> PEO to ask Engineers Canada to place the 2018 funds into abeyance.	President Brown	Completed – request sent to CEO of Engineers Canada asking for a BN to be added to the March EC meeting.
			<b><u>2. Group Responsibility</u></b> The Executive Committee was given responsibility for the issue.	President Brown	Completed
			<b><u>3. February 2019 Council Planning</u></b> Councillor Olukiyesi intends to bring forward a motion about the fee increase.	Councillor Olukiyesi	Completed
			<b><u>4. Reply Letter to the Attorney-General</u></b> A letter will be sent to the AG after EXE has reviewed the issue and presents its recommendations/next steps to Council.	Communications - David	Completed
			<b><u>5. Issue Communication</u></b> The Registrar will draft text for PEO's social media sites, Chapter Chairs as well as OSPE's blog, clarifying the requirements of the contract as related to privacy issues.	Communications - David	Completed
23	February 8, 2019 (Council)	2.4 Work Plans	<b><u>1. Equity &amp; Diversity in Work and HR Plans</u></b> LIC to review Work Plans to include Equity & Diversity.	Corporate Services – Margaret and Viktoria	Completed – The revised documents are submitted to Council (June meeting).
			<b><u>2. OFC Recommendations</u></b> LIC to review recommendations from Fairness Commissioner about non-compliance.		Completed
25	February 8, 2019 (Council)	4.6 Coroner's Inquest	<b><u>March Move to Open Session</u></b> Inform Council at March meeting whether to move decision seeking standing for PEO as inquest participant to Open	Regulatory Compliance - Linda Latham	Completed
26	February 8, 2019 (Council)	5.1 Action Log	<b><u>Staff Reminders for Councillors</u></b> Staff should monitor Log and remind Council of outstanding items.	Corporate Services - Ralph Martin	Ongoing

#	Date	Action Item	Description	Lead Responsibility for Follow-up	Status
27 RR	February 8, 2019 (Council)	5.2 Risk Register	<b><u>1. New Items</u></b> Additional items to include: <ul style="list-style-type: none"> <li>• C of A – cumbersome process – risk impact TBD</li> <li>• OFC – high risk</li> </ul>	Corporate Services - Ralph Martin	
			<b><u>2. Heat Map</u></b> Include a heat map as a regular attachment in the Register.	Corporate Services - Ralph Martin	Completed
			<b><u>3. Backlog</u></b> Item 6 – Backlog include how to assess the experience aspects of certain disciplines: applicant evaluation, increased risk impact	Corporate Services - Ralph Martin	
			<b><u>4. Regular Risk Impact Review</u></b> Review and revise the risk impact of each item every Council Meeting.	Corporate Services - Ralph Martin	Completed. Procedural.
29	March 22, 2019 (Council)	2.1 2018 Audited Financial Statements	<b><u>Procurement Policy</u></b> Review the procurement policy regarding sole sourcing	Finance	Completed.
			<b><u>RCC Peer Review</u></b> Pursue centralized banking framework peer review, and deliver to Council		Completed
32	March 22, 2019 (Council)	2.6 Engineers Canada Funding TF Report	Send all Councillors the Engineers Canada Funding TF Report.	Bergeron	Complete.
34	March 22, 2019 (Council)	2.9 OACETT request	Seek eligible candidates to place for the May Council meeting.	People Development	Completed.
35	March 22, 2019 (Council)	2.12 Implementation of Financial Credit Program Changes	Investigate whether applicant number and licence numbers are meant to be identical.	Registrar - Michelle	Completed.
36	March 22, 2019 (Council)	4.3 Coroner Inquest	<b><u>Briefing</u></b> Publish a briefing properly directing inquiries.	Communications- David Smith	

#	Date	Action Item	Description	Lead Responsibility for Follow-up	Status
37	March 22, 2019 (Council)	4.5 HRC Update	<b><u>Volunteer Module E-mail Reminder</u></b> Find the distribution list of volunteer recipients for emails indicating they are required to take the training modules.	People Development - Margaret	Completed.
38	March 22, 2019 (Council)	Affinity Program	<b><u>Affinity Programs/OSPE History</u></b> Provide all past decisions and past minutes regarding any affinity program back to 2000, and minutes of the group that created OSPE (Joint Advocacy Implementation Committee)	Corporate Services - Ralph	Completed.
39 RR	March 22, 2019	Risk Register	<b><u>Risk Register Updates</u></b> #6 Experience Assessments Backlog – yellow to green #13 NEW – Technologist Independent Practices #14 NEW – Governance Cyber-Security Risks #15 NEW – Fiscal Health, Deficit	Corporate Services - Ralph	
41	June 20, 2019	4.2 Recommendations in the Regulatory Performance Report	<b><u>Create High-Level Action Plan</u></b> For September meeting, the Registrar will create an action plan based on the 15 recommendations.	SMT	Completed
RR	June 20, 2019	5.2 Risk Register	Updates: Office of the Fairness Commissioner (Risk #15) and Fiscal Health (Risk #12) should go to “red” but needs values assigned. Reduce Likelihood from 3 to 2 for Risk #1.	Secretariat - Ralph	Complete.
43	June 20, 2019	5.3 Councillor Items	<b><u>Councillor Tech Policy Update</u></b> Technology Use Policy would be reworked to address the concerns brought forward by some members of Council.	IT- Michelle	Complete
48	June 21, 2019	2.3 Budget	<b><u>September 2019 Budgets</u></b>	Finance - Chetan	Completed.

#	Date	Action Item	Description	Lead Responsibility for Follow-up	Status
			Registrar to present the 2020 draft operating budget and capital budgets at the September 2019 Council meeting based on the approved assumptions.		
51	June 21, 2019	2.8 PEO Volunteer Code of Conduct	<b>HR Referral</b> HR Staff to investigate edits to the RCC's proposed policy and consult 3 <sup>rd</sup> party for assistance. Lisa MacCumber offered to be advisor.	People Development	Completed. The revised Code of Conduct for Volunteers will be submitted for approval to Council in Sept.
53	June 21, 2019	2.11 CEO/Registrar Title	<b>Document Updates</b> Replace title on public webpages with new title "CEO/Registrar."	Communications	Completed
55	June 20, 2019	2.15 VP and LGA Executive Committee Appointments	<b>Council Member Lists</b> Update all pertinent rosters with new appointees.	Secretariat	Lists have been updated
56	June 20, 2019	2.16 Council Governance Advisor – Scope of Work	<b>RFP</b> Staff to prepare and issue RFP including proposed Scope.	Registrar	RFP completed and posted.
			<b>GWGP1 TF Briefing Note</b> Prepare Briefing Note to stand down the GWP1G TF at September 2019 meeting	Secretariat - Ralph	Briefing note completed and added to the September Council meeting agenda.
57	June 20, 2019	3.5 Committee/TF Roster Changes	<b>Roster Table Update</b> An additional column was suggested to indicate how long each volunteer has been on the committee. Some Council liaison positions are vacant. Lola Hidalgo should be replaced by Guy Boone as the RCC representative on the Licensing Committee.  It was suggested that Tim Kirkby continue as the OACETT appointee and that he be asked to provide regular reports to Council for the next year. His appointment will be revisited in one year.	People Development	Completed. The updated Roster will be submitted to Council in September.

#	Date	Action Item	Description	Lead Responsibility for Follow-up	Status
59	Sept 20, 2019	2.2 2020 Operating Budget	<p><b><u>Ops vs Strat Budget</u></b>  The Operational budget combines Ops work with Strategic work. As part of long-term budget planning, separate Operational budget from Strategic budget, potentially by February meeting.</p> <p>For transparency, provide committees with budget content prior to November meeting.</p>	Finance	Completed.
64	Sept 20, 2019	3.3 Changes to 2019 PEO Committees and Task Forces Membership Roster	<p><b><u>Lengths of Service</u></b>  Include column with numbers of years of individual's service on Roster change table.</p>	People Development	Completed.
65	Sept 20, 2019	4.2 Councillor Items	<p><b><u>Engineering Dimensions</u></b>  Include a greater high-level overview of Council topics in ED issues.</p>	Communications	Completed.

# Briefing Note – Information

## CENTRALIZATION OF CHAPTERS BANK ACCOUNTS

**Purpose:** To advise Council of the decision to proceed with the centralization of Chapters bank accounts and to prohibit Chapters from generating revenues, effective not later than December 31, 2019

**Prepared by:** Chetan Mehta – Director, Finance

### 1. Status update and need for PEO Action

On the advice of its Auditor and an HST consultant, and with the support of both the Audit and Finance Committees, PEO will change how Chapters funds are managed and will adopt more centralized controls and financial oversight to ensure fulfillment of legal and fiduciary obligations.

The Auditor's review and that of the independent HST consultant both revealed potential control and compliance issues regarding the management of funds and in particular the remittance of Harmonized Sales Tax (HST) for Chapters revenue-generating activities. Chapters are not independent, incorporated entities but are part of PEO. Hence, going forward, Chapters funds will be centrally held and disbursed in accordance with budget allocations to individual Chapters and ordinary expense-handling procedures. Funds currently held by Chapters will be remitted to the centralized account but will be available to the Chapters from which they were sourced. Moreover, Chapters will no longer generate revenues but will rely on annual PEO budget allocations and monies currently held and transferred to PEO. This decision has been communicated to the Regional Chapters Committee (RCC) and will be rolled out to individual Chapters in the coming weeks.

PEO's Auditor, Deloitte, was made aware of potential control issues involving Chapters in 2017. It subsequently recommended centralization as an option to be considered. During the 2018 audit, the Auditor also highlighted potential HST compliance issues at the Chapters level. On the basis of the Auditor's recommendation, supported by the Audit and Finance committees, PEO retained an expert to assess the HST implications of Chapters revenue-generating activities. Management was also instructed to explore the option of centralizing Chapter finances to ensure adequate control of funds belonging to PEO.

The HST consultant has confirmed that most Chapter activities have HST implications. This update was provided to the Finance and Audit Committees as well as to the Auditor in October 2019.

The Finance Committee was made aware of the proposed centralization of funds on October 16, 2019 and indicated its support. On October 17, 2019, the Audit Committee recommended that PEO implement centralized handling of all Chapter funds and termination of revenue-generating activities by Chapters, as set out above.

The RCC was supportive of this initiative but suggested that additional time might be needed to ensure a smooth transition. Based, however, on the degree of legal, financial and fiduciary risk, management has elected to move forward with the year-end deadline for full implementation. Staff will work in close coordination with the Chapters to ensure as smooth a transition as possible and to minimize any disruption or inconvenience.

**2. Next steps**

With a targeted completion date of December 31, 2019, PEO Finance and Chapters staff will work with the Chapters to facilitate the transfer of all funds currently held separately by individual Chapters to the centralized PEO bank account. This will be done in a way that minimizes inconvenience to Chapters and allows them to continue current operations, while having access to all funds previously accrued. Going forward, Chapters will be allocated budgeted amounts using the same method as before and will submit expense claims against their budgets and accumulated funds. To eliminate HST and other legal and regulatory concerns, Chapters will no longer raise funds independently as of December 31, 2019.

**3. Peer Review & Process Followed**

<p><b>Process Followed</b></p>	<p>The concerns regarding financial controls and revenue-generating activities were presented to the Finance Committee on October 16, 2019 and to the Auditor and Audit Committee on October 17, 2019. The Audit Committee made a recommendation favouring centralized handling of all Chapter funds and disbursements and the elimination of Chapters revenue-generating activities.</p> <p>The AUC’s recommendation was communicated to the RCC at its meeting on October 26, 2019 along with a presentation on the changes that this initiative would entail. The RCC endorsed the AUC’s recommendation for centralizing Chapters bank accounts, although there was a request that implementation of this initiative be managed and if necessary delayed so that the transition can be as smooth as possible.</p>
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## INDIGENOUS LAND ACKNOWLEDGEMENT AT PEO ACTIVITIES

**Purpose:** To provide Council with a status report on the policy development for the Land Acknowledgement policy and statement.

**No motion required**

**Prepared by:** Rochelle Pereira-Alvares, Research Policy Analyst, Tribunals & Regulatory Affairs

### 1. Status Update

- PEO staff have created a draft land acknowledgement policy and statement for events taking place at 40 Sheppard Ave. West, based on early communications with Indigenous bands/nations/communities, and statements used by other regulators (see Appendix A). It will be amended as necessary once other identified groups have consented to their inclusion, and when Chapters are ready to make their respective land acknowledgement statements.
- President-Elect Sterling spoke with an Indigenous engineer who found the draft policy and statement offensive. In order for respectful and inclusive engagement to occur, further communication with Indigenous bands/nations/leaders is required. Staff has created a list of possible Indigenous leaders/consultants based on recommendations and research (see Appendix C). However, this appears to be a broadening of the original policy intent for Land Acknowledgement and will delay the start of Land Acknowledgement statements at 40 Sheppard Ave. West.
- If Indigenous engagement is positive and timely, staff will present a land acknowledgement policy and statement to Council by February 2020.

### 2. Background

- At the 528th Council Meeting held on June 21, 2019, all Councillors present agreed by a show of hands to pursue the White Paper on the need for a PEO policy on Indigenous land acknowledgement, submitted by President-Elect Hill, Elected Vice President Sterling and Northern Regional Councillor Subramanian.
- To develop this policy, PEO staff contacted the Chiefs of Ontario, the Toronto Council Fire Native Cultural Centre and the City of Toronto's Indigenous Office, the University of Toronto, York University and online mapping tools to identify the appropriate Indigenous Peoples who need to be acknowledgement in the statement.
- Following an environmental scan on land acknowledgement statements made by other regulators, staff contacted the College of Occupational Therapists of Ontario, and the Royal College of Dental Surgeons for additional information on how these regulators developed their statements.

- Based on feedback from the City of Toronto’s Indigenous Office and the mapping tools, staff identified the Indigenous Peoples who traditionally lived in and around 40 Sheppard West as the Mississaugas of the Credit First Nation, the Anishinabewaki, the Huron-Wendat, the Haudenosaunee and the Métis.
- Staff contacted the aforementioned Indigenous bands/nations to determine if they had any concerns, issues or comments about PEO’s decision make land acknowledgement statements. The Mississaugas of the Credit First Nation replied with wording for PEO to use in the land acknowledgement statement and did not raise any concerns or the need for in-person consultations. To date, no other bands/nations have responded to the e-mail requests (see Appendix B).
- On President-Elect Sterling’s recommendation, staff spoke to Cassandra Polyzou, Diversity, Equity and Inclusion Manager at Engineers Canada, for suggestions on developing the land acknowledgement policy and statement. Ms. Polyzou provided PEO with advice and suggestions (see Appendix B).
- Policy Unit Staff consulted with Chapters Manager regarding how to involve Chapters in the process and identify Indigenous groups who should be acknowledged at the Chapter level. The Chapters Manager indicated it would be best to reach out to Chapters at the Regional Congresses to be held in February 2020.
  - Once the policy and statement are in place, Chapters intend to use an online mapping tool to identify the appropriate bands/nations as required and modify the statement accordingly.

**Appendices – Appendix A - Land Acknowledgement Policy**  
**Appendix B - Indigenous Engagement Process**  
**Appendix C - Indigenous Elders and Consultants**

**C-530-4.2**  
**Appendix A**

<b>Land Acknowledgement Policy</b>	Date of Policy: November 15, 2019
	Approved by: Council (TBC)
	Review Date: TBD

<b>Policy Statement</b>	
PEO supports Indigenous reconciliation in Ontario by acknowledging Indigenous territorial rights on the land on which PEO meetings and events take place.	
<b>Purpose</b>	
To detail why, how and when PEO will acknowledge Indigenous territorial land at PEO meetings and events. <ul style="list-style-type: none"> <li>Land acknowledgements were one of the recommendations of the Truth and Reconciliation Commission of Canada's 2015 Report. Making a land acknowledgement statement is the first step towards reconciliation with Indigenous Peoples.</li> </ul>	
<b>Application and Scope</b>	<i>State what direction is given to achieve the purpose and under what circumstances or conditions the policy applies.</i>
This policy applies to oral statements acknowledging Indigenous territorial lands occupied by PEO or its chapters, or at events that are held under PEO auspices at other locations, and the procedures for making these oral statements.	
<b>Definitions</b>	<i>Provides definition and clarification of specific terms used in the policy that may otherwise be misunderstood.</i>
<b>Truth and Reconciliation Commission of Canada:</b> was created to give those directly or indirectly affected by the legacy of the Indian Residential Schools system the opportunity to share their stories and experiences. <sup>1</sup> The Commission released its findings in a report in 2015, "Honouring the Truth, Reconciling for the Future". <sup>2</sup> Along with the Report, the Commission submitted 94 Calls to Action to the Government of Canada. Non-Indigenous people began making such statements in response to Call to Action #45 "Royal Proclamation and Covenant of Reconciliation" (sec. i) which calls upon the Government to, "Repudiate concepts used to justify European sovereignty over Indigenous lands and peoples such as the Doctrine of Discovery and <i>terra nullius</i> ." <sup>3</sup>	

<sup>1</sup> Truth and Reconciliation Commission of Canada, <https://www.rcaanc-cirnac.gc.ca/eng/1450124405592/1529106060525>

<sup>2</sup> "Honouring the Truth, Reconciling for the Future: Summary of the Final Report of the Truth and Reconciliation Commission of Canada", University of Manitoba, <http://nctr.ca/reports.php>

<sup>3</sup> "Truth and Reconciliation Commission of Canada: Calls to Action", [http://nctr.ca/assets/reports/Calls\\_to\\_Action\\_English2.pdf](http://nctr.ca/assets/reports/Calls_to_Action_English2.pdf), p5.

**Land Acknowledgement:** A land acknowledgement is a statement recognizing the traditional territory of the Indigenous Peoples who called the land home (and in many cases still do) prior to the arrival of settlers. Many Indigenous Peoples have been acknowledging the land at the beginning of ceremonies and gatherings since time immemorial.<sup>4</sup>

**Mississaugas of the Credit First Nation:** is part of the Ojibwe (Anishinaabe) Nation, one of the largest Aboriginal Nations in North America. The Mississauga of the Credit were the original owners of the territory commencing at Long Point on Lake Erie thence eastward along the shore of the Lake to the Niagara River, down the River to Lake Ontario, then northward along the shore of the Lake to the River Rouge east of Toronto, then up that river to the dividing ridges to the head waters of the River Thames, then southward to Long Point, the place of the beginning. A word in the Anishinaabemowin language translates: “Missisakis” into “many river mouths.”<sup>5</sup> PEO sits on the traditional land of the Mississaugas of the Credit First Nation.

<b>Policy specific issues or considerations</b>	
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|  | <ul style="list-style-type: none"> <li>The intent of the policy is to honour and recognize the history of the land, and the pre-existence of Indigenous Peoples in North America prior to the arrival of settler societies.</li> <li>Initially, the acknowledgement will be made at the start of all PEO events including Council, committee and staff meetings held at 40 Sheppard Avenue West. Moving forward, the statement will be made at events held under PEO auspices at other locations such as public Chapter meetings. The wording of the Land Acknowledgment statement may be modified as the consent of other identified Indigenous groups are acquired.</li> </ul> |
|--|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

<b>Procedures</b>	<i>Identify any additional procedures or appendices and where they are located.</i>
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- |  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
|--|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|  | <ul style="list-style-type: none"> <li>The following statement will be delivered at the start of all PEO meetings or events held at 40 Sheppard Avenue West, by the meeting/event Chair (e.g. President, CEO/Registrar, Committee Chair, Chapter Chair, etc.): “I acknowledge we are meeting on the traditional territory of the Mississaugas of the Credit First Nation and acknowledge the long history of all the First Nations in Ontario. I say this in the spirit of reconciliation and the importance of reminding all of us we share this land with one another and Indigenous peoples.”</li> <li>For facilities rented by PEO for an event, the organizing entity is required to ask the facility owner or rental agent if they already have a standard Indigenous Acknowledgment statement specific to that location, and use that one. When this is not available, PEO can use the following statement:</li> </ul> |
|--|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

<sup>4</sup> City of Toronto, <https://www.toronto.ca/city-government/accessibility-human-rights/indigenous-affairs-office/land-acknowledgement/>

<sup>5</sup> Mississaugas of the Credit First Nation, <http://mncfn.ca/about-mncfn/community-profile/>

<ul style="list-style-type: none"> <li>○ “I acknowledge we are meeting on traditional Indigenous territory and acknowledge the long history of all the First Nations in Ontario. I say this in the spirit of reconciliation and the importance of reminding all of us we share this land with one another and Indigenous peoples.”</li> <li>○ Each chapter must determine the appropriate land acknowledgment statement for events held within its chapter boundaries, using the Aboriginal and Treaty Rights Information System Tool (ATRIS) <a href="https://www.aadnc-aandc.gc.ca/eng/1100100014686/1100100014687">https://www.aadnc-aandc.gc.ca/eng/1100100014686/1100100014687</a></li> </ul>	
<b>Other Policies</b>	<i>Where does this stand in relation to all other polices for compliance/adherence?</i>
Not applicable	
<b>Responsibility</b>	<p><i>Identify who has primary functional responsibility to ensure compliance/ adherence to this policy.</i></p> <p><i>Identify who has primary responsibility for implementation of the policy.</i></p> <p><i>Identify who has primary administrative responsibility for the policy.</i></p> <p><i>Who should know about this policy in order to properly carry out their responsibilities</i></p> <ol style="list-style-type: none"> <li>1. Secretariat has primary administrative responsibility for the policy</li> <li>2. Council, Committees, the Chapters Office, Volunteers and Staff should be made aware of the policy prior to implementation.</li> </ol>

<b>APPENDIX A:</b>	<i>Appendices are for sub-policies or for procedures under the policy</i>
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<b>Procedure/Sub-policy</b>	<i>Identify specific procedure or sub-policy</i>
	<p><i>Appendices are for more detailed information about the general elements described in the policy itself. Allows for more detailed procedures or requirements to be provided in addition to the policy. In the event that changes are required or desirable, appendices or sub-policies allow for changes to the appendices or sub-policies rather than changes to the entire policy.</i></p> <p>N/A</p>

## Aboriginal and Treaty Rights Information System (ATRIS) Tool

Not secure | sidait-atris.aadnc-aandc.gc.ca/atris\_online/Content/Search.aspx

Help

### ATRIS - Search

Search By:

Postal Code:  Buffer Size (km):

Profiles associated with results: [9]

1. Draw on map 2. Add buffer 3. Search Export Import Map Query

Size: 0 km

1) Hint: Select a community from the above search results.  
2) or Hint: Select the T button icon to query a point on the map for a summary of information related to that location.

44.710° N, 72.963° W

Comprehensive Search Results

All records

- Williams Treaties (1822) (Historic Treaties)
- All related communities and organizations
- Mississaugas of the New Credit First Nations (Agreements)
- All related communities and organizations
- Mississaugas of the New Credit First Nations (Assertions)
- All related communities and organizations

Source: [http://sidait-atris.aadnc-aandc.gc.ca/atris\\_online/home-accueil.aspx](http://sidait-atris.aadnc-aandc.gc.ca/atris_online/home-accueil.aspx)

### PEO’s Indigenous Engagement Process

Organization	Comments
<b>Chiefs of Ontario</b>	Many First Nations have sensitivities around organizations making land acknowledgement statements (no further elaboration).
<b>Toronto Council Fire Native Cultural Centre</b>	The cultural centre does not open with a land acknowledgement but prefers to open meetings with a Thanksgiving Address instead. Made reference to the City of Toronto’s land acknowledgement statement: <a href="https://www.toronto.ca/city-government/accessibility-human-rights/indigenous-affairs-office/land-acknowledgement/">https://www.toronto.ca/city-government/accessibility-human-rights/indigenous-affairs-office/land-acknowledgement/</a>
<b>Mississaugas of the Credit First Nation</b>	Provided a blanket land acknowledgement statement for PEO’s use. No concerns or comments with respect to Indigenous issues and PEO
<b>City of Toronto’s Indigenous Affairs Office</b>	Confirmed the Indigenous Peoples on whose territorial land PEO sits; and provided important background information.
<b>Engineers Canada: Diversity, Equity and Inclusion Office</b>	Urged that the LAP and statement be tied to broader Indigenous issues and PEO activities like identifying barriers to licensure and engineering education, developing an Indigenous Engagement Plan etc. Suggested that PEO offer cultural competency awareness training with implementation of LAP.
<b>Williams Treaties First Nations/Anishinabewaki</b> <ul style="list-style-type: none"> <li>• Mississaugas of Alderville, Curve Lake, Hiawatha, Scugog Island</li> <li>• Chippewas of Beausoleil, Georgina Island and Rama</li> </ul>	Staff reached out, no response
<b>Métis of Ontario</b>	Staff reached out, no response
<b>Indigenous Elder Cat Criger (University of Toronto)</b>	Staff reached out, no response
<b>York University’s Centre for Aboriginal Student Services</b>	York University is in the process of rethinking the land acknowledgement statement.

Indigenous Land Acknowledgement: Elders and Consultants

Indigenous Elder/Consultant	Organization	Contact Information	Expertise	Recommendation
Scott Robertson, LL.B.	Nahwegahbow Corbiere Genoomagejig Barristers and Solicitors	5884 Rama Road, Suite 109 Rama, ON L3V 6H6 613-697-7491 srobertson@nncfirm.ca	<ul style="list-style-type: none"> <li>Aboriginal and Treaty Rights</li> <li>Certified Specialist in Indigenous Legal Issues-Litigation and Advocacy from the Law Society of Ontario</li> <li>is a Haudenosaunee from the Six Nations of the Grand River</li> </ul>	President Nancy Hill
Cat (Mark) Criger	University of Toronto-Mississauga, Indigenous Centre	Davis Building - Room 3206 UTM Indigenous Centre, Equity and Diversity Office, University of Toronto Mississauga cat.criger@utoronto.ca	<ul style="list-style-type: none"> <li>Aboriginal Elder-in-Residence at UTM</li> <li>Draws upon the Indigenous tradition of freestyle learning to give students of diverse backgrounds an awareness of the First Nations' belief system</li> </ul>	Assistant Registrar, Royal College of Dental Surgeons of Ontario  RCDSO sought Criger's advice in developing their land acknowledgement statement
Dawn Maracle	Ryerson University's Institute for Change Leaders	87 Gerrard St E 231C Toronto, ON, M5B 1G6 redsheepofthefamily@gmail.com	<ul style="list-style-type: none"> <li>Diversity organizer, professional speaker and lifelong activist</li> <li>Two decades of experience working to promote Indigenous health, education, and governance</li> <li>Mohawk woman from Tyendinaga Mohawk Territory</li> </ul>	Dan Abrahams  Dawn has delivered workshops at either the Ontario Bar Association or the Law Society of Ontario
Amy Desjarlais	York University-Centre for Aboriginal Student Services	Centre for Aboriginal Student Services 246 York Lanes 4700 Keele Street Toronto, ON M3J 1P3 phone: 416-736-5571	<ul style="list-style-type: none"> <li>Part of York University's Elder on Campus program</li> <li>Provides workshops on Ethics in Indigenous Research</li> <li>Author and founder of EarthTALKER magazine</li> </ul>	No recommendation  Online search
George Couchie	Redtail Hawk Training and Consulting	<a href="mailto:Couchie.george@gmail.com">Couchie.george@gmail.com</a> 705-494-6887	<ul style="list-style-type: none"> <li>Lives on Nipissing First Nation</li> <li>Has over 33 years of policing experience, including 12 years</li> </ul>	No recommendation  Provided College of Physicians and Surgeons of Ontario



Indigenous Land Acknowledgement: Elders and Consultants

			designing and delivering Native Awareness Training Programs and Initiatives to members of the Ontario Provincial Police government employees and teachers	with Indigenous cultural awareness training
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## RISK REGISTER

**Purpose:** To provide Council with a regulatory risk register.

**No motion required**

**Prepared by:** Ralph Martin, Manager, Secretariat

### 1. Status Update

A risk register is a record of identified risks that an organization may face and encompasses not only the identified risk and its description, but also includes an assessment of the likelihood and impact of such a risk occurring, when action may be required to address the risk, who or what aspects of the organization are accountable as well as the response and/or mitigation strategy to address the risk

The purpose of a risk register is to provide Council with a structured approach to managing risks. It provides an approach to addressing risks rather than an ad hoc or reactionary response framework. A risk register strengthens organizational governance through the identification and assignment of risk management accountability. Finally, it enhances the communication of risk across an organization and thus broadens the understanding throughout the organization of current and emerging risks.

Staff have been tasked to develop operational and regulatory risk registers based on the risk register presented to Council in 2017. Starting with the September 2018 Council meeting, Council will receive the updated regulatory risk register through a standing item on the Council agenda.

### 2. Appendices

- Appendix A – Risk Register Backgrounder
- Appendix B – BN Risk Register Nov 17
- Appendix C – Risk Assessment Scales
- Appendix D – Regulatory Risk Register
- Appendix E – Heat Map

## Risk Register – Background Note

In 2017, Council tasked the Registrar to develop a risk register. Staff were tasked with developing both a risk register and heat ap in order to assist Council with identifying and ranking potential risks to PEO.

A draft version of the risk register and heat map was reviewed by the Executive Committee in October 2017.

The risk register and heat map were presented to Council at the November 2017 meeting. The purpose of the risk register was outlined in an information briefing note from the November 2017 Council meeting.

*The purpose of a risk register is to provide Council and management with a structured approach to managing risks. Its benefits are numerous. Referred to as Enterprise Risk Management (ERM), ERM provides an enterprise-wide view of risks, particularly emerging risks, as well as provides an holistic enterprise-wide approach to addressing risks rather than an ad hoc or reactionary response framework*

Since the adoption of the risk register, Council has reviewed and edited the document over the past two years.

# Briefing Note – Information

Originally presented  
as C-515-5.7

C-530-4.3, App B

## RISK REGISTER

**Purpose:** To provide Council with an opportunity to review and comment on the risk register.

**No motion required**

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

### 1. Status Update

As part of the Registrar's annual objectives for the current year, Council tasked the Registrar with developing a risk register.

A risk register is a listing of identified risks that an organization may face and encompasses not only the identified risk and its description, but also includes an assessment of the likelihood and impact of such a risk occurring, when action may be required to address the risk, who or what aspects of the organization are accountable as well as the response and/or mitigation strategy to address the risk.

The purpose of a risk register is to provide Council and management with a structured approach to managing risks. Its benefits are numerous. Referred to as Enterprise Risk Management (ERM), ERM provides an enterprise-wide view of risks, particularly emerging risks, as well as provides an holistic enterprise-wide approach to addressing risks rather than an ad hoc or reactionary response framework. ERM aligns the management of risk to the objectives of the organization and provides an enhanced tool for decision-making. In addition, ERM allows an organization to identify and explore opportunities as well as a methodology to assess trends and risk appetite. ERM also strengthens organizational governance for Council and management through the identification and assignment of risk management accountability. Finally, ERM enhances the communication of risk across an organization and thus broadens the understanding throughout the organization of current and emerging risks.

A draft risk register was developed over the course of Q2 and Q3, 2017 with input from the senior management team (SMT) and is attached at Appendix A.

The Executive Committee reviewed the risk register at its meeting on October 30, 2017 and requested that the risk register be circulated to Council.

Also attached is a Heat Map which identifies the number of risks associated with each likelihood and impact sector (Appendix B) and the Risk Assessment Scales used to develop the overall risk score (Appendix C).

### Appendices

- Appendix A – Risk Register
- Appendix B – Heat Maps
- Appendix C – Risk Assessment Scales

# Risk Assessment Scales

C-530-4.3  
Appendix C

## Likelihood

1	<b>Rare (0-30%)</b>	The event is unlikely to occur. A risk that is relatively unknown and has not been experienced to date.
2	<b>Unlikely (30-50%)</b>	The event is likely to occur only once in every 11-50 years
3	<b>Possible (50-70%)</b>	The event is likely to occur only once in every 1-10 years
4	<b>Likely (70-90%)</b>	The event is likely to occur once per year
5	<b>Almost Certain (&gt;90%)</b>	The event is likely to occur more than once per year

## Severity of Impact Benchmarks

1	<b>Insignificant</b>	<p>The consequences can be dealt with by routine operations.</p> <ul style="list-style-type: none"> <li>• Low financial Impact &lt;\$10,000</li> <li>• No publicity</li> <li>• Compliance breaches administrative only</li> </ul>
2	<b>Minor</b>	<p>A threat to the efficiency or effectiveness of some aspects of the business operations, but at a level that can be dealt with internally.</p> <ul style="list-style-type: none"> <li>• Medium financial impact \$10,000-\$99,000</li> <li>• Local media attention creating awareness of the situation</li> <li>• Safety - low potential for injury to an individual or several individuals</li> <li>• Compliance breach requiring rectification</li> </ul>
3	<b>Moderate</b>	<p>Functions of the business could be subject to significant review or changes to operations.</p> <ul style="list-style-type: none"> <li>• High financial impact \$100,000 - \$1,999,999</li> <li>• Local media attention creating adverse publicity</li> <li>• Safety - moderate potential for Injury to an individual or several individuals</li> <li>• Fines or penalties for non-compliance, systemic compliance breaches</li> </ul>
4	<b>Major</b>	<p>Would produce a threat to the survival or effective performance of the business.</p> <ul style="list-style-type: none"> <li>• Major financial impact \$2,000,000 - \$9,999,999</li> <li>• National publicised reputational event (e.g. Privacy, WSIB, Workplace death)</li> <li>• Safety - high potential for an Injury to an Individual or several Individuals</li> <li>• Regulatory action involving penalty imposition and/or requirement for remediation leading to a restriction of activity</li> </ul>
5	<b>Catastrophic</b>	<p>The consequences may threaten the business survival.</p> <ul style="list-style-type: none"> <li>• Financial impact \$10,000,000 or more</li> <li>• Safety - high potential for severe injury to an individual or several individuals</li> <li>• Reputational impact resulting in key stakeholders withdrawing services or business (e.g. government, banks)</li> <li>• Business activity limitation or cessation through regulatory intervention</li> </ul>

Professional Engineers Ontario  
Regulatory Risk Register

As of November 1, 2019

Risk #	Risk Factor/Description	Likelihood (1-5)	Impact (1-5)	Overall Risk Score (1-25)	Risk Category	When Action Required	Accountable	Risk Response / Mitigation Strategy
1	Loss of Regulatory Status  A lack of confidence in PEO to regulate the practice of professional engineering resulting in legislation removing the ability of Council to determine standards of practice, licensing requirements and regulatory compliance/discipline procedures.	2	5	10	Strategic	1-3 months	Council	Undertake external third party review of regulatory activities, then follow up with comprehensive external third party review of entire organization.
2	Vision or Strategy  A lack of vision, strategy or direction could result in the public interest not being protected, diminished public confidence and diminished engagement with licence holders.	1	4	4	Strategic	Within 12 months	Council	Strategic plan in place.  Strategic plan progress reviewed by Council quarterly.
3	Succession planning for Registrar and senior management  A lack of succession planning for the positions of Registrar and SMT could result in delays in decision-making and loss of knowledge.	3	3	9	Strategic	6-12 months	Council	Succession planning in place for Registrar and SMT.  Job descriptions kept up-to-date.
4	Backlog in complaints investigations  Influx of files prevents timely processing.	1	3	3	Regulatory	Annually	Council	Trend analysis.  Reserve fund available for contingencies.
5	Backlog in academic requirements assessments.	1	4	4	Regulatory	Annually	Council	Trend analysis.  Reserve fund available for contingencies.

Professional Engineers Ontario  
Regulatory Risk Register

As of November 1, 2019

Risk #	Risk Factor/Description	Likelihood (1-5)	Impact (1-5)	Overall Risk Score (1-25)	Risk Category	When Action Required	Accountable	Risk Response / Mitigation Strategy
	Influx of files prevents timely processing.							
6	Backlog in experience requirements assessments Influx of files prevents timely processing.	3	3	9	Regulatory	Immediately	Council	Trend analysis. Reserve fund available for contingencies. Additional staff hired.
7	Backlog of enforcements investigations Influx of files prevents timely processing.	1	3	3	Regulatory	Annually	Council	Trend analysis. Reserve fund available for contingencies.
8	Registration Committee untimely decisions Loss of public confidence. Risk to public.	2	3	6	Regulatory	Annually	Council	Training provided to REC members, Council meeting updates.
9	Discipline Committee untimely decisions Loss of public confidence. Risk to public.	2	3	6	Regulatory	Annually	Council	Training provided to DIC members, Council meeting updates, Executive Leadership Intervention
10	Extraordinary Unbudgeted Expenditures Impact on cash flow, reserve fund and/or regulatory functions as a result of extraordinary and significant items that were unbudgeted or exceeded expected budget.	4	2	8	Regulatory	Annually	Council	Financial and operational controls/policies in place. External auditor reviews financial controls annually. Monthly financial reports reviewed. FIC/AUC quarterly and annual review.

Professional Engineers Ontario  
Regulatory Risk Register

As of November 1, 2019

Risk #	Risk Factor/Description	Likelihood (1-5)	Impact (1-5)	Overall Risk Score (1-25)	Risk Category	When Action Required	Accountable	Risk Response / Mitigation Strategy
								Council informed of any extraordinary and significant unbudgeted expenditures.
11	Certificate of Authorization The process is cumbersome and delays granting of the C of A.	3	3	9	Regulatory	Annually	Council	Review of C of A process
12	Office of the Fairness Commissioner	4	4	16	Regulatory	6-12 months	Council	Continue to work with the Fairness Commissioner on outstanding issues. [Risk changed to Red, need further input from Council on Likelihood]
13	Independent Practices Technologists investigating independent practices within their own regulation	3	3	9	Regulatory	Annually	Council	
14	Governance Cyber-security risks to PEO	3	5	15	Regulatory	Annually	Council	
15	Fiscal health, deficit	4	4	9	Strategic	Annually	Council	Map strategic plan against finances



## Regulatory Heat Maps

The following maps risk likelihood and impact. Chart 1 indicates the number of risks associated with each sector. Chart 2 indicates specific risks in each sector.

Chart 1

		Impact				
		Insignificant 1	Minor 2	Moderate 3	Major 4	Catastrophic 5
Likelihood	Almost Certain 5					
	Likely 4		1		2	
	Possible 3			4		1
	Unlikely 2			2		1

Updated as of July 30, 2019

	Rare 1			2	2	
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Chart 2

		Impact				
		Insignificant 1	Minor 2	Moderate 3	Major 4	Catastrophic 5
Likelihood	Almost Certain 5					
	Likely 4		#10		#12, 15	
	Possible 3			#3, 6, 11, 13		# 14
	Unlikely 2			#8, 9		#1

Updated as of July 30, 2019

	Rare 1			#4, 7	#2, 5	
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## **30 BY 30 METRICS**

**Purpose:** to provide an annual report on the status and metrics for the 30 by 30 initiative to have 30% of newly licensed engineers be female by the year 2030

**No motion required**

**Prepared by:** *Jeannette Chau, P.Eng., 30 by 30 Staff Advisor*  
*Spokesperson: Christian Bellini, P.Eng., 30 by 30 Task Force Vice-Chair*

## **1. Status Update**

**The 30 by 30 initiative is a commitment to raising the percentage of newly licensed engineers in Ontario who are women to 30 per cent by 2030. The first annual report of 30 by 30 Metrics is shown in Appendix A.**

## **2. Background**

The 30 by 30 Task Force was formed by PEO in 2018 to show visible leadership in addressing the underrepresentation of women licensed in the profession by formally endorsing the 30 by 30 initiative with Engineers Canada and committing to undertaking an action plan to resolve this inequity.

The 30 by 30 initiative is a commitment to raising the percentage of newly licensed engineers in Canada who are women to 30 per cent by 2030. In 2017, only 19 per cent of newly licensed engineers in Ontario were women.

The 30 by 30 Task Force was launched on June 2018 with a two-year term. An Action Plan was developed. A yearly check point was proposed to inform Council of the annual progress towards this goal.

## **Appendices – Appendix A: 30 by 30 Metrics**

## **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

## In Camera Session

In-camera sessions are closed to the public