



Notice of Annual General Meeting

In accordance with section 20 of By-Law No. 1, which relates to the administrative affairs of PEO, the 2007 Annual General Meeting of the Association of Professional Engineers of Ontario will be held on Saturday, April 28, 2007, commencing at 9:00 a.m. at the Toronto Marriott Downtown Eaton Centre, 525 Bay Street, Toronto, Ontario. No registration is required.

As noted in section 17 of By-Law No. 1, the Annual General Meeting of PEO is held for the following purposes: to lay before members the reports of the Council and committees of the association; to inform members of matters relating to the affairs of the association; and to ascertain the views of the members present at the meeting on matters relating to the affairs of the association. Officers of PEO and other members of both the outgoing and incoming Councils will be in attendance to hear such views and to answer questions. PEO President Patrick

Quinn, P.Eng., will preside and present his annual report to the Annual General Meeting. The President-elect, Officers and Councillors for the 2007-2008 term will take office at the meeting.

Process for Making Submissions to the 2007 AGM

Submissions by members at PEO's Annual General Meeting are a vehicle for members in attendance to express their views on matters relating to the affairs of the association, but are not binding upon Council. A member submission should clearly describe the issue being addressed and indicate how it advances the objects of the *Professional Engineers Act*, which define the mandate and responsibilities of PEO. To ensure member submissions receive proper consideration at the Annual General Meeting, members must submit typed submissions to CEO and Registrar Kim Allen, P.Eng., by no later than

4:00 p.m., Friday, April 13, 2007. Submissions must be signed by the mover and seconder, either of whom must be present at the meeting. Submissions may be sent by fax to 416-224-8168 or 800-268-0496, or by letter. A Guidance Document on the content and format of submissions is available from the AGM page of the PEO website at www.peo.on.ca. Submissions received by the April 13, 2007 deadline will be published on the AGM page on the PEO website and included as part of the registration package.

As per Council's decision on March 3, 2006, member submissions will be referred to the Executive Committee for consideration after the AGM. The mover or seconder of a member submission will be invited to address the submission at the Executive Committee meeting at which the submission is to be considered.

Kim Allen, P.Eng., CEO and Registrar

Procedures for addressing member submissions at 2007 AGM

Following are the procedures that will be used to address member submissions during and after the 2007 Annual General Meeting.

During the meeting

PEO's 2007 Annual Business Meeting will be conducted on Saturday, April 28 from 9:00 a.m. to 12:30 p.m. Consideration of member submissions will begin at approximately 10:45 a.m. Submissions will be published to PEO's website before the meeting and included in members' registration packages.

- u The President will chair the portion of the meeting dealing with member submissions and manage the discussion. His direction must be respected.
- u The mover and/or seconder of a submission will be given up to 10 minutes to present their submission to the AGM.

Where time permits, members present at the AGM may make comments of up to two minutes on the submission.

The mover and/or seconder of a submission will be allowed two minutes for a closing statement.

- u In circumstances where the overall time allocation will not permit the above timing, the total amount of available time for submissions will be divided evenly among the number of submissions, and movers and seconders of submissions will be informed.

Following the meeting

- u Member submissions will be referred to the 2007-2008 Executive Committee to consider whether to initiate any regulatory, governance or policy changes stemming from the submission.

- u The mover or seconder of a member submission will be invited to address the submission in detail at the Executive Committee meeting at which the submission is to be considered.

- u All submissions to the 2007 AGM will be considered by the Executive Committee during the 2007-2008 year, and their disposition reported to Council and at the 2008 AGM.

- u Disposition of submissions to the 2007 AGM will be published on the PEO website and updated periodically. Progress on 2007 submissions will also be published in *Engineering Dimensions* following the 2008 AGM.