



Minutes

Consulting Engineer Designation Committee

- Meeting: August 18, 2016, Thursday
- Present: Doug Barker, P.Eng. – Vice Chair
Denis Dixon, P.Eng.
Shawn Gibbons, P.Eng.
Santosh Gupta, P.Eng.
Eric Nejat, P.Eng. – Chair
Rick Patterson, P.Eng.
Larry Pond, P.Eng.
Steve van der Woerd, P.Eng.
- Regrets: Rob Kivi, P.Eng.
Chris Redmond, P.Eng.
Michael Price, P.Eng.
- Staff: Brian MacEwen, P.Eng., Manager, Registration
Imelda Suarez

Call to Order

The meeting was called to order by the Chair at 10:09 a.m.

1. Agenda

Shawn Gibbons moved to adopt the agenda as amended. Seconded by Steve van der Woerd.

CARRIED

2. Minutes of Previous Meeting

Doug Barker moved to adopt the minutes of the May 19, 2016 meeting. Seconded by Larry Pond.

CARRIED

3. Business Arising From the Minutes

The committee would like to request a report from Annette Bergeron as to her participation in the International Association for Continuing Engineering Education (IACEE) in Portugal.

The committee would also like to request information on proceedings of the Engineers Canada AGM in Charlottetown.

4. Regional Sub-Committee Reports – Designation/Redesignation

4.1 Western Region

Rick Patterson moved that applicant 1.2 from the Western Subcommittee report be recommended for **designation**; seconded by Doug Barker.

CARRIED

Rick Patterson moved that applicants 2.1 to 2.10 from the Western Subcommittee report be recommended for **redesignation**; seconded by Shawn Gibbons.

CARRIED

Rick Patterson discussed the application of candidate 1.1, Brian Clarke, and the relationship between PROCHK Engineering Inspections Inc. and Procon Engineering Inspections Inc. He moved that this applicant be recommended for **designation**; seconded by Steve van der Woerd.

CARRIED

4.2 Eastern Region

There are no applicants for designation.

Shawn Gibbons moved that applicants 2.1 to 2.4, and 2.7 from the Eastern Subcommittee report be recommended for **redesignation**; seconded by Larry Pond.

CARRIED

The redesignation applications of applicants 2.5 and 2.6, Neil Levac and Paul Smolkin respectively, from the Eastern Subcommittee report be **deferred** pending receipt of updated project lists with the required information on their projects for the last 5 years.

4.3 Toronto

Doug Barker moved that applicants 1.1 to 1.2 from the Toronto Subcommittee report be recommended for **designation**; seconded by Shawn Gibbons. CARRIED

Doug Barker moved that applicants 2.1 to 2.25 from the Toronto Subcommittee report be recommended for **redesignation**; seconded by Denis Dixon.
CARRIED

4.4 Southern Region

There are no applicants for designation.

Steve van der Woerd moved that applicants 2.1 to 2.5 from the Southern Subcommittee report be recommended for **redesignation**; seconded by Doug Barker.

CARRIED

4.5 Northern Region

There are no applicants for designation.

Larry Pond moved that applicant 2.1 from the Northern Subcommittee report be recommended for **redesignation**; seconded by Shawn Gibbons.

CARRIED

The redesignation application of applicant 3.1, Siegfried Kirchhefer, from the Northern Subcommittee report be **deferred** pending receipt of an updated project list with the required information on his projects for the last 5 years.

5. Permission to Use the Title “Consulting Engineers”

Applicants 1.1 to 1.6 were **approved** for the Permission to Use the Title “Consulting Engineers”.

6. Activity Reports

6.1 Council Liaison's Report:

Santosh Gupta discussed following activities of Council:

- Discipline Committee Panel Composition – Members of Council
- Task force to review PEO Council Composition

The Disposition of Motions for the 507th Council Meeting is attached as Appendix A.

This is Santosh's last meeting as Council Liaison as he is at the end of his 9-year term in Council. Michael Chan would be taking his place in Council.

Santosh expressed his interest in joining the CEDC as a regular member, and gave details as to his background and qualifications. He will be joining the next Toronto Subcommittee meeting in October.

6.2 Consulting Engineers of Ontario Report:

Rob Kivi was unable to attend today's meeting.

6.3 Deputy Registrar's Report:

Michael Price was unable to attend today's meeting.

7. New Business

7.1 CPD Practice Environment Questionnaire vs CEDC Application

Doug Barker prepared a comparison of the CPD Practice Environment Questionnaire and the CEDC application, and went through the different items with the committee. Please refer to Appendix B.

7.2 CEDC Work Plan and HR Plan for 2017

The committee reviewed the draft of the Work and HR Plans for 2017. Rick Patterson moved to accept the Work and HR Plans; seconded by Shawn Gibbons.

CARRIED

7.3 Online Application for Consulting Engineer Designation & Redesignation

Larry Pond moved for PEO to investigate the possibility of implementing an online application form for the Consulting Engineer designation and redesignation through the Member Portal. Seconded by Doug Barker.

CARRIED

Adjournment

The meeting adjourned at 12:25 pm.

Date of Next Meeting: October 27, 2016



507th Council Meeting
June 24, 2016

DISPOSITION OF MOTIONS
(Subject to subsequent Council verification of meeting Minutes)

<p>APPROVAL OF AGENDA</p>	<p>That:</p> <ul style="list-style-type: none"> a. the agenda, as presented to the meeting at C-507-1.1, Appendix A be approved; and b. the Chair be authorized to suspend the regular order of business. <p style="text-align: right;">CARRIED</p>		
<p>2017 BUDGET ASSUMPTIONS</p>	<p>That the 2017 Budget Assumptions, as presented in C-507-2.1, Appendix A and as recommended by the Finance Committee, be approved.</p> <p>That the Registrar be directed to initiate the budgeting process, per PEO’s Budgeting Cycle, and provide the 2017 operating budget and capital budget at the September 2016 Council meeting based on the approved assumptions.</p> <p>That Council authorizes staff to determine the additional costs of extending the stay in Thunder Bay for the 2017 Annual General Meeting for Saturday night.</p> <p style="text-align: right;">CARRIED</p> <p style="text-align: right;">CARRIED</p>		
<p>LICENSING COMMITTEE – PRACTICE OF PROFESSIONAL ENGINEERING</p>	<p>That Council approves the Non-Practicing Declaration Form for Members and affirms the criteria for fee remission.</p> <p style="text-align: right;">CARRIED Recorded Vote</p> <table style="width: 100%; border: none;"> <tr> <td style="text-align: center; vertical-align: top;"> <p><u>For</u></p> <p>G. Boone D. Brown D. Chui S. Gupta G. Houghton R. Jones T. Kirkby C. Sadr M. Spink W. Turnbull</p> </td> <td style="text-align: center; vertical-align: top;"> <p><u>Against</u></p> <p>I. Bhatia T. Chong R. Fraser R. Hilton B. Kossta E. Kuczera D. Preley N. Takessian M. Wesa</p> </td> </tr> </table>	<p><u>For</u></p> <p>G. Boone D. Brown D. Chui S. Gupta G. Houghton R. Jones T. Kirkby C. Sadr M. Spink W. Turnbull</p>	<p><u>Against</u></p> <p>I. Bhatia T. Chong R. Fraser R. Hilton B. Kossta E. Kuczera D. Preley N. Takessian M. Wesa</p>
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<p>NEW GUIDELINE – STRUCTURAL ENGINEERING DESIGN SERVICES FOR BUILDINGS</p>	<p>That Council:</p> <ul style="list-style-type: none"> 1. Approve the practice guideline for Structural Engineering Design Services for Buildings as presented to the meeting at C-507-2.3, Appendix A; 2. Direct the Registrar to publish the guideline and notify members and the public of its publication through usual PEO communications; and 3. Stand down the PSC subcommittee which prepared the Guideline for Structural 		

	<p>Engineering Design Services for Buildings.</p> <p style="text-align: right;">CARRIED</p>																														
<p>DISCIPLINE COMMITTEE PANEL COMPOSITION – MEMBERS OF COUNCIL</p>	<p>That Council amends its Recommendation 14 of the Final Report of the Complaints and Discipline Task Force, adopted by Council on September 23, 2011, to read as follows:</p> <p>14. That the Professional Engineers Act be amended to eliminate the requirement for elected members of Council to sit on Discipline Committee hearing panels.</p> <p style="text-align: right;">CARRIED</p>																														
<p>TASK FORCE TO REVIEW PEO COUNCIL COMPOSITION</p>	<p>That Council:</p> <ol style="list-style-type: none"> 1. Approve the striking of a Council Composition Task Force to examine Council size and composition. 2. That Council direct the Registrar to develop a draft terms of reference and proposed list of members for a task force to examine this issue for approval by Council at its September 2016 meeting. <p style="text-align: right;">CARRIED</p> <table style="margin-left: auto; margin-right: auto;"> <tr> <td style="text-align: center;"><u>For</u></td> <td style="text-align: center;"><u>Against</u></td> </tr> <tr> <td style="text-align: center;">G. Boone</td> <td style="text-align: center;">I. Bhatia</td> </tr> <tr> <td style="text-align: center;">D. Brown</td> <td style="text-align: center;">S. Gupta</td> </tr> <tr> <td style="text-align: center;">T. Chong</td> <td style="text-align: center;">R. Hilton</td> </tr> <tr> <td style="text-align: center;">D. Chui</td> <td style="text-align: center;">N. Takessian</td> </tr> <tr> <td style="text-align: center;">G. Houghton</td> <td></td> </tr> <tr> <td style="text-align: center;">R. Jones</td> <td></td> </tr> <tr> <td style="text-align: center;">T. Kirkby</td> <td></td> </tr> <tr> <td style="text-align: center;">B. Kossta</td> <td></td> </tr> <tr> <td style="text-align: center;">E. Kuczera</td> <td></td> </tr> <tr> <td style="text-align: center;">D. Preley</td> <td></td> </tr> <tr> <td style="text-align: center;">C. Sadr</td> <td></td> </tr> <tr> <td style="text-align: center;">M. Spink</td> <td></td> </tr> <tr> <td style="text-align: center;">W. Turnbull</td> <td></td> </tr> <tr> <td style="text-align: center;">M. Wesa</td> <td></td> </tr> </table>	<u>For</u>	<u>Against</u>	G. Boone	I. Bhatia	D. Brown	S. Gupta	T. Chong	R. Hilton	D. Chui	N. Takessian	G. Houghton		R. Jones		T. Kirkby		B. Kossta		E. Kuczera		D. Preley		C. Sadr		M. Spink		W. Turnbull		M. Wesa	
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<p>ELECTION MATTERS – ISSUES REPORT, PROCEDURES AND APPOINTMENT OF REGIONAL ELECTION AND SEARCH COMMITTEES</p>	<p>That Council, with respect to the 2017 Council election:</p> <ol style="list-style-type: none"> a) approve the recommendations contained in the 2016 Central Election and Search Committee Issues Report as presented to the meeting at C-507-2.6, Appendix A; b) approve the 2017 Voting Procedures, as presented to the meeting at C-507-2.6, Appendix B; c) approve the 2017 Election Publicity Procedures, as presented to the meeting at C-507-2.6, Appendix C; d) approve the 2017 Nomination Petition Form as presented to the meeting at C-507-2.6, Appendix D; e) approve the 2017 Nomination Acceptance Forms for President-Elect, Vice-President, Councillor-at-Large and Regional Councillor as presented to the meeting at C-507-2.6, Appendix E, f) appoint the Regional Election and Search Committees (RESC) for each Region; g) appoint the Junior Regional Councillor in each Region (Michael Wesa, P. Eng., Guy 																														

	<p>Boone, P.Eng., Noubar Takessian, P.Eng., Gary O. Houghton, P.Eng., Danny Chui, P.Eng.) as Chair of the RESC for their Region.</p> <p style="text-align: right;">CARRIED</p>
COUNCIL TERM LIMITS TASK FORCE – REQUEST FOR ADDITIONAL FUNDS	<p>That Council approve an increase in the budget for the Council Term Limits Task Force from \$7,500 to \$15,000.</p> <p style="text-align: right;">CARRIED</p>
CONSENT AGENDA	<p>That the consent agenda be approved.</p> <p>The following items are contained in the consent agenda:</p> <p>3.1 Minutes – 243rd EXE Committee Meeting – Jan. 19, 2016 3.2 Minutes – 505th Council meeting – March 11, 2016 3.3 Minutes – 506th Council Meeting – April 30, 2016 3.4 Approval of CEDC Applications 3.5 Changes to Committees/Task Forces Roster 3.6 Finance Committee Revised Terms of Reference 3.7 Investment Sub Committee Revised Terms of Reference</p> <p style="text-align: right;">CARRIED</p>
MINUTES – 243RD EXE COMMITTEE MEETING – JANUARY 19, 2016	<p>That the minutes of the 243rd meeting of the Executive Committee, held on January 19, 2016, as presented to the meeting at C-507-3.1, Appendix A, be ratified.</p> <p style="text-align: right;">CARRIED</p>
MINUTES – 505TH COUNCIL MEETING – MARCH 11, 2016	<p>That the minutes of the 505th meeting of Council, held March 11, 2016, as presented to the meeting C-507-3.2, Appendix A, accurately reflect the business transacted at that meeting.</p> <p style="text-align: right;">CARRIED</p>
MINUTES – 506TH COUNCIL MEETING – APRIL 30, 2016	<p>That the minutes of the 506th meeting of Council, held April 30, 2016, as presented to the meeting C-507-3.3, Appendix A, accurately reflect the business transacted at that meeting.</p> <p style="text-align: right;">CARRIED</p>
APPROVAL OF CEDC APPLICATIONS	<ol style="list-style-type: none"> 1. That Council approve the exemption from examinations and the applications for designation as Consulting Engineer as presented to the meeting at C-507-3.4, Appendix A, Section 1. 2. That Council approve the applications for re-designation as Consulting Engineer as presented to the meeting at C-507-3.4, Appendix A, Section 2. 3. That Council grant permission to use the title “Consulting Engineers” (or variations thereof) to the firms as presented to the meeting at C-507-3.4, Appendix A, Section 3. <p style="text-align: right;">CARRIED</p>
CHANGES TO COMMITTEES/TASK FORCES ROSTER	<p>That Council approve changes to the 2016 PEO Committees and Task Forces Membership Roster as presented at C-507-3.5, Appendix A.</p>

	CARRIED
FINANCE COMMITTEE REVISED TERMS OF REFERENCE	That Council approve the revised Finance Committee Terms of Reference as presented to the meeting at C-507-3.6, Appendix A. CARRIED
INVESTMENT SUB COMMITTEE REVISED TERMS OF REFERENCE	That Council approve the revised Investment Sub-committee Terms of Reference as presented to the meeting at C-507-3.7, Appendix A. CARRIED
APPOINTMENT OF CHIEF ELECTIONS OFFICER	The following in-camera resolution from the June 2016 Council meeting was moved into open session: That Council approve the appointment of Allison Elliot as Chief Elections Officer CARRIED

DRAFT

**PRACTICE ENVIRONMENT QUESTIONNAIRE - CPD
VS.
APPLICATION - CEDC
PROFESSIONAL ENGINEERS ONTARIO**

August 17, 2016

NOTE: Practice Environment Questionnaire is the document used in the PEO conference call on July 18th and 19th, 2016.

ITEM	QUESTIONNAIRE CPD	CEDC APPLICATION
A. PRACTICE ENVIRONMENT QUESTIONNAIRE		
1. Practice status	Practising or non-practicing	Yes
2. Practice discipline	32 categories listed	Yes
3. Scope of practice	Requires brief description	Yes
4. Practice environment	Team or individual	Yes
5. Organizational structure of practice	Multi-discipline team, single discipline team, sole engineer	Yes
6. Engineering role within organization	Provide input; single discipline; review only; prepare review and seal	Yes
7. Engineering Standards	Work to codes, best practice standards or non-regulated	
8. External Engineering review	Regulating body; within industry; no reviews	
9. Internal Engineering peer review	Formal all jobs; formal some jobs; informal; none	
10. Quality management system	External or internal QMS; no QMS	
11. Engineering outcome	Minimal, minor, moderate, significant or major impact	
12. External industry certification	Relevant to area of practice; relevant to industry; none	Yes
13. Engineering organization	Participate; member; do not belong	Yes
14. Responsibility level	Level A – F	Yes
15. Audited	External; internal; none.	
16. Practice improvements	Established process; informal process; none	
17. Age of company	>10 yrs. to >20 yrs.	
18. Experience	>5 yrs. to >20 yrs.	Yes
19. Engineering membership	Mentored or not	
20. Industry publication	Read monthly, quarterly, semi-annually or yearly	
21. Reference library	Own; company; none	
22. Industry updates	Rarely change; update frequently; no standard	
23. Company training	Ongoing; frequently; none	
24. Breadth of practice	Specialist; generalist	Yes
25. CPD program outside PEO	Other provinces; industries; none	
26. Postsecondary education level	PHD; masters, bachelor, other	Yes
B. CEDC APPLICATION		
1. Identification of previous disciplinary actions	No	Yes
2. References – Clients	No	Yes
3. References – Peers	No	Yes
4. On C of A	No	Yes
5. Specific project references	No	Yes