



Minutes

Consulting Engineer Designation Committee

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| Meeting: | February 2, 2017, Thursday |
| Present: | Doug Barker, P.Eng. – Vice Chair Christian Bellini, P.Eng. George Comrie, P.Eng. – PEO President Levente Diosady, P.Eng. (AM session only) Denis Dixon, P.Eng. Santosh Gupta, P.Eng. (AM session only) Rob Kivi, P.Eng. (AM session only) Andrew Lawton, P.Eng. Eric Nejat, P.Eng. – Chair Rick Patterson, P.Eng. (AM session only) Larry Pond, P.Eng. Bruce Potter, P.Eng. Steve van der Woerd, P.Eng. |
| Regrets: | Shawn Gibbons, P.Eng. Chris Redmond, P.Eng. |
| Staff: | Faris Georgis, P.Eng. Gerard McDonald, P.Eng. Michael Price, P.Eng. Imelda Suarez Michelle Wehrle |

Call to Order

The meeting was called to order by the Chair at 10:04 a.m.

1. Agenda

It was requested to move the Business Arising from the Minutes to the afternoon session.
Rick Patterson moved to adopt the agenda as amended. Seconded by Steve van der Woerd.

CARRIED

2. Minutes of Previous Meeting

Steve van der Woerd moved to adopt the minutes of the October 27, 2016 meeting.
Seconded by Doug Barker.

CARRIED

3. Regional Sub-Committee Reports – Designation/Redesignation

3.1 Western Region

Rick Patterson moved that applicants 1.1-1.4 from the Western Subcommittee report be recommended for **designation**; seconded by Steve van der Woerd.

CARRIED

Rick Patterson moved that applicants 2.1 to 2.12 from the Western Subcommittee report be recommended for **redesignation**; seconded by Larry Pond.

CARRIED

3.2 Eastern Region

Andrew Lawton moved that applicant 1.1 from the Eastern Subcommittee report be recommended for **designation**; seconded by Rick Patterson.

CARRIED

Andrew Lawton moved that applicants 2.1 to 2.4 from the Eastern Subcommittee report be recommended for **redesignation**; seconded by Doug Barker.

CARRIED

3.3 Toronto

Doug Barker moved that applicants 1.1 to 1.3 from the Toronto Subcommittee report be recommended for **designation**; seconded by Denis Dixon. CARRIED

Doug Barker moved that applicants 2.1 to 2.15 from the Toronto Subcommittee report be recommended for **redesignation**; seconded by Steve van der Woerd. CARRIED

3.4 Southern Region

Steve van der Woerd moved that applicants 1.1 to 1.2 from the Southern Subcommittee report be recommended for **designation**; seconded by Doug Barker. CARRIED

Steve van der Woerd moved that applicants 2.1 to 2.2 from the Southern Subcommittee report be recommended for **redesignation**; seconded by Rick Patterson. CARRIED

4. Permission to Use the Title “Consulting Engineers”

Doug Barker moved that applicants 1.1 to 1.12 be **approved** for the Permission to Use the Title “Consulting Engineers”; seconded by Rick Patterson. CARRIED

5. Volunteer Pin Presentation

PEO President George Comrie presented the following committee members with their volunteer pins:

- Levente Diosady – 10 years (Toronto Subcommittee)
- Larry Pond – 25 years (Northern Subcommittee & Main Committee)

6. Activity Reports

6.1 Christian Bellini discussed the following activities of Council:

- Government Liaison Program Audit;
- 2017 Operating Budget;
- (CP)² Implementation Task Force Final Report;
- Process to Appoint Engineers Canada Directors;
- New Guideline – Structural Condition Assessments of Existing Buildings and Designated Structures; and
- Forming a Subcommittee to Revise the Environmental Site Assessment, Remediation and Management Guideline.

The Disposition of Motions for November Council Meeting is attached as Appendix A.

6.2 PEO President George Comrie reported on the current challenges faced by Engineers Canada (EC).

- EC seen as not being as responsive to the needs of the regulatory bodies;
- EC's current governance model is causing frustration for the board;
- Some CEAB deans unhappy with rigidity of accreditation process; and
- Kim Allen has recently left the organization. An interim CEO will be appointed.

6.3 Bruce Potter is replacing Rob Kivi as Consulting Engineers Ontario (CEO) representative. Eric Nejat thanked Rob Kivi for his participation in the committee. Bruce discussed CEO's strategic plan and current activities. Please refer to Appendix B for his report.

7. PEO Strategic Plan

Registrar Gerard McDonald presented PEO's 2018-2020 Strategic Plan to the committee, with the members providing feedback.

8. Consulting Engineer Designation & Redesignation Application Form

Michelle Wehrle, Director of Information Technology, addressed the committee's request for an online application. She reported that the current priority is the getting the P.Eng. application process online. Other application types would go through the same process after

the P.Eng. application is up and running. Right now, the designation and redesignation application forms can be made editable online.

Lunch Break (12:30pm-1:30pm)

9. Committee Term Limits

The committee discussed the new term limits for the Chair, Vice-Chair and committee members. The updated Terms of Reference is attached as Appendix C.

10. Election of Chair & Vice Chair

PEO President George Comrie acted as Chair for this section of the meeting. Denis Dixon nominated Eric Nejat as Chair; seconded by Larry Pond. CARRIED

Eric Nejat nominated Doug Barker as Vice Chair; seconded by Denis Dixon. CARRIED

11. Business Arising from the Minutes

Doug Barker further discussed the Continuing Professional Development Program/PEAK.

Adjournment

The meeting adjourned at 2:58pm.

Date of Next Meeting: May 11, 2017

509th Council Meeting
November 18, 2016

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

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| APPROVAL OF AGENDA | <p>That:</p> <ol style="list-style-type: none"> a. the agenda, as presented to the meeting at C-509-1.1, Appendix A be approved; and b. the Chair be authorized to suspend the regular order of business. <p style="text-align: right;">CARRIED</p> | | | | |
| GOVERNMENT LIAISON PROGRAM AUDIT | <ol style="list-style-type: none"> 1. That Council receive the Government Liaison Program Audit report as presented to the meeting at C-509-2.1, Appendix A. 2. That Council direct the Registrar, in consultation with the Government Liaison Committee, to undertake the development of a plan to implement the recommendations contained in the Government Liaison Program Audit report as presented to the meeting at C-509-2.1, Appendix A. 3. That the implementation plan as specified in motion 2 be brought back to Council for approval at the June 2017 Council meeting. <p style="text-align: right;">CARRIED</p> | | | | |
| 2017 OPERATING BUDGET | <p>That Council approve the draft 2017 operating budget as recommended by the Finance Committee and as presented to the meeting at C-509-2.2, Appendix A.</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;"><u>For</u></td> <td style="text-align: center; vertical-align: top;"><u>Against</u></td> </tr> <tr> <td style="vertical-align: top;"> C. Bellini G. Boone D. Brown M. Chan T. Chong D. Chui B. Dony R. Fraser R. Hilton G. Houghton Q. Jackson T. Kirkby E. Kuczera L. Lederman M. Long-Irwin D. Preley </td> <td style="vertical-align: top;"> R. Jones </td> </tr> </table> | <u>For</u> | <u>Against</u> | C. Bellini G. Boone D. Brown M. Chan T. Chong D. Chui B. Dony R. Fraser R. Hilton G. Houghton Q. Jackson T. Kirkby E. Kuczera L. Lederman M. Long-Irwin D. Preley | R. Jones |
| <u>For</u> | <u>Against</u> | | | | |
| C. Bellini G. Boone D. Brown M. Chan T. Chong D. Chui B. Dony R. Fraser R. Hilton G. Houghton Q. Jackson T. Kirkby E. Kuczera L. Lederman M. Long-Irwin D. Preley | R. Jones | | | | |

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| | <p>P. Quinn N. Rush C. Sadr R. Shreewastav M. Spink N. Takessian W. Turnbull M. Wesa</p> |
| 2017 DRAFT CAPITAL BUDGET | <p>That Council approve the draft 2017 capital budget as recommended by the Finance Committee as presented to the meeting at C-509-2.3, Appendix A.</p> <p style="text-align: right;">CARRIED</p> |
| BORROWING RESOLUTION | <p>That Council:</p> <p>a) approve the borrowing of money upon the credit of the association by way of:</p> <p style="padding-left: 40px;">i) an operating overdraft up to an amount not to exceed CAD\$250,000; and</p> <p style="padding-left: 40px;">ii) use of corporate credit cards with an aggregate limit not to exceed CAD\$120,000.</p> <p>b) in compliance with PEO's Internal Control Banking Policy, hereby confirms that this Borrowing Resolution is to expire on January 31, 2018.</p> <p style="text-align: right;">CARRIED</p> |
| INVESTMENT POLICIES | <p>That Council:</p> <p>a. Approve the revised investment policy for the operating reserve fund assets (Investment Policy) which incorporates the changes proposed by Scotia Institutional Asset Management (SIAM) as presented to the meeting at C-509-2.5, Appendix A.</p> <p>b. Approve the revised investment policy for the pension plan assets (Pension Plan Statement of Investment Policies and Procedures (SIP&P)) which incorporates the changes proposed by Mackenzie Investments as presented to the meeting at C-509-2.5, Appendix B.</p> <p>c. Task the Registrar to ensure that an Investment Subcommittee is formed every year to review Council's Investment Policy.</p> <p style="text-align: right;">CARRIED</p> |
| (CP)² IMPLEMENTATION TASK FORCE FINAL REPORT | <p>That Council receive the Final Report of the Continuing Professional Competence Program Task Force as presented to the meeting at C-509-2.6, Appendix A.</p> <p>That the main motion be amended by removing the word "final" before the word report and adding "and the task force bring to Council its recommended constraints</p> |

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| | <p>and guiding principles to the February Council meeting” after Appendix A.</p> <p style="text-align: right;">AMENDMENT CARRIED</p> <p>Council then voted on the main motion as amended:</p> <p>That Council receive the Report of the Continuing Professional Competence Program Task Force as presented to the meeting at C-509-2.6, Appendix A and the task force bring to Council its recommended constraints and guiding principles to the February Council meeting.</p> <p style="text-align: right;">MAIN MOTION AS AMENDED CARRIED</p> <p>That Council direct the Registrar to implement the communications plan and continue development of the program elements and operational activities required to roll-out on March 31, 2017 the PEAK program described in the Report.</p> <p style="text-align: right;">CARRIED</p> <p>That Council direct the Registrar to provide a report to Council at its June 2018 meeting providing information on the first-year of operation of the PEAK program and providing recommendations to Council on the next steps.</p> <p style="text-align: right;">CARRIED</p> |
| <p>PROCESS TO APPOINT ENGINEERS CANADA DIRECTORS</p> | <p>That Council approve the document, <i>“Terms of Reference, Expectations and Appointment Process for PEO Directors on Engineers Canada Board of Directors”</i> as presented to the meeting at C-509-2.7, Appendix A.</p> <p>That the main motion be amended to read:</p> <p>That Council approve the document, <i>“Terms of Reference, Expectations and Appointment Process for PEO Directors on Engineers Canada Board of Directors”</i> as presented to the meeting at C-509-2.7, amended Appendix A by inserting a sentence under the Eligibility heading so that the sentence reads “That exceptions to eligibility requirements may be made by Council on a case by case basis.”</p> <p style="text-align: right;">AMENDMENT DEFEATED</p> <p>That the main motion be amended to read:</p> <p>That Council approve the document, <i>“Terms of Reference, Expectations and Appointment Process for PEO Directors on Engineers Canada Board of Directors”</i> as presented to the meeting at C-509-2.7, amended Appendix A by deleting the last sentence in the first paragraph under the Eligibility heading “Nominees must also be PEO and OSPE members.”</p> <p style="text-align: right;">AMENDMENT DEFEATED</p> <p>That Council approve the document, <i>“Terms of Reference, Expectations and Appointment Process for PEO Directors on Engineers Canada Board of Directors”</i> as presented to the meeting at C-509-2.7, Appendix A.</p> <p style="text-align: right;">CARRIED</p> |
| <p>NEW GUIDELINE – STRUCTURAL CONDITION ASSESSMENTS OF EXISTING</p> | <p>That Council:</p> <ol style="list-style-type: none"> 1. Approve the practice guideline for Structural Condition Assessments of Existing |

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| BUILDINGS AND DESIGNATED STRUCTURES | <p>Buildings and Designated Structures as presented to the meeting at C-509-2.8, Appendix A;</p> <p>2. Direct the Registrar to publish the guideline and notify members and the public of its publication through usual PEO communications.</p> <p style="text-align: right;">CARRIED</p> |
| DISCLOSURE REQUIREMENT TO CLIENTS IN LIEU OF A STRUCTURAL SPECIALIST DESIGNATION | <p>That Council direct the Professional Standards Committee to include disclosure requirements to clients in the Performance Standard for Structural Condition Assessments of Existing Buildings, in lieu of a Structural Specialist Designation.</p> <p>That the main motion be amended to read:</p> <p>That Council direct the Professional Standards Committee to include disclosure requirements to clients in the Performance Standard for Structural Condition Assessments of Existing Buildings.</p> <p style="text-align: right;">AMENDMENT DEFEATED</p> <p>That Council direct the Professional Standards Committee to include disclosure requirements to clients in the Performance Standard for Structural Condition Assessments of Existing Buildings, in lieu of a Structural Specialist Designation.</p> <p style="text-align: right;">CARRIED</p> |
| FORMING A SUBCOMMITTEE TO REVISE THE ENVIRONMENTAL SITE ASSESSMENT, REMEDIATION AND MANAGEMENT GUIDELINE | <p>That Council direct the Professional Standards Committee to form an Environmental Site Assessment, Remediation and Management Subcommittee to complete the work described in the Terms of Reference as presented to the meeting at C-509-2.10, Appendix A.</p> <p style="text-align: right;">CARRIED</p> |
| FORMING A SUBCOMMITTEE TO REVISE THE PROVIDING REPORTS ON MINERAL PROPERTIES GUIDELINE | <p>That Council direct the Professional Standards Committee to form a Professional Engineers Providing Reports on Mineral Projects Subcommittee to complete the work described in the Terms of Reference as presented to the meeting at C-509-2.11, Appendix A.</p> <p style="text-align: right;">CARRIED</p> |
| FORMING A JOINT SUBCOMMITTEE WITH OAA TO PREPARE NEW COORDINATING LICENSED PROFESSIONAL GUIDELINE | <p>That Council direct the Professional Standards Committee to form a Coordinating Licensed Professional Joint Subcommittee to develop a Practice Guideline and Performance Standard as presented to the meeting at C-509-2.12, Appendix A.</p> <p style="text-align: right;">CARRIED</p> |
| CANADIAN ENGINEERING ACCREDITATION BOARD (CEAB) – ACCREDITATION DECISIONS | <p>That Council approve the list of academic programs as presented to the meeting at C-509-2.13, Appendix A, that have been accredited (by CEAB) and that meet the intent of Section 33.(1) 1.i. of the Regulations.</p> <p style="text-align: right;">CARRIED</p> |
| CANADIAN ENGINEERING ACCREDITATION BOARD (CEAB) – GENERAL VISITORS AND CEAB ACCREDITATION | <p>That Council:</p> <p>a. receive the Canadian Engineering Accreditation Board (CEAB) General Visitors</p> |

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| <p>AGENT RECONFIRMATION</p> | <p>Status Log Report, as presented to the meeting at C-509-2.14, Appendix B; and</p> <p>b. reconfirm the authority of CEAB to act as PEO’s accreditation agent for undergraduate engineering programs for 2016-2017 based on the CEAB Accreditation Criteria as approved at the September 2016 Engineers Canada Board Meeting.</p> <p>Motion to refer:</p> <p>That the Canadian Engineering Accreditation Board (CEAB) – General Visitors and CEAB Accreditation agent reconfirmation be referred to Academics Requirements Committee (ARC) for peer review.</p> <p style="text-align: right;">MOTION DEFEATED</p> <p>That the main motion be amended to read:</p> <p>That Council:</p> <p>a. receive the Canadian Engineering Accreditation Board (CEAB) General Visitors Status Log Report, as presented to the meeting at C-509-2.14, Appendix B; and</p> <p>b. reconfirm the authority of CEAB to act as PEO’s accreditation agent for undergraduate engineering programs for 2016-2017 based on the minimum path component of CEAB Accreditation Criteria as approved at the September 2016 Engineers Canada Board Meeting.</p> <p style="text-align: right;">AMENDMENT DEFEATED</p> <p>That Council:</p> <p>a. receive the Canadian Engineering Accreditation Board (CEAB) General Visitors Status Log Report, as presented to the meeting at C-509-2.14, Appendix B; and</p> <p>b. reconfirm the authority of CEAB to act as PEO’s accreditation agent for undergraduate engineering programs for 2016-2017 based on the CEAB Accreditation Criteria as approved at the September 2016 Engineers Canada Board Meeting.</p> <p style="text-align: right;">CARRIED</p> |
| <p>PEO ANNUAL COMMITTEES AND TASK FORCES MEMBERSHIP ROSTER</p> | <p>That Council:</p> <p>a. approve changes to the 2016 PEO Annual Committees and Task Forces Membership Roster as presented at C-509-2.15, Appendix A.</p> <p>b. approve the 2017 PEO Annual Committees and Task Forces Membership Roster as presented at C-509-2.15, Appendix B.</p> |

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| | CARRIED |
| 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 – 245th EXE Committee Meeting – July 21, 2016 3.2 Minutes – 508th Council meeting – September 23, 2016 3.3 Approval of CEDC Applications 3.4 Committees and Task Forces Human Resources and Work Plans 3.5 Revised Terms of Reference for the Joint Relations Committee</p> <p style="text-align: right;">CARRIED</p> |
| MINUTES – 245TH EXE COMMITTEE MEETING – JULY 21, 2016 | <p>That the minutes of the 245TH meeting of the Executive Committee, held on July 21, 2016, as presented to the meeting at C-509-3.1, Appendix A, be ratified.</p> <p style="text-align: right;">CARRIED</p> |
| MINUTES – 508TH COUNCIL MEETING – SEPTEMBER 23, 2016 | <p>That the minutes of the 508th meeting of Council, held September 23, 2016, as presented to the meeting C-508-3.2, Appendix A, accurately reflect the business transacted at that meeting.</p> <p style="text-align: right;">CARRIED</p> |
| APPROVAL OF CEDC APPLICATIONS | <p>1. That Council approve the exemption from examinations and the applications for designation as Consulting Engineer as presented to the meeting at C-509-3.3, Appendix A, Section 1.</p> <p>2. That Council approve the applications for re-designation as Consulting Engineer as presented to the meeting at C-509-3.3, Appendix A, Section 2.</p> <p>3. That Council grant permission to use the title “Consulting Engineers” (or variations thereof) to the firms as presented to the meeting at C-509-3.3, Appendix A, Section 3.</p> <p style="text-align: right;">CARRIED</p> |
| COMMITTEES and TASK FORCES HUMAN RESOURCES AND WORK PLANS | <p>That the committee/task force work plans and human resources plans as presented to the meeting at C-509-3.4, Appendices A to M inclusive be approved.</p> <p style="text-align: right;">CARRIED</p> |
| REVISED TERMS OF REFERENCE FOR THE JOINT RELATIONS COMMITTEE | <p>That Council approve the revised OSPE-PEO Joint Relations Committee (JRC) Terms of Reference as presented to the meeting at C-509-3.5, Appendix A.</p> <p style="text-align: right;">CARRIED</p> |
| RESCIND MOTION FOR PROPOSED PERFORMANCE STANDARD AND DEVELOP PRACTICE GUIDELINE | <p>The following in-camera resolutions from the November 2016 Council meeting were moved into open session:</p> <p>That Council rescind the following motion previously passed on February 8, 2013:</p> <p><i>1. That Council accept in principle the following practice standard:</i></p> |

a. *Delegating and Supervising Professional Engineering Work (Appendix A):*

CARRIED

2. That Council direct the Professional Standards Committee (PSC) to develop a practice guideline, *Assuming Responsibility and Supervising Engineering Services* in consideration of sections 12(3)b, and 17(2) in the *Professional Engineers Act* as presented to the meeting in the Terms of Reference at C-509-4.3, Appendix A.

CARRIED

That motion 1 and 2 and the Terms of Reference at C-509-4.3, Appendix A, be moved to open session.

CARRIED

DRAFT

Consulting Engineers Ontario (CEO) Report

At the February 2, 2017 CEDC meeting, I provided a verbal report on CEO. I thought that based on the previous presentation on the PEO Strategic Plan, an outline of some of the aspects of the CEO Plan was timely. The following is a summary of my presentation.

The CEO plan was completed last spring and it will be renewed in 2020. CEO is an association of companies providing engineering services in Ontario.

Our Mission is "To promote a sustainable business environment for members."

Our Vision is "CEO is the authoritative voice for consulting engineering members in Ontario."

Under our strategic plan, we have 3 core goals, or "buckets" as we call them; Advocacy, Business Practice, and Member Engagement.

Our Advocacy goal is our desire to shape public policy, legislation and regulation of interest to our members. In recent years, we have been active in the Bill 6 discussion and the Construction Lien Act work. We feel that CEO has made a positive contribution in both areas. CEO will continue to respond to issues as they arise.

Business Practice is our biggest area of work. It is our perhaps never ending goal to achieve favourable procurement and commercial business practices with our clients. Large public sector purchasers of engineering services continue to ask engineering firms to take more risk, often risks that are not insurable. Our Business Practice committee strives to respond to this always changing landscape. We hope to set up a quick response team of volunteers that can help our members respond more quickly, in an anonymous way, to unfair procurement terms at the time that RFP documents are issued.

Finally, our Member Engagement hopes to achieve an increased member investment of time, effort and resources as we further enhance the value of CEO membership.

**Terms of Reference
Consulting Engineer Designation Committee (CEDC)**

Appendix C

**Issue Date: April 2010 (revised February 2, 2017)
Approved by Council:**

**Review Date:
Review by: Council**

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| Legislated and other Mandate approved by Council | <p>To make recommendations to Council respecting all matters relating to applications for designation and redesignation as a consulting engineer, and applications from Certificate of Authorization Holders for permission to use the title "Consulting Engineer" as specified in Regulation 941.</p> <p>The legislated mandate is as follows:</p> <p>56. (1) The Council shall designate as a consulting engineer every applicant for the designation who,</p> <ul style="list-style-type: none">(a) is a Member;(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;(c) has, since becoming a Member, had five or more years of professional engineering experience that is satisfactory to the Council;(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. <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>57. (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">(a) is a Member;(b) is currently engaged in the independent practice of professional engineering in Canada; and(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. <p>58. 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">(a) that the applicant has or has not been granted a designation or redesignation as a consulting engineer, as the case may be; and(b) in the case of a refusal to grant the designation or redesignation, the reasons therefor. R.R.O. 1990, Reg. 941, s. 58. <p>59. 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>60. For the purpose of this Regulation, a Member shall be deemed to be in the independent practice of professional engineering if the Member,</p> |
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Terms of Reference
Consulting Engineer Designation Committee (CEDC)

(a) holds a certificate of authorization and is primarily engaged in offering or providing services within the practice of professional engineering to the public; 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

**Terms of Reference
Consulting Engineer Designation Committee (CEDC)**

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| | <p>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 the circumstances. R.R.O. 1990, Reg. 941, s. 64 (3).</p> <p>65. 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> <p style="padding-left: 40px;">(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</p> <p style="padding-left: 40px;">(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.</p> <p>66. 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> <p style="padding-left: 40px;">(a) The date of receipt of notice of the refusal of the Council; or</p> <p style="padding-left: 40px;">(b) In the case of reconsideration by Council, the date of receipt of notice of the refusal of the Council upon the reconsideration. R.R.O. 1990, Reg. 941, s. 66.</p> <p>67. 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>Key Duties and Responsibilities</p> | <p>CEDC is appointed by Council.</p> <p>CEDC reports to Council through the CEO/Registrar and/or Council Liaison.</p> <p>CEDC reports regularly (four times each year) regarding mandate to Council as per Regulation.</p> <p>Type of Committee:</p> <ol style="list-style-type: none"> 1. Policy committee on regulatory matters. 2. Operational committee on regulatory matters (legislated). <p>Success Measurements of Key Duties and Responsibilities:</p> <ol style="list-style-type: none"> 1. Increased recognition of CED by governments, client groups and the public. 2. Interpretative guideline is current and relevant. <p>The Chair shall submit an annual report, not later than January 15th of each year to the CEO/Registrar of the activities of the Committee.</p> <p>By September 30th 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>Constituency, Number & Qualifications of Committee/Task Force Members</p> | <p>Approximately 10 members, with reasonable geographic representation across Ontario; the majority must be designated consulting engineers. Should have at least 15 years engineering experience after graduation; chair and vice-chair are appointed by Council; at least two-thirds continuity desirable.</p> |

Terms of Reference
Consulting Engineer Designation Committee (CEDC)

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| | <p>Recruitment of New Committee Members</p> <p>The committee is to assist People Development in the recruitment of new committee members to ensure wide discipline and reasonable geographic representation based on applications received.</p> |
| <p>Term Limits for Committee members, Chair and Vice Chair</p> | <p>Chair and Vice Chair: In accordance with the <i>Committees and Task Forces Policy</i>, the election of Chair and Vice Chair shall take place annually either at the last or first committee meeting of the calendar year. The Chair and Vice Chair are elected for a two-year term, both commencing in January. The Chair and Vice Chair can be re-elected to serve a maximum of four (4) consecutive years. Past Chairs and Past Vice Chairs can remain on the committee beyond the 15 year limit for committee members until completion of their elected term.</p> <p>Committee Members: In accordance with the <i>Committees and Task Forces Policy</i>, committee members are appointed for a one-year term, from January to December. Committee members may be re-appointed, but under normal circumstances should be expected to retire from the committee after a continuous term of fifteen (15) years. Two years after retirement they may be re-appointed to the committee. Two-thirds continuity of committee members is desirable. At least every two years a new member joins the committee. If new members have not been found, committee members can remain on the committee until replacements are found.</p> |
| <p>Qualifications and election of the Chair</p> | <p>Should have at least 15 years engineering experience after graduation; be a designated Consulting Engineer; and have been a member of CEDC for at least 2 years. In January of each year, a chair is elected by CEDC and recommended to Council for appointment.</p> |
| <p>Qualifications and election of the Vice Chair(s)</p> | <p>Should have at least 15 years engineering experience after graduation; be a designated Consulting Engineer; and have been a member of CEDC for at least 2 years. In January of each year, a vice-chair is elected by CEDC and recommended to Council for appointment. The vice-chair is not automatically appointed as Chair.</p> |
| <p>Duties of Vice Chair(s)</p> | <p>Specific duties of the vice chair(s) are, for example, chairing meetings in the chair's absence.</p> |
| <p>Quorum</p> | <p>A quorum of at least 3 representatives of the 5 regional subcommittees must be present (including participation by teleconference) to have the meeting's decision(s) recorded as binding.</p> |
| <p>Meeting Frequency & Time Commitment</p> | <p>The Committee expects to meet four times during the year for a full day meeting during the week at the PEO offices. In addition, members are encouraged to attend four regional sub-committee meetings per year in advance of the Committee meetings.</p> |
| <p>Operational year time frame</p> | <p>January - December</p> |
| <p>Committee Advisor</p> | <p>Faris Georgis, P.Eng. – Manager, Registration</p> |