



# Minutes

**The Eightieth meeting of the Enforcement Committee held on  
Thursday, September 22, 2016 at 1:30 p.m., PEO Offices**

**Present:** Peter Broad, P.Eng. (Chair)  
Roger Barker, P.Eng. (Vice-Chair)  
William Jackson, P.Eng.  
Stephen Georgas, LLB., P.Eng.  
Joe Adams, P.Eng.

**Council Liaison:** Ewald Kuczera, P.Eng.

**Staff:** Linda Latham, P.Eng. (Deputy Registrar, Regulatory Compliance)  
Cliff Knox, P.Eng. (Manager, Enforcement)  
Steven Haddock (Enforcement and Advisory Officer)  
Ashley Gismondi (Enforcement and Outreach Officer)  
Maria Iannone (Administrative Assistant)

**Regrets :** Don Marston, J.D., P.Eng.  
Gary Houghton, P.Eng.  
Edward Poon, P.Eng.  
Ajai Varma, P.Eng.  
Solomon Ko, P.Eng.

## **1. Welcome and Call to Order**

Mr. Broad, called the meeting to order at 1:38 p.m. with a quorum of 5 and welcomed everyone.

## **2. Approval of Agenda**

**Motion #1: That the Enforcement Committee agenda dated September 22, 2016 be approved.**

Moved by Joe Adams, P.Eng., seconded by Roger Barker, P.Eng.

**CARRIED**

## **3. Verification of Minutes**

**Motion #2: That the Enforcement Committee Minutes dated July 19, 2016 be approved.**

Moved by Stephen Georgas, P.Eng., seconded by Roger Barker, P.Eng.

**CARRIED**

## **4. Business Arising from Minutes**

Mr. Knox advised that all business arising from the previous meeting is addressed in the agenda items for the current meeting.



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## 5. Council Liaison Update

Mr. Kuczera commented that Council will be meeting later that evening and that an Agenda was provided to committee members.

## 6. Staff Update

Mr. Knox gave an update on the following:

1. The Ontario Government was holding a press conference that afternoon in Thunder Bay, to release of the MTO report on the Nipigon River Bridge investigation.
2. IESO and Amphenol Canada have been contacted regarding improper use of title by employees, and are willing to look into changing their practices for assigning position titles.
3. PEO is working with Mr. Jowhari, MP for Richmond Hill, on an agreed way forward and draft response regarding his improper use of title during the last election campaign.
4. A main interface for video conference application which will be rolled out this year.
5. Ms. Latham and Mr. Knox met with Ministry of Labour in August, and are awaiting information to make revisions to the Repeal research project report. Legislation to cancel the repeal was set aside and will be reintroduced in the next session at Queen's Park. This allows extra time for PEO to respond to the cancellation.
6. Committee Chairs Workshop at PEO Head Office on October 28<sup>th</sup>.

Mr. Haddock gave an update on Mr. De Guzman – Court agreed for judicial pre-trial to be held in September and then going back to court for a date on the matter.

## 7. Work Plan – Policy Issue A: Enforcement Reporting

Mr. Broad suggested to move this forward to our next meeting on November 28, 2016.

**Action #1:** Outstanding from May meeting; staff to prepare a final draft for the November meeting.

## 8. Work Plan – Policy Issue E: Impact of Counterfeit Seals

Mr. Jackson reported that there is no update at this time.

Mr. Knox commented that the Standards Council of Canada doesn't appear to be looking at the issue of electronic seals. There's a motion going to Council for a PSC sub-committee to update the 'Use of Seal' guideline. As part of the update, part of section 54 of Regulation 941 would move to Regulation 260 and set it as a Performance Standard. If the motion is passed, there will be a call for volunteers and an opportunity to provide input into the revisions.

Mr. Adams commented that TSSA won't accept anything but original documents. This will be a major obstacle. Mr. Georgas commented that whatever is proposed should permit electronic seals to be accommodated in the system, and not necessarily to oust the traditional manual seal.



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**Action #2:** Mr. Knox to inform PSC that Mr. Jackson and Mr. Georgas are interested in serving on the Use of Seal guideline sub-committee.

## **9. Work Plan – Policy Issue F: Enforcement of Business Names**

Mr. Haddock updated the Committee on recent name challenges. PEO has asked the Ministry to reconsider some that were turned down, based on deviation from past decisions.

**Action #3:** Mr. Haddock to prepare a memo to be forwarded to Committee Members.

## **10. 2017 Human Resources Plan**

Mr. Knox gave a summary of the teleconference meeting held in August. The HR Plan needs to be updated to reflect Mr. Adams' membership on the committee.

1. A motion is going to Council to include volunteer term limits into all committee terms of reference.
2. Enforcement Committee members asked to consider whether a 3 to 5-year term is reasonable.
3. Members to be asked about intent to serve next year at the November meeting.

**Motion #3: The HR Plan be provisionally approved with amendments from members.**

Moved by Roger Barker, P.Eng., seconded by Bill Jackson, P.Eng.

**CARRIED**

**Action #4:** Committee Members to forward amendments to Mr. Knox by September 29, 2016.

**Action #5:** Mr. Knox to submit the HR Plan, with received amendments, for approval by Council.

Mr. Broad suggested that the election of Chair and Vice Chair be completed at the November meeting. Mr. Knox commented that the policy has been corrected so that both are elected prior to January, when the new term starts.

Mr. Barker confirmed his willingness to serve as Chair. Mr. Georgas indicated a willingness to serve as Vice Chair.

## **11. 2017 Work Plan**

Mr. Knox gave an overview of five policy items discussed during the August teleconference and suggested that members vote to select three items for the 2017 Work Plan. Mr. Knox announced member's selection based on ballots cast at the meeting. The top three items were:

1. Provide guidance for Outreach objectives and content
2. Identify activities to achieve enhanced enforcement within manufacturing and industry
3. Policy development materials and rationale to migrate Pre-Start Health and Safety Review guideline to a performance standard



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Mr. Knox discussed the importance of Outreach to broaden understanding of Enforcement issues and awareness of PEO's regulatory activity.

Mr. Kuczera commented on an upcoming Council motion for a public information campaign which could include public reporting on matters that require enforcement.

Mr. Knox commented that a recommendation from the Repeal research report is to look at ways to have enhanced enforcement within manufacturing and industry.

**Motion #4: The draft 2017 Work Plan with the selected additions be approved.**

Moved by Bill Jackson, P.Eng. and Roger Barker, P.Eng.

**CARRIED**

**Action #6:** Mr. Knox to submit the revised Work Plan for approval by Council.

## **12. Other Business**

Mr. Jackson commented on adding planned turnover of committee membership to the HR Plan. The members discussed moving the next meeting based on limited availability on November 15.

**Action #7:** Maria to send out Doodle poll for new meeting date for November.

## **13. Attendance**

Absent with reason:

Don Marston, P.Eng.  
Gary Houghton, P.Eng.  
Edward Poon, P.Eng.  
Ajai Varma, P.Eng.  
Solomon Ko, P.Eng.

## **14. Next Meeting**

Suggested to hold the week of November 21<sup>st</sup>. To be determined by Doodle poll.

## **15. Adjournment**

**Motion #5:** To adjourn at 3:16 pm.

Moved by Bill Jackson, P.Eng.

**CARRIED**



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## 13. Attendance

Absent with reason:

Don Marston, P.Eng.  
Gary Houghton, P.Eng.  
Edward Poon, P.Eng.  
Ajai Varma, P.Eng.  
Solomon Ko, P.Eng.

## 14. Next Meeting

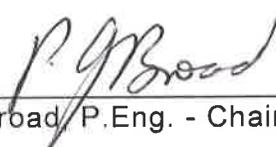
November 28, 2016

## 15. Adjournment

**Motion #5:** To adjourn at 3:20 pm.

Moved by Bill Jackson, P.Eng.

**CARRIED**

  
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P. Broad, P.Eng. - Chair

  
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M. Iannone – Secretary

  
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Date