



Minutes

The 243rd Meeting of the EXECUTIVE COMMITTEE of PROFESSIONAL ENGINEERS ONTARIO was held at PEO Offices, 40 Sheppard Avenue West, Toronto, Ontario on Tuesday, January 19, 2016 at 5:00 p.m.

Present: T. Chong, P.Eng., President and Chair
G. Comrie, P.Eng., President-elect
J. D. Adams, P.Eng., Past President [via teleconference]
B. Dony, P.Eng., Vice-President (appointed)
P. J. Quinn, P.Eng., Vice-President (elected)
R. Huang, LL.B [via teleconference, minute 14-62 only]
C. Sadr, P.Eng.

Staff: G. McDonald, P.Eng., Registrar
S. W. Clark, LL.B
M. Cellucci
C. Mucklestone
Z. Sarmento
M. Price, P.Eng.
J. Zuccon, P.Eng.
R. Martin
D. Power

Regrets: L. Latham, P.Eng.

CALL TO ORDER

Notice having been given and a quorum being present, President Chong, acting as Chair, called the meeting to order.

14-60

APPROVAL OF AGENDA

Moved by Vice-President Dony, seconded by Councillor Sadr:

That:

- a) the agenda, as presented to the meeting at E-243-1.1, Appendix A, be approved, and
- b) the Chair be authorized to suspend the regular order of business.

CARRIED

14-61

MINUTES – 242nd EXECUTIVE COMMITTEE MEETING – DECEMBER 3, 2015

The Executive Committee reviewed the minutes of the 242nd Committee meeting held December 3, 2015.

Moved by Councillor Sadr, seconded by President-elect Comrie:

That the minutes of the 242nd open session meeting of the Executive Committee, held on December 3, 2015, as presented to the meeting at E-243-2.1, Appendix A, accurately reflect the business transacted at that meeting.

**14-62
PEER REVIEW OF COUNCIL TERM LIMITS
TASK FORCE (CTL) TERMS OF REFERENCE**

During the peer review discussion of the Council Term Limits Task Force Terms of Reference the following input was received:

- PEO's current governance model is outdated and should be addressed first
- Consider expanding the CTL Task Force's Terms of Reference to ponder whether to look at the terms of reference in isolation or in conjunction with a larger governance view

Registrar McDonald will ask Councillor Spink if she is interested in joining the CTL Task Force in the event that Councillor Brown steps down.

**14-63
PEER REVIEW OF TERMS OF REFERENCE
FOR THE CONTINUING PROFESSIONAL
COMPETENCE PROGRAM (CP)²**

In December 2015 Council received the final report of the Continuing Professional Development, Competence and Quality Assurance Task Force. That report provided a description of the concept for a proposed continuing professional development program and recommends further work be undertaken to develop the details of the program and consider the necessary changes to PEO operations to implement this program. As part of the peer review process the Executive Committee reviewed the Terms of Reference and membership roster for the Continuing Professional Development Implementation Task Force.

Vice-President Quinn suggested that consensus of the members regarding this program be sought prior to implementation. He also suggested the elimination/replacement of the word "competence".

Past President Adams referred to item g) in the Terms of Reference regarding a practice risk review and asked about consistency. Registrar McDonald replied that the original task force had developed an algorithm to assess the level of risk in a practitioners practice. Past President Adams would like more focus on the methodology of reporting compliance of an individual practitioner, i.e. what determines risk.

It was agreed that the date contained in the Deliverables section of the Terms of Reference for presentation of a report by the task force be November 2016 rather than December 2016 to align with the November Council meeting. This will ensure that there is adequate time to seek member feedback by a referendum via the 2017 election package.

**14-64
PEER REVIEW OF COMMUNICATIONS
PLAN FOR THE CONTINUING
PROFESSIONAL COMPETENCE PROGRAM
(CP)²**

A Communication Plan is needed to inform PEO members about the Continuing Professional Competence Program to encourage participation in the program's voluntary rollout and in a referendum on making it a mandatory program. At its 503rd meeting, Council directed that the Registrar bring the Communication Plan to Council for approval at Council's next meeting.

Ms. Mucklestone reported that the basic premise of the Communication Plan is to give members as much information as possible. A "mock-up" of the program will be available to engage members by providing the opportunity to test drive the program in order to prepare them for participation in a Referendum. Communication tactics will include webinars, live tweets, YouTube, etc. She advised that the proposed communication dates are flexible.

Vice-President Quinn requested that the last bullet stating that "If PEO does not implement some form of continuing professional development program for members; the government may impose its own program for the profession and/or make the P.Eng. irrelevant through a demand-side legislation that points to qualified persons and defines the requirements to be met by a qualified person" be removed or reworked since there is no evidence that the government may impose its own program for the profession.

Moved by Councillor Sadr, seconded by Vice-President Dony:

That the Executive Committee move in-camera.

CARRIED

**14-65
IN-CAMERA SESSION**

While in-camera, the Executive Committee:

- a) Verified the in-camera minutes of the 242nd Executive Committee meeting held December 3, 2015;
- b) Received an update on the Industrial Exception Data Collection Study
- c) Conducted a peer review of the Industrial Exception Response Strategy.

**14-66
EXECUTIVE COMMITTEE ITEMS**

Aptify Update

- Smoke testing is complete
- Various staff are involved with testing the program. A decision will be made as of January 22nd as to whether the program is ready to proceed with user testing. This will be followed by "go live" the third week of March which is about three weeks later than planned
- The project is currently under budget.

New Councillor Orientation

- Registrar McDonald confirmed that new Councillors are invited to attend an orientation program and also receive a comprehensive Council manual.
- The Human Resources Committee (HRC) is looking at a leadership development program for volunteers who are interested in aspiring to Council.

There being no further business, the meeting concluded.

These minutes consist of minutes 14-60 to 14-66 inclusive and four pages.

T. Chong, P.Eng., President and Chair

G. McDonald, P.Eng., Registrar