



Minutes

LEGISLATION COMMITTEE MEETING

Friday, April 13, 2018 - 10:00 a.m.

PEO Offices - Room 1C

Members:

Christian Bellini, P. Eng. (Chair)

David Brown, P. Eng. (President-Elect, Ex-Officio Member) [*via teleconference*]

George Comrie, P. Eng.

Lola Hidalgo, P. Eng. [*via teleconference - from 11:00 a.m.*]

Staff:

Bernard Ennis, P. Eng., Director, Policy and Professional Affairs

Jordan Max, Policy Manager

Andrew Tapp, Policy Analyst

Johnny Zuccon, P. Eng., Interim Registrar, and Deputy Registrar, Tribunals and Regulatory Affairs

Regrets:

Bob Dony, P. Eng. (President, Ex-Officio Member)

Gary Houghton, P. Eng.

Qadira Jackson Kouakou (Vice-Chair)

1. PROCEDURAL

1.1 Opening Remarks

The Chair called the meeting to order at 10:06 a.m., and welcomed and thanked everyone for attending.

As there was no quorum, the Chair moved to Item 1.5.

1.5 Action Items Update from March 9, 2018 Meeting

The members were referred to the Actions Items Update document included in the agenda package.

J. Max briefly reviewed the action items presented, as follows:

French Language Version of Regulation 941

Instruct the Ministry of the Attorney General to include the new translation for “professional engineering relationship” in the sealed version, and forward the Briefing Note and accompanying sealed French language draft of Regulation 941 to Council for approval. [Completed]

Staff reported this item to the Legislation Committee as completed. J. Max mentioned that there has been no mention of when Cabinet will formally approve the Regulation.

By-Law Protocol - Member Consultation Policy

Modify the By-Law Change Protocol to include a section directing the Legislation Committee to make a recommendation on prior member consultation as part of the By-Law change process, and bring it back to the Committee at its next meeting. [Completed]

Staff reported this item to the Legislation Committee as completed.

As there was no quorum, the Chair moved to Items 4.1 and 4.2.

4. FOR INFORMATION

4.1 Legislation Committee Updated Terms of Reference

J. Max reviewed the updated Legislation Committee Terms of Reference, which were updated in a global Terms of Reference update undertaken by the Volunteer Management Group. They noted that the Legislation Committee had a term limit of five years and that it has no succession plan as of yet, but it could be addressed by the new committee. G. Comrie noted that, although the Legislation Committee does not provide training in Administrative law, the Committee does provide some introductory material to new members. J. Max added that the first Legislation Committee meeting of each year has a focus on orientation. G. Comrie also noted that the Legislation Committee is a Board Committee and therefore membership on it is naturally constrained by the term

limits of PEO Councillors, and that the President and President-Elect are ex-officio members of the Committee. Given the above, G. Comrie suggested that six years might be a more appropriate term limit.

D. Brown stated that when he had last seen the draft of the updated Terms of Reference, the Legislation Committee term limit had been ten years. No member of the Committee knew why the term limit had been reduced to five years, and the Chair asked staff to look into this.

Action: Staff to investigate why the Volunteer Management Group reduced the Legislation Committee term limit from ten years to five in the draft of the updated Terms of Reference.

G. Comrie also noted that, according to the Terms of Reference, there should always be a member of the Legislation Committee on the Licensing Committee, as this person would be able to act as both a liaison between the Legislation Committee and the Licensing Committee, and between the Licensing Committee and Council. This role has gone unfilled since B. Dony stepped down from the Licensing Committee, and a new representative to the Licensing Committee will be nominated once the new Legislation Committee roster has been finalized.

Action: Staff to add Legislation Committee membership on the Licensing Committee to the May 2018 meeting agenda.

4.2 Central Election and Search Committee Regulation Proposal - Prior Council Experience

G. Comrie reviewed the Legislation Committee's previous discussions regarding the Central Election and Search Committee's proposal to require candidates for Council President to have two years of experience on Council, and candidates for Vice-President to have one. The Legislation Committee had previously advised the Central Election and Search Committee to create a PRIA to support these proposed recommendations. The Central Election and Search Committee has held more discussions since then, and is currently working on a Briefing Note that they plan to present at the June 2018 Council meeting. G. Comrie expressed his hope that the Legislation Committee would be able to examine this Briefing Note at its May 2018 meeting.

After Item 4.2 had been discussed, L. Hidalgo joined the meeting at 11:00 a.m. via teleconference, and C. Bellini continued with Item 1.2.

1. PROCEDURAL (cont'd.)

1.2 Approval of Agenda

The members were asked if there were any additions or changes to the agenda. No additions or changes were provided.

A motion was made to approve the agenda as written.

Moved by: G. Comrie Seconded by: D. Brown CARRIED

1.3 Approval of Minutes of February 9, 2018 Meeting

J. Max explained that there had been an error in the previous Minutes from the February 9, 2018 meeting. An action item in Section 1.4 regarding the French language version of Regulation 941 had been duplicated, but staff replaced it with the correct item concerning the By-Law Change Protocol. A further change was made to remove the last sentence in Item 3.1.

A motion was made to approve the Minutes of the February 9, 2018 meeting as amended.

Moved by: G. Comrie Seconded by: D. Brown CARRIED

1.4 Approval of Minutes of March 9, 2018 Meeting

The members were asked if there were any additions or changes to the Minutes of the March 9, 2018 meeting. No additions or changes were provided.

A motion was made to approve the Minutes of the March 9, 2018 meeting as written.

Moved by: G. Comrie Seconded by: L. Hidalgo CARRIED

2. FOR DECISION

2.1 By-Law Change Protocol

J. Max reviewed the newly updated By-Law Change Protocol. At the March 9, 2018 meeting, the Legislation Committee had decided to add a member consultation component to the protocol, specifying that, if the Legislation Committee determines that a By-Law change requires member consultation, it

will send a Briefing Note to Council stating why it believes consultation to be necessary, along with an accompanying consultation plan.

A motion was made to approve the draft protocol and send it for peer review by the Regional Councillors Committee, Finance Committee, Audit Committee and Executive Committee, with the intention of having the protocol ready for Council approval by the November 2018 Council meeting.

Moved by: D. Brown Seconded by: L. Hidalgo CARRIED

Action: Staff to send the draft By-Law Change Protocol to the Regional Councillors Committee, Finance Committee, Audit Committee and Executive Committee for peer review by September 30, 2018, with the intention of incorporating their feedback into the draft protocol for presentation at the November 2018 Council meeting.

2.2 By-Law No. 1 - "Life Membership" Definition

J. Max reviewed a decision that the Legislation Committee had made, when transferring fees to the by-law, to open up the definition of "Life Member" by excluding the old definition that restricted the title to Past-Presidents. J. Zuccon reported that he has had requests from long-term members wondering if the definition of "Life Member" could cover them as well. The Legislation Committee discussed the situation and agreed that, while further research into the proper use of a life member designation was advisable, they would restore the original definition to avoid confusion.

A motion was made to prepare a definition of "Life Member", for inclusion in By-Law No. 1, to match the one that existed prior to the Fees-to-Bylaw changes. This definition will be brought to Council as a By-Law change after it is reviewed at the next Legislation Committee meeting.

Moved by: G. Comrie Seconded by: D. Brown CARRIED

Action: Staff to prepare a definition of "Life Member" for inclusion in By-Law No. 1 to match the one that existed prior to the Fees-to-Bylaws changes, and present it at the next Legislation Committee meeting.

2.3 2017-2018 Legislation Committee Work Plan - Evaluation

C. Bellini lead the Legislation Committee in a review of the Legislation Committee's 2017-2018 Work Plan and in completing the Committee self-evaluation, attached as Appendix A - Legislation Committee Self-Evaluation.

3. FOR INFORMATION

3.1 2018-2020 Strategic Plan - Committee Involvement

J. Max made a brief presentation to the Legislation Committee entitled “*2018-2020 Strategic Plan: How to Develop Strategies*”. The central theme of the presentation was how the Legislation Committee could develop strategies that supported the **5th Strategic Objective - Increase influence in matters regarding the regulation of the profession.**

The members concluded that, given that this is the last meeting of this year’s Legislation Committee, the matter should be forwarded to the new committee.

Action: 2018-2020 Strategic Plan be carried forward to the May 2018 meeting.

5. NEXT MEETING AND ADJOURNMENT

D. Brown thanked the Legislation Committee Chair for his service.

There being no further business to conduct, the meeting was adjourned at 12:45 p.m.

Appendix A: Legislation Committee Self-Evaluation

Committee Self Evaluation

Committee Self Evaluation Form			
Committee: Legislation		Date: April 13, 2018	
Please respond to each question with one of the following: Always, Sometimes or Never			
	Rating		
Committee and Task Force Operations	Always	Sometimes	Never
1. Did the committee/task force operate within the specific Terms of Reference, annual Work Plan, Human Resources Plan and PEO core values?	x		
2. Did the committee/task force adequately meet the training needs of committee/task force members where required?	x		
3. Did the committee/task force work effectively with the Council-appointed liaison?	n/a		
4. Did the committee/task force suggest improvements to PEO processes?	x		
5. Did the committee/task force consult with other committees/task forces to identify and address policy issues?	x		
Additional comments to the above: <ul style="list-style-type: none"> • Q3 is n/a since there is no Council liaison for the LEC as a board committee • Need for an LEC training module for all Councillors to be developed and integrated into new Councillor orientation 			
Role of the Committee / Task Force Chair	Rating		
	Always	Sometimes	Never
6. Did the chair effectively lead the committee/task force in completing its duties and responsibilities?	x		
7. Did the chair make effective use of committee/task force members' knowledge and time?	x		
8. Did the chair arrange for the preparation and distribution of a formal agenda in advance of each meeting, including any required supporting material?	x		
9. Did the chair provide committee/task force members with a meeting schedule?	x		
10. Did the chair work effectively with the committee advisor?	x		
Additional comments to the above: <ul style="list-style-type: none"> • Chair was strategic in planning and presenting proposals to Council 			

Committee Self Evaluation Form

Committee: **Legislation**

Date: **April 13, 2018**

Role of Committee/Task Force Members	Rating		
	Always	Sometimes	Never
11. Were committee/task force members respectful of the roles of the chair, their colleagues, the liaison and the committee advisor?	x		
12. Did committee/task force members participate actively?		x	
13. Did committee/task force members come to meetings prepared?	x		
14. Were committee/task force members given the opportunity to agree to the expectations of effort and intention of committee/task force membership prior to accepting a role on the committee/task force?	n/a		
15. Did committee/task force members dedicate the required time to the work of the committee/task force?	x	x	
Additional comments to the above: <ul style="list-style-type: none"> • May want to track and report on committee member attendance • Q14 is n/a as LEC is a board committee and membership is determined by Council; more should be done to communicate to potential committee members what the committee's expectations of its members are 			
Committee Performance Metrics (from the annual Work Plan)			
Metric: % completions of non-repeating Task/Activities attributable to the Legislation Committee:	Assessment of results: 43% (3/7)		