



Minutes

The 504th MEETING of the COUNCIL of PROFESSIONAL ENGINEERS ONTARIO (PEO) was held at PEO Offices, 40 Sheppard Avenue West, Toronto, Ontario on Friday, February 5, 2016 at 9:00 a.m.

- Present: T. Chong, P.Eng., President and Chair
J. D. Adams, P.Eng., Past President via teleconference [minutes 11607 – 11617 only]
G. Comrie, P.Eng., President-elect
B. Dony, P.Eng., Vice President (Appointed)
P. J. Quinn, P.Eng., Vice President (Elected) [minutes 11607 – 11617 only]
I. Bhatia, P.Eng.
D. Brown, P.Eng.
D. Chui, P.Eng.
N. Colucci, P.Eng.
B. Dony, P.Eng.
R. A. Fraser, P.Eng.
S. K. Gupta, P.Eng.
R. Huang, LL.B. [minutes 11607 – 11617 only]
R. Jones, P.Eng.
C.M. Kidd, P.Eng. [minutes 11615 – 11630 only]
L. King, P.Eng.
B. Kossta
E. Kuczera, P.Eng.
M. Long-Irwin [minutes 11607 – 11617 only]
D. Preley, P.Eng.
S. Reid, C.Tech.
S. Robert, P.Eng.
C. Sadr, P.Eng.
R.K. Shreewastav, P.Eng.
M. Spink, P.Eng.
W. Turnbull, P.Eng.
- Regrets: R. J. Hilton, P.Eng.
J. Zuccon, P.Eng.
- Staff: G. McDonald, P.Eng., Registrar
S.W. Clark, LL.B.
M. Cellucci
C. Mucklestone
L. Latham, P.Eng.
M. Price, P.Eng.
Z. Sarmento
R. Martin
D. Power

- Guests:
- A. Bergeron, PEO Director, Engineers Canada [minutes 11607 – 11630 except minute 11615]
 - D. Freeman, PEO Director, Engineers Canada [minutes 11607 – 11630 except minute 11615]
 - C. Roney, PEO Director, Engineers Canada [minutes 11607 – 11630 except minute 11615]
 - H. Brown, Brown & Cohen [minutes 11607 – 11630 except minute 11615]
 - D. Campbell, Government Liaison Committee Chair [minutes 11607 – 11630 except minute 116615 a-e, g-n]
 - S. Perruzza, OSPE [minutes 11607 – 11630 except minute 11615]

On Thursday evening, Council held a plenary session to discuss the Continuing Professional Competence Program Task Force Terms of Reference and Communication Plan (CP)², Canadian Engineering Accreditation Board Discussion and the Terms of Reference for Council Term Limits Task Force (CTL).

Council convened at 9:00 a.m. Friday, February 5, 2016.

CALL TO ORDER

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

**11607
APPROVAL OF AGENDA**

Moved by Councillor Jones, seconded by Councillor Sadr:

That:

- a. **the agenda, as presented to the meeting at C-504-1.1, Appendix A be approved as amended so that the in-camera session follows the Priority Items portion of the meeting, and**
- b. **the Chair be authorized to suspend the regular order of business.**

CARRIED

**11608
PRESIDENT/REGISTRAR'S REPORT**

Registrar McDonald advised that his most recent Registrar's Update included a PEO Media Release regarding comments made in the press by current and past Councillors regarding the Nipigon River Bridge.

**11609
CONTINUING PROFESSIONAL
COMPETENCE PROGRAM (CP)² TASK
FORCE TERMS OF REFERENCE**

Council was asked to approve the Terms of Reference and authorize the creation of the Continuing Professional Competence Program (CP)² task Force.

Moved by Councillor Brown, seconded by Councillor Sadr:

That Council:

- 1. **Approve the Terms of Reference for the Continuing Professional Competence Program (CP)² Task Force as presented to the meeting at C-504-2.1, Appendix A.**
- 2. **Approve a budget of \$10,000.00 for the Continuing Professional Competence Program (CP)² Task Force;**
- 3. **Approve the roster for the Continuing Professional Competence Program (CP)² Task Force as presented to the meeting at C-504-2.1, Appendix B; and**

4. Direct the Registrar to arrange an initial meeting of the new Task Force within 30 days.

CARRIED

Moved by Councillor Fraser, seconded by Councillor Brown:

That Council:

1. Approve the Terms of Reference for the Continuing Professional Competence Program (CP)² Task Force as presented to the meeting at C-504-2.1, Appendix A as amended by;
 - a) Adding the words “and budget” after operational under item e)
 - b) Deleting item “f” from the Terms of Reference and referring it to the Licensing Committee (LIC) with a report back to Council date to align with the deadline of the (CP)² Task Force.

CARRIED

Council then voted on motions 2, 3 and 4.

That Council:

2. Approve a budget of \$10,000.00 for the Continuing Professional Competence Program (CP)² Task Force;
3. Approve the roster for the Continuing Professional Competence Program (CP)² Task Force as presented to the meeting at C-504-2.1, Appendix B; and
4. Direct the Registrar to arrange an initial meeting of the new Task Force within 30 days.

CARRIED

Vice-President Quinn opposed.

**11610
CONTINUING PROFESSIONAL
COMPETENCE PROGRAM (CP)²
COMMUNICATIONS PLAN**

A Communications Plan to inform PEO members about the Continuing Professional Competence Program in order to encourage participation in the program’s voluntary rollout and in a referendum on making it a mandatory program was presented.

Moved by Councillor Sadr, seconded by Councillor Colucci:

That Council approve the Communications Plan for the Continuing Professional Competence Program as presented to the meeting at C-504-2.2, Appendix A.

CARRIED

Vice-President Quinn opposed.

Councillor Chui referred to his comments at the February 4, 2016 Plenary regarding involvement of Chapters in the Continuing Professional Competence Program (CP)². Registrar McDonald replied that his request for Chapter involvement would relate more to the rollout of the program once it is developed than to the Communications Plan.

Councillor Fraser requested that the FAQ document include both pros and cons so that there is a balanced argument. Registrar McDonald replied that the document would include all feedback from the Townhall meetings, etc.

11611
TERMS OF REFERENCE FOR COUNCIL
TERM LIMITS TASK FORCE (CTL)

In response to two member resolutions passed at the 2015 Annual General Meeting, Council approved, at its November 2015 meeting, the creation of a Council Term Limits Task Force. The Registrar was directed to develop the draft terms of reference and a proposed list of members for the task force to examine the issues of term limits and succession planning for Council positions for approval by Council at its February 2016 meeting.

Moved by Councillor Brown, seconded by Councillor Colucci:

- 1. That Council approve the Terms of Reference for the Council Term Limits Task Force as presented to the meeting at C-504 2.3, Appendix A.**
- 2. That Council approve a budget of \$7,500 for the Council Term Limits Task Force.**
- 3. That Council approve the appointment of members to the Council Term Limits Task Force as presented at C-504 2.3, Appendix B.**

Moved by Councillor Fraser, seconded by Past President Adams:

That Council approve the Terms of Reference for the Council Term Limits Task Force as presented to the meeting at C-504 2.3, Appendix A as amended by:

- a) Removing item 3. from Key Duties and Responsibilities**
- b) Amending item 4 to read "Provide a report to Council no later than at its February 2017 meeting, detailing pros, cons and principles and recommendations regarding term limits and succession planning for all Council positions."**

CARRIED

Council then voted on motions 2 and 3.

- 2. That Council approve a budget of \$7,500 for the Council Term Limits Task Force.**
- 3. That Council approve the appointment of members to the Council Term Limits Task Force as presented at C-504 2.3, Appendix B.**

CARRIED

Councillor Fraser noted that with respect to the removal of item 3 from Key Duties and Responsibilities regarding the development of a clear statement of policy intent for the purposes of Regulation changes, that the intent is there will be regulation changes if needed.

**11612
LEGISLATION COMMITTEE – RESCINDING
COUNCIL MOTIONS**

There are Council motions calling for amendments to Regulations 941 and 260 for the purpose of creating an Engineer of Record. The motions called for proper peer review and consultation. The Regulatory Protocol requires Council to direct any proposed changes to the Regulations to the Legislation Committee for guidance. The Committee reviewed the proposals and decided that it was not possible through revision of the Regulations to meet the policy intent of these motions.

Moved by Councillor Fraser, seconded by Councillor Kossta:

That the following motions be rescinded:

C-472, 11013 ENGINEER OF RECORD

That the CEO/Registrar:

- a) in consultation with the Professional Standards Committee, shall undertake to study and to propose amendments to Regulations 941 and 260 under the Professional Engineers Act and PEO Guidelines to incorporate "Engineer of Record and Review Commitment", with proper peer review and consultation, to ensure lines of responsibility are clear for all work related to the practice of professional engineering and that in a multi-disciplined project, each discipline must be signed off by a Professional Engineer; and**
- b) report back to Council at March 2012 meeting.**

C-476, 11069 ENGINEER OF RECORD

That:

- a) the performance standard on General Review Commitment Regulation 260-08 be revised to provide a clear line of responsibility for the integrity of the design and general review by sealing and signing the drawings; and
- b) the CEO/Registrar be authorized to contact the appropriate authority with responsibility for dealing with stages, bridges, manufacturing processes and engineered products with the purpose of ensuring there is a clear line of responsibility for the engineering component of the work.

Moved by Councillor Gupta, seconded by Councillor Chui:

That this item be tabled.

DEFEATED

Council then voted on the main motion.

That the following motions be rescinded:

C-472, 11013 ENGINEER OF RECORD

That the CEO/Registrar:

- c) in consultation with the Professional Standards Committee, shall undertake to study and to propose amendments to Regulations 941 and 260 under the Professional Engineers Act and PEO Guidelines to incorporate "Engineer of Record and Review Commitment", with proper peer review and consultation, to ensure lines of responsibility are clear for all work related to the practice of professional engineering and that in a multi-disciplined project, each discipline must be signed off by a Professional Engineer; and
- d) report back to Council at March 2012 meeting.

C-476, 11069 ENGINEER OF RECORD

That:

- c) the performance standard on General Review Commitment Regulation 260-08 be revised to provide a clear line of responsibility for the integrity of the design and general review by sealing and signing the drawings; and
- d) the CEO/Registrar be authorized to contact the appropriate authority with responsibility for dealing with stages, bridges, manufacturing processes and engineered products with the purpose of ensuring there is a clear line of responsibility for the engineering component of the work.

CARRIED

RECORDED VOTE

<u>For</u>	<u>Against</u>	<u>Abstain</u>
I. Bhatia	J. D. Adams	D. Chui
D. Brown	L. King	S. Gupta
N. Colucci	P. Quinn	R. Huang
G. Comrie		
B. Dony		
R. Fraser		
R. Jones		
B. Kossta		
E. Kuczera		
M. Long-Irwin		
D. Preley		
S. Reid		
S. Robert		
C. Sadr		
R. Shreewastav		
M. Spink		
W. Turnbull		

Council recessed for break.

Upon reconvening, President Chong presented the following Councillors with service pins and certificates in appreciation of their volunteer services to Professional Engineers Ontario:

Councillor Jones – 10 years
Councillor King – 15 years
Councillor Colucci – 25 years
Vice-President Quinn – 25 years

President-elect Comrie presented President Chong with a 15 year service pin and certificate in appreciation of his volunteer service to Professional Engineers Ontario.

11613
ENGINEERING DIMENSIONS EDITORIAL
OBJECTIVES (from November 2015
Council meeting)

Vice-President Quinn requested that the following motion be withdrawn.

That:

- 1. Council approves the objectives as presented to the meeting at C-503-2.5, Appendix A;**
- 2. Council approves the establishment of a three person Advisory Communications Board, (the ACB), to act for Council, (with final decision making authority should the Editor require guidance as to content), and report to Council for ratification of its decisions in a timely fashion;**

3. The ACB consist of three recent past-presidents willing to serve, who will establish its terms of office and reference for Council approval;
4. Council agrees that the renewal of Engineering Dimensions is a matter where time is of the essence, and that all shall act accordingly;
5. The ACB have an annual expense allowance of \$2,000 from the operations budgets.

WITHDRAWN BY CONSENSUS

**11614
ENGINEERING DIMENSIONS EDITORIAL
OBJECTIVES**

PEO's recent Communications Audit recommended that PEO periodically review its communications products for their relevance, timeliness and impact. Given the audit report findings and recommendations, it is desirable to revise the objectives to enable staff to develop more engaging content that continues to focus on PEO's mandate.

Moved by Vice-President Quinn, seconded by Councillor Kossta:

That Council approve the following revised Editorial Objectives for Engineering Dimensions as presented at C-504-2.6, Appendix A:

Engineering Dimensions, while focusing on the legal, regulatory and ethical aspects of the profession, as well as PEO operations and chapter activities, has an objective of publishing an interesting, informative, and stimulating periodical:

- **To provide information on the practice of professional engineering, PEO activities, and appropriate topics of current general interest;**
- **To showcase the achievements of engineers and engineering practices;**
- **To be a forum for the exchange among members of ideas and knowledge, but especially related to the practice of professional engineering and the activities of the association;**
- **To provide information to members on events, issues and public policy developments, especially those relevant to the practice of professional engineering in Ontario;**
- **To promote public awareness of the Professional Engineers Act, the role of the association and the responsibilities of professional engineers.**

CARRIED

**11615
IN-CAMERA SESSION**

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

That Council move in-camera.

CARRIED

While in-camera, Council:

- a) ratified the in-camera minutes of the Executive Committee, held on December 3, 2015, as presented to the meeting at C-504-4.1, Appendix A;
- b) verified the in-camera minutes from the 503rd meeting of Council held November 20, 2015 as amended;
- c) approved proposed Act Changes related to the Belanger recommendations and that this item be moved to open session;
- d) approved the 2016 V.G. Smith Awardee;
- e) received a report regarding the data gathering and analysis plan related to the Repeal of the Industrial Exception and that this item be moved to open session;
- f) approved the Industrial Exception Response Strategy
- g) received a report from the HRC Committee;
- h) received the Council evaluation survey results;
- i) received a legal opinion obtained related to PEO reporting of public safety concerns to other regulatory authorities;
- j) received decisions and reasons of the Discipline Committee;
- k) received a legal update on legal actions in which PEO is involved;
- l) received the Complaints Review Councillor Report;
- m) there were no issues reported regarding PEO's Anti-Workplace Violence and Harassment Policy.

This item was moved to open session from in-camera.

**11616
BELANGER RECOMMENDATIONS –
PROPOSED ACT CHANGES**

4.3a Continuing Professional Development

Council was asked to consider an amendment to the Act to provide the authority to impose mandatory continuing professional development requirements and sanctions for non-compliance for licence, limited licence and temporary licence holders.

Moved by Councillor Fraser, seconded by Councillor Shreewastav:

That Council approves the policy intent to amend the *Professional Engineers Act* to provide the authority for mandating Continuing Professional Development (CPD) requirements for all licence holders, limited licence holders, and temporary licence holders.

CARRIED

4.3b Provision of Practitioner Information on PEO's Website

Council was asked to consider an amendment to the Act to add Disciplinary information to the register and to require all register information to be available and accessible on the website.

Moved by Councillor Fraser, seconded by Councillor Shreewastav:

That Council approves the policy intent to amend the *Professional Engineers Act* to expand the list of information that may be included in the register, and that all register information may be available and accessible on the website. In particular, the date of any Discipline hearing, the date of a decision of the Discipline Committee, its findings of professional misconduct or incompetence, the penalty imposed, and a link to the decision and reasons.

CARRIED

4.3c Lowering of Threshold for By-Law Confirmation by Members

The Legislation Committee recommended that Council amend section 8(3) of the *Professional Engineers Act* to allow by-laws passed by Council to be confirmed by a majority of *voting* members. This change will also enable sections 7(1)25 and 8(1)16 of the PEA to be proclaimed to support moving fees from Regulations to By-Laws.

Moved by Councillor Fraser, seconded by Councillor Shreewastav:

That Council approves the policy intent to amend section 8(3) of the *Professional Engineers Act* to allow bylaws as specified and approved by Council to be confirmed by a majority of members voting.

CARRIED

4.3d Additions of Limited License Holders to those Qualified to Design Certain Building Structures

Policy intent to amend the *Professional Engineers Act* was proposed to give limited license holders the same right to practice in all areas of professional engineering including building design as professional engineers.

Moved by Councillor Fraser, seconded by Councillor Shreewastav:

That Council approves the policy intent to amend the *Professional Engineers Act* to include holders of limited licence to design certain buildings within their limited scope of practice in addition to professional engineers.

CARRIED

4.3e Suspension of Licenses for Past Conduct

Policy intent to amend the *Professional Engineers Act* to give the

Registrar the authority to issue a notice of proposal to suspend a licence where warranted by past conduct, similar to the authority to do so for limited licences, temporary licences, provisional licences and Certificates of Authorization under section 18(2) was proposed.

Moved by Councillor Fraser, seconded by Councillor Shreewastav:

That Council approves the policy intent to amend the *Professional Engineers Act* to provide the Registrar with the authority to issue a notice of proposal to suspend a licence where warranted by past conduct, subject to a hearing on the notice of proposal by the Registration Committee.

CARRIED

4.3f Update Act Language for Payment of Fines to Minister of Finance

In 2009, amendments to the Financial Administration Act stipulated that all references to the “Treasurer of Ontario” or “Minister of Economics” in other acts were to be read as referring to the “Minister of Finance”. The section of the *Professional Engineers Act* concerning fines still references the “Treasurer of Ontario” and should be updated.

Moved by Councillor Fraser, seconded by Councillor Shreewastav:

That Council approves the policy intent to amend the *Professional Engineers Act* to update language in section 28(4(h)) to match that of the *Financial Administration Act*.

CARRIED

4.3g Provide Public Access to Disciplinary Hearings Exhibits, Evidence and Transcripts

Policy intent to amend the *Professional Engineers Act* to allow members of the public to access Disciplinary hearing evidence, exhibits and transcripts, except where evidence or exhibits were excluded in the course of that hearing was proposed.

Moved by Councillor Fraser, seconded by Councillor Shreewastav:

That Council approves the policy intent to amend the *Professional Engineers Act* to allow members of the public to get copies of Disciplinary hearing evidence, exhibits, and transcripts at their own expense, unless the Discipline Committee excludes evidence or exhibits pursuant to Section 28(4.1).

CARRIED

4.3h Allowing Release of Information to Other Regulatory Authorities

Occasionally, in the course of their duties, employment, examination, review or investigation, PEO staff gain information on a holder of a licence or Certificate of Authorization that suggests a public safety risk that is outside of PEO's jurisdiction.

PEO has no explicit authority to release non-public information obtained in the course of PEO's regulatory mandate on public safety concerns to any persons except under subsections 38 (1)(a) through (c), without opening them up to prosecution under section 38(3).

This amendment would enable PEO to forward public safety concerns arising from information received regarding a holder of any licence or Certificate of Authorization to the appropriate regulatory authorities for further investigation or actions under that organization's jurisdiction. These could include federal, provincial or municipal governments (or their departments, ministries, special purpose bodies, agencies, boards or commissions), or the OPP or local police services. The net effect would be greater public safety by investigating other concerns, subject to the procedural safeguards of those other regulatory authorities. This provision would also protect PEO staff from prosecution for an offence or fine under section 38(3) from disclosing such information.

Ministries and local building officials will likely welcome receipt of information that may assist with their investigation of other alleged infractions involving that individual or company

Moved by Councillor Fraser, seconded by Councillor Shreewastav:

That Council approves the policy intent to amend the *Professional Engineers Act* to give the Registrar authority to release information that comes to an authorized person in the course of their duties, employment, examination, review or investigation pertaining to a holder of a licence, limited licence, or temporary licence to other regulatory authorities for their investigation within their respective jurisdiction.

CARRIED

11617 REPEAL OF INDUSTRIAL EXCEPTION – DATA GATHERING AND ANALYSIS PLAN UPDATE

This item was moved from in-camera to open session.

L. Latham, Deputy Registrar, Regulatory Compliance, advised that the repeal research project is continuing; however, there is some delay because the information requested from the Ministry of Labour is

voluminous and as such they are having some challenges with their clerical ability to assemble and redact the information. As a result, the original timeline for the end of 2015 has now been pushed back to the end of February. This in turn will delay the final report to Council until the June 2016 Council meeting.

**11618
CONSENT AGENDA**

President-elect Comrie acted as Chair on behalf of President Chong who had to leave the meeting.

Moved by Councillor Colucci, seconded by Councillor Sadr:

That the Consent Agenda be approved.

CARRIED

Included on the consent agenda:

- 3.1 Minutes – 241st Executive Committee meeting – November 2, 2015
- 3.2 Minutes – 242nd Executive Committee meeting – December 3, 2015
- 3.3 Minutes – 503rd Council meeting – November 20, 2015
- 3.4 Changes to Committees/Task Forces Roster
- 3.5 Awards Committee (AWC) HR and Work Plans

[Note: minutes 11619 to 11623 reflect the motions provided in the briefing notes presented to the meeting.]

**11619
MINUTES – 241ST EXE COMMITTEE
MEETING – NOVEMBER 2, 2015**

That the minutes of the open session of the 241ST meeting of the Executive Committee, held on November 2, 2015 as presented to the meeting at C-504-3.1, Appendix A be ratified.

CARRIED

**11620
MINUTES – 242ND EXE COMMITTEE
MEETING – DECEMBER 3, 2015**

That the minutes of the open session of the 242nd meeting of the Executive Committee, held on December 3, 2015 as presented to the meeting at C-504-3.2, Appendix A be ratified.

CARRIED

**11621
MINUTES – 503RD COUNCIL MEETING –
NOVEMBER 20, 2015**

That the minutes of the open session of the 503rd meeting of Council, held on November 20, 2015 as presented to the meeting at C-504-3.3, Appendix A accurately reflect the business transacted at that meeting.

CARRIED

**11622
CHANGES TO COMMITTEES/TASK FORCES
ROSTER**

That Council approve changes to the 2016 PEO Committees and Task Forces Membership Roster as presented at C-504-3.4, Appendix A.

CARRIED

**11623
AWARDS COMMITTEE (AWC) HR AND
WORKPLANS**

That Council approve the Awards Committee (AWC) 2016 work plan and human resources plan as presented at C-504-3.5, Appendix A.

CARRIED

**11624
APTIFY UPDATE**

Council was provided with a written report regarding progress to date. Registrar McDonald reported that the project is moving along well, however the completion date has been extended by three weeks to allow for delivery of certain program elements. That being said, the project is still within budget. Registrar McDonald noted that, given the three week project implementation delay, the contract with Deloitte would be amended by \$36,000 to ensure we had their services up to full implementation.

**11625
LEGISLATION COMMITTEE UPDATE**

There was no update.

**11626
REGIONAL CONGRESS UPDATE**

Councillor Sadr advised that there have been no Regional Congress since the last Council meeting.

**11627
ENGINEERS CANADA UPDATE**

Engineers Canada President-elect Roney provided updates on the following items that are upcoming at the February 23-24th Engineers Canada Board meeting:

- Discussion and presentation on the Trans-Pacific Partnership agreement that was signed on February 4, 2016
- Panel discussion on influencing codes, regulations and standards
- Accreditation

President-elect Roney advised that a questionnaire was being sent to Council with some general questions on how Engineers Canada can support PEO as part of the linkages process.

**11628
STATISTICS - COMPLAINTS, DISCIPLINE,
LICENSING AND REGISTRATION**

There were no questions or comments.

**11629
CORRESPONDENCE FROM THE ATTORNEY
GENERAL REGARDING THE INDUSTRIAL
EXCEPTION**

Council was provided with the Attorney General's response to President Chong's email regarding the government's decision to maintain the industrial exception in the *Professional Engineers Act*.

**11630
COUNCILLOR ITEMS**

a) Inclusion of Budget Information in Briefing Notes

Councillor Chui referred to the \$10,000 budget that was requested for the Continuing Professional Competence Program (CP)² and requested that all briefing notes include the appropriate budget information whenever there are budget implications.

b) Central Election and Search Committee (CESC)

A. Bergeron, CESC Chair, advised that there was 3.3% voter turnout as of February 4, 2016. She encouraged Councillors to spread the word amongst their colleagues to increase voter participation.

c) Election Issues

Councillor Chui referred to the approximately 1,000 voting packages that were sent electronically that were rejected. He also noted that when he received his hard copy of the voting package there was nothing on the envelope to indicate that it was from PEO.

R. Martin advised that the electronic voting packages were sent out on January 22, 2016 and that two more attempts (January 23 and 24) were made to deliver the rejected packages. Hard copies were sent to those members with undeliverable email addresses on Monday, January 25, 2016. He further noted that this item, as well as the concern regarding the unmarked envelope, will be added to the Issues Report that will be reviewed by the CESC who will make recommendations for Council's consideration at its September 2016 meeting.

Councillor Sadr advised that a number of people he spoke to were not aware that the voting package was being sent electronically this year. He noted that since this is the first year that this was being done that reminders should be sent out.

R. Martin advised that an eBlast was recently issued regarding this as well as the Robocall from the CESC Chair on January 22, 2016; however, this concern will be added to the Issues Report.

Councillor Jones noted that those who do not vote as soon as they receive their email could have difficulties retrieving the email or they may have deleted it.

R. Martin advised that there is a Help Desk number on PEO's website that voters can call if they have misplaced their ID and PIN number.

Councillor Jones referred to the Robocall and the delay that took place once he answered the phone noting that when someone answers the phone and there is a delay they tend to hang up immediately because they believe it is a telemarketer.

d) Notice of Motion - Succession Planning

Councillor Spink advised that the need for governance improvements was mentioned by several candidates during the All Candidates meetings and that she intends to bring forward a motion calling for the creation of a Governance Committee.

e) PEO Volunteer Web Module

Councillor Shreewastav congratulated the Registrar and team for the PEO volunteer web module noting that it is an excellent resource for new and experienced Councillors. The link to this web module will be sent to all Councillors.

f) Voting

Councillor Bhatia congratulated the Registrar and staff on the voting process which was very easy.

There being no further business, the meeting concluded.

These minutes consist of sixteen pages and minutes 11607 to 11630 inclusive.

T. Chong, M.Sc., P.Eng., FEC, PMP, Chair

G. McDonald, P.Eng., Registrar