



Minutes

The 516th MEETING of the COUNCIL of PROFESSIONAL ENGINEERS ONTARIO (PEO) was held at PEO Offices, 40 Sheppard Avenue West, Toronto, Ontario on Friday, February 2, 2018 at 9:00 a.m.

- Present:
- B. Dony, P.Eng., President and Council Chair
 - G. Comrie, P.Eng., Past President
 - D. Brown, P.Eng., President-Elect
 - N. Hill, P.Eng., Vice President (Elected)
 - M. Spink, P.Eng., Vice President (Appointed)
 - C. Bellini, P.Eng., Councillor at Large
 - I. Bhatia, P.Eng., Eastern Regional Councillor
 - G. Boone, P.Eng., Eastern Regional Councillor
 - M. Chan, P.Eng., Lieutenant Governor-In-Council Appointee
 - T. Chong, P.Eng., East Central Regional Councillor
 - D. Chui, P.Eng., West Central Regional Councillor
 - L. Cutler, P.Eng., Lieutenant Governor-In-Council Appointee
 - R.A. Fraser, P.Eng., Councillor at Large
 - L. Hidalgo, P.Eng., Western Regional Councillor
 - G. Houghton, P.Eng., Western Regional Councillor
 - T. Kirkby, P.Eng., Lieutenant Governor-In-Council Appointee
 - L. Lederman, Q.C., Lieutenant Governor-In-Council Appointee
 - T. Olukiyesi, P.Eng., Lieutenant Governor-In-Council Appointee [via teleconference]
 - K. Reid, P.Eng., Councillor at Large
 - N. Rush, C.E.T., Lieutenant Governor-In-Council Appointee
 - N. Takessian, P.Eng., East Central Regional Councillor
 - W. Turnbull, P.Eng., Western Regional Councillor [minutes 11908 to 11935]
 - M. Wesa, P.Eng., Northern Regional Councillor
- Regrets:
- Q. C. Jackson, Barrister & Solicitor, Lieutenant Governor-In-Council Appointee
 - D. Preley, P.Eng., Northern Regional Councillor
- Staff:
- G. McDonald, P.Eng., Registrar
 - S. Clark, LL.B., Chief Administrative Officer and Corporate Secretary
 - C. Mehta, Director, Finance
 - M. Price, P.Eng., Deputy Registrar, Licensing and Registration
 - D. Smith, Director, Communications
 - M. Wehrle, Director, Information Technology
 - J. Zuccon, P.Eng., Deputy Registrar, Tribunals and Regulatory Affairs
 - R. Martin, Manager, Secretariat
 - D. Power, Secretariat Administrator
 - N. Axworthy, Editor, Engineering Dimensions [minutes 11908 to 11935 only]
 - J. Chau, Manager, Government Liaison [minutes 11908 to 11935 only]
 - J. Max, Manager, Policy [minutes 11908 to 11935 only]
 - B. St. Jean, Executive Assistant [minutes 11908 to 11935 only]

Guests: A. Bergeron, PEO Director, Engineers Canada [minutes 11908 to 11935 only]
H. Brown, Brown & Cohen [minutes 11908 to 11935 only]
S. Perruzza, Chief Executive Officer, OSPE [minutes 11908 to 11935 only]
C. Roney, President, Engineers Canada [minutes 11908 to 11935 only]
R. Shreewastav, PEO Director, Engineers Canada [minutes 11908 to 11935 only]

CALL TO ORDER

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

**11908
APPROVAL OF AGENDA**

Agenda item 2.10 “Approval of Engineers, Architects and Building Officials (EABO) Terms of Reference” was removed at the request of President-elect Brown.

Moved by Councillor Chong, seconded by Councillor Takessian:

That:

- a. the agenda, as presented to the meeting at C-516-1.1, Appendix A be approved as amended; and**
- b. the Chair be authorized to suspend the regular order of business.**

CARRIED

**11909
PRESIDENT/REGISTRAR’S REPORT**

Registrar McDonald provided a licensing update advising that 420 licenses were issued in December 2017, the highest number in at least 15 years. The initial experience assessments outstanding as of the end of January were 220 as compared to a high of 1,085 in August 2017. The experience assessments are now being done in a 4 to 6 week period and are being processed in the month they were received.

President Dony thanked Registrar McDonald for his support of Council during his four year tenure at PEO. He noted Registrar McDonald’s big picture thinking regarding the two Strategic Plans under his leadership as well as his “can do” attitude. This was followed by a round of applause.

President Dony reminded those who had not yet done so to complete the Equity and Diversity learning module.

**11910
BYLAW CHANGES TO SET FEES**

With the Legislature’s recent passage of changes to section 8(3) of the Professional Engineers Act to return the by-law confirmation threshold to its pre-2010 level of majority of the members voting, Council was asked to proclaim changes to the Act it had requested and which were passed in 2010 under the Open for Business Act. These proclamations to revoke section 7(1)25 and to proclaim changes to section 8(1)16 of the Professional Engineers Act transfer Council’s authority to set fees from regulation-making to passing by-laws. They require Council to consequently amend Regulation 941 to remove all prescribed fees and to refer instead to fees as specified in the by-law at the same time as setting all fees and their payment timing in By-Law No.1.

The proposed by-law changes are meant to be made in concert with the Regulation changes removing fees. The by-law changes are a straight clause-for-clause addition of existing fees in Regulation to the by-law, without changing amounts, and do not affect PEO policy concerning fees and processes. The requirement for paying fees for a regulatory purpose remains in Regulation 941. PEO has not increased its fees since 2009, and though it may wish to do so in the future to keep pace with inflation and the costs of administering its regulatory mandate in the Act, PEO has not made plans to raise fees at this time.

The Legislation Committee has reviewed drafts of the By-Law prepared by legal counsel Richard Steinecke. In the course of its work, the Legislation Committee took note of Council's September 2017 approval of changes requested by the Regional Councillors Committee to update the by-law's references to "engineer-in-training", and identified several other outdated titles and terms in the by-law. The Legislation Committee is satisfied with the by-law changes.

Motion required a 2/3 majority of votes cast to carry

Moved by Councillor Bellini, seconded by Vice President Hill:

That Council approve changes to By-Law No. 1 to establish fee amounts currently contained in Regulation 941, and various updated references as presented to the meeting at C-516-2.1, Appendix A, to take effect immediately when passed.

CARRIED

**11911
PLAN TO ADDRESS BUDGET ISSUES**

At the November 2017 meeting, Council approved the following motion:

That Council task the Executive Committee to bring to the next Council meeting a plan to address the budget issues raised at the November 17, 2017 Council meeting.

The Executive Committee (EXE) met on January 16, 2018, to peer review a proposed plan to address budget issues. The EXE is recommending that the Finance Committee (FIC) establish a set of budget priorities and guiding principles to be utilized by Council in developing future PEO budgets. The priorities and principles should take into account PEO's core mandate, strategic plan initiatives and other directives established by Council.

Moved by Councillor Turnbull, seconded by Past President Comrie:

That Council direct the Finance Committee to establish a set of budget priorities and guiding principles to be utilized by Council in developing future PEO budgets by the June 2018 Council meeting so that the set of budget priorities and guiding principles may be incorporated into the

2018 budget cycle.

CARRIED

Councillor Lederman asked about the coordination of the budget priorities and guiding principles with the strategic plan. Councillor Wesa, Finance Committee Chair, advised that this would be a consideration.

**11912
COMMITTEES AND TASK FORCES POLICY –
COUNCIL LIAISON COMMITTEE
MEMBERSHIP RIGHTS**

At its meeting on October 30, 2017, the Human Resources Committee noted that the current *Committees and Task Forces Policy* does not extend full committee membership rights to Council Liaisons unless they are also appointed as members of the committee.

The HRC concluded that this inconsistency in the policy creates two classes of Council Liaison, one that has full voting rights and one that does not.

Council was asked to consider an amendment to the Committees and Task Forces Policy that would eliminate this anomaly by extending full committee membership rights to Council Liaisons at the time of appointment by Council.

Moved by Past President Comrie, seconded by Councillor Chong:

That Council approve the amendment to the Committees and Task Forces Policy as presented to the meeting at C-516-2.3, Appendix A.

CARRIED

**11913
FEE MEDIATION COMMITTEE EXEMPTION
– TERM LIMIT ISSUE**

At the September 2017 meeting, Council approved amendments to the Committee Terms of Reference Template as contained in the *Committees and Task Forces Policy* establishing term limits for committees.

As part of the template, Council granted exemption to certain committees (Academic Requirements Committee (ARC), Complaints Committee (COC), Discipline Committee (DIC), Experience Requirements Committee (ERC) and Registration Committee (REC)) as they have statutory mandates.

At its meeting on October 30, 2017, the Human Resources Committee (HRC) considered whether the Fees Mediation Committee (FMC) should also be exempt from the general committee membership term limit requirements. The HRC noted that the FMC is established under section 32 of the *Professional Engineers Act* and under sections 30 and 31 of *Regulation 941* to receive and resolve complaints regarding fees through mediation and arbitration.

Council was asked to consider whether the FMC should be exempted from the general committee membership term limit requirements.

Moved by Past President Comrie, seconded by Councillor Chong:

That Council exempt the Fees Mediation Committee from general committee membership term limit requirements and amend the Committee Terms of Reference Template as contained in the *Committees and Task Forces Policy* accordingly.

CARRIED

**11914
POLICY – REGULATORY COMPLAINTS
AGAINST PEO VOLUNTEERS AND
PROFESSIONAL STAFF**

Over the last number of years, statutory complaints against volunteers and professional staff at PEO have been filed and investigated as required by the Complaints Committee. Such complaints have caused respondents concern, and there has not been a clear policy communicating the necessity to process statutory complaints, and outlining the proposed handling of such complaints.

Statutory complaints are not limited to professional engineers. Staff and volunteers that are members of other professions (i.e. legal, financial), are also subject to complaints to their regulatory bodies.

Moved by Councillor Bellini, seconded by Councillor Houghton:

That Council approve the Policy: Regulatory Complaints Against PEO Volunteers and Professional Staff, as presented to the meeting at C-516-2.5, Appendix A.

Moved by Councillor Fraser, seconded by Vice President Spink:

That the approval of the Regulatory Complaints Against PEO Volunteers and Professional Staff be tabled to the AGM Council meeting.

DEFEATED

Moved by Vice President Spink, seconded by Councillor Hidalgo:

That the approval of the Regulatory Complaints Against PEO Volunteers and Professional Staff be tabled to the March Council meeting.

CARRIED

Concern was expressed regarding the Registrar having sole administrative and functional responsibility for the maintenance and implementation of the policy, this responsibility should be expanded to a larger body.

The policy should clearly define and articulate that volunteers and staff will be defended in the event of a complaint provided they were representing PEO in “good faith”.

**11915
PLAN FOR ORGANIZATIONAL RESILIENCE
AND SUCCESSION**

It would be helpful to know what best practices other engineering regulators across the country as well as other regulators within the province of Ontario follow regarding regulatory complaints against PEO volunteers and professional staff.

At its 515th meeting in November, 2017, Council discussed the issue of organizational resilience and tasked the Registrar with developing a proposal for an organizational resilience and succession planning program.

The briefing note and proposed program were peer reviewed by the Executive Committee on January 16, 2018.

Organizational resilience refers to an organization's ability to survive and thrive in challenging conditions. Recent experiences at PEO have highlighted the need to examine our organizational resilience. There is concern that the organization does not have enough resilience to effectively deal with unexpected challenges such as long-term absences and volume surges in the application or complaints processes. In addition, the tight staffing situation does not allow sufficient cross-training of individuals to effectively respond to surges as noted above.

An additional concern is the inability of the organization to effectively plan for succession to key management positions.

It was proposed that PEO institute a P.Eng. Officer Development (POD) Program and hire five mid-career level P.Eng.'s with a view to giving them broad organizational exposure in order to address immediate resiliency issues as well as anticipated succession needs.

The program would contribute to three strategic objectives in PEO's 2018-2020 Strategic Plan as follows:

- 2. Heighten delivery and awareness of PEO's enforcement efforts
- 6. Augment the applicant and licence holder experience
- 9. Enhance corporate culture

Moved by Vice President Hill, seconded by Councillor Hidalgo:

That Council:

- a) **approve the Proposal for Organizational Resilience and Succession Planning at PEO as presented to the meeting at C-516-2.6, Appendix A;**
- b) **approve a budget of \$350,000 for 2018 (\$300,000 in operations and \$50,000 in capital), and \$600,000 annually thereafter to**

fund the proposal.

Moved by Councillor Takessian, seconded by Councillor Chui:

That the Plan for Organizational Resilience and Succession be tabled for further refinement.

DEFEATED

Council then voted on the main motion.

That Council:

- a) **approve the Proposal for Organizational Resilience and Succession Planning at PEO as presented to the meeting at C-516-2.6, Appendix A;**
- b) **approve a budget of \$350,000 for 2018 (\$300,000 in operations and \$50,000 in capital), and \$600,000 annually thereafter to fund the proposal.**

CARRIED

[Secretariat Note: While there were other Councillors who were against the above motion, Councillor Fraser specifically requested that his name be noted in the minutes as opposing the motion.]

**11916
COUNCIL COMPOSITION TASK FORCE
REPORT**

The Council Composition Task Force (CCTF) was created by PEO Council at its September 2016 meeting. Per its Terms of Reference, the Task Force was directed to examine the issue of Council size and composition, including analysis of board sizes and compositions at other self-regulatory associations in Ontario and engineering associations across Canada. The CCTF was to present a report to Council no later than its September 2017 meeting, detailing pro's and con's, principles and recommendations regarding Council size and composition.

In fulfilling its mandate, the Task Force reviewed each position on Council as to its roles and responsibilities. In addition, the Task Force surveyed the board composition of other regulators and self-regulatory associations. As a result of their research, the Task Force developed specific recommendations for the size and composition of PEO Council.

The Task Force conducted a series of meetings between October 2016 and December 2017. The CCTF Report was issued in December 2017 to be peer reviewed by Human Resources Committee (HRC) and the Advisory Committee on Volunteers (ACV) before being presented to Council for deliberation.

Moved by Councillor Kirkby, seconded by Councillor Lederman:

That Council:

- a) **Receive the Council Composition Task Force report as presented to the meeting at C-516-2.7, Appendix A and that it be referred to the Governance Working Group.**

- b) **That the Council Composition Task Force be stood down with thanks.**

CARRIED

**11917
2018 ENGINEERING DIMENSIONS –
DIGITAL EDITION DEFAULT SETTING**

At its 502nd meeting, Council approved a return to sending the print edition of Engineering Dimensions to all PEO licence holders and engineering interns, unless they requested the digital edition. The decision was based on reader survey and other statistics that indicated that recipients were not routinely reading the magazine's digital edition. A return to sending the print edition to all, except those who requested otherwise, was seen as a way to increase readership. Council approved adding \$304k to the Engineering Dimensions' 2016 draft budget to accommodate the change, which began with the Jan/Feb 2016 issue.

At its 503rd meeting, Council approved conducting a one-year review of its decision (at the 502nd meeting) to resume sending the print edition of Engineering Dimensions to all licence holders and engineering interns unless the digital edition is requested. As part of the review, Council requested updated statistics. These statistics showed a 48/52 split of individuals who prefer digital to print.

In 2018, PEO budgeted \$596,000 for printing and postage expenses and forecasted \$350,000 in advertising revenue for continuing with the print version of the magazine as the default version. If the digital version was to become the default, expenses would decrease to approximately \$220,000 (based on 2015 figures) with ad revenues of approximately \$150,000. The net effect on the budget would be an estimated \$176,000 increase annually to the bottom line.

Moved by Councillor Reid, seconded by Councillor Turnbull:

That Council enact the digital edition as the default setting for *Engineering Dimensions* magazine and clearly and explicitly ask for confirmation with licence renewal.

CARRIED

Staff confirmed that an eBlast be sent to all members once the digital edition has been set as the default setting advising them of this change and that if the member wants to receive the printed version they would make that request through the PEO portal. It was suggested that the eBlast include the reasoning for this decision, cost savings, etc.

11918

The Professional Standards Committee (PSC) was instructed by Council

NEW GUIDELINE – ASSUMING RESPONSIBILITY AND SUPERVISING ENGINEERING WORK

at its November 17-18, 2016 meeting to proceed with the development of a new Practice Guideline (Assuming Responsibility and Supervising Engineering Work). The PSC developed the Practice Guideline to meet the objectives laid out by Council. Councillor Wesa advised that public consultations were held.

Moved by Councillor Wesa, seconded by Councillor Fraser:

That Council:

- 1. Approve the practice guideline for Assuming Responsibility and Supervising Engineering Work as presented to the meeting at C-516-2.9, Appendix A; and**
- 2. Direct the Registrar to publish the guideline and notify members and the public of its publication through usual PEO communications.**

CARRIED

11919 APPROVAL OF ENGINEERS, ARCHITECTS AND BUILDING OFFICIALS (EABO) TERMS OF REFERENCE

This item was removed from the agenda at the request of President-elect Brown.

11920 COMMITTEE/TASK FORCE TERMS OF REFERENCE

One of the roles of Council, as identified in the *Committees and Task Forces Policy* (Role of Council, Item 3), is to approve committee/task force mandates, Terms of Reference, annual work plans, and annual human resources plans.

In accordance with the *Committees and Task Forces Policy – Reference Guide* (Sections 2.5 and 3.2), various committees submitted their respective Terms of Reference to the Advisory Committee on Volunteers (ACV) for review and comment. Predominantly, the Terms of Reference documents were revised to comply with the Council directive that committees implement term limits by the imposed March 31, 2017 deadline.

Moved by Councillor Bellini, seconded by Councillor Kirkby:

That Council approve the revised Terms of Reference for the following committees, as presented at C-516-2.11, Appendices A to D:

- Award Committee (AWC)**
- Complaints Review Councillor (CRC)**
- Enforcement Committee (ENF)**
- Licensing Committee (LIC)**

CARRIED

11921 COMMITTEE/TASK FORCE WORK AND HR PLANS

Under the Committees and Task Forces Policy (Committees/Task Forces Operations, Item 3), each committee/task force is to prepare an annual work plan and human resources plan for the following year by

September 30 each year.

One of the roles of Council, as identified in the Committees and Task Forces Policy (Role of Council, Item 3), is to approve committee/task force mandates, Terms of Reference, annual work plans, and annual human resources plans.

Vice-President Hill noted that the work plans should align with the Strategic Plan. President Dony advised that letters were sent to certain committees asking them to develop specific measurable strategies regarding the Strategic Plan by June 2018. The request letters to the committees will be shared with Council. Vice-President Spink noted that the committees should also be removing any initiatives that do not align with the Strategic Plan. President-elect Brown advised that staff should communicate this information to the committees.

Vice-President Hill stated that some of the work plans are the same as the previous year and therefore do not fit into the culture of continuous improvement.

Councillor Reid referred to the Equity and Diversity Committee Work Plan regarding the development of new methods to increase the E&D module viewing by Council/all PEO members and asked if the options to be explored would be shared with Council. It was the consensus of Council that these options be shared.

Councillor Reid requested information on how the EDC members plan to encourage members from various demographics to apply on volunteer openings and to run for elected Council positions.

There was a concern expressed regarding the length of time that the Emerging Disciplines Task Force had been in existence which was ten years and why the work was not yet complete. Past President Comrie replied that a motion regarding this would be presented to Council in the near future. The approval of EDTF work plan was therefore removed as an item for approval.

Moved by Councillor Bellini, seconded by Councillor Chan:

That Council approve the committee / task force work plans and human resources plans as presented to the meeting at C-516-2.12, Appendices A, B and E.

CARRIED

There was discussion regarding the mandate of the Human Resources Committee (HRC). Past President Comrie pointed out that the mandate included in the Work Plan was taken from the Terms of Reference and if Council wished to revise the HRC Mandate in the Terms of Reference,

this would automatically change the mandate in the Work Plan.

It was suggested that the first and fifth bullets of the Human Resources Committee Mandate in the Terms of Reference be amended to read:

- To conduct the recruitment process for the position of Registrar, with Council's approval
- To work with the government appointments secretariat regarding LGA appointments as approved by Council or requested by the Attorney General

It was noted that the revised HRC Terms of Reference will be brought forward for approval by Council at its March 2018 meeting.

Councillor Lederman advised that he did not see Council as having any role regarding the LGA appointments. Registrar McDonald advised that PEO meets with the Attorney General's office from time to time to keep them apprised as to what vacancies there may be in the organization with respect to LGA appointments. Councillor Lederman referred to PEO's policy that only minimums should be appointed and asked where this was documented. Registrar McDonald advised that this was a PEO policy that preceded him.

Registrar McDonald was asked to provide an action update of the 2018 HRC tasks/activities (presented to Council for information or approval):

- Develop 2018 goals/objectives for Registrar position for presentation to Council in February 2018 – for approval
- Conduct annual Council assessment survey – for information
- Conduct Engineers Canada Director evaluation survey – for information
- Carry out final assessment of Registrar's annual performance and recommend compensation to Council in February 2018 – for approval
- Review process and decision matrix related to the evaluation of recommendations for Board Committee membership – on agenda for February Council meeting
- Determine volunteer leadership development modules topics for completion in 2018 – for information
- 360-degree Peer Review RFQ for Registrar in 2018 – for information
- Conduct 360-degree review of Registrar – for information
- Provide assistance to the Attorney General's office with respect to government appointments to PEO Council – for information

Councillor Reid inquired about the volunteer leadership modules. Past President Comrie advised that these modules were designed to assist volunteers with leadership development and are located under the Resources tab on the PEO website.

Moved by Past President Comrie, seconded by Councillor Keid:

That Council approve the work plan of the Human Resources Committee as presented to the meeting at C-516-2.12 on condition that the Terms of Reference for the HRC are brought back for review at the March 2018 Council meeting.

**CARRIED
Recorded Vote**

<u>For</u>	<u>Against</u>	<u>Abstain</u>
C. Bellini	L. Lederman	M. Spink
I. Bhatia		
G. Boone		
D. Brown		
M. Chan		
T. Chong		
D. Chui		
G. Comrie		
L. Cutler		
R. Fraser		
L. Hidalgo		
N. Hill		
G. Houghton		
T. Kirkby		
T. Olukiyesi		
K. Reid		
N. Rush		
N. Takessian		
W. Turnbull		
M. Wesa		

**11922
30 BY 30 TASK FORCE TERMS OF
REFERENCE**

At the September 2017 meeting, Council approved the creation of the 30 by 30 Task Force as part of formal endorsement of the 30 by 30 initiative.

The draft Terms of Reference was presented to the Executive Committee at the January 16, 2018 meeting. The Executive Committee recommended that the 30 by 30 Terms of Reference be presented to Council.

A revision was recommended and accepted by Council regarding the addition of the words “or a delegate” after “Chair of WEAC” under the Constituency, Number & Qualifications of Committee/Task Force Members heading in the Terms of Reference, Appendix A of C-516-2.13.

Moved by Vice President Hill, seconded by Councillor Reid:

That Council:

- a) approve the 30 by 30 Terms of Reference as presented to the meeting at C-516-2.13, Appendix A, as revised.
- b) approve a \$20,000 annual budget for the two-year term of the Task Force.

CARRIED

Council recessed for lunch.

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

President-elect Brown – 5 years
Councillor Chan – 10 years FEC
Vice-President Hill – 20 years
Councillor Preley – 15 years
Councillor Turnbull – 10 years FEC

President Dony presented Engineers Canada Director Shreewastav with a 15 year service pin and certificate.

President-elect Brown presented President Dony with a 20 year service pin and certificate in appreciation of his volunteer service to Professional Engineers Ontario.

**11923
PEO RESPONSE TO THE OSPE AND CEO
LETTERS REGARDING THE GLP 2.0
IMPLEMENTATION PLAN**

At the June 2017 meeting, Council approved the “Enhancing PEO’s Government Liaison Program (GLP) – Implementation Plan for the GLP Audit Recommendations” and directed the Government Liaison Committee to implement the Plan.

Response letters regarding the GLP Implementation Plan Report were received from CEO and OSPE after the Council approval.

At the Executive Committee August 2017 meeting, the Executive Committee directed “that the Government Liaison Committee (GLC) review the proposals and make appropriate recommendations to Council on how the report should be changed.”

Several changes to page 2 of C-516-2.14 - Appendix C - GLC recommended responses were suggested and accepted as follows:

Replace the word “exclusively” with “primarily” so that the sentence reads “The GLP will continue to focus primarily on the provincial government, i.e. MPPs, as that is where the Professional Engineering Act resides.”

Add wording “and the Professional Engineers Act (PEA) so that the sentence reads “The scope of work of the GLP will include regulatory issues as related to the public interest and the Professional Engineers Act (PEA).”

Moved by Councillor Turnbull, seconded by Councillor Wesa:

That Council:

- a) **Approve the recommended PEO responses to the OSPE and CEO letters regarding the proposed revisions to the GLP Audit Implementation Plan Report**
- b) **Direct the Registrar to send the revised GLP Implementation Plan Report to OSPE and CEO**

CARRIED

**11924
PEO SYLLABI**

The Academic Requirements Committee (ARC) is mandated to assess non-CEAB applicants' academic preparation to determine if they meet PEO's academic requirements for licensure. It does so by comparing the applicant's transcripts and courses studied to a syllabus of a discipline. Most syllabi are developed and maintained by the Engineers Canada Canadian Engineering Qualifications Board (CEQB) and PEO adopts them for its own examinations. The CEQB has recently revised Computer, Engineering Physics, Industrial and Petroleum Engineering syllabi to 2017 syllabi which were revised and approved by the ARC at its May and October 2017 meetings and will become effective as of the May 2018 technical examinations sitting.

Motion required a 2/3 majority of votes cast to carry

Moved by Councillor Fraser, seconded by Vice President Hill:

That the CEQB revised Computer, Engineering Physics, Industrial and Petroleum Engineering Syllabi presented to the meeting at C-516-2.15, Appendices A, B, C and D, respectively, be approved for use, effective for the May 2018 technical examinations sitting.

CARRIED

**11925
CHANGES TO THE 2018 PEO COMMITTEES
AND TASK FORCES MEMBERSHIP ROSTER**

It is the role of Council to approve annual rosters of committee members under the Committees and Task Forces Policy (Role of Council, Item 4) and authorize the membership of those volunteers who formally participate on its behalf through membership on committees and task forces. Furthermore, Council is asked to approve volunteer members of committees and task forces in accordance with PEO's insurance policy requirements.

Council approved the *2018 PEO Committees and Task Forces Membership Roster* at the November 17, 2017 meeting. Changes to Sections 2 (Other Committees reporting to Council), 4 (Task Forces) and 5 (External Appointments) of the approved Roster requiring Council approval were provided in the agenda package.

Moved by Councillor Bellini, seconded by Past President Comrie:

That Council approve changes to the 2018 PEO Committees and Task Forces Membership Roster as presented to the meeting at C-516-2.16, Appendix A.

CARRIED

**11926
STATUS UPDATE FOR GUIDELINE FOR
PERFORMANCE AUDIT AND RESERVE
FUND STUDIES FOR CONDOMINIUMS**

Both Performance Audit and Reserve Fund Studies requirements will be changed in the new Condominium Act. These changes will affect the proposed PEO guideline. Therefore, the subcommittee will wait for proposed draft regulations to be available before completing this guideline.

**11927
BOARD COMMITTEE APPOINTMENT
PROCESS REVIEW**

At the September 2016 meeting, Council approved a process for the appointment of Councillors to Board Committees. The process tasked the Human Resources Committee (HRC) with reviewing the Board Committee participation preferences submitted by Councillors and making a recommendation to Council. At the Council AGM meeting in April 2017, HRC presented its recommendations for Board Committee appointments. Prior to considering the HRC recommendations, Council amended the appointment process and incorporated the revised process into the Special Rules of Order. Council then received the HRC recommendations, modified by the revised appointment process, and approved appointments to Board Committees.

At the September 2017 meeting, Council directed the HRC to revise its work plan to include a Decision Matrix related to the evaluation of recommendations for membership on the Board Committees for presentation to Council. The HRC met on November 16, 2017, revised its work plan in accordance with Council direction and reviewed the process for the appointment of Councillors to Board Committees. The HRC concluded that it would recommend to Council that the same process be undertaken for the Board Committee appointments in 2018.

It was suggested that a decision matrix be used in recommending Councillors to board committees for submission to Council for approval.

Councillors were encouraged to submit any ideas to improve the Board Committee appointment process to Secretariat, c/o S. Clark.

**11928
CONSENT AGENDA**

Moved by Councillor Takessian, seconded by Councillor Wesa:

That the Consent Agenda be approved as presented.

CARRIED

Included on the consent agenda:

- 3.1 Minutes – 250th Executive Committee meeting – October 30, 2017
- 3.2 Minutes – 515th Council meeting – November 17, 2017
- 3.3 Standing Down the National Framework Task Force
- 3.4 Standing Down the Removal of the Industrial Exception Task Force

[Note: minutes 11928 to 11893 reflect the motions provided in the briefing notes presented to the meeting.]

**11929
MINUTES – 250TH EXECUTIVE COMMITTEE
MEETING**

That the minutes of the 250th meeting of the Executive Committee, held on October 30, 2017, as presented to the meeting at C-516-3.1, Appendix A, be ratified.

CARRIED

**11930
MINUTES – 515TH COUNCIL MEETING**

That the minutes of the 515th meeting of Council, held November 17, 2017, as presented to the meeting at C-516-3.2, Appendix A, accurately reflect the business transacted at that meeting.

CARRIED

**11931
STANDING DOWN THE NATIONAL
FRAMEWORK TASK FORCE**

That Council stand down the National Framework Task Force, with thanks.

CARRIED

**11932
STANDING DOWN THE REMOVAL OF THE
INDUSTRIAL EXCEPTION TASK FORCE**

That Council stand down the Removal of the Industrial Exception Task Force, effective immediately, with thanks to its members.

CARRIED

**11933
ENGINEERS CANADA UPDATE**

C. Roney provided an update regarding the hiring of a new CEO as well as the consultations that have taken place with the engineering regulators to discuss purposes and the guiding principles for Engineers Canada. The revised purposes have been drafted and will come forward shortly. The intent of this work was to ensure that Engineers Canada has captured the combined will of all the regulators, PEO included. The purposes have been carefully re-written with a set of expectations and boundaries for the EC Board. He noted that PEO's President will be voting on the new purposes on behalf of Council at the EC AGM in May and that he will require Council's direction.

C. Roney discussed the formulation of Engineer Canada's three-year Strategic Plan that is currently underway. He noted that it is not a typical Strategic Plan in that it will also include operational imperatives and internal services. This plan will define everything that Engineers Canada will be working on over the next three years. This will allow for as much transparency as possible as well as greater accountability. This plan will be presented to the Presidents at the AGM.

Options to decrease the EC Board size will be presented to the Presidents at the May AGM.

Engineers Canada will be providing input to Global Affairs Canada regarding ongoing NAFTA negotiations as well as other agreements in the works that include trade and professional services. C. Roney will be appearing before the Senate Committee on Transport and

Communications in February to provide recommendations regarding Bill C-49 which is Canada's Transportation Modernization Act. The federal government, including the Senate, is looking to Engineers Canada to provide input on the position of the engineering profession in Canada regarding the design, build and maintenance portions of railway work in Canada.

There has been a great deal of activity regarding accreditation. The Accreditation Improvement Program is focused on making a number of operational improvements to the accreditation system such as developing new data management, high quality training process for volunteers as well as individuals at the institutions that EC accredits. Significant effort has taken place to improve consultation and communication on accreditation matters. The Accreditation Units Task Force, led by President Dony, will be finalizing its report and the recommendation for capturing non-traditional education methods in the current accreditation unit system. This report will be submitted to the full Accreditation Board in February and to the EC Board in late February. Councillor Fraser suggested the development of an explicit quality improvement process for accreditation.

Councillor Fraser serves as a PEO member on the Canadian Engineering Qualifications Board (CEQB.) This Board has been working hard on new guidelines on site remediation, two new revised syllabi on geological engineering and environmental engineering as well as a number of other documents going out for consultation with the regulators.

The next EC Board meeting is scheduled for February 27 and 28, 2018. Further to a query from Councillor Hidalgo regarding the mechanism that is utilized between Engineers Canada and the provincial regulators regarding seamless transition for licensing such as assistance in providing a jurisdictional scan or best practices between the provincial regulators, A. Bergeron suggested a survey as to how provinces handle this since each university handles this differently.

R. Shreewastav advised that Engineers Canada's Hill Day has become one of the organization's most successful government relations events. This year, Engineers Canada has partnered with Summa Strategies, one of Ottawa's leading government relations firms, to help us organize the Hill Day event.

The Hill Day breakfast is scheduled for Tuesday, February 27, 2018 from 7:30 – 9:00 a.m., in the Parliamentary dining room, Centre Block, Parliament Hill. Members of Parliament, Ministers and senators, and their staff, have been invited to attend this event. This is a great opportunity for participants to interact with elected officials and discuss the interests of the regulators and promote the importance of the engineering profession. To celebrate the work of engineers, Engineers

Canada will also be hosting a bridge-building competition that will involve Members of Parliament competing against one another.

The Hill Day meetings on Tuesday, February 27, 2018 will be held from 9:00am – 5:00pm at the Parliamentary precinct.

R. Shreewastav provided an update on the House of Commons HUMA Consultation. The Standing Committee on Human Resources, Skills and Social Development and the Status of Persons with Disabilities has opened a public consultation on “Experiential Learning and Pathways to Employment for Canadian Youth.” Engineers Canada has focused its written consultation on the need for paid engineering co-operative educational placements to be implemented in every post-secondary institution across Canada. Engineers Canada’s submission will be submitted on March 2, 2018, and will be posted on the website at that time.

**11934
RCC UPDATE**

Councillor Turnbull advised that an RCC teleconference was held on November 29th to deal with Canada’s Anti-Spam Legislation (CASL). The Chapters have reported that the imposed limitations on their communications materials has had a negative impact on the success of their events. The RCC tasked staff to explore and implement solutions to this issue.

Chapters are now required to report bank balances to RCC on a monthly basis to ensure that allotments are keeping up with Chapter needs.

A working group has been formed under Councillor Wesa to look at PEO’s licensing process.

The Chapter Leaders Conference was held on November 17-18, 2017. The theme was “PEO 4.0 Moving to the Future.” Feedback from this event was very positive.

The Regional Candidate meetings were scheduled for the last two weeks in January. There were 180 participants.

The Volunteer Leaders Conference (VLC) is well in progress. The speaker for the day will be talking about Succession Planning.

Responding to concerns regarding CASL, Registrar McDonald advised that PEO has received legal opinions. He advised that CASL requires express consent to go to each and every member if an event contains a link for payment. Councillor Turnbull advised that the RCC will be presenting a motion on this to Council in the near future based on RCC feedback.

11935

Councillor Turnbull advised that he was selected as the Government

**GOVERNMENT LIAISON COMMITTEE
UPDATE**

Liaison Committee Chair and that the committee is currently canvassing for two new members. Patrick Sackville is OSPE's interim representative. He will remain as a non-voting advisor. The committee will be asking OSPE to replace Patrick with a non-staff P.Eng.

A special GLP Weekly 2017 review was issued at the beginning of January. The next quarterly GLP newsletter will be issued in late February.

It has been decided to hold a Government Relations Conference rather than Regional GLP academies this year. The tentative date is October 24th.

A GLP Chair engagement call is planned for March 8th.

Recommendations will be presented to Council in March regarding two new members to replace vacancies on the GLC.

The new online GLP training module is live and available on the PEO website.

A new GLP Info Note on Bill 177 has been prepared and will be issued soon.

There were a total of 112 MPP meetings in 2017, 56 with the liberals, 16 with the PCs and 7 with the NDP. There were 11 joint meetings held with OSPE, 15 meetings related to the Repeal of the Industrial Exception and 7 Take Your MPP To Work days.

Councillor Turnbull, responding to a question regarding plans to have more engineers elected to public office, advised that the GLP Weekly newsletter will be publishing profiles of engineers running for office so that people are aware and can support them. OSPE is also encouraging professional engineers to run and is putting together a program regarding election activities.

PEO continues to collect data on industrial accidents from the Ministry of Labour to support the repeal of the Industrial Exception, however, new legislation would be required to bring the Repeal forward again.

Moved by Councillor Boone, seconded by Councillor Chong:

That Council move in-camera.

CARRIED

**11936
IN-CAMERA SESSION**

While in-camera, Council:

- a) ratified the in-camera minutes from the 250th Executive Committee meeting held October 30, 2017 as presented;

- b) verified the in-camera minutes from the 515TH meeting of Council held November 17, 2017 as presented;
- c) approved a regulation amendment regarding Council Term Limits
- d) approved a regulation amendment regarding fees removal and minor housekeeping
- e) approved the Wolfe-Smith Awardees
- f) received the HRC Update
- g) received information regarding an anonymous letter
- h) received decisions and reasons of the Discipline Committee;
- i) received a legal update on legal actions in which PEO is involved;
- j) noted there were no issues reported regarding PEO's Anti-Workplace Violence and Harassment Policy

Council congratulated Johnny Zuccon on his appointment as Interim Registrar.

**11937
RISK REGISTER**

Registrar McDonald advised that Staff Resiliency was added to the Risk Register as requested by Council.

President-elect Brown advised that the Risk Register provides an immediate picture of where the organization is. He noted that it is a valuable document and that its ownership must lie with Council and that it is important to find a mechanism to keep it updated and relevant.

A concern was raised about PEO's volunteer base attending schools without having obtained police checks.

It was suggested that the Risk Register be discussed at an upcoming plenary session so that items could be ranked in order of importance.

**11938
PUBLIC INFORMATION CAMPAIGN (PIC)
TASK FORCE UPDATE**

Councillor Spink advised that she would provide an update via email.

**11939
LEGISLATION COMMITTEE UPDATE**

Councillor Bellini advised that the French Translation of the Regulation will be presented to Council at its March meeting.

**11940
OSPE-PEO JOINT RELATIONS COMMITTEE
(JRC) UPDATE**

President Dony passed the gavel to President-elect Brown.

President Dony advised that the OSPE-PEO Joint Relations Committee endorsed a paper on Math proficiencies some time ago. OSPE would like to take the lead on this but will invite PEO, as a member of that committee, to participate.

President Dony advised that there was some discussion regarding OSPE's feedback concerning possible consideration of PEO to be part of the Affinity Program. OSPE was advised that PEO Council had not discussed this and that OSPE would be consulted since they could be significantly impacted.

The 30 by 30 Initiative will be more of a coordinated plan than a joint one. The EXE Committee will be working on PEO's plan.

President-elect Brown returned the gavel to President Dony.

President-elect Brown advised that, at his request, Engineers Canada has agreed to release the contract with TD Meloche Monnex as well as the revenue generation that the contract provides Engineers Canada for each of its constituent associations so that the data is available to facilitate more informed decisions by Council.

**11941
STATISTICS – COMPLAINTS, DISCIPLINE,
LICENSING AND REGISTRATION UPDATE**

There were no questions or comments.

**11942
PROFESSIONAL STANDARDS COMMITTEE
UPDATE**

Councillor Wesa advised that he would provide Council with an update via email.

**11943
COUNCILLOR ITEMS**

There were no items brought forward.

There being no further business, the meeting concluded.

These minutes consist of twenty-one pages and minutes 11908 to 11943 inclusive.

B. Dony, P.Eng., Chair

S. Clark, LL.B., Chief Administrative Officer and
Corporate Secretary