



Professional Engineers
Ontario

Council Meeting

533rd Meeting of Council
of Professional Engineers Ontario

to be held on

Friday, April 24, 2020
10:00 a.m. – 11:30 a.m.

PEO Virtual Conference

Briefing Note - Decision

C-533-1.1

APPROVAL OF AGENDA

Purpose: To approve the agenda for the meeting.

Motion(s) to consider: (requires a simple majority of votes cast to carry)

That:

- a) the agenda, as presented to the meeting at C-533-1, Appendix A be approved; and*
- b) the Chair be authorized to suspend the regular order of business.*

Prepared by: Eric Chor - Research Analyst

Appendices:

- Appendix A – 533rd Council meeting agenda

Agenda

**533rd Meeting of the Council
Professional Engineers Ontario**

Date: Friday, April 24, 2020
Time: 10:00 a.m – 11:30 a.m.
Virtual Conference

Friday, April 24th - 10:00 a.m.				
CALL TO ORDER				
<i>Poll: Does Council consent to proceed with the meeting electronically?</i>				
1. APPROVAL OF AGENDA		Spokesperson/ Moved by	Type	Time
1.1	APPROVAL OF AGENDA	Chair	Decision	5 min
1.2	CONFLICTS OF INTEREST	Chair	Information	5 min
2. PRIORITY ITEMS		Spokesperson/ Moved by	Type	Time
2.1	AGM VIRTUAL UPDATE	CEO/Registrar Zucon	Information	10 min
2.2	RULES OF ENGAGEMENT FOR VIRTUAL MEETINGS	Chair	Decision	10 min
2.3	FIRST COUNCIL MEETING VIRTUAL LOGISTICS	CEO/Registrar Zucon	Information	10 min
2.4	TECHNOLOGY DEBRIEF		Discussion	10 min
3. IN-CAMERA		Spokesperson/ Moved by	Type	Time
3.1	IN-CAMERA CONFLICTS OF INTEREST	Chair	Information	5 min
3.2	REGISTRAR COMPENSATION FOR 2020	President-Elect Sterling	Decision	30 min

Councillors Code of Conduct

Council expects of itself and its members ethical, business-like and lawful conduct. This includes fiduciary responsibility, proper use of authority and appropriate decorum when acting as Council members or as external representatives of the association. Council expects its members to treat one another and staff members with respect, cooperation and a willingness to deal openly on all matters.

PEO is committed that its operations and business will be conducted in an ethical and legal manner. Each participant (volunteer) is expected to be familiar with, and to adhere to, this code as a condition of their involvement in PEO business. Each participant shall conduct PEO business with honesty, integrity and fairness and in accordance with the applicable laws. The Code of Conduct is intended to provide the terms and/or spirit upon which acceptable/unacceptable conduct is determined and addressed.

At its September 2006 meeting, Council determined that PEO volunteers should meet the same obligations and standards regarding conduct when engaged in PEO activities as they are when engaged in business activities as professional engineers.

[s. 2.4 of the Council Manual]

2020 Council Mailing Schedule

Meeting #		Meeting Date	Initial BN Due Date – Members at Large	Initial BN Due Date – Councillors/ Staff	Initial Agenda Mailing Date	Supp. Agenda Due Date ¹	Supp. Agenda Mailing Date
534	Council	May 30 ²	May 8	May 12	May 15	May 19	May 22

¹ requires the approval of the Chair or Registrar

² new Councillors to be invited as soon as information is available.

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CONFLICTS OF INTEREST

Purpose: Councillors are requested to identify any potential conflicts of interest related to the open Council agenda.

No motion required

Prepared by: Eric Chor, Research Analyst

AGM VIRTUAL UPDATE

Purpose: To provide Council with details of technical requirements and procedures for the virtual Annual General Meeting.

No motion required

Prepared by: Eric Chor, Research Analyst

Additional information for this item will be distributed at a later date.

RULES OF ENGAGEMENT FOR VIRTUAL COUNCIL MEETING

Purpose: To approve rules to govern the conduct of a virtual Council meeting.

Motion(s) to consider: (requires a simple majority of votes cast to carry)

That Council approve the Rules of Engagement for Virtual Council Meeting, provided at C-533-2.2, Appendix A.

Prepared by: Dan Abrahams, LL.B., General Counsel

Moved by: Nancy Hill, P.Eng., LL.B., President

1. Need for PEO Action

Council is compelled to meet virtually during a provincial State of Emergency necessitated by the COVID-19 pandemic. By-law section 26 authorizes Council to meet electronically, “provided all persons participating in the meeting can communicate adequately with each other” and such meetings are to be conducted “in accordance with any guidelines or other requirements respecting such meetings which have been approved by Council from time to time.” Inasmuch as permanent requirements for electronic meetings do not exist, such requirements must be adopted on an *ad hoc* basis.

2. Proposed Action / Recommendation

The proposed rules of engagement, attached as Appendix A, address the capabilities and acknowledge the limitations of the technology that will be utilized for the conduct of this meeting. They have been produced with input from PEO’s Parliamentarian and Information Technology team members. They also reflect the experience of the March 2020 Council meeting, which was conducted as a virtual meeting.

3. Appendices

- Appendix A – Rules of Engagement for Virtual Council Meeting

Rules of Engagement for Virtual Council Meeting

April 2020

A. Connectivity

1. PEO will do its best to maintain a stable connection for the duration of the meeting. If a connection is lost, it is the participant's responsibility to restore contact.
2. Those connecting to the meeting, whether as participants or observers, must do so using their full names. Anonymous log-ins will not be permitted. Simultaneous log-ins on multiple devices are to be avoided.
3. Accessibility-related requests will be brought to the attention of PEO staff in advance of the meeting, to determine if they can be accommodated based on the technology in use.
4. Participants will ensure that they are connecting safely, in an environment that is conducive to taking part in a business meeting. The need for a private and confidential space is especially important during any *in camera* portion. Regular health and nutritional breaks will occur at the discretion of the Chair.

B. Seeking recognition and speaking

1. All microphones will be muted remotely to start the meeting. Where microphones cannot be muted remotely, Councillors and others will mute themselves.
2. At the Chair's behest, the designated Information Technology "Host" will unmute participants, or invite them to unmute themselves, as they are assigned the floor.
3. Participants, once unmuted, shall first identify themselves to the Chair before continuing.
4. Observers are permitted, other than during *in camera* proceedings. Observers do not participate in chats or use the Q&A function, and do not speak unless specifically called upon by the Chair.
5. Councillors shall seek recognition from the Chair using the "Q&A" feature or equivalent in whatever technology is being used. Where a Councillor cannot be heard, they may use the Q&A function to pose their question or make a point. The Councillor's comments or questions will be read aloud by the Chair or designate.
6. Where a Group Chat function is available, separate from the Q&A, that function is to be used only by Council members to advise as to technical issues they might be encountering. The Chat function is not to be used for public conversations, to conduct or continue debate on matters before Council, or by non-Council members.

7. The Chair will maintain a Speaker's List, based on the Q&A feature or equivalent, and shall recognize members in the order recognition is sought. Members will speak only once, or make only one written comment, on any given topic, apart from the mover, who has the right to speak last. The Chair has discretion to limit debate.
8. Video capability will be limited to slide and document presentations, unless the technology in use permits otherwise.

C. Voting

1. The Q&A function will be used to identify a mover and seconder for motions. It will then be cleared to permit a Speaker's List to be generated.
2. Votes will be taken using the selected voting platform adopted for this purpose or any similar technology which permits individual votes to be noted, e.g., using a "YES or NO or ABSTAIN", "AGREE or DISAGREE or ABSTAIN" or similar function.
3. When taking a recorded vote, the Secretary or designate shall poll Councillors by name.
4. Only Councillors will be permitted to participate in the voting module. Non-Councillors will not be permitted to vote and any votes cast inappropriately will not be recorded.

D. In Camera Sessions

1. If it is moved that Council go *in camera*, the motion will specify whether the CEO/Registrar, PEO staff or others will be permitted to remain during the *in camera* session.
2. Once a motion to move *in camera* is passed, all those not specified in the motion must remove themselves from the call or be removed by the Host.
3. Depending on the technology in use, *in camera* sessions *may* require that participants call back in using a separate connection.

FIRST COUNCIL MEETING VIRTUAL LOGISTICS

Purpose: To provide Council with details of technical requirements and procedures for the first virtual Meeting of the 2020 Council year.

No motion required

Prepared by: Eric Chor, Research Analyst

Additional information for this item will be distributed at a later date.

TECHNOLOGY DEBRIEF

Purpose: To field questions from Councillors pertaining to information in C-533-2.1 *AGM Virtual Update* and C-533-2.2 *First Council Meeting Virtual Logistics*.

No motion required

Prepared by: Eric Chor, Research Analyst

Open discussion period.

In Camera Session

In-camera sessions are closed to the public.