



**Professional Engineers  
Ontario**

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# Council Meeting

534<sup>th</sup> Meeting of Council  
of Professional Engineers Ontario

to be held on

Saturday, May 30<sup>th</sup>, 2020  
1:00 p.m. – 3:00 p.m.

PEO Virtual Conference

## **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-534-1, 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 – 534<sup>th</sup> Council meeting agenda

# Agenda

C-534-1  
Appendix A

**534<sup>th</sup> Meeting of the Council**  
**Professional Engineers Ontario**  
**Videoconference**

**Date:** Saturday, May 30<sup>th</sup>, 2020  
**Time:** 1:00 p.m. – 3:00 p.m.

	Description	Type
	<b>PRESIDENT'S OPENING REMARKS AND CALL TO ORDER</b>	
	<i>Poll: Does Council consent to proceed with the meeting electronically?</i>	
1.	<b>APPROVAL OF THE AGENDA</b>	Decision
2.	<b>SPECIAL RULES OF ORDER</b>	Decision
3.	<b>APPOINTMENT OF COUNCIL MEETING CHAIR</b>	Decision
4.	<b>APPOINTMENT OF CHAIR OF REGIONAL COUNCILLORS COMMITTEE</b>	Decision
5.	<b>APPOINTMENT OF VICE PRESIDENT</b>	Decision
6.	<b>APPOINTMENT OF COUNCILLORS TO EXECUTIVE COMMITTEE</b>	Decision
7.	<b>APPOINTMENT OF COUNCILLORS TO HUMAN RESOURCES COMMITTEE</b>	Decision
8.	<b>APPOINTMENT OF COUNCILLORS TO BOARD COMMITTEES FOR 2019-2020</b>	Decision
9.	<b>COUNCILLOR ITEMS</b>	Information
10.	<b>CONCLUSION</b>	

### **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]

## **SPECIAL RULES OF ORDER**

**Purpose:** To consider the *Special Rules of Order* for meeting conduct for 2020-2021.

**Motion to consider:** (requires a two-thirds majority of votes cast to carry)

***That the Special Rules of Order, as presented to the meeting at C-534-2, Appendix A, be approved effective immediately and remain in effect until the close of business at the 2021 Annual General Meeting.***

**Prepared by:** Eric Chor - Research Analyst

### **1. Need for PEO Action**

Section 25(1) of By-Law No. 1 requires that all meetings of the association are to be governed by *Wainberg's Rules of Order*. These rules may be amended by passing *Special Rules of Order*, which supersede *Wainberg's*, and which remain in effect only until the close of business at the next Annual General Meeting.

Adopting *Special Rules* provides guidance on how to deal with certain situations that arise in meetings where PEO convention varies from the rules contained in its parliamentary authority, *Wainberg's Rules of Order*, or on which *Wainberg's* is silent.

Adopting *Special Rules* also provides consistency on how such matters may be handled at all meetings of the association.

Section 25(3) of By-Law No. 1 requires that, at the first meeting of Council following the Annual General Meeting, all *Special Rules*, which were in force immediately before the close of business at the Annual General Meeting, are to be presented to Council for adoption and/or amendment, if it so wishes. Consequently, Council may approve the *Special Rules* for the next Council year at this time.

### **2. Recommendation**

That the Special Rules be approved.

### **3. Next Steps**

If approved by Council, all Committee Chairs and staff will be notified of any approved *Special Rules* for the 2020-2021 Council year.

### **4. Policy or Program contribution to the Strategic Plan**

Approving the Special Rules for the 2020-2021 Council is related to Objective 9 in the 2018-2020 Strategic Plan.

**5. Financial Impact on PEO Budgets (for five years)**

	Operating	Capital	Explanation
Current to Year End	\$0	\$0	Funded from Surplus Fund (Council discretionary funds)
2 <sup>nd</sup>	\$	\$	
3 <sup>rd</sup>	\$	\$	
4 <sup>th</sup>	\$	\$	
5 <sup>th</sup>	\$	\$	

**6. Peer Review & Process Followed**

<b>Process Followed</b>	Per Section 25.(3) of By-Law No. 1
<b>Council Identified Review</b>	Council is the appropriate peer group.
<b>Actual Motion Review</b>	N/A

**7. Appendices**

- Appendix A – Draft *Special Rules* for the 2020-2021 Council year.
- Appendix B – Process for Appointment of Councillors to Board Committees approved by Council, September 23, 2016



**Professional Engineers  
Ontario**

**SPECIAL RULES OF ORDER**

**AT**

**PEO MEETINGS**

**2020-2021**

## **1. INTRODUCTION**

With the adoption of *Wainberg's Society Meetings* as the parliamentary authority to govern how meetings of members, Council and committees are to be conducted, few *Special Rules of Order* are required. *Special Rules* are rules that are adopted to vary *Wainberg's* or to deal with special situations that may arise at meetings but that are not covered in *Wainberg's*. Others are an expansion of the minimum requirements of By-Law No. 1. In any event, the *Special Rules of Order* supersede *Wainberg's*.

All members of Council and committees are required to know and abide by both *Wainberg's Society Meetings* and the *Special Rules*.

## **2. RECONSIDERING AND RESCINDING MOTIONS**

2.1 A two-thirds majority vote is required to reconsider or rescind a resolution made during the then same Council year.

2.2 A motion to reconsider or rescind a resolution made outside the same Council year requires the same majority vote to pass as the resolution which it seeks to have reconsidered or rescinded.

## **3. RECORDING OF ROLL CALL VOTES**

All roll call votes of Council are to be recorded in the minutes of Council meetings in such a way that members can determine how each Councillor voted on a particular motion.

## **4. PROCEDURES FOR COUNCIL MEETING CHAIR, VICE PRESIDENT, HUMAN RESOURCES COMMITTEE MEMBERS AND OTHER COUNCIL APPOINTMENTS**

The following procedures are to be used when making Council Meeting Chair, Vice President and other Council appointments:

1. At least three weeks prior to the meeting at which such appointments are to be made, the Registrar will ask Councillors to express their interest in serving as Council Meeting Chair, Vice President, Human Resources Committee member; or to indicate their interest in other Council appointments as the case may be.
2. At the meeting, the Chair will ask for additional nominations. If none are received, the Chair will declare nominations closed. Nominations may be closed by the Chair without the need for a motion. A nomination does not require a seconder.
3. Each candidate will be asked if they consent to the nomination.
4. A Councillor who is absent from the Council meeting at which a position is to be filled may be nominated, provided such Councillor has provided at least three days prior written



notification to the Manager, Secretariat that they consent to the nomination and agree to serve in that capacity, if appointed, as well as any comments the candidate might otherwise provide at the meeting in support of their nomination.

5. Each nominee will be afforded an opportunity to make a brief (3 minutes) personal introduction should they so wish. The Chair will read any comments received from absent nominees, so long as such comments do not exceed 3 minutes when read.
6. Councillors will vote for the number of positions available (e.g. – Vice President – select one name), by secret vote, from among the nominees. Voting will be in accordance with By-Law No. 1, s.25(4).
7. Upon completion of the vote, the results will be presented and the Chair will declare the nominee(s) with the most votes elected.
8. Where there is only one nominee for a position, or the number of nominees equals the number of positions available, the Chair shall declare the nominee(s) elected.
9. Where the number of nominees received exceeds the number of positions available, the nominees receiving the greatest number of votes cast for the number of positions available shall be declared elected by the Chair.
10. In the event there is a tie in the last position available, a run-off vote will be conducted in accordance with paragraphs 6 and 7 and the nominee receiving the greatest number of votes cast shall be declared elected by the Chair.
11. If applicable, ballots cast will remain with the Secretariat until a motion to destroy the ballots has been passed by Council.

## **5. PROCEDURES FOR BOARD COMMITTEE APPOINTMENTS**

The following procedures are to be used when making Board Committee appointments:

1. At least three weeks prior to the meeting at which such appointments are to be made; the Registrar will request Councillors to express their interest in serving on Board Committees.
2. Annually, following the Council elections:
  - i. Councillors will be asked to submit Board Committee participation preferences to the outgoing Human Resources Committee (HRC)
  - ii. HRC would match committee needs to Councillor preferences
  - iii. HRC presents its recommendations at the AGM Council meeting for approval
  - iv. Should the HRC be unable to present a recommendation regarding an appointment, Council will fill the position(s) through a vote utilizing the voting procedure as specified in Section 4, Procedures For Council Meeting Chair, Vice President, Human Resources Committee members and Other Council Appointments.

## **Appointment of Councillors to Board Committees**

Annually, following Council elections:

- Councillors will be asked to submit Board Committee participation preferences to the outgoing Human Resources Committee (HRC)
- HRC would match committee needs to Councillor preferences
- For appointments to HRC, the Executive Leadership Team (President, President-elect and Past President) will review Councillor preferences and make a recommendation to Council to fill the two vacant positions on the committee
- HRC presents its recommendations at the AGM Council meeting for approval
- Should HRC be unable to present a recommendation regarding an appointment, Council will fill the position(s) through a vote

## APPOINTMENT OF COUNCIL MEETING CHAIR

**Purpose:** To appoint a Council Meeting Chair for the 2020-2021 Council year.

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

***That [name to be inserted at the meeting] be appointed the Council Meeting Chair for the 2020-2021 Council year or until their successor is appointed.***

**Prepared by:** Ralph Martin, Manager, Secretariat

### 1. Need for PEO Action

At its February 2011 meeting, Council approved a process for annually selecting a Council Meeting Chair (Appendix A).

The process requires that Council annually appoint its Meeting Chair at the first Council meeting following the Annual General Meeting.

Those wishing to put their name forward for the position of Council Meeting Chair had until March 20, 2020 to submit their names. A list of nominees is presented at Appendix B. In addition, at the meeting, the Chair will ask for additional nominations.

Voting for the Council Meeting Chair will be done in accordance with the Special Rules.

### 2. Policy or Program contribution to the Strategic Plan

Appointing the Council Meeting Chair for the 2020-2021 Council year is related to Objective 9 in the 2018-2020 Strategic Plan.

### 3. Financial Impact on PEO Budgets (for five years)

	Operating	Capital	Explanation
Current to Year End	\$0	\$0	Funded from Surplus Fund (Council discretionary funds)
2 <sup>nd</sup>	\$	\$	
3 <sup>rd</sup>	\$	\$	
4 <sup>th</sup>	\$	\$	
5 <sup>th</sup>	\$	\$	

#### 4. Peer Review & Process Followed

<b>Process Followed</b>	As per the February 2011 Council meeting wherein a motion was passed that: <i>Council will annually elect a meeting chair from among the members of Council.</i>
<b>Council Identified Review</b>	Council is the appropriate peer group.
<b>Actual Motion Review</b>	N/A

#### 5. Appendices

Appendix A – Role, Responsibilities and Selection Process for a Council Meeting Chair

Appendix B – List of Nominees for Council Meeting Chair

## **Appendix A – Role, Responsibilities and Selection Process for a Council Meeting Chair**

### ***Council Meeting Chair Role and Responsibilities***

In general accordance with *Wainberg's Rules of Order*<sup>1</sup>, the chair will:

1. Preside over meetings of Council *"to keep the meeting going in a legal and democratic manner."*<sup>2</sup>
2. Ensure Council discussions are focused on the agenda.
3. Encourage full Councillors' participation.
4. Be the role model in good governance for the rest of Council.
5. Consult with the President, Registrar and governance staff regarding the agendas and associated background.
6. Have a strong working knowledge of the Council Manual, *Wainberg's Rules of Order* and *PEO's Special Rules*, as they apply to Council meetings.

### ***Section Process***

1. Annually, Council will first select its Meeting Chair at its meeting following the Annual General meeting.
2. The Meeting Chair, who must be a member of Council, will serve at the pleasure of Council for a one-year term; however, the Council Meeting Chair may be removed by two-thirds vote of Council.
3. The Past President will conduct the vote in accordance with PEO procedure.
4. The President may also be appointed by Council to also serve as Meeting Chair.

<sup>1</sup> Wainberg's Rules of Order, Chapter 10, "The Chair"

<sup>2</sup> Wainberg's Rules of Order – page 55

## Appendix B – List of Nominees for Council Meeting Chair

Councillor Expression of Interest and Comments	
Marisa Sterling	<p>As the elected President of PEO, I would be honoured to also be the Chair of Council for the coming year. I have experience chairing meetings as I was the Chair of HRC this past year, I have sat-in as Chair of Council when asked and I have chaired a charitable board for the last 8 years (the Ontario Professional Engineers Foundation for Education). I would like to assist Council to be fair, equitable, inclusive and accessible in how its meetings operate and I am welcome the support of a Parliamentarian to help ensure the meetings are conducted as per our rules of order. Thank you for considering my interest to be you Chair of Council.</p>

## **APPOINTMENT OF CHAIR OF REGIONAL COUNCILLORS COMMITTEE**

**Purpose:** To approve the Chair of the Regional Councillors Committee for the 2020-2021 Council year.

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

**That Ramesh Subramanian, P.Eng., be appointed as Chair of the Regional Councillors Committee, effective immediately and to hold office until the close of business at the 2021 Annual General meeting.**

**Prepared by:** Ralph Martin, Manager, Secretariat

### **1. Need for PEO Action**

Regional Councillors Committee (RCC) has been designated as a board committee.

The Terms of Reference for the RCC prescribe that the Committee be composed of the ten elected members from each of the five regions. Because of the composition, its membership and operations are aligned to the Council year. Non-board committees are aligned with the calendar year.

The Terms of Reference also require that the chair is to be elected by and from among members of the RCC for a one-year term. The Committees and Task Forces Policy requires that chairs of committees be ratified by Council.

The RCC historically has met immediately following the Annual General Meeting for the purpose of appointing a Chair for the ensuing Council year. The appointment is ratified by Council at the first meeting following the Annual General Meeting prior to the appointment of the appointed Vice President and election of Councillors to the Executive Committee.

Council is being asked to approve the appointment of the Chair of the Regional Councillors Committee at this time.

### **2. Recommendation**

That Council approve the appointment of the Chair of the RCC.

### **3. Policy or Program contribution to the Strategic Plan**

Appointing the Chair of the Regional Councillors Committee is related to Objective 9 in the 2018-2020 Strategic Plan.

#### 4. Financial Impact on PEO Budgets (for five years)

	Operating	Capital	Explanation
Current to Year End	\$0	\$0	Funded from Surplus Fund (Council discretionary funds)
2 <sup>nd</sup>	\$	\$	
3 <sup>rd</sup>	\$	\$	
4 <sup>th</sup>	\$	\$	
5 <sup>th</sup>	\$	\$	

#### 5. Peer Review & Process Followed

<b>Process Followed</b>	Per the RCC Terms of Reference.
<b>Council Identified Review</b>	Council is the appropriate peer group.
<b>Actual Motion Review</b>	N/A



## APPOINTMENT OF VICE PRESIDENT

**Purpose:** To appoint a Vice President for the 2020-2021 Council year.

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

**That [name to be inserted at the meeting] be appointed as Vice President for the 2019-2020 Council year.**

**Prepared by:** Ralph Martin, Manager Secretariat

### 1. Need for PEO Action

Section 3(1)2 of Regulation 941 under the *Professional Engineers Act* (Appendix A) requires that Council elect a Vice President from among its Councillors who are members of the Association at a meeting to be held after the close of business and on the day of the Annual Meeting of members or within thirty days thereafter. Non-member Lieutenant Governor-in-Council appointees are excluded from the office of Vice President under this Regulation.

Those wishing to put their name forward for the position of Vice President appointed had until March 20, 2020 to submit their names (Appendix B). In addition, at the meeting, the Chair will ask for additional nominations.

The procedures for appointing Councillors to board positions and committees will be in accordance with the Special Rules.

### 2. Proposed Action / Recommendation

It is recommended that Council elect a Vice President in accordance with Regulation 941.

### 3. Next Steps (if motion approved)

The Voting procedures to appoint a Vice President will be in accordance with the Special Rules.

### 4. Policy or Program contribution to the Strategic Plan

Appointment of the Vice President is related to Objective 9 in the 2018-2020 Strategic Plan.

### 5. Financial Impact on PEO Budgets (for five years)

	Operating	Capital	Explanation
Current to Year End	\$0	\$0	Funded from Surplus Fund (Council discretionary funds)
2 <sup>nd</sup>	\$	\$	

3 <sup>rd</sup>	\$	\$	
4 <sup>th</sup>	\$	\$	
5 <sup>th</sup>	\$	\$	

## 6. Peer Review & Process Followed

<b>Process Followed</b>	Per Section 3.(1) 2 of Regulation 941 under the <i>Professional Engineers Act</i> .
<b>Council Identified Review</b>	Council is the appropriate peer group.
<b>Actual Motion Review</b>	N/A

## 7. Appendices

- Appendix A – Referenced sections of the *Professional Engineers Act* and Regulation 941
- Appendix B – List of Nominees for Vice President

## **Appendix A - Referenced Sections of the *Professional Engineers Act* and Regulation 941**

### Section 3(1)2 of Regulation 941 under the *Professional Engineers Act*

3. (1) There shall be the following additional officers of the Association:
  2. A vice-president, who shall be appointed annually by Council from among its members elected or appointed under clause 3 (2) (a) or 3 (2) (b) of the Act at a meeting of Council to be held after the close of business and on the day of the annual meeting of Members or within thirty days thereafter.

### S.3.(2) of the *Professional Engineers Act*

3. (2) The Council shall be composed of,
  - (a) not fewer than fifteen and not more than twenty persons who are members of the Association and who are elected by the members of the Association as provided by the regulations;
  - (b) not fewer than five and not more than seven persons who are members of the Association and who are appointed by the Lieutenant Governor in Council;

## Appendix B – List of Nominees for Vice President (Appointed)

Councillor Expression of Interest and Comments	
Arjan Arenja	<p>At this critical time in PEO's journey to focus on its core mandate of self-regulation, the organization needs a strong and experienced executive team to model and mentor the entire Council on how to provide effective strategic direction to the CEO/Registrar of PEO.</p> <p>As second-term Councillor with significant governance experience (current Board Director with Electrical Safety Authority, and previously Co-Chair of Telecare Direct), I bring strong leadership experience and cultural diversity to the executive team.</p>
Michael Chan	<p>I was appointed as Vice-President at last year's Council. However, I cannot fulfill my duty as my 3 year LGA term was not extended and had to leave Council in June, 2019.</p> <p>As Vice President one must have an in dept knowledge of the entire PEO operation which includes Council, Committee, Chapter and Staff.</p> <p>Following are my involvements in Chapter: 8 years as PEO staff as Chapter Manager. Executive of Willowdale –Thornhill Chapter</p> <p>PEO Committee: 3 years as ACV Chair Two years on Finance Committee- One year as Chair Committee Members of Government Liaison , Registration, Discipline &amp; Executive Committee</p> <p>Council: 8 years on Council as Staff member LGA – 3 years</p> <p>As you can see I am the only one on current Council that has this cross section experience and knowledge.</p>
Peter Cushman	
Wayne Kershaw	Experience on council, RCC, chapters, task forces and subcommittees
Arthur Sinclair	I am committed to the reform that the PEO needs and am dedicated to creating the environment in which that change can take place. I am confident that through my experience on, and contribution to, Council, I have earned the trust of my council colleagues and PEO staff.
Warren Turnbull	Leadership skills, experience in many facets of PEO, effective communicator, good listener, dedication, persistence

## APPOINTMENT OF COUNCILLORS TO EXECUTIVE COMMITTEE

**Purpose:** To appoint additional Councillors to serve on the Executive Committee.

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

**1. That LGA Councillor {insert name} be appointed as a member of the Executive Committee for the 2020-2021 Council year;**

**2. That two additional Council members: {insert name} and {insert name} be appointed as members of the Executive Committee for the 2020-2021 Council year.**

**Prepared by:** Ralph Martin, Manager Secretariat

### 1. Need for PEO Action

Section 28.(1)(e) of Regulation 941 under the *Professional Engineers Act* (Appendix A) requires that Council appoint one or more other members of Council, in addition to the president, president-elect, immediate past president and the two vice presidents, to serve on the Executive Committee.

Section 28.(1.1) of Regulation 941 requires that at least one member appointed by the Lieutenant Governor be appointed to the Executive Committee.

Appointments will be made in accordance with the process approved by Council at its September 2016 meeting for Board Committee appointments and the Special Rules. The Human Resources Committee met on April 2, 2020 and did not make recommendations for positions on the Executive Committee.

Those wishing to put their name forward to serve on the Executive Committee had until March 20, 2020 to submit their names. In addition, the Chair will ask for additional nominations at the meeting.

### 2. Peer Review & Process Followed

<b>Process Followed</b>	Per Section 28.(1)(e) and 28.(1.1) of Regulation 941 under the PEA.
<b>Council Identified Review</b>	Council is the appropriate peer review group.
<b>Actual Motion Review</b>	N/A

### 3. Appendices

- Appendix A – Sections 28.(1) and 28.(1.1) of Regulation 941 under the *Professional Engineers Act*
- Appendix B – List of Applicants for the Executive Committee

## **Regulation 28 under the *Professional Engineers Act***

### ***Executive Committee***

**28.** (1) The Executive Committee shall consist of,

- (a) the president;
- (b) the president-elect;
- (c) the immediate past-president;
- (d) the two vice-presidents; and
- (e) one or more other members of the Council from time to time appointed by the Council. R.R.O. 1990, Reg. 941, s. 28 (1).

(1.1) The Council shall ensure that at least one member appointed to the Council by the Lieutenant Governor in Council is appointed under clause (1) (e) at any given time. O. Reg. 205/09, s. 1.

(2) Three members of the Executive Committee, at least one of whom shall be a person named in clause (1) (a), (b) or (c), constitute a quorum. R.R.O. 1990, Reg. 941, s. 28 (2).

## Appendix B – List of Nominees to Executive Committee

Councillor Expression of Interest and Comments	
Arjan Arenja	<p>As stated above, this is a critical time in PEO's journey to focus on its core mandate of self-regulation; PEO needs a strong and experienced executive team to model and mentor the entire Council on how to provide effective strategic direction to the CEO/Registrar of PEO. There are many strategic and critical governance and succession planning issues facing the Council and a strong executive team needs to leverage all its members to the fullest.</p> <p>As second-term Councillor with significant governance experience 2nd (current Board Director with Electrical Safety Authority, and previously Co-Chair of Telecare Direct), I can complement an already a very capable team with my experience, cultural diversity and leadership skills. I would like to be considered as one of the LGA Councillors on the Executive Team.</p>
Robert Brunet	President Brunet & Co., President Biro Air Energy, Executive Committee Trojan Technologies Inc., Senior leadership roles in private industry, including past governance experience
Michael Chan	I was on the Executive Committee for 2018 as LGA member and the second time up to June, 2019. I would like to use my past experience to re-join the committee.
Peter Cushman	
Lorne Cutler	I have been a member of the Executive Committee over the past year. This has allowed me to gain a greater understanding of PEO's operations. Through my experience on FIC, I have been able to provide my financial knowledge of PEO to the Executive Committee year required. I have also been a member of GLC since Fall 2019. This has also helped to round out my knowledge of PEO operations particularly with messaging our licensing role. Given my experience on Council and now on several committees, I can play a valuable role on the Executive Committee.
Wayne Kershaw	Experience on council, RCC, chapters, task forces and subcommittees
Arthur Sinclair	I am committed to the reform that the PEO needs and am dedicated to creating the environment in which that change can take place. I am confident that through my experience on, and contribution to, Council, I have earned the trust of my council colleagues and PEO staff.
Sherlock Sung	<p>-Can be the 1 LGA</p> <p>-lay LGA since May 2019</p> <p>-Reside in GTA proximal to PEO office and available to attend Executive Committee meetings</p>
Warren Turnbull	Leadership skills, experience in many facets of PEO, effective communicator, good listener, dedication, persistence

## APPOINTMENT OF COUNCILLORS TO THE HUMAN RESOURCES COMMITTEE 2019-2020

**Purpose:** To elect Councillors to the Human Resources Committee

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

*That [two names to be inserted at the meeting] be elected as members to the Human Resources Committee for the 2020-2021 Council year.*

**Prepared by:** Ralph Martin – Manager, Secretariat

### 1. Need for PEO Action

Annually, Council elects two Councillors to the Human Resources Committee (HRC)

Those wishing to put their name forward for positions on the HRC had until March 20, 2020 to submit their names. In addition the chair will ask for additional nominations at the meeting.

### 2. Policy or Program contribution to the Strategic Plan

Appointing Councillors to the HRC for the 2020-2021 Council is related to Objective 9 in the 2018-2020 Strategic Plan.

### 3. Financial Impact on PEO Budgets (for five years)

	Operating	Capital	Explanation
Current to Year End	\$0	\$0	Funded from Surplus Fund (Council discretionary funds)
2 <sup>nd</sup>	\$	\$	
3 <sup>rd</sup>	\$	\$	
4 <sup>th</sup>	\$	\$	



5 <sup>th</sup>	\$	\$	
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#### 4. Peer Review & Process Followed

<b>Process Followed</b>	Section 3.1 of the Committees and Task Forces Reference Guide states that “Most committees and task forces operate on the calendar year [non-board committees]. Certain committees, however, (Executive, Audit, Finance, Human Resources, Legislation, OSPE-PEO Joint Relations, Regional Councillors [board committees]) follow the Council year because membership on these committees is determined by Council elections. The year for these committees begins with the first Council meeting following the PEO Annual General Meeting. ...”
<b>Council Identified Review</b>	Council is the appropriate peer group.
<b>Actual Motion Review</b>	N/A

#### 5. Appendices

- Appendix A – Applicants for the Human Resources Committee

## Appendix A – List of Applicants for the Human Resources Committee

Councillor Expression of Interest and Comments	
Arjan Arenja	I have significant leadership experience in Human Resource Management acquired through my previous roles as General Manager at Royal Telecom Structures and Royal Rainware Products, and as Senior Program Manager at Bruce Power. More recently, I have relevant experience as a member of People and Culture Committee at the Electrical Safety Authority. I also bring diversity of experience to the team.
Michael Chan	As a member of ACV for 12 years involving the placement of Volunteers, 8 years on PEO staff and 3 years on Council as LGA, I get to know most of the volunteers/staff and the duties and roles of most if not all PEO volunteers. These knowledge should make me a strong contributor/candidate to the HR committee.
Chantal Chiddle	Experience across several layers of Engineering (Engineering firm, Utility Company, Construction Company). Have previously assisted in the selection process to fill Engineering Technologist positions in the past. Trained in conflict resolution in a variety of methodologies (including condensed course at Schulich School of Business). Level headed, able to work towards common goal and able to see the larger picture, focus on the long game when needed.
Peter Cushman	
Luc Roberge	As a Manager, I had to perform hiring, discipline, termination and performance reviews along with staff supervision.
Sherlock Sung	-Possess workplace HR experience in supervisory role hiring, developing evaluation metrics, accessing performance
Warren Turnbull	Leadership skills, Good motivator, effective communicator, good listener, dedication, persistence

# Briefing Note – Decision

## APPOINTMENT OF COUNCILLORS TO BOARD COMMITTEES FOR 2020-2021

**Purpose:** To appoint Councillors to Board committees.

**Motions to consider:** (requires a simple majority of votes cast to carry)

1. That the Audit Committee be composed of four Council members, Robert Brunet, P.Eng., Michael Chan, P.Eng., Luc Roberge, P.Eng. and Sherlock Sung appointed for the 2020-2021 Council year, as recommended by the Human Resources Committee.
2. That the Finance Committee be composed of Arjan Arenja, P.Eng., Chantal Chiddle, P.Eng., Lorne Cutler, P.Eng. and Arthur Sinclair, P.Eng. appointed for the 2020-2021 Council year, as recommended by the Human Resources Committee.
3. That the Legislation Committee be composed of Sandra Ausma, P.Eng., Chantal Chiddle, P.Eng., Wayne Kershaw, P.Eng., Lisa MacCumber, P.Eng. and Sherlock Sung appointed for the 2020-2021 Council year, as recommended by the Human Resources Committee.
4. That the OSPE-PEO Joint Relations Committee be composed of Darla Campbell, P.Eng. and Luc Roberge, P.Eng. appointed for the 2020-2021 Council year, as recommended by the Human Resources Committee.

**Prepared by:** Viktoria Aleksandrova – Human Resources Committee Staff Support

**Moved by:** Past President Hill, P.Eng.

### 1. Need for PEO Action

- Pursuant to Section 7 (1) of the *Professional Engineers Act*, Council may make regulations
  5. respecting the composition of the committees required by this Act, other than the Complaints Committee, the Discipline Committee and the Registration Committee, the mechanism of the appointment of members of the committees and procedures ancillary to those specified in this *Act* in respect of any committee.
    - Section 3.1 of the Committees and Task Forces Reference Guide states that “Most committees and task forces operate on the calendar year [non-board committees]. Certain committees, however, (Executive, Audit, Finance, Human Resources, Legislation, OSPE-PEO Joint Relations, Regional Councillors [board committees]) follow the Council year because membership on these committees is determined by Council elections. The year for these committees begins with the first Council meeting following the PEO Annual General Meeting. ...”
- In accordance with the process approved by Council at its September 2016 meeting for Board Committee appointments (Appendix C) and the 2019-2020 Special Rules, Council appoints the requisite number of Councillors to five Board Committees and representatives to the OSPE-PEO Joint Relations Committee (JRC).
  - The Human Resources Committee (HRC) makes recommendations to Council based on soliciting and reviewing Councillor interest and applying the Board Committee Appointments Decision Criteria Matrix (Appendix D).
  - The Decision Criteria Matrix was approved by Council on March 20, 2020.

- HRC is recommending the appointments as presented in Appendix B only for the following committees:
  - **At least four (4)** Councillors are to be appointed to the **Audit Committee**
  - **Four (4)** Councillors are to be appointed to the **Finance Committee**
  - **Five (5)** Councillors are to be appointed to the **Legislation Committee**
  - **Two (2)** Councillors are to be appointed to the **OSPE-PEO Joint Relations Committee**

## 2. Policy or Program contribution to the Strategic Plan

Appointing Councillors to Board Committees for the 2020-2021 Council year is related to Objective 9 (Enhance corporate culture) in the 2018-2020 Strategic Plan.

## 3. Financial Impact on PEO Budgets (for five years)

Operating	Capital	Explanation	
Current to Year End	\$0	\$0	Funded from the budget of respective committees
2nd	\$	\$	
3rd	\$	\$	
4th	\$	\$	
5th	\$	\$	

## 4. Peer Review & Process Followed

<b>Process Followed</b>	Councillors wishing to put their name forward for positions on the 5 committees were invited to submit their names for consideration by the Human Resources Committee (HRC) by March 20, 2020. The HRC met on March 30, 2020 and reviewed Councillor's interests based on the Decision Matrix (Appendix D) which included their submitted board committee preferences, their respective backgrounds, the need to balance committee continuity with succession planning, Councillor workloads, Councillor involvement with other committees and external appointments as well as committee terms of reference.
<b>Council Identified Review</b>	Council is the appropriate peer group.
<b>Actual Motion Review</b>	Motion was reviewed by the HRC

## 5. Appendices

- Appendix A – Human Resources Committee Recommendations
- Appendix B – Councillor Preferences and Current Appointments
- Appendix C – Process for Appointment of Councillors to Board Committees  
Approved by Council, September 23, 2016
- Appendix D – Board Committee Appointments Criteria Decision Matrix

# HRC Recommendations to Council re: 2020-2021 Appointments to Board Committees

C-534-8  
Appendix A

## Audit Committee<sup>1</sup>

Councillor Preferences and Competencies		1 <sup>st</sup> , 2 <sup>nd</sup> , 3 <sup>rd</sup> , etc. choice	HRC Rationale	HRC Recommendation
<b>Robert Brunet, P.Eng.</b>	Strong knowledge of accounting and finance practices.	<b>3<sup>rd</sup></b>	<ul style="list-style-type: none"> <li>- Councillor preferences and competencies;</li> <li>- All Councillors on at least one board committee;</li> <li>- Councillor workload/ participation across all committees and other appointments is balanced.</li> </ul>	<b>Councillors to be appointed: at least 4</b>  <b>1. Robert Brunet</b> <b>2. Michael Chan</b> <b>3. Luc Roberge</b> <b>4. Sherlock Sung</b>
<b>Michael Chan, P.Eng.</b>	I was on the Finance committee for two years as Vice Chair and then Chair. Would like to use my Finance experience to help out the Audit Committee.	<b>4<sup>th</sup></b>	<ul style="list-style-type: none"> <li>- All Councillors on at least one board committee;</li> <li>- Councillor workload/ participation across all committees and other appointments is balanced.</li> </ul>	
<b>Luc Roberge, P.Eng.</b>	Worked in a QMS & ISO work environment; had to perform both internal audits & disposition of both internal/external audit results	<b>3<sup>rd</sup></b>	<ul style="list-style-type: none"> <li>- Best efforts to ensure that Councillor background and experience are related to board committee;</li> <li>- Best efforts to have a Regional Councillor on certain board committees;</li> <li>- Councillor workload/ participation across all committees and other appointments is balanced.</li> </ul>	
<b>Sherlock Sung</b>	<ul style="list-style-type: none"> <li>- Would like continuity to remain on Audit Committee after receiving training and overseeing 2019 PEO Audit.</li> <li>- Currently member of Volunteer Expense Appeal Committee and willing to continue in that capacity</li> <li>- Experienced with external contract administration as federal public servant</li> <li>- Possess rudimentary accounting knowledge.</li> </ul>	<b>1<sup>st</sup></b>	<ul style="list-style-type: none"> <li>- Councillor preferences and competencies;</li> <li>- Councillor with a previous experience on the board committee to ensure continuity;</li> <li>- All Councillors on at least one board committee.</li> </ul>	

<sup>1</sup> S.30(3) of By-Law No. 1 – *The President and the president-elect shall be ex-officio members of all committees established under this section 30.*

<sup>2</sup> Indicated names are mandated by legislation or Council-approved terms of reference

# HRC Recommendations to Council re: 2020-2021 Appointments to Board Committees

## Finance Committee<sup>1</sup>

Councillor Preferences and Competencies		1 <sup>st</sup> , 2 <sup>nd</sup> , 3 <sup>rd</sup> , etc. choice	HRC Rationale	HRC Recommendation
<b>Arjan Arenja, P.Eng.</b>	I am a current member of the Finance Committee, appointed on 19 Sep 2019, though I have not had much opportunity to make a real contribution yet. I have also served on the ESA Audit Committee in 2019 (it was combined Finance and Audit Committee). My business, management, leadership, and governance experience are assets that can be well utilized on this committee.	<b>2<sup>nd</sup></b>	<ul style="list-style-type: none"> <li>- Councillor preferences and competencies;</li> <li>- Best efforts to ensure that Councillor background and experience are related to board committee;</li> <li>- All Councillors on at least one board committee;</li> <li>- At least one Councillor with a previous experience on the board committee to ensure continuity.</li> </ul>	<b>Councillors to be appointed: 4</b>  <b>1. Arjan Arenja</b> <b>2. Chantal Chiddle</b> <b>3. Lorne Cutler</b> <b>4. Arthur Sinclair</b>
<b>Chantal Chiddle, P.Eng.</b>	Extensive experience on budgeting for multi-million dollar capital budgets for municipal infrastructure work, as well as assisting in identifying budget needs for multi-year capital work planning. Conscientious of the need for fiscal efficiencies and accountability to ensure the money entrusted is allocated appropriately.	<b>1<sup>st</sup></b>	<ul style="list-style-type: none"> <li>- Councillor preferences and competencies;</li> <li>- Best efforts to ensure that Councillor background and experience are related to board committee;</li> <li>- Best efforts to ensure that each board committee has at least one woman.</li> </ul>	
<b>Lorne Cutler, P.Eng.</b>	This would be my third year on the Finance Committee. In 2018 FIC started critical work in strengthening the role of this committee through a more detailed review of the budget and a review of our fee structure (on which I actively participated). We are also looking at a number of activities to further strengthen the finances of the PEO through multi-year budgeting, greater alignment between the budget and strategic initiatives, better understanding of expenditures and greater alignment and control of Chapter spending. With the exception of Chapter finances, these initiatives have not gone as	<b>1<sup>st</sup></b>	<ul style="list-style-type: none"> <li>- Councillor preferences and competencies;</li> <li>- Best efforts to ensure that Councillor background and experience are related to board committee;</li> <li>- All Councillors on at least one board committee;</li> <li>- At least one Councillor with a previous experience on the board committee to ensure continuity.</li> </ul>	

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## HRC Recommendations to Council re: 2020-2021 Appointments to Board Committees

	<p>far as I had hoped to see. As the implementation of the Cayton report progresses, there will be greater clarity as to how these issues should be addressed. I wish to have an opportunity to use my financial skills to continue this important work. I was also the chair of FIC this past year.</p> <p>I have my MBA from Ivy School of Business where I majored in Finance and International Business. My work career has primarily been in financial environments having worked for 25 years at Export Development Canada where I reviewed, negotiated and closed over \$1 billion in financing agreements with a variety of countries and organizations around the world. Since retiring from EDC, I have been involved in policy and financial consulting, including the preparation of personal taxes. I have been the treasurer of a small board for over 10 years where I have not only been responsible for keeping the financial records but I have played in the key role in pointing out the financial implications of what we do. I am also on the Foundation Board of Jewish Family Services (Ottawa) where we are responsible for running the fund raising arm of the social service agency and setting investment policy in conjunction with our investment advisor.</p> <p>From first joining PEO Council in Sept 2017, I have been an active participant in our financial discussions and have found a number of areas for where additional funds can be raised or expenses cut both while on Council and since joining FIC. I have also advocated for spending</p>			
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## HRC Recommendations to Council re: 2020-2021 Appointments to Board Committees

	<p>money where I thought it important particularly now as PEO's financial health has been restored.</p> <p>With my skills and experience, I believe that I can continue to play a valuable role in helping to strengthen PEO's strong financial position and to ensure greater financial sustainability going forward.</p>			
<b>Arthur Sinclair, P.Eng.</b>	<p>I look forward to applying my management, budgeting and oversight skills in this vital role. In my current position with the City of Toronto, I have prepared, controlled and reviewed many budgets. In my previous role as the Engineer of Record at a consulting firm, I oversaw the budgeting of all the firm's projects.</p>	<b>3<sup>rd</sup></b>	<ul style="list-style-type: none"> <li>- All Councillors on at least one board committee;</li> <li>- Best efforts to have a Regional Councillor on certain board committees (EXE, AUC, FIC, HRC, LEC, JRC);</li> <li>- Councillor workload/ participation across all committees and other appointments is balanced.</li> </ul>	

<sup>1</sup> S.30(3) of By-Law No. 1 – *The President and the president-elect shall be ex-officio members of all committees established under this section 30.*

<sup>2</sup> Indicated names are mandated by legislation or Council-approved terms of reference



# HRC Recommendations to Council re: 2020-2021 Appointments to Board Committees

## Legislation Committee<sup>1</sup>

Councillor Preferences and Competencies		1 <sup>st</sup> , 2 <sup>nd</sup> , 3 <sup>rd</sup> , etc. choice	HRC Rationale	2020-2021 Mandated Appointments <sup>2</sup> -and- HRC Recommendation
<b>Sandra Ausma, P.Eng.</b>	I'm currently on the Legislation Committee, so I'd be happy to continue on it.	<b>1<sup>st</sup></b>	<ul style="list-style-type: none"> <li>- Councillor preferences and competencies.</li> <li>- All Councillors on at least one board committee.</li> <li>- At least one Councillor with a previous experience on the board committee to ensure continuity.</li> <li>- Best efforts to ensure that each board committee has at least one woman.</li> <li>- Councillor workload/ participation across all committees and other appointments is balanced.</li> </ul>	<b>Sterling – President Bellini – President-elect</b>  <b>Councillors to be appointed: 5</b> 1. <b>Sandra Ausma</b> 2. <b>Chantal Chiddle</b> 3. <b>Wayne Kershaw</b> 4. <b>Lisa MacCumber</b> 5. <b>Sherlock Sung</b>
<b>Chantal Chiddle, P.Eng.</b>	Detail oriented. Have worked within the framework of various legislations for the entirety of my career.	<b>4<sup>th</sup></b>	<ul style="list-style-type: none"> <li>- Councillor preferences and competencies.</li> <li>- Best efforts to ensure that each board committee has at least one woman.</li> </ul>	
<b>Wayne Kershaw, P.Eng.</b>		<b>3<sup>rd</sup></b>	<ul style="list-style-type: none"> <li>- Councillor preferences and competencies.</li> <li>- All Councillors on at least one board committee.</li> <li>- Best efforts to have a Regional Councillor on certain board committees (EXE, AUC, FIC, HRC, LEC, JRC).</li> <li>- Councillor workload/ participation across all committees and other appointments is balanced.</li> </ul>	
<b>Lisa MacCumber, P.Eng.</b>	Currently serve as chair. Familiar with mandate and role of committee. Similar experience based on current employment with Ontario Public Service.	<b>1<sup>st</sup></b>	<ul style="list-style-type: none"> <li>- Councillor preferences and competencies.</li> <li>- All Councillors on at least one board committee.</li> <li>- At least one Councillor with a previous experience on the board committee to ensure continuity.</li> <li>- Best efforts to ensure that each board committee has at least one woman.</li> </ul>	

<sup>1</sup> S.30(3) of By-Law No. 1 – *The President and the president-elect shall be ex-officio members of all committees established under this section 30.*

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## HRC Recommendations to Council re: 2020-2021 Appointments to Board Committees

			- Councillor workload/ participation across all committees and other appointments is balanced.	
<b>Sherlock Sung</b>	-Familiar with the PEO Act	<b>4<sup>th</sup></b>	- Councillor preferences and competencies. - Councillor workload/ participation across all committees and other appointments is balanced.	

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<sup>2</sup> Indicated names are mandated by legislation or Council-approved terms of reference

# HRC Recommendations to Council re: 2020-2021 Appointments to Board Committees

## OSPE-PEO Joint Relations Committee<sup>1</sup>

Councillor Preferences and Competencies		1 <sup>st</sup> , 2 <sup>nd</sup> , 3 <sup>rd</sup> , etc. choice	HRC Rationale	2020-2021 Mandated Appointments <sup>2</sup> -and- HRC Recommendation
<b>Darla Campbell, P.Eng.</b>	Previously chair of GLC which provides me with an understanding of the sensitivity of the roles of OPSE and PEO. I feel that I can make a significant contribution to the goal of working together (which was a key pillar in my campaign). I am a member of OSPE and have attended OSPE events, including AGMs and have been a speaker. My company has a small contract delivering asset management training for OSPE, which gives me a unique perspective in the operations side of OSPE. This does not pose a conflict of interest.	<b>1<sup>st</sup></b>	<ul style="list-style-type: none"> <li>- Councillor preferences and competencies;</li> <li>- Best efforts to ensure that Councillor background and experience are related to board committee;</li> <li>- All Councillors on at least one board committee;</li> <li>- Best efforts to ensure that each board committee has at least one woman;</li> <li>- Councillor workload/ participation across all committees and other appointments is balanced.</li> </ul>	<b>Sterling – President</b> <b>Bellini – President-elect</b> <b>Johnny Zuccon – CEO/Registrar</b>  <b>Councillors to be appointed: 2</b> <b>1. Darla Campbell</b> <b>2. Luc Roberge</b>
<b>Luc Roberge, P.Eng.</b>	Member of OPSE since its creation; profession needs a stronger advocacy voice	<b>4<sup>th</sup></b>	<ul style="list-style-type: none"> <li>- Councillor preferences and competencies.</li> <li>- Best efforts to have a Regional Councillor on certain board committees – Northern Region representative.</li> </ul>	

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## 2020-2021 Councillor Preferences and Current Committee Appointments

Councillors	Chair	VP-a	EXE	AUC	FIC	HRC	LEC	OSPE- PEO JRC	Current Committee Appointments
Nancy Hill (P-P)			M			M			EXE-C, HRC, LEC, OSPE-PEO JRC-C, CESC
Marisa Sterling (P)	1		M			M	M	M	EXE, HRC-C, LEC, OSPE-PEO JRC, AWC's s/c, VLCPC
Christian Bellini (P-e)			M			M	M	M	EXE, ACV, ERC, LIC, 30/30TF, External: EC BoD
Darla Campbell (VP-e)			M					1	No appointments
Sandra Ausma (CAL)									EXE, FIC, LEC
Michael Chan (CAL)		1	3	4		2			ACV's s/c, DIC, REC
Leila Notash (CAL)									EXE, AUC, LEC-VC, ARC, LIC
Warren Turnbull (WCRC)		1	2			3			EXE, RCC, DIC, GLC-C, WRCC-VC, WRESC-C
Lisa MacCumber (WCRC)							1		LEC-C, RCC, COC-CL, PSC-CL, WCRCC C
Ramesh Subramanian (NRC)									RCC, ARC-C, EDC-CL, NRCC-VC, NRESC-C, External: CEAB - member from Ontario
Luc Roberge (NRC)				3	1	2		4	No appointments
Randy Walker (ERC)									FIC-VC, RCC, ErCC-VC, ERESC-C
Chantal Chiddle (ERC)				3	1	2	4	5	No appointments
Arthur Sinclair (ECRC)		1	2		3			4	LEC, OSPE-PEO JRC, RCC, VLCPC, ECRCC-VC, ECRESC-C
Peter Cushman (ECRC)		1	1		1	1			No appointments
Wayne Kershaw (WRC)		1	2				3		OSPE-PEO JRC, RCC, WRCC-VC, WRESC-C
Peter Broad (WRC)									No appointments
Arjan Arenja (LGA)		1	2		2	2			FIC, GLC-VC
Robert Brunet (LGA)			1	3	2				No appointments
Todd Bruyere (LGA)									No appointments
Lorne Cutler (LGA)			1	2	1				EXE, FIC-C, DIC, GLC
Andy Dryland (Lay-LGA)									No appointments
Qadira Jackson (Lay-LGA)									HRC, DIC
Iretomiwa Olukiyesi (LGA)									EXE, ENF-CL
Sherlock Sung (Lay-LGA)			5	1	3	2	4		AUC

## 2020-2021 Councillor Preferences and Current Committee Appointments

Legend:	
M	= Mandated Appointments (legislation/Council T of R)
1	=1st choice
2	=2nd choice
3	=3rd choice
4	=4th choice
5	=5th choice
C	=Chair
VC	=Vice Chair
CL	=Council Liaison

## **Appointment of Councillors to Board Committees**

Annually, following Council elections:

- Councillors will be asked to submit Board Committee participation preferences to the outgoing Human Resources Committee (HRC)
- HRC would match committee needs to Councillor preferences
- For appointments to HRC, the Executive Leadership Team (President, President-elect and Past President) will review Councillor preferences and make a recommendation to Council to fill the two vacant positions on the committee
- HRC presents its recommendations at the AGM Council meeting for approval
- Should HRC be unable to present a recommendation regarding an appointment, Council will fill the position(s) through a vote

## Board Committee Appointments – Decision Criteria Matrix

Priority ranking	Decision Criteria
1.	Councillor preferences and competencies.
2.	Best efforts to ensure that Councillor background and experience are related to board committee.
3.	All Councillors on at least one board committee.
4.	At least one Councillor with a previous experience on the board committee to ensure continuity.
5.	Best efforts to have a Regional Councillor on certain board committees (EXE, AUC, FIC, HRC, LEC, JRC).
6.	Best efforts to ensure that each board committee has at least one woman.
7.	Councillor workload/ participation across all committees and other appointments is balanced.

## **COUNCILLOR ITEMS**

- a) Notice of Future Council Agenda Items**
- b) Councillors' Questions**

**Purpose:** To provide Councillors with an opportunity to provide notice of items for inclusion on the next Council meeting agenda, and to ask questions.

**No motion required**

**Prepared by:** Eric Chor - Research Analyst