

Briefing Note – Confirmation

C-538-1.1

CONFIRMATION OF NOTICE AND QUORUM

Purpose: Secretariat to confirm notice and quorum of the meeting.

Prepared by: Dale Power, Secretariat Administrator

Briefing Note - Decision

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-538-1.2, Appendix A be approved; and*
- b) the Chair be authorized to suspend the regular order of business.*

Prepared by: Dale Power – Secretariat Administrator

Appendices:

- Appendix A – 538th Council meeting agenda

Agenda

C-538-1.2
Appendix A

538th Meeting of the Council Professional Engineers Ontario Videoconference

Date: Friday, February 26, 2021

Time: 9:00 a.m. to 4:00 p.m.

Breaks: 10:30 a.m. to 10:50 a.m., 2:00 p.m. to 2:20 p.m.

Lunch: 12:00 to 1:00 p.m.

Friday, February 26 – 9:30 a.m. – 4:00 p.m.				
9:30 a.m.		CALL TO ORDER – Formal Public Meeting Begins		
1.	<u>CALL TO ORDER</u>	Spokesperson/ Moved by	Type	Time
1.1	CONFIRMATION OF NOTICE AND QUORUM	Secretariat	Confirmation	9:30 am
1.2	APPROVAL OF AGENDA	Chair	Decision	9:35 am
1.3	CONFLICTS OF INTEREST: Councillors to disclose any conflicts in the open session agenda	Chair	Exception	9:45 am
2.1	PRESIDENT'S REPORT: including updates on reimagining governance and strategic vision	President Sterling	Discussion	9:50 am
2.2	CEO/REGISTRAR'S REPORT: including updates on operations, activity filter and implementing Action Plan	CEO/Registrar Zuccon	Discussion	10:00 am
2.	<u>PRIORITY REGULATORY AND GOVERNANCE ITEMS</u>	Spokesperson/ Moved by	Type	Time
Governance Items				
2.3	The Executive Committee will update Council on progress with the Governance Roadmap and bring motions forward	Chair – Executive Committee	Information	10:15 am
10:30 a.m. – 10:50 a.m.		BREAK		
2.3a	RULES OF ORDER – BY-LAW AMENDMENT Council will be asked to approve an amendment to section 25 of By-Law No. 1 to	Councillor MacCumber	Decision	10:50 am

	substitute Nathan and Goldfarb’s Company Meetings for Wainberg’s Society Meetings because the latter is no longer current. Requires a 2/3 majority.			
Regulatory Items				
2.4	LICENSURE MODEL FOR APPLICANTS WITHOUT P.ENG. SUPERVISION Providing update on work done to assess the extent of this issue.	B. Ennis	Information	11:00 am
2.5	RESCINDING CPD REFERENDUM MOTION Council will be asked to rescind a previous Council motion to action a new governance direction and implement mandatory continuing professional development without a member referendum	Councillor Turnbull	Decision	11:10 am
2.6	ENGINEERS CANADA DIRECTORS REPORT	D. Chui	Discussion	11:30 am
3.	CONSENT AGENDA	Spokesperson/ Moved by	Type	Time
3.1	MINUTES – 537 COUNCIL MEETING	Chair	Decision	11:35 am
Regulatory Items				
	NONE			
Governance Items				
3.2	PEO COMMITTEE GOVERNANCE ITEMS Council to ratify ongoing governance of PEO’s Committees and Task Forces, consistent with existing policies <ul style="list-style-type: none">3.2 – Changes to the 2021 Committees and Task Forces Membership Roster		Decision	
2019/2020 RETIRED COUNCILLOR RECOGNITION by Past-President Hill				
12:00 p.m. – 1:00 p.m.		LUNCH		
		Formal Public Meeting Ends		
Please note that in order to streamline the agenda, Committee reports are not included in the agenda package. Committee Chairs are asked to submit their written reports to the Secretariat for posting on the Council SharePoint site prior to each Council meeting. These reports can be discussed at the meeting if a Councillor asks to address a specific item contained within the written report. The				

reports submitted as of February 12, 2021 are:

- Statistics

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]

Briefing Note – Exception

C-538-1.3

CONFLICTS OF INTEREST

Purpose: Councillors are required to identify any real or perceived conflicts of interest that exist or may exist related to the open Council agenda.

No motion required

Prepared by: Dale Power, Secretariat Administrator

Councillors are to declare and refrain from participating in any Council matters where they might have a real or perceived conflict of interest

The Council Chair is responsible for ruling on whether a conflict exists if there is a dispute.

The Councillor with a conflict of interest will be required to leave the Council meeting for the duration of the agenda item, including for any respective votes.

If a Councillor wishes guidance on how to identify any conflicts of interest, the following 9-minute video can be referred to:

https://www.youtube.com/watch?v=fjebnky_j6M

Attached is the link to the “Eliminating Bias in the Registration Process Policy” which references Conflict of Interest.

<https://dm.peo.on.ca/pcs/Council/Current%20Council%20Year/PEO%20Policies/Eliminating%20Bias%20in%20Registration%20Process%20Policy%202019-C.pdf>

Briefing Note – Discussion

C-538-2.1

PRESIDENT'S REPORT

Purpose: To inform Council of the recent activities of the President.

Motion(s) to consider:

none required

President Sterling will provide a report on her recent PEO activities, followed by discussion.

Briefing Note – Discussion

C-538-2.2

CEO/REGISTRAR'S REPORT

Purpose: CEO/Registrar Zuccon will present the CEO/Registrar's Report.

No motion required.

Prepared by: Dale Power, Secretariat Administrator

Please see attached report..

C-538-2.2

CEO/Registrar Update

Johnny Zuccon, P.Eng., FEC, CEO/Registrar
 Prepared for PEO Council, February 26, 2021

Action Plan

Progress Report

A progress report follows on work related to the Council-approved Action Plan designed to address the 15 recommendations from the external regulatory performance review. The plan serves as a vital component of an overall strategy that also includes implementing the structural changes to PEO's operational organization required to produce the capacity and agility needed to achieve the objectives; and integrating the work of external expertise to assist Council in enhancing its governance capabilities. The Action Plan is available at <https://peo.on.ca/sites/default/files/2019-10/PEOActionPlan.pdf>.

Recommendation 1: PEO should review all its committees, subcommittees and working groups to ensure they are both necessary and fit for a regulatory purpose (3.28-3.36).	
Key Steps	Status
1. Registrar will create, for Council approval, a tool for analyzing the activities and responsibilities of all PEO committees, subcommittees and working groups in relation to PEO's regulatory obligations.	<p>Completed November 2020</p> <p>A progress report on the evaluation phase of the Activity Filter was presented to Council at its November 2020 meeting. Each of the 90+ committee activities and outputs in the four categories (core regulatory, regulatory policy, governance and neither) was assessed to determine if its current assignment to a committee, task force, working group, etc., was necessary and fit for either a regulatory or governance purpose. The next phase, which is ongoing and expected to inform the governance work as well as licensing enhancements, is to determine the appropriate accountability for the outputs. Specific recommendations and operational changes to address outputs for which the CEO/registrar has accountability will emerge over the course of 2021.</p>
2. Registrar will evaluate, using the approved tool, and report to Council the regulatory necessity of each committee, subcommittee and working group.	<p>Completed As above</p>
3. Registrar will prepare for Council's approval an implementation plan pertaining to changes required as an outcome of the review.	<p>Pending</p>

Recommendation 2: PEO should clarify the roles of Council members, staff and volunteers. It should delegate more operational decision-making and responsibility to executive staff and streamline its internal accountabilities, policies and procedures (3.17-3.27).	
Key Steps	Status
1. Governance Advisor role created and filled (per Council direction in June 2019).	Completed September 2019
2. At each meeting over the next year or more, Council will consider elements of its governance materials that require revision: for example, roles and responsibilities and other governance policies (including a Code of Conduct with a compliance process).	In progress <ul style="list-style-type: none"> Facilitated and supported ongoing, informal strategic conversations and stewardship of governance project by the Executive Committee Updated rules of order to be approved for use by Council and at all other association meetings Ongoing work with councillors to support bringing committee structure and composition into line with governance best practices and legislative requirements Orientation plan for new councillors to be developed in time for onboarding those elected in 2021
3. Registrar will arrange for ongoing training for councillors, staff and volunteers on their roles and responsibilities.	As per Governance Road Map timeline

Recommendation 3: PEO should consider if its Chapters are either necessary or desirable in delivering its functions as a regulator and should redirect its financial support for them to its core regulatory functions and activities (3.17-3.21).	
Key Steps	Status
1. Registrar will create, for Council approval, a tool to analyze chapter activities.	Completed November 2019
2. Registrar will carry out a comprehensive review of all chapters' activities using the approved tool and make recommendations to Council.	Completed November 2020 Progress report presented to Council at its November 2020 meeting Additional recommendations will emerge in 2021

Recommendation 4: PEO should implement all the recommendations of the OFC in his report of 2014 and his subsequent letters. It should consider the way it uses negative language about everyone who is not a licensed P.Eng. and describe people as what they are rather than as what they are not (3.37, 4.10–4.27).	
Key Steps	Status
1. Registrar implements an objective, psychometrically valid, digital professional practice examination.	Completed June 2020 National Professional Practice Exam (NPPE) approved

	March 2020; agreement with the Association of Professional Engineers and Geoscientists of Alberta signed June 1, 2020. Use of NPPE as the professional practice examination is now fully implemented, with the first sitting taking place in June to accommodate the cancelled March PPE sitting and the first full sitting occurring in September.
2. Registrar implements and enforces a policy applicable to staff and volunteers to prevent bias in all licensing and registration processes.	Pending Staff are currently reviewing processes for assessment of academic requirements and experience requirements and this includes opportunities to minimize or remove subjective activities where bias can be introduced.
3. Registrar develops a protocol to deal with internal reviews.	This item was reviewed with Ontario Fairness Commissioner at a meeting with PEO on November 25, 2020. It was noted that internal reviews of licensing decisions are sent to independent reviewers who are not involved in the initial assessment leading to the decision under review.
4. Registrar implements a system for responding to applicant inquiries and requests in a timely manner.	Pending This item is dependent on system changes that will allow automatic tracking of inquiries and responses.
5. Registrar implements and enforces a policy applicable to all PEO staff and volunteers on use of appropriate language to refer to persons who are not licensed professional engineers.	Pending

Recommendation 5: The process for application for a P.Eng. licence should be simplified and speeded up, the discriminatory aspects of written examinations, a Canadian year of experience and face to face interviews should be discarded. Appeals against refusal of licence should be made available on request of the applicant, who should be provided with legal support in the event of an appeal hearing (4.16–4.27).

Key Steps	Status
1. Registrar identifies and implements changes to simplify, accelerate and limit subjectivity in the licensing process within the constraints and capabilities of existing technology and regulations.	Ongoing Policy staff have completed their Phase 1 (Discovery) work, most recently a national comparison of licensing processes and academic/experience assessment methods among Canadian engineering and other Ontario professions' regulators. Phase 2, the analysis of all of the data and selection of options, is underway. The project to transform the inventory of paper applications into usable digital information accessible from PEO's licensing and licence holder system is

	currently suspended due to the ongoing lockdown in Toronto.
2. Registrar identifies gaps between the existing licensing and registration procedures and current statutory requirements, including any FARPACTA ¹ compliance issues.	Pending
3. Registrar develops a plan for Council approval to address the gaps identified in step 2.	Pending

Recommendation 6: PEO should review and revise all its current licensing categories and designation and eliminate those that do not directly contribute to protection of the public/serving the public interest (5.9).

Key Steps	Status
1. Registrar undertakes a comprehensive review of existing categories of licences, designations and certifications to identify how they contribute to the protection of the public interest.	Pending
2. Registrar proposes, for Council approval, changes to existing legislation to eliminate or fix those licences, designations or certifications that do not serve and protect the public interest.	Pending
3. Registrar initiates the necessary change process.	Pending

Recommendation 7: The public register of licensed engineers and other public directories published by PEO must be complete and kept up-to-date. Currently they are neither (4.6, 4.33–4.36).

Key Steps	Status
1. Registrar to undertake a gap analysis and identify any legislative changes that are required	Pending
2. Registrar to develop an implementation plan and implement changes. (Note: This action may be contingent on completion of recommendation #13)	Pending

Recommendation 8: Licensed engineers employing another engineer should be required as a matter of good practice to check their registration status. PEO should promote to employers and the public the value of checking the register before engaging an engineer (4.37–4.38).

Key Steps	Status
1. Registrar to report to Council on the need, if any, for practice guidelines or standards to facilitate this recommendation.	Pending
2. Upon completion of recommendation #7, the Registrar will implement a communications plan informing licensed engineering practitioners of this guideline or standard.	Pending

¹ Fair Access to Regulated Professions and Compulsory Trades Act, 2006

Recommendation 9: PEO should establish a formal process for keeping engineering standards up to date and relevant to contemporary practice in all the fields of engineering that it aims to regulate. PEO should engage fully with setting standards as well as with guidance. PEO should be clear about the enforcement of guidance in complaints and discipline (4.103–4.108, and recommendation 11, below).

Key Steps	Status
1. Registrar to implement a process for reviewing and revising existing standards modelled on periodic regulatory review processes used by governments.	Pending
2. Registrar will investigate enforceability of PEO practice guidelines.	Pending

Recommendation 10: PEO should revise its PEAK program to ensure it is proportionate and outcome focused and achievable by licensed engineers. It should then make participation in this CPD program mandatory for licensed engineers (4.39–4.42).

Key Steps	Status
1. Registrar to provide, for Council approval, the legislative framework needed to implement a mandatory continuing professional development program.	Changes to the <i>Professional Engineers Act</i> providing for the creation of regulations related to mandatory continuing professional development were made in December 2017. Work on regulations needed to implement the program will begin in March with the intention of submitting to the government for legislative drafting this summer.
2. Registrar to create and implement a mandatory CPD program, that is pedagogically sound, has measurable and achievable goals, and is proportionate to the need to maintain public trust in the profession.	Work on the creation and implementation of a mandatory CPD program will begin once the referendum motion is rescinded. Staff have completed a roadmap for this project, which will be provided as information to Council at its March meeting.
3. Registrar to consult with and educate PEO licence holders on matters dealing with continuing professional development program.	A communications plan is being developed.

Recommendation 11: PEO should review its approach to complaints and discipline. In particular, it should:

- **take a more confident approach to the interpretation of its legislation, seeking to protect the public rather than itself (4.46–4.52)**
- **enforce guidance (4.105)**
- **pay more regard to professional conduct and ethics, as breaches of these bring the profession and its regulator into disrepute (4.56–4.57)**
- **be more active in bringing its own complaints (4.46)**

Key Steps	Status
1. Registrar to conduct gap analysis and identify changes that can be made within the existing regulatory and legal framework, and implement the necessary changes.	Pending
2. Registrar to identify any changes that require alteration of existing legislation, draft proposed changes, and provide, with supporting documentation, to Council for approval.	Pending

Recommendation 12: Members of the COC and the DIC should not be drawn from the members of the Council. The members of these committees must be able to make judgements independent of the interests of PEO's Council (3.15, 4.78, 5.11).

Key Steps	Status
1. Council to take the appropriate steps to comply with the recommendation by not appointing councillors to the COC.	In November 2020, Council agreed to confirm the policy direction of removing councillors from all but board governance committees.
2. Council to invoke its Act Change Protocol to comply with the recommendation regarding the DIC.	Pending

Recommendation 13: PEO should commission a full digital strategy for the organization. This should include implementation of an electronic case management system and a database to manage licensing and C of A applications, CPD and complaints and discipline. It should aim for automation of processes. In the meantime, it must improve the security and confidentiality of paper files (3.40, 4.17, 4.100-4.101).

Key Steps	Status
1. Registrar to take immediate steps to ensure security and confidentiality of paper files.	Paper files secured; digitization project underway (1-2 years for licensing, 3-4 years for the balance) This project has been put on hold due to COVID-19 restrictions.
2. Registrar to develop a digital strategy and incremental implementation plan for Council approval.	In progress We are reviewing short-term and long-term recommendations from Deloitte to address the existing backlog of IT projects and begin preparation for a digital transformation.

Recommendation 14: PEO should work with the Attorney General's office to seek changes to its statute to modernize its organization and regulatory powers (for example, 4.58, 4.62, 4.63, 4.85).

Key Steps	Status
1. Registrar maintains an ongoing relationship with the Attorney General to identify opportunities to introduce changes to existing legislation.	Pending
2. Registrar develops a comprehensive list of evidence-based regulation and legislative changes required, prioritizes these and identifies the opportunities to make changes.	Pending
3. Council invokes its Act Change Protocol and Regulation Change Protocol as required.	Pending

Recommendation 15: Council should assess and implement these recommendations. It should require an action plan and time-frame for implementation from its executive staff. When it approves the action plan, Council should commit the necessary resources to deliver it (5.19).

Key Steps	Status
1. Council to approve this action plan.	Completed September 2019
2. Council initiates a strategic planning process to implement the action plan.	Completed September 2019
3. Registrar leads strategic planning process.	Implementation in progress

Organizational Review

Work continues to implement the recommendations from the organizational review conducted by Western Management Consultants.

In January 2021, Liz Maier was hired as PEO's VP, Governance—a role that had been prioritized to complement Council's commitment to the multi-year Governance Roadmap. Ms. Maier will now lead the governance strategy behind the organization's cultural change and restructure our Secretariat office to ensure that the mindset, structures, processes, practices and behaviours needed to support PEO's statutory mandate and its ability to serve and protect the public interest are supported, while respecting the separate accountabilities of Council and the CEO/Registrar.

The recruitment process continues for the position of VP, Operations, who will oversee the areas including, but not limited to, Communications, Finance and IT. These areas are critical to the operations of PEO and this position is another key component as we move forward in the transformation plan.

Operations

Governance

In compliance with orders of the provincial government prohibiting organized public events and social gatherings amid continued concerns surrounding the COVID-19 pandemic, PEO's 2021 Annual General Meeting on May 14 will be conducted using a virtual meeting format. Similarly, a virtual ceremony will be broadcast on June 14 to recognize the 2020 and 2021 inductees into PEO's Order of Honour.

Licensing

As a result of the COVID-related office closure in March 2020, significant modifications were made to our 100% paper-based licensing processes, including alteration of the process to allow for receipt of applications by email as well as the configuration of an electronic system to facilitate the internal workflow required for further processing. This was a significant IT and process adjustment, requiring substantial effort to configure existing technology to host application files in a manner that would support the necessary licensing process steps. Configuring the technology and training licensing staff on its use took several months and was not fully completed until the fall of 2020. The priority was to

ensure that applicants who successfully met licensing requirements (academic, PPE and experience) could advance to the next stage of the process and, potentially, through the licensing process in its entirety. As a result of this approach, and given limited staff resources, the stages of the licensing process that deal with applicants who do not yet meet licensing requirements (ARC and ERC) have been significantly delayed.

Figure 1 shows the number of licence applications received in 2020 was 2% higher than the number of applications received in 2019. Licence approvals have been impacted by the process adaptation with a backlog of files resulting (Figure 2). There were 3112 licence approvals in 2020, which represents a 25% reduction in output as compared to 2019. Addressing the backlog may require additional process modifications and/or resources and will need to be examined as a priority. Figure 3 is included to illustrate the measured impact on the average processing times for licences issued in 2020 versus 2019 (pre-pandemic). The data suggests a small increase in the 2020 processing times.

Figure 1. Breakdown of P.Eng. licence applications received January-December 2019 and 2020

Year	Applications Received 2019					Applications Received 2020					% change
Gender	Female		Male		Totals	Female		Male		Totals	Totals
	(#)	(%)	(#)	(%)	(#)	(#)	(%)	(#)	(%)	(#)	
CEAB	698	21%	2658	79%	3356	667	21%	2509	79%	3176	-5%
Non-CEAB	433	15%	2467	85%	2900	598	16%	3032	84%	3630	25%
Undefined	92	22%	329	78%	421						
Totals	1223	18%	5454	82%	6677	1265	19%	5541	81%	6806	2%

Figure 2. Breakdown of P.Eng. licence applications approved, January-December 2019-2020

Year	P.Eng. Licences Approved 2019					P.Eng. Licences Approved 2020					% change
Gender	Female		Male		Totals	Female		Male		Totals	Totals
	(#)	(%)	(#)	(%)	(#)	(#)	(%)	(#)	(%)	(#)	
CEAB	494	18%	2245	82%	2739	387	20%	1587	80%	1974	-28%
Non-CEAB	213	15%	1225	85%	1438	202	18%	936	82%	1138	-21%
Totals	707	17%	3470	83%	4177	589	19%	2523	81%	3112	-25%

Figure 3. Average process times for P.Eng. licence approvals, January-December 2019-2020

	P.Eng. Licences Approved 2019		P.Eng. Licences Approved 2020		% change
	# Applicants	Average licensing time	# Applicants	Average licensing time	
CEAB applicants	2074	1212 days	1543	1266 days	4%
Non-CEAB applicants, no exams	853	1042 days	696	1065 days	2%
Confirmatory exam program	142	1562 days	128	1750 days	12%
Specific exam program	61	2306 days	68	2491 days	8%

ARC and ERC Reviews

Academic Requirements Committee (ARC) and Experience Requirements Committee (ERC) reviews have been considerably delayed given the technology reconfiguration required to support the new, fully electronic process. The impact is compounded by the fact that there are multiple vacancies in the staff organization and IT is under significant strain. A new, paperless workflow for academic assessments requiring review by ARC volunteers has been developed. At this time, we are running a pilot with three committee members and expect the ARC to commence review of academic files by remote online process in March.

PEO staff have been working with ERC volunteers to trial the process of hosting virtual ERC interviews using the Zoom meeting platform. An initial series of mock interviews were completed in November and December and, as a result of these trials, certain administrative changes were required to be developed. Staff have now been trained and ERC volunteers will be trained on Zoom, as required, when scheduled for interviews. It is expected that scheduling of ERC interviews will commence in early March and interviews will progress depending on the availability of panel members and applicants.

Technical Exams

As part of our ongoing effort to adapt our licensing processes to the challenges resulting from the pandemic, we are taking steps to work with Engineers and Geoscientists BC (EGBC) to provide an option for PEO to offer technical examinations in May 2021 using their platform. Ordinarily, examinations take place in various Ontario centres twice per year—in May and December. Unfortunately, the May 2020 examination sitting was cancelled as a result of the pandemic.

We successfully held in-person examinations safely and securely in December 2020 in areas of the province that were relatively unaffected by the pandemic. In Toronto, however, public health authorities determined that even having applicants take proctored exams in socially-distanced, individual hotel rooms as planned would not satisfy provincial and municipal public health requirements. As such, the December sitting in Toronto (which hosts the majority of applicants) was cancelled.

EGBC offered technical examinations in December 2020 using a secure online platform with proctors monitoring each candidate via a video connection. The Association of Professional Engineers and Geoscientists of Alberta has adopted the BC platform and plans are underway for PEO to use it for all candidates scheduled to write exams in May. Despite being offered online, the exam content and format will be similar to our usual technical examinations: answers to questions will be keyed into text boxes and handwritten work is to be uploaded at the end of the exam.

Notarius Digital Signature

PEO officially launched the program to make the Notarius digital signature available to its licensees on January 18, 2021. The Notarius digital signature is a voluntary subscription for all actively licensed practitioners and can be used in combination with a PEO electronic seal to securely affix the practitioner's credentials to electronic documents. Since the Notarius signature can be combined with an electronic seal, it is not available to practitioners who are on a current fee remission. PEO approved the issue of 22 Notarius signatures for January based on the first 10 days of availability and has approved over 40 applicants in the first two weeks of February.

Finance

Financial Update as of Nov. 30, 2020

For the eleven months ending Nov. 30, 2020, revenues earned were \$27.2m and expenses incurred were \$20.7m, resulting in an excess of revenues over expenses of \$6.5m as shown in Figure 4. The shortfall of revenues in comparison to budget by \$1.3m is due to lower than expected P.Eng. revenue, application, registration and examination fees. There has been a reduction in building and advertising income as well.

The total spend of \$20.7 versus a budgeted spend of \$26.5m (i.e. lower than budget by \$5.8m) is due to the lower than expected spend on full-time staff salaries, volunteer business expenses, contract staff, chapters and several other activities across the board that have been either delayed or deferred until further notice due to the COVID-19 pandemic.

As shown in Figure 5, PEO has cash reserves of \$10m and an investment portfolio of \$11.9m as of Nov. 30, 2020. Despite the overall fall in equity markets over the past few months, the value of the portfolio has increased by about \$500k since January due to a well-diversified asset mix with approximately 70% invested in high quality, fixed-income instruments that have helped in insulating the portfolio from the volatility of equity markets.

Figure 4. Revenues and expenses as of Nov. 30, 2020

	2020 Actual	2020 Budget	Variance Act Vs Bud
Revenues	\$27,204,148	\$28,480,877	-\$1,276,729
Expenses	\$20,680,369	\$26,528,556	\$5,848,187
Excess of Rev over Exp	\$6,523,779	\$1,952,321	\$4,571,458

Figure 5. Assets and liabilities as of Nov. 30, 2020

	2020 Actual	2019 Actual	Variance (Fav / Unfav)
Cash	\$10,093,056	\$6,689,023	\$3,404,033
Other current assets	\$927,142	\$1,102,050	-\$174,908
Marketable securities	\$11,960,108	\$7,320,502	\$4,639,606
Capital Assets	\$31,720,645	\$33,404,112	-\$1,683,467
Total Assets	\$54,700,951	\$48,515,687	\$6,185,264
Current Liabilities	\$13,390,388	\$12,469,389	-\$920,999
Long Term Debt	\$2,631,229	\$3,720,025	\$1,088,796
Employee Future Benefits	\$7,125,000	\$11,898,650	\$4,773,650
Net Assets	\$31,554,334	\$20,427,623	\$11,126,711
Total Liabilities & Net Assets	\$54,700,951	\$48,515,687	\$6,185,264

Impact of COVID-19 on membership requests for reduced fees

As shown in Figures 6 and 7, the total number of remission requests as of Dec. 31, 2020 is 2594 vs 2661 in 2019, which shows that despite COVID-19, there has been a net reduction in the number of members seeking fee remission in 2020.

Impact of COVID-19 on membership resignations and overall membership numbers

From Figures 6 and 7, it can be seen that the total number of resignation requests received as of Dec. 31, 2020 is 664 vs. 915 in 2019, which shows that the total number of resignations in 2020 is lower than in 2019 by 251. However, in 2020 there has been a net reduction in P.Eng. membership by 1085. As of Dec. 31, 2020, the total number of P.Eng. members is 84,542 vs 85,627 in 2019. This fall in membership can be attributed to a fewer new licences issued in 2020 and to the cancellation of membership due to non-payment of fees.

Figure 6. Remissions stats for 2020

Remission Type	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	Tot	Monthly Avg
Parental Leave	20	13	8	18	14	15	12	10	13	14	14	14	165	14
Post Grad	14	7	2	9	6	7	3	4	6	9	10	5	82	6
Unemployment	141	111	106	107	104	109	90	132	152	162	140	102	1456	117
Temp Health	5	4	1	4	2	1	2	3	2	4	2	0	30	3
Permanent Health	3	4	4	2	2	3	3	5	2	4	2	2	36	3
Retired	67	93	87	34	59	68	49	67	80	73	75	73	825	67
Total	250	232	208	174	187	203	159	221	255	266	243	196	2594	210
Cumm. Total	250	482	690	864	1051	1254	1413	1634	1889	2155	2398	2594		
Resignations													664	65

Figure 7. Remissions stats for 2019

Remission Type	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	Total	Monthly Avg
Parental leave	12	11	17	17	15	15	20	8	14	14	17	6	166	14
Post grad	8	5	2	3	4	3	4	5	10	9	13	3	69	6
Unemployment	117	79	144	134	89	115	111	106	126	123	117	92	1353	113
Temporary health	1	2	7	4	1	2	5	1	2	3	3	8	39	3
Permanent health	3	4	1	3	3	1	1	4	13	6	0	3	42	4
Retired	50	79	79	87	64	114	72	73	128	81	74	91	992	83
Total	191	180	250	248	176	250	213	197	293	236	224	203	2661	222
Cumulative Total	191	371	621	869	1045	1295	1508	1705	1998	2234	2458	2661		
Resignations													915	76

Regulatory Compliance

Complaints

The Complaints Committee (COC) continues to hold virtual meetings by Zoom approximately every two months, resulting in no interruption to delivery of its legislative mandate. The committee met six times in 2020 (four times virtually since March) and considered and disposed of 58 complaint files, a volume generally consistent with committee activity over the previous five years. In 2020, 60 new complaints were filed, a figure also consistent with previous years.

While investigations and committee operations are proceeding virtually, the length of time required to fully investigate and gather investigation documents has increased as a result of COVID-related shutdowns. Complaint file processing times have trended upwards in 2020 because of this (Figure 8). In addition, an existing staff vacancy (legal counsel) has impacted productivity. Figure 9 shows the total number of active complaint files carried forward into 2021.

Figure 8. Complaint file processing times as of Dec. 31, 2020

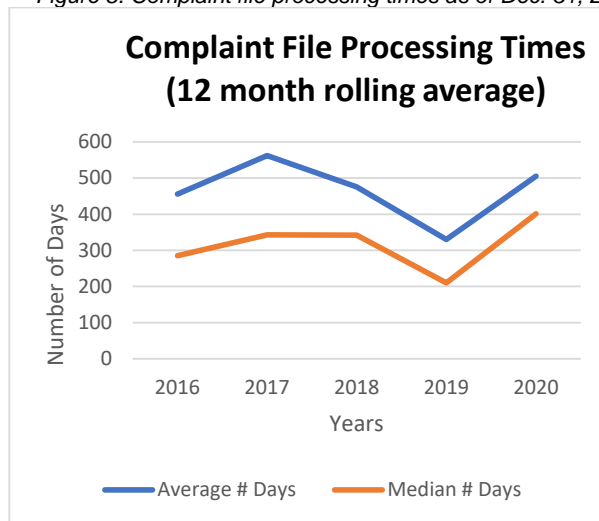
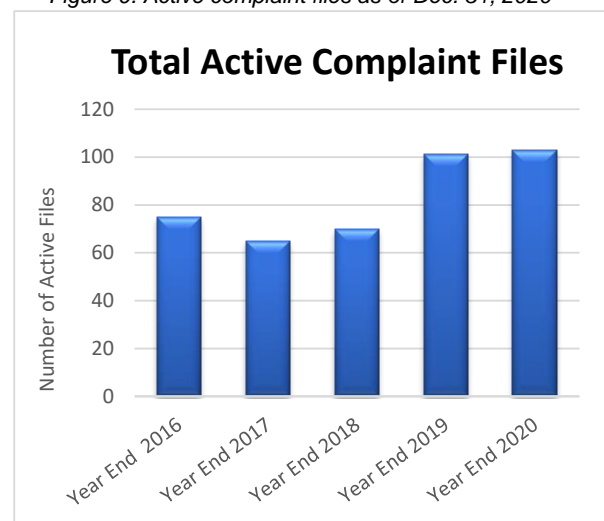


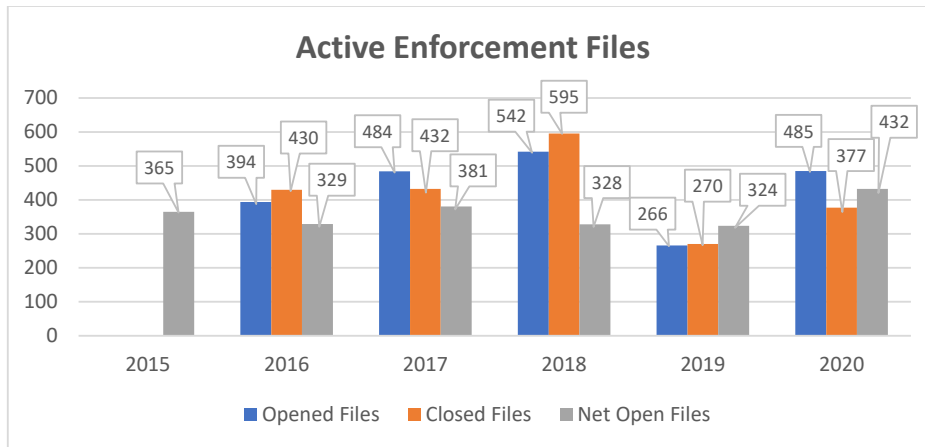
Figure 9. Active complaint files as of Dec. 31, 2020



Enforcement

The case load of enforcement files for 2020 was not significantly different from previous years and, as shown by the number of opened files in Figure 10, there is no predictable trend in reported enforcement matters. In previous years, the gap between files opened and files closed has been roughly 10%, whereas it is roughly 25% for 2020. This is attributed to delays in file closures during the period of modified operations due to COVID-19 protocols. Enforcement staff are looking into alternate methods to achieve compliance while the modified operations remain in place.

Figure 10. Active Enforcement Files



Information Technology

Information Discovery and Digitization Capacity Project

The Information Discovery and Digitization Capacity (IDDC) project was initially scheduled to commence or go-live in mid-February 2021 has been pushed into March as a direct result of the ongoing lockdown.

Human Resources

In December 2020, we launched a series of new training initiatives aimed at supporting our staff, while building resilience, skills and capacity. For the first of these initiatives, we partnered with the Mental Health Commission of Canada. This evidence-based and interactive virtual program is designed to increase awareness, reduce stigma and barriers to care, encourage mental health conversations in the workplace, teach skills and strategies for managing stress, and equip managers to support their teams.

Through January and February, PEO staff participated in a series of workshops by the Canadian Centre for Diversity and Inclusion on diversity and inclusion (D&I) fundamentals and unconscious bias. D&I is a core value at PEO, and staff participation is key to fostering an inclusive workplace that supports happy, healthy and innovative teams.

PEO is partnering with the University of Toronto's School of Continuing Studies to present training on conflict management from March 4-10. This topic was identified based on feedback gathered from recent training follow-up surveys. The goal of this training is to better equip staff with the tools to diffuse and resolve conflicts, and to handle challenging situations they may encounter.

Briefing Note – Decision

C-538-2.3

EXECUTIVE COMMITTEE REPORT

Purpose: The Executive Committee will update Council on progress with the Governance Roadmap and bring motions forward.

Prepared by: D. Power, Secretariat Administrator

The Executive Committee Report will follow at a later date.

Briefing Note – Decision

C-538-2.3a

AMENDMENT OF BY-LAW NO. 1 RELATED TO RULES OF ORDER

Purpose: To adopt new Rules of Order for the conduct of Council meetings and other meetings of the Association, to replace Rules of Order which are no longer current.

Motion(s) to consider: (based on the advice of the parliamentarian, pursuant to *Wainberg's*, an amendment to the by-law requires a 2/3 majority)

THAT section 25 of By-Law No. 1 be amended as set out in Appendix B, to substitute *Nathan and Goldfarb's Company Rules for Share Capital and Non-Share Capital Corporations* for *Wainberg's Society Meetings*, effective March 26, 2021, as the rules of order by which meetings of the Council and of the Association are governed.

Prepared by: D. Abrahams, LL.B, Senior Legal Counsel

Moved by: L. MacCumber, P.Eng., Chair, Legislation Committee

1. Need for PEO Action

As part of its ongoing work to achieve the governance reforms set out in the so-called “roadmap” approved in March 2020, Council has been advised that the rules of order, *Wainberg's Society Meetings* (“*Wainberg's*”), referenced in By-Law No. 1 section 25, are no longer being updated, may no longer be readily available in print, and hence can no longer be considered current. In consultation with PEO's governance consultants, Governance Solutions Incorporated (GSI), *Nathan and Goldfarb's Company Meetings for Share Capital and Non-Share Capital Corporations* (“*Nathan's*”), which is readily available and continues to be updated, has been identified as the most appropriate successor to *Wainberg's* for an organization such as Professional Engineers Ontario.

The rules of order are currently referenced in section 25 of By-Law No. 1 (Appendix A). The proposed amendments (set out in Appendix B and, in a clean version, Appendix C) confirm the substitution and make it clear that the same rules apply, as required, to all meetings of the Association, including those of committees, chapters, task forces and working groups. The change is designed to take effect on the date of the next scheduled Council meeting, March 26, 2021.

2. Proposed Action / Recommendation

Council is asked to approve the amendments to By-Law No. 1 to give effect to the substitution of *Nathan's and Goldfarb's Company Meetings for Share Capital and Non-Share Capital Corporations* for *Wainberg's*.

3. Next Steps (if motion approved)

According to subsection 8(2) of the *Professional Engineers Act*, the by-law amendment will become effective the date that the motion is passed by Council, i.e. February 26, 2021. The amended by-law will be posted on the PEO website and in *Engineering Dimensions*.

According to the publisher, *Nathan's* is only available in hard copy, at an approximate cost of \$175 per book, not including HST and shipping. There is no online or electronic version currently available. Since *Nathan's* rules will apply to all meetings of the Association, staff will order copies and ensure distribution to all Councillors, committee chairs and Chapter chairs as well as staff who support these activities. Additional copies will also be purchased to allow PEO to provide them to individuals who join Council or take on new leadership responsibilities in the near future. Efforts will be made to balance the need to have an inventory of books on hand against the likelihood that future editions of *Nathan's* will supplant the current one.

The proposed acquisition plan anticipates the purchase and distribution of approximately 175 books. This is based on the following calculation:

Council copies:	50 (25 for now. 25 for the next three years of turnover)
Staff copies:	25
Chapters, Committees and Extras:	<u>100</u>
Total:	175

With an allowance for HST ($175 \times \$175 + 13\%$) and shipping (roughly \$10 per book), we are estimating the total cost at approximately \$37,000, all to be expended in the current fiscal year.

4. Policy or Program contribution to the Strategic Plan

N/A

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

	Operating	Capital	Explanation
Current to Year End	\$37,000	\$	Funded from Surplus Fund (Council discretionary funds)
2 nd	\$TBD	\$TBD	Funding in future years depends on the production of new editions of the text as well as demand for existing copies.
3 rd	\$TBD	\$TBD	
4 th	\$TBD	\$TBD	
5 th	\$TBD	\$TBD	

6. Peer Review & Process Followed

Process Followed	<p>Outline the Policy Development Process followed.</p> <ul style="list-style-type: none"> The need for updated Rules of Order has been identified on various occasions by Councillors, volunteers and staff. It became the focus of discussions at a recent Strategic Conversation related to the governance initiative. An informed consensus was reached that, amongst other alternatives, the adoption of <i>Nathan's</i> to replace <i>Wainberg's</i> was the most sensible and least disruptive option.
Council Identified Review	<p>Identify who is to be consulted; how they will be consulted and what kind of response is expected.</p> <ul style="list-style-type: none"> Further consultations are not required, but staff will assist Councillors, committees, Chapters and others to ensure that they are aware of and in possession of the new rules. Staff will provide support as needed to assist with any transitional or interpretation issues. The parliamentarian has also been asked to do a gap analysis to advise of any areas covered by <i>Wainberg's</i> but not by <i>Nathan's</i> which might need to be addressed in future iterations of the Special Rules.
Actual Motion Review	<p>Detail peer review and relevant stakeholder review undertaken</p> <p>The proposed by-law amendments were submitted to the Legislation Committee for review on February 12, 2021, and were approved for consideration by Council at that time.</p>

7. Appendices

- Appendix A – By-Law No. 1, section 25 (Current version)
- Appendix B – By-Law No. 1, section 25 (Proposed revisions, in redlined form)
- Appendix C – By-Law No. 1, section 25 (Proposed new version, as revised)

Appendix A: By-Law Number 1, Section 25 - Current

25. (1) The procedure at all meetings of the association and of Council shall be governed by the rules laid down in *Wainberg's Society Meetings* (most recent edition) except as required by law and except as amended by the by-laws of the association. These rules may be amended by Council with respect to meetings of Council and committees of Council by passing Special Rules of Order to supersede *Wainberg's Society Meetings*. No action of the association or of Council or its committees shall be invalid by reason only of an inadvertent failure to adhere to such rules.

(2) Special Rules of Order or any amendments to *Wainberg's Society Meetings* shall remain in effect at all meetings of the association, Council and its committees from the time and date of their enactment to the close of business at the Annual General Meeting of the association next following the date of the enactment or until such time as they are duly rescinded, whichever comes first. Special Rules of Order enacted at the Annual General Meeting of the association shall remain in effect until the close of business at that meeting.

(3) At the first meeting of Council following the Annual General Meeting of the association all Special Rules of Order which were in force immediately before the close of business of the aforementioned Annual General Meeting of the association shall be presented to Council and Council may adopt or amend any part or all of those Special Rules of Order.

(4) Voting at meetings of members and of Council or any properly constituted committee of Council may be conducted by (i) voice vote; (ii) consensus; (iii) show of hands; (iv) roll call; (v) paper ballot or (vi) use of electronic voting devices in accordance with *Wainberg's Society Meetings* and Special Rules of Order. The chair shall determine the method of voting on a question brought before a meeting as set out above.

Appendix B: By-Law Number 1 Section 25 - Proposed Revisions

25. (1) The procedure at all meetings ~~of the association and~~ of Council and of the association (including meetings of any committees, subcommittees, task forces, working groups and chapters) shall until March 26, 2021 be governed by the rules laid down in Wainberg's Society Meetings and thereafter by the rules laid down in the most current edition available of Wainberg's Nathan and Goldfarb's Society Company Meetings for Share Capital and Non-Share Capital Corporations (most recent edition) except as otherwise required by law and except as amended or supplemented by the by-laws of the association. ~~These rules may be amended by Council with respect to meetings of Council and committees of Council by passing~~ Council may, from time to time, also pass Special Rules of Order to supersede or supplement the rules contained in Wainberg's Society Meetings Nathan and Goldfarb's Company Meetings. No action of the association or of Council or its committees shall be invalid by reason only of an inadvertent failure to adhere to such rules.

(2) Special Rules of Order ~~or any amendments to Wainberg's Society Meetings~~ shall remain in effect at all meetings of Council and of the association, ~~Council and its committees~~ from the time and date of their enactment to the close of business at the Annual General Meeting of the association next following the date of the enactment or until such time as they are duly rescinded, whichever comes first. Special Rules of Order enacted at the Annual General Meeting of the association shall remain in effect until the close of business at that meeting.

(3) At the first meeting of Council following the Annual General Meeting of the association all Special Rules of Order which were in force immediately before the close of business of the aforementioned Annual General Meeting of the association shall be presented to Council and Council may adopt or amend any part or all of those Special Rules of Order.

(4) ~~Voting at meetings of members and of Council or any properly constituted committee of Council may be conducted by~~ Save as otherwise provided by Nathan and Goldfarb's Company Meetings or otherwise in the by-laws or in any Special Rules of Order, any question to be decided at any meeting of Council or of the association may be decided by (i) voice vote; (ii) consensus; (iii) show of hands; (iv) roll call; (v) paper ballot or (vi) use of electronic voting devices, with the method of voting to be determined by the chair, in accordance with Wainberg's Society Meetings and Special Rules of Order. The chair shall determine the method of voting on a question brought before a meeting as set out above.

Appendix C: By-Law Number 1, Section 25 – Proposed New Version

25. (1) The procedure at all meetings of Council and of the association (including meetings of any committees, subcommittees, task forces, working groups and chapters) shall until March 26, 2021 be governed by the rules laid down in *Wainberg's Society Meetings* and thereafter by the rules laid down in the most current edition available of *Nathan and Goldfarb's Company Meetings for Share Capital and Non-Share Capital Corporations* except as otherwise required by law and except as amended or supplemented by the by-laws of the association. Council may, from time to time, also pass Special Rules of Order to supersede or supplement the rules contained in *Nathan and Goldfarb's Company Meetings*. No action of the association or of Council or its committees shall be invalid by reason only of an inadvertent failure to adhere to such rules.

(2) Special Rules of Order shall remain in effect at all meetings of Council and of the association from the time and date of their enactment to the close of business at the Annual General Meeting of the association next following the date of the enactment or until such time as they are duly rescinded, whichever comes first. Special Rules of Order enacted at the Annual General Meeting of the association shall remain in effect until the close of business at that meeting.

(3) At the first meeting of Council following the Annual General Meeting of the association all Special Rules of Order which were in force immediately before the close of business of the aforementioned Annual General Meeting of the association shall be presented to Council and Council may adopt or amend any part or all of those Special Rules of Order.

(4) Save as otherwise provided by *Nathan and Goldfarb's Company Meetings* or otherwise in the by-laws or in any Special Rules of Order, any question to be decided at any meeting of Council or of the association may be decided by (i) voice vote; (ii) consensus; (iii) show of hands; (iv) roll call; (v) paper ballot or (vi) use of electronic voting devices, with the method of voting to be determined by the chair..

Briefing Note – Information

LICENSURE MODEL FOR APPLICANTS WITHOUT P.ENG SUPERVISION

Purpose: To provide Council with an update on the staff investigation regarding the issue of entrepreneurial engineering graduates and engineering graduates practising without P.Eng. supervision.

No Motion Required

Prepared by: Bernard Ennis, P. Eng., Director, Policy and Professional Affairs

1. Need for PEO Action

At its September meeting, Council considered a proposal to update the licensure model to be inclusive and accommodating for self-employed engineering graduates and PEO applicants including innovators and entrepreneurs. Following discussion on the matter, Council passed the following motion:

PEO staff to investigate and report back to Council by January 2021 on the extent of engineering graduates who become entrepreneurs or self-employed, and engineering graduates without P.Eng. supervision in Ontario and alternative pathways to the experience requirements that do not require a minimum of one-year supervision by a P.Eng.

This motion directs staff to carry out two distinct and separate tasks:

- a) Collect data describing the scope of the issue.
- b) Provide policy options that deal with the issue.

These two projects are large and complex. This briefing note is provided to inform Council of the current status of this work and to outline a proposal for moving forward.

2. Background

Purpose of Licensure

Since 1937, through the *Professional Engineers Act*, the Ontario Legislative Assembly has designated the practice of professional engineering as a controlled activity. This designation is established by the first half of s.12(1) which says “No person shall engage in the practice of professional engineering or hold himself, herself or itself out as engaging in the practice of professional engineering...” This clause creates a general prohibition (“No person”) against engaging in the practice of professional engineering. But the same sentence also creates a way in which some people are permitted to engage in this practice that is generally prohibited – (“unless the person is the holder of a licence, a temporary licence, a provisional licence or a limited licence.”) That is, the Act allows an exemption (“unless”) to this general prohibition to those who hold a licence to practice. A licence is a “permission granted by a competent authority to exercise a certain privilege that, without such authorization, would be illegal.”¹ This is the only purpose of a licence. If a person is not performing or does not intend to perform a controlled activity, then a licence is of no use to them.

¹ Black's Law Dictionary Free Online Legal Dictionary 2nd Ed.

One Year of Supervised Work Experience in Canada

The problem identified in the original briefing note is the requirement in *R.R.O. 1990, Reg. 941: General* stipulating that an applicant shall demonstrate that he or she has had 48 months of experience in the practice of professional engineering and that:

33(1) 4. At least 12 months of the balance referred to in paragraph 3 shall be acquired in a Canadian jurisdiction, under the supervision of one or more persons legally authorized to engage in the practice of professional engineering in that jurisdiction. However, the Council may vary or waive this requirement in circumstances in which it considers it to be in the public interest to do so.

Many of those concerned about this problem are looking at the supervised experience requirement in isolation and not seeing the issue within the context of the entire *Professional Engineers Act*. The reference to supervision in this requirement is not there for the purpose of providing assessments of the applicants to PEO by their supervisors. If it was, there would be specific reference to this role in the legislation and there is not. That is, there is nothing in the licensing requirements regarding references or an assessment of the applicant's character, skills and knowledge by a professional engineer. The requirement for an applicant to be supervised by a professional engineer is a consequence of the general prohibition against unlicensed practice found in section 12(1) and the exemption provided through s. 12(3)(b):

Exceptions

(3) Subsections (1) and (2) do not apply to prevent a person,

...

(b) from doing an act that is within the practice of professional engineering where a professional engineer or limited licence holder assumes responsibility for the services within the practice of professional engineering to which the act is related.

As the Act stands now, the public does not expect that PEO will allow unlicensed persons to practise professional engineering in order to gain the necessary experience and demonstrate their possession of the skills and professionalism needed to practise independently, unless they are supervised by a professional engineer who will take responsibility for the work of those persons.

Research and Data

The original briefing note provided to Council at its September 2020 meeting, reported that only 30% of current engineering graduates found employment in their field of study. It also stated that 35% of engineers are working outside their applicable field of study in jobs requiring a degree and the remaining 35% engineers working in jobs not requiring degree. However, no reference is cited for this data and we were unable to find any collaborating data from any source. Therefore, we cannot assess the methodology leading to this information or verify its accuracy. Furthermore, this information does not indicate either the number of engineering graduates that are engaged in entrepreneurial activities or those that require a licence in order to carry out the work that they are doing.

PEO staff consulted various data sources in order to make an informed assessment of the extent of the entrepreneurial activity by engineering graduates. As there was no data specifically on this topic available, we have had to make reasonable assumptions based on the data that is available.

The first step was to determine the number of graduates engaged or who intend to engage in the practice of professional engineering as defined in the Act, an activity for which a licence is required. Engineers Canada commissioned Ipsos-Reid to conduct exit surveys of graduates from engineering schools across Canada in the years 2014 to 2017.² This appears to be the best available data on the intentions of graduates.

According to the most recent of these surveys, approximately 87% of the graduates from Canadian engineering programs planned to definitely or probably pursue an engineering career.

Plans to pursue career in engineering, over time

	2013	2014	2015	2016	2017
Definitely will	65%	61%	58%	60%	53%
Probably will	30%	31%	32%	30%	34%
Probably won't	4%	6%	5%	3%	7%
Definitely won't	1%	1%	1%	2%	1%
Don't know/unsure	5%	4%	5%	5%	5%

However, based on data from 2015, 2016 and 2017, only between 60% and 70% of graduates plan to pursue an engineering career in Canada after graduation. Based on a 5-year average of 15,130 undergraduate degrees awarded annually, there would be approximately 9,080 to 10,600 graduates planning to join the Canadian engineering workforce every year.

Of course, the Engineers Canada Final Year Studies provide us only with the plans of engineering graduates, not their actual experiences. However, it is unlikely that graduates who do not plan to pursue an engineering career in Canada suddenly find themselves doing so. Therefore, we can assume an upper bound on the number of engineering graduates seeking employment to be approximately 10,000/year. Of course, many of these graduates actually find employment in organizations that already employ professional engineers, so they are supervised while gaining the experience necessary to meet the licensing requirement. However, there is no data available on the number of graduates that do find such employment.

PEO staff contacted the Engineering Deans of Ontario and asked if their institutions conducted surveys to learn about the post-graduation status of former students and, if so, what information they were able to gather. Individual deans (Toronto, McMaster, Waterloo) reported that their institutions do not conduct surveys. Instead, they mine LinkedIn for data when needed. However, no university provided us with data regarding the post-graduation employment status of their former students.

² 2014 Final Year Engineering Student Survey - National Report, Ipsos-Reid; 2015 Final Year Engineering Student Survey – National Report, Ipsos-Reid; Final Year Engineering Students 2016 Survey - National Results, Ipsos-Reid; Final Year Engineering Students 2017 Survey - National Results

Though the available data can provide an upper bound on the number of engineering graduates entering the workforce each year, if we are to have reliable data on the number of graduates who are employed with or without P.Eng. supervision, PEO will have to conduct its own survey.

Our search found a report that does question the assumption that many graduates of engineering programs do not find suitable employment. The Education Policy Research Initiative (EPRI) teamed up with Statistics Canada and 14 post-secondary education institutions from across the country to track graduate average annual earnings by linking administrative data on students held by the schools to tax records³. The report followed 2005 graduates for seven years and found that engineering graduates were the highest earners of all university baccalaureate graduates. According to tax data, engineering graduates began their careers in 2005 with average annual earnings of \$60,000, rising to \$100,000 seven years later. Though the report provides no information about the nature of their employment, the data does suggest that most engineering graduates were suitably employed. Of course, we can question whether this is the case for all subsequent cohorts.

Data on Entrepreneurship

In order to ascertain the extent of entrepreneurial activity by engineering graduates, staff consulted data available from Statistics Canada and Industry Canada. A study conducted by Industry Canada in 2010⁴ was the only one that provided data on the scope of entrepreneurship within the Canadian economy.

In this study an entrepreneur is defined as a self-employed individual with an incorporated business and one or more paid employees. Based on this definition there were approximately 0.9 million entrepreneurs in Canada in 2013.⁵

The study found that 3% of entrepreneurs are less than 30 years old. That would suggest that 27,000 entrepreneurial businesses are run by persons in this age group. However, this covers the entire range of entrepreneurial businesses from those based on new technologies to dog-walkers and tattoo parlours. The study does not differentiate these businesses by type of venture. However, the study does report that 28% of all entrepreneurs are university-educated. Assuming that this ratio is consistent over all age ranges we can estimate that approximately 7500 entrepreneurs in Canada are university graduates less than 30 years old. Finally, given that approximately 37% of all enterprises with one or more employees are located in Ontario⁶, there are approximately 2775 entrepreneurs fitting the target demographic in Ontario. The available data is not detailed enough to determine how many of these are engineering-based businesses. However, we can use this as an upper bound on the number of entrepreneurial firms created by engineering graduates less than 30 years old.

In addition, we located a study⁷ of the correlation between the inclusion of entrepreneurship courses in an engineering program and the creation of firms by graduates. In this research, a 15-year cohort

³ "How Much Do They Make? New Evidence on the Early Career Earnings of Canadian Post-Secondary Education Graduates by Credential & Field of Study", Education Policy Research Initiative (EPRI) and the Labour Market Information Council (LMIC), 2017.

⁴ "The State of Entrepreneurship in Canada", Industry Canada

⁵ "The Entry into and Exit out of Self-employment and Business Ownership in Canada", Douwere Grekou and Huju Liu, Statistics Canada, 2018.

⁶ "Entrepreneurship indicators of Canadian enterprises", Statistics Canada, 2017

⁷ "Encouraging Technology-Based Ventures: Entrepreneurship Education and Engineering Graduates", Teresa V. Menzies and Joseph C. Paradi, New England Journal of Entrepreneurship, vol. 5, no.2

of engineering graduates from a major university in Canada was surveyed. The study found that almost a third (32%) of the graduates from programs with entrepreneurship courses started a business within two years of their BAsC graduation, compared with only 19 percent of graduates of programs without such courses. Of all graduate-created businesses approximately 60% were full-time. Since the report designated the start-ups in general areas it did not provide sufficient detail to determine the number of businesses that involved the practice of professional engineering. However, approximately 20% of the start-ups were in fields that definitely did not involve engineering (retail, real estate, educational services, restaurants, financial services). The other 80% were in areas such as consulting (36%), manufacturing (5%), and information technology (17%).

Using this data, we can estimate the number of entrepreneurial businesses created by recent engineering graduates. The study was not detailed enough to determine the total number of graduates from programs with entrepreneurship courses and those without so for the purposes of approximation, we will use an average (25%) of all graduates started a business within two years of graduation. Of these only 60% are full-time. We can assume that in the case of the other 40% the graduates are employed full-time in a typical engineering position with P.Eng. supervision. Assuming that the 80% of businesses that were not in the definitely non-engineering group are engineering-related, we find that 12% of engineering graduates created full-time, (possibly) engineering-related businesses. Based on the estimate of 10,000 engineering graduates joining the workforce each year, this would suggest that there are 1,200 graduates creating start-ups each year. This fits within the upper bound estimate of 2,700 new businesses created by engineering graduate entrepreneurs under the age of 30.

Based on this analysis, we suggest that the number of the entrepreneurs or self-employed engineering graduates starting businesses within two years of graduation is less than 1,200/year. The number is likely to be lower, but it is not insignificant.

Policy Options

PEO has been concerned for many years with the problem of engineering graduates attempting to gain experience required to meet the licensing requirements in s.33(1) 4.

A. Implement PEO programs to provide P.Eng. supervision

Some PEO committees and task forces, especially the Experience Requirements Committee and the Licensing Committee, have responded to this problem by suggesting that PEO should provide applicants with P.Eng. supervision. One approach that has been tried is the Monitor program. The "Guide to the required experience for licensing" identifies the monitor as a referee. As noted above, this is a misunderstanding of the purpose of P.Eng. supervision. The P.Eng. is not required by the legislation to be a referee; the P.Eng. is required to ensure that the applicant is compliant with Section 12 of the Act. In that capacity, the P.Eng. supervisor is assuming responsibility for the work of the applicant. This requirement in the monitor is recognized by making monitors sign a declaration that they will assume responsibility for all professional engineering work performed by the applicant. This program, however, suffers from some inherent flaws:

1. The P.Eng. assuming responsibility for the work of the applicant is likely to be held legally liable for that work.
2. An employer of a P.Eng. would likely refuse to allow the P.Eng. to assume this responsibility due to the liabilities associated with it.

3. The employer of the applicant would need to give permission for the P.Eng. to enter the workplace to supervise the applicant.
4. There is a problem of who directs the applicant's work. Since the P.Eng. assumes responsibility for it, the P.Eng. should have the authority to direct the work. However, the applicant is legally required to follow the direction of their employer, not the P.Eng. Employers are unlikely to allow a non-employee (i.e. the P.Eng.) direct the actions of any employee (i.e. the applicant). There is nothing in the program that imposes any onus on the employer. The only undertakings are by the applicant and the P.Eng. supervisor.

There is no data available on the number of applicants who requested a monitor and the number who were provided with a monitor. According to PEO staff familiar with the program, the majority of potential monitors who declined to participate cited the 30-hour/month time commitment as their reason for declining.

Licensing Committee (LIC) has been considering this issue for some time and has proposed a scheme where members of the Experience Requirements Committee would carry out a workplace inspection to assess the knowledge, skills and professionalism of the applicant. However, this approach does not deal with the section 12(1) prohibition against practice without a licence or supervision. Consequently, this proposed approach is not workable on its own.

B. Council's discretion to waive

The Act and Regulation 941 provide Council and the Registrar with the authority to apply discretion in some situations. In particular, Council is provided with the authority to waive the Canadian experience requirement in individual cases and with suitable reason for doing so.

33(1) 4. At least 12 months of the balance referred to in paragraph 3 shall be acquired in a Canadian jurisdiction, under the supervision of one or more persons legally authorized to engage in the practice of professional engineering in that jurisdiction. **However, the Council may vary or waive this requirement in circumstances in which it considers it to be in the public interest to do so.**

If this requirement is waived there is no issue of unsupervised practice. However, it is unlikely that, if the experience requirement is not waived, the supervision requirement alone can be waived. The supervision requirement is a fundamental building block of the Act since it provides for protection of the public by ensuring that only licence holders may practice professional engineering; everyone doing so, unless exempted, is in violation of the Act.

C. Create a new exemption

There is a mechanism within the Act that allows Council to make regulations that create exemptions additional to those already allowed in s.12. Specifically, the Act allows Council to make regulations:

7(1) 31. exempting any act within the practice of professional engineering from the application of this Act;

Given this power, it is possible to develop a pathway for unsupervised practice of professional engineering for a particular class of people, in this case, entrepreneurs or engineering graduates employed by any organization but working without P.Eng. supervision.

In order to ensure that this exemption is limited to the appropriate persons and that PEO continues to carry out its mandate to protect the public welfare, the new exemption clause in the Act must include:

1. A clear definition of the class of persons to whom the exemption applies.
2. The definition must include the condition that the person is actually involved in the practice of professional engineering, not merely a graduate of an engineering program.
3. Safeguards must be included by imposing requirements on the exempted persons to undertake specific activities such as mandatory ethics training, reporting periodically to PEO on the work undertaken, and complying with specific conditions that may be placed on their practice by PEO.
4. Providing PEO with statutory power to control these persons and impose penalties on them to ensure that the person will be held responsible for their engineering work. This could possibly involve the issuance of a provisional licence to these persons which can be revoked for failure to comply with any of the conditions
5. A time limit so that a person cannot use this as a permanent exemption.
6. A modified monitor requirement which does not involve the monitor assuming responsibility for the exempted person's work but does provide oversight of the applicant's work and appropriate mentoring.
7. Requiring the exempted person's employer (where applicable) to make an undertaking to allow the exempted person to partake of the program and accepting the terms of the programs.

D. Other Options

There are other options that could be considered:

1. Eliminate the one year of Canadian experience requirement for international engineering graduates. Graduates of CEAB engineering programs could advance to licensure directly after completing their academic programs as many other professionals do. This is justifiable if PEO cannot provide a clear explanation of the purpose of experience requirement, i.e. identification of the objective assessment criteria associated with experience. This approach is also compatible with concerns raised by the Ontario Fairness Commission.
2. Some type of graduated licensing scheme that would restrict the kind of practice that individuals could undertake at each licence level. For instance, entrepreneurs who are in the development stage of a new technology are unlikely to create risks to the public. During this stage, they could obtain a level one licence which would allow them to practice professional engineering thereby gaining the necessary experience, even though unsupervised. However, this practice is limited to, for instance, preliminary research and development.

3. Next Steps

There is considerable development work (research, analysis, option identification, and evaluation) before the particulars of these policy options can be established and evaluated. Staff will need to

conduct a policy development project to provide data and rationale that will be needed to justify an Act change. This work will include:

1. Clarifying what PEO wants to assess through the experience requirement.
2. Obtaining more accurate data on the extent of unsupervised practice of professional engineering by graduates of engineering programs.
3. Determining whether the use of monitors satisfies the need for engineering oversight and taking responsibility for engineering work product and therefore is a necessary part of the program.
4. Assessing the risk to the public and PEO associated with the work done by these graduates.
5. Conducting a detailed study of past experience with the monitoring program.
6. Determining how these options would impact on the ability of engineering graduates to start businesses while complying with the Professional Engineers Act.
7. Obtaining a legal review of the option including issues of liability for engineering work done by participants in the program.

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

	Operating	Capital	Explanation
Current to Year End	\$100,000	\$0	For policy development and research including surveys of past engineering graduates to accurately determine the extent of entrepreneurial and unsupervised practice. This would include work by external consultants performing polling and other quantitative research.
2 nd	\$100,000	\$0	Further policy development work of exemption option including legal analysis to refine proposed Act changes.
3 rd	\$0	\$0	
4 th	\$0	\$0	
5 th	\$0	\$0	

Briefing Note – Decision

C-538-2.5

RESCINDING CPD REFERENDUM MOTION

Purpose: To facilitate the introduction of a mandatory continuing professional development program in the public interest, without requiring a member referendum.

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

That Council formally rescind the following motion passed by Council at its September 2015 meeting:

That Council affirms its intent to ask the membership to ratify in a referendum any mandatory requirement to participate in a continuing professional development competency and quality assurance program.

Prepared by: Bernard Ennis, P.Eng., Director, Policy and Professional Affairs

Moved by: Warren Turnbull, P.Eng.

1. Need for PEO Action

By approving this motion, Council is instructing the CEO/Registrar to proceed on a priority basis with the implementation of mandatory continuing professional development (CPD) as described in Recommendation 10, Key Step 2 of the previously approved Action Plan.

In September 2015, in different circumstances, Council passed a motion to require any plan to implement a mandatory CPD program to be submitted to a member referendum for ratification.

Subsequently, PEO underwent a significant external regulatory review. In response to the report from the review (aka the “Cayton Report”), in September 2019, Council approved a high-level action plan developed and proposed by the CEO/Registrar at Council’s behest.

The impetus for mandatory CPD includes not just the recommendations of the external regulatory review but also the recommendations of a Coroner’s Inquest into the death of a worker resulting from an engineering failure at the Radiohead concert in Downsview (the “Scott Johnson Inquest”) and the report of the Commission of Inquiry into the Elliot Lake mall collapse. Both inquiries pointed explicitly to the need for professional engineers, like other regulated professionals, to be subject to a mandatory CPD requirement as a condition for continued licensure.

Mandatory CPD is a requirement for licensed professional engineers in every province and territory except Ontario.

To proceed with the implementation of mandatory CPD, Council will need to rescind the previous Council motion.

2. Background

Here are several facts that are pertinent to the decision to rescind the motion calling for a referendum that will ratify an action taken by Council:

The Action Plan to Implement the Recommendations from the External Regulatory Performance Review was approved by Council in September 2019. Recommendation 10, Key Step 2 of the plan provides the following direction: "Registrar to create and implement a mandatory CPD program, that is pedagogically sound, has measurable and achievable goals, and is proportionate to the need to maintain public trust in the profession."

The public's view on the issue of mandatory CPD for professional engineers is represented by several external drivers including:

- External Regulatory Review
- Belanger Commission Report (Elliot Lake mall collapse)
- Coroner's Recommendation from the Inquiry of Scott Johnson

"The granting of self-government is a delegation of legislative and judicial functions and can only be justified as a safeguard to the public interest." It is important to recognize that self-government, or self-regulation, is a delegation of powers. The delegate is required to carry out the tasks delegated, just as an employer delegates to expert employees the duties of the employer. The body to whom government delegates functions normally held by government must act as government would do if it possessed the expertise.

In BC, the government, referring to two referenda held by EGBC that had voted against mandatory CPD, noted that the transfer of decision-making from Council to those being regulated by the licensing body was not appropriate. "It makes little sense to allow members of some professions to veto some types of council rules regarding matters such as practice standards, codes of ethics, continuing professional development and annual fees."

3. Next Steps

If this motion is passed, staff will begin the process of developing the mandatory CPD program by completing the following steps from the Action Plan:

1. Registrar to provide, for Council approval, the legislative framework needed to implement a mandatory continuing professional development program.
2. Registrar to create and implement a mandatory CPD program, that is pedagogically sound, has measurable and achievable goals, and is proportionate to the need to maintain public trust in the profession.
3. Registrar to consult with and educate PEO licence holders on matters dealing with continuing professional development program.

Amendments to the legislative framework for a mandatory CPD program will include the introduction of sanctions that will enforce compliance. PEO will need to introduce a class of non-practising licence holders in regulations.

CPD requirements for practising and non-practising classes will differ.

The mandatory CPD program will be constructed based on the principles developed by the Continuing Professional Development, Competence, And Quality Assurance Task Force and approved by Council on November 20, 2015 (see Appendix A). These principles were formulated by the Task Force following extensive research including surveys and focus groups conducted by Ipsos Reid, as well as review and analysis of prior PEO reports on CPD and communications from PEO licence holders in various formats, and examination of CPD programs from other engineering regulators and professions.

Communication of this decision will begin with an email to all PEO licence holders immediately after the approval of this motion describing the reasoning behind Council decision to proceed with implementation of mandatory CPD without a referendum. Engineering Dimensions will report on the decision in the News section of the March-April issue of the magazine. An article describing the planned mandatory CPD program will appear in the May-June issue. A page on the PEO website will provide ongoing updated information.

4. Policy or Program contribution to the Strategic Plan

Passage of this motion allows Council and staff to proceed with implementation of the Action Plan that Council approved in 2019.

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

	Operating	Capital	Explanation
Current to Year End	\$0	\$0	
2 nd	\$0	\$0	
3 rd	\$0	\$0	
4 th	\$0	\$0	
5 th	\$0	\$0	

6. Peer Review & Process Followed

Process Followed	<p>Outline the Policy Development Process followed.</p> <p>The policy was considered and approved by Council as part of the consideration and approval of the Action Plan to Implement the Recommendations from the External Regulatory Performance Review, 2019.</p>
Council Identified Review	<p>Identify who is to be consulted; how they will be consulted and what kind of response is expected.</p> <p>There was no Council Identified Review.</p>

Actual Motion Review	<p>Detail peer review and relevant stakeholder review undertaken</p> <p>No peer review undertaken as the motion is a governance decision.</p>
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7. Appendices

Appendix A – Principles from the Final Report of the Continuing Professional Development, Competence, And Quality Assurance Task Force

Guiding Principles for a CPD Program

1. CPD Program must be necessary to improve the regulation of professional engineering

The first principle that the Task Force adopted stipulates that PEO should not implement a CPD program that is essentially “window dressing”. Those advocating for a CPD program often point out that PEO is the only professional engineering association in Canada that does not have a CPD program. The Task Force felt that no program should be put in place solely for PEO to say they have a program.

PEO’s role as mandated by the *Professional Engineers Act*, is to regulate the practice of professional engineering in order that the public interest may be served and protected. It is clear that decisions made by PEO must not be made on the basis of member self-interest, the interest of the profession, or the interest of engineering companies. Whatever policies are adopted must fulfill PEO obligation to the public.

The Task Force has established a need for a CPD program based on protecting the public interest.

2. CPD Program Requirements must be Relevant for Practice

Following from this principle, the Task Force concluded that whatever CPD program is established it must be relevant to the practice of professional engineering and it must be done in the interest of safeguarding public health, safety and welfare. For this reason, the Task Force also concluded that PEO should not follow the lead of most other provincial associations by adopting a program that allows licence holders to acquire CPD credits for activities unrelated to the practice of professional engineering.

A CPD program should be implemented only to facilitate the obligations that professional engineers have already taken upon themselves by accepting the privilege of licensure. A CPD program should be tied only to the actual engineering services provided by the practitioner and the skills and knowledge needed to perform that work.

3. CPD Program must be Pragmatic

Goals established by professional regulatory bodies for a CPD program vary from profession to profession. Some professions specifically identify the need to push the profession to higher levels of skills and knowledge. The objective of this approach is to continually raise the standard of practice within the profession.

Commissioner Bélanger seems to have this conception of CPD in mind as the recommendation states a mandatory PEO CPD program should enable “members to expand and gain greater expertise and competence in their areas of practice”.

The Task Force decided that introducing a CPD program for this purpose was unnecessary. Not all practitioners work at the leading edge of science and technology. Those that do will be driven by employers or market forces to augment their skills and knowledge. The Task Force agreed that the purpose of any future PEO CPD program should be to ensure that practitioners maintain a level of knowledge and skill commensurate with safeguarding the public.

4. CPD Program must recognize Diversity of Practitioners’ needs and resources

The Task Force agrees that diversity of both engineering practices and member demographics is not an excuse for PEO to avoid implementing CPD program. Instead the program should be designed with

diversity in mind. Consequently, PEO should not rely on a one size fits all CPD approach as done in other provinces. A single all-encompassing CPD program would be either too onerous for some licence holders or watered-down to meaninglessness for others. Most importantly, the program should allow professional engineers the opportunity to design their CPD plan to align with their area of practice and the available professional development opportunities.

PEO must ensure that licence holders in every area of the province are reasonably accommodated and will have suitable CPD resources available to meet the program requirements. Therefore, the program should be flexible to accommodate different methods of skills and knowledge delivery.

Since a CPD program should be aimed at improving knowledge and skills utilized in practice the program needs to treat practising and non-practising licence holders differently. Some members of the task force have expressed concern regarding the need for non-practising engineers to have any CPD requirements. However, there is recognition that non-practising licence holders who wish to continue to hold a licence that provides practice rights, even if they do not exercise those rights, have the same benefits and obligations as those practising. For instance, non-practising licence holders must understand that, even though they are in a non-practising capacity, any act or statement made by them when they identify themselves as licence holders is subject to the same duty of care as a practising member.

Every practitioner should be familiar with the role of licence holders and obligations established in the *Professional Engineers Act* and its regulations. They should be aware of changes in the regulations that govern the profession including professional standards, as well as changes in both statutory and common law that may impact on them whether they are practising or not. PEO's practice advisory unit has found that a large percentage of the membership is either unfamiliar with or confused about many of the fundamental provisions established in the Act and its regulations. For instance, based on questions brought to the attention of the Professional Standards Committee, a large majority of the membership is confused about the meaning of the term "public" in the Act.

The existence of a similar situation in Quebec led to the introduction of mandatory professionalism courses by the OIQ. The Task Force has suggested that a minimum level of CPD that ensures both practising and non-practising licence holders have a current understanding of the Act and its regulations as well as best practices for professionalism described in such PEO Guidelines as the *Guideline for Professional Practice* and the *Guideline for Use of the Professional Engineer's Seal*.

5. CPD Program Requirements must be Scalable and Proportional to Risk to the Public

The Task Force decided to address the diversity of practice among licence holders by adopting a risk-based approach to CPD. That is, CPD requirements would be correlated to the amount of risk to the public the practitioner's work entails. The Task Force has spent much of its meeting time devising a methodology to categorize risk to the public posed by individual practitioners.

The risk attributable to practising engineers is often mitigated through the implementation of risk management measures within firms and industry or through oversight of the work by regulatory authorities. For instance, the nuclear industry undoubtedly has a high degree of risk associated with it. However, industry and government have mitigated that risk by creating a heavily regulated system with both internal checks and balances and regulatory oversight.

The task force views CPD as only one of a variety of methods that may contribute to a reduction in risk to the public. Therefore, to establish a licensee's individual CPD requirement, each licensee would carry out

a standardized Engineering Practice Risk Review of his or her practice. The parameters for such a review could include items such as the following:

1. Practitioner's area of practice or discipline
2. Practitioner holds an external industry certification that requires CPD
3. Percentage of time practising vs. management, marketing, etc.
4. Has practitioner's scope of practice changed recently?
5. Does practitioner work in an emerging field of technology
6. Practitioner's responsibility level (A-F) according to Classification Guide of Engineering Responsibility Levels
7. Severity of errors or omissions in work performed (economic, environmental, number of persons affected).
8. Severity of consequences possible due to practitioner error
9. Is practice covered by professional liability insurance?
10. Does practitioner's work follow well established industrial codes and standards?
11. Is the firm audited as part of an industry approved quality assurance program?
12. Size and structure of organization for or through which the practitioner provides engineering services.
13. Internal quality assurance programs or peer reviews

Based on the outcome of the risk review the practitioner would be assigned specific CPD requirements in an effort to further address the residual risks not addressed by other initiatives. The Task Force believes that this approach will encourage many firms or individual practitioners to adopt risk management procedures such as quality assurance programs or peer reviews as alternatives to compulsory CPD as the sole means of reducing risk. Under these conditions CPD requirements for a practitioner would be commensurate with the actions taken by the practitioner or firm while still achieving PEO's goal of reducing the overall risk associated with the member's engineering practice.

To accommodate these considerations the Task Force has suggested that the CPD program have levels of CPD requirements assigned according to

Tier	Category	CPD Requirements
1	Non-practising	Professionalism (Ethics, Regulatory, Legal)
2	Practising	Tier 1 + self-directed technical commensurate with engineer's practice risk review
3	Specialist ¹	Tier 1 + Tier 2 + mandatory technical

Additional tiers such as retired status or different categories of practising may be considered for variations in risk associated with different industries or types of business organization. The CPD requirements for particular areas of practice could be flexibly adapted to deal with issues reported by clients, employers or government. For example, the Ontario government has recently reported to PEO concerns regarding the quality of work provided by professional engineers in the area of environmental site assessment. Most of these problems indicate a lack of understanding of the regulations or of best practices available to the industry. Most of these problems are attributable to small firms that do not

¹ Council subsequently decided not to implement specialist categories of licence. References to specialists and Tier 2 CPD activities are no longer relevant.

have the resources to interpret the regulations or investigate best practices. By creating a CPD requirement for these specific practitioners and ensuring that the appropriate training is made available, PEO assists both these practitioners and the public.

Some members of the Task Force have suggested that specific areas of practice need recognition as specialist categories. The introduction of specialist categories needs to be considered in light of one of the other recommendations from the Bélanger Inquiry. That recommendation called for a structural assessment of buildings to be carried out by a Structural Engineering Specialist.

6. CPD Program must be Effective

Like all policy implementations, PEO must have a means for determining whether the program is effective. To accomplish this task there must be a stated goal for the program, a baseline, and a means for measuring progress towards the goal. Further consideration must be given to how this data can be obtained. PEO will likely need to obtain advice on how to do this from experts with experience in development and assessment of continuing professional development programs.

Also, PEO must have a system to ensure that members who consider their work to be low risk are not actually doing high risk work. For instance, control and software engineers have reported that they have very little or no impact on the public safety. This may be the result of a misunderstanding of who the public is (the public includes workers in the plant and the firms and consumers to whom completed products are distributed) or what kinds of risks professional engineers are responsible for preventing or mitigating.

Finally, PEO must ensure that the program provides assistance to professional engineers for both determining their individual CPD requirements and for locating suitable means of complying with those requirements. PEO will have to provide guidance documents and staff support in order to assist licence holders as they work through the risk review form.

Briefing Note – Information

C-538-2.6

ENGINEERS CANADA REPORT

Purpose: To provide an update on the activities of Engineers Canada.

Prepared by: Dale Power, Secretariat Administrator

Appendix A – Engineers Canada directors update – January 2021 – English and French versions



Engineers Canada directors update January 2021

National membership report

In November, the [2020 National Membership Report](#) was released. This annual report gathers information on the provincial and territorial engineering regulators' membership, providing information about the growth and composition of the engineering profession in Canada. This year's report presents data from the 2019 calendar year, indicating continued growth of the profession.

Four Seasons of Reconciliation

Board, regulator CEOs, and regulator presidents were invited to participate in a virtual training summit on Indigenous engagement and histories through the [4 Seasons of Reconciliation Education](#). Within the first month of registration, the course was over 50 per cent full. The training is open until January 31.

Engineers Canada Board

On December 7 and 8, 2020, the Engineers Canada Board, HR Committee, and Strategic Plan Task Force each met. During the Board meeting, the Board approved Engineers Canada's 2021 budget and agreed to recommend to the Members that the 2023 per capita assessment fee remain at \$10.21 per registrant. The Board also made decisions to approve: the CEAB and CEQB leadership and work plans for 2021; policy amendments; the Board's 2021 consultation plan; content for the governance effectiveness survey and the chair assessment survey; and amendments to the 2020 CEO objectives.

2022-2024 Strategic planning

Consultations with regulators and Engineering Deans Canada were completed this fall. Following this, the Strategic Plan Task Force met to review and approve the report on the consultation feedback, as well as the final draft of the 2022-2024 strategic plan. The plan will be presented to the Board in February 2021, to be recommended to the Members for approval in May 2021.

Accreditation Board

The CEO Group and representatives of Engineering Deans Canada met for a thematic discussion on the link between the two groups, and between the graduates of accredited programs and applicants for engineering licensure. The group explored the potential reasons behind low licensure rates of graduates and areas that could be explored to address this issue.

The CEAB completed a [consultation on the Engineering Design Task Force recommendations](#) and launched a [consultation on proposed changes to clauses 8 and 9 of the Interpretive statement on licensure expectations and requirements](#). This consultation closes on January 29.

A CEAB visiting team conducted their first virtual visit to one new program. This visit was to take place the weekend of March 14, 2020 but was postponed when COVID-19 restrictions were put in place. The team is using the draft approach to CEAB virtual visits as a guide.

As part of our 2021 review by Washington Accord signatories, Engineering Deans Canada sought permission from the chair of the Washington Accord to observe the review and to monitor visits of the CEAB. The Washington Accord chair responded noting that the

request was outside of normal expectations and that they wished to ensure that there is no compromise to the integrity of the review process. The chair also noted that they would welcome the insights and collaboration of Engineering Deans Canada in assisting Engineers Canada and in helping to advance the Accord's goal of advancing outcomes-based education. Engineers Canada reached out to the chair to clarify expectations and understanding of the scope of a Washington Accord review, and to understand their goals in exploring collaborations between educators and accreditation bodies.

Engineers Canada staff and the CEAB's Task Force to Respond to the Engineers Canada 30 by 30 Initiative attended a two-part workshop hosted by the Association of Accrediting Agencies of Canada on "Equity, Diversity and Inclusion (EDI) in an Accreditation Context."

The CEAB Executive Committee continued to discuss Engineering Deans Canada's proposed amendments to CEAB's policy on transfer credits from international student exchanges.

The CEAB's Working Group on Student Learning Experiences continued work on their report to highlight changes that have occurred during the COVID-19 period, and how those changes are supported, or challenged, by the criteria. The report will serve as a tool for future visits, and a starting point for future investigations and improvements.

In addition, members of the accreditation team attended the World Engineering Education Forum and the Global Engineering Deans Council (WEEF/GEDC) Virtual Conference, where the theme was "Disruptive engineering education amidst global challenges."

Engineers Canada staff and CEAB volunteers attended the fall meeting of Engineering Deans Canada. Our contributions included:

- Consultation on Engineers Canada's 2022-2024 strategic plan
- An update on CEAB work on the concerns of Engineering Deans Canada presented in September

- Consultation on the CEAB's [Engineering Design Task Force Report](#) recommendations
- Discussion about National Engineering Month and opportunities for collaboration

In November, Accreditation Matters was launched. This monthly newsletter of accreditation at Engineers Canada is the next evolution of the AIP Update, which was originally developed to keep stakeholders informed on the Accreditation Improvement Program. A key pillar of that program has been to improve stakeholder communication and consultation. [Readers can subscribe to Accreditation Matters through our website.](#)

Engineers Canada staff and CEAB volunteers participated in the [Graduate Attribute and Continual Improvement Process \(GACIP\) Summit+](#). Bob Dony, CEAB Chair, shared information on the 2020/2021 visit cycle, CEAB's response to the COVID-19 pandemic, and other updates relevant to the audience.

The CEAB issued a notice of their February 6-7, 2021 meeting. CEAB business will be discussed on February 6. On February 7, the CEAB will host a meet-and-greet between visiting team chairs and program officials for the 2021/2022 visit cycle.

Qualifications Board

The CEQB's Executive Committee held a hybrid meeting with some members in-person in Ottawa, and others remotely to meet the new CEQB manager, Ryan Melsom, and to discuss CEQB work for 2020 and 2021.

The CEQB survey "Developing a professional Guideline for gender inclusive practices in engineering workplaces" closed with 700 responses, representing a diverse group from across Canada working in a variety of engineering environments. The CEQB Task Force on Workplace Gender Equity met to discuss survey results and provide guidance on development of the general direction.

A monthly CEQB update was launched to improve visibility of committee work among CEQB members and to foster collaboration. Conducting volunteer work during COVID-19 has had its challenges, and this is one

step to ensure continued effectiveness of the CEQB and its committees.

The CEQB Syllabus Committee met to review revisions to the software and computer engineering syllabi and to discuss the committee's work for 2021. The CEQB secretariat has begun preparations for the committee's revision of the [2004 Agricultural/biosystems/bioresource/food engineering syllabus](#) and the [2010 Metallurgical engineering syllabus](#) beginning in January 2021. The committee also agreed to begin review of the [2011 Complementary studies syllabus](#) in mid-to-late 2021, which will continue into 2022.

Regulatory research

We released our first regulatory research newsletter to the CEOs of the engineering regulators. This monitoring and reporting newsletter will be issued twice yearly and covers current events, trends, programs, and developments in regulation. The content from this newsletter was subsequently published in Engineering Matters.

IIDD

Work on the new International Institutions and Degrees Database (IIDD) is progressing on budget and ahead of schedule. Functionality was presented to the steering committee and the tools were well-received. The steering committee has begun user acceptance testing, which is expected to conclude in January 2021.

National Membership Database

Vendor selection for the development of a new National Membership Database (NMDDB) continued with the release of an RFP. The tool is being updated to enhance security, incorporate improvements requested by the National Admissions Officials Group, and to move to cloud infrastructure. The procurement phase is expected to wrap up in Q1 of 2021.

National Practice Officials Group

The National Practice Officials Group met virtually for their annual meeting. The group shared information

about recent happenings in their jurisdictions. They received updates from Engineers Canada on the work of the CEQB, the regulatory research portfolio (in particular, the issue of non-practising status), and the Indigenous awareness training. They heard about APEGA's experience with implementing Notarius' digital seal and EGBC's work on a new continuing education program. They discussed engineering entrepreneurship as it relates to businesses seeking corporate registration without a licensed engineer on staff. Finally, they held an information session with the Canadian Securities Administrators and discussed the problem of exaggerated reports of the size or integrity of mineral deposits by engineers and geoscientists and what actions can be taken.

National Discipline & Enforcement Officials

The National Discipline and Enforcement Officials Group met virtually for their annual meeting. The group exchanged updates from their jurisdictions, received an update from the CEQB, and heard about best practices for remote investigations and virtual hearings. They discussed challenges and practices that have impacted all of them, including entrepreneurship and emerging disciplines, and, like the National Practice Officials Group, received a presentation from the Canadian Securities Administrators about engineering practice in mineral disclosure reports.

National Financial Officer Group

In early November the National Financial Officer Group (NFOG) held its inaugural meeting. Jennifer Cho, the Chief Financial Officer at EGBC, was nominated as Chair for a two-year term. The purpose of the NFOG is to provide an opportunity for the senior staff officers of all the regulators to exchange information on issues, advance initiatives of common interest, and share promising practices. At the first meeting a review of the Terms of Reference was completed, followed by a roundtable discussion of current common issues facing regulators, most notably the financial impact COVID-19 will have on membership renewals in 2021.

Legal services

The CEO Group considered whether Engineers Canada should make an application for leave to intervene in a case proceeding to the Supreme Court of Canada in the matter of *Grant Thornton LLP v. The Province of New Brunswick*. The appeal, proceeding in March 2021, will have broad implications for professional service providers, including engineers, particularly respecting the degree of knowledge necessary to trigger the start of the limitation period in a claim for professional negligence. Ultimately, it was decided that, since the appeal will impact the rights and interests of individuals but will not touch upon the public interest (which is the concern of our Members, the regulators), Engineers Canada will not pursue this matter.

Government relations

Engineers Canada met with MP Marilyn Gladu, new Chair of the House of Commons Standing Committee on the Status of Women, to discuss our involvement and ways in which Engineers Canada can help support the work of the committee. The invitation to meet was initiated by the congratulations letter sent by Engineers Canada when she was appointed to this role. The letter included our key policy priorities, and an offer to meet. Gladu is the first woman engineer to be elected to Parliament.

Following consultation with regulators, Engineers Canada made the following submissions to government:

- To Environment and Climate Change Canada on [amendments to the Wastewater Systems Effluent Regulations](#).
- To the Treasury Board Secretariat of Canada [regarding concerns about federal departments and agencies not making engineering licensure a requirement](#) when advertising engineering positions within the public service, specifically in the EN-ENG (engineering) sub-category.
- To the House of Commons Standing Committee on the Status of Women on the [Impacts of the COVID-19 Pandemic on Women](#)

Deputy Prime Minister and Finance Minister, Chrystia Freeland, delivered the [Fall Economic Statement](#), which outlined some of the next steps towards achieving the

priorities outlined in the government's September Speech from the Throne. The document highlighted key sectors viewed as critical to Canada's economic recovery as a prelude to Budget 2021. The federal government announced that they are predicting a deficit of \$381B for the 2020 fiscal year, while announcing their plan to spend an additional \$100B to kick start the post-pandemic economy.

Engineers Canada participated in PEO's Government Relations Biannual Conference. President Boudreau shared greetings from Engineers Canada during the Welcome and Orientation session and presented on Engineers Canada's key policy priorities and the recommendations we have made to the federal government.

Engineers Canada also attended the quarterly Federal Industry Real Property Advisory Council meeting to discuss the continuing impacts of COVID-19 on federal projects led by Public Services and Procurement Canada.

Affinity programs

Engineers Canada participated in the Canada Life (formerly Great-West Life) Client Advisory Council virtual meeting. The agenda included how Canada Life is: navigating and adapting to the COVID-19 environment and supporting clients and customers; advancing equity, diversity and inclusion; advancing products and services to help clients attract and retain talent; advancing the focused approach of the group customer; implementing a no lay-off policy during COVID-19; giving back to communities; and evolving the Canada Life brand.

The Affinity Advisory Committee met to discuss the National Employee Group Benefits Program (NEGBP) and potential communications approaches with regulators for 2021.

Engineers Canada participated in semi-annual supplier reporting meetings with:

- Canada Life and our independent advisor Aon. Canada Life reported on program participation, marketing initiatives and results, and fund performance, while Aon spoke to the state of

the investment market in relation to COVID-19 and the recent US elections.

- Manulife and our independent advisor Aon. The agenda included the Term Life and Major Accident Program, Sickness and Accident Program, Professional Retiree Health & Dental Plan, financial performance of the programs, competitive summary, participation report, results of spring 2020 marketing efforts, and 2021 marketing plans.
- TD Insurance and our independent advisor RSM. The agenda included a quarterly performance review, regional overviews, rating updates, competitive summary, financial performance of the program, results of 2020 marketing efforts, and 2021 marketing plans.

Engineers Canada hosted a webinar for regulators on cyber insurance.

Equity, diversity, and inclusion

Engineers Canada released the [30 by 30 K-12 Outreach Guide](#) to assist engineering outreach programs address gender stereotypes, promote the engineering profession, and embed equity and inclusion throughout their work. The guide provides a set of rubrics with which K-12 engineering outreach programs can evaluate their strengths and weaknesses in promoting inclusive practices for everyone regardless of their gender, sexual orientation, race, class, or visible/invisible disability.

The 30 by 30 Post-Secondary Working Group met and received a guest presentation from a University of Ottawa research team focusing on *Le génie au service des femmes: Rethinking the Faces and Spaces of Engineering*. The researchers shared their research scope and methodology, as well as some of their key findings on engineering culture and early insights from their primary research.

The 30 by 30 Industry Working Group met virtually to discuss: tackling changing workplace culture; Concordia University's Women in Engineering - Career Launch Experience; and DiscoverE's Persist webinar series.

President Jean Boudreau presented at the Canadian Coalition of Women in Engineering, Science, Trades and Technology (CCWESTT) on Engineers Canada's work and introduced Dr. Gina Cody, the keynote speaker at the 2020 Virtual Speaker event.

On behalf of Engineers Canada and as part of our work on SP3, President Jean Boudreau accepted the challenge thrown to us by OIQ President and Engineers Canada Board Director, Kathy Baig, to join the [#EnsembleInc](#) movement, an initiative to increase diversity, equity and inclusion in the business community, which includes many engineering companies and other organizations who employ engineers.

Engineers Canada presented an update on 30 by 30 at the Association of Professional Engineers and Geoscientists of New Brunswick's (APEGNB) Diversity and Inclusion Committee meeting. The update included: an overview of the National Membership Report data as well as New Brunswick-specific data in the report, and Engineers Canada's current research projects on women in engineering.

Engineers Canada participated in Engineers Geoscientists Manitoba's 2030 Coalition Discussions #1 and #2. The discussions focused on the gendered impact of the pandemic on Manitoba's engineering and geoscience workplaces.

Engineers Canada attended the virtual Engendering Success in STEM (ESS) Consortium Annual Meeting. Engineers Canada is a member of the ESS research consortium, which has a focus on identifying the key interventions that most effectively target the largest obstacles at each step along the continuum from early education to early career for girls and women in engineering.

Engineers Canada has reaffirmed its participation as a thought leader in DiscoverE's Persist Series (previously the Global Marathon), now a monthly speaker series with a mission to build a global community that celebrates and provides support for long-term success of women in engineering and technology.

The Decolonizing and Indigenizing Engineering Education Network (DIEEN) met, featuring a presentation on [Collaborative Indigenous Learning Bundles](#) developed at Carleton University.

The Indigenous Advisory Committee met to discuss our work on promoting Indigenous awareness in engineering, truth and reconciliation in engineering education, and Engineers Canada's research projects with Big River Analytics.

Outreach

Engineers Canada and the Canadian Federation of Engineering Students (CFES) launched our joint Mentorship Program. The program offers two forms of mentorship: one-on-one mentorship; and group mentorship. Currently the program pairs 15 CFES student leaders with seven Engineers Canada staff to identify and move forward areas of common focus and support student leadership development.

The Digital Engagement Working Group met to discuss next steps in the development of digital engagement initiatives.

Engineers Canada participated in the Canadian Federation of Engineering Students (CFES) annual Conference on Diversity in Engineering (CDE). President Boudreau provided a keynote about Engineers Canada's work. CDE session topics include: Allyship in Action; Intersectionality; Varied Perspectives and Understanding in Engineering; and Supporting Diversity through Technological Stewardship.

Awards and scholarships

Nominations are open for both the [awards](#) and [scholarships](#) programs. This is the first year under revised programs approved by the Board, including launch of the new Engineers Canada Leadership Scholarship for undergraduate students. The deadline for award nominations is January 15, 2021, and the deadline for scholarship nominations is March 31, 2021.



Compte rendu à l'intention des administrateurs et administratrices d'Ingénieurs Canada Janvier 2021

Rapport sur les effectifs de la profession

En novembre, le [Rapport de 2020 sur les effectifs de la profession à l'échelle nationale](#) a été publié. Ce rapport, qui est produit chaque année, regroupe les données sur les effectifs des organismes de réglementation des provinces et des territoires et fournit de l'information précise et à jour sur l'augmentation et la composition de l'effectif de la profession d'ingénieur au Canada. Le rapport de cette année, qui présente les données de l'année civile 2019, fait état d'une croissance continue de la profession.

Les quatre saisons de la réconciliation

Le conseil, les chefs de la direction et les présidents des organismes de réglementation ont été invités à participer à un sommet de formation virtuelle sur la contribution et l'histoire des Autochtones dans le cadre du programme [Les 4 saisons de la réconciliation](#). Dès le premier mois de la période d'inscription, plus de 50 % des places ont été réservées. La formation est ouverte jusqu'au 31 janvier.

Conseil d'Ingénieurs Canada

Les 7 et 8 décembre 2020, le conseil d'Ingénieurs Canada, le Comité RH et le Groupe de travail sur le plan stratégique ont tenu des réunions. Lors de sa réunion, le conseil a approuvé le budget de 2021 et convenu de recommander aux membres que la cotisation par personne pour 2023 demeure à 10,21 \$ par titulaire de permis. Le conseil a aussi approuvé la nomination des dirigeants du BCAPG et du BCCAG et leur plan de travail respectif pour 2021, de même que les politiques révisées, le plan de consultation du conseil pour 2021, le contenu du sondage sur l'efficacité de la gouvernance et

du sondage d'évaluation des présidents et présidentes, et les modifications apportées aux objectifs de 2020 du chef de la direction.

Plan stratégique 2022-2024

Les consultations auprès des organismes de réglementation et de Doyennes et doyens d'ingénierie Canada ont été réalisées au cours de l'automne. Le Groupe de travail sur le plan stratégique s'est réuni pour examiner et approuver le rapport sur les résultats de la consultation, ainsi que la version définitive du Plan stratégique 2022-2024. Le plan sera présenté au conseil en février pour en recommander l'approbation par les membres en mai.

Bureau d'agrément

Le Groupe des chefs de direction et des représentants de Doyennes et doyens d'ingénierie Canada ont participé à une discussion thématique sur le lien entre les deux groupes, ainsi qu'entre les diplômés de programmes agréés et les candidats au permis d'exercice. Ils ont examiné les raisons potentielles expliquant les faibles taux d'obtention du permis chez les diplômés et les pistes de solution possibles à cet enjeu.

Le Bureau d'agrément a mené une [consultation sur les recommandations du Groupe de travail sur la conception en ingénierie](#) et lancé une [consultation sur les modifications qu'il propose d'apporter aux clauses 8 et 9 de l'Énoncé d'interprétation sur les attentes et les exigences en matière de permis d'exercice](#). Cette consultation se termine le 29 janvier.

Une équipe de visiteurs du Bureau d'agrément a réalisé sa première visite virtuelle d'un nouveau programme.

Cette visite, qui devait avoir lieu au cours de la fin de semaine du 14 mars 2020, a été reportée quand les restrictions sanitaires ont été mises en place. L'équipe s'est guidée sur l'approche élaborée par le Bureau d'agrément pour les visites virtuelles.

Dans le cadre de l'inspection de notre système d'agrément qu'effectueront les signataires de l'Accord de Washington, Doyennes et doyens d'ingénierie Canada (DDIC) a demandé à la présidente de l'Accord de Washington la permission d'observer et de surveiller les visites d'inspection dont le Bureau d'agrément fera l'objet. La présidente de l'Accord a répondu en indiquant que la demande ne s'inscrivait pas dans les attentes normales et qu'elle souhaitait s'assurer que rien ne vienne compromettre l'intégrité du processus d'inspection. Elle a ajouté qu'elle apprécierait les idées et la collaboration de DDIC pour aider Ingénieurs Canada et contribuer à faire progresser l'objectif de l'Accord, qui vise à promouvoir la formation axée sur les résultats. Ingénieurs Canada a communiqué avec la présidente pour préciser les attentes et la compréhension de la portée d'une inspection menée par l'Accord, et pour mieux comprendre les objectifs visés par son exploration des collaborations entre éducateurs et organismes de réglementation.

Le personnel d'Ingénieurs Canada et le Groupe de travail du Bureau d'agrément chargé de répondre à l'initiative 30 en 30 d'Ingénieurs Canada ont participé à un atelier en deux volets organisé par l'Association des agences d'agrément du Canada et qui portait sur l'équité, la diversité et l'inclusion (EDI) dans le contexte de l'agrément.

Le comité exécutif du Bureau d'agrément a poursuivi ses discussions concernant les modifications que DDIC a proposé d'apporter à la politique du Bureau d'agrément sur les crédits de transfert dans le cadre des programmes internationaux d'échange d'étudiants.

Le Groupe de travail sur les expériences d'apprentissage des étudiants du Bureau d'agrément a poursuivi l'élaboration de son rapport visant à mettre en évidence les changements qui sont survenus durant la pandémie de COVID-19 et comment ces changements sont soutenus, ou remis en cause, par les normes

d'agrément. Le rapport servira d'outil pour les visites à venir, et constituera un point de départ pour les recherches et les améliorations futures.

De plus, les membres de l'équipe d'agrément ont participé à la conférence virtuelle du World Engineering Education Forum et du Conseil mondial des doyens d'ingénierie (WEEF/GEDC), qui avait pour thème « Disruptive engineering education amidst global challenges ».

Le personnel d'Ingénieurs Canada et des bénévoles du Bureau d'agrément ont assisté à la réunion d'automne de Doyennes et doyens d'ingénierie Canada (DDIC) et y ont abordé les éléments suivants :

- Consultation sur le Plan stratégique 2022-2024 d'Ingénieurs Canada
- Le point sur le travail effectué par le Bureau d'agrément pour donner suite aux préoccupations soulevées en septembre par Doyennes et doyens d'ingénierie Canada
- Consultation sur les recommandations du [Rapport du Groupe de travail sur la conception en ingénierie](#)
- Discussion au sujet du Mois national du génie et des possibilités de collaboration

En novembre, nous avons lancé le bulletin mensuel *Parlons agrément*, qui fait suite à l'infolettre du Programme d'amélioration de l'agrément (PAA), créé à l'origine pour tenir les parties prenantes au courant de ce programme. L'un des grands objectifs du PAA était d'améliorer les activités de communication et de consultation auprès des parties prenantes. [Vous pouvez vous abonner à Parlons agrément dans notre site Web.](#)

Des membres du personnel d'Ingénieurs Canada et des bénévoles du Bureau d'agrément ont participé au [Sommet annuel sur les qualités requises des diplômés et le processus d'amélioration continue \(QRD/AC\)](#). Bob Dony, président du Bureau d'agrément, a fait le point sur le cycle de visites 2020-2021, la réponse du BCAPG à la pandémie de COVID-19 et d'autres sujets pertinents pour les participants.

Le BCAPG a émis un avis de convocation à sa réunion des 6 et 7 février 2021. La réunion du BCAPG proprement dite aura lieu le 6 février. Le 7 février, le BCAPG tiendra une rencontre de prise de contact entre les présidents d'équipes de visiteurs et les responsables des programmes qui feront l'objet de visites au cours du cycle 2021-2022.

Bureau des conditions d'admission

Le comité exécutif du BCCAG a tenu une réunion en mode hybride – certains participants étant présents à Ottawa et d'autres à distance – pour rencontrer le nouveau gestionnaire du BCCAG, Ryan Melsom, et discuter du travail de 2020 et de 2021.

Le sondage du BCCAG sur l'élaboration d'un guide visant à favoriser la mise en place de milieux de travail inclusifs dans le secteur du génie s'est terminé. Les 700 répondants qui y ont participé représentent un groupe diversifié de partout au Canada et travaillent dans divers secteurs du génie. Le Groupe de travail sur l'équité des genres en milieu de travail du BCCAG s'est réuni pour discuter des résultats du sondage et fournir des conseils pour l'élaboration d'une orientation générale.

Un nouveau bulletin mensuel destiné aux membres du BCCAG a été lancé pour rehausser la visibilité des travaux des comités du BCCAG et encourager la collaboration. Le travail bénévole en période de pandémie présente des défis, et ce bulletin est une des mesures mises en place pour assurer l'efficacité continue du BCCAG et de ses comités.

Le Comité des programmes d'examens du BCCAG s'est réuni pour examiner les révisions des programmes d'examens de génie informatique et de génie logiciel, et pour discuter de son travail pour 2021. Le secrétariat du BCCAG a commencé à préparer le travail de révision du [programme d'examens de génie agricole/biosystèmes/bioressources/alimentaire \(2004\)](#) et du [programme d'examens de génie métallurgique \(2010\)](#) qui commencera en janvier 2021. Le comité a également convenu d'entreprendre la révision du [programme d'examens d'études complémentaires \(2011\)](#) au deuxième semestre de 2021 et de poursuivre ce travail en 2022.

Recherche réglementaire

Nous avons diffusé notre premier bulletin de recherche sur la réglementation aux chefs de la direction des organismes de réglementation. Ce bulletin semestriel de « veille et de compte rendu » met en lumière les principaux événements, tendances, programmes et avancées en matière de réglementation. Le contenu de ce bulletin a par la suite été publié dans *Parlons génie*.

BDEDE

Le travail sur la nouvelle Base de données sur les établissements et les diplômes étrangers (BDEDE) progresse plus vite que prévu et dans le respect du budget. La fonctionnalité du nouvel outil a été présentée au comité directeur et bien accueillie par celui-ci. Le comité directeur a entrepris les essais d'acceptation par les utilisateurs, qu'il espère conclure en janvier 2021.

Base de données nationale sur les effectifs

Le processus de sélection du fournisseur pour le développement de la nouvelle Base de données nationale sur les effectifs (BDNE) s'est poursuivi, avec le lancement d'une demande de propositions. Cet outil sera actualisé pour renforcer la sécurité, intégrer les améliorations demandées par le Groupe national des responsables de l'admission et passer à une infrastructure nuagique. La phase d'approvisionnement devrait se terminer au cours du premier trimestre de 2021.

Groupe national des responsables de l'exercice

Le Groupe national des responsables de l'exercice a tenu sa réunion annuelle virtuellement. Les membres ont fait le point sur les activités en cours dans leur zone de compétence respective et reçu de nouvelles informations sur les activités du BCCAG, le portefeuille de recherche réglementaire (en particulier, la question du statut d'ingénieur inactif) et la formation de sensibilisation aux enjeux autochtones. Ils ont été informés de l'expérience de l'APEGA quant à la mise en œuvre du sceau numérique de Notarius et des travaux d'EGBC sur un nouveau programme de formation continue. Le groupe a discuté de l'entrepreneuriat en ingénierie en lien avec les entreprises cherchant à

s'inscrire comme entités commerciales sans avoir au moins un ingénieur titulaire d'un permis au sein de leur personnel. Enfin, le groupe a tenu une séance d'information avec les Autorités canadiennes en valeurs mobilières et discuté du problème des rapports présentés par des ingénieurs et des géoscientifiques qui exagèrent la taille ou l'intégrité de gisements minéraux et des mesures pouvant être prises.

Groupe national des responsables de la discipline et de l'application de la loi

Le Groupe national des responsables de la discipline et de l'application de la loi a tenu sa réunion annuelle virtuellement. Le groupe a fait le point sur les activités en cours dans chaque zone de compétence, assisté à un compte rendu du BCCAG et à un exposé sur les pratiques optimales en matière d'enquêtes à distance et d'audiences virtuelles. Les membres ont discuté des défis et des pratiques qui touchent toutes les zones de compétence, notamment l'entrepreneuriat et les disciplines émergentes, et, comme le Groupe national des responsables de l'exercice, ils ont assisté à la présentation donnée par les Autorités canadiennes en valeurs mobilières sur la question de la pratique du génie dans les rapports d'information sur les projets miniers.

Groupe national des agents financiers

Au début de novembre, le Groupe national des agents financiers (GNAF) a tenu sa réunion inaugurale. Jennifer Cho, directrice des finances à EGBC, a été nommée présidente du groupe pour un mandat de deux ans. Le GNAF a pour objet de donner l'occasion aux cadres supérieurs des 12 organismes de réglementation d'échanger de l'information sur des enjeux, de promouvoir des initiatives d'intérêt commun et de partager des pratiques prometteuses. Lors de cette première réunion, les membres ont revu leur mandat, puis tenu une table ronde sur les enjeux communs des organismes de réglementation, plus particulièrement l'impact financier de la pandémie de COVID-19 sur le renouvellement des adhésions en 2021.

Services juridiques

Le Groupe des chefs de direction a examiné la possibilité qu'Ingénieurs Canada introduise une demande d'autorisation d'intervenir dans l'affaire Grant Thornton LLP contre la province du Nouveau-Brunswick portée devant la Cour suprême du Canada. L'appel, qui aura lieu en mars de cette année, aura d'importantes répercussions pour les fournisseurs de services professionnels, dont les ingénieurs, en particulier en ce qui concerne le degré de connaissance nécessaire pour que commence à courir le délai de prescription dans une réclamation pour négligence professionnelle. En fin de compte, puisque l'appel aura un impact sur les droits et les intérêts de personnes, mais pas sur l'intérêt public (qui est la préoccupation de nos membres, les organismes de réglementation), il a été décidé qu'Ingénieurs Canada ne s'engagerait pas dans cette démarche.

Relations gouvernementales

Ingénieurs Canada a rencontré la députée Marilyn Gladu, nouvelle présidente du Comité permanent de la condition féminine de la Chambre des communes, pour discuter de notre engagement et des façons dont Ingénieurs Canada peut contribuer à soutenir le travail de son comité. L'invitation à une rencontre lui avait été faite dans la lettre de félicitations que nous lui avons adressée à la suite de sa nomination. Dans cette lettre, Ingénieurs Canada présentait également ses principales priorités politiques. M^{me} Gladu est la première ingénieure à avoir été élue au Parlement.

Après avoir consulté les organismes de réglementation, Ingénieurs Canada a soumis les documents et mémoires suivants au gouvernement fédéral :

- À Environnement et Changement climatique Canada, ses commentaires sur [les modifications au Règlement sur les effluents des systèmes d'assainissement des eaux usées](#)
- Au Secrétariat du Conseil du Trésor du Canada, [ses préoccupations concernant le fait que plusieurs ministères et organismes fédéraux ne font pas du permis d'exercice une condition d'emploi](#) lorsqu'ils annoncent des postes

d'ingénieur au sein de la fonction publique, en particulier dans le sous-groupe Génie (EN-ENG),

- Au Comité permanent de la condition féminine, son mémoire au sujet des [Répercussions de la pandémie de COVID-19 sur les femmes](#)

La vice-première ministre et ministre des Finances du Canada Chrystia Freeland a présenté [l'Énoncé économique de l'automne](#), qui précisait certaines des mesures qui seront prises pour donner suite aux priorités formulées dans le discours du Trône de septembre. Le document faisait ressortir les secteurs clés considérés comme essentiels à la reprise économique du Canada, en prévision du budget 2021. Le gouvernement fédéral a annoncé qu'il prévoyait un déficit de 381 milliards \$ pour l'année financière 2020, ainsi que son intention de dépenser 100 milliards \$ supplémentaires pour relancer l'économie post-pandémique.

Ingénieurs Canada a participé à la conférence semestrielle de PEO sur les relations gouvernementales. La présidente Boudreau a transmis les salutations d'Ingénieurs Canada lors de la séance d'accueil et d'orientation et donné une présentation sur nos principales priorités politiques et les recommandations que nous avons soumises au gouvernement fédéral.

Ingénieurs Canada a également assisté à la réunion trimestrielle du Conseil consultatif sur les biens immobiliers du gouvernement fédéral pour discuter des impacts continus de la pandémie de COVID-19 sur les projets fédéraux dirigés par Services publics et Approvisionnement Canada.

Programmes d'affinité

Ingénieurs Canada a participé à une réunion virtuelle du Comité consultatif des clients de Canada Vie (anciennement la Great-West). Canada Vie a décrit comment elle s'adapte à l'environnement de la COVID-19 et soutient ses clients et ses assurés; fait progresser l'équité, la diversité et l'inclusion; offre des produits et services visant notamment à aider ses clients à attirer et conserver les talents; fait progresser l'approche ciblée du « client-groupe »; applique une politique de « zéro

mise à pied » durant la pandémie de COVID-19; redonne aux collectivités, et fait évoluer la marque Canada Vie.

Le Comité consultatif des programmes d'affinité s'est réuni pour discuter du Programme national d'avantages sociaux collectifs (PNASC) et des approches de communication potentielles auprès des organismes de réglementation pour 2021.

Ingénieurs Canada a assisté aux réunions de comptes rendus semestriels des fournisseurs avec :

- La Canada Vie et notre conseiller indépendant AON. La Canada Vie a fait le point sur la participation au programme, les initiatives de marketing et les résultats, ainsi que le rendement des fonds, tandis qu'Aon a décrit l'état du marché des placements en relation avec la pandémie de COVID-19 et les récentes élections aux États-Unis.
- Manuvie et notre conseiller indépendant AON. Les sujets abordés comprenaient l'assurance vie temporaire et accident, l'assurance maladies graves, l'assurance soins médicaux et dentaires pour retraités, le rendement financier des programmes, une analyse de la concurrence, un rapport sur la participation, les résultats des efforts de marketing du printemps 2020 et les plans de marketing pour 2021.
- TD Assurance et notre conseiller indépendant RSM. Les sujets abordés comprenaient un examen du rendement trimestriel, des aperçus régionaux, des mises à jour sur la tarification, une analyse de la concurrence, un rapport sur le rendement financier du programme, les résultats des efforts de marketing de 2020 et les plans de marketing pour 2021.

Ingénieurs Canada a présenté un webinaire sur la cyberassurance à l'intention des organismes de réglementation.

Diversité, équité et inclusion

Ingénieurs Canada a publié le [Guide de sensibilisation 30 en 30 – De la maternelle à la fin du secondaire](#) qui vise à aider les responsables de programmes de sensibilisation

au génie à démonter les stéréotypes sexistes, à promouvoir la profession d'ingénieur et à intégrer l'équité et l'inclusion à toutes leurs pratiques. Le guide contient un ensemble de grilles permettant d'évaluer les forces et les faiblesses des programmes destinés aux écoles primaires et secondaires, notamment leur capacité de s'adresser à tous, sans égard au sexe, à l'orientation sexuelle, à la race, à la classe sociale ou au handicap visible ou invisible.

Le groupe de travail « Études postsecondaires » de l'initiative 30 en 30 a tenu une réunion, qui comprenait une présentation donnée par une équipe de recherche de l'Université d'Ottawa intitulée « Le génie au service des femmes : Rethinking the Faces and Spaces of Engineering ». Les chercheuses ont expliqué la portée et la méthodologie de leur recherche, et présenté certaines de leurs principales conclusions sur la culture du génie et les premiers résultats de leur recherche primaire.

Le groupe de travail « Industrie » de l'initiative 30 en 30 s'est réuni virtuellement pour discuter de la transformation de la culture organisationnelle, du programme « Femmes en ingénierie – expérience de lancement de carrière » (FEI-ELC) de l'Université Concordia, et de la série de webinaires Persist de DiscoverE.

La présidente Jean Boudreau a fait un exposé sur le travail d'Ingénieurs Canada à la conférence virtuelle de la Coalition canadienne des femmes dans les domaines du génie, des sciences, des métiers et de la technologie (CCWESTT) et présenté la conférencière invitée, Gina Cody.

Au nom d'Ingénieurs Canada et dans le cadre de notre travail en lien avec la PS3, la présidente Jean Boudreau a accepté de relever le défi lancé par Kathy Baig, présidente de l'OIQ et membre du conseil d'Ingénieurs Canada, de se joindre au mouvement [#EnsembleInc](#), une initiative visant à accroître la diversité, l'équité et l'inclusion dans le milieu des affaires, qui compte de nombreuses entreprises d'ingénierie et d'autres sociétés qui emploient des ingénieurs.

Ingénieurs Canada a présenté un compte rendu sur l'initiative 30 en 30 à la réunion du Comité sur la

diversité et l'inclusion de l'Association des ingénieurs et des géoscientifiques du Nouveau-Brunswick (AIGNB). Ce compte rendu comprenait : un aperçu du Rapport de 2020 sur les effectifs de la profession à l'échelle nationale et des données se rapportant spécifiquement au Nouveau-Brunswick, ainsi que nouvelles informations sur les projets de recherche d'Ingénieurs Canada sur les femmes en génie.

Ingénieurs Canada a participé aux deux séances « 2030 Coalition Discussions » d'Engineers Geoscientists Manitoba. Les discussions ont porté sur les impacts sexospécifiques de la pandémie sur les milieux de travail dans le secteur du génie et des géosciences.

Ingénieurs Canada a participé à l'assemblée annuelle virtuelle du consortium Engendering Success in STEM (ESS). Ingénieurs Canada est membre de ce consortium de recherche, qui s'attache à cerner les interventions clés qui ciblent le mieux les principaux obstacles auxquels se heurtent les filles et les femmes en génie à chaque étape du continuum, de l'éducation primaire au début de la carrière.

Ingénieurs Canada a réaffirmé sa participation, en tant que leader visionnaire, à la série Persist de DiscoverE (anciennement Global Marathon), qui a été remaniée pour devenir une série de conférences mensuelles. Persist a pour mission de bâtir une communauté mondiale qui célèbre et soutient la réussite à long terme des femmes dans les secteurs du génie et de la technologie.

Le Réseau pour la décolonisation et l'autochtonisation de la formation en génie (RDAFG) s'est réuni. La réunion comprenait une présentation sur les [Collaborative Indigenous Learning Bundles](#) élaborés à l'Université Carleton.

Le Comité consultatif autochtone s'est réuni pour discuter de notre travail visant à promouvoir la sensibilisation aux enjeux autochtones, des efforts de vérité et réconciliation dans la formation en génie et de nos projets de recherche en collaboration avec Big River Analytics.

Rayonnement

Ingénieurs Canada et la Fédération canadienne étudiante de génie (FCEG) ont lancé leur programme de mentorat conjoint. Ce programme offre deux formes de mentorat : individuel et en groupe. Actuellement, le programme jumelle 15 leaders étudiants de la FCEG et sept membres de notre personnel qui sont chargés de déterminer et de faire progresser des sujets d'intérêt commun et de soutenir le développement du leadership étudiant.

Le groupe de travail sur l'engagement numérique s'est réuni pour discuter des prochaines étapes de l'élaboration des initiatives d'engagement numérique.

Ingénieurs Canada a participé à la Conférence annuelle sur la diversité en ingénierie (CDI) de la Fédération canadienne des étudiants en génie (FCEG). La présidente Jean Boudreau y a prononcé un discours sur les travaux d'Ingénieurs Canada dans ce domaine. Les sujets abordés lors des séances comprenaient notamment : les alliés en action, l'intersectionnalité, la diversité de points de vue et de compréhension dans le milieu du génie, et le soutien de la diversité par l'intendance technologique.

Prix et bourses d'études

La période de mise en candidature est maintenant ouverte pour les programmes de [prix](#) et de [bourses d'études](#). Ce sera la première année des programmes révisés approuvés par le conseil, qui comprennent notamment le lancement des nouvelles Bourses de leadership d'Ingénieurs Canada destinées aux étudiants et étudiantes de premier cycle. Les dates limites de soumission des candidatures sont le 15 janvier pour le programme de prix et le 31 mars pour le programme de bourses d'études.

Briefing Note – Decision

C-538-3.0

CONSENT AGENDA

Purpose: To approve the items contained in the consent agenda

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

That the consent agenda be approved.

Prepared by: Dale Power, Secretariat Administrator

Routine agenda items that may be approved without debate are included in a consent agenda and may be moved in a single motion. However, the minutes of the meeting will reflect each item as if it was dealt with separately. Including routine items on a consent agenda expedites the meeting.

Items included on the consent agenda may be removed and dealt with separately if they contain issues or matters that require review.

Please review the minutes ahead of time for errors or omissions and advise Dale Power (416-224-1100, extension 1130 or dpower@peo.on.ca) if there are any required revisions prior to the meeting so that the minutes, when presented, may be considered within the consent agenda.

The following items are contained in the consent agenda:

- 3.1 Minutes – 537th Council meeting – November 20, 2020
- 3.2 Changes to 2021 Committees & Task Forces Roster

Briefing Note - Decision

C-538-3.1

OPEN SESSION MINUTES – 537th Council Meeting – November 20, 2020

Purpose: To record that the minutes of the open session of the 537th meeting of Council accurately reflect the business transacted at those meetings.

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

That the minutes of the 537th meeting of Council, held November 20, 2020 as presented to the meeting at C-538-3.1, Appendix A, accurately reflect the business transacted at that meeting.

Prepared by: Dale Power, Secretariat Administrator

1. Need for PEO Action

In accordance with best business practices, Council should record that minutes of an open session of a meeting of Council accurately reflect the business transacted at a meeting.

2. Current Policy

Section 25(1) of By-Law No. 1 states that meetings of PEO are to be governed by *Wainberg's Society Meetings*. Rule 27.5 of *Wainberg's* states that "There is no legal requirement to have minutes verified, but it is considered good practice. The motion does not by itself ratify or adopt the business transacted; it merely verifies the minutes as being correct [a correct record of the discussions held and decisions made at the meeting]."

3. Appendices

- Appendix A - Minutes – 537th Council open session meeting – November 20, 2020

Minutes

The 537TH MEETING of the COUNCIL of PROFESSIONAL ENGINEERS ONTARIO (PEO) was held via teleconference on Friday, November 20, 2020, at 9:30 a.m.

- Present:
- M. Sterling, P.Eng., President and Council Chair
 - N. Hill, P.Eng., Past President
 - C. Bellini, P.Eng., President-Elect
 - D. Campbell, P.Eng., Vice President
 - A. Sinclair, P.Eng., East Central Region Councillor/Vice-President Appointed
 - A. Arenja, P.Eng., Lieutenant Governor-in-Council Appointee
 - S. Ausma, P.Eng., Councillor-at-Large
 - P. Broad, P.Eng., Western Region Councillor
 - R. Brunet, P.Eng., Lieutenant Governor-in-Council Appointee
 - T. Bruyere, P.Eng., Lieutenant Governor-in-Council Appointee
 - M. Chan, P.Eng., Councillor-at-Large
 - C. Chiddle, P.Eng., Eastern Region Councillor
 - P. Cushman, P.Eng., East Central Region Councillor
 - L. Cutler, P.Eng., Lieutenant Governor-in-Council Appointee
 - W. Kershaw, P.Eng., Western Region Councillor
 - Q. C. Jackson Kouakou, Barrister and Solicitor, Lieutenant Governor-in-Council Appointee
 - L. MacCumber, P.Eng., West Central Region Councillor
 - L. Notash, P.Eng., Councillor-at-Large
 - L. Roberge, P.Eng., North Region Councillor
 - S. Schelske, P.Eng., Lieutenant Governor-in-Council Appointee
 - R. Subramanian, P.Eng., Northern Region Councillor
 - S. Sung, Lieutenant Governor-in-Council Appointee
 - W. Turnbull, P.Eng., West Central Region Councillor
 - R. Walker, P.Eng., Eastern Region Councillor
- Regrets:
- A. Dryland, CET, Lieutenant Governor-in-Council Appointee
- Staff:
- J. Zuccon, P.Eng., CEO and Registrar
 - D. Abrahams, General Counsel
 - L. Latham, P.Eng., Deputy Registrar, Regulatory Compliance
 - B. Ennis, P.Eng., Director, Policy and Professional Affairs
 - C. Mehta, Director, Finance
 - D. Smith, Director, Communications
 - M. Wehrle, Director, Information Technology
 - J. Chau, P.Eng., Manager, Government Liaison Programs
 - C. Knox, P.Eng., Manager, Enforcement, Regulatory Compliance
 - R. Martin, Manager, Secretariat
 - J. Max, Manager, Policy
 - E. Chor, Research Analyst, Secretariat
 - D. Power, Secretariat Administrator
 - B. St. Jean, Senior Executive Assistant
 - N. Axworthy, Editor, Engineering Dimensions

Guests: M. Bazallo, Compliance Analyst, OFC
D.A. Brown, Governance Solutions Inc.
D.L. Brown, Governance Solutions Inc.
H. Brown, CEO, Brown & Cohen
D. Chui, P.Eng., PEO Director, Engineers Canada
L. Lukinuk, Parliamentary Services
D. McComiskey, Governance Solutions Inc.
B. Matthews, Consulting Engineers of Ontario
K. Reid, P.Eng., PEO Director, Engineers Canada
S. Perruzza, Ontario Society for Professional Engineers
C. Sadr, P.Eng., PEO Director, Engineers Canada
M. Feres, incoming PEO staff member

Council convened at 9:30 a.m. on Friday, November 20, 2020.

CALL TO ORDER

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

Secretariat confirmed quorum.

12257

APPROVAL OF AGENDA

The agenda was presented.

Moved by Councillor MacCumber, seconded by Vice-President Campbell:

That:

- a) **The agenda, as presented to the meeting at C-537-1.2, Appendix A, be approved as presented; and**
- b) **The Chair be authorized to suspend the regular order of business.**

CARRIED

12258

CONFLICTS OF INTEREST

No conflicts of interest were declared.

Moved by Councillor Arenja, seconded by Vice-President Sinclair:

That Council move in-camera.

CARRIED

12259

IN-CAMERA

Council discussed items on the in-camera agenda.

Council returned to open session.

12260

PRESIDENT'S REPORT

President Sterling provided her report as follows:

PEO Activities and Events:

Since the September Council meeting the President participated in

the following PEO activities and events:

Government relations – The President met with the Attorney General (AG) on October 27th along with CEO/Registrar and Jeannette Chau. This was a very positive meeting. The AG trusts PEO to deliver its regulatory mandate and sees no reason to be involved in how PEO is administering this work on his behalf in the public interest. The AG welcomed the skills matrix that PEO prepared for the Public Appointments Secretariat. The AG is committed to helping PEO fill the gap in women public appointments to Council.

President Sterling spoke and moderated the Government Relations Conference and represented PEO in meeting with the new Ontario Legislative Interns.

Committees of Council attended by the President:

- East Central Regional Congress, RCC
- Equity and Diversity Committee, Finance Committee, Audit, Investment subcommittee, 30 by 30 annual check-in
- Participated in a virtual PEO Mississauga chapter event

President Sterling thanked all PEOs volunteers – Councillors, committee members, along with PEO staff who contribute to this committee work.

Working with national engineering regulator partners:

- Volunteered to chair the Engineers Canada Presidents Group meeting and presented to the EC Board meeting and had a new Teams group created to make it easier for Presidents across Canada to discuss items between EC board meetings.
- Attended virtual AGMs of EGManitoba

Communications with organizations in the engineering community:

- Congratulated the new OACETT president
- Attended meetings of the OSPE-PEO Joint Relations Committee
- Replied to OSPE letter to councillors dated October 7th

President Sterling advised that in all her interactions she continues to build understanding for PEO Council's priorities to make continuous improvements in how Council does its work (governance) and what Council does (purpose, strategic vision and actions from the findings of PEO's external regulatory review).

She also continues to build trust that volunteers and staff are all

moving through this process together, being fully transparent so everyone knows the same information and is equally informed

President Sterling is very energized by what has been accomplished during this very challenging pandemic year. Halfway through the council term, momentum is building to accomplish a lot this year.

On the horizon is the annual Day of Remembrance and Action on Violence Against Women – the memorial of the Dec 6th Ecole Polytechnique massacre of 14 women (primarily engineering students) by a man who killed these women because they were women. She encouraged everyone to participate virtually in a remembrance ceremony in their local community on Dec 6th. She also encouraged everyone to take one action on Dec 6th to make the life safer of a woman in their community – a daughter, a sister, a mother, a grandmother, a friend, colleague or stranger. Studies have shown that women have been disproportionately impacted by the pandemic, women of all races and ethnicities, gay and straight women. PEO's 30by30 task force has brought to light the many ways women can experience bias and unprofessional behaviour. She hoped that everyone in attendance would take time out for this important day of action as professionals in society, and as engineers who strive to ensure that PEO's processes and the pathways to license is free from any form of discrimination, harassment or bias based on one's gender.

12261 EXECUTIVE COMMITTEE REPORT

President Sterling delivered the Executive Committee report with key highlights.

In March 2020, Council approved a two-year Governance Roadmap to facilitate governance reform at Professional Engineers Ontario. The Registrar was instructed to issue an RFP for a consultant to guide this process. In the summer of 2020, Governance Solutions Incorporated was retained as the consultant, reporting to the CEO/Registrar, to work with the Executive Committee, Council and with senior management to achieve the goals reflected in the workplan. Over the past few months, both the Executive and Council as a whole have had the opportunity, through meetings and strategic conversations, to discuss and refine the Timed Workplan that GSI has prepared. The workplan divides the governance work into four phases over two years: Council Policies, Committees, Council Composition, and Chapters.

The Workplan was brought to Council at the September meeting for information, with a commitment to bringing a version of it back for formal approval in November. The Executive Committee

recommended that the Timed Workplan be approved.

President Sterling invited Past President Hill to introduce the motion. Past President Hill advised the Timed Governance Work Plan flowed directly from the two-year Governance Roadmap approved by Council in March 2020.

Moved by Past President Hill, seconded by Councillor Chiddle:

That Council approve the Timed Governance Workplan at the recommendation of the Executive Committee as presented at C-537-2.2, Appendix A.

CARRIED

PEO is engaged in an ongoing project to improve and modernize its governance. The motion below, as introduced by President Sterling, solidifies key decisions that Council can make in order to further the development of more detailed principles and governance policies, as well as eventual by-law and legislative changes as required.

In 2019-20 Council engaged the services of a consultants to support better governance and to develop a roadmap for more extensive governance reform. In March 2020, Council approved a two-year roadmap to achieve governance reform. The work of stewarding governance reform and bringing recommendations to Council was referred to the Executive Committee, as were the reports of the Succession Planning Task Force and Emerging Disciplines Task Force, which dealt in part with matters relevant to governance reform. Council also authorized an RFP for the hiring of a consultant, ultimately identified as Governance Solutions Incorporated (GSI), to guide, inform and support the work of reforming PEO's governance.

Commencing in the summer of 2020, intensive work began on governance related matters. This ongoing work involves the Executive as stewards, with informal input secured from Councillors and senior staff and from time to time Engineers Canada directors, through a series of informal monthly strategic conversations.

Prior to consideration of the motion, President Sterling clarified that Council has full control in the governance directions of PEO. The Executive Committee does not make decisions for Council but has been asked to steward the governance roadmap on Council's behalf which the Executive Committee has done by putting a timeline together. The monthly strategic conversations are a vehicle for conversations between councillors and management to fully explore issues before any governance directions are brought forward to a Council meeting. The goal of the Executive Committee

is to ensure that councillors are fully informed and ready to make decisions by each Council meeting and that the governance roadmap stays on track. She added that the motion today contains broad governance directions rather than specific actions.

Past President Hill followed up by advising that in essence the following motions were to explicitly confirm two things, one that Council wants to move to being a governance board and that PEO should primarily be a regulator. The other points in the motion support those two fundamental questions.

Moved by Past President Hill, seconded by President-elect Bellini:

That PEO adopts the following governance directions:

1. Council will be a governing-type board:

a. Council will primarily direct (set strategic vision and direction) and control (monitor and evaluate actual results to gain confidence PEO is moving in the direction set), delegating substantive operations to staff supported by committees as appropriate.

b. Submissions from Members, Councillors or others will first be referred to the responsible committee or staff for review and input before coming to Council with any recommendation for a decision (the originator will be consulted as needed by the committee or staff, and be advised of any disposition)

2. PEO will primarily be a regulator

3. Council members will only serve on board (governance) committees

4. Council will use core board (governance) committee, which means a form of committee structure which deals with the following: Finance & Audit; Human Resources; Governance, Legislation & Nominating

5. PEO will use regulatory committees that add net value to its regulatory role. Committees with regulatory functions would be reviewed to assess the value they add to the regulatory process. These include Committees currently prescribed by statute: in particular, the Academic Requirements Committee, Experience Requirements Committee, Complaints Committee, Discipline Committee and Registration Committee

6. Council will "right size":

An optimal range will be identified, likely smaller than the current size, based on mandate, and taking into account roles, needs,

competencies and diversity considerations (including demographics)

7. Council will approve strategic priorities that explicitly align with and improve PEO's role as a regulator charged with protecting the public interest

8. PEO will adopt a risk model to measure and report on the protection of the public interest

9. Council's and staff's governance culture will be healthy, respectful, inclusive and professional

10. PEO will adopt a structured, mandatory governance orientation and education program for Councillors, senior staff and committee members, as well as a separate program for all committee chairs

11. Formal annual evaluations of the effectiveness of Council, Committees and Chairs, and the CEO & Registrar will be conducted based on pre-agreed criteria. PEO will take the necessary steps by May 2022 to implement these directions as part of its commitment to completing the governance roadmap approved by Council in March 2020.

Moved by Councillor Kershaw, seconded by Councillor Cushman:

That the motion be deferred to the next meeting of Council.

(2/3 majority required)

DEFEATED
Recorded Vote

For: 5

P. Broad
P. Cushman
W. Kershaw
L. Notash
S. Schelske

Against: 18

A. Arenja
S. Ausma
C. Bellini
R. Brunet
T. Bruyere
D. Campbell
M. Chan
C. Chiddle
L. Cutler
N. Hill
Q. Jackson Kouakou
L. MacCumber
L. Roberge
A. Sinclair
R. Subramanian

S. Sung
W. Turnbull
R. Walker

Moved by Councillor Sung, seconded by Councillor Kershaw:

To strike the word “primarily” from Article 2 of the original motion.

DEFEATED

Council then voted on the main motion.

MAIN MOTION CARRIED

Recorded Vote

For: 20

A. Arenja
S. Ausma
C. Bellini
P. Broad
R. Brunet
T. Bruyere
D. Campbell
M. Chan
C. Chiddle
P. Cushman
L. Cutler
N. Hill
L. MacCumber
L. Roberge
S. Schelske
A. Sinclair
R. Subramanian
S. Sung
W. Turnbull
R. Walker

Against: 2

W. Kershaw
L. Notash

President Sterling, on behalf of Council, recognized and congratulated J. Zuccon for his 25-year anniversary milestone with PEO noting the various positions that he has held within PEO and his contributions.

**12262
CEO/REGISTRAR’S REPORT**

Progress Reports on the Action Plan and the Activity Filter were included in the meeting package as part of the CEO/Registrar’s Report.

D. Abrahams provided a progress update on the Activity Filter which is now in the evaluation phase.

J. Max discussed the three phase licensee stabilization project to address Recommendation 5 in the Action Plan resulting from the

external regulatory performance review which is “The process for application for a P.Eng. licence should be simplified and speeded up, the discriminatory aspects of written examinations, a Canadian year of experience and face to face interviews should be discarded. Appeals against refusal of licence should be made available on request of the applicant, who should be provided with legal support in the event of an appeal hearing (4.16–4.27).”

J. Max advised that the Stabilization Project was introduced in the November 2019 briefing note. While the Action Plan indicated what the goals were (simplify, streamline, reduce subjectivity) it was necessary to dig deep to identify where to focus changes. An evidence-based approach was used to identify inefficiencies, not solution-based approaches. Work on this project began in January; working with Licensing & Registration and IT departments, looking at Aptify data, and doing specialized crosstabs. This work was continued while out of the office since March and included looking at PEO’s current system to confirm understanding of the process complexity, to identify where applications are sitting, for how long and why, using Aptify data as well as anecdotal explanation from Licensing & Registration staff. The discovery phase is almost complete. Evidence is being consolidated and analysed to determine possible changes.

General findings were shared. The current caseloads of open files are not a backlog. The data shows that 87% of applicant files are waiting for the applicant to start or complete a licensing requirement. For example, to submit additional information for academic or experience, to register for and pass the NPPE, to submit their experience record or for their references to provide that. Eight percent of cases are waiting for an ARC review or ERC panel to be set up or a recommendation to be made – these are largely dependent on volunteer scheduling availabilities. Only 5% of open files are waiting for staff action, such as issuance of a notice or licence (these were affected by COVID).

Since the introduction of email applications in June there have been no additions to the total number of paper files which reduces some risk.

When looking at the overall applications the majority of them did not initially meet academic or experience – this includes people without an engineering education, requiring the need to determine equivalency, or those who did not already have 48 months of experience – so it means waiting for them to acquire it, at their own pace. 70 percent of applicants are current EITs.

While there is a large number of open files, over 2/3 are within the past four years, 19% are within the past eight years, and 13% are

older than that.

On a less positive note, 84% of current open files are still in paper form, which has limited efficiency. This is being addressed via the Information and Digitization Capability (IDDC) project.

L. Latham updated Council on the Information and Digitization Capability (IDDC) project which is a document capture and conversion process with the goal to digitize all open and paper application files. A specialist has completed an evaluation and a roadmap has been developed. This will be a staff intensive activity with a minor technology cost. PEO is currently assessing staff redeployment opportunities.

The above reports were well received by Council with thanks and recognition of the hard work of those staff involved with the building of the licensee stabilization project and the digitization of the licensing process.

**12263
PROFESSIONAL ENGINEERS PROVIDING
ACOUSTICAL ENGINEERING SERVICES IN
LAND-USE PLANNING**

The current Guideline for *Professional Engineering Providing Acoustical Engineering Services in Land-Use Planning* was last revised in 1998 and has not been revised since then. In the intervening 22 years, there have been numerous changes to the standards that affect Acoustical Engineering Services in Land-Use Planning, including the *Environmental Protection Act* and the *Planning Act*.

The above indicates that the guideline should be reviewed and revised as necessary to reflect current best practices.

The guideline should be updated as per the updated legislation, bylaws, other regulatory guidance documents and any other current regulatory and ethical requirements for engineers providing services in this area of practice

Guidelines for Environmental Assessments and Class EA have been updated and Legislation changes under the Environmental Assessment Act and part of the COVID Economic Recovery Act

Moved by Councillor MacCumber, seconded by Vice-President Campbell:

That Council direct the Professional Standards Committee to form a Professional Engineers Providing Acoustical Engineering Services in Land-Use Planning Subcommittee to complete the work described in the Terms of Reference as presented to the meeting at C-537-2.4, Appendix A.

CARRIED

12264
INDUSTRIAL EXCEPTION APPLIED TO THE
NUCLEAR INDUSTRY

Council was updated on the proposal to amend the industrial exception in the *Professional Engineers Act*, in particular as it pertains to the nuclear industry.

Paragraph 12(3)(a) of the *Professional Engineers Act* (PEA) permits unlicensed persons to perform engineering “in relation to machinery or equipment, other than equipment of a structural nature, for use in the facilities of the person’s employer in the production of products by the person’s employer”.

At the September 19th, 2019 Council Meeting (C-529), Council approved a motion “to complete the necessary policy development to create a report on, and recommendations for, modernizing the Industrial Exception clause of the Professional Engineers Act (PEA), narrowing down its application, and excluding the nuclear industry from the current exemption.”

As a result, staff prepared a report on the relationship between the industrial exception and the Canadian nuclear industry, and have commented in particular on the suggestion that the industrial exception be amended to exclude the nuclear industry. The report concludes:

- that the nuclear sector is extensively regulated by the Canadian Nuclear Safety Commission;
- that much of the engineering work at nuclear facilities is already excluded from the industrial exception,
- that without gaining access to the records of nuclear facility operators, there is no way for PEO to determine which nuclear worker positions are staffed by workers with an engineering licence and the public harm that could result from workers performing engineering without a licence.

Staff are of the view that the available evidence fails to justify a modification to the industrial exception regarding the nuclear industry at this time.

12265
2021 OPERATING BUDGET

The Finance Committee completed its second review of the draft 2021 operating and capital budgets (“2021 budgets”) on October 22, 2020 and recommended that these be presented to Council for approval. As the next step in the business planning cycle, Council was asked to approve the draft 2021 operating budget as presented.

Total revenues in 2021 are budgeted at \$31.7m and total expenses for sustaining regular day to day or core operations are budgeted at \$30.2m, resulting in an excess of revenues over expenses of \$1.4m. In addition to these expenses, an additional spend of \$1.4m is budgeted for various projects and Council initiatives resulting in a surplus of \$15k. The details of special projects and Council

initiatives were provided in the agenda package.

Revenue

The 2021 budgeted revenue is planned to be \$32m representing an increase of \$1.6m or 5.2% over the 2020 forecasted revenue. The main factors contributing to the increase are:

- An increase in P. Eng. revenues of \$167k or 1% due to the relatively flat growth in P. Eng membership in 2021. This flat growth is due to the continued uncertainty of the impact of the ongoing pandemic. P. Eng revenues for 2020 are expected to be lower than budget by \$876k or 5% again, due to the impact of the pandemic.
- An increase in registration, exam and other fees of \$1.2m or 14.4% largely due to the collection of revenues for the NPPE exam which has been outsourced to APEGA. These monies are directly passed on to APEGA and show up as an expense in Purchased Services.
- An increase in 40 Sheppard revenues of \$134k or 5.5% due to the recovery of higher operating costs and slightly higher parking revenue.
- An increase of \$50k or 10% in investment revenue due to the expected performance of the investment portfolio.

Expenses

The 2021 budgeted expenses for regular operations are planned to be \$30.2m which represents an increase of \$5.7m or 23% over 2020 forecasted expenses. Some of the reasons contributing to this increase are:

- An increase in employee salaries and benefits and retiree and future benefits of \$3m over the 2020 forecast due to an increase in headcount; a 3.5% increase in staff salary for merit increases / CPI adjustments and pension top-up contributions. After the increase, the FT headcount in 2021 will be 127 in comparison to the budgeted headcount of 112.
- An increase of \$1.2m for purchased services which is largely due to the monies paid to APEGA for the NPPE and to a lesser extent due to higher costs for catering, event meals and related expenses for hosting the AGM, OOH and VLC in Ottawa; costs for producing videos for the OPEA gala; higher costs for scanning licensing records, etc.
- An increase of \$825k for Chapters due to higher allotments in 2021; higher spend for the NEM (National Engineering Month); reinstatement of Chapter scholarships; and expenses for various events such as CLC, RCC meetings, etc.
- An increase of \$240k in Volunteer Business Expenses due to higher costs for meals, mileage, accommodation and travel

related expenses for attending various events, committee meetings and conferences, etc.

The above are partially offset by:

- Reduction of \$333k in Amortization largely due to fewer capital projects in 2021 and the full amortization of some old equipment.
- Reduction of \$79k in 40 Sheppard expenses largely due to a decrease in depreciation, amortization of leasing costs and mortgage interest expense.

Moved by Councillor Cutler, seconded by Councillor Chiddle:

That Council approve the draft 2021 operating budget reviewed by the Finance Committee and as presented to the meeting at C-537-2.6 Appendix A.

CARRIED

**12266
2021 CAPITAL BUDGET**

The total capital budget for 2021 is \$470k and is comprised of the following parts:

- i. Capital improvements to 40 Sheppard - \$220k
- ii. Covid related arrangements for return to work - \$250k

Capital improvements to 40 Sheppard

An amount \$220k has been budgeted for capital improvements that are part of Common Area Maintenance (CAM) costs which are recoverable from tenants and recommended by BGIS, PEO's property manager. Some of these planned improvements in 2021 include:

- \$67k for replacing defective exterior windows;
- \$47k for exterior wall survey and water drainage related work;
- \$30k for the assessment of the parking garage structure;
- \$25k for sprinkler assessment study for fire protection; etc.

Facilities

The expenditures are:

- \$250k for Covid related changes and arrangements for staff and volunteers to return to the office

Moved by Councillor Cutler, seconded by Councillor Roberge:

That Council approve the draft 2021 capital budget reviewed by the Finance Committee and presented to the meeting as C-537-2.7

Appendix A.

CARRIED

**12267
BORROWING RESOLUTION**

PEO's By-Law #1 – Section 47 states that:

"Council may from time to time borrow money upon the credit of the Association by obtaining loans or advances or by way of overdraft or otherwise".

PEO's Internal Control Banking Policy requires that "the borrowing resolution be reviewed and approved by Council on an annual basis".

To help manage the working capital and provide convenience to senior volunteers and staff, Scotiabank provides PEO two credit facilities:

- a. an operating overdraft up to an amount not to exceed CAD \$250,000 at Prime rate; and
- b. use of corporate credit cards with an aggregate limit not to exceed CAD \$120,000.

Since these credit facilities expire on January 31, 2021, Council was asked to approve the borrowing resolution in order to renew the existing credit arrangement with the bank for another year.

PEO has adequate cash flow to meet its business requirement on regular basis. The overdraft facility is only for contingency purposes. Corporate credit cards provide convenience to senior volunteers and senior staff for PEO business expenditures. The credit card balances are paid off every month.

Moved by Councillor Cutler, seconded by Councillor Walker:

That Council:

a) approve the borrowing of money upon the credit of the association by way of:

- i) an operating overdraft up to an amount not to exceed CAD\$250,000; and**
- ii) use of corporate credit cards with an aggregate limit not to exceed CAD\$120,000.**

b) in compliance with PEO's Internal Control Banking Policy, hereby confirms that this Borrowing Resolution is to expire on January 31, 2022.

CARRIED

12268

There is widespread, renewed and pressing concern about the

ANTI RACISM AND DISCRIMINATION STRATEGY

problem of institutionalized, systemic racism. This concern relates, in particular, to systemic racism and discrimination directed against any identifiable group. Discrimination includes any of the characteristics protected by the Ontario Human Rights Code including race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, gender identity, gender expression, age, marital status, family status or disability.

In a regulatory context, concerns about systemic racism and discrimination might potentially emerge from the regulatory work itself (for instance with respect to licensing processes, discipline of “racialized” licensees, and how complaints are handled). Concerns might also exist with respect to how the regulator is able to identify and positively address issues of racism and discrimination within the broader profession, using the tools given to it under its legislated authority. Because PEO also has some features of a member association, it is legitimate to consider whether there might be systemic barriers to inclusive and diverse participation, for instance at the chapter and committee level.

After consultation with the Director, Human Resources, as well as with the mover and seconder of the September 2020 motion set out above, it seems apparent that before PEO takes any specific action, the range of vulnerabilities needs to be appropriately scoped and defined. It is also valuable for any anti-racism project that emerges to have the benefit of expert advice. There are consultants who can help to guide such a review. Optimally, a consultant will gain familiarity with the role and the work of PEO. They can then assist a group of councillors with the development of more specific proposals for identifying, studying and addressing issues of systemic discrimination within PEO’s scope of influence.

Councillors Jackson, Kershaw and Schelske put their names forward to serve on the Anti-Racism and Discrimination Exploratory Working Group (AREWG). Following a vote, Councillors Jackson and Kershaw were appointed.

Moved by Councillor Cushman, seconded by Councillor MacCumber:

That Council appoint a four-member working group from amongst Council’s members, comprised of the following:

- **Councillors P. Cushman and L. MacCumber, who shall serve, respectively, as Chair and Vice-Chair of the Anti-Racism and Discrimination Exploratory Working Group (AREWG)**
- **Two (2) additional Councillors, to be randomly selected from amongst Councillors who volunteer. The two additional Councillors randomly selected are Qadira Jackson Kouakou**

and Wayne Kershaw. (In the case of a tie vote, the chair would have the casting vote.)

- That Council task the AREWG (in accordance with the proposed Terms of Reference attached as Appendix A) with scoping vulnerabilities to systemic racism and discrimination within the engineering profession and in particular within the range of activities overseen by PEO, and with proposing best-practice methodologies for identifying, studying and addressing any such vulnerabilities that exist.
- The Council instruct the CEO/Registrar to recruit, via a Request for Proposals (RFP), a qualified consultant skilled in equity, diversity and inclusion, to help guide and support the work of the AREWG.
- That Council mandate the AREWG, aided by the consultant, to report to Council with specific recommendations on how to identify, study and address vulnerabilities related to systemic racism and discrimination, before the 2021 AGM.
- That Council approves a maximum budget of \$50,000 for the work of the AREWG, including the work of the Consultant.

CARRIED

12269

ENGINEERS CANADA DIRECTORS REPORT

There were no questions or comments.

12270

CONSENT AGENDA

Moved by Vice President Campbell, seconded by Councillor Chiddle:

That the consent agenda be approved, including:

- 3.1 Minutes – 536th Council meeting – September 25, 2020**
- 3.2 Approval of CEDC Applications**
- 3.3 30 x 30 Metrics**
- 3.4**
 - 3.4a. - Changes to 2020 Committees & Task Forces Roster**
 - 3.4b. - 2021 Committees and Task Forces Roster**
 - 3.4c. - Committee/Task Force Terms of Reference**
 - Experience Requirements Committee (ERC)
 - Experience Requirements Committee - Sub-Committee (ERCSC)
 - Volunteer Leadership Conference Planning Committee Governance Items (VLCPC)
 - 3.4d. - Committee/Task Force Annual Work & HR Plans**
- 3.5 Re-Appointment to the Canadian Engineering Accreditation Board (CEAB)**

12271

OPEN SESSION MINUTES OF THE 536TH MEETING OF COUNCIL

That the minutes of the 536th meeting of Council, held September 25, 2020, as presented to the meeting at C-537-3.1, Appendix A, accurately reflect the business transacted at that meeting.

CARRIED

**12272
CONSULTING ENGINEER DESIGNATION
APPLICATIONS**

That Council:

1. That Council approve the exemption from examinations and the applications for designation as Consulting Engineer as presented to the meeting at C-537-3.2, Appendix A, Section 1.

2. That Council approve the applications for re-designation as Consulting Engineer as presented to the meeting at C-537-3.2, Appendix A, Section 2.

3. That Council grant permission to use the title “Consulting Engineers” (or variations thereof) to the firms as presented to the meeting at C-536-3.2, Appendix A, Section 3.

CARRIED

**12273
30 by 30 METRICS**

This was provided as an information item. The 30 by 30 initiative is a commitment to raising the percentage of newly licensed engineers in Ontario who are women to 30 per cent by 2030. The second annual report of 30 by 30 Metrics was comprised of data based on year-end results for 2018 and 2019 as well as activities since the February 7, 2019 Council plenary as well as future activities for 2020 Q4 to 2021 Q4.

**12274
CHANGES TO THE 2020 COMMITTEES
AND TASK FORCES MEMBERSHIP ROSTER**

That Council approve changes to the *2020 PEO Committees and Task Forces Membership Roster* as presented to the meeting at C-537-3.4a., Appendix A.

CARRIED

**12275
2021 COMMITTEES AND TASK FORCES
ROSTER**

That Council approve the *2021 PEO Committees and Task Forces Membership Roster* as presented to the meeting at C-537-3.4b., Appendix A.

CARRIED

**12276
EXPERIENCE REQUIREMENTS
COMMITTEE (ERC) TERMS OF REFERENCE**

That Council approve the proposed amendment to the ERC Terms of Reference.

CARRIED

**12277
EXPERIENCE REQUIREMENTS
COMMITTEE – SUB-COMMITTEE (ERCSC)
TERMS OF REFERENCE**

That Council approve the proposed amendment to the ERCSC Terms of Reference.

CARRIED

**12278
VOLUNTEER LEADERSHIP CONFERENCE
PLANNING COMMITTEE (VLCPC) TERMS
OF REFERENCE**

That Council approve the revised Terms of Reference for the Volunteer Leadership Conference Planning Committee (VLCPC), as presented at C-537-3.4c., Appendix A.

CARRIED

**12279
COMMITTEE/TASK FORCE ANNUAL
WORK AND HUMAN RESOURCES PLANS**

That Council approve the committee / task force work plans and human resources plans as presented to the meeting at C-537-3.4d., Appendices A to R.

CARRIED

**12280
RE-APPOINTMENT TO THE CANADIAN
ENGINEERING ACCREDITATION BOARD**

That Council approves the re-appointment of Ramesh Subramanian, P.Eng. to serve on the Canadian Engineering Accreditation Board (CEAB) as a Member from Ontario for the second three-year term.

CARRIED

**12281
NEW BUSINESS**

There was no new business brought forward.

Moved by Councillor Subramanian, seconded by Councillor Ausma:

That Council move in-camera.

CARRIED

The guests left the meeting.

**12259
IN-CAMERA**

Councillors discussed items on the in-camera agenda.

Following the conclusion of the in-camera agenda Council returned to open session.

There being no further business, the meeting concluded.

These minutes consist of eighteen pages and Items 12257 to 12281 inclusive.

M. Sterling, P.Eng., FEC, Chair

R. Martin, Manager, Secretariat

Briefing Note – Decision

C-538-3.2

CHANGES TO THE 2021 COMMITTEES AND TASK FORCES MEMBERSHIP ROSTER

Purpose: To approve changes to Section 2 (Other Committees Reporting to Council) of the *2021 PEO Committees and Task Forces Membership Roster*.

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

That Council approve changes to the 2021 PEO Committees and Task Forces Membership Roster as presented to the meeting at C-538-3.2, Appendix A.

Prepared by: Viktoria Aleksandrova – Committee Coordinator

Moved by: President-elect Bellini, P.Eng.

1. Need for PEO Action

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 *2021 PEO Committees and Task Forces Membership Roster* at the November 20, 2020 meeting. *Appendix A* sets out changes to the Section 2 (Other Committees Reporting to Council) of the approved Roster that require Council approval at this time.

2. Proposed Action / Recommendation

Approve the changes to Section 2 (Other Committees Reporting to Council) of the *2021 PEO Committees and Task Forces Membership Roster*.

3. Next Steps (if motion approved)

- The newly appointed and re-appointed members will be notified accordingly.
- The resigned members will receive Thank you letters and Certificates of Appreciation.

4. Policy or Program contribution to the Strategic Plan

The motion regarding Changes to the *2021 PEO Committees and Task Forces Membership Roster* is related to Objective 9 in the 2018-2020 Strategic Plan.

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

Not applicable

6. Peer Review & Process Followed

Process Followed	Committees and Task Forces Policy – Role of Council Item 4: Approve the annual roster of committee members.
Actual Motion Review	

7. Appendix

- Appendix A – Changes to Section 2 (Other Committees Reporting to Council) of the *2021 PEO Committees and Task Forces Membership Roster*.

**Changes to the 2021 PEO Committees and
Task Forces Membership Roster**

**C-538-3.2
Appendix A**

538th Council Meeting

New appointments:

First/Last Name	Term / Compliance [per Terms of Reference]	Committee / Task Force
Robert Shirer, P.Eng.	February 26, 2021 – Dec 31, 2021	Complaints Committee (COC) member
Mark Winterton, P.Eng.	February 26, 2021 – Dec 31, 2021	Complaints Committee (COC) member

Changes to the Roster – election of Chairs/Vice Chairs:

First/Last Name	Term / Compliance [per Terms of Reference]	Committee / Task Force
Ramesh Subramanian, P.Eng.	1-year term [3 rd term / full compliance]	Academic Requirements Committee (ARC) Chair
Waguih H. ElMaraghy, P.Eng.	1-year term [3 rd term / full compliance]	Academic Requirements Committee (ARC) Vice Chair
Peter Frise, P.Eng.	1-year term [2 nd term / full compliance]	Complaints Committee (COC) Chair
Peter Braund, LL.M.	1-year term [2 nd term / full compliance]	Complaints Committee (COC) Vice Chair
Vera Straka, P.Eng.	1-year term [3 rd term / full compliance]	Equity and Diversity Committee (EDC) Chair
Vicki Hilborn, P.Eng.	1-year term [1 st term / full compliance]	Equity and Diversity Committee (EDC) Vice Chair
Changiz Sadr, P.Eng.	1-year term [1 st term / full compliance]	Experience Requirements Committee (ERC) Chair
	1-year term [1 st term / full compliance]	Licensing Committee (LIC) Vice Chair
Andrew Cornel, P.Eng.	1-year term [1 st term / full compliance]	Experience Requirements Committee (ERC) Vice Chair
David Kiguel, P.Eng.	1-year term [1 st term / full compliance]	Licensing Committee (LIC) Chair
Neil Kennedy, P.Eng.	1-year term [1 st term / full compliance]	Professional Practice Committee (PSC) Chair

Committee and Task Force Resignations/Retirements:

First/Last Name	Service Dates	Committee / Task Force
Seimer Tsang, P.Eng.	1999 – November 20, 2020	Academic Requirements Committee (ARC) member
Kam Elguindi, P.Eng. (deceased)	1998 – January 11, 2021	Discipline Committee (DIC) member
Christian Bellini, P.Eng.	2014 – January 31, 2020	Licensing Committee (LIC) member