



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