



**Professional Engineers**  
Ontario

## **2020 Committee and Task Force Reports**

May 2021

# Contents

<b>Introduction .....</b>	<b>3</b>
<b>Board Committees .....</b>	<b>4</b>
Legislation Committee (LEC).....	4
Regional Councillors Committee (RCC).....	5
<b>Legislated Committees .....</b>	<b>8</b>
Academic Requirements Committee (ARC).....	8
Complaints Committee (COC).....	10
Complaints Review Councillor (CRC) .....	13
Discipline Committee (DIC) .....	14
Experience Requirements Committee (ERC).....	15
Fees Mediation Committee (FMC) .....	16
Registration Committee (REC).....	17
<b>Regulated Committees .....</b>	<b>18</b>
Central Election and Search Committee (CESC).....	18
Consulting Engineer Designation Committee (CEDC).....	19
<b>Appointed Committees .....</b>	<b>20</b>
Advisory Committee on Volunteers (ACV) .....	20
Enforcement Committee (ENF) .....	21
Equity and Diversity Committee (EDC) .....	22
Government Liaison Committee (GLC) .....	23
Professional Engineers Awards Committee (AWC) .....	26
Professional Standards Committee (PSC) .....	28
Volunteer Leadership Conference Planning Committee (VLCPC).....	28
<b>Task Forces and Working Groups .....</b>	<b>29</b>
30 by 30 Task Force.....	29

## Introduction

From PEO's beginning in 1922, committees have aided in accomplishing the regulator's work. Several hundred members are active participants on PEO's standing committees, while others are active on additional task forces. These reports cover the period from January 2020 to December 2020.

PEO committees can be legislated, regulated or appointed. Legislated and regulated committees are set out, along with their missions, in the *Professional Engineers Act*, R.S.O. 1990, Chapter P.28, or Regulation 941/90. Under the act, PEO Council is also permitted to appoint committees to address specific needs. These standing committees are mandated for an indefinite term, but their membership is appointed periodically by Council. Council also creates task forces to undertake specific tasks. Task forces exist only as long as necessary to finish their task.

Several of PEO's committees have also been designated as PEO board committees. These committees have a fiduciary and/or oversight role; operate on a Council-year basis from annual general meeting to the next annual general meeting; and have the majority of their members as sitting members of Council, selected either by position, election or appointment at the Council meeting immediately following the annual general meeting.

The following are committee and task force reports submitted for 2020.

## Board Committees

### Legislation Committee

(LEC)

#### Mandate

The Legislation Committee's mandate is to provide oversight and guidance on matters pertaining to PEO's act, regulation and bylaws. This includes: (i) acting as custodian for PEO's legislation, identifying PEO policies, rules and operational issues that touch on or affect PEO's legislation and providing guidance as to which of these should be put into legislation; (ii) overseeing draft changes to PEO's legislation; (iii) keeping Council apprised of relevant external legislative initiatives and changes that may affect PEO's legislation; iv) in accordance with the Council-approved Regulatory Policy Protocol, reviewing all referred policy proposals that involve authority from the act, regulation and bylaws and providing regulatory impact analysis and recommendations to Council; and v) reviewing Ontario legislation that conflicts with the authority or provisions of the *Professional Engineers Act* or its regulations and making recommendations for corrective actions.

#### Activities

The Legislation Committee, a board committee comprising five councillors, met five times this past year. As a board committee, its term matches the Council year, from the first Council meeting following the Annual General Meeting to the next Annual General Meeting. This report covers the period between January and December 2020.

#### Act Changes

In January 2020, the committee requested that staff determine if consultation with other provincial regulators prior to formally requesting a change to section 19(1) of the *Professional Engineers Act* restoring the requirement for the registrar to issue a Notice of Proposal for 'normal course' decisions to refuse or revoke a licence. The change had already been approved by Council in 2019, who directed staff to implement the change with oversight from the LEC. Staff determined this was not necessary and requested the Ministry of the Attorney General to draft the requested act changes. The act has yet to be changed.

In January 2020, the committee also discussed a briefing note approved by Council in November 2019 that directed PEO to require annual reporting from all licensed engineering practitioners. The committee noted that to do this would require changes to the *Professional Engineers Act* and directed staff to conduct an in-depth review of the reporting practices of other regulators, including the regulatory authority that allowed them to collect that information. This survey was completed and reviewed at the LEC meeting in February 2020. The committee noted that the reporting requirements could be put into a regulation that PEO could modify at will once the act was amended to give PEO the authority to collect additional information, but that the government required membership consultation on this issue prior to changing the act or any regulation. This work is pending.

#### Regulation Changes

In July 2020, the committee discussed the Preliminary Regulatory Impact Assessment (PRIA) for several housekeeping amendments to Regulation 941. The amendments will ensure that EITs can serve on a chapter's executive, regardless of a chapter's bylaw, change the reference to the "Professional Practice Examination" in section 37 to the "National Professional Practice Exam," and replace the term "membership" in section 37(a) with either "a licence or limited licence" or "licensure." The committee voted to send the PRIA to the Ministry of the Attorney General. A draft of these regulation changes was reviewed by the committee in August 2021, and the amendment was sent to Council and approved at their September 2020 meeting. The regulation changes were subsequently approved by the Cabinet and made effective December 7, 2020.

In July 2020, the committee reviewed several proposed “like for like” provisions in the *Ontario Not-for-Profit Corporations Act, 2010* (“ONCA”) that might be made applicable to PEO by regulation to replace the ones currently listed in the *Professional Engineers Act* involving sections of the *Corporations Act*. The committee sent one set of changes to the Ministry of the Attorney General for immediate drafting while the second set will be addressed as part of PEO’s Governance Road Map. The provincial legislature extended ONCA in September 2020 and work is proceeding to amend numerous statutes in addition to the *Professional Engineers Act*.

### **Bylaw Changes**

In June 2020, the committee discussed a staff briefing note proposing to change section 26 of By-Law No.1 so that Council and its committees could hold electronic meetings at the direction of the chair, a change made necessary by the limits on in-person gatherings imposed by the COVID-19 pandemic. It was noted that this change moved through the bylaw change process more expeditiously than usual due to the lack of time for member consultation and the fact that less consultation was required as it was a change to an existing section rather than the creation of a new one. The committee moved to send the bylaw change to Council for approval at its June 19th meeting.

### **Regulatory Conflicts**

The committee was also updated on staff efforts to reduce conflicts between the *Professional Engineers Act* and other external statutes.

**Committee chair:** Lisa MacCumber, P.Eng.

**Members:** Lisa MacCumber, P.Eng. (Chair), Sandra Ausma P.Eng. (Vice-Chair), Chantal Chiddle, P.Eng., Wayne Kershaw, P. Eng., Sherlock Sung, Christian Bellini, P. Eng. (President-Elect, ex-officio), Marisa Sterling, P.Eng. (President, ex-officio)

**Staff advisor:** Jordan Max, Manager, Policy, Tribunals and Regulatory Affairs

## **Regional Councillors Committee**

**(RCC)**

### **Mandate**

The mandate of the Regional Councillors Committee (RCC) is to act on behalf of Council in matters concerning PEO’s 36 chapters in the five regions. The RCC has the authority from PEO Council to respond to matters pertaining to the mandate of the association in the context of chapters and chapter volunteers.

The following summarizes the responsibilities and business of the RCC:

- Meet as a committee on a regular basis to discuss/resolve relevant chapter issues;
- Recommend budget allocations for activities of the RCC, and the chapter system;
- Host Regional Congresses and meet with chapters on a regular basis; and
- Facilitate reports and studies related to regional and chapter business.

### **Membership**

RCC consists of 10 P.Engs, all current members of PEO Council and elected as Regional Councillors (two-year terms) to the five regions. As at the 2020 AGM, members of the 2020-21 RCC are as follows:

<b>Region</b>	<b>Senior Regional Councillor (term expires at 2021 AGM)</b>	<b>Junior Regional Councillor (term expires at 2022 AGM)</b>
East Central	Arthur Sinclair, P.Eng.	Peter Cushman, P.Eng.
Eastern	Randy Walker, P.Eng.	Chantal Chiddle, P.Eng.
Northern	Ramesh Subramanian, P.Eng.	Luc Roberg, P.Eng.
West Central	Warren Turnbull, P.Eng.	Lisa MacCumber, P.Eng.
Western	Wayne Kershaw, P.Eng.	Peter Broad, P.Eng.

The chair and vice-chair of the RCC are elected annually. The 2020 chair and vice-chair election happened virtually through electronic ballots due to the pandemic. Councillor Ramesh Subramanian, P.Eng., was elected as RCC chair and Councillor Randy Walker, P.Eng., was elected as RCC vice-chair. The results were announced on April 4, 2020.

### **Terms of Reference**

In 2017, following direction from Council, the RCC updated the RCC terms of reference. Specifically, the committee agreed that the RCC chair and vice-chair may be re-elected to serve a maximum of two consecutive years, subject to election results, and that the chair and vice-chair may not be from the same region. The direction from Council still stands and is being respected by current RCC roster.

### **Meetings**

RCC meetings generally take place following a set of regional congresses in order to address newly raised chapter related issues including budgets, allotments, special project requests and policy issues. When necessary, the RCC also meets via teleconference to resolve issues of a timelier nature.

*2020-2021 Regional Councillor Committee meeting schedule:*

<b>Date</b>	<b>Location</b>	<b>Details</b>
October 26, 2019	PEO Office	Budget approval
April 04, 2020	Virtual – Zoom	Chair & V-Chair election meeting
July 18, 2020	Virtual – Zoom	Regular meeting
October 24, 2020	Virtual – Zoom	Budget approval
March 13, 2021	Virtual – Zoom	Regular meeting

### **Financial**

The RCC suspended the RCC Scholarship Fund as well as sponsoring National Engineering Month (NEM) chapters events. PEO continues to be engaged with the National Engineering Month Organizational Steering Committee (NEMOSC) and its contractual obligations, as chapters continue to include NEM related events to their business plans. They are no longer able to apply for separate funding.

The RCC ceased operations of the Western and Northern Regional Offices as of January 1, 2020. After consultation with the chapters in the use of the Regional Offices, it was decided that it was no longer feasible to continue with their operations.

### **Centralized Banking**

Chapter finances were centralized as of January 1, 2020. As part of the centralization process, Chapter Office staff worked closely with the chapter boards to facilitate the transfer of all funds from individual chapter bank accounts to a centralized PEO account.

## 2020 Chapter Leader Conference (November 21, 2020)

The theme for CLC 2020 was “Change Management Transformation of PEO.” Mark DeVolder, a change management specialist, led a keynote presentation titled, Harnessing the Hurricane, which discussed the stages of transition and provided the attendees with relevant information to better equip PEO's volunteers during the ongoing transformation of PEO. President Marisa Sterling, P.Eng., provided a presentation focused on the four key changes happening at PEO: operational review, organization review, enhanced governance and reimagined vision. The talk prepared the field for the consultation process chapter delegates had with their respective regional councillors, where they had an opportunity to provide input on the future of the chapters to their representatives in Council.

## Chapters

PEO's five regions are further divided into 36 chapters. PEO has hundreds of volunteers in the chapter system and thousands of members that connect with their regulatory body through their local chapter.

### *PEO membership: 36 chapters*

Chapter	PENG	EIT	Total
Niagara	1607	169	1776
Chatham Kent	261	32	293
Windsor-Essex	1486	347	1833
London	2464	535	2999
Lambton	969	91	1060
Hamilton-Burlington	4067	630	4697
Grand River	4637	955	5592
Georgian Bay	874	125	999
Brantford	646	129	775
Brampton Area	3009	934	3943
West Toronto	3282	681	3963
Oakville Area	3708	506	4214
Etobicoke	1097	148	1245
Kingsway	993	128	1121
Toronto-Humber	1278	430	1708
Mississauga	5603	1323	6926
Other Provinces	7311	436	7747
Foreign	79	2	81
North Bay District	413	54	467
Algoma	238	52	290
Porcupine/Kapuskasing	194	38	232
Temiskaming	91	17	108
Sudbury	1104	207	1311
Lake of the Woods	99	28	127
Lakehead	632	183	815
Unassigned	4720	117	4837
Ottawa	8105	1224	9329
Upper Canada	251	29	280
Thousand Islands	441	47	488
Quinte	462	56	518
Peterborough	1038	104	1142
Kingston	1218	152	1370
Algonquin	393	57	450
Scarborough	2344	823	3167
York	8285	1371	9656
East Toronto	3787	791	4578
Willowdale-Thornhill	3812	882	4694
Simcoe-Muskoka	1615	240	1855
Lake Ontario	3012	576	3588
<b>Total</b>	<b>85625</b>	<b>14649</b>	<b>100274</b>

**Committee Chair:** Ramesh Subramanian, P.Eng.

**Committee Advisor:** Adeilton Ribeiro, P.Eng., Manager, Chapters

## Legislated Committees

### Academic Requirements Committee

(ARC)

#### Mandate

To assess the academic qualifications of applicants referred to the Academic Requirements Committee (ARC) by the registrar or who have requested the ARC to review their qualifications, advise PEO on academic matters relating to its admission procedures and policies, and oversee the professional practice exam.

#### Activities

The regular operations of the ARC were affected following the last in-person meeting on Friday, March 13, 2020, due to the COVID-19 pandemic. This had a serious effect on the assessment of paper-based academic files by ARC members. While regular monthly meetings resumed virtually (via Zoom) on June 17, 2020, no paper-based assessment of academic files could be performed at PEO office for rest of the year due to the pandemic.

A total of 3176 new applications from applicants graduating from Canadian Engineering Accreditation Board (CEAB)-accredited programs and 3630 new applications from non-CEAB applicants were received. A total of 762 academic assessments were completed for non-CEAB applicants as of March 13, 2020. Of the academic assessments completed for non-CEAB applicants, 242 applicants were deemed to have met PEO's academic requirements for licensure, and 337 applicants were assigned an examination program. Of the 131 interviews conducted by the Experience Requirements Committee (ERC) on behalf of the ARC, 69 applicants (53%) had their examination programs waived by the ARC. Technical exams for the May 2020 sitting were cancelled for all locations in Ontario because of pandemic-related restrictions. Technical exams held in December 2020 were written only by applicants from outside Toronto due to COVID-19 restrictions imposed by the Toronto Public Health Unit.

A total of 73 applicants wrote the additional sitting of the Professional Practice Examination (PPE) in February 2020, of which 54 applicants passed (74%). At the March 20, 2020, meeting of PEO Council, it was decided to switch to the National Professional Practice Exam (NPPE) for PEO applicants going forward. The NPPE is held five times a year (February, April, June, September and November) in major centres across Canada. A remotely proctored exam is also available for those who are unable to write in an exam centre or because of COVID-19 restrictions. Special accommodations can be made for those applicants with a demonstrated need. A total of 3367 PEO applicants wrote NPPE in the June, September and November sittings of which 2773 applicants passed (82%). There was a special sitting of the Professional Practice Examination (PPE) in October 2020 for those applicants who could not take the PPE exam in March 28, 2020, which was cancelled due to COVID-19. A total of 231 applicants wrote the special PPE, of which 187 (81%) passed.

The ARC continues to accommodate emerging engineering disciplines in order to recognize the diversity of academic credentials of internationally trained applicants.

The ARC Distance Education Subcommittee, which was formed in 2018, is continuing with the mandate to define (and refine) a process for assessing the applications with substantial distance/E-learning component in their program. These include a PEO application addendum to list the required info/documents from those applicants and prospect of a competency-based assessment. As it is noted by the CEAB: "In future, engineering education in Canada may evolve such that students follow a program that is based predominantly on distance learning."



At the September 2019 meeting, Council approved an action plan developed by the Registrar/CEO to implement recommendations of the external regulatory performance review of PEO (Cayton Report) to transform PEO into a professional, modern regulator that delivers on its statutory mandate and supported by a governance culture that consistently makes decisions that serve and protect the public interest. Of the 15 recommendations listed in the external regulatory performance review, the ARC has been addressing part of Recommendation #5 (The process for application for a professional engineering license 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.). The external review found that the ARC reviews and its determinations of academic equivalency and qualifications can be subjective in nature. The ARC formed a Technical Exam Working Group in November 2019 to look into implementation of an objective technical examination and how potential risks associated with personal biases amongst decision-makers are mitigated or addressed.

The ARC continues to work in collaboration with Ryerson University on its initiative to integrate international engineering graduates (IEG's) into Ontario's engineering workforce. The Internationally Educated Engineers Qualification Bridging (IEEQB) program is a bridging program that provides international engineering graduates (IEG's) with an alternative path to licensure by taking a combination of engineering courses to fulfill their academic requirements for licensure. During 2020 and the COVID-19 pandemic, the ARC's role has been to improve existing procedures, review the academic results of graduates from the program, and determine new course equivalencies with respect to the PEO's revised syllabi of examinations.

The revised syllabi for Geological, Environmental, Mining and Geomatics Engineering were approved by the Canadian Engineering Qualifications Board (CEQB) in 2020 after receiving feedback from the ARC in 2019. These were adopted with some revisions as the Board sheets of PEO Academic Requirements Committee.

Minor revisions of the ARC Procedure Manual (referred to as the "Red Book"), which was updated in 2015, continued in 2020.

The ARC was pleased to recommend the 2020 V. G. Smith Award for the best average of the top three technical examinations to Mr. Sandeep Kumar, P.Eng., and the S. E. Wolfe Award for the best engineering report to Mr. Frederik Niemeyer, P.Eng.

The ARC closely follows the discussion on the future of the Canadian engineering accreditation and the pertinent communications and developments with regards to the Engineers Canada (EC), the Canadian Engineering Accreditation Board (CEAB), the Canadian Engineering Qualifications Board (CEQB), the Engineering Deans of Canada (EDC, formerly National Council of Deans of Engineering and Applied Science or NCDEAS), and the Engineering Deans of Ontario (EDO, formerly the Council of Ontario Deans of Engineering or CODE).

Though the pandemic has affected operations at PEO, the ARC and ERC continue to have close collaboration on pertinent issues including interview areas related to the proposed scope of practice for the Limited Licence (LEL and LET). The chair and vice-chair of the ERC continue to participate, discuss and report at ARC meetings.

One member of ARC serves on the Canadian Engineering Qualifications Board (CEQB), which is responsible for recommending nation-wide, standardized syllabi of examinations for all engineering disciplines (or one of its discipline subcommittees), and the four members of ARC serve on the Canadian Engineering Accreditation Board (CEAB), which is responsible for the national accreditation of all engineering programs in Canadian universities. During 2020, a past president of PEO, a current councillor-at-large and a current regional councillor were members of the ARC. Several ARC members are actively involved in PEO committees and/or at chapter level.

In summary, ARC members continue to play a very active and enthusiastic volunteer role in the profession.

**Committee chair:** Ramesh Subramanian, PhD, P.Eng., FEC  
**Staff advisor:** Moody Samuel Farag, MEng, P.Eng., Manager, Admissions

<b>Complaints Committee</b>	<b>(COC)</b>
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**Mandate**

The Complaints Committee (COC) is mandated under section 24(1) of the *Professional Engineers Act* to investigate and consider complaints made by members of the public or PEO licence holders regarding the conduct or actions of licence holders and certificate of authorization holders. The committee must consider all complaints that have been filed with the registrar and must make every reasonable effort to examine all records and other documents relating to the complaint prior to taking any action allowed under section 24(2) of the act. PEO staff, acting on behalf of the committee, carry out the investigation of the complaints and gather the relevant information and documentation for the committee’s consideration.

As stated in the act, the Complaints Committee, in accordance with the information it receives, may:

- a) Direct that the matter be referred, in whole or in part, to the Discipline Committee;
- b) Direct that the matter not be referred under clause (a); or
- c) Take such action as it considers appropriate in the circumstances and that is not inconsistent with this act or the regulations or bylaws.

Neither PEO staff nor the committee have the authority to prevent a person from filing a complaint nor does the committee have the discretion to refuse to consider any complaint that has been duly filed. Thus, all complaints must be investigated by staff and then considered by the committee, regardless of their apparent merit.

**Activities**

In 2020, the committee was composed of 16 members including the chair. It met six times during the year and considered and disposed of 58 complaints that had been filed and investigated. The disposition of complaints and the statistics from the previous five years are below:

Activity	2015	2016	2017	2018	2019	2020
Complaints examined and decisions rendered by COC	81	75	73	53	90	58
Matters referred to Discipline	7	6	8	5	7	7
Matters <i>not</i> referred with no further action	56	48	44	28	66	36
Matters <i>not</i> referred but with a decision to send a letter of advice or hold an interview	10	20	16	16	16	12
Matters <i>not</i> referred but with a voluntary undertaking which was signed and accepted	8	1	5	4	1	3

Of the 58 complaints in this past year (2020), approximately 12% resulted in a referral to the Discipline Committee, 62% of the disposed complaints were dismissed with no referral to Discipline and no other further action. Of the remaining 26% of disposed complaints, the Complaints Committee decided that it

was in the public interest to exercise its authority under section 24. (2)(c) to take actions deemed appropriate by the committee under the circumstances.

These statistics are largely comparable to those of recent years after a significant spike in the number of complaints filed in 2019 (when about 30 complaints were filed by one complainant).

The actions taken under the authority of section 24. (2)(c) have included:

- Issuance of a letter of advice to the complained-against practitioner, or asking that the practitioner attend an interview with the COC to identify alleged actions on their part that, while not sufficiently serious to warrant a referral to Discipline, concern the COC because they may signal a pattern of behaviour that, if continued, may lead to future disciplinary action; or
- Seeking a voluntary undertaking from the practitioner to undertake steps to prevent future difficulties with their professional engineering practice.

The voluntary undertaking (VU) is a written commitment to a set of corrective actions by the practitioner (or C of A holder) in cases that involve poor practice, inappropriate communications or unethical conduct in meeting the expectations of the public. The goal is to ensure that the respondent to a complaint recognizes that they may not have met the expected standard of practice and that this failure must be addressed to avoid future difficulties. Before it is implemented, the terms of the VU are approved by the Committee to ensure that they address the concerns about the conduct of the respondent in a way that best serves the public interest.

In 2020, the COC published some voluntary undertakings negotiated with respondents in the PEO Gazette. The first VU was published in late 2018 to help educate other licensees to improve their own practices. These initiatives also demonstrate that PEO is acting in the public interest in responding to complaints about its licensees and certificate of authorization holders.

## **Key 2020 Initiatives**

### ***Adapting to COVID and Remote Operations***

The Complaints Committee adapted quickly and effectively to the requirement for remote operations following the shutdown of PEO's office in March 2020. This was facilitated by the move by the PEO Regulatory Compliance department to electronic storage of complaint files some years ago and the systematic use of this secure PEO technology by COC members.

Since the office shutdown, four remote meetings were held using ZOOM™ technology, during which files were considered and disposed of in the public interest with no impact on the productivity of the committee.

Nonetheless, the committee is starting to see some impact on investigative timelines, as complainants, respondents and third parties are indicating that in some circumstances they require more time to submit documents to PEO that are not readily available to them remotely.

### ***Continuous Improvement***

In addition to regular ongoing training, the COC and PEO staff are continuously working to align processes with the best practices of other investigative and screening bodies of other regulators to enhance the effectiveness and public interest focus of the complaints process and its outcomes.

As has always been the case, the Complaints Committee and its highly effective and supportive PEO staff are fully committed to continuous improvement in all their work.

### ***Identifying Trends and Enhancing PEO's Oversight***

The Complaints Committee holds a unique position within PEO. As the recipient of all complaints that arise in connection with the work and conduct of PEO licensees and certificate of authorization holders, the COC is privy to a great deal of information regarding the practice of professional engineering in Ontario and many of the problems that arise from it.

Though at the complaints stage the actual details of each file are strictly confidential, the committee strongly believes that there is an opportunity to identify trends in engineering practice (including recurring problems), lessons-learned and gaps in the regulations that could be used to enhance the effectiveness of PEO's oversight of the profession and thereby contribute to the organization's transition to becoming an effective modern regulator.

In mid-2019, the COC began to track statistics on the complaints to PEO including the fields of practice that attract the most complaints, the type of work undertaken by practitioners and the types of issues that result in the filing of a complaint. This data could be analyzed and used to help PEO in identifying areas where practice guidelines and standards may need revisions, where gaps in the regulations exist, and where regulatory resources should be focused for greatest effect.

One of the key concerns of the committee and a major barrier to expediting its work is the time taken, often by the respondents to complaints, to communicate with PEO staff. Once the complete file reaches the COC, its disposition is normally completed within one meeting cycle (about one month) but the file often is delayed by this slow or sometimes absent communication. At present, the *Professional Engineers Act* does not permit PEO to compel a licensee to respond to a complaint—and that is a unique weakness in our regulatory regime. The regulators of medical doctors, lawyers and other professionals can compel a response from their members—but PEO cannot. Correcting this flaw in the act was a key recommendation of the Cayton Report that the COC unanimously endorses.

Finally, despite the fact that the work of the Complaints Committee is at the very core of PEO's public protection mandate, the COC has determined that it does not currently have sufficient staff and volunteer resources to undertake the additional work that would be required to assemble and analyze the historical information in a way that it could be most useful. The committee identified this need to Council in early 2020, but the additional resources have not yet been provided.

The COC again brings this need for additional resources to Council's attention through this report.

### ***Committee Renewal and Resource Limitations***

The Complaints Committee and PEO staff have been successful in 2020 in efficiently receiving, investigating and acting on the current volume of complaints that are filed with the registrar. In our respectful submission, we are thus successfully fulfilling our regulatory responsibilities.

However, we have identified that there is very little resilience in either the COC or the PEO staff, and this is a matter of serious concern to the committee. The operations of the COC depend on a few key people and if one of them became ill or left the organization, its effectiveness would inevitably be impaired, and this would directly impair PEO's discharge of its primary responsibilities.

The work of the Complaints Committee is very interesting and highly rewarding; however, the current workload on volunteers is extremely high. Committee meetings are typically 3 to 6 hours long and there are at least six meetings per year and in addition, each meeting requires the volunteers to spend between 6 and 12 hours in preparation to review files and prepare summary presentations. Clearly, this is a substantial workload for busy practising engineers, and beyond that expected of most PEO volunteers. The high workload has directly resulted in the loss of several valuable and experienced members of the COC over the past few years. Consequently, the HR plan of the COC calls for the addition of more members in specific technical areas.

Nonetheless, COC members typically remain on the committee for many years as it takes a substantial amount of time and effort to learn how to do the work properly and as noted, it is very interesting and rewarding as well as being crucial to the mandate of PEO and of enormous importance to the PEO licensees who become involved in complaints matters.

The committee has been actively onboarding new members continuously over the past couple of years (three new members joined the COC in 2020 and two new people have joined in the past month). This

will enable us to distribute the work over a larger number of members to avoid burning people out. To aid in initiating new members, the COC worked to enhance its onboarding processes. The document used by COC members to present a complaint file to the committee (the Lead Reviewer Presentation Template), was improved in 2020, and new members were introduced to the file review process by preparing mock reviews of actual files that were subsequently reviewed and critiqued by senior members of the committee.

Similarly, the COC feels that the current PEO staff have done a fine job in keeping up with the current caseload. However, these duties consume all the presently available staff resources and some work can be completed only after a significant lead time.

Consequently, there is no capacity for PEO staff to take on the additional tasks necessary to initiate and support any new programs, including those identified as being necessary to assist in PEO's transformation to a modern regulator. Furthermore, the committee is deeply concerned that the loss of even one investigative staff member could jeopardize PEO's ability to carry out its core regulatory responsibilities regarding the handling of complaints from the public or PEO licensees.

We very strongly believe that PEO Council must devote additional staff resources to support this core regulatory responsibility. This responsibility is in fact, the *raison d'etre* of Professional Engineers Ontario itself and we urge Council to dedicate the necessary resources to this key task.

### **Conclusion**

As articulated in the Cayton Report, the Complaints Committee understands how important this statutory committee is to the core regulatory functions of PEO, to securing and maintaining the confidence of Ontarians and the government in our ability to self-regulate the engineering profession and to maintaining the confidence of PEO licensees in a fair and responsive process.

The success of the COC is a result of the dedication and hard work of PEO staff and we would like to express our sincere thanks to the deputy registrar, the manager, the investigators and administrative staff of the Regulatory Compliance department for their hard work and keen understanding of the importance of the work of the Complaints Committee and their commitment to continued high quality in its service to the public.

The chair and vice-chair would also like to thank past chair Chris Roney, P.Eng., for his fine leadership and exemplary service to the Committee over many years.

**Committee chair:** Peter R. Frise, P.Eng.

**Committee vice-chair:** Peter R. Braund, LLB

## **Complaints Review Councillor**

**(CRC)**

### **Mandate**

The Complaints Review Councillor (CRC) is an administrative tribunal but does not conduct hearings. Therefore, the CRC draws its jurisdictional powers under the *Professional Engineers Act*. The *Statutory Powers Procedure Act* does not apply to the CRC. The tribunals office provides administrative support to the Complaints Review Councillor. The Complaints Review Councillor is Yufei (Fiona) Wang, LL.B., who was appointed by PEO Council in June 2019.

The decision of the Complaints Committee to refer, or not to refer, a complaint to the Discipline Committee is final. No statutory appeal lies from the decisions of the Complaints Committee.

However, section 26 of the *Professional Engineers Act* provides that a complainant may apply to the CRC for a review of the treatment of the complaint after a decision has been made by the Complaints

Committee. In addition, the act allows a complainant to apply for a CRC review should a complaint not be disposed of by the Complaints Committee within 90 days after the complaint is filed with the registrar.

The procedure to request a CRC review is by way of application. It should be noted that the CRC is not under any statutory obligation to undertake such a review and may, in certain circumstances, issue a decision not to make a review or a decision not to continue a review of a particular complaint.

Beyond the handling of individual complainant applications, the CRC has separate powers under section 26(1) of the act, and the CRC may on her or his initiative, undertake examinations of the procedures for the treatments of Complaints by the Complaints Committee. The CRC may send a copy of a report of such examinations directly to the Minister of the Attorney General.

### CRC Activity

Year of Activity	2019	2020
Applications for Review	2	1
Notices to Conduct a Review	1	1
Dismissals without a Review (Dismissal Report)	4	1
CRC Review Reports Issued	0	8
Caseload	8	0
Examinations under section 26(1)	1	0

**Prepared by Tribunal staff on behalf of:**  
Yufei (Fiona) Wang, LLB, Complaints Review Councillor

## Discipline Committee

(DIC)

### Mandate

The Discipline Committee, established under the *Professional Engineers Act*, hears and determines allegations of professional misconduct or incompetence against members of the Association and/or holders of a certificate of authorization that are referred to it by the Complaints Committee, Council or the Executive Committee.

The committee is an independent administrative tribunal that acts and conducts its hearings like a court. The committee's duties and powers are set out in the *Professional Engineers Act*. It also complies with and exercises powers under the *Statutory Powers Procedure Act*. The committee determines matters on the evidence admitted by panels acting on behalf of the whole committee. The chair of the committee appoints panels to hear matters. Administrative staff from the Tribunals Office in the Tribunals and Regulatory Affairs department provide administrative and operational support to the committee.

### Developments and Activities

In 2020, due to the pandemic, the committee conducted all of its work virtually via Zoom videoconference. All committee meetings were held virtually. Also, all discipline hearings were conducted via Zoom videoconference using the virtual hearing services of Arbitration Place. Discipline hearing panels were composed of three members and each panel was assisted by independent legal counsel. The committee

also reviewed and updated its annual work plan and human resources plan, which were approved by Council.

<b>Year of Activity</b>	<b>2019</b>	<b>2020</b>
Matters Referred to Discipline	7	7
Pre-Hearing Conferences Held	5	10
Matters Pending (Caseload)	10	9
Written Final Decisions Issued	7	8

### **Membership**

As of January 1, 2021, the committee had 32 members:

- 2 elected members of Council;
- 1 Lieutenant Governor-In-Council Appointee who is a member of the Association;
- 3 Attorney General Appointees who are members of the Association;
- 7 Attorney General Appointees who are members of the public; and
- 19 members appointed by Council from the general membership of the Association.

**Committee chair:** Stella Ball, LLB, LLM

## **Experience Requirements Committee**

**(ERC)**

### **Mandate**

The Experience Requirements Committee (ERC) assists the registrar, as necessary, in determining if an applicant's work experience is acceptable for licensure, leading to a P.Eng., licence, a limited licence or a provisional licence or for the purpose of reinstatement under section 51.1.4 of Regulation 941/90. The ERC also advises on whether the experientially gained knowledge of an applicant who has not graduated from engineering program accredited by the Canadian Engineering Accreditation Board (CEAB) provides sufficient basis to recommend that the Academic Requirements Committee (ARC) waives some or all of the applicant's assigned technical exams.

### **Activities**

2020 was an unprecedented year and a new experience for all of us in PEO and the ERC due to the COVID-19 pandemic that caused the PEO office closure in March. The ERC held five virtual subcommittee meetings in April, June, August, October and November, and four virtual business meetings in June, August, October and December. Considering the virtual environment for different activities, the ERC conducted a few experimental virtual interviews with participation of the support staff and the committee executives using Zoom, the PEO-approved platform of virtual meetings. The ERC organized 17 sessions of mock virtual interviews with contributions from over 25 ERC members, in addition to the executives and support staff. The summary of the lessons learned from these mock interviews will be used as the training material for ERC members prior to starting the actual virtual interviews in early 2021.

In 2020 and before office closure, the ERC conducted 142 interviews to assess the experience of applicants for licensure, of which 111 were for Confirmatory, 10 for Directed Confirmatory, 10 for Specific Exam program assigned by the ARC, 8 for staff referral interviews (for assessment of work experience for licensure purposes), and 3 for Limited Licence interviews. There were no reinstatement interviews in 2020.

The efforts of the ERC facilitated PEO in approving 2435 P.Eng. licence applications in 2020, of which 1543 were from CEAB program graduates, and 892 for non-CEAB degree applicants. In addition, PEO has approved a total of 597 transfer applications, 377 of which have been for CEAB applicants. Furthermore, PEO has approved a total of 78 reinstatement applications where 53 of them have been for CEAB applicants. There was only one (1) Provisional Licence application approved in 2020.

In addition, the ERC diligently participated in the following activities:

- In addition to the ERC elected representatives to the Licensing Committee who are Mohinder Grover (2019-2020) and Santosh Gupta (2018-2020 and re-elected for 2021-2023), the chair and vice-chair of the ERC regularly attended the Licensing Committee and the Academic Requirements Committee business meetings as guests with a standing agenda item to report on ERC activities.
- An ERC subcommittee's appointed working group worked diligently on the responses of the ERC members to the Vital Signs Survey and proposed some actions to improve the quality of the interviews and function of the ERC. This action plan was later discussed by the subcommittee and then the ERC at the December 17, 2020 business meeting. The action plan will be used as part of the training material for the ERC members, which is planned to be conducted in early 2021.
- According to the approved Interview Quality Review Trial Policy to review randomly selected interviews for quality purposes and to help direct training for members of the ERC, the ERC chair, vice-chair and the staff advisor had a few randomly selected interviews reviewed prior to the office closure and the lessons learned summary was developed to be used as a training material for the ERC members.
- At the December 17, 2020, virtual business meeting, the ERC organized a special part to recognize the late Richard Furst, P.Eng., the former PEO manager of licensure, for his outstanding service to PEO and the ERC. A certificate of appreciation was presented to his wife and two sons who attended the meeting and spoke in response of receiving the recognition.

<b>Committee chair:</b>	Changiz Sadr, P.Eng., FEC
<b>Committee vice-chair:</b>	Andrew Cornel, P.Eng.
<b>Staff advisors:</b>	Linda Latham, P.Eng., Acting Deputy Registrar, Licensing and Registration Cliff Knox, P.Eng., FEC, Acting Division Manager, Licensing and Registration

## **Fees Mediation Committee**

**(FMC)**

### **Mandate**

The Fees Mediation Committee (FMC) is a statutory committee established under section 32 of the *Professional Engineers Act*. It is an independent tribunal with powers under various provisions of the act as well as the *Commercial Mediation Act, 2010*, S.O. 2010, chapter 16, to the extent that these provisions do not conflict with the act.

There are currently six members on the committee. Committee members are designated by Council. The Complaints Review Councilor and members of Complaints or Discipline committees are not eligible for membership on the FMC. From this roster of committee members, the chair of the committee assigns members to conduct mediations and arbitrations of fee disputes that are within the jurisdiction of the committee. Administrative and operational support is provided by staff from the Tribunals Office in the department of Tribunals and Regulatory Affairs.

The FMC reviews and mediates or arbitrates fee disputes between engineers, engineering companies and their clients in accordance with the act and regulations. The fees mediation and arbitration processes are available to clients of engineering companies who wish to dispute fees charged for professional



engineering services. The committee may either mediate or arbitrate fee disputes between professional engineering companies and their clients as an alternative to legal action taken through the court system.

Information about the FMC is available on the PEO website at: <https://www.peo.on.ca/index.php/public-protection/tribunals-and-hearings/fees-mediation>.

Application forms for mediation and arbitration can also be found on the website to assist the parties who voluntarily choose to participate in the process.

The Fees Mediation Committee did not meet as a whole in 2020.

### Caseload activity

Year of Activity	2019	2020
Applications for Mediation received	0	0
Applications for Arbitration received	0	0
Mediations Conducted	0	0
Arbitrations Conducted	0	0
Files Pending (Caseload)	0	0
Requests for Mediation/Incomplete applications	0	0

**Committee chair:** Kathryn G. Sutherland, P.Eng.

## Registration Committee

(REC)

### Mandate

The Registration Committee's mandate is to conduct hearings at the request of an applicant, in respect of Registrar's proposals under section 19 of the *Professional Engineers Act*. The committee has powers to make orders directing the registrar to grant or refuse licenses. The committee conducts hearings under the provisions of the *Professional Engineers Act* and the *Statutory Powers Procedure Act*. The applicant and the registrar are both parties to proceedings before the Registration Committee. A party to proceedings before the Registration Committee may appeal to the Divisional Court from a decision or order of the committee.

The committee's mandate to hold hearings is triggered only after a registrar's "Notice of Proposal to refuse a License" (NOP) is issued to an applicant and the applicant has filed a request for a hearing within the time limits set out under the act. The number of hearings by the committee varies in a given year according to the number of applicants who, in response to the registrar's proposal, request a hearing.

The hearings of the Registration Committee provide applicants an opportunity to demonstrate before this independent tribunal that the applicant meets the licensing requirements, or to seek exemptions from any requirements under the act or regulations made under the act.

In order to promote greater public awareness of its role, the Registration Committee has a webpage on the PEO website at the following link: <https://www.peo.on.ca/public-protection/tribunals-and-hearings/registration>.

### Developments and Activities

The Registration Committee as a whole met once in 2020, in September.

At the meeting the committee re-confirmed the Chair, Bogdan Damjanovic, P.Eng., and the Vice-Chair, Simon Sukstorf, P.Eng. to hold these positions for another year.

The committee discussed its course forward during the pandemic and updated its annual work plan and human resources plan, which were approved by Council.

<b>Year of Activity</b>	<b>2019</b>	<b>2020</b>
Requests for Hearings	8	0
Pre-Hearing Conferences Held	5	2
Matters Pending (Caseload)	6	5
Hearings Completed	1	0
Written Final Decisions Issued	1	0

**Committee chair:** Bogdan Damjanovic, P.Eng.

## Regulated Committees

### Central Election and Search Committee

(CESC)

#### Mandate

The Central Election and Search Committee (CESC) is a committee whose membership and mandate are set out in section 12 of Ontario Regulation 941/90.

#### Activities

The CESC is responsible for encouraging professional engineers to seek nomination for election to Council for the three at-large positions on Council (president-elect, vice president and councillor-at-large) for which all PEO members are eligible to vote. At the close of nominations on December 4, 2020 at 4:00 p.m., there were three nominations received for the position of president-elect, three for vice president, three for councillor-at-large, Eastern Region councillor was acclaimed, three for East Central Region Councillor, Northern Region councillor was acclaimed, West Central Region councillor was acclaimed and two for Western Region Councillor.

Under section 12(3) of the regulation, the CESC is also responsible for assisting the chief elections officer as may be required, and for receiving and responding to complaints regarding the procedures for nominating, electing and voting for members to Council in accordance with the regulation.

The duties and responsibilities of the chief elections officer were again outsourced to a third party so as not to place staff in any untenable position during the election period. For the 2020-2021 Council elections, Allison Elliott was appointed by Council to act in this capacity.

The RESC Chairs were invited to attend the CESC meetings and worked well with the committee in coordinating candidate search and encouraging voter participation. The CESC will present an Issues Report to Council at the June 2021 meeting.

**2020-2021 membership:** Dave Brown, P.Eng., chair (penultimate past president), Nancy Hill, P.Eng. (Past President), Marisa Sterling, P.Eng. (President), Calvin Lee, P.Eng., Dan Preley, P.Eng., Sayad Baqar Ali, P.Eng.

**Committee chair:** Dave Brown, P.Eng.

**Committee advisors:** Ralph Martin, Manager, Secretariat, Dale Power, Secretariat Administrator

## Consulting Engineer Designation Committee

(CEDC)

### Mandate

The Consulting Engineer Designation Committee (CEDC) reviews applications for designation or redesignation as a consulting engineer, provides peer review of the candidates with respect to the regulations and makes recommendations to Council with respect to acceptance of the applications. The CEDC also reviews requests for permission to use the phrase “Consulting Engineers” in a company’s corporate name and makes recommendations to Council as to the appropriateness of the usage.

### Activities

The committee met three times in 2020. From those meetings, 30 candidates were recommended for designation, and 101 candidates were recommended for redesignation.

The committee also recommended that an additional 20 companies be given permission to use “Consulting Engineers” in their title.

Consulting Engineers Ontario (now ACEC Ontario) informed the committee in August that it would no longer be sending a representative to attend CEDC meetings.

Doug Barker prepared an information article on the consulting engineer designation for *Engineering Dimensions*. Staff assisted in revising the final version of the article for publication in the January/February 2021 issue.

### Committee membership

2020 Committee Membership: Gordon Debbert, P.Eng., Ross Eddie, P.Eng., Shawn Gibbons, P.Eng. (past chair), Santosh Gupta, P.Eng., Richard Kamo, P.Eng., Andrew Lawton, P.Eng., Adrian Pierorazio, P.Eng., Donald Plenderleith, P.Eng., Chris Redmond, P. Eng., John Rosenthal, P.Eng., Steve van der Woerd, P.Eng, Christian Bellini, P.Eng. (observer) and Bruce Matthews, P.Eng. (CEO Representative).

### Additional members of the regional subcommittees

2020 Additional Members of the Regional Subcommittees: Doug Barker, P.Eng., Levente Diosady, P.Eng., Denis Dixon, P.Eng., Eric Nejat, P.Eng., Rick Patterson, P.Eng., Edward Poon, P.Eng., Robert Pula, P.Eng., Andy Robinson, P.Eng., Michael Rosenblitt, P.Eng., Terry Sedore, P.Eng., P.Eng., Matt Weaver, P.Eng., and Joseph Yeremian, P.Eng.

**Committee chair:** Steve van der Woerd, P.Eng.

**Staff advisor:** Faris Georgis, P.Eng., Manager, Registration (January-April 2020); Cliff Knox, P.Eng., Division Manager, Licensing & Registration (present)

# Appointed Committees

## Advisory Committee on Volunteers

(ACV)

### **Mandate**

The mandate of the Advisory Committee on Volunteers (ACV) is to assist and advise committees in fulfilling their operational requirements under the Committees and Task Forces Policy as well as to assist Council by reviewing proposed revisions to committees and task forces: mandates, terms of reference, work plans and human resources plans.

### **Activities**

#### ***Annual Committee Chairs Workshop***

The ACV facilitated the 12th annual Committee Chairs Workshop held on October 30 via Zoom video conferencing. The Committee Chairs Workshop provided an opportunity to discuss issues relevant to committee membership and volunteering at PEO. The theme of the 2020 workshop was Staying Healthy to Navigate New Realities.

To cover this theme, the workshop was presented by two specialist speakers. Mental health expert Nova Nicole provided strategies and approaches for coping with the challenging times, as well as the stressors affecting individuals in their home, work and volunteer environments.

The second speaker was Mark Abbott, P.Eng., MBA from the Engineering Change Lab, who together with the MaRS Discovery District, introduced the principles of polarities mapping and its use for effectively navigating change. This presentation was provided at a critical time for PEO due to the many changes being considered, developed and implemented by Council and staff.

#### ***2020 Vital Signs Survey***

The ACV conducted its 5th Vital Signs Survey of PEO committee and task force members. The main purpose of this survey was to assist the Advisory Committee on Volunteers (ACV) in identifying not only successes, but issues that should be addressed in the future within PEO's committee and task force structure. The results of this 2020 survey were used to propose improvements to achieve volunteer satisfaction.

The survey was emailed to approximately 350 volunteers on PEO committees and task forces in May and June. The report and recommendations were released in September and a follow-up with an action plan was presented to the committee and task force chairs in November for their review and further action.

#### ***Committee Operations***

Members of the committee have taken on one or more projects that contribute towards the overall program plan of the Advisory Committee. One ACV member is appointed to the Government Liaison Committee (GLC) and two ACV members are appointed to the Volunteer Leadership Conference Planning Committee (VLCPC). To accomplish its work, the committee met six times during 2020 (January 30, April 9, July 9, August 27, October 15 and December 10). Most of the meetings were conducted virtually via Zoom. The ACV also updated and implemented its new member training guide, specific to the ACV, to more effectively orient its new members about the tasks and responsibilities of the committee.

#### ***Committee membership***

Members of the committee were: Sean McCann, P.Eng. (Chair), Michael Wesa, P.Eng. (Vice-Chair), Sola Abolade, P.Eng., Christian Bellini, P.Eng., Márta Ecsedi, P.Eng., Victoria Hilborn, P.Eng., Lisa Loverly, P.Eng., Eric Nejat, P.Eng., Saif Rehman, P.Eng. and Nick Shelton, P.Eng.

**Staff support:** Viktoria Aleksandrova, Committee Coordinator

**Mandate**

The Enforcement Committee was established to advise Council on matters relating to the enforcement of the provisions of the *Professional Engineers Act* dealing with unlicensed and unauthorized practice and illegal use of engineering titles. Its key duties and responsibilities are:

- To prepare and present policy proposals to Council on issues relating to PEO's enforcement activity; and
- To act as an advisory body to the registrar, Council and PEO committees and task forces on policy matters relating to enforcement.

**Activities**

Two new members joined the committee in 2020 to fill vacancies created under the term limits policy for committees. Additionally, the committee's Council Liaison transitioned to a regular member of the committee when her appointment to Council ended in the fall of 2020. As of the end of 2020, 30% of its members were female and this proportion will rise to 40% for 2021.

The committee met five times in 2020 to conduct its ongoing business, and its subcommittees met as required to address their corresponding work plan items. Due to the closure of PEO offices during the COVID-19 pandemic, the last four meetings were held virtually by teleconference or online using the Zoom meetings application. The specific activities included:

- The committee completed a response to the recommendations from the external regulatory review with respect to items that were relevant to its activities. This was issued as a memo to the registrar for consideration in assigning specific actions to staff and volunteers.
- The Outreach subcommittee directed its focus to developing content for social media and much of the activity shifted to consultation by staff with PEO's Communications department.
- The Practice Examples subcommittee worked on refinement of its initial examples for structural engineering (bridge design) and software engineering (adaptive cruise control) and started work on additional examples for environmental engineering (stormwater management and waste water treatment). The intent is to provide preliminary versions for review by the Experience Requirements Committee and Professional Standards Committee to confirm suitability of the examples, and to work with PEO Communications on how to present the examples.
- The Regulatory Gaps subcommittee completed its task by preparing a memo to Council on the responsibility of employers for the actions of its unlicensed employees and use of the terms "engineer intern" and "student engineer".
- Another subcommittee prepared a position paper on the pros and cons of split registration for right to practice and right to title, with respect to enforcement matters. The position paper was issued as an information memo to Council for its March meeting.
- The committee added new work plan items to look at enforcement issues relating to emerging technologies and public protection for entrepreneurial activities and these will be part of the committee's activities for 2021.

In addition to setting its work plan and HR plan for 2021, the committee elected Joe Adams to serve as chair for 2021 and Gordon Ip was elected to serve as vice-chair.

<b>Committee chair:</b>	Stephen Georgas, P.Eng.
<b>Committee vice-chair:</b>	Joe Adams, P.Eng.
<b>Council liaison:</b>	Iretomiwa Olukiyesi, P.Eng.
<b>Staff advisor:</b>	Cliff Knox, P.Eng., Manager, Enforcement, Regulatory Compliance

**Mandate**

The mandate of the Equity and Diversity Committee (EDC) is to recommend an action plan to integrate equity and diversity values and principles into the general policy and business operations of PEO.

**Activities**

The committee started with eight members and shrunk to five members in September with only two members who have been on the committee for more than 1.5 years. This created some challenges due to understanding equity and diversity from regulatory point of view and from advocacy. The chair opted not pursue recruitment of new committee members due to upcoming review of PEO committee structure and membership. Further significant influence on this committee's work were the recommendations stemming from PEO's external regulatory performance review and its consequences on PEO's operations, including directions to its committees and, of course, the COVID-19 pandemic. The committee managed to meet remotely four times during 2020.

The EDC was introduced to the Succession Planning Task Force work by Paul Ballantyne, the task force chair. He explained the importance of developing a strategy for Council succession planning. The committee was selected to review and comment on the draft report. The draft report was reviewed by the committee and comments were submitted.

The committee discussed the PEO Governance Workplan with a focus on which phases may have impact on future work of the committee. PEO President Marisa Sterling joined our September meeting to help the EDC identify areas where the committee can most significantly contribute to PEO's transformation. She encouraged the committee to be ambitious and forward looking but warned that we should be not only thinking about goals but also how progress to achieve them can be measured. The EDC was inspired to revisit areas it needs to focus on in 2021 and the committees and task forces with which it needs to connect. It also became rather urgent for the EDC terms of reference to be reviewed to reflect current equity, diversity and inclusion issues. The EDC realized that it also needs to collaborate with Council, PEO's CEO and PEO staff in order to monitor progress in achieving preset goals. This resulted in discussion during subsequent meetings on a work plan for 2021 and revisions to the EDC terms of reference. The EDC submitted an ambitious 2021 work plan, which resulted in a draft version of EDC terms of reference.

Review of an E&D online module and PPT presentation was summarized during January's meeting. There was no further action on this item as pursuing it would require monetary and staffing resources, and the support of Council and the CEO.

**Committee membership**

Vera Straka, P.Eng. (Chair); Nima Eslaminasab, P.Eng.; Georgia Fotopoulos, P.Eng., Vicki Hilborn, P.Eng. (Vice-Chair); Nermen Maximous, P.Eng.; Juwairia Obaid, P.Eng.; Ramesh Subramanian, P.Eng. (Council Liaison).

**Committee chair:** Vera Straka, P.Eng.

**Staff support:** Rob Dmochewicz, Recognition Coordinator

**Mandate**

The Government Liaison Committee (GLC) provides oversight and guidance for the PEO Government Liaison Program (GLP). Key duties and responsibilities are outlined in the terms of reference.

**Activities**

2020 was a year like no other. Despite COVID-19, the PEO Government Liaison Program (GLP) adapted its strategy and format and continued to build relationships with MPP's to help regulate the practice of professional engineering in Ontario.

These relationships provide PEO with the ability to effectively reach and communicate with MPPs when needed regarding regulatory concerns, provide visibility and knowledge to MPPs of who the regulatory body is for engineers, and the knowledge of who to reach out to with regulatory concerns or to work together to co-regulate.

Here are some of the highlights.

***Successful 2020 Government Relations Conference***

A Government Relations Conference was held online on November 6. Professional engineers from across the province participated in the day-long Conference, as well as nine elected officials including a Minister and eight MPPs. They were:

- **Steve Clark**, MPP (PC, Leeds-Grenville-Thousand Islands and Rideau Lakes), Minister of Municipal Affairs and Housing
- **Will Bouma**, MPP (PC, Brantford), Parliamentary Assistant to the Premier
- NDP Leader **Andrea Horwath**, MPP (NDP, Hamilton Centre)
- Liberal Leader **Steven Del Duca**
- Green Party Leader **Mike Schreiner**, MPP (Green, Guelph)
- NDP Attorney General Critic **Gurratan Singh**, MPP (NDP, Brampton East)
- Liberal Attorney General Critic **Lucille Collard**, MPP (Liberal, Ottawa Vanier)
- **Jennifer French**, MPP (NDP, Oshawa), NDP Transportation, Highways and Infrastructure Critic
- **Marilyn Gladu**, P.Eng., MP (PC, Sarnia-Lambton), Shadow Critic for FedDev Southern Ontario

Topics of discussion included:

- The importance of building relationships with MPPs from all parties
- Keeping MPPs informed about PEO's ongoing activities
- Preparing concise messages for discussions with elected officials
- Advantages/disadvantages of self-regulation
- Key regulatory items/documentation that have impacted PEO and the GLP
- Foundations of the GLP
- Tips for liaising with Ministers and MPPs
- Open discussion on the GLP's strengths and weaknesses

Considering this was the first time PEO had held a Conference of this size online, it ran very smoothly and was an excellent way to provide training for GLP representatives. The conference was run by the GLC sub-committee and co-hosted by GLC members Vicki Hilborn, P.Eng., and Lorne Cutler, P.Eng., rather than professional facilitators. An audio-visual company was used to provide a good virtual platform so there would be no technical issues during the conference. The conference sub-committee met weekly from early-August to organize the conference under the co-chairs Vicki Hilborn and Alexandra Weryha.

**Meeting with Attorney General**

PEO President **Marisa Sterling**, P.Eng., met with Attorney General **Doug Downey**, MPP (PC, Barrie-Springwater-Oro Medonte) on October 27, 2020. Also, in attendance were PEO's CEO/Registrar **Johnny**

**Zuccon**, P.Eng., Manager, Government Liaison Programs **Jeannette Chau**, P.Eng., and Minister Downey's Senior Policy and Legal Affairs Advisor **Patrick Schertzer**. The delegation briefed Attorney General Downey on:

- Current PEO activities.
- PEO Skills & Attributes Matrix—This Matrix was approved by PEO Council. It will be a helpful tool for the Attorney General to reference to see whether there are any gaps in skills or attributes of members on Council that the government might be able to help fill when selecting Lieutenant Governor-in-Council Appointments. For example, to help close the gender gap.
- Continuing Professional Development and the Practice Evaluation and Knowledge (PEAK) program. Minister Downey was supportive of PEO's work.

### ***Six Formal Meetings with MPPs***

Six formal meetings were held throughout the course of the year with MPPs from all parties. Three of them were with government MPPs and the other three were with members of the Opposition.

They were:

- **Catherine Fife**, MPP (Waterloo), NDP Critic for International Trade, Research and Innovation. Economic Growth and Job Creation on February 22.
- A Take Your MPP to Work Day with **Will Bouma**, MPP (PC, Brantford-Brant), Parliamentary Assistant to the Premier on March 13. It was held at LCL Builds construction site. It was organized by PEO Brantford Chapter GLP Chair **Matt Gagliardi**, P.Eng. PEO has since been looking at conducting virtual Take Your MPP to Work Days.
- **Stephen Crawford**, MPP (PC, Oakville), Parliamentary Assistant to the Minister of Infrastructure on October 15.
- **Effie Triantafilopoulos**, MPP (PC, Oakville-North Burlington), Parliamentary Assistant to the Minister of Long-Term Care on October 30.
- **Lucille Collard**, MPP (Liberal, Ottawa-Vanier), Liberal Attorney General Critic on October 23.
- **Stephen Blais**, MPP (Liberal, Orléans) on November 9.

Due to COVID-19, PEO did not host a Queen's Park event in 2020.

### ***Establishing Relationships with Local MPPs***

Chapters continue to maintain relationships with all 124 MPPs.

In 2020, chapters continued to host virtual licence ceremonies where MPPs had the opportunity to tune in live, pre-record greetings or present certificates. Other events such as meet and greets, and Athletics competitions were also held with Ministers and MPPs.

Participating in MPP events looked a little different in 2020, but nonetheless most of the 36 PEO chapters tuned in to online town halls, New Year's Levees and discussions. Following the event, they would send the Minister/MPP a note letting them know of their participation, encouraging them to stay in touch over the pandemic and inviting them to be involved in a chapter event when COVID-19 is over.

### ***Government Liaison Committee***

The Government Liaison Committee (GLC) had a very active year overseeing the GLP activities of the Chapters, including, holding quarterly hour-long conference calls with all GLP Chairs across the province. The GLC continues to meet monthly to discuss GLP activities, regulatory issues, MPP outreach, and communications.

In 2020, the GLC also devoted time to developing a transition of the current chapter GLP system to one rep per riding through the GLP Representative Selection, Training and Succession Working Group. They developed guidelines to identify and select riding representative.

A call for volunteer GLP representatives was sent via eblast to the entire PEO membership in October 2020. The chapter will choose their GLP reps in 2021. One GLP rep should be selected for each riding.



If there is more than one applicant within a riding for an MPP, the chapter would select their preferred candidate.

### ***Publications to keep informed***

The [GLP Weekly e-newsletter](#) continues to be sent to all 124 MPPs across Ontario, to keep them and PEO members informed on government relations activities.

Each issue covers chapter meetings and events with MPPs and important PEO news such as Council updates, GLC meeting recaps and regulatory news.

The GLP also has a regular column published in [Engineering Dimensions](#) with information on the program.

Seasonal talking points were also prepared and circulated to chapter chairs. Even in a year like 2020, interaction was possible, and it was important to make sure GLP representatives were equipped with the knowledge and training to hold conversations with MPPs.

2020 really taught PEO the importance of maintaining all relationships. The PEO Government Liaison Program did an excellent job of reaching out to MPPs, pivoting events to an online format and actively participating in online MPP discussions.

### ***Committee Meetings***

To accomplish its work, the committee met nine times during 2020:

- Face to face: January 16
- Virtually: February 19, April 15, May 13, June 17, July 15, August 19, September 16, October 14, November 6 (GR Conference), November 18, and December 16

### **2020 Committee Membership**

*Chair and Council Liaison:* **Warren Turnbull**, P.Eng., PEO Councillor, Regional Councillors Committee  
*Vice-Chair:* **Arjan Arenja**, P.Eng., chapter member experienced in government liaison.

#### *Members:*

- **Vicki Hilborn**, P.Eng., Advisory Committee on Volunteers
- **Gabe Tse**, P.Eng., chapter member experienced in government liaison
- **Jeffrey Lee**, P.Eng., active in a riding association
- **Changiz Sadr**, P.Eng., Engineers Canada representative
- **Christine Hill**, P.Eng., Association of Consulting Engineering Companies Ontario (ACEC-Ontario)
- **Lorne Cutler**, P.Eng., PEO councillor
- **Alexandra Weryha**, EIT, EIT representative
- **Shawn Yanni**, student representative

#### *Ex-officio:*

- **Nancy Hill**, P.Eng., President until May 2020
- **Marisa Sterling**, P.Eng., President from May 2020
- **Johnny Zuccon**, P.Eng., CEO/Registrar  
**Howard Brown**, PEO Government Relations Consultant, Brown & Cohen

*Staff Advisor:* **Jeannette Chau**, P.Eng., PEO Manager, Government Liaison Programs

### **2021 Membership**

The following is the Council-approved GLC roster for 2021:

- **Vicki Hilborn**, P.Eng. (Chair)
- **Jeffrey Lee**, P.Eng. (Vice-Chair)

- **Warren Turnbull**, P.Eng. (Council Liaison)
- **Lorne Cutler**, P.Eng., Christine Hill, P.Eng.
- **Changiz Sadr**, P.Eng.
- **Alexandra Weryha**, EIT
- **Shawn Yanni**

*Ex-officio:*

- **Marisa Sterling**, P.Eng. (to May 2021)
- **Christian Bellini**, P.Eng. (incoming President effective May 2021)
- CEO/Registrar **Johnny Zuccon**, P.Eng.
- Consultant **Howard Brown**

*Staff Advisor:* **Jeannette Chau**, P.Eng.

## Professional Engineers Awards Committee

**(AWC)**

### **Mandate**

The mandate of the Awards Committee (AWC) is to coordinate, manage, promote and monitor the Professional Engineers Ontario (PEO) Ontario Professional Engineers Awards (OPEA) program, the Order of Honour (OH) program, and external honours activities to support achievement of one of the objects of the act, which states: "To promote public awareness of the role of the Association."

### **Order of Honour**

The following 12 exceptional professional engineers were selected and recommended by the AWC and approved without modification by Council for investiture into the Order of Honour. Due to the global COVID-19 pandemic, the Order of Honour ceremony was postponed until 2021.

**Companion:** Paul Ballantyne, P.Eng., FEC

**Officer:** Stephen Hong Tsui, M.Eng., C.Eng., P.Eng., FEC; L. Brian Ross, P.Eng., FEC; Edward Kai-Jee Poon, M.A.Sc., M.Sc., P.Eng., PMP, FEC

**Member:** Karen Chan, P.Eng., FEC; Brett Chmiel, P.Eng., FEC; Waguih H. ElMaraghy, Ph.D., P.Eng., FEC, FCAE, FCIRP, FASME, FSME, FCSME; John Hazel, P.Eng, MBA, FEC; David Kiguel, P.Eng., FEC; Jim McConnach, P.Eng., CEng, FEC, FIET, SMIEEE; Scott Schelske, P.Eng., FEC; Barry Westhead, P.Eng., FEC

### **Ontario Professional Engineers Awards (OPEA)**

The OPEA are jointly awarded by PEO and the Ontario Society of Professional Engineers (OSPE). From the 30 nominations received, the following exceptional professional engineers and project were selected and recommended by the AWC and approved without modification by Council and the OSPE Board. Due to the global COVID-19 pandemic, the OPEA Awards Gala was postponed until 2021.

**Gold Medal:** No recipient

**Engineering Medal:** Pascale Champagne, PhD, P.Eng., D.WRE, F.ASCE, F.EWRI, F.CAE; Laura Conquergood, BSc.Eng., P.Eng.; Howard Goodfellow, PhD., P.Eng., FCAE, FEC; Jing Jiang, BEng., MEng., Ph.D., P.Eng., F. CAE, F.EIC, F.IET, F.ISA, F.IEEE, F.ANS; Goldie Nejat, PhD., P.Eng.; Charles Michael Southwood, BSc, P.Eng.; Jeff Westeinde, BEng., P.Eng.; Yin Yu Rachel Zhang, P.Eng., CCE

**Citizenship Award:** No recipient

## **Engineering Project**

**or Achievement:** National Arts Centre Rejuvenation

### ***G. Gordon M. Sterling Award***

This award recognizes exemplary leadership by a PEO applicant currently enrolled in the association's Engineering Intern program and is named for G. Gordon M. Sterling, P.Eng. (deceased) a past president of PEO, a Companion of the Order of Honour and a long-time volunteer. From the 15 self-nominations received, the Sterling Subcommittee selected Nazanin Omrani-Moghaddam, EIT, who was subsequently recommended by the AWC and approved by Council. Due to the global COVID-19 pandemic, presentation of the award was postponed until 2021.

## **External Honours**

### ***Engineering Fellowship Award (FEC)***

Engineers Canada recognized 20 Ontario engineers—16 volunteers who were recommended by PEO for having completed 10 years of noteworthy volunteer service to the engineering profession, one Engineers Canada Award recipient and three PEO senior staff members. Engineers upon whom this honour is bestowed are awarded the privilege of the use of the designation "Fellow of Engineers Canada" or FEC.

### ***Ontario Volunteer Service Awards***

In 2020, 101 successful nominations were submitted for the Ontario Volunteer Service Awards (OVSA), representing 26 PEO Chapters and 10 PEO Council/Committee/Task Forces.

## **Committee Activity**

The committee began 2020, with an in-person meeting on January 17, 2020. At that time, we did not know what a year was to come. The next meeting on March 13<sup>th</sup> was the start of virtual meetings for the year during the Covid-19 pandemic. The March meeting also began the discussions on how to hold the 2020 OOH program or the 2020 OPEA gala. Virtual meetings, under a Zoom format, would be how the Committee would conduct business for the year.

It became apparent that the awards program would be significantly impacted by the pandemic. The pandemic resulted in the postponement of the 2020 Order of Honour (OOH) Gala which was to be held on April 24<sup>th</sup> and the postponement of the 2020 OPEA Gala on November 21<sup>st</sup>. After numerous discussions with all those involved in both programs during the year, it was decided to hold the 2020 OOH Awards in conjunction with the 2021 OOH Awards at a ceremony in 2021. It was also decided to hold the 2020 OPEA Awards Gala as a virtual gala to be held on April 22<sup>nd</sup>, 2021.

At the June meeting, the AWC created a subcommittee to develop Conflict of Interest criteria for the Awards Committee members. The subcommittee submitted the draft criteria at the AWC September meeting for full committee review.

In 2020, the Awards Committee, with significant assistance from staff, continued to review its External Honours Program and modified submissions due to the pandemic.

The Awards Committee would like to recognize the significant PEO staff support and hard work to keep the Awards program continuing during the pandemic.

**2020 Committee Membership:** Ken McMartin, P.Eng. (Chair); Paul Henshaw, P.Eng.; Kiran Hirpara, P.Eng.; Manraj Pannu, P.Eng. (OSPE representative); John Severino, P.Eng.; Rakesh Shreewastav, P.Eng. (Vice-Chair); Michael Wesa, P.Eng.; Angela Wojtyla, P.Eng. (OSPE representative); Matthew Xie, P.Eng.; George Zhu, P.Eng.

**Committee Chair:** Ken McMartin, P.Eng.

**Staff Support:** Rob Dmochewicz, Recognition Coordinator

## Professional Standards Committee

(PSC)

The Professional Standards Committee (PSC) met nine times in 2020. Currently, the committee has nine members.

### Practice Guidelines and Performance Standards

*Structural Condition Assessments of Existing Buildings and Designated Structures*—The subcommittee is waiting for the changes to the associated Building Code Act regulations, which spell out the details of how mandatory assessments are conducted, to be made available before finalizing the performance standard for Council approval.

*Performance Audits and Reserve Fund Studies in Condominiums Guideline*—This guideline should be published in 2021.

*Environmental Site Assessment, Remediation and Management*—This guideline was published in 2020.

*Providing Reports on Mineral Projects*—This guideline was published in 2020.

*Coordinating Licensed Professional*—This practice bulletin was published in 2020.

*Emission Summary and Dispersion Model (ESDM) and Acoustic Assessment Reports (AAR)*—This guideline should be published in 2021.

*Design Evaluations of Demountable Event Structures*—This guideline was published in 2020.

*Use of Seal*—This guideline should be published in 2021.

*Pre-start Health and Safety Reports*—This guideline should undergo public consultation in 2021.

*Professional Engineers Providing Acoustical Engineering Services in Land-Use Planning*—This guideline should have a first draft ready in 2021.

*General Review of Construction*—This guideline should be revised in 2021.

*Projects Without Permit*—This practice bulletin should be published in 2021.

**Committee chair:** Neil Kennedy, P.Eng.

**Staff advisor:** José Vera, P.Eng., Manager, Standards and Practice

## Volunteer Leadership Conference Planning Committee

(VLCPC)

### Mandate

The Volunteer Leadership Conference Planning Committee (VLCPC) is responsible for organizing an annual conference to be held in conjunction with PEO's Annual General Meeting, which involves both chapter and committee volunteer leaders and includes topics related to PEO policy, governance issues, regulatory process and subjects such as term limits, succession planning and capacity building.

### Activities

#### Volunteer Leadership Conference (VLC)

The VLCPC facilitated the 4th annual VLC on June 11, 12 and 13. This was the first time that the conference was held virtually.

## VLC Attendance

Thursday, June 11	Friday, June 12	Saturday, June 13
Council 7	8	7
Committee 10	9	6
Chapter 10	15	21
Staff 4	1	1
<b>Total 31</b>	<b>33</b>	<b>35</b>

The theme of the 2020 conference was, Protecting the Public Interest: Staying aligned to our North Star. Breakout sessions addressed these themes: change is our new normal; leaders like you have started to lean in; PEO's North Star is resolute; a clear vision will make us even stronger and with challenge comes opportunity. The keynote speaker and facilitator was Mark Abbott.

## Committee Operations

To accomplish its work, the committee met in July to start the planning process and elect the chair and vice-chair. The committee met weekly for an hour as required by conference call from September 2019 to June 2020, and a debrief meeting was held in July 2020.

## 2019/20 Committee Membership

Members of the committee were: Márta Ecsedi, P.Eng., FEC (Chair), Guy Boone, P.Eng. FEC (Vice-Chair); Marisa Sterling, P.Eng., FEC; Eric Nejat, P.Eng., FEC; Arthur Sinclair, P.Eng.; Acting Manager Chapters Adeilton Ribeiro, P.Eng.

*Staff support:* Viktoria Aleksandrova, Committee Coordinator; Julie Hamilton, Chapter Coordinator

# Task Forces and Working Groups

## 30 by 30 Task Force

### Mandate

For PEO to show visible leadership in addressing the underrepresentation of women licensed in the profession by formally endorsing the 30 by 30 initiative with Engineers Canada and committing to undertaking an action plan to resolve this inequity.

### Activities

In 2020, the task force continued to fulfill its mandate of launching the PEO's 30 by 30 Action Plan by hosting 30 by 30 awareness and action planning sessions, and the inaugural annual check-in with key stakeholder groups along the pathway to licensure—universities, engineering employers, PEO chapters, and women engineering groups, both domestic and international.

#### *Awareness Session with Women-in-Engineering Groups*

The first external stakeholder awareness session for women-in-engineering groups was held in 2019 to inform them of the 30 by 30 initiative and PEO's formal endorsement and Action Plan, and to hear their experiences first-hand in pursuing licensure and participating more fully in the profession. On June 29, 2020, a follow-up meeting was held virtually where the task force updated the women-in-engineering groups on what has taken place so far and what is being planned to sustain the changes to achieve the 30% goal by 2030.

#### *Awareness and Action Planning Sessions with PEO Chapters*

In 2020, the task force continued to engage PEO chapters and discuss with them how they could play an important role in facilitating women engineering graduates' pathway to licensure, especially through the Licensure Assistance Program. PEO's 30 by 30 Awareness Session and Action Planning Session for chapters were held in 2019 to formally educate the chapter leadership on the initiative and to discuss how chapters could move forward with actioning activities and hosting their own sessions within their regions to bolster awareness of the 30 by 30 across Ontario and sustain the initiative until 2030. The chapter sessions continued throughout 2020 where the task force established chapter leads who would be willing to host 30 by 30 Awareness Sessions with the support of the Task Force, within their regional areas.

On June 22, 2020, the task force updated chapter leads on the 30 by 30 initiative, reviewed PEO's 2018 metrics pertinent to chapters, and discussed the chapter-hosted 30 by 30 Awareness Sessions presentation and the possible planning activities given COVID-19. Roles and responsibilities of the chapter leads and the task force were also reviewed. A follow up chapter leads meeting took place on October 27, 2020. The meeting gave chapter leads a chance to discuss the sessions that they have participated in so far, how to connect with other chapters in their regions, and preparations for hosting sessions in 2021.

Over August and September 2020, the Ottawa Chapter ran their own 30 by 30 events and awareness sessions including, "How Women Engineers are Contributing to the COVID-19 Response" (August 19), "How COVID-19 is Changing Licensing and the Role of Women in the Workplace" (September 2), and "Women as Licensed Engineers and Why It's Important" (September 11). On September 16, 2020, the East Central Region also hosted an engagement webinar in which task force chair Helen Wojcinski and task force member Bob Dony participated.

Chapter leads debrief meetings will continue throughout 2021 to facilitate chapter leads hosting 30 by 30 Awareness Sessions within their geographic areas. By supporting these sessions, the task force will transfer knowledge to chapters on how to cultivate relationships across Ontario with key stakeholders, especially engineering employers, and solicit their interest in becoming a 30 by 30 Champion by committing to actions and tracking key metrics. By the end of 2021, chapters will play a key role in taking over and continuing the work of the task force.

#### *Awareness and Action Planning Sessions with Universities*

On June 5, 2020, the outcome from the 2019 University Action Planning session was presented to the Engineering Deans of Ontario (EDO) for their consideration in implementing the proposed actions. Task force chair Helen Wojcinski attended the meeting and provided a synopsis of key points that were raised at the action planning session and asked that the deans engage their 30 by 30 champions in exploring this feedback; participate in PEO's Annual 30 by 30 Check In; strengthen ties with PEO's manager, engineering intern programs; and receive an annual update from PEO's registrar on the progress being made on the 30 by 30 initiative. Metrics being tracked annually by PEO Council, starting with 2018 as the baseline, were also shared. The final report received from the universities group (representatives from engineering faculties) and notes taken from the ESSCO leadership were also provided to PEO's registrar for his consideration of the sections pertaining to licensure.

#### *Awareness and Action Planning Sessions with Employers of Engineers*

A key stakeholder in the success of women graduates pursuit of licensure are employers of engineers. The task force has cultivated relationships with over 20 firms across various sectors—mining, hydro, automotive, consulting engineering, government, defense, biomedical, transportation and energy. In 2020, the task force continued to follow up with employers on their willingness to become, formally, PEO Employer 30 by 30 Champions and contribute to the metrics. Task force chair Helen Wojcinski and PEO's Manager of Engineering Intern Programs Tracey Caruana, collaborated with approximately 15 firms throughout the year and met virtually with six of them. Three of these firms signed on as 30 by 30 Champions and provided metrics for annual reporting. Eight other firms are still interested in potentially becoming a Champion. They will continue to follow up with employers throughout 2021.

### *Task Force Speaking Engagements*

In addition to the formal awareness and action planning sessions hosted by the task force for the key stakeholder groups along the pathway to licensure, the task force also raised awareness of PEO's 30 by 30 Action Plan through various speaking engagements with employers, women-in-engineering groups, engineering student societies and chapters. Task force chair Helen Wojcinski, P.Eng., in her role as PEO's Engineers Canada 30 by 30 Champion, also liaised with the Engineers Canada staff on Ontario's 30 by 30 endeavours.

### *Metrics to Measure Progress with the 30 by 30*

Since the 30 by 30 initiative is premised on a metric—that 30% of newly licensed engineers nationally are women by 2030—it was imperative that the task force initiate the baseline metrics that both PEO and other key stakeholder groups would agree to and measure annually for the next 10 years to monitor the profession's progress towards achieving the 30% goal. The inaugural baseline metrics of PEO's internal licensing process, including the percentage of newly licensed engineers in Ontario who were women (17.8% in 2018 and 18.2% in 2019), were presented to Council at its November 20, 2020 meeting. The metrics are broken down into several areas including licensing, EITs, the Licensure Assistance Program, ERC interviews, PEO staff, PEO leadership, universities and employers.

It is anticipated that these metrics will be expanded in the future to include additional employers of engineers and universities supportive of the 30 by 30 and reported annually to PEO Council at its November meeting until 2030.

### *2020 Inaugural Check-in*

The 2020 Inaugural Check-In session took place virtually on September 28, 2020. PEO's 30 by 30 Task Force updated its action plan to several stakeholders. There were approximately 50 attendees including employers of engineers, representatives of Engineers Canada, university engineering faculties, PEO chapter leaders, executive members of the Engineering Student Societies' Council of Ontario, Society of Women Engineers Toronto, members of Council, PEO's past and current president, and PEO's CEO/registrar. Formalizing an annual check-in facilitates ownership transfer of the 30 by 30 to the key stakeholders along the licensure pathway, a key objective of the task force's mandate. It is also an opportunity to monitor progress in terms of recruits who are women to 30 per cent by 2030 and ensure that the initiative is sustained until the 30% goal is reached. The 2020 check-in gave the task force a chance to share with the audience its action plan and established/baseline metrics that have been collected and will be used to help PEO ensure it meets its 2030 licensing goals. Three categories were discussed: employers' actions that focus on the recruitment, professional development and retention of women engineers; universities' actions, including collaborating with PEO to promote the value of licensure and exploring how engineering can be taught in a way that is more inclusive towards women; and PEO's actions, which include targeting women towards programs that help applicants complete the licensure process, such as the Licensure Assistance Program (LAP). A few of the employers that attended the meeting had already committed to becoming a 30 by 30 champion and to develop metrics to track their success at meeting the 30 per cent goal of engineering recruits and licensed staff being female by 2030. An article was published in *Engineering Dimensions* on PEO's 30 by 30 initiative and the September 28, 2020, Annual Check-in. The next check-in will take place in September 2021.

### *Engineers Canada Working Groups*

The 30 by 30 Task Force Chair Helen Wojcinski and PEO staff advisor Tracey Caruana, have also attended the Engineers Canada 30 by 30 meetings throughout 2020. These include Engineers Canada's Early Career Working Group and Industry Working Group. The Early Career Working Group focused on topics of discussion including how licensure is being promoted (such as through EIT/MIT programs, training for students on becoming members, and mentorship for young EITs); measuring impact and effectiveness of programs towards 30 by 30 and barriers to enter the work force; impact of COVID-19 and licensure assistance for women; and the growth in 30 by 30 national statistics for newly licensed women. The 30 by 30 Engineers Canada Industry Working Group focused on employer engagement as well as discussions for the in-person meeting (that was to take place in April in Edmonton but was later cancelled due to COVID-19). A virtual conference will be taking place in 2021.

In November 2020, Engineers Canada conducted a gender based analysis (GBA) survey covering questions such as: current programs that engage/recruit graduates to become licensed; the rates of participation for different demographics; the rate of success for men versus women; track participation rates in EIT/MIT and licensure assistance programs for women/men over 5 years; impacts on changes in participation rates over time; and employer engagement programs.

#### *Gender Audit*

In 2019, an Action Planning Session for employers was held that featured Dr. Sonia Kang, Associate Professor of Organizational Behaviour and HR Management and Canada Research Chair in Identity, Diversity and Inclusion at the University of Toronto's Rotman School of Management, as a keynote speaker. Dr. Kang provided insights from her research on the business case for gender diversity and recommendations on what employers could do to strive for gender inclusion in their engineering recruitment and retention efforts. In 2020, PEO agreed to move forward with participating in a gender audit research study of its licensing process and internal operations. The study will be conducted through Dr. Kang and PhD candidate Joyce He of the Rotman School of Management.

#### **Committee Meetings**

To accomplish its work, the committee met six times during 2020 (face to face: Jan. 20; via Zoom: May 21, June 10, July 6, Sept. 10 and Nov. 18).

#### **2020 Task Force Membership**

Chair: Helen Wojcinski, P.Eng.

Vice-Chair: Christian Bellini, P.Eng.

Council Liaison: Christian Bellini, P.Eng.

Member: Bob Dony, P.Eng.

Member: Lola Hidalgo, P.Eng.

Staff Advisor (January to June): Jeannette Chau, P.Eng.

Staff Advisor (June to December): Tracey Caruana, P.Eng.

Staff Support (January to August): Sylvia Millstein

#### **2021 Task Force Membership**

The following is the Council-approved 30 by 30 Task Force roster for 2021:

Chair: Helen Wojcinski, P.Eng.

Vice-Chair: Christian Bellini, P.Eng.

Council Liaison: Christian Bellini, P.Eng.

Member: Bob Dony, P.Eng.

Member: Lola Hidalgo, P.Eng.

Staff Advisor: Tracey Caruana, P.Eng.



## **Mission**

Regulate and advance the practice of engineering to protect the public interest

## **Vision**

The trusted leader in professional self-regulation

## **PEO Core Values**

Accountability

Integrity

Professionalism

Respect

Teamwork



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