



# Minutes

The 540<sup>th</sup> MEETING of the COUNCIL of PROFESSIONAL ENGINEERS ONTARIO (PEO) was held via ZOOM Videoconference on Friday, April 30, 2021, at 9:30 a.m.

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

M. Feres, Supervisor, Council Operations  
B. St. Jean, Senior Executive Assistant  
N. Axworthy, Editor, Engineering Dimensions

Guests: M. Bazallo, Compliance Analyst, Office of the Fairness Commissioner  
D.A. Brown, Governance Solutions Inc.  
D.L. Brown, Governance Solutions Inc.  
H. Brown, CEO, Brown & Cohen  
C. Chahine, Incoming East Central Region Councillor  
J. Chisholm, Incoming West Central Region Councillor  
D. Chui, P.Eng., PEO Director, Engineers Canada  
N. Colucci, Incoming President-Elect  
L. Lukinuk, Parliamentary Services  
S. MacFarlane, Incoming Western Region Councillor  
B. Matthews, Consulting Engineers of Ontario  
D. McComiskey, Governance Solutions Inc.  
S. Perruzza, Ontario Society for Professional Engineers  
K. Reid, P.Eng., PEO Director, Engineers Canada  
M. Spink, Incoming Vice President (Elected)

#### **CALL TO ORDER**

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

Secretariat confirmed quorum.

Councillors, guests and staff were welcomed and acknowledged.

President Sterling reviewed the virtual meeting logistics.

President Sterling then noted some dates of significance as follows:

#### National Day of Mourning (April 28)

- Appreciation of healthcare and front-line workers
- Reflecting on worker safety gaps with the industrial exception

#### Earth Month

- Engineers have a professional obligation to protect the environment and the public

#### National Volunteer Week (April 18-24)

- PEO values the time, talents and knowledge of its volunteers
- PEO thanks its over 600 volunteers (engineers, EITs, others)
- Our volunteers are helping REIMAGINE PEO TOGETHER
- THANK YOU!

#### **12314**

#### **APPROVAL OF AGENDA**

The agenda was presented.

Moved by Councillor Kershaw, seconded by Councillor Dryland:

**That:**

**a) the agenda, as presented to the meeting at C-540-1.2, Appendix A be approved; and**

**b) the Chair be authorized to suspend the regular order of business.**

Moved by Councillor MacCumber, seconded by Councillor Chiddle:

**That item 2.4 Mandatory Continuing Professional Development Program be removed from the agenda.**

**CARRIED  
Unanimous Recorded Vote**

**For: 24**

**Against: 0**

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

Council then voted on the main motion as amended.

**That:**

**a) the agenda, as presented to the meeting at C-540-1.2, Appendix A be approved as amended by removing agenda item 2.4 Mandatory Continuing Professional Development Program; and**

**b) the Chair be authorized to suspend the regular order of business.**

**AMENDED MOTION CARRIED**

Councillor Notash requested that the C-539 open session minutes be removed from the consent agenda. The Chair stated that these minutes would be removed from the consent agenda in order for discussion to take place.

**12315  
CONFLICTS OF INTEREST**

Councillor MacCumber declared a conflict of interest regarding agenda item 2.3 Providing Engineering Services Under O. Reg. 1/17 and Part ii.2 of the EPA.

**12316  
PRESIDENT'S REPORT**

President Sterling thanked PEO's Councillors, volunteer, CEO/Registrar and staff for persevering through the personal and professional challenges brought on by the pandemic. She stated that she was pleased to see that in May, Ontarians age 18 and up will start to have access to vaccines.

Regulatory Gains

Under the stewardship of CEO/Registrar Zuccon:

- This past year, PEO processed and approved more than 3112 new licences, reviewed 58 complaints filed, opened 485 enforcement files and prosecuted 8 licensees for professional misconduct
- PEO amended the Act to recognize accredited engineering programs at institutions beyond universities as part of the qualifications for licence; permitted EITs to hold chapter executive positions
- PEO issued three guidelines and one practice advisory notice on obligations of professional engineers during the pandemic
- PEO joined Notarius program to provide digital seal service to licensees

Governance Improvements

- Amended PEO by-law to legally permit digital, virtual meetings and regulator proceedings
- Updated Rules of Order to a more current version
- Council is focused on more strategic issues
- Council is using a culture change model of dialogue and education at Strategic Conversation monthly sessions, stewardship by the Executive Committee, then bring actions for decisions to Council

Foundational Changes

- Governance renewal stewarded by the Executive Committee, 4 phase roadmap: phase 1 clarified Council's regulatory mandate

and outputs as a direction and control board; phase 2 looks to create a committee structure for Council to help it focus on regulatory, fiduciary, human resources and governance policy

- Continuing Professional Development will be implemented as mandatory program, as outlined in the 2019 Action Plan, responding to public inquiries and ensuring Ontario engineers can participate in national and international mobility agreements beyond 2025

#### Advancing a More Inclusive Culture

- Councillors have undertaken professional development to ask more effective governance questions and foster constructive details
- The CEO/Registrar joined President Sterling on December 6th to mark the 31st anniversary of the Montreal Massacre with a video
- Ontario's Attorney General acknowledged and committed to help PEO Council further diversity by prioritizing women in future public appointments
- The 30by30 task force continues to be a priority regulatory initiative to remove barriers for women to become licensed by 2030
- The Anti-Racism and Anti-Discrimination Exploratory Working Group of Council have been working since January and will be making recommendations
- President Sterling provided her bi-monthly President's Message in Engineering Dimensions in French to recognize PEO's bilingual membership and public

#### Internal/External Relations

- This has not been the year of past presidents; however, President Sterling has stayed connected via online events
- The President created *Ask Marisa* virtual sessions after Council meetings to keep committee and chapter members informed
- Attended Engineers Canada board meeting and conferred with the PEO directors in advance on topics of interest to PEO
- Attended APEGA and APEGS virtual AGMs and professional development conference
- Provided remarks on behalf of PEO for virtual OPEA
- Gave opening remarks at York Chapter Engineering Awards ceremony
- Gave governance update to ERC
- Served on CESC, HRC

In closing, President Sterling advised that she was looking forward to supporting incoming President Christian Bellini, incoming President-Elect Nick Colucci and Councillors into the next Council

term. She will support work on a new strategic plan as Council desires as well as work on licensing modernization as Council desires.

President Sterling thanked her employer, the University of Toronto Faculty of Applied Science and Engineering, and Engineering Dean Chris Yip, PhD., P.Eng., for their support, believing in the values of professional development and professional duty, and accommodating the close to 1200 volunteers hours contributed to PEO. She stated that it has been an honour to serve PEO and the public.

**12317**  
**CEO/REGISTRAR'S REPORT**

CEO/Registrar Zuccon referred to his report that was included in the agenda package. He noted that there has been a significant surge in applications for the first three months of 2021. He also noted that the digitization project had to be postponed due to the extended COVID-19 lockdown. This project will resume once staff are able to return to the office in a safe environment.

During discussion the following issues were raised:

- The surge in non-CEAB grads and applications and concerns from a process point of view which was set up when non-CEAB was a small fraction of the applicants. **Response:** Resources are being adjusted. Applications will be triaged since they come in at different levels of readiness. This is being monitored.
- Looking at Figure 3 in the CEO/Registrar report "average process times for P.Eng. licence approvals". Not sure this is a meaningful number when trying to monitor how quickly PEO is responding. How are the average days being managed? **Response:** Agreed, these metrics only indicate average time but are not a good starting point. PEO is analyzing some of the data and will be doing a comprehensive review in order to develop regulatory policy changes.
- Would like more clarification on the estimated time for clearing the backlog regarding ARC and ERC files. These files are growing expeditiously. It would be helpful to know how this backlog will be cleared. **Response:** This is duly noted. None of the processes have been changed, it is getting ARC and ERC functional again and making sure that everyone is trained virtually. This will test the capabilities of ARC right now. If the numbers continue to grow it will be impossible to manage. This is the output from the systems perspective. PEO is overdue in looking at the system from the front end. The CEO/Registrar will continue to report as time goes on.
- How can the licencing process be improved? How will metrics be measured on how well PEO is performing? **Response:** Electronic receipt of applications makes it easier

to conduct data analysis. This bodes well to move forward with a plan.

- There is value to seeing the numbers which help to understand current bottlenecks and predict future ones. Further to the ratio of male vs. female and CEAB vs. non-CEAB, women in Canada can be encouraged to go into engineering but there is no control over those outside the borders (immigrant process). **Response:** These are the facts. We cannot control who comes through our front door.
- PEO's role as a regulator is to make sure there is no bias in the system. It's other role is to make sure that it is well understood that engineering work requires a licence. Once someone becomes an EIT PEO has done as much as it can and the clock should stop. Once the EIT has gained their four years experience the clock should start running again.
- How close is PEO toward issuing a licence within 90 days of an EIT finishing all of the licencing requirements?  
**Response:** PEO can determine the stages of an application so that it provides a more reliable number. Following a review, of the 21,000 files, close to 80% were waiting for action from the applicants. This was a point of discussion with the office of the Fairness Commissioner. When all of the requirements have been met, the target is 90 days. The Deputy Registrar will monitor this.

**12318  
PROVIDING ENGINEERING SERVICES  
UNDER O. REG. 1/17 AND PART II.2 OF  
THE EPA**

Councillor MacCumber recused herself for this agenda item.

Councillor Ausma introduced the motion advising that the Ministry of the Environment, Conservation and Parks (MECP) requires applicants for air permits to prepare technical reports prepared by qualified professionals. Formerly these reports were reviewed by Ministry engineers before permit issuance through the modernization of approvals processes and through government regulatory burden reduction commitments, a self-registration process was introduced under O. Reg. 1/17 for defined facilities and/or types of emissions. This process does not require ministry oversight, but technical reports must be prepared by a licenced engineering practitioner as defined under the *Professional Engineers Act*. There has always been a challenge with the quality of some of the technical reports and with the move to a self registration process, this became more of an issue. The MECP approached PEO, as the co-regulator, to produce engineering service practice guidelines.

The practice guidelines, entitled Guideline for Providing Engineers Services under O. Reg. 1/17 and Part 11.2 of the EPA is the result of that work which was delegated to the Professional Standards

Committee.

Staff responded to a question about the length of time it took for the guideline to be developed by advising that the guidelines are developed by a committee that only meets once a month for two hours. Most organizations have dedicated staff preparing guidelines or hire consultants since it is a long, complicated process for a committee to do this work. Guidelines are always put out for legal review. Responding to a request to have this on the agenda for the Regulatory Policy and Legislation Committee to change the current process, the Chair advised that this was pre-emptive because this committee was not yet formed but that the request would be noted.

Moved by Councillor Ausma, seconded by Councillor Kershaw:

**That Council:**

- 1. Approve the publication of the Providing Engineering Services Under O. Reg. 1/17 and Part II.2 of the EPA; and**
- 2. Direct the Registrar to publish the guideline and notify members and the public of its publication through usual PEO communications.**

**CARRIED**

Councillor MacCumber returned to the meeting.

**12319  
MANDATORY CONTINUING  
PROFESSIONAL DEVELOPMENT  
PROGRAM**

This item was removed from the agenda. The implementation of the mandatory continuing professional development program is part of the Registrar's Action Plan unanimously approved by Council and therefore deemed operational.

**12320  
ENGINEERS CANADA DIRECTORS REPORT**

D. Chui provided the following report:

On Tuesday March 30, the CEAB's Policies and Procedures Committee (P&P) and Dean's Liaison Committee (DLC) of the Engineering Deans Canada held a joint meeting. Their agenda topics included updates on CEAB actions related to EDC accreditation system concerns. The group also discussed a draft paper on international student exchanges and accreditation criteria, exploring the EDC's proposal to reduce barriers to students going on exchange and the CEAB's analysis on the proposal. The outcome of this work will be shared with the CEO Group in July.

On Wednesday March 31, the CEQB Task Force on Alternative Methods of Academic Assessment for Non-CEAB Candidates began the work on the task force's terms of reference. The group will host a virtual national workshop with all regulators in order to gather key information from them. This information will then guide the formulation of a feasibility study on the alternative methods of



academic assessment for the non-CEAB Candidates.

On Tuesday April 6, the CEAB (required-visit-materials) working group launched a consultation meeting on their recommended changes to the materials that a university program is required to submit for accreditation purposes. The working group was struck (to envisage how the required materials could be amended) to respond to the feedbacks from the HEIs (who note the significant work effort to collect and present materials) and as well as from the CEAB visiting team members (who require information in order to adequately assess the curriculum content and quality). This consultation will close on June 4.

On Wednesday April 7, the Engineers Canada Board met to approve the 2020 audited financial statements and adopt a new corporate risk profile. At the meeting, the Board also confirmed to hold the strategic workshop virtually in June (14 and 15th).

On Friday, April 9, (as part of our work on Strategic Priority 3 (SP3): Recruitment, retention and professional development of women in engineering), EC staff (Jeanette Southwood, Cassandra Polyzou and Dany Chui) met with Engineers Geoscientists Manitoba (EGM) to discuss the 30 by 30 scorecard and discovery report (that was developed as part of the 'Gender-based analysis (GBA+) of national engineering licensure assistance and employer awareness programs. EGM provided feedback on the use of the report data, updates its own 30 by 30 strategy and tactics, as well as expressed a desire to implement the scorecard. Meetings with all regulators on this topic are ongoing. PEO had this meeting on April 23.

From April 13 to 15, the National Admissions Officials Group met virtually for the first time this year. The group:

- 1) discussed the (challenge and opportunities with) competency-based assessments program and the virtual technical exams;
- 2) received a presentation from OIQ about their new process for assessing non-CEAB applicants for licensure;
- 3) presented a demo of the new International Institutions and Degrees Database program (IIDD);
- 4) heard updates from the CEAB and CEQB including a consultation on the CEQB's proposed 2022 work plan priorities;) and
- 5) also participated in a (requirements gathering) workshop for the revised National Membership Database (NMDB).

During the week of April 12 -16, the accreditation team circulated a call to all regulators requesting General Visitors for the 2021/2022

accreditation visit cycle. (Note that these visits will occur virtually). Due to the potential impact of the pandemic on volunteer availability, regulators may wish to consider appointing qualified staff to serve as General Visitors this year.

On April 23 EC Staff (Jeanette Southwood, Cassandra Polyzou and Danny Chui) met with PEO to discuss the 30 by 30 scorecard and discovery report that was developed as part of the “Gender-based analysis (GBA+) of national engineering licensure assistance and employer awareness programs” project. Other meetings with regulators have been scheduled as well.

**12321  
EXECUTIVE COMMITTEE REPORT**

President-elect Bellini provided an overview as follows:

**What Executive Had:**

- Governance directions accepted by Council
- Commitment to four governance committees of Council
- Possible names and charters (now “mandates”) for committees
- Input from March 2021 Council discussion (formal) and April 2021 strategic conversation (informal)
- Mandates for EDTF and SPTF as well as governance roadmap, assigned in March 2020

**What Executive Needed to Do:**

- Review and refine committee charters – now “mandates”
- Confirm names and composition for new governance committees
- Deal with overlapping mandates of existing board committees
- Recommend how to deal with governance roadmap, SPTF and EDTF items currently assigned to EXE
- Determine how best to formalize new committees (e.g. by-law change, now or later)

**What Executive is Recommending:**

- Adoption of initial mandates and proposed composition for four governance committees, as specified
- Means to address composition, selection and continuity
- Transfer governance and SPTF mandates to Governance and Nominating Committee
- Transfer EDTF mandate to Regulatory Policy and Legislation Committee
- Develop by-law changes to formalize new governance committees
- Stand down AUC, FIC, LEC and current HRC

**Next steps:**

- Committees and chairs to be appointed at May 20 Council

- “kick-off” meeting
- Committees to review mandates, establish workplans and resolve inconsistencies or gaps in existing committee terms of reference
  - Committees whose role currently includes regulatory policy work (eg. ENF, LIC) may continue in-progress work during a one-year transition period, reporting to Council through RPLC
  - EXE to be populated but meet only as Council requires
  - Staff to prepare by-law changes for consideration (by 2022 AGM)

Moved by President Elect Bellini, seconded by Vice President Campbell:

**1. That, effective as of the 2021 AGM, Council formally adopts the following as board governance committees, based in principle on the draft mandates appended to this Briefing Note:**

**(a) Governance and Nominating Committee;**

**(b) Regulatory Policy and Legislation Committee;**

**(c) Human Resources and Compensation Committee; and**

**(d) Audit and Finance Committee.**

**2. That, effective as of the 2021 AGM, Council hereby stands down the existing Legislation Committee, Finance Committee, Audit Committee, Human Resources Committee as presently constituted, and those committees and any subcommittees thereof will transfer their outputs to the appropriate board committee listed in motion 1 above.**

**3. That, following the 2021 AGM, responsibility for stewardship of the Governance Roadmap approved in March 2020 be transferred from the Executive Committee to the Governance and Nominating Committee.**

**4. That, following the 2021 AGM, responsibility for addressing the report of the Succession Planning Task Force be transferred from the Executive Committee to the Governance and Nominating Committee.**

**5. That, following the 2021 AGM, responsibility for addressing the report of the Emerging Disciplines Task Force be transferred from the Executive Committee to the Regulatory Policy and Legislation Committee.**

**6. That Council directs the CEO/Registrar in consultation with the affected committees to develop by-law amendments for Council’s**

**future consideration to govern the roles and functions of these board governance committees.**

**CARRIED**

**12322  
FINANCE AND AUDIT REPORT**

The Chair noted that on March 26, 2021 this item was deferred to the April 30th meeting in order to ensure alignment between the Audit and Finance Committees as well as the governance work and some of the Council policies that are being looked at.

Councillor Sung advised that the Expense Reimbursement policy came before the Finance and Audit committees several years ago. The committees have conducted due diligence in reviewing the expense policy, taking into consideration feedback from staff and Councillors who have populated these respective committees over the past few years. Councillor Sung indicated that some of the key changes are noted in the briefing note and include ride-sharing as a sign of the times and increasing limits for breakfast, lunch and dinner to reflect the new financial realities. He further noted that there was some inconsistency with the Delegation of Authority Charter passed by Council in March 2021 so the committees took a second look at the policy with governance specialist GSI who have vetted the Expense Reimbursement Policy and have no reservations. The pathway forward would be to amend the Delegation of Authority Charter at a future time so everything will be considered in the near future.

Councillor Cutler added that the main reason the policy was not approved related to the approval of the CEO/Registrar's and President's expenses. As noted in the briefing note, significant consideration was given to the recommended change to the approval process of the CEO/Registrar's expenses, considering best practices in governance. The recommendation to have the Director, Finance approve expenses of the CEO/Registrar was discussed and ultimately taken up by the joint FIC/AUC committees at their meetings on March 10 2021 and April 19 2021 (the latter meeting with David and Debra Brown of GSI present for discussion and future reconciliation with the Delegation of Authority Charter).

The objectives of the changes are to be easy for staff to administer, to support PEO's new governance model, and to ensure there are protections in the system.

Moved by Councillor Sung, seconded by Councillor Cutler:

**That Council approves the revised Expense Reimbursement Policy as presented to the meeting at C-540-2.7, Appendix A and to be effective as of the May 15, 2021 Annual General Meeting.**

Moved by Councillor Kershaw, seconded by Councillor Schelske:

**Motion to strike from C-540-2.7, Appendix A (subset Appendix C – Meals Expense Reimbursement) "at home or" from the sentence *'Reimbursement will not be provided for meals consumed at home or when included in the cost of transportation, accommodation, seminars or conferences.'***

Following substantial discussion Councillor Notash suggested that the entire item be referred back to the Audit and Finance Committees including all comments brought forward at the April 30<sup>th</sup> Council meeting.

Moved by Councillor Notash, seconded by Councillor Cushman:

**That item 2.7 Expense Reimbursement Policy be referred back to the Audit and Finance Committee.**

There were some objections to this motion given the amount of time and work already spent by the Audit and Finance Committees on revising this policy.

L. Lukinuk, Parliamentarian, advised that Council could not vote on the main motion and amendment because there was a motion to commit on the floor. In light of this, Councillor Notash withdrew her motion.

Council then voted on the amended motion.

**Motion to strike from C-540-2.7, Appendix A (subset Appendix C – Meals Expense Reimbursement) "at home or" from the sentence *'Reimbursement will not be provided for meals consumed at home or when included in the cost of transportation, accommodation, seminars or conferences.'***

**CARRIED**

Moved by Councillor Kershaw, seconded by Councillor Schelske:

**Motion to strike from C-540-2.7, Appendix A (subset Appendix C – Meals Expense Reimbursement) "Cost for alcohol will not be reimbursed as part of any meal expense".**

**DEFEATED**

Council then voted on the main motion as amended.

**That Council approves the revised Expense Reimbursement Policy as presented to the meeting at C-540-2.7, Appendix A as amended by striking from C-540-2.7, Appendix A (subset Appendix C – Meals Expense Reimbursement) "at home or" from the sentence**

***'Reimbursement will not be provided for meals consumed at home or when included in the cost of transportation, accommodation, seminars or conferences' and to be effective as of the May 15, 2021 Annual General Meeting.***

**MAIN MOTION AS AMENDED CARRIED**

**12323  
NOMINATION OF PEO REPRESENTATIVE  
TO ENGINEERS CANADA BOARD**

President Sterling transferred the gavel to Past President Hill.

Past President Hill advised that Changiz Sadr P.Eng. had resigned as an Ontario Director as of March 26, 2021 and this had created a vacancy. Although Mr. Sadr's three-year term was to expire in 2022, Engineers Canada advised that the vacancy could be filled for a three year term, commencing after the Engineers Canada Annual General Meeting in May 2021. Therefore, Council was asked to nominate one PEO representative to the Board of Directors of Engineers Canada.

There were four candidates who put their name forward for the position of PEO representative to the Engineers Canada Board.

The four candidates, Christian Bellini, Peter Cushman, Marilyn Spink and Marisa Sterling were given two minutes to speak to their candidacy. A vote was then conducted. Following the vote it was announced that Marisa Sterling was the successful candidate.

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

**That Council ratifies the online vote via the ElectionRunner application to nominate Marisa Sterling, P.Eng., FEC as a PEO Director to the Engineers Canada Board of Directors for a three-year term effective as of the 2021 Engineers Canada Annual General meeting.**

**CARRIED**

Past President Hill returned the gavel to President Sterling.

**12324  
ANTI-RACISM & ANTI-DISCRIMINATION  
EXPLORATORY WORKING GROUP  
(AREWG)**

Councillor Cushman introduced the motion by advising that in November 2020, Council made an unprecedented move by creating an anti-racism and anti-discrimination exploratory working group, also known as AREWG. This working group strives to produce a report that will address vulnerabilities related to systemic racism and discrimination within PEO. The working group wishes to ensure that the report prepared for Council is of the highest quality. The working group therefore requested an extension to the timing required to complete the report the Council. The AREWG is composed of Councillors MacCumber, Jackson Kouakou, Kershaw and Cushman. In order to ensure continuity with the work already

completed, the AREWG requests Council approval to have Wayne Kershaw remain as a member of the working group until it is stood down. The AREWG will continue its work with the Registrar and Council Chair to present a report to Council as soon as possible. There is no anticipated budgetary impact for this change.

Moved by Councillor Cushman, seconded by Councillor Chiddle:

**That the motion previously adopted by Council on November 20, 2020, be amended as follows:**

**(a) in part 1 of the motion, by adding, following the phrase “from amongst Council’s members” the phrase “but who, irrespective of any term of office, shall continue to serve until the working group is stood down or they are replaced, and”;**

**(b) in part 4 of the motion, by adding, following the phrase “before the 2021 AGM,” the phrase “or as soon thereafter as is practicable for the working group to conclude its work”; and**

**(c) by revising the Terms of Reference referred to in part 2 of the motion in order to give effect to the foregoing,**

**so that the motion *as amended* would read:**

**1. That Council appoint a four-member working group from amongst Council’s members, *but who, irrespective of any term of office, shall continue to serve until the working group is stood down or they are replaced, and comprised of the following:***

- Councillors P. Cushman and L. MacCumber, who shall serve, respectively, as Chair and Vice-Chair of the Anti-Racism and Discrimination Exploratory Working Group (AREWG)
- Two (2) additional Councillors, to be randomly selected from amongst Councillors who volunteer. (In the case of a tie vote, the chair would have the casting vote.)

**2. That Council task the AREWG (in accordance with the proposed Terms of Reference attached as Appendix A) with scoping vulnerabilities to systemic racism and discrimination within the engineering profession and in particular within the range of activities overseen by PEO, and with proposing best practice methodologies for identifying, studying and addressing any such vulnerabilities that exist.**

**3. The Council instruct the CEO/Registrar to recruit, via a Request for Proposals (RFP), a qualified consultant skilled in equity,**

**diversity and inclusion, to help guide and support the work of the AREWG.**

**4. That Council mandate the AREWG, aided by the consultant, to report to Council with specific recommendations on how to identify, study and address vulnerabilities related to systemic racism and discrimination, before the 2021 AGM, or as soon thereafter as is practicable for the working group to conclude its work.**

**5. That Council approves a maximum budget of \$50,000 for the work of the AREWG, including the work of the Consultant.**

**CARRIED**

Councillor Cushman advised that work is progressing on the report as planned. The working group is currently waiting for the consultants to do their job by providing a comprehensive report.

**12325  
OPEN SESSION MINUTES OF THE 539<sup>TH</sup>  
MEETING OF COUNCIL**

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

**That the minutes of the 538<sup>th</sup> meeting of Council, held March 26, 2021 as presented to the meeting at C-539-3.1, Appendix A, accurately reflect the business transacted at that meeting.**

Councillor Notash requested that her comments regarding item 2.5 be included in the March 26, 2021 open session minutes.

That the minutes of the 539th meeting of Council, held March 26, 2021, as amended to the meeting at C-540-3.1, Appendix A, accurately reflects the business transacted at the meeting by including the following on pages 15 and 16, agenda item 2.5 "Councillor Notash asserted that the main motion was not in compliance with the Professional Engineers Act and that since the motion to withdraw was defeated, the motion should be tabled pending possible review by the Attorney General's office.

The Chair thanked Councillor Notash for her comments noting that Council had already received advice from PEO's Senior Legal Counsel on this matter."

Council then voted on the main motion as amended.

**That the minutes of the 538<sup>th</sup> meeting of Council, held March 26, 2021 as presented to the meeting at C-539-3.1, Appendix A, and amended accurately reflect the business transacted at that meeting.**

**AMENDED MOTION CARRIED**



**12326  
CONFIRMATION OF ELECTRONIC,  
VIRTUAL AGM**

Ontario continues to be in the midst of a global pandemic which makes in-person gatherings of appreciable size either illegal or inadvisable.

PEO is required to have an annual meeting of members of the Association (or “AGM”) pursuant to section 4 of the Professional Engineers Act. The by-law makes provision for meetings of Council and committees to be held electronically at the discretion of the meeting chair. It does not specifically refer to the AGM in this context. Regardless, an electronic AGM was held in 2020 at Council’s motion, and the same mechanism can be used to make the 2021 AGM electronic (virtual) as well, provided all other conditions set out in the Act, by-law and regulations are satisfied.

Moved by Councillor Jackson Kouakou, seconded by Councillor Arenja:

**That PEO’S 2021 AGM be held as an electronic, virtual meeting on May 15, 2021.**

**CARRIED**

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

**That Council move in-camera.**

**CARRIED**

The guests left the meeting at 2:35 pm.

**12325  
IN-CAMERA**

Councillors discussed items on the in-camera agenda.

**a) Changes to the 2021 Committee  
and Task Forces Membership Roster**

This item was brought before Council in-camera to approve changes to Section 2 (Other Committees Reporting to Council) of the 2021 PEO Committees and Task Forces Membership Roster.

Moved by President-elect Bellini, seconded by Councillor MacCumber:

**That Council approve changes to the 2021 PEO Committees and Task Forces Membership Roster as presented to the meeting at C-540-4.5, Appendix A.**

**Council directs that the decision to appoint the following Committee and Task Force members be recorded in the minutes of the public session:**

- **Stephen Georgas, P.Eng., LL.B (Complaints Committee)**
- **Fanny Wong, P.Eng. (Complaints Committee)**
- **Saleha Hussain, P.Eng. (Professional Standards Committee)**

**and that the decision to appoint any members subject to the approval of the Attorney General be made public once approval is obtained.**

**CARRIED**

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

There being no further business, the meeting concluded at 2:35 pm.

These minutes consist of eighteen pages and Items 12314 to 12325 inclusive.

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

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R. Martin, Manager, Secretariat