

Briefing Note – Confirmation

C-543-1.1

CONFIRMATION OF NOTICE AND QUORUM

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

Prepared by: Dale Power, Secretariat Administrator

Briefing Note - Decision

APPROVAL OF AGENDA

Purpose: To approve the agenda for the meeting.

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

That:

- a) the agenda, as presented to the meeting at C-543-1.2, Appendix A be approved; and*
- b) the Chair be authorized to suspend the regular order of business.*

Prepared by: Dale Power – Secretariat Administrator

Appendices:

- Appendix A – 543rd Council meeting agenda

AGENDA

C-543-1.2
Appendix A

543rd Meeting of the Council of Professional Engineers Ontario
Friday, September 24, 2021 / 9:30 am – 3:00 pm – Lunch 12:00 – 12:30 pm
Virtual Delivery

Friday, September 24 – 9:30 am to 3:00 pm				
10:00 a.m.	CALL TO ORDER – Formal Public Meeting Begins			
1. <u>OPENING</u>		Spokesperson/ Moved by	Type	Time
1.1	CONFIRMATION OF NOTICE AND QUORUM	Secretariat	Confirmation	10:00
1.2	APPROVAL OF AGENDA	Chair	Confirmation	10:05
1.3	DECLARATION OF CONFLICTS OF INTEREST: Do any Councillors have a conflict to disclose	Chair	Exception	10:10
2. <u>EXECUTIVE REPORTS</u>		Spokesperson/ Moved by	Type	Time
2.1	PRESIDENT'S REPORT	Chair	Information	10:15
2.2	CEO/REGISTRAR'S REPORT	CEO/Registrar Zuccon	Information	10:25
<u>STANDING ITEMS</u>		Spokesperson/ Moved by	Type	Time
2.3	2022 OPERATING BUDGET	Councillor Cutler	Discussion	10:35
2.4	2022 CAPITAL BUDGET	Councillor Cutler	Discussion	10:45
<u>REGULATORY AND GOVERNANCE ITEMS</u>		Spokesperson/ Moved by	Type	Time
Regulatory Items				
2.5	ENGINEERS CANADA DIRECTORS REPORT	Danny Chui	Information	10:55
Governance Items				
2.6	GOVERNANCE COMMITTEE UPDATE – <ul style="list-style-type: none"> • Audit and Finance Committee (AFC) • Governance and Nominating Committee (GNC) • Human Resources and Compensation Committee (HRCC) 	Committee Chairs	Information	11:05

	<ul style="list-style-type: none">Regulatory Policy and Legislation Committee (RPLC)			
2.7	ELECTION OF HRCC CHAIR	President Bellini	Decision	11:15
2.8	GOVERNANCE ROADMAP UPDATE	GSI	Information	11:25
2.9	AREWG UPDATE	Working Group Chair	Information	11:35
2.10	RECOMMENDATIONS ON 2021 AGM SUBMISSIONS	President Bellini	Information	11:40
LUNCH (12:00 – 12:30)				
3. <u>CONSENT AGENDA</u>		Spokesperson/ Moved by	Type	Time
	Council members may request that an item be removed from the consent agenda for discussion.			
3.1	MINUTES – 542 COUNCIL MEETING	Chair	Decision	12:30
Regulatory Items				
3.2	CONSULTING ENGINEER DESIGNATION APPLICATIONS	President-elect Colucci	Decision	
Governance Items				
3.3	CHANGES TO THE 2021 COMMITTEE AND TASK FORCES MEMBERSHIP ROSTER	Councillor Chan	Decision	
		Formal Public Meeting Ends – 1:00 pm		
5.	NEXT MEETINGS			
	Board Meetings and Plenaries			
	<ul style="list-style-type: none">October 29, 2021 – PlenaryNovember 19, 2021 – C-544 CouncilJanuary 28, 2022 – PlenaryFebruary 18, 2022 – C-545 CouncilApril 8, 2022 – C-546 Council (Close-off)			
	2021-22 Committee meetings			
	<ul style="list-style-type: none">Audit and Finance Committee (AFC)<ul style="list-style-type: none">October 26, 2021Governance and Nominating Committee (GNC)<ul style="list-style-type: none">October 5, 2021November 4, 2021January 10, 2022February 3, 2022Human Resources and Compensation Committee (HRCC)			

- **Regulatory Policy and Legislation Committee (RPLC)**
 - **October 25, 2021**
 - **January 24, 2022**
 - **March 14, 2022**

Please note that in order to streamline the agenda, Committee reports are not included in the agenda package. Committee Chairs are asked to submit their written reports to the Secretariat for posting prior to each Council meeting. These reports can be discussed at the meeting if a Councillor asks to address a specific item contained within the written report. Reports submitted as of September 17th were as follows:

- Governance and Nominating Committee (GNC) Approved minutes
 - June 14, 2021
 - August 9, 2021
- Regulatory Policy and Legislation Committee (RPLC) Approved minutes
 - June 16, 2021
- Regional Congress Committee (RCC)
- Stats

Councillors Code of Conduct

Council expects of itself and its members ethical, business-like and lawful conduct. This includes fiduciary responsibility, proper use of authority and appropriate decorum when acting as Council members or as external representatives of the association. Council expects its members to treat one another and staff members with respect, cooperation and a willingness to deal openly on all matters.

PEO is committed that its operations and business will be conducted in an ethical and legal manner. Each participant (volunteer) is expected to be familiar with, and to adhere to, this code as a condition of their involvement in PEO business. Each participant shall conduct PEO business with honesty, integrity and fairness and in accordance with the applicable laws. The Code of Conduct is intended to provide the terms and/or spirit upon which acceptable/unacceptable conduct is determined and addressed.

At its September 2006 meeting, Council determined that PEO volunteers should meet the same obligations and standards regarding conduct when engaged in PEO activities as they are when engaged in business activities as professional engineers.

[s. 2.4 of the Council Manual]

Briefing Note – Exception

C-543-1.3

CONFLICTS OF INTEREST

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

No motion required

Prepared by: Dale Power, Secretariat Administrator

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

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

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

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

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

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

<https://www.peo.on.ca/sites/default/files/2021-03/policy-eliminating-bias.pdf>

Briefing Note – Discussion

C-543-2.1

PRESIDENT'S REPORT

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

Motion(s) to consider:

none required

President Bellini will provide a report on his recent PEO activities, followed by discussion.

CEO/REGISTRAR'S REPORT

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

No motion required.

Prepared by: Dale Power, Secretariat Administrator

Please see attached report.

CEO/Registrar Update

Johnny Zuccon, P.Eng., FEC, CEO/Registrar
Prepared for PEO Council, September 24, 2021

Action Plan

Progress Report

Mandatory Continuing Professional Development

Our commitment to implementing a mandatory continuing professional development program remains on track and additional information will be provided over the course of the next year. At the moment, staff in the Legislation and Policy division are conducting policy analysis work, which is critical to defining the framework and rules for the mandatory program.

Organizational Review

With the completion of our top-level organizational design, our collaboration with LM² continues as members of the Executive Leadership Team (ELT) begin to refine the structures within their own departments, defining requirements and accountabilities to drive the strategy and enable the current work; and, to align their structures and roles to enable consistent promotional decision-making. LM² will assist with the further development of roles and structure two layers down from each ELT member.

Operations

Licensing

ARC and ERC Reviews

As of mid-September, there is a COVID-related accumulation of approximately 2700 files requiring ARC review and assessment. Staff and ARC members have been working together to address this with aim to achieve a steady state by April 2022.

As of mid-September, 79 ERC members (55% of the ERC roster) have been participating in virtual interviews resulting in the completion of 162 interviews. As the ARC works through its accumulation, the files in queue for ERC interviews will also grow proportionately. Staff are analyzing and developing plans to increase the number of ERC interviews. There remains a risk that the ERC will not be able to maintain a steady state for interviews required.

Technical Exams

August saw the successful completion of PEO's first remote on-line technical exam sitting, which took place from May to August. Approximately 900 PEO writers were involved in this most recent sitting. PEO is planning to continue partnering with EGBC and APEGA for the December 2021 and summer 2022 technical exams, and is planning for a higher number of exam writers in each of these sessions.

Information Discovery and Digitization Capacity Project

After having resumed project activities on-site continuously since June, the project has been able to ramp up to full planned staffing. In mid-September, 2300 of the 21,000 paper-based in-process application files had been fully digitized.

Figure 1. Breakdown of P.Eng. licence applications received, January-August 2020 and 2021

Year	Applications Received Jan-Aug 2020							Applications Received Jan-Aug 2021							% change
Gender	Female		Male		Not Stated		Totals	Female		Male		Not Stated		Totals	Totals
	(#)	(%)	(#)	(%)	(#)	(%)	(#)	(#)	(%)	(#)	(%)	(#)	(%)	(#)	
CEAB	395	21%	1474	79%	0	0%	1869	363	20%	1487	80%	2	0.1%	1852	-1%
Non-CEAB	265	16%	1407	84%	0	0%	1672	487	17%	2426	83%	8	0.3%	2921	75%
Totals	660	19%	2881	81%	0	0%	3541	850	18%	3913	82%	10	0.2%	4773	35%

Figure 2. Breakdown of P.Eng. licence applications approved, January-August 2020 and 2021

Year	P.Eng. Licences Approved Jan-Aug 2020					P.Eng. Licences Approved Jan-Aug 2021					% change
Gender	Female		Male		Totals	Female		Male		Totals	Totals
	(#)	(%)	(#)	(%)	(#)	(#)	(%)	(#)	(%)	(#)	
CEAB	228	20%	937	80%	1165	321	20%	1275	80%	1596	37%
Non-CEAB	125	18%	568	82%	693	142	17%	705	83%	847	22%
Totals	353	19%	1505	81%	1858	463	19%	1980	81%	2443	31%

Figure 3. Average process times for P.Eng. licence approvals, January-August 2020 and 2021

	P.Eng. Licences Approved Jan-Aug 2020		P.Eng. Licences Approved Jan-Aug 2021		% change
	# Applicants	Average licensing time	# Applicants	Average licensing time	
CEAB applicants	920	1239 days	1209	1277 days	3.1%
Non-CEAB applicants	421	1060 days	489	1096 days	3.4%
Confirmatory exam program	85	1680 days	85	1640 days	-2.4%
Specific exam program	47	2514 days	28	2248 days	-10.6%
Interprovincial Transfers	366	50 days	553	118 days	136%
Reinstatements	44	43 days	80	78 days	81%

Fairness Commissioner

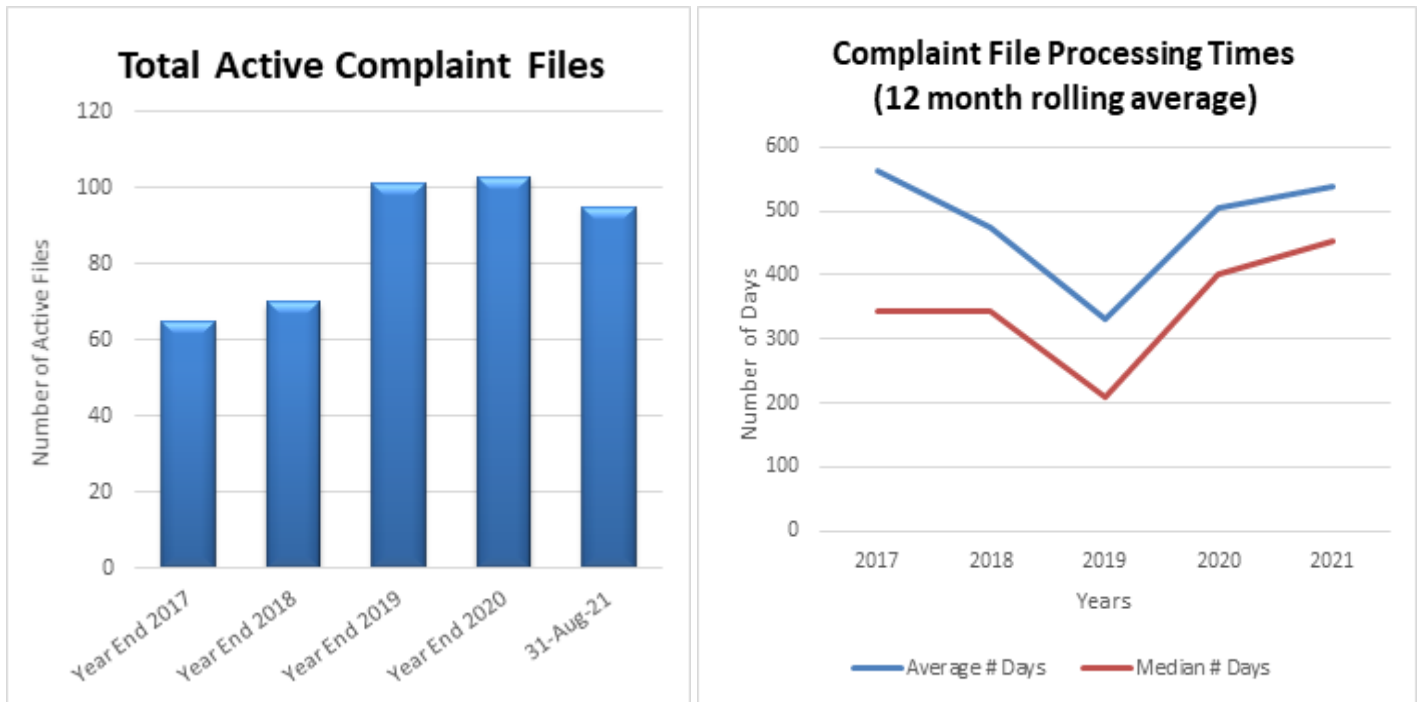
Under provincial legislation, the role of the Office of the Fairness Commissioner (OFC) is to address and limit regulatory barriers to the learned professions, particularly for applicants who are internationally trained. The OFC has adopted a risk-based compliance framework, which will take full effect next spring. In light of this new framework, the OFC is now categorizing regulators, including PEO, based on their efforts to make their licensing processes fairer and more transparent, to determine the level of attention each will receive from the OFC. Based on preliminary discussions with the OFC, as well as correspondence received from the Fairness Commissioner in response to the AREWG report, we anticipate that our experience requirements and, in particular, the one-year Canadian experience requirement, will continue to be a focus of OFC interest and oversight for the foreseeable future.

Regulatory Compliance

Complaints

Investigations and committee operations continue operating virtually. The length of time required to fully investigate and gather investigation documents have increased as a result of COVID-related shutdowns and the resulting additional time that it is taking complainants, respondents and third parties to gather documents and respond to information requests. Complaint file processing times have trended upwards as a result. The number of open active complaint files remains generally consistent with previous years.

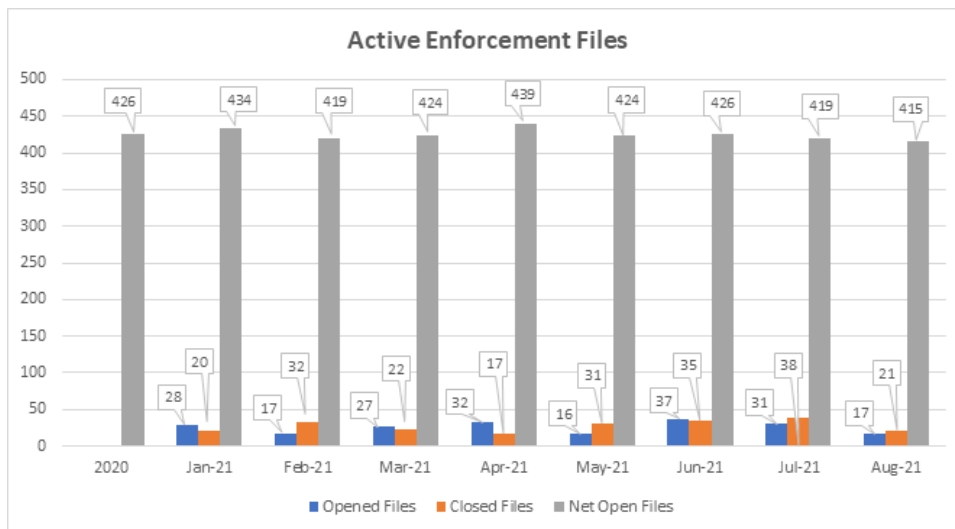
Figure 4. Complaints and Investigation Statistics (as at Aug 31, 2021)



Enforcement

The net enforcement case load for January to August of 2021 has remained relatively stable. The number of newly reported matters remains at roughly 60% of the volume for the same period in 2020.

Figure 5. Active Enforcement Files



Finance

Update

For the seven months ending July 31, 2021, revenues earned were \$18.5M and expenses incurred were \$14.0M, resulting in an excess of revenues over expenses of \$4.5M, as shown in Figure 6. The increase in revenues in comparison to budget by \$23k is due to higher than expected P.Eng. revenue and investment income.

On the expense side, there were \$14.0M in total expenses in the first seven months of 2021 versus a budgeted spend of \$16M resulting in a favourable variance of \$2M. Expenses continue to trend lower due to pandemic-related restrictions.

As shown in Figure 7, PEO has cash reserves of \$8.2M and an investment portfolio of \$19.7M as of July 31, 2021. The value of the investment portfolio has increased by about \$470k in the first seven months of 2021.

Figure 6. Revenues and expenses as of July 31, 2021

	2021 Actual	2021 Budget	Variance Act vs Bud
Revenues	\$18,485,944	\$18,462,716	\$23,228
Expenses	\$14,017,157	\$16,021,974	\$2,004,817
Excess of Rev over Exp	\$4,468,787	\$2,440,742	\$2,028,045

Figure 7. Assets and liabilities as of July 31, 2021

	2021 Actual	2020 Actual	Variance (Fav / Unfav)
Cash	\$8,151,713	\$6,090,696	\$2,061,017
Other current assets	\$1,031,370	\$886,780	\$144,590
Marketable securities	\$19,699,219	\$11,715,667	\$7,983,552
Capital assets	\$30,241,206	\$32,180,417	-\$1,939,211
Total assets	\$59,123,508	\$50,873,560	\$8,249,948
Current liabilities	\$13,891,411	\$13,361,359	-\$530,052
Long term debt	\$1,905,365	\$2,994,161	\$1,088,796
Employee future benefits	\$13,711,706	\$6,915,000	-\$6,786,706
Net assets	\$29,615,026	\$27,593,040	\$2,021,986
Total liabilities & net assets	\$59,123,508	\$50,873,560	\$8,249,948

Impact of COVID-19 on membership requests for reduced fees

The data in Figures 8 and 9 show a year-over-year increase in the number of members seeking fee remission.

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

The data in Figures 8 and 9, shows that the average number of resignation requests received as of July 31, 2021, is 77 versus 57 for all of 2020. The average number of resignations in 2021 is trending higher than in 2020 by 20 per month. Despite this, as of July 31, 2021, the number of P.Engs has increased by 1376 to a total of 85,918.

Figure 8. Remissions stats for 2021

Remission Type	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	Total	Monthly Ave.
Parental leave	18	20	19	11	11	14	15						108	15
Post grad	9	10	10	8	4	5	3						49	7
Unemployment	220	135	158	140	144	106	124						1027	147
Temporary health	3	4	6	4	4	3	4						28	4
Permanent health	4	4	3	3	6	2	4						26	4
Retired	105	99	74	73	95	64	53						563	80
Total	359	272	270	239	264	194	103						1801	257
Cumm. Total	359	631	901	1140	1404	1598	1801							
Resignations													540	77

Figure 9. Remissions stats for 2020

Remission Type	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	Total	Monthly Ave.
Parental leave	20	13	8	18	14	15	12	10	13	14	14	14	165	14
Post grad	14	7	2	9	6	7	3	4	6	9	10	5	82	6
Unemployment	141	111	106	107	104	109	90	132	152	162	140	102	1456	147
Temporary health	5	4	1	4	2	1	2	3	2	4	2	0	30	3
Permanent health	3	4	4	2	2	3	3	5	2	4	2	2	36	3
Retired	67	93	87	34	59	68	49	67	80	73	75	73	825	70
Total	250	232	208	174	187	203	159	221	255	266	243	196	2594	218
Cumm. Total	250	482	690	864	1051	1254	1413	1634	1889	2155	2298	2594		
Resignations													685	57

Human Resources

Since the beginning of the pandemic, PEO has done what is necessary and within our power to keep our employees as safe and healthy as possible. This commitment is ongoing.

On September 13, we initiated a gradual, voluntary return to the office process for our staff. Employees with functions that are mostly paper-based and those who support those functions have been prioritized for the return on a more frequent basis. While we have permitted select staff in the office during the pandemic on an as needed and voluntary basis, and based on business requirements, a phased approach has been developed with the safety of our employees as the guiding principle.

As part of this approach, we have implemented a mandatory vaccination policy for everyone on site at PEO's office. Staff who need or wish to visit the office must now provide proof of full vaccination or have a recognized medical exemption as well as complete a COVID-19 screening form prior to visiting. Other protocols related to masking and physical distancing remain in place until further notice as advised by Public Health Ontario.

We are also developing a workplace strategy to create a more modern, resilient and flexible organization where staff can perform its work effectively while promoting a hybrid work arrangement that best matches the needs of each department, and includes a review of the layout of our existing office space.

Briefing Note – Information

C-543-2.3

2022 DRAFT OPERATING BUDGET

Purpose: To review the draft 2022 operating budget

No motion required

Prepared by Chetan Mehta – Director, Finance

1. Need for PEO Action

In accordance with the Council approved PEO business planning cycle, the draft operating budget (Appendix A) is being presented to Council for its inputs and review. Council's feedback at this meeting will be incorporated into the final 2022 operating budget which will be presented at the November 2021 meeting to Council for approval. The key highlights of the 2022 draft operating budget are summarized below in Table 1.

Total revenues in 2022 are budgeted at \$34.8m and total expenses for sustaining regular day to day or core operations are budgeted at \$31.2m, resulting in an excess of revenues over expenses of \$3.6m. In addition to these expenses, an additional spend of \$3.2m is budgeted for various projects and Council initiatives the details of which can be seen in Appendix A.

Table 1 – Summary of key financials (\$ millions)

	2022 Budget	2021 Forecast	2021 Budget
Revenue	\$34.8	\$33.5	\$31.7
Expenses - core operations	\$31.2	\$26.8	\$30.2
Excess of revenue over expenses	\$3.6	\$6.7	\$1.5
Spend on projects and Council initiatives	\$3.3	\$1.9	\$1.4
Excess of revenue over expenses	\$0.3	\$4.8	\$0.1
Cash Reserve	\$29.9	\$28.6	\$20.5

Revenue

The 2022 budgeted revenue is planned to be \$34.8m representing an increase of \$1.3m or 3.8% over the 2021 forecasted revenue of \$33.5m. The main factors contributing to the increase are:

- An increase in the volume of applications, registrations, exams, and other fees aggregating to an increase of \$733k or 7.5%.
- An increase in P. Eng. revenues of \$466k or 2.3%. This is due to the expected increase in throughput for issuing licenses in 2022.
- An increase of \$25k or 3% in investment revenue due to the expected performance of the investment portfolio.

- A marginal increase in 40 Sheppard revenues of \$24k or 1% due to the recovery of higher operating costs and slightly higher parking revenue.

Expenses

The 2022 budgeted expenses for regular operations are planned to be \$31.2m which represents an increase of \$4.4m or 17% over 2021 forecasted expenses. Some of the reasons contributing to this increase are:

- An increase in employee salaries and benefits and retiree and future benefits of \$2.5m over the 2021 forecast due to an increase in headcount; a 2.5% increase in staff salaries for merit increases and pension top-up contributions. After the increase, the FT headcount in 2022 will be 134 in comparison to the forecasted headcount of 118 in 2021.
- An increase of \$1.5m for Chapters due to higher allocations for operations in 2022; reinstatement of Chapter scholarships; expenses for various events such as CLC, RCC, etc.
- An increase of \$261k or 22% in the spend for Computers and telephone due to higher costs for various service maintenance contracts, software support contracts, and various IT initiatives to sustain operations.
- An increase of \$249k or 232% in Volunteer Business Expenses due to higher costs for meals, mileage, accommodation and travel related expenses for attending various events, committee meetings and conferences., etc.

The above are partially offset by:

- Reduction of \$300k or 12% in Purchased services due to reduction in spend on venue and catering costs for various events which such as AGM, Order of Honor which are to be held in an online format in 2022.
- Reduction of \$206k or 27% in Amortization largely due to fewer capital projects in 2022 and the full amortization of some old equipment.
- Reduction of \$180k or 8% in 40 Sheppard expenses largely due to a decrease in depreciation, amortization of leasing costs and mortgage interest expense.

2. Background

The AFC at its meeting on July 6, 2021 reviewed the budget assumptions for the 2022 operating and capital budgets (Appendix B) after which the senior management team and staff began work on preparing the budget projections. A draft copy of the 2022 operating budget and the 2021 forecast was completed in August and distributed to the AFC prior to its meeting on Sep 1, 2021.

During this meeting, the Finance committee met with the CEO/Registrar, the Director of Finance, and the Director of Human Resources to review the first draft of the 2022 operating and capital budgets. Key highlights of the operating budget were presented and questions by the committee members were answered by staff. After extensive discussion, the committee concurred that the draft version of the 2022 operating and capital budgets be presented to Council for information and feedback.

3. Appendices

- **Appendix A**

- 2022 Draft Operating Budget & Projected Financial Statements from 2023 to 2026
- **Appendix B**
 - 2022 Budget Assumptions

Professional Engineers Ontario - DRAFT 2022 OPERATING BUDGET

Variance Analysis - 2022 Budget Vs 2021 Forecast

DRAFT - Reviewed by AFC - Sept 1, 2021 - Rev 1

C-543-2.3
Appendix A

REF. NO	DESCRIPTION	2022 Bud	2021 Fcst	2021 Bud	2020 Act	Favourable (Unfavorable) / Variances			
						2022 Bud Vs 2021 Fcst		2021 Fcst Vs 2021 Bud	
		\$	\$	\$	\$	\$	%	\$	%
	REVENUE	(A)	(B)	(C)	(D)	(E)	(F)	(G)	(H)
1	P. Eng Revenue	20,718,085	20,252,552	18,818,601	19,192,091	465,533	2.3%	1,433,951	7.6%
2	Appln, regn, exam and other fees	10,502,680	9,770,000	9,608,885	8,069,121	732,680	7.5%	161,115	1.7%
3	40 Sheppard Revenue	2,570,546	2,546,304	2,568,052	2,433,586	24,242	1.0%	-21,748	(0.8)%
4	Investment income	825,000	800,000	550,000	839,194	25,000	3.1%	250,000	45.5%
5	Advertising income	125,000	120,000	125,000	105,359	5,000	4.2%	-5,000	(4.0)%
6	Chapter revenues	35,000	30,000	-	33,358	5,000	16.7%	30,000	0.0%
7	TOTAL REVENUE	34,776,311	33,518,856	31,670,538	30,672,709	1,257,455	3.8%	1,848,318	5.8%
8	EXPENSES - CORE OPERATIONS								
9	Salaries and benefits / Retiree and staff future benefits	17,162,877	14,691,876	16,170,157	11,541,133	-2,471,001	(16.8)%	1,478,281	9.1%
10	Purchased services	2,204,328	2,504,547	2,462,174	958,697	300,219	12.0%	-42,373	(1.7)%
11	40 Sheppard expenses	2,037,854	2,217,833	2,157,387	2,196,630	179,979	8.1%	-60,446	(2.8)%
12	Chapters	1,687,003	232,560	1,065,095	327,940	-1,454,443	(625.4)%	832,535	78.2%
13	Computers and telephone	1,457,039	1,196,069	1,235,155	1,137,393	-260,970	(21.8)%	39,086	3.2%
14	Engineers Canada	1,035,000	1,005,563	1,034,747	1,024,502	-29,437	(2.9)%	29,184	2.8%
15	Occupancy costs	971,151	826,329	1,018,882	846,019	-144,822	(17.5)%	192,553	18.9%
16	Legal (Corporate, Prosecution & Tribunal)	848,130	811,635	867,130	765,986	-36,495	(4.5)%	55,495	6.4%
17	Transaction fees	806,300	766,728	752,602	700,010	-39,572	(5.2)%	-14,126	(1.9)%
18	Consultants	369,900	249,875	289,120	454,680	-120,025	(48.0)%	39,245	13.6%
19	Contract staff	491,713	586,730	563,658	502,825	95,017	16.2%	-23,072	(4.1)%
20	Amortization	573,490	779,941	820,191	1,152,613	206,451	26.5%	40,250	4.9%
21	Volunteer expenses	355,857	107,193	444,085	109,056	-248,664	(232.0)%	336,892	75.9%
22	Professional development	268,700	98,900	228,700	109,858	-169,800	(171.7)%	129,800	56.8%
23	Postage and courier	229,857	205,123	352,398	210,455	-24,734	(12.1)%	147,275	41.8%
24	Recognition, grants and awards	159,795	103,074	202,525	31,772	-56,721	(55.0)%	99,451	49.1%
25	Insurance	156,077	150,326	143,710	143,100	-5,751	(3.8)%	-6,616	(4.6)%
26	Office supplies	133,550	101,050	124,150	57,673	-32,500	(32.2)%	23,100	18.6%
27	Advertising	90,250	55,100	130,250	45,243	-35,150	(63.8)%	75,150	57.7%
28	Printing & photocopying	70,000	65,000	89,000	64,677	-5,000	(7.7)%	24,000	27.0%
29	Staff expenses	84,733	19,578	62,265	18,857	-65,155	(332.8)%	42,687	68.6%
30	TOTAL EXPENSES - CORE OPERATIONS	31,193,604	26,775,030	30,213,381	22,399,119	-4,418,574	(16.5)%	3,438,351	11.4%
31	EXCESS OF REVENUE OVER EXPENSES BEFORE UNDERNOTED	3,582,707	6,743,826	1,457,157	8,273,590	-3,161,119	(46.9)%	5,286,669	362.8%
32	EXPENSES - NON CORE OPERATIONS								
33	Projects and Council initiatives (1)	3,243,660	1,882,380	1,442,000	388,086	-1,361,280	(72.3)%	-440,380	(30.5)%
34	EXCESS OF REVENUE OVER EXPENSES	339,047	4,861,446	15,157	7,885,504	-4,522,399	(93.0)%	4,846,289	31973.0%

(1) Note: Details of special projects is on Page 7

Professional Engineers Ontario - DRAFT 2021 OPERATING BUDGET**Variance Analysis - 2021 Budget Vs 2020 Forecast**

DRAFT - Reviewed by AFC - Sept 1, 2021 - Rev 1

Ref. No.	Variance Explanation
1	Increase due to growth in membership which is expected to pick up in comparison to 2021.
2	Increase due to expected increase in applications, registrations, examination and monies from other licences.
3	Increase in 40 Sheppard revenues due to recovery of higher operating costs.
4	Investment revenue expected to increase although fluctuations in market conditions could lead to lower yields.
5	A slight increase in advertising revenue is expected due to an expected improvement in market conditions.
6	Expected revenues from Chapters operations.
9	Increase in salaries and benefits due to hiring for new positions; filling current vacancies and merit increases in 2022.
10	Purchased Services spend is lower in 2022 primarily due to lower costs for various events which are partially offset by higher costs for outsourcing the PPE (Professional Practice Exams) and Tech exams to APEGA and BC respectively; etc.
11	Lower 40 Sheppard expenses due to decrease in depreciation, amortization of leasing costs and mortgage interest expense. This decrease is partially offset by an increase in janitorial costs; costs for repairs and maintenance and utility costs.
12	Higher spend for Chapters in 2022 due to an increase in Chapter scholarships, higher spend on various events such as RCC, CLC and higher allocation for Chapter operations.
13	Higher computers and telephone related costs for service maintenance contracts, software support contracts; teleconferencing and internet connectivity, mobile telephones and various other IT services to sustain operations.
14	This amount represents the allocation to Engineers Canada. The rate of \$10.21 paid per member remains unchanged.
15	Higher occupancy costs to reflect the increase in operating expenses.
16	Legal (corporate, prosecution and tribunal) expenses are expected to increase marginally due to higher spend on counsel for corporate and employment related matters and human rights challenges. There is a slight increase in costs for the enforcement and complaint committees as well. These costs are partially offset by lower spend on complaints investigations and discipline prosecution.
17	Transaction fees are expected to be higher in 2022 largely due to an expected increase in online payments resulting in higher transaction costs.
18	Higher spend on IT and various other consultants in 2022 for various initiatives to sustain and support operations. This includes spend on consultants for the PEAK program, Govt. liaison program, auditor, fund manager, etc.
19	Reduced spend on contract staff in 2022.
20	A decrease in amortization costs due to fewer capital projects being initiated and the completion of amortization of various prior year projects.
21	Higher volunteer expenses for travel, accommodation, mileage, and air/train fare, registrations etc. for attendance at various committee meetings and events.
22	Increase in training and professional development costs due to higher outlay for staff and volunteer training and development.
23	Increase in postage and courier costs in 2022 for mailing licences and licensing related correspondence.
24	Higher spend in 2022 due to the sponsorship of various events, spend on PR items for staff and volunteers.
25	Slight increase in insurance costs due to higher property and D&O premiums.
26	Expected spend on files, folders, binders and other office and meeting supplies.
27	Advertising costs are expected to increase in 2022 due to spend on advertising for staff recruitment and corporate communications.
28	Printing and photocopying costs in 2022 are expected to increase marginally once the hybrid model is implemented and staff resume work at the office.
29	Expected spend on staff business expenses for travel and accommodation for various events, meetings, including 2021 AGM.

Professional Engineers Ontario
Statement of financial position projection
for the years ending December 31 - DRAFT

DRAFT - Reviewed by AFC - Sept 1, 2021 - Rev 1

	2020 ACTUAL	2021 FORECAST	2022 BUDGET	2023 PROJECTION	2024 PROJECTION	2025 PROJECTION	2026 PROJECTION
ASSETS							
CURRENT							
Cash	8,219,649	13,735,963	13,735,963	13,735,963	13,735,963	13,735,963	13,735,963
Marketable securities at fair value	15,069,278	15,069,278	15,741,174	17,772,595	20,675,753	24,323,262	28,363,965
Cash & marketable securities	23,288,927	28,805,241	29,477,138	31,508,559	34,411,716	38,059,225	42,099,928
Accounts receivable	1,382,842	1,382,842	1,382,842	1,382,842	1,382,842	1,382,842	1,382,842
Prepaid expenses, deposits & other assets	726,887	650,479	572,545	494,611	416,705	338,771	260,837
	25,398,656	30,838,562	31,432,525	33,386,012	36,211,263	39,780,838	43,743,607
Capital assets	31,340,072	29,672,816	28,329,105	28,620,549	29,110,140	29,545,924	29,925,870
	56,738,728	60,511,378	59,761,630	62,006,561	65,321,402	69,326,762	73,669,478
LIABILITIES							
CURRENT							
Accounts payable and accrued liabilities	2,513,546	2,513,546	2,513,546	2,513,546	2,513,546	2,513,546	2,513,546
Fees in advance and deposits	11,573,230	11,573,230	11,573,230	11,573,230	11,573,230	11,573,230	11,573,230
Current portion of long term debt	1,088,796	1,088,796	1,088,796	362,904	-	-	-
	15,175,572	15,175,572	15,175,572	14,449,680	14,086,776	14,086,776	14,086,776
LONG TERM							
Long term debt	2,540,496	1,451,700	362,904	-	-	-	-
Employee future benefits	13,441,800	13,441,800	13,441,800	13,441,800	13,441,800	13,441,800	13,441,800
	15,982,296	14,893,500	13,804,704	13,441,800	13,441,800	13,441,800	13,441,800
Net Assets	25,580,860	30,442,306	30,781,354	34,115,081	37,792,826	41,798,186	46,140,902
	56,738,728	60,511,378	59,761,630	62,006,561	65,321,402	69,326,762	73,669,478

Professional Engineers Ontario
Statement of projected cash flows
for the years ending December 31 - DRAFT

DRAFT - Reviewed by AFC - Sept 1, 2021 - Rev 1

	2021	2022	2023	2024	2025	2026
<u>Operating</u>	FORECAST	BUDGET	PROJECTION	PROJECTION	PROJECTION	PROJECTION
Excess of revenue over expenses - operations	4,861,446	339,047	3,333,727	3,677,746	4,005,360	4,342,715
Add (deduct) items not affecting cash						
Amortization	2,037,722	1,905,669	1,958,556	2,010,410	2,064,215	2,120,054
Amortization - other assets (leasing)	76,408	77,934	77,934	77,934	77,934	77,934
Total Operating	6,975,576	2,322,650	5,370,217	5,766,089	6,147,509	6,540,703
<u>Financing</u>						
Repayment of mortgage	-1,088,796	-1,088,796	-1,088,796	-362,932	-	-
Total Financing	-1,088,796	-1,088,796	-1,088,796	-362,932	-	-
<u>Investing</u>						
<u>Additions to Capital Assets:</u>						
Additions to Building (Recoverable)	-320,466	-561,958	-500,000	-500,000	-500,000	-500,000
Additions to other Capital Assets (F&F, IT, Phone, AV, etc.)	-50,000	-	-1,750,000	-2,000,000	-2,000,000	-2,000,000
Total Investing	-370,466	-561,958	-2,250,000	-2,500,000	-2,500,000	-2,500,000
Net Cash Increase/(Decrease) during the year	5,516,314	671,896	2,031,421	2,903,157	3,647,509	4,040,703
Cash, beginning of year	8,219,649	13,735,963	14,407,860	16,439,281	19,342,438	22,989,947
Cash, end of year	13,735,963	14,407,860	16,439,281	19,342,438	22,989,947	27,030,650
Cash/Investments, end of year	28,805,241	29,477,138	31,508,559	34,411,716	38,059,225	42,099,928
Comprised of:						
Cash	13,735,963	13,735,963	13,735,963	13,735,963	13,735,963	13,735,963
Investments	15,069,278	15,741,174	17,772,595	20,675,753	24,323,262	28,363,965
	28,805,241	29,477,138	31,508,559	34,411,716	38,059,225	42,099,928

Professional Engineers Ontario
Statement of Projected revenues and expenses
for the years ending December 31 - DRAFT

DRAFT - Reviewed by AFC - Sept 1, 2021 - Rev 1

	2020	2021	2022	2023	2024	2025	2026
	ACTUAL	FORECAST	BUDGET	PROJECTION	PROJECTION	PROJECTION	PROJECTION
REVENUE							
P. Eng Revenue	\$19,192,091	\$20,252,552	\$20,718,085	\$21,132,447	\$21,555,096	\$21,986,198	\$22,425,921
Appln, regn, exam and other fees	8,069,121	9,770,000	10,502,680	11,027,814	11,579,205	12,158,165	12,766,073
40 Sheppard Revenue	2,433,586	2,546,304	2,570,546	2,503,511	2,561,187	2,611,724	2,655,021
Investment income	839,194	800,000	825,000	841,500	858,330	875,497	893,007
Advertising income	105,359	120,000	125,000	125,938	126,882	127,834	128,792
Chapter revenues	33,358	30,000	35,000	35,700	36,414	37,142	37,885
	\$30,672,709	\$33,518,856	\$34,776,311	\$35,666,909	\$36,717,113	\$37,796,559	\$38,906,700
EXPENSES							
Salaries and benefits / Retiree and staff future benefits	11,541,133	14,691,876	17,162,877	17,506,135	17,856,257	18,213,382	18,577,650
40 Sheppard expenses	2,196,630	2,217,833	2,037,854	1,996,140	2,004,462	2,041,439	2,081,948
Purchased services	958,697	2,504,547	2,204,328	2,270,458	2,338,572	2,408,729	2,480,991
Amortization	1,152,613	779,941	573,490	590,695	608,416	626,668	645,468
Engineers Canada	1,024,502	1,005,563	1,035,000	1,066,050	1,098,032	1,130,972	1,164,902
Computers and telephone	1,137,393	1,196,069	1,457,039	1,500,750	1,545,773	1,592,146	1,639,910
Chapters	327,940	232,560	1,687,003	1,737,613	1,789,741	1,843,433	1,898,736
Occupancy costs	846,019	826,329	971,151	990,574	1,010,386	1,030,593	1,051,205
Legal (Corporate, Prosecution & Tribunal)	765,986	811,635	848,130	865,093	882,394	900,042	918,043
Transaction fees	700,010	766,728	806,300	830,489	855,404	881,066	907,498
Volunteer expenses	109,056	107,193	355,857	362,974	370,234	377,638	385,191
Contract staff	502,825	586,730	491,713	506,464	521,658	537,308	553,427
Postage and courier	210,455	205,123	229,857	236,753	243,855	251,171	258,706
Consultants	454,680	249,875	369,900	380,997	392,427	404,200	416,326
Recognition, grants and awards	31,772	103,074	159,795	164,589	169,527	174,612	179,851
Professional development	109,858	98,900	268,700	276,761	285,064	293,616	302,424
Office supplies	57,673	101,050	133,550	137,557	141,683	145,934	150,312
Insurance	143,100	150,326	156,077	160,759	165,582	170,550	175,666
Printing & photocopying	64,677	65,000	70,000	72,100	74,263	76,491	78,786
Staff expenses	18,857	19,578	84,733	87,275	89,893	92,590	95,368
Advertising	45,243	55,100	90,250	92,958	95,746	98,619	101,577
	22,399,119	26,775,030	31,193,604	31,833,182	32,539,368	33,291,199	34,063,984
EXCESS OF REVENUE OVER EXPENDITURE before undernoted	\$8,273,590	\$6,743,826	\$3,582,707	\$3,833,727	\$4,177,746	\$4,505,360	\$4,842,715
EXPENSES - NON CORE OPERATIONS	388,086	1,882,380	3,243,660	500,000	500,000	500,000	500,000
EXCESS OF REVENUE OVER EXPENDITURE	\$7,885,504	\$4,861,446	\$339,047	\$3,333,727	\$3,677,746	\$4,005,360	\$4,342,715

Professional Engineers Ontario
40 Sheppard Ave. - Statement of projected revenues and expenses
for the years ending December 31 - DRAFT

DRAFT - Reviewed by AFC - Sept 1, 2021 - Rev 1

Description	2021 FORECAST	2022 BUDGET	2023 PROJECTION	2024 PROJECTION	2025 PROJECTION	2026 PROJECTION
Rental income	852,368	866,661	872,177	908,119	922,534	930,692
Operating cost	1,798,993	1,851,412	1,796,123	1,828,134	1,871,262	1,915,609
Property tax	398,147	433,904	433,700	439,354	448,141	457,104
Parking income	154,950	158,400	158,400	158,400	158,400	158,400
Other space rent	109,175	116,320	116,385	117,919	119,941	119,941
TOTAL REVENUE	3,313,633	3,426,697	3,376,785	3,451,926	3,520,278	3,581,746
Less PEO Share of CAM & Tax	767,329	856,151	873,274	890,739	908,554	926,725
TOTAL REVENUE excluding PEO share of CAM & Tax	2,546,304	2,570,546	2,503,511	2,561,187	2,611,724	2,655,021
Utilities	495,926	557,020	568,161	579,524	591,115	602,937
Property taxes	425,386	433,904	442,582	451,433	460,462	469,671
Amortization	546,634	375,596	397,433	417,305	438,170	460,079
Payroll	260,749	265,963	271,282	276,708	282,242	287,887
Janitorial	212,254	224,951	227,890	232,447	237,096	241,838
Repairs and maintenance	170,589	184,087	156,652	159,785	162,980	166,240
Property management and advisory fees	50,000	50,000	50,000	50,000	50,000	50,000
Road and ground	22,547	29,238	15,599	15,911	16,229	16,553
Administration	25,479	28,142	28,705	29,279	29,865	30,462
Security	36,371	22,832	23,288	23,754	24,229	24,714
Insurance	30,577	32,376	33,024	33,684	34,358	35,045
TOTAL RECOVERABLE EXPENSES	2,276,512	2,204,109	2,214,616	2,269,830	2,326,746	2,385,426
Interest expense on note and loan payable	103,947	66,649	31,551	2,124	0	0
Amortization of building	388,293	388,293	388,293	388,293	388,293	388,293
Amortization of leasing costs	76,408	77,934	77,934	77,934	77,934	77,934
Amortization of non-recov cap	97,232	106,780	106,780	106,780	106,780	106,780
Other non-recoverable expenses	42,771	50,240	50,240	50,240	50,240	50,240
TOTAL OTHER EXPENSES	708,651	689,896	654,798	625,371	623,247	623,247
TOTAL EXPENSES	2,985,163	2,894,005	2,869,414	2,895,201	2,949,993	3,008,673
Less PEO Share of CAM & Tax	767,329	856,151	873,274	890,739	908,554	926,725
TOTAL EXPENSES excluding PEO share of CAM	2,217,834	2,037,854	1,996,140	2,004,462	2,041,439	2,081,948
NET INCOME	328,470	532,692	507,371	556,725	570,285	573,073

Professional Engineers Ontario
2021- 2025 Spend on projects and Council initiatives

DRAFT - Reviewed by AFC - Sept 1, 2021 - Rev 1

S. No	Projects and Council initiatives	2021 Budget	2021 Forecast	2022	2023	2024	2025
1	HR governance & restructuring related expenses (Note 1)	\$650,000	\$190,000	\$1,250,000	-	-	-
2	30 by 30 TF and other Council Initiatives	-	\$150,000	-	-	-	-
3	IT initiatives due to COVID	\$10,000	\$31,000	-	-	-	-
4	Digitize Paper Application files (Note 2)	\$100,000	\$321,000	\$565,000	-	-	-
5	Human Resources Information System	\$53,000	\$40,380	-	-	-	-
6	O365 migration	\$234,000	\$300,000	-	-	-	-
7	Aptify Enhancements	\$125,000	\$125,000	\$50,000	-	-	-
8	Chapter websites upgrade	\$75,000	\$3,000	-	-	-	-
9	Scoping of Portal Upgrade (Note 3)	\$75,000	\$20,000	\$60,000	-	-	-
10	Council Speaker Queuing App	\$20,000	-	-	-	-	-
11	Contractors for IT initiatives	\$100,000	\$507,000	\$578,000	-	-	-
12	Mandatory CPD (Note 4)	-	-	-	-	-	-
13	Data quality and governance	-	\$7,500	\$62,000	-	-	-
14	Online application process (Note 5)	-	\$187,500	\$51,660	-	-	-
15	Portal reengineering implementation (Note 6)	-	-	-	-	-	-
16	Records retention	-	-	\$72,000	-	-	-
17	Enhanced security	-	-	\$55,000	-	-	-
18	Application backlog (Note 7)	-	-	-	-	-	-
19	Various other initiatives (Note 8)	-	-	\$500,000	\$500,000	\$500,000	\$500,000
		\$1,442,000	\$1,882,380	\$3,243,660	\$500,000	\$500,000	\$500,000

Note:

- 1 For 2022, the spend includes an amount \$850k allocated for restructuring costs
- 2 These spend estimates may change as additional details on the project become available
- 3 This estimate is for hiring consultant to scope how to upgrade and reengineer the portal. Estimate delivery of the project without the scoping work.
- 4 Estimates are not possible at budgeting time due to lack of information on project scope and requirements
- 5 Licensing Stabilization project is part of the Online Application Process. Waiting for business requirements to scope the project
- 6 Estimates are not possible at budgeting time as Scoping Portal Upgrade project to be completed first
- 7 Estimates are not possible at budgeting time due to lack of information on project scope and requirements
- 8 For 2022, the \$500k is for spend on the Centennial gala and Council Workshop



Professional Engineers
Ontario

C-543-2.3
Appendix B

Professional Engineers Ontario

2022 Operating and Capital Budget Assumptions

For AFC Review

July 6, 2021

2022 Budget Assumptions

For AFC Review

July 6, 2021

This document presents key assumptions for revenues, operating expenses and capital expenses related to PEO's 2022 operating and capital budgets.

A. General Assumptions

It is assumed that in 2022, PEO will continue with normal operations regardless of whether staff return to office, continue to work from home or work in a hybrid mode that allows for both working from home and the office. In line with previous years, Council-directed projects will be funded from the operating reserve

B. Capital Expenditure Assumptions

PEO's capital expenditures in 2022 are expected to be as indicated below:

Technology Projects

PEO has shifted from Capex to operating expenditures by transitioning to a cloud-first subscription-based model for services. In line with previous years, a majority of computer hardware will be leased. Increased use of consultants, contract staff, and FTE staff will provide for the existing and new business requirements. A move to a risk-based approach to technology will require increased expenditures in security software and services.

With plans to move to a hybrid workforce, PEO will need to reexamine all existing business services to determine the required technology to support this new working style. Investments to replace incompatible, ageing analog AV technology will be critical to a successful transformation. For a more proactive budgeting model, it will be assumed that a 5% technology contingency will be added to the yearly technology budget to cover unexpected costs

Building improvements – recoverable

Critical and key repairs and upgrades to common areas of the building per the recommendations by PEO's property manager, BGIS shall be undertaken in 2022.

Facilities

Funding will be made available for workplace changes necessary to accommodate a return to work option. Additional information will be provided once available.

C. Revenue Assumptions

Based on prior member statistics and current trends, the budget assumptions for the 2022 budget are:

1. Membership levels, fees, and dues

- All fees, including P.Eng. fees, EIT fees, application fees, registration fees, limited license fees and provisional license fees will continue to be billed per the current fee schedule in place.
- Net growth rate in the number of full-fee P.Eng. members is expected to be in the range of 1 to 1.5 per cent assuming the resumption of normal licensing operations.
- Net growth rate in the number of retirees and partial fee members is expected to be in the range of 1 per cent to 3 per cent.
- Miscellaneous revenue from enforcement-related activities, regulatory recoveries, and administrative fees will be factored in the 2022 budget.

2022 Budget Assumptions

For AFC Review
July 6, 2021

2. Investment income

PEO's fund manager does not predict returns over a twelve-month cycle. Given the expected return to normality in 2022, returns of around 3 per cent can be expected.

3. Advertising income

Advertising revenue in 2022 is expected to be in the range of \$100k to \$120k. Ad revenue for the year ended December 31, 2020 was \$105k.

4. Rental income from 40 Sheppard

Rental income is expected to remain in line with total recoverable expenses. Appropriate adjustments shall be made depending on how the situation with the pandemic evolves.

D. Expense Assumptions

1. Salaries

Based on the information available to date we would be looking at 2.5 percent merit increase for the 2022 budget. There will be more information provided by September of this year as this is when the 2022 increases are forecasted.

2. Benefits

Benefits include health, vision, and dental benefits. For the budget, a premium increase of 4.9 per cent has been assumed based on the information received from the benefits provider.

3. PEO pension plan

The pension plan contribution for 2022 will be based on the three - year mandatory funding valuation conducted by PEO's actuary, Buck Consultants. Based on the inputs provided by Buck Consultants, employer costs are projected to be no more 26.9% per cent of gross salary in comparison. RRSP contributions will be up to a max 5% of gross salary.

4. Statutory deductions

These include Canada Pension Plan (CPP), Employer Health Tax (EHT) and Employment Insurance (EI). For 2022, it is anticipated that CPP increases to 5.7% per cent. EHT remains at 1.95% per cent and EI is expected to remain unchanged at 2.5% per cent.

5. Other assumptions

- The non-labor / programs spending increase is assumed to be at the forecast inflation of 2.5 per cent and all programs will be subject to evaluation.
- Chapter spending may vary outside of the range of the forecasted inflation rate, depending on chapter business plans for 2022.
- The Engineers Canada assessment rate is expected to remain unchanged.
- It is expected that the nature and volume of complaint, discipline, and enforcement files, as well as claims against PEO will remain consistent with previous years.
- These assumptions may be revised as more information on the Covid-19 pandemic and data on various projects and spend items become available.

6. 40 Sheppard Expenses

Expenses include operating expenses (recoverable and non-recoverable) and financing expenses. Total recoverable tenant expenses are expected to increase by approximately 3 per cent.

Briefing Note – Information

C-543-2.4

2022 DRAFT CAPITAL BUDGET

Purpose: To review the 2022 draft capital budget.

No motion required

Prepared by Chetan Mehta, Director - Finance

1. Need for PEO Action

In accordance with the Council approved PEO business planning cycle, the draft capital budget (Appendix A) is being presented to Council for its inputs and review. Council's feedback at this meeting will be incorporated into the final 2022 capital budget which will be presented at the November 2021 meeting to Council for approval. The key highlights of the 2022 draft capital budget are summarized below.

The total capital budget of \$562k in 2022 is for various maintenance and improvement projects at 40 Sheppard. These are part of Common Area Maintenance (CAM) costs which are recoverable from the tenants and are recommended by BGIS, PEO's property manager. These planned improvements in 2022 include:

- \$350k for garage repairs
- \$80k for common area wall painting
- \$67k for replacing exterior windows
- \$40k for heat pumps; and
- \$25k for revamp of planters

2. Background

The AFC at its meeting on July 6, 2021 reviewed the budget assumptions for the 2022 operating and capital budgets after which the senior management team and staff began work on preparing the budget projections. A draft copy of the 2022 operating and capital budgets and the 2021 forecast was completed in August and distributed to the AFC prior to its meeting on Sep 1, 2021.

During this meeting, the Finance committee met with the CEO/Registrar, the Director of Finance, and the Director of Human Resources to review the first draft of these budgets. Key highlights of the capital budget were presented and questions by the committee members were answered by staff. After extensive discussion, the committee concurred that the draft version of the 2022 operating and capital budgets be presented to Council for information and feedback.

2. Appendices

- **Appendix A – 2022 Draft Capital Budget**

Professional Engineers Ontario

2022 Capital Budget - DRAFT

DRAFT - Reviewed by AFC - Sept 1, 2021 - Rev 1

C-543-2.4
Appendix A

S. No		Project	2021		2022
			Budget	Forecast	Budget
		40 Sheppard Ave - Recoverable expenses			
1	Spend on 40 Sheppard	Parking Garage Structure Assessment & Repairs	30,000	30,000	
2		Exterior Windows	66,958	-	66,958
3		Exterior Wall Survey	25,000	25,000	
4		Exterior Water Drainage	22,385	22,385	
5		Domestic Water Equipment	15,246	15,246	
6		Terminal Packing Units - Heat Pumps 3	23,335	23,335	
7		Fire Protection - Sprinkler Assessment	25,000	25,000	
8		Software upgrade for Building Directory	12,000	12,000	
9		BAS Controllers replacement		52,500	
10		Lighting retrofit		85,000	
11		Waterless urinals		30,000	
12		Planters Revamp			25,000
13		Terminal Packing Units - Heat Pumps 4 @ 10K			40,000
14		Common Area Wall Painting			80,000
15		Garage repairs			350,000
		TOTAL 40 Sheppard recoverable expenses	219,924	320,466	561,958
	Spend on facilities	Facilities			
16		Covid related arrangements for return to work	250,000	50,000	info awaited
		Total Facilities	250,000	50,000	-
		TOTAL Spend on Capital Assets	\$469,924	\$370,466	\$561,958

Briefing Note – Decision

C-543-2.5

ENGINEERS CANADA DIRECTORS REPORT

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

An update on the Engineers Canada activities that would be of interest to the mandate of PEO will be provided at the meeting.

Appendices:

Appendix A – July 2021 Update – English and French Versions

Appendix B – September 2021 Update – English and French Versions



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

Départ à la retraite à l'APEGS

Nous avons appris en juin que Bob McDonald, directeur général et registraire de l'Association of Professional Engineers and Geoscientists of Saskatchewan (APEGS), prendra sa retraite au début de l'année prochaine. Bob travaille à l'APEGS depuis plus de 22 ans, dont les cinq dernières années dans ses fonctions actuelles. Ses conseils avisés, son expérience et son sens de la camaraderie nous manqueront. Nous lui souhaitons une heureuse retraite.

Nouvelle chef de la direction à EGBC

Engineers and Geoscientists BC a annoncé la nomination d'une [nouvelle chef de la direction](#), Heidi Yang, P.Eng., FEC, FGC (Hon.), qui a pris ses fonctions le 1^{er} juin.

Conseil d'Ingénieurs Canada

Du 26 au 29 mai, Ingénieurs Canada a tenu ses réunions de printemps, qui comprenaient la réunion du Groupe des présidents et les présentations des organismes de réglementation, la réunion du Groupe des chefs de direction, la réunion du conseil, l'assemblée annuelle des membres (AAM) et la cérémonie d'intronisation. Le conseil a pris plusieurs décisions, notamment :

- Adopter les recommandations découlant du sondage sur l'efficacité de la gouvernance
- Approuver les révisions de plusieurs politiques du conseil
- Approuver des énoncés de principe nationaux
- Approuver la participation d'Ingénieurs Canada au Défi 50-30 du gouvernement fédéral.

De plus, Kathy Baig a été élue par acclamation présidente élue.

Le 14 juin, le conseil d'Ingénieurs Canada s'est réuni sur Zoom pour confirmer la nomination des membres à des comités et dissoudre le Groupe de travail sur le plan stratégique, qui a rempli son mandat. Après cette réunion, le Comité des finances, d'audit et de gestion des risques (FAGR) et le Comité sur la gouvernance se sont également réunis pour nommer leur président respectif et traiter d'autres affaires :

- Mike Wrinch sera président du Comité sur la gouvernance 2021-2022. Le Comité a passé en revue et approuvé son plan de travail pour l'année à venir, et révisé un certain nombre de politiques qui seront soumises à l'approbation du conseil en octobre.
- Nancy Hill sera présidente du Comité FAGR 2021-2022. Le Comité a revu et approuvé son plan de travail pour l'année à venir et a également confirmé quelques modifications mineures à apporter à son mandat.
- Après les réunions des comités, le conseil d'Ingénieurs Canada s'est rassemblé de nouveau pour une séance virtuelle de renforcement d'équipe et une formation à l'EDI qui portait sur les préjugés inconscients qui font obstacle au leadership inclusif.

Le 15 juin, le conseil d'Ingénieurs Canada a tenu une seconde réunion, au cours de laquelle il a examiné les plans de mise en œuvre des priorités stratégiques pour 2022-2024. Lors de cette réunion, les membres du conseil ont reçu un aperçu des activités, des échéanciers, des participants et des principaux facteurs de succès de chaque priorité stratégique, et ils ont

fourni au personnel des commentaires constructifs. À compter de 2022, le conseil recevra des rapports sur les priorités stratégiques lors de ses principales réunions.

Bureau d'agrément

Suzelle Barrington et Pierre Bourque, membres du Bureau d'agrément, ont fait le point sur les activités du Bureau au Colloque 2021 sur les normes et procédures d'agrément des programmes de génie des établissements québécois et/ou francophones. L'événement de cette année portait tout particulièrement sur le processus d'amélioration continue et les défis pour les programmes d'études de premier cycle.

Le Comité consultatif du programme d'amélioration de l'agrément (PAA) a tenu ses cinquième et sixième réunions de l'année. Le personnel d'Ingénieurs Canada a donné une séance de démonstration de trois améliorations clés apportées à la configuration de Tandem en fonction des commentaires reçus précédemment. Le comité continuera de se réunir tous les mois pendant l'été pour discuter de la configuration des modules destinés aux équipes de visiteurs et planifier la mise en œuvre.

La consultation du Bureau d'agrément sur le [Rapport 2021 du Groupe de travail sur la documentation requise pour les visites](#) s'est terminée le 4 juin. Le groupe de travail a entrepris l'examen des commentaires reçus et présentera ses recommandations au Bureau d'agrément à sa réunion de septembre.

Le Bureau d'agrément a aussi tenu sa réunion de printemps, dont voici les faits saillants :

- Approbation de l'Énoncé d'interprétation sur les attentes et les exigences en matière de permis d'exercice.
- Approbation d'une nouvelle définition de la conception en ingénierie et d'un énoncé d'interprétation connexe.

- Le rapport du Groupe de travail sur l'initiative 30 en 30 a été accepté et une motion visant la tenue, cet automne, d'une consultation sur les recommandations émanant du rapport a été approuvée.
- Le Guide 2021-2022 pour l'évaluation virtuelle d'un programme de génie a été approuvé.
- Dix décisions d'agrément visant neuf établissements ont été prises.

Le Comité des politiques et des procédures du BCAPG s'est réuni pour discuter des impacts à moyen et long terme de la pandémie sur l'unité d'agrément en tant que mesure du contenu d'un programme d'études, ainsi que des autres options de mesure des intrants. Ce travail découle du rapport sur les expériences d'apprentissage des étudiants en période de COVID-19 qui recommandait d'explorer la possibilité d'avoir une autre unité de mesure.

Le Groupe de travail du BCAPG sur le mandat du Comité des politiques et des procédures s'est réuni pour discuter des prochaines étapes de la révision du mandat. Le groupe finalisera pendant l'été le mandat proposé, qui sera soumis à l'examen du Bureau d'agrément à sa réunion de septembre.

Le Comité sur la responsabilité en matière d'agrément s'est réuni pour discuter des données émanant de la première mesure annuelle de l'efficacité, de la fiabilité, de la transparence et de l'efficacité du processus d'agrément. Le Comité se réunira deux fois au cours de l'été afin de préparer son premier rapport annuel qui sera soumis au Bureau d'agrément à sa réunion de septembre.

Bureau des conditions d'admission

Au début de juin, le Comité sur l'exercice de la profession du BCCAG a assisté à une présentation de l'équipe de consultants autochtones d'Urban Systems, qui participera à l'élaboration d'un guide sur la consultation et la participation des Autochtones à l'intention des

ingénieurs et des firmes d'ingénierie. Au cours de l'été, l'équipe d'Urban Systems organisera plusieurs petits rassemblements régionaux afin d'établir des relations avec des communautés autochtones et de trouver des participants appropriés pour un atelier national (rassemblement) qui se tiendra virtuellement en septembre.

Les consultations du Bureau des conditions d'admission sur ses priorités de travail pour 2022 et son ébauche d'orientation générale pour le Guide sur l'équité des genres en milieu de travail ont pris fin. Les priorités pour 2022 feront l'objet de discussions avec le Groupe des chefs de direction, puis elles seront finalisées et soumises au conseil à sa réunion d'octobre. Le groupe de travail responsable du Guide sur l'équité des genres examinera tous les commentaires reçus et entreprendra l'élaboration du guide.

Le Groupe de travail du BCCAG sur d'autres méthodes d'évaluation des candidats issus de programmes non agréés par le BCAPG s'est réuni pour examiner l'analyse contextuelle qui a été élaborée à l'appui de son prochain atelier national virtuel, et pour discuter avec les organismes de réglementation du format de l'atelier prévu du 5 au 7 juillet.

Le Bureau des conditions d'admission a réuni un panel d'experts présidé par Amy Hsiao pour épauler le Comité des programmes d'examens dans la révision du programme d'examens de génie métallurgique. Étant donné que la dernière mise à jour de ce programme d'examens remonte à 2010, il est probable qu'il s'agira d'une révision substantielle, comprenant notamment un élargissement de la portée pour couvrir de manière plus générale le génie des matériaux.

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

En juin, le Groupe national des responsables de la discipline et de l'application de la loi a tenu sa réunion annuelle virtuelle. Le groupe a échangé

de nouvelles informations et discuté de l'usage abusif du titre et des moyens de mettre en commun les résultats des cas de discipline, et il a assisté à une présentation d'Engineers and Geoscientists BC sur sa nouvelle loi, son règlement administratif et ses politiques. Il a également participé à une consultation du Bureau des conditions d'admission sur son plan de travail pour 2022.

Groupe national des responsables de l'exercice

Le Groupe national des responsables de l'exercice (GNRE) a été consulté au sujet du plan de travail du BCCAG pour 2022, et a assisté à une présentation d'Engineers Yukon sur la modification de son programme de DPC et la création de la nouvelle catégorie de proche aidant. Les membres du GNRE ont félicité Engineers Yukon pour ce changement et fait part de leur intérêt envers la progression de la mise en œuvre et les résultats du programme.

Recherche réglementaire

Les documents de recherche sur la réglementation des entités et le statut de membre non actif ont été achevés à la fin de juin et présentés au Groupe national des responsables de l'exercice. Ils seront également distribués cet été au Groupe des chefs de direction et au conseil. Ces documents, demandés par les organismes de réglementation, ont pour but d'informer ces derniers et d'éclairer leurs décisions dans ces domaines.

Le travail concernant un troisième document de recherche réglementaire sur le nouveau domaine des systèmes autonomes se poursuit. Le groupe consultatif qui guide son élaboration s'est réuni pour examiner les réactions à sa consultation sur l'orientation générale de ce document, et pour discuter du contenu et de l'ajout d'études de cas dans le document final.

Diversité, équité et inclusion

Dans le cadre de son travail lié à la PS3, Ingénieurs Canada a organisé une « pause-café communautaire » – un événement de réseautage informel – pour les champions et championnes 30 en 30 des organismes de réglementation, des établissements d'enseignement postsecondaire et des employeurs.

Le Groupe de travail sur la formation en matière d'équité, de diversité et d'inclusion (EDI) a tenu sa première réunion. Présidé par Lisa Stepnuk, directrice, Diversité et Représentation, à Engineers Geoscientists Manitoba, le groupe de travail conseillera Ingénieurs Canada sur la création d'une formation sur l'EDI qui sera offerte aux organismes de réglementation à l'intention de leurs membres.

Ingénieurs Canada a rencontré individuellement tous les organismes de réglementation au sujet de la fiche de pointage 30 en 30 et du rapport de découverte propre à chaque organisme qui a été élaboré dans le cadre de l'Analyse comparative, axée sur le genre (ACG+), des programmes nationaux d'aide à l'obtention du permis d'exercice du génie et de sensibilisation des employeurs.

Tout au long du mois de juin, Ingénieurs Canada a organisé la Conférence virtuelle 30 en 30 composée de quatre séances offertes chaque mercredi du mois. Plus de 300 personnes étaient inscrites à chacune des séances, qui portaient sur des thèmes différents :

- 2 juin : Un changement de culture s'impose : s'attaquer à la culture de l'exclusion pour faire progresser l'équité des genres
- 9 juin : Collecte de données démographiques sur la diversité
- 16 juin : Intégrer la diversité, l'équité et l'inclusion dans la pratique du génie et la formation en génie

- 23 juin : Aujourd'hui et pour l'avenir : rapprocher les générations d'ingénieurs par le dialogue. Cette séance a été également l'occasion de célébrer la Journée internationale des femmes en génie (INWED) et a réuni des leaders de la profession à diverses étapes de leur carrière qui ont parlé de ce qui fonctionne et de la façon de faire progresser l'EDI dans les milieux de travail.

Des enregistrements de ces séances seront disponibles dans notre site d'ici la fin juillet.

Ingénieurs Canada a par ailleurs assisté aux discussions de la Manitoba 2030 Coalition, qui dirige le plan d'action 30 en 30 au Manitoba avec l'appui du personnel responsable de l'équité et de la représentation d'Engineers Geoscientists Manitoba. Les sujets abordés comprenaient un compte rendu sur l'initiative 30 en 30, des commentaires sur les campagnes existantes, et l'élaboration de nouveaux programmes visant à soutenir le maintien des femmes en génie.

Ingénieurs Canada a participé à la réunion du Comité consultatif de Ressources humaines, industrie électrique du Canada (RHIEC) sur l'établissement de milieux de travail exempts de harcèlement pour les femmes dans le secteur de l'électricité. Rappelons qu'Ingénieurs Canada est signataire de l'Accord de leadership sur la diversité des genres de RHIEC.

Ingénieurs Canada a donné une présentation sur l'initiative 30 en 30 et l'EDI dans le cadre du programme « [Advancing New Canadian Women in Technology](#) » (ANCWT) à l'Université d'Ottawa. Ce programme de formation et d'aide à l'emploi en STIM est destiné aux nouvelles immigrantes et aux réfugiées.

Ingénieurs Canada a présenté, en partenariat avec l'Institut urbain du Canada (IUC) et dans le cadre de #CityTalk, une projection du documentaire *Douglas Cardinal: Architect of the Future*, suivie d'une conversation entre Douglas

Cardinal et Randy Herrmann, membre de notre Comité consultatif autochtone, à laquelle ont assisté plus de 560 personnes.

Pour souligner le Mois national de l'histoire autochtone, Ingénieurs Canada a collaboré avec l'Institut canadien des urbanistes (ICU), l'Association des architectes paysagistes du Canada (AAPC), l'Institut royal d'architecture du Canada (IRAC), l'Institut urbain du Canada, la Fiducie nationale du Canada, l'Institut de développement urbain, et l'Urban Land Institute pour présenter une conversation entre des bâtisseurs urbains autochtones de renom – architectes, urbanistes, architectes paysagistes et ingénieurs.

Lors de la conférence annuelle de l'Association canadienne de l'éducation en génie (ACEG), Ingénieurs Canada et des membres de son Réseau pour la décolonisation et l'autochtonisation de la formation en génie (RDAFG) ont tenu l'atelier *Creating Ethical Space: Decolonizing Engineering Education*.

Rayonnement

Ingénieurs Canada a tenu une réunion avec le personnel responsable des programmes de rayonnement des organismes de réglementation pour discuter de la possibilité de collaborer à l'organisation d'une conférence nationale visant à mobiliser les étudiants de niveau postsecondaire et les professionnels en début de carrière. Cette initiative est dirigée par l'Association of Professional Engineers and Geoscientists of Alberta (APEGA), et la conférence aura lieu le 25 septembre. Jusqu'à présent, Engineers and Geoscientists British Columbia (EGBC), Professional Engineers Ontario (PEO), Engineers Nova Scotia et Engineers PEI ont confirmé qu'ils y participeraient. Les organismes ont jusqu'à la mi-juillet pour confirmer leur participation et leur niveau d'implication.

Relations gouvernementales

Ingénieurs Canada a rencontré Jordan Matte, responsable des politiques de reprise économique, et Karina Rolland, gestionnaire des relations avec les intervenants, au cabinet du chef de l'opposition, ainsi que Daniel Perry de Summa Strategies Canada au sujet des recommandations d'Ingénieurs Canada concernant la reprise post-pandémie.

Nous avons également rencontré Harry Burton, conseiller en matière de politiques auprès de la ministre canadienne des Femmes et de l'Égalité des genres et du Développement économique rural, afin d'informer le cabinet de la ministre de nos initiatives de diversité, d'équité et d'inclusion et de discuter des domaines de collaboration potentielle.

Programmes d'affinité

Ingénieurs Canada a signé un accord de trois ans avec le groupe Avis Budget pour son programme de location de voitures, renégocié sans augmentation des tarifs. En outre, Geoscientists Nova Scotia a conclu une entente avec Ingénieurs Canada pour participer au programme d'assurance habitation et automobile offert par TD Assurance.

Ingénieurs Canada a tenu une réunion avec son partenaire affinitaire Canada Vie et son conseiller indépendant Aon pour les rapports semestriels des partenaires. À l'ordre du jour figuraient des rapports sur les plans de marketing de la Canada Vie pour 2021, les services de conseillers financiers et le rendement des programmes. Aon a également présenté un examen des investissements et fait le point sur l'impact de la COVID-19 sur les marchés.

Nous nous sommes également réunis avec notre partenaire affinitaire Manuvie et notre conseiller indépendant Aon pour le rapport semestriel de Manuvie. Les discussions ont porté sur les résultats des efforts de marketing de l'automne 2020, les plans de marketing

continus pour 2021, et la participation aux programmes offerts par Manuvie.

Le 7 juin, les membres du conseil d'Ingénieurs Canada ont été invités à participer à un webinaire facultatif animé par notre courtier d'assurance, Marsh, qui a donné un aperçu de la couverture d'assurance des administrateurs et dirigeants d'Ingénieurs Canada.

Ingénieurs Canada s'est réuni avec son partenaire affinitaire [TD Assurance](#) et son conseiller indépendant RSM pour le rapport semestriel des partenaires. Les sujets abordés comprenaient l'évaluation des résultats trimestriels, le rapport d'évaluation de la concurrence, un aperçu régional, le marketing et les ventes, ainsi que les services à la clientèle.

Ingénieurs Canada a participé à une réunion du Comité consultatif des clients de la [Canada Vie](#). Les sujets à l'ordre du jour comprenaient : les impacts de la pandémie, un point d'information sur les plans pour 2021, et la prestation de services dans le cadre des nouvelles normes.

Prix

Les lauréats et lauréates des Prix d'Ingénieurs Canada 2021 ont été annoncés, et une campagne de promotion visant à faire connaître leurs réalisations est en cours. En savoir plus : <https://engineerscanada.ca/fr/prix2021>



Engineers Canada directors update July 2021

Retirement at APEGS

In June, we learned that Bob McDonald, Executive Director & Registrar, Association of Professional Engineers and Geoscientists of Saskatchewan (APEGS), will be retiring early next year. Bob has been with APEGS for more than 22 years, the last five in his present position. Bob's sage advice, experience and camaraderie will be missed by our community and we wish him the best in his retirement.

New CEO at EGBC

Engineers and Geoscientists BC announced a new CEO: Heidi Yang, P.Eng., FEC, FGC (Hon.) has been appointed the [next Chief Executive Officer](#) of the organization, as of June 1, 2021.

Engineers Canada Board

From May 26 to May 29, Engineers Canada hosted its spring meetings, which included the Presidents' Group meeting and Regulator Presentations, the CEO Group meeting, Board meeting, the Annual Meeting of Members (AMM), and the Induction Ceremony. The Board made a number of decisions, including:

- The adoption of recommendations from the governance effectiveness survey
- The approval of several Board policy revisions
- The approval of National Position Statements
- Engineers Canada's participation in the federal government's 50-30 challenge.

In addition, Kathy Baig, was acclaimed as President-Elect.

On June 14, the Engineers Canada Board of Directors met via Zoom to confirm the

appointment of members to committees and to stand down the Strategic Plan Task Force following the completion of its mandate.

Following the Board meeting, the Finance, Audit and Risk (FAR) Committee and the Governance Committee each convened a meeting to select their chairs and conduct other business:

- Mike Wrinch will serve as Chair of the 2021-2022 Governance Committee. The Governance Committee reviewed and approved their work plan for the upcoming year and also revised a number of policies that will be presented to the Board for approval in October.
- Nancy Hill will serve as Chair of the 2021-2022 FAR Committee. The FAR Committee reviewed and approved their work plan for the upcoming year and also confirmed some minor required changes to their Terms of Reference.
- After the committee meetings concluded, the full Board assembled once again for a virtual teambuilding session and EDI training on "Unconscious Bias to Inclusive Leadership".

On June 15, the Engineers Canada Board of Directors met for a second day, where they reviewed plans for the implementation of the 2022-2024 strategic priorities. At the meeting, Directors received an overview of the activities, schedules, participants, and key success factors for each strategic priority and provided valuable feedback to staff. Starting in 2022, the Board will receive reporting on the strategic priorities at their major meetings.

Accreditation Board

Canadian Engineering Accreditation Board (CEAB) members, Suzelle Barrington and Pierre Bourque, presented an update at a conference on graduate attribute and continual improvement process (GACIP) for engineering programs in Quebec or French-language institutions. This year's event focussed on continual improvement process and challenges for undergraduate engineering programs.

The Accreditation Improvement Program (AIP) System Advisory Committee convened their fifth and sixth meetings this year. Engineers Canada staff provided demonstrations of three key improvements made to Tandem configuration based on their previous feedback. The committee will continue to meet monthly throughout the summer to discuss configuration for the visiting team modules and implementation planning.

The CEAB's consultation on the [2021 Required Visit Materials Working Group report](#) closed on June 4. The working group is now reviewing feedback and will present recommendations to the CEAB at their September meeting.

The CEAB also held their two-day Spring meeting. Meeting highlights included:

- Approval of the Interpretive Statement on Licensure Expectations and Requirements
- Approval of a new definition of Engineering Design and an accompanying interpretive statement
- The report of the task force to respond to the 30 by 30 initiative was accepted and a motion to consult on the recommendations this Fall was approved
- The 2021/2022 Guide for the Virtual Evaluation of an Engineering Program was approved
- Ten accreditation decisions for nine institutions were made.

The CEAB's Policies and Procedures (P&P) Committee met for a discussion about the medium and long-term impact of the pandemic on the Accreditation Unit as a measurement of curriculum content, and to discuss other options for input measures. This work stems from the CEAB Student Learning Experiences in the age of COVID's recommendation that an alternative measure be investigated.

The CEAB's P&P Terms of Reference Working Group met to discuss their path forward on revising Terms of Reference. The group will work over the summer to finalize the proposed terms of reference for consideration by the CEAB at their September meeting.

The CEAB's Accountability in Accreditation Committee met to analyse the data from the first annual measurement of the effectiveness, trustworthiness, transparency, and efficiency of the accreditation process. The committee will meet twice over the summer as they prepare their first annual report to the CEAB for the September meeting.

Qualifications Board

In early June, the Canadian Engineering Qualifications Board's (CEQB's) Practice Committee met for a presentation from the Indigenous-led consulting team from Urban Systems who will be supporting the development of a guideline for engineers and engineering firms on Indigenous consultation and engagement. Over the summer, Urban Systems will be holding a number of small regional gatherings to build relationships with Indigenous communities and identify participants for a national workshop (gathering) to be held virtually in September.

The CEQB consultation on its 2022 work priorities and the draft general direction on workplace gender equity closed. The priorities for 2022 will now be discussed with the CEO Group and then finalized for presentation at the October Board meeting. The task force responsible for the guideline on workplace

gender equity will review all feedback and begin work on the guideline.

The CEQB's Task Force on Alternative Methods of Academic Assessment for Non-CEAB Applicants met to review an environmental scan that was developed in support of the group's upcoming virtual national workshop, and to discuss the workshop with regulators, which will be held July 5-7.

The CEQB convened an expert panel, chaired by member Amy Hsiao, to support the CEQB Syllabus Committee's work on revision of the existing Metallurgical engineering syllabus. As the syllabus was last updated in 2010, it is likely that this review will involve substantial revision, including a widening of its scope to cover materials engineering more generally.

National Discipline and Enforcement Officials Group

In June, the National Discipline and Enforcement Officials met for a virtual annual meeting. The group shared updates and discussed improper use of title, means of sharing the results of discipline cases, and received a presentation from Engineers and Geoscientists BC on their new Act, bylaws and policies, as well as a consultation from the Qualifications Board on their 2022 work plan.

National Practice Officials Group

The National Practice Officials Group were consulted by the Qualifications Board on their 2022 work plan and received a presentation from Engineers Yukon about the modification to their CPD program and the introduction of a new caregiving services category. Officials applauded Engineers Yukon for the change and indicated their support and interest in the progress of implementation and program results.

Regulatory Research

The regulatory research papers on entity regulation and non-practising status were completed at the end of June, and presented to the National Practice Officials Group. The papers will also be distributed to the CEO Group and the Board this summer. These papers, requested by the regulators, are intended to provide information to regulators and inform their decision-making in these areas.

Work on a third regulatory research paper on the emerging area of autonomous systems continues. The advisory group guiding its development met to review feedback to their consultation on the general direction for this paper, and to discuss the content and inclusion of case studies for the final paper.

Equity, Diversity, and Inclusion

As part of our work on SP3, Engineers Canada hosted a 30 by 30 Champions' Community Coffee Break. This was an informal networking event for Champions from regulators, post-secondary institutions, and employers.

The Equity, Diversity, and Inclusion (EDI) training Task Force kicked off its first meeting. Chaired by Engineers Geoscientists Manitoba's Director of Diversity and Representation, Lisa Stepnuk, the Task Force will advise Engineers Canada on the creation of an EDI training that will be made available to regulators for their licence holders.

Engineers Canada met individually with all regulators to discuss the 30 by 30 scorecard and the regulator-specific discovery report that was developed as part of the gender-based analysis (GBA+) of national engineering licensure assistance and employer awareness programs.

Throughout the month of June, Engineers Canada hosted a 30 by 30 Virtual Conference, featuring four sessions held each Wednesday of the month. Over 300 individuals registered for

each session. The sessions provided a different theme and focus, which included:

- June 2: Culture change is necessary: Addressing the culture of exclusion to advance gender equity
- June 9: focused on collecting data on diversity demographics
- June 16: Integrating diversity, equity, and inclusion into engineering practice and education
- June 23: Now and for the future: Bridging engineering generations through dialogue. This session was also dedicated to a celebration of International Women in Engineering Day (INWED) and brought together young engineering leaders and senior leaders from engineering employers who discussed what is working and how to advance EDI in the workplace.

Recordings of these sessions will be made available on our website later in July.

Engineers Canada also attended the Manitoba 2030 Coalition which is leading the 30 by 30 action plan in Manitoba and is supported by Engineers Geoscientists Manitoba's Equity and Representation staff. The meeting covered an update on 30 by 30, feedback from existing campaigns, and development of new programs to address retention of women in engineering.

Engineers Canada participated in the Electricity Human Resources Canada (EHRC) Advisory Committee Meeting on Building a Sexual Harassment Free Workplace for Women in Electricity. Engineers Canada is a signatory to the EHRC Leadership Accord on Gender Diversity.

Engineers Canada presented on 30 by 30 and EDI at [Advancing New Canadian Women in Technology](#) (ANCWT). The ANCWT program runs out of the University of Ottawa and provides skills and training for women who

have immigrated to Canada and women who are graduating.

Engineers Canada co-presented with the Canadian Urban Institute (CUI) a #CityTalk screening of "Douglas Cardinal: Architect of the Future", with over 560 registrants. The screening was followed by a conversation with Douglas Cardinal and Randy Herrmann, a member of our Indigenous Advisory Committee.

In honour of Indigenous History Month, Engineers Canada collaborated with the Canadian Institute of Planners (CIP), Canadian Society of Landscape Architects (CSLA), Royal Architectural Institute of Canada (RAIC), Canadian Urban Institute, National Trust for Canada, Urban Development Institute, and the Urban Land Institute on Indigenous Practitioner Perspectives on City Building to host a conversation with leading Indigenous city builders from the engineering, architecture, landscape architecture, and planning professions.

At the 2021 Annual Conference of the Canadian Engineering Education Association (CEEA), Engineers Canada and members of Engineers Canada's Decolonizing and Indigenizing Engineering Education Network (DIEEN) presented a workshop on "Creating Ethical Space: Decolonizing Engineering Education".

Outreach

Engineers Canada hosted a meeting with regulator outreach programming staff to discuss the possibility of collaborating on a national conference to engage post-secondary and early career professionals. This initiative is being led by the Association of Professional Engineers and Geoscientists of Alberta (APEGA) and the conference will take place on September 25. To date, we have confirmation of participation from Engineers and Geoscientists British Columbia, Professional Engineers Ontario (PEO), Engineers Nova Scotia, and Engineers PEI. The deadline to confirm participation and level of involvement is mid-July.

Government Relations

Engineers Canada met with Jordan Matte, Policy Lead for Economic Recovery, and Karina Rolland, Manager, Stakeholder Relations, of the Office of the Leader of the Opposition as well as Daniel Perry of Summa Strategies Canada regarding Engineers Canada's recommendations for post COVID-19 recovery.

Engineers Canada also met with Harry Burton, Policy Advisor for the Office of the Minister for Women and Gender Equality and Rural Economic Development to inform the Minister's office regarding our equity, diversity and inclusion work, and to discuss areas of potential collaboration.

Affinity Programs

Engineers Canada signed a three-year agreement with the Avis Budget Group for its car rental program, renegotiated with no increase in rental rates. Additionally, Geoscientists Nova Scotia signed an agreement with Engineers Canada to be part of the sponsored Home and Auto Insurance program with TD Insurance.

Engineers Canada convened a meeting with affinity partner Canada Life and Engineers Canada's independent advisor Aon for their semi-annual partner reporting meeting. Agenda items included reports on Canada Life's 2021 marketing plans, financial advisor services, and program performance. Aon also shared an investment review and an update on the impact of COVID-19 on the markets.

We also met with affinity partner Manulife and Engineers Canada's independent advisor Aon, for semi-annual partner reporting from Manulife. Discussions included the results of the fall 2020 marketing efforts, ongoing marketing plans for 2021, and reports on participation in Manulife programs.

On June 7, Engineers Canada Board Directors were invited to attend an optional webinar

hosted by our insurance broker, Marsh. A brief overview of Engineers Canada's Directors and Officers insurance coverage was provided.

Engineers Canada met with affinity partner [TD Insurance](#) and Engineers Canada's independent advisor RSM, for our semi-annual partner reporting meeting. Agenda items included: assessment of quarterly performance results; competitive assessment report; regional overview; marketing and sales; and client services.

Engineers Canada participated in [Canada Life's](#) Client Advisory Council meeting. Topics on the agenda included: impacts of the pandemic; update on 2021 plans; and service within the new norms.

Awards

The recipients of the 2021 Engineers Canada Awards were announced and a promotional campaign to recognize the recipients is underway. Learn more at engineerscanada.ca/awards2021.



Engineers Canada directors update September 2021

Excellence Canada

Engineers Canada received [gold level \(role model\) certification](#) from Excellence Canada. In July we hosted Excellence Canada for an online site verification of our application for gold level certification against Excellence Canada's Excellence, Innovation, and Wellness Standard. This verification included three employee focus groups and a validation of our submission content with one of our partners and one of our clients.

While we will be recognized by Excellence Canada later in the fall as part of their annual [Performance Excellence Summit & Canada Awards for Excellence](#), internal planning is underway to celebrate this organizational milestone and recognize the contributions of staff in this achievement. We will be receiving a final report with high level comments and findings to inform planning for our 2022-2024 strategic priority, Upholding our Commitment to Excellence

Engineers Canada Board

Upon consent of all the Members, Ann English's election to the Engineers Canada Board was confirmed via written resolution on August 11.

The Finance, Audit, and Risk Committee (FAR) reviewed the Q2 financial statements, the risk register, and considered the 2022 budget and the suggested per capita assessment fee for 2024.

Accreditation Board

The Policies & Procedures Committee (P&P) met to discuss the use of the academic unit

(AU) as an input measure and challenges posed to the AU by virtual delivery methods. In addition, the Task Force on the Policies and Procedures Terms of Reference met to discuss updates and improvements to the composition and structure of the terms of reference as well as improving clarity.

The CEAB's Policies and Procedures Committee held their summer meeting. Agenda topics included the structure and goals of the joint P&P/Deans Liaison Committee meetings, discussions on the role of licensure in accredited engineering education, and proposed updates to the tools used to collect and assess data related to the Graduate Attribute and Continual Improvement accreditation criteria. The Committee will meet again in August to finalize the documentation for the 2022/2023 accreditation visit cycle.

Throughout July and August, the CEAB have been participating in several training sessions to support 2021/2022 virtual accreditation visits. Sessions included:

- Virtual facilitation training for all CEAB members (two half day sessions in July)
- A panel discussion on virtual visits where panelists representing an HEI, a visiting team chair, and a general visitor shared their experiences from the three virtual visits last cycle
- A webinar for HEIs receiving a virtual visit
- Virtual facilitation skills for visiting team chairs (part 1 of 2)
- An introduction to virtual accreditation visits (For Program and General Visitors)
- Planning for your virtual visit (For higher education institutions (HEIs))

These sessions are part of the robust training plan for all CEAB members, HEIs, and visiting teams participating in a virtual visit this cycle. Session recording and more information about the sessions is [available on our website](#).

The Accreditation Improvement Program System Advisory Committee met with staff to discuss the strategy to implement Tandem for accreditation. The committee provided advice on how the system could be rolled out, including some pre-implementation activities. Staff will now develop a more detailed plan in-line with the input provided by the committee.

Qualifications Board

In July, KJM Consulting, under the guidance of the CEQB's Task Force on Alternative Methods of Academic Assessment for Non-CEAB Applicants, held three national workshops to solicit regulator and expert perspectives on current and potential methods of academic assessment. Over 30 people attended the three sessions. The conversations were lively and productive, and supplied the consultants with ample input for the task force's next step, a general direction document that will be used to confirm the approach of a forthcoming study on methods of academic assessment.

Following the workshops, the task force reviewed KJM's draft of the general direction for a feasibility study on alternative methods of academic assessment for non-CEAB applicants. The draft was well received overall, with the task force making some key suggestions on items to include and/or revise. Pending these revisions and a final approval by the task force, the document is scheduled to be approved for regulator consultation at the September CEQB meeting, with consultation itself beginning shortly after.

The CEQB Task Force on Workplace Gender Equity reviewed feedback from the recent consultation on the general direction document for the Guideline on Workplace Gender Equity.

The group discussed how to address feedback, and what changes to make as they proceed to draft the guideline.

In August, the CEQB Syllabus Committee's expert panels on metallurgical (materials) engineering and aerospace and aeronautical engineering worked on finalizing syllabi for CEQB approval and subsequent regulator consultation. Notably, when approved, each syllabus will expand the range of areas available for the assessment of non-CEAB applicants.

Also in August, the Indigenous-led consulting team from Urban Systems held regional workshops to gather perspectives that will inform the CEQB's new guideline for engineers and engineering firms on Indigenous consultation and engagement. These gatherings, which employed a virtual talking circle format, brought together Indigenous community members, Indigenous and non-Indigenous engineers, regulators, government officials, and others to discuss how engineers and Indigenous communities can work together effectively and respectfully. Our heartfelt appreciation goes out to Elder Norman Meade who provided opening and closing blessings for the gatherings, and to attendees from the Westbank First Nation, Shoal Lake No. 40 First Nation, Woodstock First Nation, Tobique First Nation, North Shore Mi'kmaq District Council, and Tahltan Central Government. The information collected from these gatherings will now help inform a national gathering that will be taking place in conjunction with the CEQB's fall meeting.

The CEQB Task Force on Software Engineering finalized its survey on software engineering for distribution to practising software engineers. In the coming weeks we will be asking regulators to share the survey with their software engineering members through social media and other contacts. Data gathered from this survey will inform a series of software engineering appendices for the revised Engineers Canada paper on software engineering.

Regulator event

In July, Engineers Canada held a webinar for regulator staff on recent case law in professional regulation titled From Social Media Postings to a Failure to Comply with CPD: Recent Case Law of Interest to Engineering Regulators. Lawyer Cathi Mietkiewicz, Mietkiewicz Law, presented three recent cases and their impact on regulation, and took questions from the attendees. The [webinar recording](#) is available.

National Practice Officials Group

The National Practice Officials Group received the final versions of Engineers Canada's regulatory research papers on non-practising status and entity regulation. The papers were shared with the CEO Group, and then released more broadly to the regulators and the Board.

The National Practice Officials Group also had a meeting to review the annual Intellectual Property report by Engineers Canada's Legal Counsel. The group received a general overview of the protections afforded to trademark owners and the trademark application process in Canada, with a particular attention to Engineers Canada's trademark opposition strategy. A status update for all our current trademark oppositions and expungement proceedings was also provided.

Regulatory Research

Engineers Canada published regulatory research papers on the topics of Non-Practising Status and Entity Regulation. The topics were chosen by the CEOs last year, and an advisory group of regulator staff has supported each paper. The papers can be found on the [Members Area of our website](#).

National Membership Database

Engineers Canada signed a contract with Run Straight Solutions to re-develop the National membership database (NMDB). We have been working with regulators and Run Straight to ensure that the new tool will meet regulator needs for inter-association applicants.

Equity, Diversity, and Inclusion

Engineers Canada met with Irving Leblanc, Director of Housing, Infrastructure, and Emergency Services of the Assembly of First Nations (AFN) to discuss our sub-strategy on Indigenous access to engineering under our 2019-2021 Strategic Plan, our current focus areas and potential areas for collaboration.

Engineers Canada participated in the Canadian Indigenous Advisory Council (CIAC) to the American Indian Science and Engineering Society (AISES) meeting. The agenda included strategic planning for AISES in Canada development and programming.

The Indigenous Advisory Committee discussed plans for 2022-2024 and updates on the Canadian Engineering Qualifications Board (CEQB) Guideline on Indigenous Consultation and Engagement.

Additionally, Engineers Canada met with EngiQueers Canada to discuss our partnership, collaborating on equity, diversity, and inclusion initiatives, and plans for 2022.

On July 27, Engineers Canada participated in the World Federation of Engineering Organizations (WFEO) Women in Engineering Committee meeting. Agenda topics included strategic indicators and metrics to measure progress on diversity and inclusion, including women in engineering.

Engineers Canada attended the Electricity Human Resources Canada (EHRC) Advisory Committee Meeting on Building a Sexual Harassment Free Workplace for Women in

Electricity. Engineers Canada is a signatory to the EHRC Leadership Accord on Gender Diversity.

In August as part of our sub-strategy on Indigenous access to engineering under our 2019-2021 Strategic Plan, Engineers Canada facilitated the sub-committee of the Canadian Indigenous Advisory Council (CIAC) for the American Indian Science and Engineering Society (AISES) for planning of the 2022 AISES in Canada Gathering to take place in Vancouver on March 4-5, 2022.

Outreach

Engineers Canada hosted a meeting with regulator outreach programming staff to discuss the possibility of collaborating on a national conference to engage post-secondary and early career professionals. This initiative is being led by the Association of Professional Engineers and Geoscientists of Alberta (APEGA) and the conference will take place on September 25. As of mid-July, we received confirmation of participation from Engineers and Geoscientists British Columbia, Professional Engineers Ontario, Engineers Nova Scotia, and Engineers PEI.

On June 29, Engineers Canada kicked off the first K-12 outreach sub-committee working group meeting to identify national outreach priorities and opportunities for collaboration on K-12 outreach.

Engineers Canada also met with DiscoverE regarding Future City, the Persist Series, and DiscoverE's new strategic plan. One of Engineers Canada's strategic partners, DiscoverE was formerly the National Engineers Week Foundation founded by the National Society of Professional Engineers (NSPE) in 1951 in the United States. Engineers Canada collaborates with DiscoverE on the Persist Series and the Future City Program.

Government Relations

Engineers Canada prepared a letter to congratulate newly appointed Governor General of Canada, Mary Simon. The letter includes our key policy priorities and an offer to meet.

The 44th Canadian federal election campaign is underway. Engineers Canada will monitor campaign developments and issues, as well as the number of engineers running. The election will be held on September 20, 2021.

As part of our work on our 2019-2021 Strategic Plan's Operational imperative 5 (OP5), Advocating to the federal government, Engineers Canada's comments to the House of Commons Standing Committee on Finance regarding the pre-Budget consultations in advance of the 2022 budget have been [submitted and posted on our public website](#). A draft version of this submission was shared with regulators in July. APEGA, APEGS, Engineers Nova Scotia, and PEGNL responded with comments that were incorporated in the submission.

Awards and Scholarships

In June, Engineers Canada announced the recipients of the 2021 Engineers Canada Awards. A promotional campaign took place throughout July and August to recognize the recipients and share their achievements. Learn more at engineerscanada.ca/awards2021.

Additionally, the 2021 recipients of the scholarships offered through Engineers Canada's Scholarship Program have been selected. Notifications have been sent to the recipients and other nominees. Public announcement and promotion of the recipients will take place in September.



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

Excellence Canada

Ingénieurs Canada a obtenu l'[agrément de niveau Or \(modèle de rôle\)](#) d'Excellence Canada. En juillet, nous avons accueilli Excellence Canada pour une vérification en ligne de notre demande d'agrément de niveau Or en fonction de la norme Excellence, innovation et mieux-être d'Excellence Canada. Cette vérification a donné lieu à la tenue de trois groupes de discussion avec des employés et à une validation du contenu de notre demande auprès d'un de nos partenaires et d'un de nos clients.

Cette autre réalisation de notre part sera reconnue cet automne par Excellence Canada dans le cadre de son [Sommet annuel de l'excellence du rendement et des Prix Canada pour l'excellence](#), et des préparatifs sont en cours à l'interne pour célébrer ce jalon organisationnel et souligner les efforts du personnel qui y a contribué. Nous recevrons un rapport final contenant des commentaires et des conclusions de haut niveau, ce qui nous permettra de planifier notre priorité stratégique pour 2022-2024, Maintenir notre engagement envers l'excellence.

Conseil d'Ingénieurs Canada

Avec le consentement de tous les membres, l'élection d'Ann English au conseil d'Ingénieurs Canada a été confirmée par une résolution écrite le 11 août.

Le Comité des finances, d'audit et de gestion des risques (FAGR) a examiné les états financiers du TR2 et le registre des risques, et s'est penché sur le budget 2022 et la cotisation par membre suggérée pour 2024.

Bureau d'agrément

Le Comité des politiques et des procédures (P&P) s'est réuni pour discuter de l'unité d'agrément (UA) en tant que mesure des intrants, ainsi que des défis que posent les méthodes de prestation virtuelles pour l'UA. Par ailleurs, le Groupe de travail sur le mandat du Comité P&P s'est réuni pour discuter des mises à jour et des améliorations à apporter à la composition et à la structure du mandat pour plus de clarté.

Le Comité des politiques et des procédures du BCAPG a tenu sa réunion d'été. Les sujets à l'ordre du jour comprenaient la structure et les objectifs des réunions conjointes du Comité P&P et du Comité de liaison des doyens, une discussion sur le rôle du permis d'exercice dans les programmes d'études agréés, et les mises à jour qu'il est proposé d'apporter aux outils utilisés pour recueillir et évaluer les données relatives aux normes d'agrément portant sur les qualités requises des diplômés et l'amélioration continue. Le comité s'est réuni de nouveau en août pour finaliser la documentation relative au cycle de visites d'agrément 2022-2023.

Au cours de juillet et août, le Bureau d'agrément a participé à plusieurs séances de formation à l'appui des visites virtuelles du cycle 2021-2022. Ces séances comprenaient :

- Formation sur la facilitation virtuelle pour tous les membres du BCAPG (deux séances d'une demi-journée en juillet).
- Un débat sur les visites virtuelles où les panélistes représentant un établissement d'enseignement, un président d'équipe de visiteurs et un visiteur général ont échangé sur leurs expériences lors de trois visites virtuelles menées au cours du dernier cycle.

- Un webinaire à l'intention des EES qui feront l'objet d'une visite virtuelle.
- Techniques de facilitation virtuelle à l'intention des présidents d'équipe de visiteurs (première partie de deux).
- Introduction aux visites d'agrément virtuelles (à l'intention des visiteurs de programmes et des visiteurs généraux).
- Planification de votre visite virtuelle (pour les EES).

Ces séances font partie d'un plan de formation robuste à l'intention de tous les membres du Bureau d'agrément, des EES et des équipes de visiteurs qui participeront à une visite virtuelle au cours du présent cycle. Les enregistrements de ces séances et d'autres renseignements sur ces formations sont disponibles dans notre [site](#).

Le Comité consultatif du Programme d'amélioration de l'agrément a rencontré le personnel responsable pour discuter de la stratégie de mise en œuvre du système Tandem pour l'agrément. Le comité a fourni des conseils sur la façon dont le système pourrait être déployé, ainsi que sur certaines activités préalables à la mise en œuvre. Le personnel va maintenant élaborer un plan plus détaillé en fonction des conseils fournis par le comité.

Bureau des conditions d'admission

En juillet, sous la supervision du Groupe de travail sur d'autres méthodes d'évaluation des candidats issus de programmes non agréés par le BCAPG, KJM Consulting a organisé trois ateliers nationaux pour solliciter les points de vue des organismes de réglementation et des experts sur les méthodes actuelles et potentielles d'évaluation de la formation universitaire. Plus de 30 personnes ont participé aux trois séances. Les conversations ont été animées et productives, et ont fourni aux consultants de nombreux éléments pour la prochaine étape du groupe de travail : un document d'orientation générale qui sera utilisé pour valider l'approche d'une étude à venir sur

les méthodes d'évaluation de la formation universitaire.

À la suite de ces ateliers, le Groupe de travail a examiné l'ébauche d'orientation générale préparée par KJM pour le projet d'étude de faisabilité d'autres méthodes d'évaluation des candidats issus de programmes non agréés par le BCAPG. L'orientation générale préliminaire a été dans l'ensemble bien accueillie et le groupe de travail a fait quelques suggestions clés concernant les éléments à inclure et/ou à réviser. Une fois révisé et approuvé par le groupe de travail, le document devrait être approuvé à la réunion de septembre du BCCAG pour être soumis à la consultation des organismes de réglementation peu après.

Le Groupe de travail sur l'équité des genres en milieu de travail du BCCAG a examiné les commentaires formulés dans le cadre de la récente consultation sur l'orientation générale d'un guide sur ce sujet. Le groupe a discuté de la manière de traiter les commentaires et des changements à apporter lors de la rédaction du guide.

En août, les groupes d'experts sur le génie métallurgique (matériaux) et le génie aérospatial et aéronautique du Comité des programmes d'examen du BCCAG ont mis la dernière main aux programmes d'examen qui seront soumis à l'approbation du BCCAG et à la consultation subséquente des organismes de réglementation. Une fois approuvé, chaque programme élargira l'éventail des domaines disponibles pour l'évaluation des candidats titulaires de diplômes non agréés par le Bureau d'agrément.

Également en août, l'équipe de consultants autochtones d'Urban Systems a organisé des ateliers régionaux pour recueillir les points de vue qui éclaireront le nouveau guide du BCCAG sur la consultation et la participation des Autochtones à l'intention des ingénieurs et des firmes d'ingénierie. Ces réunions, tenues sous forme de cercles de parole, rassemblaient des

membres de communautés autochtones, des ingénieurs autochtones et non autochtones, des représentants des organismes de réglementation et du gouvernement, ainsi que d'autres intervenants qui ont discuté de la façon dont les ingénieurs et les communautés autochtones peuvent travailler ensemble de manière efficace et respectueuse. Nous tenons à remercier l'aîné Norman Meade, qui a prononcé les bénédictions d'ouverture et de clôture des rencontres, ainsi que les participants de la Première nation de Westbank, de la Première nation de Shoal Lake no 40, de la Première nation de Woodstock, de la Première nation de Tobique, du North Shore Mi'kmaq District Council et du gouvernement central de la nation Tahltan. L'information recueillie lors de ces ateliers servira à éclairer le rassemblement national qui se tiendra en marge de la réunion d'automne du BCCAG.

Le Groupe de travail du BCCAG sur le génie logiciel a finalisé son sondage sur le génie logiciel qui sera distribué aux ingénieurs logiciels en exercice. Au cours des prochaines semaines, nous demanderons aux organismes de réglementation de soumettre le sondage à leurs membres ingénieurs en logiciel au moyen de leurs réseaux sociaux et d'autres contacts. Les données recueillies serviront à élaborer une série d'annexes sur le génie logiciel qui seront intégrées dans le document révisé d'Ingénieurs Canada sur le génie logiciel.

Événement à l'intention des organismes de réglementation

En juillet, Ingénieurs Canada a organisé, à l'intention du personnel des organismes de réglementation, un webinaire sur la jurisprudence récente en matière de réglementation des professions, intitulé *From Social Media Postings to a Failure to Comply with CPD: Recent Case Law of Interest to Engineering Regulators*. L'avocate Cathi Mietkiewicz, du cabinet Mietkiewicz Law, a présenté trois cas récents et leur incidence sur la réglementation et répondu aux questions des

participants. Un [enregistrement de ce webinaire](#) est disponible.

Groupe national des responsables de l'exercice

Le Groupe national des responsables de l'exercice a reçu les versions définitives des documents de recherche d'Ingénieurs Canada sur la réglementation des entités et le statut de membre non actif. Ces documents ont été transmis au Groupe des chefs de direction, puis diffusés plus largement auprès des organismes de réglementation et du conseil.

Le Groupe national des responsables de l'exercice s'est également réuni pour examiner le rapport annuel sur la propriété intellectuelle préparé par notre avocate-conseil. Le Groupe a eu un aperçu général des protections offertes aux propriétaires de marques de commerce et du processus de demande de marque de commerce au Canada, avec une attention particulière à la stratégie entourant les procédures d'opposition d'Ingénieurs Canada. Un compte rendu sur toutes nos procédures d'opposition et de radiation en cours leur a également été fourni.

Recherche réglementaire

Ingénieurs Canada a publié des documents de recherche sur la réglementation des entités et le statut de membre non actif. Ces sujets ont été choisis par les chefs de direction l'an dernier, et un groupe consultatif composé de membres du personnel des organismes de réglementation a appuyé l'élaboration de chaque document. Ces documents sont accessibles dans la [zone membres](#) de notre site.

Base de données nationale sur les effectifs

Ingénieurs Canada a signé un contrat avec Run Straight Solutions pour la refonte de la Base de données nationale sur les effectifs (BDNE). Nous collaborons depuis déjà un certain temps avec les organismes de réglementation et Run Straight pour nous assurer que le nouvel outil répondra aux besoins des organismes de

réglementation, notamment en ce qui concerne le statut des candidats inter-ordres.

Équité, diversité et inclusion

Ingénieurs Canada a rencontré Irving Leblanc, directeur, Logement, infrastructures et services d'urgence de l'Assemblée des Premières Nations (APN) pour discuter de notre sous-stratégie sur l'accès des Autochtones au génie dans le cadre de notre plan stratégique 2019-2021, ainsi que de nos priorités et des possibilités de collaboration.

Ingénieurs Canada a participé à la réunion du Conseil consultatif autochtone canadien (CCAC) auprès de l'American Indian Science and Engineering Society (AISES). Les points à l'ordre du jour comprenaient la planification stratégique du développement et des programmes de l'AISES au Canada.

Le Comité consultatif autochtone a discuté des plans pour 2022-2024 et de la mise à jour du Guide sur la consultation et la participation des Autochtones élaboré par le Bureau des conditions d'admission.

En outre, Ingénieurs Canada a rencontré des représentants d'EngiQueers Canada pour discuter de notre partenariat, de la collaboration à des initiatives en matière d'équité, de diversité et d'inclusion, et des plans pour 2022.

Le 27 juillet, Ingénieurs Canada a participé à une réunion du Comité des femmes en génie de la Fédération mondiale des organisations d'ingénieurs (FMOI). Les points à l'ordre du jour comprenaient notamment des indicateurs et paramètres stratégiques permettant de mesurer les progrès réalisés en matière de diversité et d'inclusion, notamment au chapitre des femmes en génie.

Ingénieurs Canada a assisté à la réunion du Comité consultatif de Ressources humaines, industrie électrique du Canada (RHIEC) sur l'établissement de milieux de travail exempts de

harcèlement pour les femmes dans le secteur de l'électricité. Rappelons qu'Ingénieurs Canada est signataire de l'Accord de leadership sur la diversité des genres de RHIEC.

En août, dans le cadre de la sous-stratégie Accès des Autochtones au génie de notre Plan stratégique 2019-2021, Ingénieurs Canada a aidé le sous-comité du Conseil consultatif autochtone canadien (CCAC) auprès de l'American Indian Science and Engineering Society (AISES) à planifier le prochain rassemblement de l'AISES au Canada, qui aura lieu les 4 et 5 mars 2022 à Vancouver.

Rayonnement

Ingénieurs Canada a tenu une réunion avec le personnel responsable des programmes de rayonnement des organismes de réglementation pour discuter de la possibilité de collaborer à l'organisation d'une conférence nationale visant à mobiliser les étudiants de niveau postsecondaire et les professionnels en début de carrière. Cette initiative est dirigée par l'Association of Professional Engineers and Geoscientists of Alberta (APEGA), et la conférence aura lieu le 25 septembre. À la mi-juillet, Engineers and Geoscientists British Columbia (EGBC), Professional Engineers Ontario (PEO), Engineers Nova Scotia et Engineers PEI avaient confirmé qu'ils y participeraient.

Le 29 juin, Ingénieurs Canada a dirigé la première réunion du groupe de travail Maternelle à fin secondaire qui visait à déterminer les priorités nationales en matière de sensibilisation auprès des jeunes et les possibilités de collaboration dans ce domaine.

Ingénieurs Canada a également rencontré des représentants de DiscoverE pour discuter du programme Future City, de la série de webinaires Persist, et du nouveau plan stratégique de DiscoverE. Partenaire stratégique d'Ingénieurs Canada, DiscoverE était auparavant la National Engineers Week Foundation qui a été créée par la National

Society of Professional Engineers (NSPE) en 1951 aux États-Unis. Ingénieurs Canada collabore avec DiscoverE pour la série Persist et le programme Future City.

Relations gouvernementales

Ingénieurs Canada a rédigé une lettre de félicitations à l'intention de Mary Simon, nouvelle gouverneure générale du Canada. Dans cette lettre, nous présentons nos principales priorités politiques et proposons une rencontre.

La 44^e campagne électorale fédérale est en cours. Ingénieurs Canada compte suivre de près le déroulement et les enjeux de la campagne électorale, ainsi que le nombre d'ingénieurs qui se présenteront. Les élections se tiendront le 20 septembre.

Dans le cadre de nos travaux liés à l'Impératif opérationnel 5 (IO5) du Plan stratégique 2019-2021, Faire valoir les intérêts de la profession auprès du gouvernement fédéral, Ingénieurs Canada a fait parvenir au Comité permanent des finances de la Chambre des communes ses commentaires pour les consultations prébudgétaires en vue du budget fédéral de 2022. Le [mémoire est accessible dans notre site public](#). Une version préliminaire de ce mémoire avait été soumise en juillet à l'examen des organismes de réglementation. L'APEGA, l'APEGS, Engineers Nova Scotia et PEGNL ont fourni leurs suggestions, qui ont été intégrées dans le document.

Prix et bourses d'études

En juin, Ingénieurs Canada a dévoilé les noms des lauréats et lauréates des Prix d'Ingénieurs Canada 2021. En juillet et août, nous avons mené une campagne promotionnelle pour faire connaître les lauréats et lauréates et promouvoir leurs réalisations. Pour en savoir plus, voir : <https://engineerscanada.ca/fr/prix2021>

De plus, nous avons sélectionné les lauréats et lauréates des bourses d'études 2021 d'Ingénieurs Canada. Des avis ont été envoyés aux lauréats et aux autres candidats. Le dévoilement public et la promotion des lauréats se feront en septembre.

Briefing Note – Discussion

C-543-2.6

GOVERNANCE COMMITTEE UPDATE

Purpose: To inform Council of the recent activities of the four governance committees.

Motion(s) to consider:

none required

Verbal updates from each of the four governance committees will be provided at the meeting.

APPOINTMENT OF HUMAN RESOURCES AND COMPENSATION COMMITTEE CHAIR

Purpose: To appoint Chair of the Human Resources and Compensation Committee

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

- 1. That [name to be inserted at the meeting] be appointed the Human Resources and Compensation Committee Chair for the 2021-2022 Council year or until their successor is appointed.***

Prepared by: Ralph Martin, Manager, Secretariat

1. Need for PEO Action

In August, 2021, Councillor Pat Quinn resigned as Chair of the Human Resources and Compensation Committee (HRCC). With the position vacant, Council is responsible for appointing a new Chair of the HRCC

At its meeting on April 30, 2021, Council formally approved the establishment and initial mandates of four new governance committees. As set out in each committee's mandate, and as specified in the governance directions approved by Council in March 2020, Council appoints the Chairs for each of the four governance committees.

Those wishing to put their name forward for the Chair of the Human Resources and Compensation Committee for the 2021-22 term submitted their names before the meeting. In addition, at the meeting, the Chair will ask for additional nominations.

Voting for the Committee Chair will be done in accordance with the *Special Rules* approved at the May 20, 2021 Council meeting.

Appendix A – Special Rules – May 2021

Appendix B – Expressions of Interest

C-543-2.7
Appendix A



PROPOSED SPECIAL RULES OF ORDER

AT

PEO MEETINGS

2021-2022

1. INTRODUCTION

Special Rules are rules that are adopted to modify or supplement an organization's adopted parliamentary authority. The adopted parliamentary authority for the Association of Professional Engineers of Ontario is *Nathan & Goldfarb's Company Meetings* 12th edition. *Special Rules* are made pursuant to By-Law No. 1.

All members of Council and committees are required to know and abide by both *Nathan & Goldfarb's Company Meetings* and the *Special Rules*.

2. RECONSIDERING AND RESCINDING MOTIONS

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

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

3. SPEAKING RIGHTS

Every voter has the right to speak twice up to two (2) minutes on each debatable motion. The maker of the motion may choose to speak last as their second opportunity, which will end discussion.

4. LIMITING OR EXTENDING LIMITS OF DEBATE

Debate may be limited or extended by the chair without objection or by a 2/3 vote of eligible voters.

5. PROCEDURES FOR COUNCIL MEETING CHAIR, VICE PRESIDENT, AND OTHER COUNCIL APPOINTMENTS

The following procedures are to be used when making Council Meeting Chair, Vice President and other Council appointments, except as otherwise provided in these Special Rules or in the Act, Regulation or By-Laws:

5.1 As soon as possible prior to the meeting at which such appointments are to be made, the Registrar or designate will ask Councillors to express their interest in serving as Council Meeting Chair, Vice President, member of the Executive Committee and member of the Joint Relations Committee.

5.2 At the meeting, the Chair, who for clarity is the person who served as Chair of Council for the meeting immediately prior to this meeting *or* in that person's absence, such other person as the meeting may choose for this purpose, will ask for additional nominations. If

none are received, the Chair will declare nominations closed. Nominations may be closed by the Chair without the need for a motion. A nomination does not require a seconder.

5.3 Each candidate will be asked if they consent to the nomination.

5.4 A Councillor who is absent from the Council meeting at which a position is to be filled may be nominated, provided such Councillor has provided at least three days prior written notification to the Manager, Secretariat that they consent to the nomination and agree to serve in that capacity, if appointed, as well as any comments the candidate might otherwise provide at the meeting in support of their nomination.

5.5 Each nominee will be afforded an opportunity to make a brief (2 minutes) personal introduction should they so wish. The Chair will read any comments received from absent nominees, so long as such comments do not exceed 2 minutes when read.

5.6 Councillors will vote for the number of positions available (e.g. – Vice President – select one name), by secret vote, from among the nominees. Voting will be in accordance with By-Law No. 1, s.25(4).

5.7 Upon completion of the vote, the results will be presented and the Chair will declare the nominee(s) with the most votes elected.

5.8 Where there is only one nominee for a position, or the number of nominees equals the number of positions available, the Chair shall declare the nominee(s) elected.

5.9 Where the number of nominees received exceeds the number of positions available, the nominees receiving the greatest number of votes cast for the number of positions available shall be declared elected by the Chair.

5.10 In the event there is a tie in the last position available, a run-off vote will be conducted in accordance with paragraphs 6 and 7 and the nominee receiving the greatest number of votes cast shall be declared elected by the Chair.

5.11 If applicable, ballots cast will remain with the Secretariat until a motion to destroy the ballots has been passed by Council.

6. PROCEDURES FOR GOVERNANCE COMMITTEE APPOINTMENTS

6.1 The following procedures are to be used when making appointments to the following committees of Council:

- (a) Governance and Nominating Committee
- (b) Regulatory Policy and Legislation Committee
- (c) Audit and Finance Committee
- (d) Human Resources and Compensation Committee

- 6.2 As soon as possible prior to the meeting at which such appointments are to be made; the Registrar or designate will ask Councillors to express their preference for serving on the aforementioned Committees and whether they wish to serve as chair of any Committee for which they have expressed a preference.
- 6.3 Councillors will advise the Registrar or designate of their Committee participation preferences in the manner prescribed.
- 6.4 The Registrar or designate will report to Council on the preferences as declared. If the number of members asking to serve on a Committee exceeds its target membership, the number of members on the committee shall be reduced by the Chair and those not selected shall be given the opportunity to choose another committee instead.
- 6.5 Council shall confirm the membership of the Committees by resolution.
- 6.6 Once the membership of Committees has been confirmed, Council will choose a chair for each committee using the election process set out above for the Council Meeting Chair, Vice-President and other Council appointments, with necessary modifications.

In response to a request to put their name forward for the Chair of the Human Resources and Compensation Committee (HRCC) for the 2021-22 term, the following submission has been received:

- Luc Roberge

In addition, at the meeting, the Chair will ask for additional nominations.

Briefing Note – Information

C-543-2.8

PEO Governance Workplan Status Update

Purpose: To provide Council with an update on the expected timeline for Phase 3 deliverables as part of the *Governance Workplan Status Update* at a Glance document.

No motion required

Prepared by: Ralph Martin, Manager, Secretariat

1. Status Update

Governance Solutions Inc (GSI) have updated the expected timelines for Phase 3 of the *Governance Workplan Status Update* based on feedback from the Governance and Nominating Committee meeting held on September 9, 2021.

Appendices – Appendix A – Governance Workplan Status Update.

PEO Governance Workplan at a Glance (August 2021 Update)



C-543-2.8
Appendix A

Activities and Outputs PHASE 1: The PEO Council	Status	Activities and Outputs PHASE 3: Council Renewal	Status
Decide on scope of the Governance Workplan	✓	Conduct a review of PEO current practices in Council renewal compared to best practices: GSI Research Report Aug 2021	✓
Agreement on Governance Model: Governing board responsible for direction and control	✓	Decide on Council competency profile (industry experience, skills, diversity including gender, geography/region, visible; education; character): straw model drafted	Sept - Nov 2021
Agreement on the Role of Council with approval of associated Council Charter and Workplan	✓	Decide on optimal Council composition (size and mix of engineer and government)	Sept – Nov 2021
Agreement on Rules of Order: agreed to transition from Weinberg's to Nathan's Company Rules	✓	Review and decide how Council is chosen (elections versus appointments)	Sept – Nov 2021
Agreement on the Role of the CEO/Registrar with approval of associated Terms of Reference and Delegation of Authority	Delegation approved in principle	Review and decide how President is chosen, who is eligible	Sept – Nov 2021
Agreement on the Role of the President/Chair with approval of associated Terms of Reference	✓	Review the terms/tenure for Council members and the President to determine if change is warranted	Sept – Nov 2021
Board level governance level policies updated and approved based on the agreed model	Council yet to approve	Update any governance documents based any changes resulting from these decisions	Oct 2021 – Jan 2022
Revise Councillor submissions policy to reflect their governance role in the new model	✓	With GSI input and support PEO's HR Committee will work on an enhanced CEO evaluation and succession plan, and PEO's CEO will work on an enhanced management succession plan	GSI work completed early in Phase 2
Update orientation and education program based on decisions to date	✓	GSI will research and present CEO/Registrar evaluation methodologies to the HR Committee – Committee makes decision on which to adopt	GSI work completed early in Phase 2
Activities and Outputs PHASE 2: The PEO Committees	Status	PEO's HR Committee reviews CEO's succession plan for staff beyond the CEO	TBD: HRC
Agree in principle on a governance model for PEO's Committees, including criteria for Governance, Regulatory and Other Committees, and how committees are established in the future	✓	Develop revisions to PEO's Councillor Orientation program including a pre-nomination Orientation item/session for individuals interested in becoming Council members to incorporate any agreed changes	9/21 – 11/21
Agreement on the Role of the Governance Committees of Council: approval of 4 core Governance Committees and their associated Charters and Workplans)	✓	Updates any Council or staff education programs to reflect any Phase 3 changes	11/21 – 1/22
Agreement on the Role of the Core Regulatory and Statutory Committees of PEO: approved as mandated by legislation only	✓	Activities and Outputs PHASE 4: Chapters, Volunteers and Others	Status
Review and decide on Councillors' role on Regulatory and Statutory Committees: Councillors will not serve on these (with 1 exception as legislated)	✓	Conduct Council Evaluation	1/22-2/22
Agreement on transition plans for committees	✓	Review & decide on roles, scope, mandates, membership, etc. of Chapters, Committee volunteers & other organs.	2/22-3/22
Determination whether Regulatory Committee members should be appointed and/or elected.	✓	Document any structural changes to PEO's Chapters and Volunteers in Terms of Reference (charter documents)	2/22-4/22
Update Regulatory Committee Terms of Reference and workplans: approved to use Statutory Mandates only	✓	Update Volunteer Code of Conduct/Conflict of Interest and other Chapter and Volunteer related documents	2/22-4/22
Formalize "Other Committees" structure: who should serve; competencies and/or elections/appointments; update documentation after any changes; decide on transition plans	Deferred to Phase 4	Develop and implement new orientation program with respect to the roles and responsibilities of PEO's Chapters and committee volunteers	3/22-5/22
Update and deliver Council orientation end education programs to reflect any Phase 1 and 2 changes	✓	Update Council orientation program based on phase 3 and 4 decisions	3/22-5/22
		Develop Council Education Program	3/22-5/22



Briefing Note – Information

C-543-2.9

ANTI-RACISM AND ANTI-DISCRIMINATION EXPLORATORY WORKING GROUP (AREWG)

Purpose: AREWG to deliver update to Council.

Prepared by: Dale Power, Secretariat Administrator

The Anti-Racism and Anti-Discrimination Exploratory Working Group (AREWG) will provide an update to Council at the meeting.

Briefing Note – Information

C-543-2.10

STAFF RESPONSE TO MEMBER MOTIONS PASSED AT THE 2022 ANNUAL GENERAL MEETING

Purpose: To provide a staff report to Council on the motions approved by a majority of members in attendance at the 2021 AGM, as required by the *Guide for Member Submissions at the Annual General Meeting*.

Prepared by: D. Abrahams, LL.B., Vice-President, Legislation and Policy

1. Need for PEO Action

At the 2021 Association of Professional Engineers of Ontario Annual General Meeting, in accordance with Council policy, and as permitted by the by-laws, a number of members presented written submissions and made verbal presentations on issues related to the business and activities of the Association. Motions were then proposed in respect of the submissions. Five such motions were made and debated. Each passed with a significant margin. The complete submissions and motions are attached as Appendix A.

As a matter of law (see especially section 3 of the *Professional Engineers Act*), PEO's Council is the "governing body and board of directors of the Association and shall manage and administer its affairs". Council also has the statutory obligation under ss.3(8) and (8.1) of the *Act* to appoint a Registrar (currently the CEO/Registrar) who is responsible for the administration of the Association and has certain other powers conferred by the legislation.

The *Act* does not give either direct or delegated authority to the members (who are licence holders) to manage or administer the affairs of PEO. Licence holder input is important to the work of a self-regulating body. However, motions made at the AGM, while informative, bind neither Council nor the CEO/Registrar. That said, the policy approved by Council in March 2020 does require staff to provide a report to Council following the AGM with respect to the motions that have been passed, to assess lawfulness and feasibility in light of Council's current work and other declared priorities.

2. Proposed Action / Recommendation

Staff's analysis and proposed response to the five motions passed at the AGM is as set out below. While each of the motions has a different focus there is a certain amount of repetition, and this is noted where appropriate.

In the view of staff, none of the motions raise any significant legal concerns. No specific Council action is required with respect to the motions at the present time, but in all instances Council committees might wish to consider the points raised in the motions and submissions at the appropriate committee's discretion.

Motion 1

THAT
Council commit fully to

543rd Meeting of Council - September 24, 2021

- (a) peer review,**
- (b) knowledge-based decision making,**
- (c) highest levels of transparency,**
- (d) effective communication, and**
- (e) removal of systemic biases and barriers to hearing and respecting diverse views, and that it halt all current procedures and practices that do not abide by these self-regulating governance principles.**

This motion provides helpful advice to PEO with respect to good governance practices. It does not appear to require any specific action.

Briefing notes, policy recommendations and other Council materials requiring expert input are routinely circulated to those staff, volunteers and external (paid experts) who are qualified to provide it. Not every matter merits the same form of “peer review”. The need for review and consultation will be considered in the context of what a regulator must do in order to make effective decisions within the scope of its legislative mandate. Focused, informed member and stakeholder consultations and expert input are components of effective, right-touch regulation, particularly in specialized areas of regulatory policy development. This approach will be maintained and strengthened under the guidance of Council and its new governance committees, especially the Regulatory Policy and Legislation Committee.

Regarding the need for transparency, PEO adheres to its by-law obligations to conduct its meetings and make decisions in public session, save where the specific circumstances require in camera consideration. Minutes and recordings continue to be available on the PEO website. The informal “strategic conversations” on governance matters, which were educational rather than decision-focused, are now being replaced by more traditional “plenary” sessions of Council, which are open to members and the public at large to observe.

Regarding “self-regulating governance principles”, in 2020-21 Council formally adopted a number of best practice governance principles and various charters and policies intended to support and enhance these principles.

The points made in this motion are open for consideration by the Governance and Nominating Committee and the Regulatory Policy and Legislation Committee, at the discretion of those committees.

Motion 2

THAT

Council place an immediate moratorium on governance and organization changes, and instead focus its agenda on the development and implementation of regulatory policies and systems to enable the effective regulation of all professional engineering activity in Ontario in the public interest.

Based on various decisions made in 2019, 2020 and 2021, Council has recognized that effective regulation depends not just on changes to the regulatory framework but also, more importantly, requires a regulatory governance structure that directs and controls those changes.

Council has already adopted a number of governance changes. This has occurred based on a “roadmap” leading to the adoption of various governance charters and protocols, and in the form of new governance committees. These committees are intended to buttress Council’s work as a regulatory board of directors exercising vital direction and control functions. It also has been advised that it needs a strong, accountable staff organization under the leadership of the CEO/Registrar, and the CEO/Registrar is in the

process of structuring just such an organization. All of this is essential for PEO to become a more effective, more modern regulator.

The various points made in this motion are open for consideration by the Governance and Nominating Committee, the Regulatory Policy and Legislation Committee and the Human Resources and Compensation Committee, at the discretion of those committees.

Motion 3

- 1. THAT Council does not implement any significant changes to our by-laws or Act, without significant member and chapter consultation, and that it commit to peer review, knowledge based decision making, and transparency.**
- 2. THAT Council commits to effective, more robust communication, and the removal of systemic biases and barriers to hearing and respecting diverse views.**

See above re Motion 1. A commitment to diversity is also reflected in Council's ongoing work on anti-racism, anti-discrimination initiatives, currently stewarded by the Anti-Racism and Anti-Discrimination Exploratory Working Group (AREWG).

The points regarding the process for changes to the Act etc. made in this motion can be considered by the Regulatory Policy and Legislation Committee and by the Governance and Nominating Committee, at the discretion of those committees. Good governance necessarily requires effective stakeholder consultation, and any legislative changes proposed to Council through its governance committees should take this into account.

Motion 4

THAT this AGM recognize that PEO is no longer capable of preventing the decline of the profession with respect to the proper licensing of new engineering and their exclusive rights to practice, and THAT PEO work with 'Engineers for the Profession Incorporated', to lobby the Ontario government for legislation that will create new discipline specific regulatory bodies that will properly license and regulate all modern engineering.

PEO's statutory mandate is to "regulate the practice of professional engineering". PEO has the authority and capacity to address licensure issues as they arise within the context of the practice of professional engineering.

As a regulator charged with regulating in the public interest, PEO does not "lobby" or partner with advocacy organizations. PEO Council does have the power under section 7 of the *Professional Engineers Act* to make regulations, in consultation with the government, and also may be consulted by the government on proposed changes to the legislative framework.

Currently PEO has no plans to license on a discipline-specific basis. Any such plan would fall within the mandate of the Regulatory Policy and Legislation Committee for further study. It is worth noting that the RPLC already has responsibility for recommending any action that might flow from the report of the Emerging Disciplines Task Force (2019).

The points made in the motion and in supporting materials can therefore be directed to the attention of the RPLC, where they can be considered at the committee's discretion.

Motion 5

THAT

(1) Presentations to, debate by, and consensus of, the assembled council concerning council agenda items shall occur only at a regular or special meeting of Council, convened in accordance with By-Law #1, sections 10 through 16. Such meetings shall have agendas and be minuted.

(2) By-Law #1, paragraph 15 (4) outlines few, very specific, circumstances which warrant convening in closed session. When it is deemed necessary to place an agenda item into an *incamera* session, the chair shall cite a description of the topic and the applicable section 15 (4) category during the open session. No other matters shall be placed on the agenda of a closed session or debated therein.

(3) When there is significant minority debate concerning a council resolution which is either passed or not passed, the minutes shall note such. The minutes shall note the objection of any council member who requests that his/her objection be recorded.

See the response to Question 1. The first two parts of this motion essentially summarize existing by-law requirements. Any other issues related to rules of order, including *in camera* sessions and other formal meeting requirements, fall within the scope of the Governance and Nominating Committee, which can consider these issues at its discretion.

We anticipate that Council's approach to *in camera* meetings and how they are recorded, as well as the content of minutes generally, will continue to be informed by best practices and by the advice of PEO's governance consultants and parliamentarian. In general, the recommendation has been not to record more than is necessary to put a decision in its proper context for the sake of future reference.

3. Appendices

Appendix A – Submissions and Motions Presented at the 2021 PEO AGM

INFORMATION TO BE PROVIDED, AS APPLICABLE (Please note, this form is fillable electronically. Please download, fill out, save the document and email to: agmsubmissions@peo.on.ca)

1. Title of Submission

Commit to Fundamental Principles of Good "Self-Regulation" Governance

2. Please briefly describe the issue, problem, risk or gap that this submission addresses.

See attached Preamble and Whereas statements.

3. Please summarize the action that you are requesting from Council and how it will address the issue, problem, risk or gap stated above.

Action: stop destroying self-governance by following, instead of violating, the principles given in the motion. Action: Insert the self-governance rules in the Council manual with examples and counter examples. Addresses: destruction of self-governance.

4. Please cite and briefly summarize any research that supports the proposed action.

See Preamble and Whereas statements.

5. As applicable please describe how the proposed action will contribute to serving and protecting the public interest as it pertains to the regulation of professional engineering and the engineering profession.

Prevents a clique, an oligarchy, an autocratic form of PEO governance. Public interest is best served with FULL transparency, FULL knowledge-based decision making, FULL understanding of the members (e.g., as with anything, it is always best to understand your audience), etc.

6. Please identify any legal considerations (eg., the need for changes to the statute, regulation, by-laws etc.) that may affect Council's ability to implement the proposed action.

No legal changes needed to start implementing.

7. Please identify any considerations that are relevant to the timing (or urgency) of the proposed action.

Super urgent as Council embarks on some no-turning back governance policies and operations policies.

8. Please provide any other information that you feel will assist members of the AGM and Council in understanding your submission, in particular your proposed action.

Review and compare Council meetings and minutes from the past year.

9. Please list any attachments to this document.

See attached document, "Commit to Principles motion - 2021 AGM.pdf"

Member #1 (name/signature):

Roydon Fraser



Member #2 (name/signature):

Leila Notash



Date:

05/03/2021

**PLEASE FORWARD THE COMPLETED SUBMISSION ELECTRONICALLY,
WITH ANY ATTACHMENTS**

TO:

CEO/REGISTRAR, c/o AGMSUBMISSIONS@PEO.ON.CA

AT LEAST TEN (10) DAYS PRIOR TO THE ANNUAL GENERAL MEETING

Approved by Council – March 20, 2020

7

PEO 2021 AGM Motion:

Commit to Fundamental Principles of Good “Self-Regulation” Governance

PREAMBLE:

Good “self-regulation” and “democratic” governance involves and respects members, and should adhere to, but is not limited to, the following governance principles:

1. Transparency.
2. Obtaining member input.
3. Respecting dissenting views.
4. Empowering members with knowledge, and a voice.

Our federal and provincial parliamentary systems empower the public through elections AND by opposition parties being given a formal voice and committee representation. PEO is not based on a party system, hence the formal voice must come from other means, e.g., peer review, referendum, etc. Elections are not enough. Autocracies can and do hold elections, however, they

- (i) control elections, and restrict who can run in an election
 - Council runs electronic elections that cannot be scrutinized, resists calls to investigate anomalies in election voting data, and imposed term limits taking away choice from members.
- (ii) control the messaging and media
 - PEO recently adopted the practice of removing dissenting views from minutes, yet dissenting views are the foundation of a fair and knowledge-based process as revealed, for example, by dissenting views being a formal part of legal decisions should they exist,
- (iii) control the information reaching decision making bodies
 - peer review is not sought for anything deemed to be governance related, and this includes any decision by Council concerning continuing professional development (CPD) despite a promise by previous Councils to seek member input first should there be a move to make CPD mandatory
- (iii) misrepresent the truth,
 - Council being told that the multiple-choice National Professional Practice Examination (NPPE) measures the same things as the written PEO Professional Practice Examination (PPE) - Ethics is the heart of the engineering profession, and whereas the NPPE does reveal what one knows, it is not designed to reveal how one thinks - for an analogy, just imagine if all your engineering courses only had multiple choice exams.
- (iv) intimidate,
 - Council currently emphasizing confidentiality of strategic meetings concerning governance despite governance not being a By-Law explicit reason for PEO to hold an in-camera session
- (v) Etc.

PEO 2021 AGM Motion:

Commit to Fundamental Principles of Good “Self-Regulation” Governance

Whereas:

PEO Council has taken to the practice that ALL GOVERNANCE decisions do not require peer review, no matter how significant - this is in direct conflict with previous Council policy that all significant motions to Council require peer review.

Whereas:

PEO Council rescinded a prior Council promise to hold a NON-BINDING referendum on mandatory continuing professional development (CPD) “program” - note the emphasis on program and non-binding..

Whereas:

PEO Council has adopted confidential meetings to discuss matters such as governance, matters that are not explicitly identified as permitted confidential items given in PEO’s By-Laws, and hence against the spirit of the By-Laws. To claim that the profession is really “self” regulating means that the members are fully capable of being involved in how it is governed.

Whereas:

Election platforms are insufficient to provide Councillors with mandates to proceed with significant policy changes if not part of their platform, for example, you will not find mention of support for mandatory CPD among the election platforms of some of the strongest supporters of a mandatory CPD program. You should ask yourself, “Why?”

Whereas:

PEO Council has taken to removing dissenting views from minutes.

Whereas:

PEO Council has taken to providing information on significant governance changes with only two weeks notice AT BEST prior to a Council meeting to vote on the matter, giving no time for members to effectively learn about and provide feedback on such matters even when so motivated. Often the actual briefing note is not available to members until just days before a Council meeting.

Whereas:

Etc - there is a lot more.

Be It Resolved That:

Council commit fully to

- (a) peer review,**
- (b) knowledge-based decision making,**
- (c) highest levels of transparency,**
- (d) effective communication, and**
- (e) removal of systemic biases and barriers to hearing and respecting diverse views,**

and that it halt all current procedures and practices that do not abide by these self-regulating governance principles.

Moved by:

Roydon Fraser, P.Eng., FEC

9 times elected Councillor, 25+ years PEO volunteer

Seconded by:

Leila Notash, P.Eng.

Councillor-at-Large, 18 years PEO volunteer

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Moved by:

Roydon Fraser, P.Eng., FEC

9 times elected Councillor, 25+ years PEO volunteer



Seconded by:

Leila Notash, P.Eng.

Councillor-at-Large, 18 years PEO volunteer



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2. Please briefly describe the issue, problem, risk or gap that this submission addresses.
3. Please summarize the action that you are requesting from Council and how it will address the issue, problem, risk or gap stated above.
4. Please cite and briefly summarize any research that supports the proposed action.
5. As applicable please describe how the proposed action will contribute to serving and protecting the public interest as it pertains to the regulation of professional engineering and the engineering profession.
6. Please identify any legal considerations (eg., the need for changes to the statute, regulation, by-laws etc.) that may affect Council's ability to implement the proposed action.
7. Please identify any considerations that are relevant to the timing (or urgency) of the proposed action.
8. Please provide any other information that you feel will assist members of the AGM and Council in understanding your submission, in particular your proposed action.
9. Please list any attachments to this document.

Member #1 (name/signature):



Member #2 (name/signature):

Date:

**PLEASE FORWARD THE COMPLETED SUBMISSION ELECTRONICALLY,
WITH ANY ATTACHMENTS**

TO:

CEO/REGISTRAR, c/o AGMSUBMISSIONS@PEO.ON.CA

AT LEAST TEN (10) DAYS PRIOR TO THE ANNUAL GENERAL MEETING



Professional Engineers
Ontario

Guide for Member Submissions at the Annual General Meeting

March 2020

1.0 Authority for Members Submissions at the Annual General Meeting

By-Law No. 1, section 17 states that an annual general meeting of the association “shall be for the purpose of laying before the members the report of the Council and committees of the Association and of informing members of matters relating to the affairs of the Association and for the purpose of ascertaining the views of the members present at the meeting on such matters...”

The prescribed agenda of the AGM is set out in section 22 of the by-law, and includes, among other things, “such other business, if any, as may properly come before the meeting.” Typically this includes members’ submissions.

Pursuant to subsection 3(1) of the *Professional Engineers Act*, Council has the lawful authority to manage and administer the affairs of the Association. Hence members’ submissions, while informative and helpful, are non-binding on Council.

2.0 Process for Making Submissions at the AGM

2.1 Notice of Meeting

Pursuant to section 20 of the By-Law, the CEO/Registrar is required to give a minimum of 10 days and maximum 90 days advance notice of the time, place, and purpose of the annual meeting or any other general meeting of the members of the Association. Typically, notice is given well in advance of the 10 day minimum..

2.2 Notice of Submissions

So that time can be allocated appropriately, member submissions, including supporting background information, as needed, must be provided in writing to the CEO/Registrar at least 10 business days prior to the AGM. The names of two members are required for each submission. A template for a member submission is provided as Appendix A to this document.

Submissions that are not provided in writing before the deadline will not be considered at the AGM.

2.3 Posting and Distribution of Submissions

All submissions received by the deadline will be posted on PEO's website within two days following the deadline. In addition, copies of the submissions will be included in the AGM delegate packages. This will ensure that members attending the AGM will have sufficient time to review and prepare to ask questions about or debate the submission.

2.4 Allocation of Time for Submissions

The time permitted for presentation and discussion of submissions will be decided by the Chair of the AGM, depending on the total number of submissions and the time available at the AGM, as well as a reasonable estimate of how much time should be allocated to each submission. Members making submissions will be advised of the time allocated to them before the meeting begins. One of the two members supporting the submission may make an opening statement, for up to 10 minutes, and may make closing remarks for up to 2 minutes. Members in attendance at the AGM may ask questions or make comments of up to two minutes each. Where questions are asked, at the chair's discretion the members supporting the submission may respond succinctly.

After each submission has been presented and/or discussed, a vote of members will help inform Council on the level of support for the submission amongst those present at the AGM. Council reserves the right to consider any submission, even if it does not receive majority support at the AGM.

Process for Dealing with Submissions After the AGM

3.1 Council's Role

For each submission that receives majority support from those in attendance at the AGM:

- Staff under the direction of the CEO/Registrar will prepare a brief report to Council related to the submission, proposing whatever action staff feel is warranted
- Council will consider the submission and the staff report as soon as practicable and will take whatever action or make whatever decision Council believes is warranted
- Council will consult members, including the members responsible for the submission, as Council deems appropriate or as staff recommend.
- Council is not bound to adopt or vote formally on any submission.
- The outcome of Council's consideration of the submission will be communicated directly to the members making the submission.
- Council will report to members generally on the progress of, and where applicable, the outcome of its review of member submissions not later than six (6) months following the AGM.

For submissions that do not receive majority support at the AGM, Council may choose to consider the submission regardless, and if so will direct the staff review described below, as appropriate.

3.2 Staff Report

The staff report will:

- Identify whether the proposed action is lawful under the current legislative scheme
- Apply the Activity Filter approved by Council in November 2019 to assist in determining if the activity and its associated output is Regulatory, Governance or Neither.
- Consider the relationship to any Strategic Plan currently in force
- Outline potential financial, operational or resource considerations involved in adopting the proposed action
- Identify any public interest considerations related to the submission
- Conduct an environmental scan as needed
- Consider best practices at similar organizations, as applicable
- Include any other factual information that will assist Council
- Recommend a proposed course of action and/or options for Council's consideration, based on PEO's mandate, workload and other stated priorities

APPENDIX A

TEMPLATE FOR MEMBERS' SUBMISSIONS AT PEO AGM

INSTRUCTIONS

All submissions must be typed and in proper form to be considered at the AGM. Please complete this template to the best of your ability, and as applicable to your particular submission. Please send the completed submission and any attachments electronically to the CEO/Registrar, c/o agmsubmissions@peo.on.ca, at least ten (10) days prior to the AGM.

In preparing a submission, depending on the purpose of the submission, you may find it helpful to refer to the following:

- *Professional Engineers Act*, R.S.O. 1990, c.P.28, and in particular ss.2(3) (“principal object”), 2(4) (“additional objects”), 7 (power to make regulations), 8 (power to make by-laws), 12 (licensing requirement, i.e., related to professional engineering, as well as exceptions thereto), plus other sections of the *Act* as applicable.

<https://www.ontario.ca/laws/statute/90p28>

- Regulation 941 under the *Professional Engineers Act*. See in particular the requirements for licensure in section 33, and the definition of professional misconduct in s.72(2)

<https://www.ontario.ca/laws/regulation/900941>

- Regulation 260/08 under the *Professional Engineers Act* (“Performance Standards”).
- *By-law No. 1, “relating to the administrative and domestic affairs of the Association of Professional Engineers of Ontario”*

https://www.peo.on.ca/sites/default/files/2020-01/ByLaw_No1_Sept2019.pdf

- PEO’s most recent strategic plan

<https://www.peo.on.ca/about-peo/what-peo/strategic-plan/2018-2020-strategic-plan> [NB after 2020 check website to see if the plan has been revised]

INFORMATION TO BE PROVIDED, AS APPLICABLE (Please note, this form is fillable electronically. Please download, fill out, save the document and email to: agmsubmissions@peo.on.ca)

1. Title of Submission
2. Please briefly describe the issue, problem, risk or gap that this submission addresses.
3. Please summarize the action that you are requesting from Council and how it will address the issue, problem, risk or gap stated above.
4. Please cite and briefly summarize any research that supports the proposed action.
5. As applicable please describe how the proposed action will contribute to serving and protecting the public interest as it pertains to the regulation of professional engineering and the engineering profession.
6. Please identify any legal considerations (eg., the need for changes to the statute, regulation, by-laws etc.) that may affect Council's ability to implement the proposed action.
7. Please identify any considerations that are relevant to the timing (or urgency) of the proposed action.
8. Please provide any other information that you feel will assist members of the AGM and Council in understanding your submission, in particular your proposed action.
9. Please list any attachments to this document.

Member #1 (name/signature):



Member #2 (name/signature):

Date:

**PLEASE FORWARD THE COMPLETED SUBMISSION ELECTRONICALLY,
WITH ANY ATTACHMENTS**

TO:

CEO/REGISTRAR, c/o AGMSUBMISSIONS@PEO.ON.CA

AT LEAST TEN (10) DAYS PRIOR TO THE ANNUAL GENERAL MEETING

AGM 2021 Member Resolution re PEO's Overindulgence in Governance

WHEREAS PEO was created in 1922 because Ontario engineers petitioned the Government of Ontario to permit them to become a self-regulating profession in the public interest, like doctors and lawyers, and

WHEREAS the hallmark of our Canadian model of professional self-regulation is that the members of the profession determine the criteria for admission to, and the performance and practice standards of, the profession, and decide matters of professional incompetence and misconduct, based on their expert knowledge of the practice of professional engineering and the public interest, and

WHEREAS regulatory policy must be subject to peer review by members of the profession through committees and task forces, and

WHEREAS Council's current preoccupation with governance is inhibiting the development of urgently required regulatory policies and programs, and

WHEREAS Council's current reorganization of committees is antithetical to peer review and to the involvement of volunteer members in PEO's regulatory affairs,

NOW THEREFORE BE IT RESOLVED THAT

Council place an immediate moratorium on governance and organization changes, and instead focus its agenda on the development and implementation of regulatory policies and systems to enable the effective regulation of all professional engineering activity in Ontario in the public interest.

Mover:



George Comrie, P.Eng., CMC, FEC
Former PEO President: 2004-2005, 2016-2017
VP, Engineers for the Profession Incorporated

Seconder:



Thomas Chong, M.Sc., P.Eng., FCAE, FEC, PMP
Former PEO President: 2015-2016
Director, Engineers for the Profession Incorporated

1. Title of submission.

Governance.

2. Issue.

WHEREAS:

PEO has been a trusted protector of the public interest as the self-regulatory body of the engineering profession for almost 100 years, and,

Has governed itself through transparent democratic principles, respecting the wisdom of its members by consultation and where appropriate, referenda, to approve significant changes, and,

WHEREAS:

In recent years, actions have been taken:

- (1) Draconian term limits for councillors and the president and vice-president.
- (2) Rescinding of the pledge of a previous Council not to proceed with mandatory PEAK without a referendum,
- (3) A massive restructuring of committees based on secret strategic meetings without minutes or explanation of need or intent, and

Actions are underway to:

- (1) adopt a form of policy-making that detaches Council from member influence by changes which deny peer review,
- (2) control who may run for Council, by instituting a “competency” test for potential candidates.
- (3) create a new class of non-practising member to avoid facing the unintended consequences of a mandatory PEAK.

3. Action.

BE IT RESOLVED:

1. That Council does not implement any significant changes to our by-laws or Act, without significant member and chapter consultation, and that it commit to peer review, knowledge based decision making, and transparency.
2. That Council commits to effective, more robust communication, and the removal of systemic biases and barriers to hearing and respecting diverse views.

4. Research.

Observations of Council behaviour.

5. Protecting the public interest.

The public interest is best served by the wisdom, integrity, and ethics of a self-governed engineering profession. Democracy, open debate, and transparency of decision-making are essential to support public confidence in our profession.

6. Legal considerations.

None.

7. Timing and urgency.

Given the recent sudden massive structural changes, it is urgent that we have appropriate consultation prior to implementation.

8. Other information.

We have been trusted by the public with the self-governing of our profession for almost 100 years and deviation from our root trust in ourselves needs much more consultation.


Having a pause to consider member and chapter input has only positive results. It can detect unintended consequences and avoid the push-back which will inevitably lead to a lack of confidence in Council.

Decide in haste, repent in leisure.

MOVED BY...Patrick Quinn P.Eng

P. J. Quinn

SECONDED BY...Peter Cushman P.Eng.

A handwritten signature in black ink, appearing to be 'P. Cushman', written over a horizontal line.

Motion for PEO AGM.

Title: Discipline Specific Licensing of Engineering and Science.

Whereas:

PEO continues to decline in relevance to the engineering community as evidenced by the fact that over 60% of engineering graduates do not join PEO; and,

Whereas:

Many of the new engineering graduates who do join PEO do not have exclusive rights to practice and essentially have only a right to use the title "P.Eng."; and,

Whereas:

PEO has forgotten the meaning of exclusive rights to practice as evidenced by the fact that fewer than 20% of PEO members have such rights; and,

Whereas:

PEO membership represents only about 87,000 engineers in Ontario out of over 285,000 who have engineering credentials in Ontario; and,

Whereas:

Scientists continue to discover new science, some of which they apply to useful works that impact people and may therefore be practicing engineering. The number of non-engineering STEM graduates per year is twice the number of engineering graduates; and,

Whereas:

PEO has failed to respond to the growth of new science and engineering practices, such as - Software Engineering, Cyber Systems Security Engineering and Nano Molecular Engineering;

Therefore, be it resolved,

That, this AGM recognize that PEO is no longer capable of preventing the decline of the profession with respect to the proper licensing of new engineering and their exclusive rights to practice, and,

That, PEO work with 'Engineers for the Profession Incorporated', to lobby the Ontario government for legislation that will create new discipline specific regulatory bodies that will properly license and regulate all modern engineering and applied science practices whose works have a significant public interest impact.

Moved By:

Peter M DeVita, MAsc., MBA. P.Eng., FEC,
Former PEO Pres 2000-2001
President, Engineers for the Profession Incorporated

Seconded By:

Eng. Roger Jones, B.Sc(Eng), DIC, M.Phil, MBA, Life-Senior MIEEEE, P.Eng, FEC.
Former PEO Councillor
Treasurer, Engineers for the Profession Incorporated

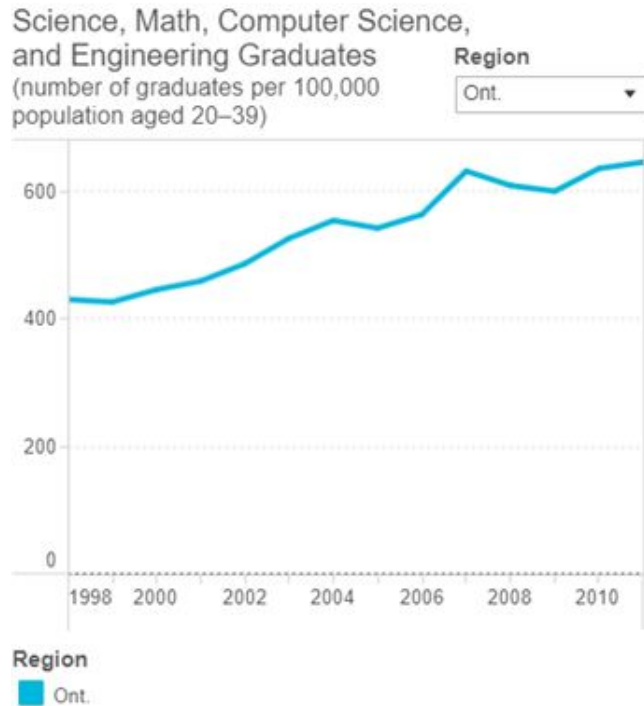
Some references and support data

This is a USA stat showing that several engineering practices expect a Master's Degree.

<https://www.gradschools.com/programs/math-science-engineering?in=ontario>

of Graduates in STEM in Ontario

<https://www.conferenceboard.ca/hcp/provincial/education/sciencegrads.aspx>



Ref:

https://www.google.com/search?q=Ontario+population+in+2011&rlz=1C1CHBF_enCA936CA936&oq=Ontario+population+in+2011&aqs=chrome..69i57j0i333.7750j0j15&sourceid=chrome&ie=UTF-8

12.85 million (2011)

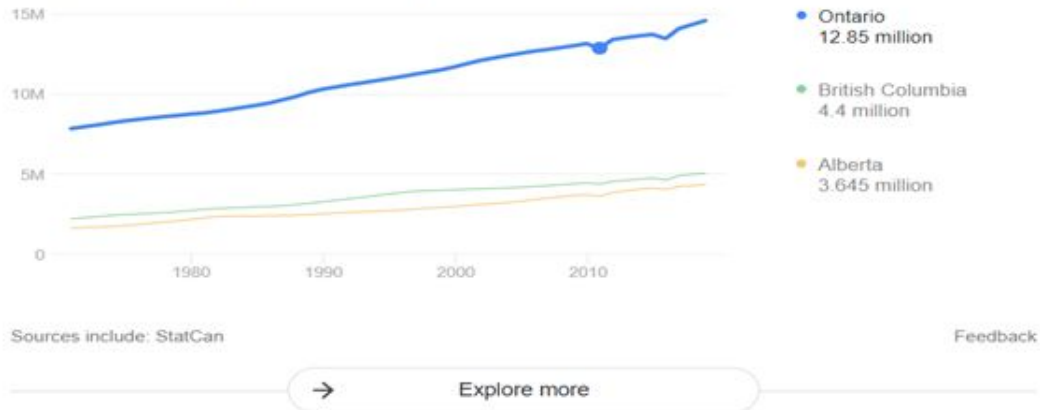


Figure 1 Ontario Population

Approximate Ontario STEM Grads in 2011: 650 per 100,000

Ont Population in 2011: 12,850,000

# STEM grads =	12,850
# Eng grads ~	4,600
	=====
Non Engineering STEM =	8,250

There are twice as many science and math grads per year to engineering grads.

of Canadian Engineering grads per year: 12,000

Approx # in Ont grads = $12,000 \times 38\% = 4,600$

See:

https://www.google.com/search?rlz=1C1CHBF_enCA936CA936&q=How+many+engineers+in+Canada&sa=X&ved=2ahUKEwjn2LXkqgDwAhWNHM0KHaxPCfMQ1QlwGHoECCQQAQ&biw=1536&bih=722

2011 Cdn Population ~ 33.5 million

Ontario is $12.85 / 33.5 = 38\%$ of Canada

<https://www12.statcan.gc.ca/census-recensement/2011/as-sa/98-310-x/98-310-x2011001-eng.cfm>

Stats on Engineering in Canada:

<https://www.linkedin.com/pulse/canadian-engineers-crisis-under-employment-after-graduation-zhang/>

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OSPE Survey:

<https://www.ospe.on.ca/public/documents/advocacy/2015-crisis-in-engineering-labour-market.pdf>

FIGURE 2

Trends since 1996 census – Ontarians with degrees in engineering compared with those reporting they work in engineering

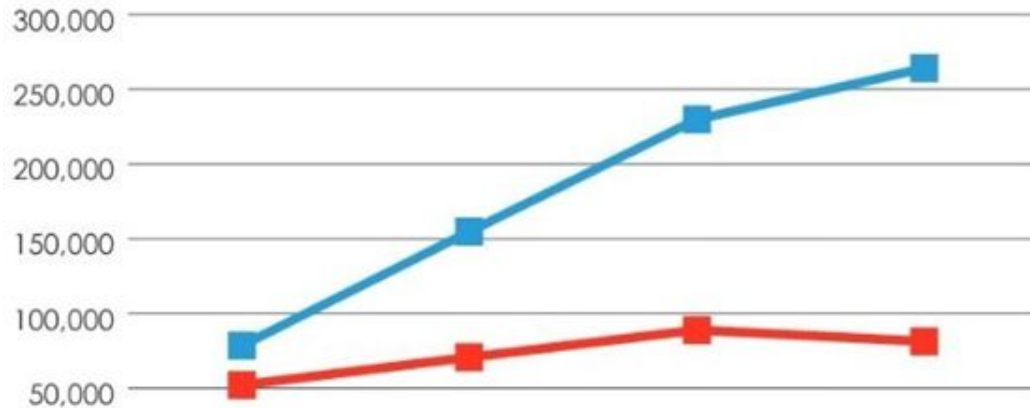


Figure No. 8

Immigration of Persons whose Intended Occupation was Engineer or Technician/Technologist, 1990-2007
Citizenship and Immigration Canada (Labour Market Tracking System Source Files—Canada)



Source:

<http://www.ogradey.on.ca/Downloads/Papers/Engineering%20And%20Technology%20Labour%20Market%20Study%20-%20Final%20Report.pdf>

More engineers immigrate to Ontario than we graduate per year. A large majority of Ontario engineering grads cannot find engineering work.

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2019 LICENSING STATISTICS

Total P.Eng. applications

6852

male 82% / female 18%

Total applications for P.Eng. licence
received from CEAB candidates

3327

male 80% / female 20%

Total applications for P.Eng. licence
received from non-CEAB candidates

2982

male 85% / female 15%

Total number of P.Eng. applications
processed and approved

4102

male 83% / female 17%

New P.Eng. licences approved
for CEAB graduates

2117

male 81% / female 19%

New P.Eng. licences approved for
non-CEAB graduates

938

male 84% / female 16%

P.Eng. licences approved for transfers

915

P.Eng. licences approved for reinstatements

120

New limited licences issued

27

New certificates of authorization issued

513

New consulting engineering designations issued

45

Source: <https://www.peo.on.ca/sites/default/files/2020-05/2019-AnnualReview.pdf>
Accessed April 28, 2021

Discipline Specific Licensing

Proposal

By Peter M DeVita, MASc, MBA, P.Eng., FEC
President of Engineers for the Profession Incorporated

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1 Preface

Today, over 80% of PEO's 87,000 members are in the same position as me in 1975, having a P.Eng. with no rights to practice. Essentially, we have the prestige of the P.Eng. title and nothing more. You can call it what you like – a pretend licence or a fake licence – but it is not a true license with exclusive rights to practice.

Hello, my name is Peter DeVita. I am a former President of PEO, and former President of the Canadian Society of Professional Engineers, past Board member of Engineer's Canada, past Board member of OSPE. Indeed, I helped to create OSPE. This is enough to say that I have volunteered with the profession for over 45 years. I can tell you we are losing relevance quickly and in serious trouble.

I will review several statistics with you on why I believe the profession needs to rebuild itself and how we can do it. Then it will be up to you to exam the facts and decide whether you want to help in re-building. As President of the newly created Engineers for the Profession Incorporated, we are dedicated to bringing about a significant metamorphosis of the profession.

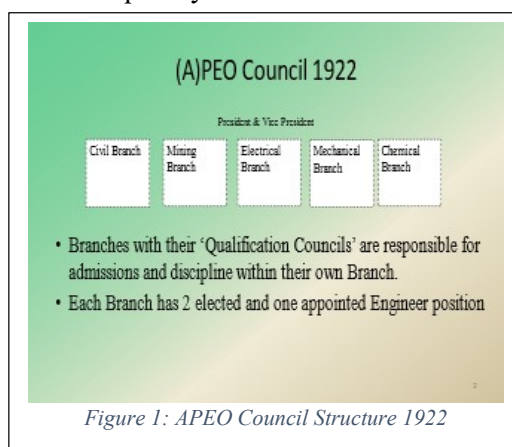
To do this, we are proposing that major disciplines of engineering must have their own licensing body. This concept is closely related to the original (A)PEO Council in 1922 wherein the 5 major 'Branches' of the day, performed the main regulatory functions for their Branch.

Let's look at the data.

2 Background

In 1975, I was a young graduate engineer with a Master's degree in the cross disciplines of Computer Engineering and Environmental Science. Not a lot of job potential for this despite the looming concerns about the environment. I vividly recall writing my letter to the Canadian Society of Professional Engineers (CSPE), a newly formed engineering advocacy body, responding to their first promotional brochure. I knew enough about my new P.Eng. to know that Computer Engineers did not have any exclusive rights to practice with our so-called engineering licence similar to what Civil Engineers had. Part of my letter asked if CSPE would advocate for this?

Little did I know that Dr. Walter Bilanski would read my letter. Within a year I found myself on the Board of CSPE. I was put in the position of what would become a lifelong advocacy to establish



APEO 1st Council in 1922 was Discipline Specific!

President Charles Hamilton Mitchell, of Toronto	Branch of Chemical Engineers James Watson Bain, of Toronto Stafford Frederick Kilpatrick, of Ottawa Harold Van der Linde, of Toronto
Vice President Robert Alexander Bryce, of Toronto	Branch of Electrical Engineers Henry U. Hart, of Hamilton Frank Richard Ewart, of Toronto Morris James McHenry, of Walkerville
Branch of Civil Engineers Willis Chipman, of Toronto John Bow Charles, of Ottawa Andrew Wellington Gray, of Westport	Branch of Mining Engineers George Reginald Mickle, of Toronto H. E. T. Haultain, of Toronto James McEvoy, of Toronto
Branch of Mechanical Engineers Henry G. Acres, of Toronto Harry Holborn Angus, of Toronto Arthur Howerton Spotton, of Galt (now Guelph)	

Figure 2: Members of APEO's 1st Council 1922

rights to practice for all modern engineering, those practices that emerged and began to flourish along with the industrial revolution from the late 1700s.

Over the last 45 years I have advocated that PEO properly license all engineering practices and to not continue to mislead young engineering graduates. This was and is fundamentally dishonest.

I completed 10 years on the CSPE Board, 2 years as its President, I moved to the PEO Council in 1990. Few of my fellow Councilors understood this idea of rights to practice. Upon reflection, one could see that the majority of Council were Civil Engineers. That is no surprise. They have rights to practice, so their livelihood depends on having their P.Eng. They naturally have a stronger interest in the profession.

This is not pejorative. It is simply a recognition of the PEO Council culture. We are all subject to a cultural filter conditioned by how we grew up and our environment, Most Councilors assume that all practicing engineers must have a P.Eng. to do engineering. This is not so.

Recognizing our personal filters is a challenge. It is easy to understand why PEO Council would not have made much progress on an issue that was foreign to the majority of Councilors' context.

These same perspectives were true on the Board of CCPE (now Engineers Canada) when I joined the Board in 1999. In one of my addresses to the Board, I used the analogy of the driver's licence to explain the concepts. Such a licence gave an individual the right to drive on public roads. Simply having the skills is not sufficient. An impartial authority had to test you and confirm that you have the competence to drive a vehicle.

I also had come to the conclusion that a massive move to suddenly establish rights to practice for all new engineering practices since 1922 was not likely to be understood or to succeed. I decide that the only approach that would make sense was to start with a couple of new areas of practice that few Councilors would know or care to oppose. We chose Bio Engineering and Software Engineering. We called these "emerging disciplines".

The concept seems to have caught fire. The idea that Software Engineering was a new practice of Engineering was championed by CCPE (now Engineers Canada).

In 2000, CCPE (now Engineers Canada) led the engineering profession in a Supreme Court of Canada law suit against Memorial University for the use of the term 'Software Engineering' in the Computer Science program. The Canadian Universities were drawn in to support Memorial. After spending over a million \$ by each side on legal fees, I can assert that Software Engineering and the concept of emerging disciplines were firmly established in the minds of engineers.

3 More Evolution

As President of PEO, I convened the “2020 Engineering Forum” on Mar 31, 2001, wherein engineering leaders from the Engineering Institute of Canada (EIC), the Universities, OSPE and PEO presented their perspectives on where the profession was going over the next 20 years. It was the first and only time these entities assembled in one room. In the abstract I wrote,

“ The growth in ‘certifications’ ...can be interpreted as an expression of the public’s desire to identify qualified people so that it can achieve a measure of protection. Licensing can be viewed as certification with legal enforcement added. The important point to note is that these certifications are highly specific to distinct areas of practice. Hence, to increase the relevance of the P.Eng. licence, the profession must learn how to implement “Discipline Sector Segmentation”. In future, a generic P.Eng. will not be good enough. ”

4 A Key Statistic

In 1997, CCPE (EngCan) hired a survey firm to collect one of the first modern sets of comprehensive statistical data on the Canadian engineering profession [1]. The survey provided the data below in response to the question:

“How important is membership in your provincial (territorial) association?

Answer Options were:

- a) Essential
- b) Useful
- c) Not important.”

All Engineers in Canada (166,000 in 1997) were sent the survey.

The results are shown in Figure 3. **Error! Reference source not found.**

- ◆ For the Overall membership findings included:
 - ◆ 31.9% of professional engineers stated that Association Membership is “Essential”
 - ◆ 39.8% stated that it is “Useful”
 - ◆ 25.4% stated that it is “Not Important”

Figure 3: Importance of P.Eng.

I doubt that many see that this question directly measures the per cent of P.Eng.s who have exclusive rights to practice. The Dec 2003 report [2] page 9 states that the 31.9% dropped to 22%. This is a 10% drop in 6 years. The estimates today put this ‘essential’ % to below 20%.

Consider asking yourself this question for your driver’s licence.

How important is it for you to have a driver’s licence to drive on the public roads?

Answer Options are:

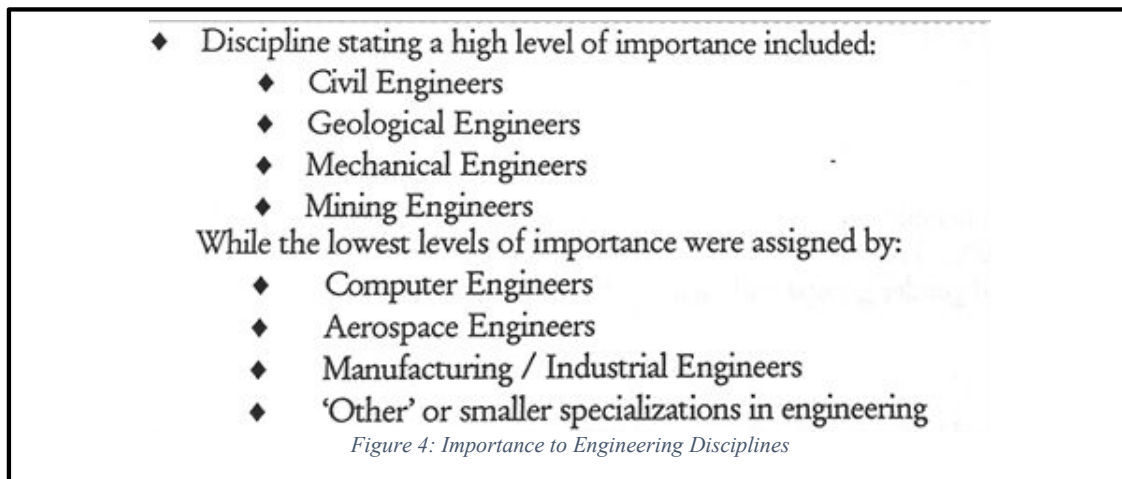
- a) Essential
- b) Useful
- c) Not important.

If you have a driver's licence you know there is only one 'correct' answer. You **MUST** have a driver's licence to drive on the public roads. If you cannot say that you **MUST** have your P.Eng. to do your work, you do not have exclusive rights to practice. If you must have your P.Eng. to legally approve designs, then you do have exclusive rights to practice.

This is the fundamental point. Understand this and you understand what an engineering licence should be and how it is only this recognition of competence to practice that will 'serve and protect the public interest.' This is a necessary condition.

5 Supporting Statistic

Figure 4 from the same report supports my previous premise that Civil Engineers place the strongest importance on the P.Eng. The lowest importance was given by Computer Engineers.



6 Do Exclusive Rights to Practice Matter?

By definition, a **‘Licence is an exclusive right to practice an occupation.’** Without these rights one does not have a licence.

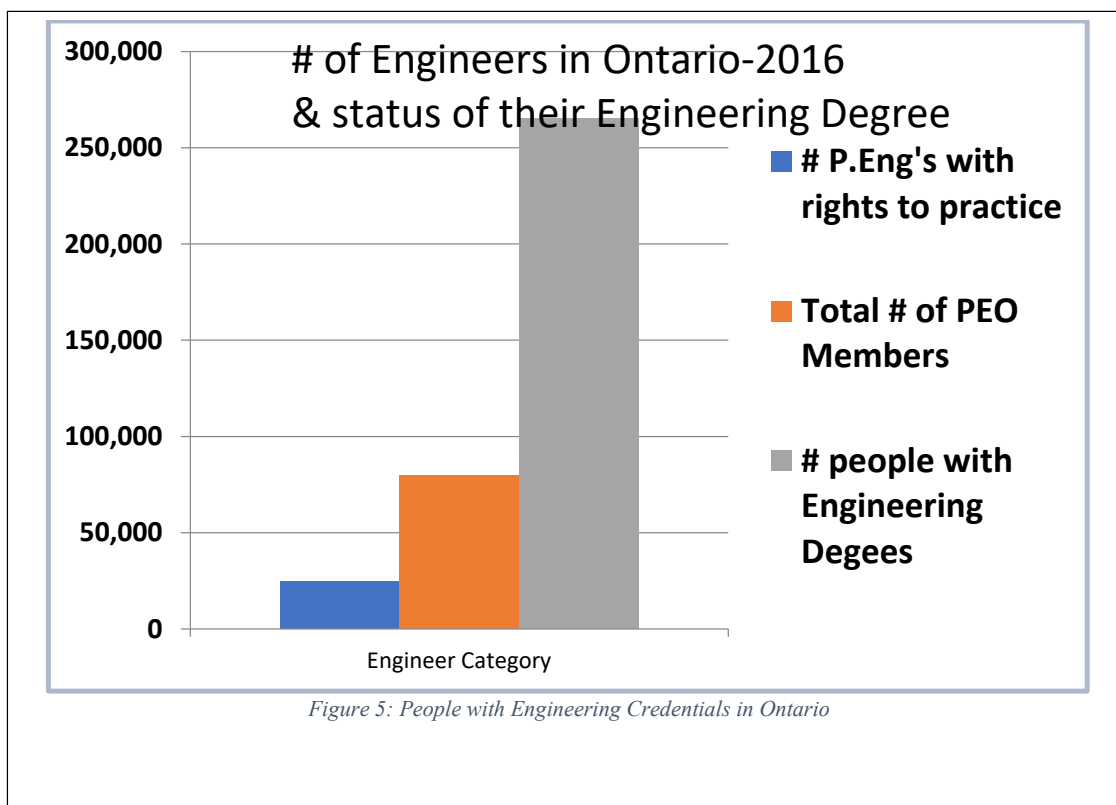
Apply this question to the driver’s licence example. Does it matter that all drivers on the public roads have a legally authorized driver’s licence? If we expect to protect the public from incompetent drivers there is only one answer. The same holds true for any professional practice that can significantly impact the public interest.

Indeed, **the ONLY justification for an occupational licence is the protection of the public interest.**

We are therefore faced with some basic conclusions. Either an engineering practice significantly impacts the public interest, or it does not. If it does, it **MUST** be properly licensed with rights to practice. If it does not, then a licensing designation should not be used to identify such members. They only have a right to title not a right to practice.

7 Our Current State

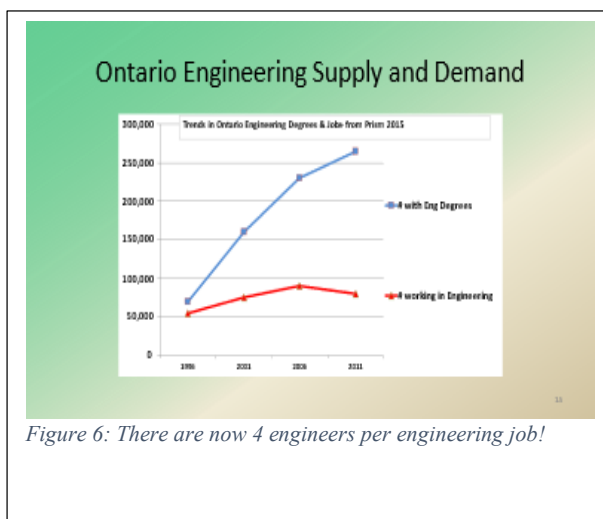
Figure 5 reflects the current status of people with engineering credentials in Ontario.



PEO members now account for about 30% of all people in Ontario that have engineering credentials. About 20% of PEO's members have rights to practice. This is about 9% of all people in Ontario with engineering qualifications. This is the flea on the tail trying to wag the dog.

The numbers do not include scientists who have decided to do some engineering that impacts the public. There are about twice as many scientists that graduate each year than engineers. Hence, figure 3 under estimates the number of people who might do engineering work in Ontario.

Ontario has a significant oversupply, or, underutilization of its engineering talent.



8 Proliferation of Practices

The 'uptake' rate (% of engineering graduates who get their P.Eng.) continues to steadily decline particularly in the high tech sectors where the engineering practices have little to no rights to practice.

Software Engineering has never had more than a few % getting their P.Eng. and is now close to 0%.

The uptake rate by province shows that Ontario is in the worst position. This is partly due to the higher number of new engineering disciplines practiced in Ontario.

The Essential vs Useful rating by discipline is consistent with those who have rights to practice and those who do not.

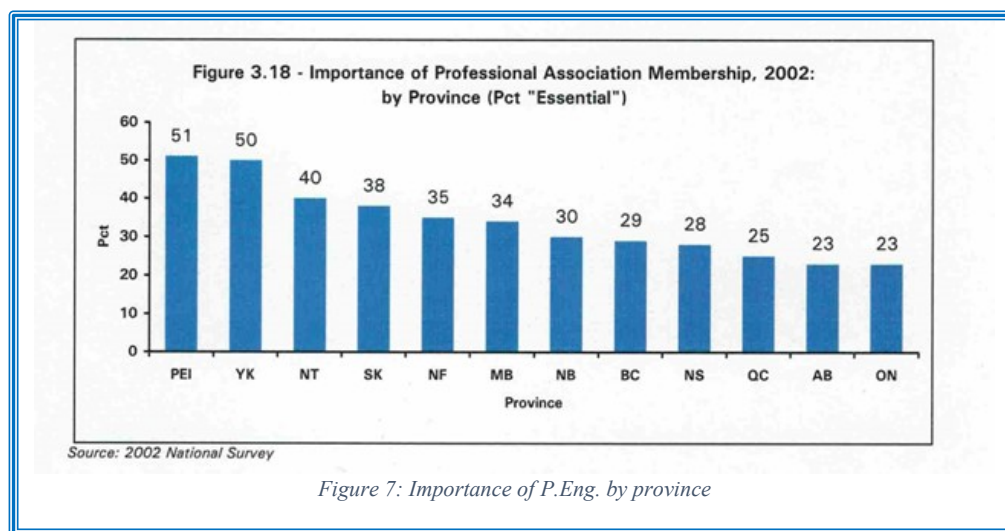
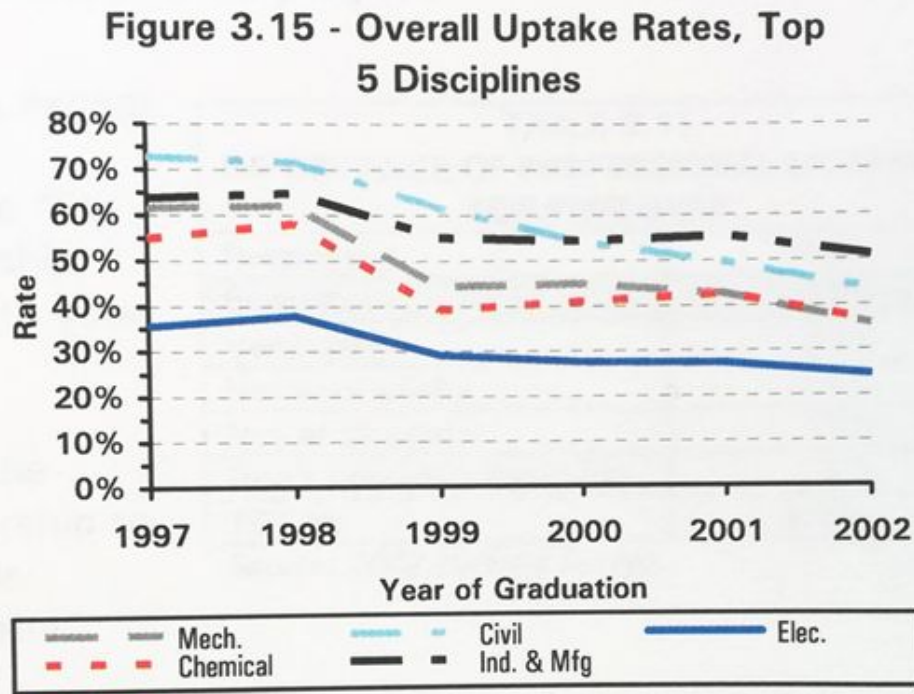


TABLE 3.9 – LICENSURE UPTAKE RATES BY DISCIPLINE: 1997 to 2002
ALL UNDERGRADUATE STUDENTS

Discipline	Year of Graduation					
	1997	1998	1999	2000	2001	2002
Biosystems	61.1%	57.5%	53.2%	62.3%	45.1%	48.7%
Chemical	55.0%	58.2%	39.3%	41.1%	42.7%	36.6%
Civil	72.8%	71.6%	61.6%	54.1%	49.6%	43.5%
Computer	27.2%	28.3%	21.2%	21.5%	22.1%	18.7%
Electrical	35.7%	38.0%	29.2%	27.7%	27.3%	24.6%
Engineering Science	21.7%	20.0%	12.7%	9.0%	12.0%	12.9%
Environmental	56.3%	53.5%	35.8%	34.2%	30.7%	25.9%
Geological	79.6%	73.5%	65.9%	76.4%	98.0%	56.1%
Industrial & Manufacturing	63.8%	64.8%	55.1%	54.4%	55.4%	51.0%
Materials & Metallurgical	45.3%	52.1%	46.3%	37.8%	38.3%	39.7%
Mechanical	61.5%	62.0%	44.3%	44.9%	42.6%	35.8%
Mining/Mineral	60.2%	48.2%	48.8%	50.0%	44.1%	53.4%
Software	--	--	--	--	2.8%	2.4%
Other	66.1%	45.5%	55.5%	39.2%	32.7%	85.8%
Total	53.0%	52.8%	40.1%	38.4%	36.5%	31.6%

Source: The Corporate Research Group Ltd., based on data supplied by the CCPE and its Constituent Members.

Figure 8: Uptake by Discipline



Source: The Corporate Research Group Ltd., based on data supplied by the CCPE and its Constituent Members.

Figure 9: Uptake Trends by Major Discipline

9 Parting of The Ways

In 1922 APEO recognized 5 major Engineering disciplines. Each had its own 3 Councilors (see Figure 2) to look after regulatory matters for that discipline. This was a sensible split that recognized what the EIC had discovered in its reform in 1918. Engineering disciplines have unique characteristics and cannot simply be lumped all together.

This principle was violated in the 1969 revision of the Act in which PEO went to geographic representation by Councilors. This effectively threw out the baby with the bath water.

Council had been given an alternative approach in 1952 with what would have been the first umbrella legislation in Canada. The profession acted on the basis of a dominant minority who did not fully understand the plight of those without exclusive rights to practice.

10 Irrelevance to Oblivion?

It is clear that our regulated Profession has slipped into irrelevance. When only 30% of people with engineering credentials are PEO members, we are already in the minority. When only 40% of graduating engineers see PEO as relevant, we have more engineering talent growing outside the profession than within. The high tech sectors like Software and Computer engineering have already decline to minuscule uptakes rates.

The Profession requires a major transformation to move beyond its current position. If we do not do so, engineering will become the first of the senior professions to lose its self-regulating status. PEO will devolve to a membership of a few thousand “construction-related engineers”, and the public will be completely unprotected in the majority of important areas of engineering, applied science and technology.

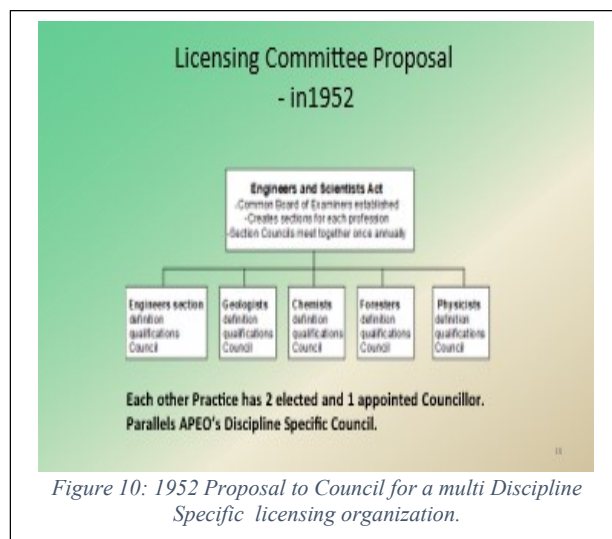


Figure 10: 1952 Proposal to Council for a multi Discipline Specific licensing organization.

11 The Way Forward

It is clear that distinct disciplines must regulate their practices. This is the basis of self-regulation and peer review. Peers mean those who are from the same practices. Our Academics and Experience requirements committees have maintained this approach because it is the only way to admit new people to the profession. One shoe does not fit all. One P.Eng. is not the same another. There are many flavours and these must be recognized.

Regulating by discipline specific licensing bodies is more than recognizing the academics and competence of an individual. It is also about members of a discipline associating to deal with the 'street level' issues in their practices. Across all engineering, these explode into a myriad of issues at the working level, each specific to the character of the discipline.

We can begin by anchoring ourselves with the Council division of 1922. Then ask ourselves how these have grown since then. Consider where entirely new practices have evolved (Software Engineering for example). For each major new practice, we need to come to terms with their scope of practice and the core body of knowledge required. Then progress to what these new branches of engineering do in the field. Where is the impact on the public interest? And, finally, what is the licensing and demand side legislation required to establish proper rights to practice?

Engineers for the Profession Inc have set themselves the task to accomplish this transformation of the profession. We hope that PEO and those in traditional practices will understand what we are trying to do and help us build a stronger engineering profession that is quadruple in size to the current PEO.

Thank You



April 30, 2021

President, Engineers for the Profession Incorporated.

Post Note:

Engineers for the Profession Incorporated would like to hear your views. We encourage you to engage with us and make a difference to our profession. It needs dramatic change. Join us.

For more information see us at:

<https://engineersfortheprofession.ca/resources>

12 References

- [1] CCPE (now Engineers' Canada), "1997 National Survey of Professional Engineers and Professional Geoscientists: Supplement Report," Canadian Council of Professional Engineers, Ottawa, Ontario, 1997.
- [2] CCPE, "CCPE Licensure Uptake Study final draft, CRG File No. 03-175," The Corporate Research Group Inc. contracted by CCPE (today Eng Can), Ottawa, 2003.

INFORMATION TO BE PROVIDED, AS APPLICABLE (Please note, this form is fillable electronically. Please download, fill out, save the document and email to: agmsubmissions@peo.on.ca)

1. Title of Submission

Safeguarding Transparency of Council Proceedings

2. Please briefly describe the issue, problem, risk or gap that this submission addresses.

(1) Recently—particularly during the last two council years—councillors have convened outside of regular council sessions. These sessions have been called “plenaries” or “strategic conversations”. At these meetings, presentations from non-councillors are made, and important issues affecting the profession are discussed, *but no minutes are kept*. The meetings are deliberately closed to the public and the profession. The net effect is that regular council meetings lack vigorous debate, transparency is lost, and resolutions simply are “rubber-stamped”.

(2) Notwithstanding the narrow restrictions permitted in By-Law #1, paragraph 15 (4), certain agenda items are improperly moved *in camera*, where the public and members are excluded and outside scrutiny avoided. In addition, minutes of such sessions are sparse and incomplete.

(3) Minutes of open sessions of Council also are sparse and incomplete. Relevant debate which opposes certain resolutions is not recorded for posterity and transparency.

3. Please summarize the action that you are requesting from Council and how it will address the issue, problem, risk or gap stated above.

(1) All presentations to, debate by, and consensus of, the assembled council concerning council agenda items should occur during a regular meeting of Council. “Plenary” sessions, if held, should simply be information sessions, and that information should be publicly available.

(2) By-Law #1, paragraph 15 (4) outlines few, very specific, circumstances which warrant convening in closed session. When it is deemed necessary to place an agenda item into an *in-camera* session, a description of the topic and the applicable 15 (4) category should be cited by the chair during the open session. No other matters should be on the agenda of a closed session or debated therein.

(3) When there is significant minority debate concerning a resolution which is either passed or not passed, that should be noted in the minutes. This is necessary to provide legal protection for individual dissenting councillors, should later litigation concerning a resolution occur.

4. Please cite and briefly summarize any research that supports the proposed action.

<https://betterboards.net/governance/meeting-minutes-quick-guide/>:

“With directors being held more to account, recording dissent is really important because if it isn’t recorded, then the default is that an action has been consented to.”

5. **As applicable please describe how the proposed action will contribute to serving and protecting the public interest as it pertains to the regulation of professional engineering and the engineering profession.**

Public confidence in a self-regulated profession is threatened if proceedings are not transparent. Secrecy—or even the *perception* of secrecy—undermines the public's and our members' opinion of the profession. Unnecessary secrecy breeds distrust and suspicion.

6. **Please identify any legal considerations (eg., the need for changes to the statute, regulation, by-laws etc.) that may affect Council's ability to implement the proposed action.**

Paragraph 15 (2) of By-Law #1 states that—with only certain specific exceptions—**“all meetings shall be open to the public.”** This is an obligation on Council, not an impediment.

7. **Please identify any considerations that are relevant to the timing (or urgency) of the proposed action.**

Major structural changes presently are being made to the Association absent the public's—and the members'—information and consultation. The secrecy of such proceedings is unjustified and must cease immediately.

8. **Please provide any other information that you feel will assist members of the AGM and Council in understanding your submission, in particular your proposed action.**

There is nothing controversial in this submission. Transparency and integrity of the profession's actions are fundamental to confidence in our self-regulation by government, industry, the public, and our members. For almost 100 years, we have strived for openness and transparency, and only recently has this been threatened.

9. **Please list any attachments to this document.**

Resolution (a. k. a. the “submission”), and PEO By-Law #1

Member #1 (name/signature):



Gregory Wowchuk, P Eng

Member #2 (name/signature):



Alena M. Ravens, P Eng

Date: Sunday, 2 May 2021

RESOLUTION (The “SUBMISSION”)

BE IT RESOLVED THAT:

- (1) Presentations to, debate by, and consensus of, the assembled council concerning council agenda items shall occur only at a regular or special meeting of Council, convened in accordance with By-Law #1, sections 10 through 16. Such meetings shall have agendas and be minuted.
- (2) By-Law #1, paragraph 15 (4) outlines few, very specific, circumstances which warrant convening in closed session. When it is deemed necessary to place an agenda item into an *in-camera* session, the chair shall cite a description of the topic and the applicable section 15 (4) category during the open session. No other matters shall be placed on the agenda of a closed session or debated therein.
- (3) When there is significant minority debate concerning a council resolution which is either passed or not passed, the minutes shall note such. The minutes shall note the objection of any council member who requests that his/her objection be recorded.

PEO BY-LAW #1

Meetings of the Council

11. There shall be not less than four meetings of the Council in each year.
12. Meetings of the Council may be called by the president, the Executive Committee or, subject to section 13.1, by members of Council.
13. Notice of the meetings of the Council shall be given by the Registrar on the direction of the president, the Executive Committee or, subject to section 13.1, by members of Council, and shall be delivered, mailed, emailed or sent by other form of telecommunication to each member of the Council not less than seven days before the meeting is to take place. No formal notice of any such meeting shall be necessary if all members of the Council are present or if those absent have consented in writing to the meeting.
- 13.1 Upon the written request to the Registrar by no fewer than two-thirds of the members of Council, the Registrar shall call a meeting of Council by giving notice to all members of Council no less than 28 days before the meeting is to take place. Such notice shall be delivered, mailed, emailed or sent by other form of telecommunication to each member of the Council. No formal notice of any such meeting shall be necessary if all members of the Council are present or if those absent have consented in writing to the meeting.
14. The order of business at meetings of the Council shall be such as the Council may establish from time to time.
15. (1) In this section, “committee” means any advisory or other committee or subcommittee or other entity composed of Members or members of Council; “meeting” means any regular, special or other meeting of the Council or a committee or subcommittee thereof.
(2) Except as provided for in this section and the regulations, all meetings shall be open to the

public.

- (3) The Chair of any meeting may expel any person for improper conduct at a meeting.
- (4) The meeting or part of a meeting may be closed to the public by the Chair of the meeting at his or her discretion if the subject matter being considered concerns:
 - (a) the security of the property of the association;
 - (b) personal matters about an identifiable individual;
 - (c) the proposed or pending acquisition of assets by the association;
 - (d) labour relations or employee negotiations;
 - (e) litigation or potential litigation, including matters before administrative tribunals affecting the association or a Member;
 - (f) the receiving of advice that is subject to solicitor-client privilege, including communications necessary for that purpose; and
 - (g) any other matter which the Council determines.
- (5) Before holding a meeting or part of a meeting that is to be closed to the public, the Council or the committee of Council shall state by resolution the fact of the holding of the closed meeting or part of the meeting.

16. The transactions of the Council or of any committee are valid notwithstanding the disqualification of members thereof through any defect or irregularity in their election or appointment. No error or omission in giving notice for a meeting of Council shall invalidate such meeting and any member of the Council may at any time waive notice of any such meeting and may ratify and approve of any or all of the proceedings taken or had thereat.

Briefing Note – Decision

C-543-3.0

CONSENT AGENDA

Purpose: To approve the items contained in the consent agenda

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

That the consent agenda be approved.

Prepared by: Dale Power, Secretariat Administrator

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

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

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

The following items are contained in the consent agenda:

- 3.1 Minutes – 542nd Council meeting – June 25, 2021
- 3.2 Consulting Engineer Designation Applications
- 3.3 Changes to the 2021 Committee and Task Forces Membership Roster

Briefing Note - Decision

C-543-3.1

OPEN SESSION MINUTES – 542nd Council Meeting – June 25, 2021

Purpose: To record that the minutes of the open session of the 542nd meeting of Council accurately reflects the business transacted at those meetings.

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

That the minutes of the 542nd meeting of Council, held June 25, 2021, as presented to the meeting at C-543-3.1, Appendix A, accurately reflect the business transacted at that meeting.

Prepared by: Dale Power, Secretariat Administrator

1. Need for PEO Action

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

2. Current Policy

Chapter X Minutes, Section 211 Approval of minutes of previous meeting, of Nathan and Goldfarb's Company Meetings states under Comment that, "There does not appear to be any obligation to have minutes signed to be valid or approved, but it is considered good practice. The motion does not by itself ratify or adopt the business transacted; it merely approves the minutes."

3. Appendices

- Appendix A - Minutes – 542nd Council open session meeting – June 25, 2021

Minutes

C-543-3.1
Appendix A

**The 542nd MEETING of the COUNCIL of PROFESSIONAL ENGINEERS ONTARIO (PEO) was held via ZOOM
Videoconference on Friday, June 25, 2021, at 10:00 a.m.**

- Present:
- C. Bellini, P.Eng., President and Council Chair
 - M. Sterling, P.Eng., Past President
 - N. Colucci, P.Eng., President-Elect
 - M. Spink, P.Eng., Vice President Elected
 - A. Arenja, P.Eng., Lieutenant Governor-in-Council Appointee
 - P. Broad, P.Eng., Western Region Councillor
 - T. Bruyere, P.Eng., Lieutenant Governor-in-Council Appointee
 - C. Chahine, P.Eng., East Central Region Councillor
 - M. Chan, P.Eng., Councillor-at-Large
 - J. Chisholm, P.Eng., West Central Region Councillor
 - 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
 - Q. C. Jackson Kouakou, Barrister and Solicitor, Lieutenant Governor-in-Council Appointee
 - L. MacCumber, P.Eng., West Central Region Councillor
 - S. MacFarlane, P.Eng., Western 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
 - R. Walker, P.Eng., Eastern Region Councillor
- Regrets:
- R. Brunet, P.Eng., Lieutenant Governor-in-Council Appointee
 - P. Quinn, P.Eng., Councillor-at-Large
- 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. Barzallo, Compliance Analyst, Office of the Fairness Commissioner
D.A. Brown, Governance Solutions Inc.
D.L. Brown, Governance Solutions Inc.
D. Brown, Former PEO President
H. Brown, CEO, Brown & Cohen
D. Chui, P.Eng., PEO Director, Engineers Canada
P. DeGuire, Consultant
N. Hill, P.Eng., PEO Director, Engineers Canada
W. Kershaw, AREWG Committee member
L. Lukinuk, Parliamentary Services
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

Council convened at 10:00 a.m. on Friday, June 25, 2021.

CALL TO ORDER

Notice having been given and a quorum being present, President Bellini called the meeting to order at 10:00 a.m.

12339

APPROVAL OF AGENDA

Moved by Councillor Chiddle, seconded by Councillor Subramanian:

That:

- a) The agenda, as presented to the meeting at C-542-1, Appendix A, be approved as presented; and**
- b) The Chair be authorized to suspend the regular order of business.**

CARRIED

Councillor Notash requested that the in-camera minutes be removed from the in-camera consent agenda.

12340

CONFLICTS OF INTEREST

President Bellini noted that PEO Councillors have a fiduciary duty to PEO which is to act in the best interest of PEO. He noted that from time to time that duty to be loyal to PEO may come into a real or potential conflict to some other duty whether it be personal or professional. Aside from obvious conflicts of interest such as contracts and a family member benefiting from decisions made at PEO, there is also the appearance of conflict of interest, not just acting in PEO's best interest but to be seen to be acting that way. If a Councillor is a member of a board of another organization that is

involved in discussions with PEO about some type of issue and even if the individual is part of that discussion it is sometimes better to be excused from that particular issue . On the other hand, if your involvement is as a committee member of PEO itself, it's likely that there isn't a conflict because in both situations you are serving PEO's interest. He noted that while Councillors are asked at the start of the meeting if they have any conflicts of interest to declare, this does not preclude anyone from realizing later on in the middle of a discussion that they have a conflict of interest. Everyone is encouraged and even obligated at that point to indicate that they have a conflict of interest.

There were no conflicts of interest declared.

12341
PRESIDENT'S REPORT

President Bellini provided an update on what has been accomplished since the PEO AGM in May.

The kick-off meeting on May 20 focused on the Council schedule and governance roadmap milestones for the coming term. Council will be meeting four times, along with three plenary sessions, and a hand-off meeting next April. Council meetings will continue to focus on roadmap milestones, including:

- (1) Council composition
- (2) Council & committee (governance, regulatory) selection approach
- (3) Governance direction on chapters & volunteers
- (4) Other committees

Finally, appointments for positions including Council chair, Regional Councillor Committee chair, and vice president were made.

At the kick-off meeting councillors were appointed to the four new governance committees, which were formalized in April to support our direction and control functions. These new committees include:

- Governance and Nominating Committee;
- Regulatory Policy and Legislation Committee;
- Human Resources and Compensation Committee; and
- Audit and Finance Committee.

As a result of the new committee structure:

- The former Legislation Committee, Finance Committee, Audit Committee and Human Resources Committee have been stood down, and these committees will transfer their outputs to the appropriate governance committees;
- Responsibility for stewardship of the Governance Roadmap will be transferred from the Executive Committee to the

- new Governance and Nominating Committee;
- Responsibility for addressing the report of the Succession Planning Task Force also will be transferred from the Executive Committee to the Governance and Nominating Committee; and
- Responsibility for addressing the report of the Emerging Disciplines Task Force will be transferred from the Executive Committee to the new Regulatory Policy and Legislation Committee.

All councillors have been appointed to serve on at least one governance committee for the duration of their term on Council. CEO/Registrar Zuccon has been directed to develop any necessary bylaw amendments, in consultation with the committees as needed, to enshrine these new committees as permanent standing committees.

For the time being, all other Council-created committees will continue.

Establishing the new committees is part of the four-phased workplan of our Governance Roadmap and is based on the governance directives related to committees approved by Council at its March 2021 meeting. These new directives build on the previous ones, bringing more specificity to how PEO will use committees in its new governance system (Phase 2 of the workplan), including transitioning to a new model that focuses on regulatory and governance committees and a new method of appointing members.

As decided in the approval of new governance tenets, Council members will only serve on board (governance) committees. And effective 2021 AGM: no new non-councillors will be appointed, but existing non-councillors may be grand parented for a one-year transition at the request of the committee or its chair.

Councillors participated in a workshop, spread out over several days, led by Shenda Tanchak over the past two months as follows:

- Workshop 1 – Setting the Stage – Exploring the Potential for Better Board Decision-making
- Workshop 2 – Focusing on Outcomes and Identifying the Best Means to Achieve Them
- Workshop 3 – Develop Board Direction on a Project Management Plan for Transition to a Competency Based Board

The workshops focused on a number of important issues, including:

- Why governance change is needed
- Understanding roles of governors vs. staff
- Critical inquiry and decision-making skills at the board level
- Distinguishing between operational and policy decisions relevant to PEO
- Identifying the types of decisions PEO committees will make and staff's role in providing relevant information
- Identifying the skillsets and backgrounds best suited to the decision-making responsibilities of particular committees
- Identifying hesitations or reservations about moving to a competency-based board
- Using generative decision-making processes

There were also individual committee meetings hosted under the theme: Identifying the Knowledge and Skills Required for Committee Decision-Making and Roadblocks to Appointing Competency-Based Committees

The objective of these committee workshops was to build trust and convey the message that council member's concerns are being taken into account; and identify reasons for hesitancy about moving to a competency-based board.

There was also discussion around the outputs of their committee and the types of skills/background that would qualify a person to make those decisions.

There was dialogue on PEO's 2021-2023 Strategic Plan. The plan is essentially a continuation of the multi-year, high-level Action Plan Council approved to implement the recommendations from the external regulatory performance review.

PEO's enterprise-wide transformation continues along three critical paths:

1. The Action Plan defines PEO's Change Vision and outlines the operational changes required to address the recommendations from the Cayton Report.
2. Considerations are being given to the structural changes necessary to ensure our organization has the appropriate capacity and agility to achieve our objectives.
3. And as we continue to develop a more appropriate organizational structure for PEO, it's critical that we underpin it with good governance practices that are founded on clearly defined roles and corresponding accountabilities.

This work culminated in Council's approval of a transformative 2-year governance road map, for which we are entering phases 3 and 4.

This three-pillar plan is plainly aligned to our statutory mandate to regulate the practice of professional engineering in a manner which serves and protects the public.

Over the next three years we will complete:

- Operational changes to ensure transparency, fairness and efficiency in our licensing process and other core regulatory functions (notably including mandatory CPD);
- Organizational changes necessary to reduce our reliance on ad hoc or volunteer resources in the formulation of regulatory policy and the delivery of core regulatory services; and
- Governance changes to create a more effective regulatory governance board, as modelled previously by other self-regulating professions but tailored to PEO's unique history and requirements.

To help gain governance insights from leaders from Canada's director community, councillors were offered the opportunity to attend the Institute of Corporate Directors' national online conference.

The conference featured several speakers and sessions focusing on how corporate governance must evolve and how boards can effectively reimagine oversight of culture, strategy and risk in an environment of massive transformational change.

Finally, moving forward to the Council term, time has been included on our meeting agendas for councillors to add items for discussion and generative thinking. It's an opportunity for an open dialogue and to get people thinking about their role as a councillor based on direction from the workshops.

President Bellini concluded by saying that a lot has been accomplished in a short amount time, which makes him very optimistic about what lies ahead and that it will be a very busy and critical year. He then responded to questions.

12342 CEO/REGISTRAR'S REPORT

CEO/Registrar Zuccon referred to his mandate as assigned by Council: "Transform PEO to a professional, modern regulator".

The term "modern regulator" should be interpreted to imply that PEO will deliver on its statutory mandate with a governance culture that strives to make decisions through the lens of the public interest.

CEO/Registrar Zuccon stated he would like to think of it as looking upward and outward, or simply what would the public expect of us.

The key to this is applying right-touch regulatory principles to our decision-making and ensuring that our resources are focused primarily on the delivery of the outputs in our statutory mandate.

Clarity of Purpose includes the operational review, organization review and enhanced governance. In his opinion it represents the strategic direction for our enterprise-wide transformation along 3 distinct fronts. It is important to stress that there is a lot of change going on. More so, in fact, than we currently have capacity for, and this has implications and adds risk. Although we are implementing changes in each of these fronts in parallel, we need to be mindful of existing inter-dependencies that may delay or prevent some change from proceeding if the dependent issues are not adequately addressed. My recent staffing announcements are reflective of that. So, for some background, In the final report of WMC's February 2020 Organizational Review, the proposed structure was predicated on the separation of association and regulatory functions. It also provided for operational independence while supporting PEO's dual role. And it included creating an emboldened Secretariat, a Transformation Office, a Shared Services Group, and the consolidation of the core regulatory functions.

Structure is a key enabler and the key design criteria needed to create an organizational structure that will best enable the transformation to achieve our future state are:

- **CLARITY OF PURPOSE**
- **Create** stable foundation
- **Enhance** governance and internal operations
- **Consolidate** core regulatory operations
- **Centralize** enabling functions
- **Broaden** external liaison function

Clarity of purpose with PEO's regulatory, governance and association functions. I believe we have strong alignment with the first two and soon we will have more clarity on the association activities which will further inform the organizational structure.

Stable foundation to enable future evolution.

Enhanced governance and internal operations (with distinct and appropriate accountabilities, again this will be forthcoming as the governance work unfolds).

Consolidated core regulatory operations, key to PEO's transition to a

modern regulator.

Centralized enabling functions to support organizational improvement and effective service delivery.

Broadened external liaison function.

A high-level view of the organization by key functional areas (Regulatory Operations; Legislation & Policy; Organizational Effectiveness; Governance and Human Resources) was provided. It also reflects the input received from the Design Thinking sessions held with PEO's main stakeholder groups (the Public, Applicants and Licence holders). It provides the needed direction and focus on the staffing side and PEO's new leadership team is beginning to map current state to the future state, while adding capacity and capabilities as required.

The new foundational structure is comprised of the VP Regulatory Operations/Deputy Registrar; VP Legislation & Policy; VP Organizational Effectiveness; VP Governance and Director Human Resources, all reporting to the CEO/Registrar. It closely emulates the original proposal from WMC, with the exception that a Legislation and Policy unit was introduced instead of the Transformation Office. This shift reflects a closer alignment with the governance changes.

CEO/Registrar Zuccon announced that Linda Latham, as VP Regulatory Operations/Deputy Registrar, will lead this unit over a multi-year transformation to consolidate, streamline, and evolve PEO's regulatory functions subsumed under licensing and compliance so that they are technology-enabled, secure, defensible and coordinated.

Dan Abrahams as VP Legislation and Policy will lead this unit to ensure PEO advances strategy, and stays ahead of regulatory policy, while contributing to our modernization through well-defined regulatory frameworks that are supported by strategic policy implementation.

Liz Maier has accepted the interim appointment for the VP Organizational Effectiveness, to ensure the deployment of PEO's enabling functions contribute to the transformation by building a shared services organization that provides reliable end-user functionality.

As VP Governance, Liz will continue to provide liaison functions between Council and the governance roadmap implementation, while concurrently restructuring the Secretariat office.

Lolita Holden continues as PEO's Director Human Resources and provides strategic HR support and direction to the people side of the transformation, including implementing a core EDI function.

CEO/Registrar Zuccon then responded to questions.

Councillor Notash suggested that an honorarium be offered to a few interested ARC members to assist with the clearing of the ARC file backlog. Staff will follow up on this suggestion including the option of going to the PEO office to do this work.

Councillor Schelske asked for a copy of the organizational table. CEO/Registrar Zuccon advised this can be shared – existing state into new state.

Councillor Broad suggested that the licensure statistics be published on a monthly basis to make it easier to see where the trends are going and communicating these trends by email or in Engineering Dimensions.

12343
2021 CESC ISSUES REPORT

Members of Council are to be elected annually in accordance with sections 2 through 26 of Regulation 941 under the *Professional Engineers Act*.

In accordance with the Protocol for Annual Review of Election Procedures, the Central Election and Search Committee (CESC) undertook a review of the procedures for the conduct of the 2021 Council Elections. The Issues Report with recommendations is presented to Council.

Past President Sterling reviewed the Issues Report which is provided as an information item. She noted that this report includes a series of recommendations and observations, some being administrative, operational or governance/policy related. The approval of the Issues Report is included as part of the motion presented under agenda item 2.4 CESC 2022 Recommendations.

The Chair invited former President David Brown, Chair of the 2020/2021 Central Election and Search Committee, to make a few comments.

D. Brown stated that under the regulations, CESC has two responsibilities which is to recruit candidates for Council and to deal with complaints regarding the election process but only if it is a matter that the Chief Elections Officer cannot deal with. He noted that over time, the work of the CESC has somehow evolved to submitting to Council an annual report of the committee's recommendations. He stated that, in his opinion, this was not a

good use of Council's time since evidence shows that most of the report is operational in nature. If this was not the case, Council would have long since changed the regulations to address issues that are substantive but this has not happened. In light of Council's newly adopted governance committee framework, he asked that Council consider placing the Issues Report with the Governance and Nominating Committee and, if necessary, bring it back to Council for decisions made through the recommendations in the report for the 2022/23 election cycle and to re-adopt the 2021 election procedures with corresponding date changes as required.

12344

CESC 2022 RECOMMENDATIONS

Members of Council are to be elected annually in accordance with sections 2 through 26 of Regulation 941 under the Professional Engineers Act.

In accordance with the Protocol for Annual Review of Election Procedures, the Central Election and Search Committee (CESC) undertook a review of the procedures for the conduct of the 2020 Council Elections. PEO convention requires that Council approve voting procedures and election publicity procedures, which form part of the voting procedures, for its annual elections. All recommendations approved by the CESC have been incorporated into the Voting and Election Procedures and the 2021 Council Elections Guide, as the case may be, and will be amended, if required, as per Council's decisions at the meeting.

S. 13(1) and 13(2) of Regulation 941 requires Council to appoint a Regional Election and Search Committee (RESC) for each Region composed of the Chair of each Chapter in the Region and appoint the Junior Regional Councillor in each Region as the Chair of the RESC for that Region.

Past President Sterling spoke to the motion stating that the motion being presented was consistent with past processes. Items b) through h) are operational in nature. She noted that this was a transitional year. She further stated that item 1 in the Issues Report related to complaints from members about a candidate including fundraising requests to their PEO election publicity material and from a risk perspective Council should respond to this complaint before the next election. She also noted that item 8 in the Issues Report is also a risk because it speaks to who is qualified to run as Vice President and this should be clarified. She also recommended that item 2 which states that "some candidates were confused that the peovote.ca site automatically redirected to peo.on.ca site" be referred as an operational item to the CEO/Registrar.

Moved by Past President Sterling, seconded by President-elect Colucci:

That Council, with respect to the 2022 Council election:

- a) With respect to the 2021 Central Elections and Search Committee issues report as presented to the meeting at C-542-2.3, approve recommendations 1 and 8, refer recommendation 2 to the CEO/Registrar and refer recommendations 3-7 and 9 to the Governance and Nominating Committee, and direct staff to amend the proposed voting and publicity procedures in appendices B-E accordingly.**
- b) Stand down the 2020-2021 Central Election and Search Committee with thanks;**
- c) approve the 2022 Voting Procedures, as presented to the meeting at C-542-2.4, Appendix B;**
- d) approve the 2022 Election Publicity Procedures, as presented to the meeting at C-542-2.4, Appendix C;**
- e) approve the 2022 Nomination Form as presented to the meeting at C-542-2.4, Appendix D;**
- f) approve the 2022 Nomination Acceptance Forms for President-Elect, Vice-President, Councillor-at-Large and Regional Councillor as presented to the meeting at C-542-2.4, Appendix E;**
- g) appoint the Regional Election and Search Committees (RESC) for each Region;**
- h) appoint the Junior Regional Councillor in each Region (Ramesh Subramanian, P.Eng., Randy Walker, P.Eng., Christopher Chahine, P.Eng., Susan MacFarlane, P.Eng., Jim Chisholm P.Eng.) as Chair of the RESC for their Region**

Moved by Councillor MacCumber, seconded by Councillor Cushman:

To substitute the following for the original motion:

- a) that Council stand down the 2020-2021 Central Elections and Search Committee (CESC) with thanks**
- b) the council adopt the 2021 election voting and publicity procedures and forms with adjusted dates for the 2022 election cycle**
- c) that council refer the CESC issues reports and recommendations to Governance and Nominating Committee (GNC) for consideration**
- d) that council appoint the Regional Election and Search Committees (RESC) for each Region**
- e) That council appoint Junior Regional Councillors Region (Ramesh Subramanian, P.Eng., Randy Walker, P.Eng., Christopher Chahine, P.Eng., Susan MacFarlane, P.Eng., Jim Chisholm P.Eng.) as Chair of**

the RESC for their Region.

Council was asked to consider the substituted motion by taking a vote.

CARRIED

Council then voted on the substituted motion.

CARRIED

12345

ANTI-RACISM AND ANTI-DISCRIMINATION EXPLORATORY WORKING GROUP (AREWG) REPORT

President Bellini advised that the Anti-Racism and Anti-Discrimination Exploratory Working Group (AREWG) was launched by Council in 2020 to look at what vulnerabilities or risks PEO was exposed to regarding anti-racism. He advised that an information session was provided to Council following their receipt of the report "Anti-Racism and Anti-Discrimination – A Bridge to PEO's More Successful Future".

President Bellini provided an opportunity for the working group members (Councillors Cushman, Jackson Kouakou, MacCumber and W. Kershaw) to address Council.

President Bellini invited consultant P. DeGuire to discuss the report.

P. DeGuire advised that she had volunteered to be available for the meeting to support the AREWG to enforce the significance of the report and the significance of Council's actions. She commended Council for taking its first step in requesting and adopting the recommendations in the Cayton Report. Her company read the report, saw some of the challenges and built on that report. There can be dire consequences for not conforming to the Human Rights Code. She stated that racism is not just the colour of one's skin; it includes accent or manner of speech, a person's name, the clothing they wear, diet, beliefs and practices whether it be religion or creed, place of origin, citizenship, culture, etc. It is looking at all these culture elements. Race is a social construct and must be treated that way. It is one of the most severe forms of discrimination that one can face. She commended PEO for taking an inquiry or exploratory view on whether PEO has systemic racism or real racism. When finding ways to address racism, often times the remedies proposed will address nearly all other forms of discrimination. Racism is very obvious; it is a social disease and all over the globe people are starting to take action to address it. You must look at ways to dismantle racism. This has been successful in addressing discrimination against women, gender, etc. and it can be done with racism.

P. DeGuire stated that the report was not a deep dive on what should be done, it is answering Council's question "Do we have that problem and how do we go about dealing with that problem?" PEO

is engaged in a transformational path.

Moved by Councillor Cushman, seconded by President-elect Colucci:

That

- a) Council formally accepts and confirms a decision to make public and circulate the Report as presented to the meeting at C-542-2.8, Appendix A;**
- b) Council accepts in principle all of the recommendations contained in the Report; and**
- c) Council continues the Anti-Racism and Anti-Discrimination Exploratory Working Group (AREWG) with its current membership and tasks it, with the allocation of appropriate resources, to develop an implementation plan for the recommendations contained in the Report, for Council's consideration at the September 2021 Council meeting.**

Moved by Past President Sterling, seconded by Councillor Broad:

- a) Council formally accepts and confirms a decision to make public and circulate the Report as presented to the meeting at C-542-2.8, Appendix A;**
- b) Council continues the AREWG with its current membership and tasks it, with the allocation of appropriate people and financial resources, and with the voices of those impacted by racism, to develop policy recommendations for Council's consideration at the September 2021 Council meeting.**

Council was asked to consider this substituted motion by taking a vote.

**CARRIED
Recorded Vote**

For: 11

A. Arenja
P. Broad
M. Chan
J. Chisholm
N. Colucci
L. Cutler
S. MacFarlane
L. Roberge
S. Schelske

Against: 9

T. Bruyere
C. Chahine
C. Chiddle
P. Cushman
A. Dryland
Q. Jackson Kouakou
L. MacCumber
M. Spink
R. Walker

Abstain: 1

L. Notash

M. Sterling
S. Sung

Moved by President-elect Colucci, seconded by Councillor Arenja:

To reconsider the substituted motion.

2/3 majority of votes cast required to carry

DEFEATED
Recorded Vote

For: 12

A. Arenja
T. Bruyere
C. Chiddle
N. Colucci
P. Cushman
A. Dryland
Q. Jackson Kouakou
L. MacCumber
L. Roberge
M. Spink
M. Sterling
R. Walker

Against: 8

P. Broad
C. Chahine
M. Chan
J. Chisholm
L. Cutler
S. MacFarlane
S. Schelske
S. Sung

Abstain: 1

L. Notash

Moved by Councillor MacCumber, seconded by Councillor Spink:

- a) **Council formally accepts and confirms a decision to make public and circulate the Report as presented to the meeting at C-542-2.8, Appendix A;**
- b) **Council continues the Anti-Racism and Anti-Discrimination Exploratory Working Group (AREWG) with its current membership and tasks it, with the allocation of appropriate people and financial resources, to develop recommendations for the next steps for Council's consideration at the September 2021 Council meeting.**

Council was asked to consider the amendment to the substituted motion by taking a vote.

CARRIED

Council then voted on the amended substituted motion.

CARRIED

12346

Professional Standards Committee (PSC) was instructed by Council to

**PRACTICE GUIDELINE CONDO AUDITS –
APPROVAL FOR PUBLICATION**

proceed with the development of a *Professional Engineers Conducting Performance Audits and Reserve Fund Studies* guideline as per the following motion:

- 480th Council meeting on July 19, 2012:
That Professional Standards Committee be instructed to proceed with the development of a Guideline for Performance Audits and Reserve Fund Studies for Condominiums in accordance with the Terms of Reference set out in C-480-2.12, Appendix A.

The PSC recommended that Council approve the *Conducting Performance Audits and Reserve Fund Studies* guideline for publication, since it meets the objectives laid out in its approved Terms of Reference.

Councillor MacCumber advised that this is a significant item that affects public interest because of the number of people living in condos who may not be aware of what can happen if there are inadequate reserves in the budget.

Responding to a query Councillor MacCumber advised that the Professional Standards Committee has a way of commenting on guidelines if something is missing or out of date which would then be addressed through staff.

Moved by Councillor MacCumber, seconded by Councillor Cutler:

That Council:

- 1. Approve the publication of the guideline *Professional Engineers Conducting Performance Audits and Reserve Fund Studies* as presented to the meeting at C-542-2.5, Appendix C;**
- 2. Direct the Registrar to publish the guideline and notify members and the public of its publication through usual PEO communications; and**
- 3. Stand down the PSC subcommittee which prepared the *Professional Engineers Conducting Performance Audits and Reserve Fund Studies* guideline.**

CARRIED

**12347
ENGINEERS CANADA DIRECTOR'S
REPORT**

D. Chui advised that on May 3, EC staff participated in the National Urbanism Leads on Indigenous History Month Programming meeting to discuss events for the June's Indigenous History Month. The meeting was also attended by the Canadian Institute of Planners (CIP), the Canadian Society of Landscape Architects (CSLA), the Royal Architectural Institute of Canada (RAIC), the Canadian Urban

Institute, and the Urban Land Institute.

On the same day, the Accreditation Improvement Program (AIP) System Advisory Committee participated in their third demo of the new Tandem system for accreditation. The focus of this session was on how institutions would enter faculty-related data relevant to the accreditation process; and how the system can be scaled up to handle an accreditation visit with five or more programs being visited at the same time.

On May 5th, EC staff participated in the Canadian Coalition of Women in Engineering, Science, Trades and Technology (CCWESTT) strategic planning session to discuss the future direction of the organization.

On May 7th, EC staff met with three regulators: they were Association of Professional Engineers and Geoscientists of Saskatchewan (APEGS), Engineers Nova Scotia, and Engineers Yukon to discuss the 30 by 30 scorecard and the regulator-specific discovery report that was developed as part of the gender-based analysis (GBA+) of national engineering licensure assistance and employer awareness programs. They also met with Northwest Territories and Nunavut Association of Professional Engineers and Geoscientists (NAPEG) on May 13 on this subject.

During May 27 to May 29, Engineers Canada hosted its spring meetings, which included the Presidents' Group meeting, the CEO Group meeting; the Regulator Presentations session, the Board meeting, the annual meeting of Members (AMM) and the Induction Ceremony. The Board, held its last meeting of the term, discussed and made a number of decisions, including to adopt the recommendations from the governance effectiveness survey and to approve several Board policy revisions. The Board also, and the new President-elect, Kathy Baig from Quebec, was acclaimed. At the AMM meeting, eight new directors including our PEO Arjan Arenja and Marisa Sterling were approved. Following that, at the virtual Induction Ceremony, I officially took the President's Oath of Office to become the 80th Engineers Canada President. In the past 20 years, Engineers Canada presidents from Ontario include: Annette Bergeron, Chris Roney, Catherine Karakatsanis, Ken McMartin, and Gordon Sterling.

On Wednesday June 2nd, Engineers Canada hosted the first of the four sessions of 30 by 30 virtual conference with 390 registrants. The sessions are scheduled on four Wednesdays in June (June 2, 9, 16, and 23) in 1-hour to 3.5-hour sections. Each session provided a different theme and focus. For June 2, the theme was "Culture change is necessary: "Addressing the culture of exclusion to advance

gender equity". Nine high profile women from across the country were speakers, including our very own Jean Boudreau and Jeanette Southwood. On June 9 the second session, there were over 300 registrants and the session focused on "collecting data on diversity demographics" and five moderators from British Columbia, Alberta, Ontario, and Newfoundland participated. On June 16 the third session, there were over 400 registrants. The session focused on "Integrating diversity, equity, and inclusion into engineering practice and education". Five high profile individuals from across the country served as moderators. Due to a time conflict, D. Chui could not attend the 30 by 30 meeting but provided a pre-recorded welcome message to the conference.

On June 14 and 15, Engineers Canada held its first virtual meeting of the new board, conducted an EDI training for all directors, and led a new strategic workshop. On the Monday morning, the board confirmed the appointment of committee members. The Governance Committee and the Finance, Audit and Risk (FAR) Committee each held its first meeting to select its chair and conduct their business: Mike Wrinch from BC was elected as Chair of the Governance Committee and Nancy Hill, PEO past-president, as Chair of the FAR committee. In the afternoon, the full Board assembled again for a teambuilding session and EDI training which focused on "Unconscious Bias to Inclusive Leadership."

On the second day, the Engineers Canada Board met to review the plans for the implementation of the approved 2022-2024 strategic priorities. Directors provided valuable feedback to staff, which will be considered as final planning of this year for the new work to begin in 2022. On Wednesday June 16, EC staff met virtually with Harry Burton, Policy Advisor for the Office of the Minister for Women and Gender Equality and Rural Economic Development regarding our EDI (equity, diversity and inclusion) initiatives.

President Bellini passed the gavel to President-elect Colucci.

12348
30 by 30 TASK FORCE RESEARCH –
GENDER AUDIT STUDY

President Bellini advised that he was Vice-Chair of the 30 x 30 Task Force. PEO signed on to the 30 x 30 initiative about three years ago and struck a task force. One of the main things identified by the task force was that because PEO is a regulator, the task force should focus its efforts on the regulatory aspects of the 30 x 30 program as opposed to the full pathway to licensure. A gender audit of the processes within PEO was identified as being helpful but the budget of the task force was very small so it was not acted on; however, Toronto's Rothman School has approached PEO to conduct the study at no cost to PEO. They will be sharing the data with PEO and will be using the results in their research work as well. This item has gone through legal regarding privacy issues, etc.

Moved by President Bellini, seconded by Councillor Spink.

That Council approves a gender audit of PEO's licensure process conducted by University of Toronto's Rotman School of Management.

CARRIED

President-elect Colucci returned the gavel to President Bellini.

**12349
CONSENT AGENDA**

Moved by President-elect Colucci, seconded by Councillor Arenja:

That the consent agenda be approved, consisting of:

- 3.1 Minutes – 540th Council meeting – April 30, 2021 and 541st Council meeting – May 20, 2021**
- 3.2 Human Resources and Compensation Committee – Appointment of Additional Councillor to HRCC**
- 3.3 Consulting Engineer Designation Applications**
- 3.4 Reconsideration of Consulting Engineer Redesignation Applications**
- 3.5 Changes to the 2021 Committee and Task Forces Membership Roster**
- 3.6 Appointment to the Complaints Committee**
- 3.7 Appointment of the Additional Members of the 2021-2022 Central Election and Search Committee**

CARRIED

1 abstain

**12350
MINUTES – 540 and 541 COUNCIL MEETINGS**

That the minutes of the 540th meeting of Council, held April 30, 2021 and 541st meeting of Council, held May 20, 2021, as presented to the meeting at C-542-3.1, Appendix A and B, accurately reflect the business transacted at that meeting.

CARRIED

**12351
HUMAN RESOURCES COMPENSATION COMMITTEE**

That Past-President Marisa Sterling, P.Eng., be appointed to serve as a member of the Human Resources and Compensation Committee until the 2022 Annual General Meeting.

CARRIED

**12352
CONSULTING ENGINEER DESIGNATION APPLICATIONS**

1. That Council approve the exemption from examinations and the applications for designation as Consulting Engineer as set out in, C-542-3.3, Appendix A, Section 1.

2. That Council approve the applications for redesignation as Consulting Engineer as set out in C-542-3.3, Appendix A, Section 2.

3. That Council grant permission to use the title "Consulting Engineers" (or variations thereof) to the firms as set out in C-542-

3.3, Appendix A, Section 3.

CARRIED

**12353
RECONSIDERATION OF CONSULTING
ENGINEER REDESIGNATION
APPLICATION**

That Council confirm its refusal to grant the redesignation as a Consulting Engineer to the applicant as set out in C-542-3.4, Appendix A.

CARRIED

**12354
CHANGES TO THE 2021 COMMITTEE
AND TASK FORCES MEMBERSHIP
ROSTER**

That Council approve changes to the 2021 PEO Committees and Task Forces Membership Roster to the meeting at C-542-3.5, Appendix A.

CARRIED

**12355
APPOINTMENT TO THE COMPLAINTS
COMMITTEE**

That Marianne Lee, P.Eng. be appointed as a member of the Complaints Committee pursuant to s.23(1) 2 of the *Professional Engineers Act*.

CARRIED

**12356
APPOINTMENT OF THE ADDITIONAL
MEMBERS OF THE 2021-2022 CENTRAL
ELECTION AND SEARCH COMMITTEE**

That:

a) Leila Azimian, P.Eng., and Oliver Xiao, P.Eng. be appointed as the additional members to the 2021-2022 Central Election and Search Committee;

b) that the 2020-2021 Central Election and Search Committee be stood down with thanks at the close of this Council meeting;

c) and that the 2021-2022 Central Election and Search Committee be constituted at the close of this Council meeting.

CARRIED

Moved by Councillor Spink, seconded by Councillor Subramanian:

That Council move in-camera.

CARRIED

There being no further business, the meeting concluded.

These minutes consist of nineteen pages and minutes 12339 to 12356 inclusive.

C. Bellini, P.Eng., Chair

R. Martin, Manager, Secretariat

Briefing Note – Decision

CONSULTING ENGINEER DESIGNATION APPLICATIONS

Purpose: Pursuant to subsection 61(2) of Regulation 941 under the *Professional Engineers Act*, the Consulting Engineer Designation Committee (CEDC) may make recommendations to Council in respect of all matters relating to application for designation as a consulting engineer. The CEDC makes the following recommendations.

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

1. That Council approve the exemption from examinations and the applications for designation as Consulting Engineer as set out in C-543-3.2, Appendix A, Section 1.
2. That Council approve the applications for redesignation as Consulting Engineer as set out in C-543-3.2, Appendix A, Section 2.
3. That Council grant permission to use the title “Consulting Engineers” (or variations thereof) to the firms as set out in C-543-3.2, Appendix A, Section 3.

Prepared by: Cliff Knox, P.Eng, Division Manager, Licensing & Registration; and Imelda Suarez, Staff Support

Moved by: Nick Colucci, P.Eng.

1. Need for PEO Action

Pursuant to subsection 61(2) of Regulation 941, the Consulting Engineers Designation Committee may make recommendations to Council on all matters related to the designation, as described in the Regulation. Decisions are made by Council itself.

Council is asked to accept the recommendations of the Consulting Engineer Designation Committee (CEDC) as set out above.

Examinations

With respect to initial applications for designation, clause 56(1)(d) of the Regulation refers to a requirement for applicants to pass examinations prescribed by Council or to have been exempted from such exams. There are currently no examinations set for this purpose. The request to exempt from examinations is hence a formality required by the wording of the Regulation.

The Regulation does not reference any examination requirement for redesignation as a consulting engineer.

Designation Requirements

Subsection 56(1) of the Regulation sets out the criteria for an applicant’s initial designation as a consulting engineer. Failure to meet one or more of these criteria are grounds for denying the application.

The designation or redesignation expires five years from the date it is issued and the criteria for redesignation are set out in subsection 57(2) of the Regulation. Failure to

meet one or more of the criteria are grounds for denying the application for redesignation.

Permission to Use the Title

Section 68 of the Regulation sets out the conditions for granting permission for a holder of a certificate of authorization to use the title “consulting engineer” or an approved variation in its business style. Failure to meet the conditions is a basis for denying a request for permission to use the title in connection with the applicant’s Certificate of Authorization.

2. Next Steps (if motion approved)

The applicants will be informed by the CEO/Registrar of Council's decision, in accordance with section 58 of the Regulation.

3. Peer Review & Process Followed

Process Followed	All applications were reviewed by PEO staff, the Regional Subcommittees of CEDC and later approved by CEDC on August 26, 2021.
Council Identified Review	Not applicable. Required by Regulation.
Actual Motion Review	As stated under above process.

4. Appendices

- Appendix A – Report of the Consulting Engineer Designation Committee
- Appendix B – Legal Implications

<p>C-543-3.2 Appendix A</p>

To the 543rd Meeting of the Council of
Professional Engineers Ontario

REPORT OF THE CONSULTING ENGINEER DESIGNATION COMMITTEE

Chair: Steve van der Woerd, P.Eng.

- 1. The Committee has reviewed the following applications for DESIGNATION and recommends to Council that these 12 applicants be exempted from examinations pursuant to Section 56(2) of O.Reg.941 and that they be considered for DESIGNATION AS CONSULTING ENGINEER, having met the requirements pursuant to Section 56(1) of O.Reg.941:**

#	P.Eng.	Company Name	Address	Licence #
1.1	Bahaelouhoureh, Bahram (Ben)	Peto MacCallum Ltd.	16 Franklin St S, Kitchener ON, N2C 1R4	100059763
1.2	Delabbio, Fredric	Strategy Focused Innovation Pty Ltd	69 Burton Lane, Samford QLD, 4520 Australia	90382169
1.3	Gulgeze, Ali	G-Tower Inc.	223 Deane Ave, Oakville ON, L6K 1N6	100185104
1.4	Hartman, James	Greenland International Consulting Ltd.	120 Hume St, Collingwood ON, L9Y 1V5	90478827
1.5	Hemati, Hamidreza	Smart Structural Solutions Ltd.	295-7250 Keele St, Vaughan ON, L4K 1Z8	100199291
1.6	Hewgill, Darren	The Hewgill Group	213 Canrobert St, Eugenia ON, N0C 1E0	100185886
1.7	Jaworski, Andrzej	Urbtech Engineering Inc.	8-1200 Speers Rd, Oakville ON, L6L 2X4	100108267
1.8	Lalonde, Kelly	Robinson Consultants Inc.	350 Palladium Dr, Ottawa ON, K2V 1A8	100040225
1.9	McEwen, Trevor	Robert G. McEwen and Associates Ltd.	28-3105 Unity Dr, Mississauga ON, L5L 4L3	100153706
1.10	Michaluk, Matthew	Keller Engineering	500-885 Meadowlands Dr, ON, K2C 3N2	100132530
1.11	Netopilik, Roman	Keewatin Group	21-2900 Langstaff Rd, Concorde ON, L4K 4R9	90454364
1.12	Woods, Thomas	Mott McDonald Canada Ltd.	400-145 Wellington St W, Toronto ON, M5J 1H8	90405671

- 2. The Committee has reviewed the following applications for REDESIGNATION and recommends to Council that these 29 applicants be granted REDESIGNATION AS CONSULTING ENGINEER, having met the requirements pursuant to Section 57(2) of O.Reg.941:**

#	P.Eng.	Company Name	Address	Licence #
2.1	Aroutzidis, Nikolaos	NA Engineering Associates Inc.	107 Erie St, Stratford ON, N5A 2M5	90277757
2.2	Bedell, Philip	Bedell Engineering Inc.	35159 Saintsbury Line, Lucan ON, N0M 2J0	3046018
2.3	Brook, Ralph	Brook Building Consultants Inc.	2-556 Upper Gage Ave, Unit 192, Hamilton ON, L8V 4J6	5344254
2.4	Carli, Mark	Salus Consulting Engineers Inc.	387 St. Germain Ave, Toronto ON, M5M 1W6	90434333
2.5	Crimi, Giovanni	Exsen Engineering Ltd.	390 Tareyton Rd, Richmond Hill ON, L4C 3X7	9856501
2.6	Esaki, Martin	Jenike & Johanson Ltd.	10-3397 American Dr, Mississauga ON, L4V 1T8	90295650
2.7	Frederick, John	J. Frederick Ltd.	293 Fairlawn Ave, Toronto ON, M5M 1T2	14982011
2.8	Gillard, Rodney	SNC Lavalin Inc.	300-1145 Hunt Club Rd, Ottawa ON, K1V 0Y3	16129504
2.9	Howe, Robert	Howe Gastmeier Chapnick Ltd.	203-2000 Argentia Rd, Mississauga ON, L5N 1P7	90217704
2.10	Ivantchouk, Artem	ART Engineering Inc.	171 Walgreen Rd, Carp ON, K0A 1L0	100043720
2.11	Law, Steven	Reinders + Law Ltd.	64 Ontario Street N, Milton ON, L9T 2T1	25839705
2.12	Loh, Lai	Total Bridge Services Incorporated	7465 Broderick Rd, Lasalle ON, N9H 1W7	27276104
2.13	McCallum, Hugh	Stephenson Engineering	602-2550 Victoria Park Ave, Toronto ON, M2J 5A9	90554734
2.14	McKee, John	Colliers Project Leaders	1400-181 Bay St, Toronto ON, M5J 2V1	30624506
2.15	Milicevic, Marko	Rocmar Engineering Inc.	22-5155 Spectrum Way, Mississauga ON, L4W 5A1	100087124
2.16	Milman, Boris	Milman & Associates Ltd.	225 - 1750 Steeles Avenue W, Vaughan ON, L4K 2L7	100026126
2.17	Mirza, Cameran	Mirza, Cameran	20 Trudy Rd, North York ON, M2J 2Y9	31976012
2.18	Ng, John	JNE Consulting Ltd.	176 Shaw St, Hamilton ON, L8L 3P7	100049707
2.19	Palmer, Robert	Greenland International Consulting Ltd.	120 Hume St, Collingwood ON, L9Y 1V5	35254507
2.20	Patel, Nilkanthkumar	Neal Patel Engineering Ltd.	146 Beverley Glen Blvd, Thornhill ON, L4J 7T6	35700012

2.21	Porasz, Edward	M & E Engineering Ltd.	2002 - 1700 Langstaff Rd, Vaughan ON, L4K 3S3	37130507
2.22	Rowe, Vincent	MTE Consultants Inc.	520 Bingemans Centre Dr, Kitchener ON, N2B 3X9	90255746
2.23	Schepers, Jan	GS Engineering Consultants Inc.	A-2080 North Talbot Rd, Oldcastle ON, N9G 0B8	40941015
2.24	Starkey, John	Starkey & Associates Inc.	212-151 Randall St, Oakville ON, L6J 1P1	44133015
2.25	Tandon, Prabhat	JNE Consulting Ltd.	176 Shaw St, Hamilton ON, L8L 3P7	45572013
2.26	Towle, John	John Towle Associates Ltd.	12 Elmridge Dr, Guelph ON, N1G 4X7	46821013
2.27	Tsiapalis, Milton	TWD Technologies Ltd.	905 Century Dr, Burlington ON, L7L 5J8	90348434
2.28	Tworzyanski, Andrzej	BJ Towrzyanski Ltd.	1-7291 Victoria Park Ave, Markham ON, L3R 3A4	47379300
2.29	Tworzyanski, Piotr	BJ Towrzyanski Ltd.	1-7291 Victoria Park Ave, Markham ON, L3R 3A4	47379508

3. The Committee recommends to Council that the following **4 FIRMS** be granted **PERMISSION TO USE THE TITLE “CONSULTING ENGINEERS”** (or variations thereof), having met the requirements pursuant to Section 68 of O.Reg.941:

#	Company Name	Address	Designated Consulting Engineer(s)
3.1	2369445 Ontario Inc. (o/a) Eden Engineering & Design	34 Pheasant Valley Ct, Markham ON, L3T 2H1	Albert Yerushalmi, P.Eng.
3.2	Flowsheets Metallurgical Consulting Incorporated	904 Connaught Avenue, Sudbury ON, P3E 5Y2	Norman Lotter, P.Eng.
3.3	K. Smart Associates Limited	85 McIntyre Dr, Kitchener ON, N2R 1H6	Neal Morris, P.Eng.
3.4	Underground Consulting Incorporated	2024-3230 Yonge St, Toronto ON, M4N 3P6	Gary Benner, P.Eng.

C-543-3.2
Appendix B

CONSULTING ENGINEER DESIGNATION APPLICATIONS

Legal Implications/Authority

1. Pursuant to Section 56(2), Council has the authority to exempt an applicant from any of the examinations required by section 56(1) to be taken by an applicant for a Consulting Engineer Designation if Council is satisfied that the applicant has appropriate qualifications.

Pursuant to Section 56(1) Council **shall** designate as a Consulting Engineer every applicant for the Designation who meets the requirements set out in Section 56(1)(a-d). As a result, there does not appear to be any discretion for Council to refuse applicants who meet the requirements.

2. Pursuant to Section 57(2) Council **shall** redesignate as a consulting engineer every applicant who meets the requirements of section 57(2) (a-c). As a result, there does not appear to be any discretion for Council to refuse applicants who meet the requirements.

Briefing Note – Decision

C-543-3.3

CHANGES TO THE 2021 COMMITTEES AND TASK FORCES MEMBERSHIP ROSTER

Purpose: To approve the in-year changes to the *2021 PEO Committees and Task Forces Membership Roster*.

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

That Council approve changes to the *2021 PEO Committees and Task Forces Membership Roster* as presented to the meeting at C-543-3.3, Appendix A.

Prepared by: Viktoria Aleksandrova – Committee Coordinator

Moved by: Councillor Chan, P.Eng.

1. Need for PEO Action

It is the role of Council to approve annual rosters of committee members under the *Committees and Task Forces Policy* (Role of Council, Item 4) and authorize the membership of those volunteers who formally participate on its behalf through membership on committees and task forces. Furthermore, Council is asked to approve volunteer members of committees and task forces in accordance with PEO's insurance policy requirements.

Under Section 7.4 of the *Policy*, it is the role of the CEO/Registrar to approve the recommended in-year additions/deletions to the committee/task force membership. The *2021 PEO Committees and Task Forces Membership Roster* was approved by Council on November 20, 2020. *Appendix A* sets out the in-year changes to the roster approved by the CEO/Registrar, subject to Council confirmation at the next scheduled meeting.

2. Proposed Action / Recommendation

Approve the in-year changes to the *2021 PEO Committees and Task Forces Membership Roster*.

3. Next Steps (if motion approved)

- The 2021 Roster will be updated accordingly and posted on PEO's website.
- Resigned members will receive digital *Certificates of Appreciation*.
- PEO will notify the Attorney General of the resignations of members of the statutory committees who were approved by the AG.

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

N/a

5. Peer Review & Process Followed

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

6. Appendix

- Appendix A – Changes to the *2021 PEO Committees and Task Forces Membership Roster*.

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

543rd Council Meeting

Changes to the Roster:

First/Last Name	Service Dates	Committee / Task Force
Nicholas Sylvestre-Williams, P.Eng.	1-year term [1 st term / full compliance]	Complaints Committee (COC) Vice Chair
Wayne Kershaw, P.Eng.	June 30 – June 2023	Licensing Committee (LIC) – continues as a member-at-large for a 2-year term
Lucas Arnold, P.Eng.	June 30 – Dec 31, 2021	PSC's Guideline for Professional Engineers Providing Acoustic Engineering Services in Land-Use Planning Subcommittee members
Trevor Copeland, P.Eng.	June 30 – Dec 31, 2021	
John Emeljanow, P.Eng.	June 30 – Dec 31, 2021	
Dalila Giusti, P.Eng.	June 30 – Dec 31, 2021	
Sheeba Paul, P.Eng.	June 30 – Dec 31, 2021	
Scott Penton, P.Eng.	June 30 – Dec 31, 2021	
Nicholas Sylvestre-Williams, P.Eng.	June 30 – Dec 31, 2021	
President-elect Colucci, P.Eng.	August 8 – AGM 2022	Volunteer Leadership Conference Planning Committee (VLCPC) – EXE rep
Councillor Chisholm, P. Eng.	August 8 – AGM 2022	Volunteer Leadership Conference Planning Committee (VLCPC) – RCC rep
Luc Roberge, P.Eng.	1-year term [1 st term / full compliance]	Volunteer Leadership Conference Planning Committee (VLCPC) Chair
Eric Nejat, P.Eng.	1-year term [1 st term / full compliance]	Volunteer Leadership Conference Planning Committee (VLCPC) Vice Chair

Committee and Task Force Resignations/Retirements:

First/Last Name	Service Dates	Committee / Task Force
Lisa Loverly, P.Eng.	2018 – August 24, 2021	Advisory Committee on Volunteers (ACV)
Ross Eddie, P.Eng.	2019 – August 3, 2021	Consulting Engineer Designation Committee (CEDC) and its Toronto s/c
Shawn Gibbons, P.Eng. (deceased)	2006 – August 9, 2021	Consulting Engineer Designation Committee (CEDC) – Eastern s/c
Peter Braun, LL.M.	2013 – October 19, 2021	Complaints Committee (COC)
David Filer, P.Eng.	1998 – Sept 1, 2021	Complaints Committee (COC)
Kathleen Robichaud, LL.B.	2013 – October 19, 2021	Discipline Committee (DIC)
David Robinson, P.Eng.	2004 – July 20, 2021	Discipline Committee (DIC)
Christian Bellini, P.Eng.	2020 – August 5, 2021	Volunteer Leadership Conference Planning Committee (VLCPC)

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

543rd Council Meeting

First/Last Name	Service Dates	Committee / Task Force
Wayne Kershaw, P.Eng.	2020 – August 5, 2021	Volunteer Leadership Conference Planning Committee (VLCPC)