



# Minutes

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## **2021/2022 AFC Meeting No. 1 on June 14, 2021**

### **Meeting Minutes issued:**

Minutes of a meeting of the AFC held via Zoom on June 14, 2021 commencing at 2:02 pm.

### **In attendance:**

#### **AFC Members:**

**Chair:** Lorne Cutler, P.Eng., MBA, (Lieutenant Governor-in-Council Appointee)

Robert Brunet, P.Eng., B.E.Sc., M.E.Sc., (Lieutenant Governor-in-Council Appointee)

Marilyn Spink, P.Eng., CSR-P, Vice President (elected)

Sherlock Sung, B.A.Sc., (Lieutenant Governor-in-Council Appointee)

Christian Bellini, P.Eng., FEC, President (ex officio)

#### **Staff:**

Johnny Zuccon, P.Eng., CEO/Registrar

Meg Feres, Supervisor, Council Operations

Eric Chor, Research Assistant, Corporate Services

Chetan Mehta, MS, MBA, Director, Finance

Lucy Capriotti, Administrative Assistant

**Guests:** David Brown, GSI

Debra Brown, GSI

Rob DeRooy, GSI (Observer)

**Regrets:** Randy Walker, P.Eng., FEC (Eastern Region Councillor)

## **AFC Items**

### **1.0 Call to order/Confirmation of quorum**

The meeting was called to order by L. Cutler at 2:02 pm and the agenda was presented to the members for feedback. The members unanimously agreed that the agenda be approved as presented and a motion was passed to the effect.

L. Cutler sought inputs from the GSI team on whether the selection of a Vice-Chair for this committee was required. D. Brown stated that while this was ultimately up to the committee, generally speaking a Vice-Chair was not required. The committee members unanimously agreed with this suggestion and consequently, no Vice-Chair was appointed.

### **1.1 Conflicts of Interest**

There were no conflicts of interest declared.

### **1.2 Approval of Agenda MOTION**

That the agenda as presented be approved.

Moved by S. Sung and seconded by R. Brunet

**MOTION CARRIED**

### **2.0 Orientation to Committee Governance Roles**

D. Brown walked the committee members through his slides and highlighted the governance role of Council and the role of the 4 governance committees to undertake the governance roll delegated to them by Council. He along with the other members of the GSI team answered questions by the committee members and staff.

### **2.1. Set Annual Workplan**

D. Brown walked the committee members through the workplan for the AFC and answered questions by the committee members. He then introduced R. DeRooy from GSI who he said would be representing GSI as an observer and a governance advisor in all subsequent AFC meetings.

### **3.0 Consideration of Non-Council Members on Committee**

After a full discussion, there was consensus that non-councillor members to the AFC were not required as the required skill set.

L. Cutler inquired if a thank you letter would be sent out by the committee Chair to the non-councillor members. The GSI team concurred and suggested that a thank you letter from the Chair of the AFC would be a good idea.

C. Mehta responded he would coordinate the issuance of the thank you letters with volunteer management and the Chair.

### **4.0 Next Meeting**

A Doodle Poll would be sent out to arrange our next meeting.

### **5.0 Adjournment**

The committee members agreed to adjourn the meeting at 3:31 pm.



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## **2021/2022 AFC Meeting No. 2 on July 6, 2021**

### **Meeting Minutes issued:**

Minutes of a meeting of the AFC held via Zoom on July 6, 2021 commencing at 6:02 pm.

### **In attendance:**

#### **AFC Members:**

#### **Committee Chair:**

Lorne Cutler, P.Eng., MBA, (Lieutenant Governor-in-Council Appointee)

#### **Committee Members:**

Nick Colucci, P.Eng., B.A.Sc., MBA, FEC – President-elect (ex officio)

Marilyn Spink, P.Eng., CSR-P, Vice President (elected)

Sherlock Sung, B.A.Sc., (Lieutenant Governor-in-Council Appointee)

Randy Walker, P.Eng., FEC (Eastern Region Councillor)

#### **Staff:**

Johnny Zuccon, P.Eng., CEO/Registrar

Chetan Mehta, MS, MBA, Director, Finance

Lucy Capriotti, Administrative Assistant

#### **Guests:**

Rob DeRooy, GSI (Observer – Governance Advisor)

#### **Regrets:**

Christian Bellini, P.Eng., FEC, President (ex officio)

Lolita Holden, CHRP, Director, Human Resources

Robert Brunet, P.Eng., B.E.Sc., M.E.Sc., (Lieutenant Governor-in-Council Appointee)

## **AFC Items**

### **1.0 Call to order/Confirmation of quorum**

The meeting was called to order by the Committee Chair at 6:02 pm and the agenda was presented to the members for feedback.

The members unanimously agreed that the agenda be approved as presented and a motion was passed to the effect.

### **1.1 Conflicts of Interest**

There were no conflicts of interest declared.

### **1.2 Approval of Agenda**

#### **MOTION**

That the agenda as presented be approved.

Moved by R. Walker and seconded by S. Sung

**MOTION CARRIED**

### **2.0 Approval of the Minutes held June 14, 2021**

#### **MOTION**

That the minutes of June 14, 2021 be approved as revised.

Moved by M. Spink and seconded by S. Sung

**MOTION CARRIED**

### **3.0 Review of 2022 Budget Assumptions**

Management provided a high-level overview of the 2022 Budget Assumptions and answered questions by the committee members.

The main areas of dialogue regarding the budget assumptions were:

**Q.** Does the anti-racism initiative needed to be specifically accounted for in this budget assumption?

**A.** The anti-racism initiative will be budgeted for under special projects of Council.

**Q.** Can the committee get longer term revenue projections?

**A.** Yes, management will provide 5-year revenue projections with the budget

**Q.** Does PEO have an investment policy and are we in compliance?

**A.** PEO monies are managed in accordance with board approved and Finance and Audit Committee vetted statement of investment plan and purpose (SIPP). Every quarter PEO receives assurance from the fund manager that PEO's monies have been invested in compliance with the SIPP as approved by the board.

### **Management**

It was noted that staff would take the comments from the AFC with advisement.

It was further requested that an agenda item be added to the next meeting to discuss the fee setting procedure.

## **4.0 Review of Financial Statements for the Five Months Ended May 31, 2021**

Management discussed the key highlights of the financial statements and answered questions the committee members had.

**Q.** Are we on track with expenditures for contract staff and consultants?

**A.** Based on current trends we will be on forecast for 2021 and this is possible as we may catch up by the end of year.

**Q.** Will having a large cash surplus at the end of the year be a problem for PEO as it is a not-for-profit organization?

**A.** Management advised that this is not an issue as long as PEO continues to receive monies from in accordance with its core regulatory mandate. They also

pointed out that each year we file our tax returns with the CRA and that we have been consistently receiving a clean notice of assessment.

**Q.** Does staff have long term staffing projections and the resulting space requirement and how this will impact on leasable space that PEO may require?

**A.** HR is working on this, and we will have more information in August or September.

#### **5.0 Update on Financial Risks that could materially affect Financial Reporting & Financial Health of PEO, Including Litigation & Pension Plan Risks, for Future Regular Reporting**

The Committee Chair would like regular reporting and analysis on the following risks:

- 1) Future membership numbers
- 2) Financial operations of the Chapters – what they are spending and their Revenues

The Governance Advisor commented that the committee has the responsibility to look at financial risks but be aware of the top 3 or 4, the most material ones you would like management to give a short report on from meeting to meeting.

#### **6.0 Update on PEO's Investments, Including Real Estate and PEO's Pension Fund**

Management provided an update on PEO's operating portfolio and reported that our investments are doing well and suggested that committee have a meeting with the investment fund manager at least once sometime this year.

The Committee Chair suggested that we bring in the investment advisors in November for a presentation.

Management confirmed that apart from the ongoing litigation with one tenant, there were no other issues to report to the committee.

Management relayed that governance related work on the pension was underway in HR.

The Committee Chair requested an update on the pension plans and requested that an HR representative attend the next meeting with updates and to answer questions the committee members may have.

## **7.0 Review of the Terms of Reference and Workplan**

The Committee Chair updated the committee that the new Workplan was made more readable after the latest changes.

## **8.0 Other Business**

### **Audit RFP**

Management informed the committee that an RFP for audit services was issued once every five years and it was time this year to issue the RFP in 2021 again. A draft copy of the proposal was almost ready and will be shared with the committee members for their review/feedback within the next week. After incorporating feedback from the committee members, staff will proceed with issuing the RFP to reputable audit firms. Once all proposals are submitted, staff will share all of these with the committee members. A summarized evaluation spreadsheet will be provided with key highlights of all the submitted proposals to assist the committee in selecting a vendor it deems as best suited to deliver the requested audit and audit related services.

## **9.0 Next Meeting Date**

The committee members agreed that next meeting date will be held during the week September 1st, 2021 in the evening. A Doodle poll will be sent to confirm the date.





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## **2021/2022 AFC Meeting No. 3 on September 1, 2021**

### **Meeting Minutes issued:**

Minutes of a meeting of the AFC held via Zoom on September 1, 2021 commencing at 5:04 pm.

### **In attendance:**

#### **AFC Members:**

**Chair:** Lorne Cutler, P.Eng., MBA, (Lieutenant Governor-in-Council Appointee)

#### **Committee Members:**

Christian Bellini, P.Eng., FEC, President (ex officio)  
Nick Colucci, P.Eng., BAsC., MBA, FEC, President-elect (ex officio)  
Marilyn Spink, P.Eng., CSR-P, Vice President (elected)  
Sherlock Sung, BAsC., (Lieutenant Governor-in-Council Appointee)  
Randy Walker, P.Eng., FEC (Eastern Region Councillor)

#### **Staff:**

Johnny Zuccon, P.Eng., CEO/Registrar  
Lolita Holden, CHRP, Director, Human Resources  
Chetan Mehta, MS, MBA, Director, Finance  
Peter Cowherd, Manager, Financial Services & Procurement  
Lucy Capriotti, Administrative Assistant

#### **Guests:**

Rob DeRooy, GSI (Observer)  
June Smyth, Senior Consulting Actuary & Practice Leader, Baynes & White  
(only for the part on the pension terms of reference update)

**Regrets:** Robert Brunet, P.Eng., B.E.Sc., M.E.Sc., (Lieutenant Governor-in-Council Appointee)

## **AFC Items**

### **1.0 Call to order/Confirmation of quorum**

The meeting was called to order by the Committee Chair at 5:04 pm and the agenda was presented to the members for feedback.

The members unanimously agreed that the agenda be approved as presented and a motion was passed to the effect.

### **1.1 Conflicts of Interest**

There were no conflicts of interest declared.

### **1.2 Approval of Agenda**

#### **MOTION**

That the agenda as presented be approved.

Moved by M. Spink and seconded by R. Walker

**MOTION CARRIED**

### **2.0 Approval of the Minutes held July 6, 2021**

The committee agreed that the AFC minutes should not include names and should focus on motions and decisions and should be a uniform set of minutes.

The Governance Advisor was requested to review these minutes and provide feedback in terms of best practices for the format and content of the minutes.

Once the revised minutes are available, the committee members agreed to meet at the end of the next September Council meeting or sooner for approving these.

## **2.1 Review and Approval of 2022 Draft Operating and Capital Budgets**

Management provided a high-level overview of the 2022 draft Operating and Capital Budgets and answered questions by the committee members.

The main areas of dialogue regarding the 2022 draft Operating and Capital Budgets were:

**Q.** How can we simplify the financial statements and what we are getting in our meeting packages?

**A.** The Governance Advisor will look for a way to consolidate this material.

In addition, there was discussion by committee members on the need to have a policy and a budget for providing training to Councillors.

### **MOTION**

That the 2022 Operating and Capital budgets be presented to Council for review at the September 2021 Council meeting.

Moved by M. Spink and seconded by R. Walker

**MOTION CARRIED**

## **3.0 Review of Financial Statements for the Seven Months Ended July 31, 2021**

Management discussed the key highlights of the financial statements and answered questions the committee members had.

## **4.0 Update on Financial Risks**

Management had a brief discussion and there were no other matters or financial risks.

## **5.0 Update on Pension Plan**

Management provided an update on the need for a Pension Committee. The Senior Consulting Actuary and Practice Leader from Baynes and White provided

key highlights on the Terms of Reference for the Pension Committee and answered questions by the committee members.

A decision was taken that there will be no councilors on this committee. There would be 1-2 meetings per year in Spring and Fall and there would be a kick-off meeting and training provided for the Pension Committee members along with training for members of the AFC.

S. Sung disclosed that his spouse is an employee of RBC and since RBC is our service provider, he thought he should advise in case there was any conflict of interest. He was advised since he is not on the Pension Committee this would not be an issue.

#### **5.1 Pension Terms of Reference**

The Terms of Reference were discussed, and it was noted there was a change to be made on item B 4a) by removing including “supplementary” plans.

##### **MOTION**

That the Terms of Reference for the Pension Committee as revised be approved.

Moved by S. Sung and seconded by M. Spink

**MOTION CARRIED**

#### **6.0 Other Business**

##### **By-law Change on Fee Increase**

Management needs to do some work on a longer view of our capital budgets so we can plan and if there are recommendations on fee policies that should be put in place to support that longer view. It was discussed to let staff work on this and come back to us.

##### **RFP Update**

Management reported that seven vendors had sent in proposals in response to the RFP. All these proposals will be posted SharePoint along with a summary of

costing details and other key points of each proposal for the review of the committee, after which the committee can could provide its recommendation on the auditor. However, the committee asked management to provide its recommendations with justifications after which the committee will take a final call.

#### **7.0 Next Meeting Date**

The committee members agreed that next meeting date would be October 26<sup>th</sup> or 28<sup>th</sup>. A Doodle poll will be sent to confirm the date.



# Minutes

C-544-Reports

The 4<sup>th</sup> Meeting of the GOVERNANCE AND NOMINATING COMMITTEE of PROFESSIONAL ENGINEERS ONTARIO was held via ZOOM Videoconference on Tuesday, October 5, 2021 at 1:00 p.m.

Present: C. Bellini, P.Eng., President (Acting Chair for this meeting)  
M. Chan, P.Eng., Councillor-At-Large  
L. Cutler, P.Eng., Lieutenant Governor-in-Council Appointee  
S. MacFarlane, P. Eng., Western Region Councillor  
L. Roberge, P.Eng., Northern Region Councillor  
R. Subramanian, P.Eng., Northern Region Councillor

Regrets: A. Arenja, P.Eng., Chair and Lieutenant Governor-in-Council Appointee  
N. Colucci, P.Eng., President-elect (ex officio)  
P. Cushman, P.Eng., East Central Region Councillor

Staff: J. Zuccon, P.Eng., CEO/Registrar  
D. Abrahams, Vice-President (VP), Legislation and Policy  
L. Maier, VP, Governance and Acting VP, Organizational Effectiveness  
J. Chau, Manager, Government Liaison Programs  
M. Feres, Supervisor, Council Operations

Guests: David Brown, Governance Solutions Inc. (GSI)  
Debra Brown, GSI

## APPOINTMENT OF ACTING CHAIR AND CALL TO ORDER

The Chair being absent, the Committee agreed by consensus to appoint President Bellini as acting Chair for this meeting.

Notice having been given and a quorum being present, President Bellini, acting as Chair, called the meeting to order.

## APPROVAL OF AGENDA

The Committee considered the addition of an item titled "*Potential Central Elections and Search Committee (CESC) Communications Policy*" to follow item 4.0.

Moved by Councillor Subramanian, seconded by Councillor Roberge:

**That the agenda for the October 5, 2021 meeting be approved as amended.**

**CARRIED**

No conflicts were declared.

**MINUTES – 3<sup>rd</sup> GOVERNANCE AND  
NOMINATING COMMITTEE MEETING –  
SEPTEMBER 9, 2021**

The Governance and Nominating Committee (GNC) reviewed the minutes of its 3<sup>rd</sup> meeting held on September 9, 2021.

Moved by Councillor Roberge, seconded by Councillor MacFarlane:

**That the minutes of the 3<sup>rd</sup> open session meeting of the  
Governance and Nominating Committee, held on September 9,  
2021, accurately reflect the business transacted at that meeting.**

**CARRIED**

**GOVERNANCE ROADMAP: REVIEW AND  
SUMMARY OF FEEDBACK ON COUNCIL  
COMPOSITION DIALOGUE**

The Committee reviewed a “Council Attributes” profile (“the Attributes”) as part of a review and summary of various sources of information as well as the feedback received to date on the Council composition dialogue, part of Phase 3 in the governance roadmap. In its current draft form, it outlines both individual and collective Council attributes.

The Committee provided feedback on the Attributes, including:

- References to diversity and equality among Councillors are important principles to stipulate;
- In the section “Industry Experience Attributes”, the current phrasing in the dimension “Engineering Industry” requires revision as it appears to suggest, incorrectly, that Council is a collective of engineering organizations; and
- In the “PEO Specific Knowledge” dimension, add references to the *Code of Ethics* and the *Professional Misconduct* section of the applicable Ontario Regulation, 941/90.

The Committee also discussed GSI’s recommendation that the remaining portions of Phase 3 related to Council composition, size, and selection methods be deferred, with the option to revisit these matters in the Spring of 2022. There was general agreement with the overall approach to defer the aforementioned remaining Phase 3 matters, in particular those that would require longer term legislative changes.

There was further Committee discussion related to the potential for Council to address more immediately some aspects of Phase 3 and not include these in the deferral plan. The President’s term of office and the Vice President position were cited as examples. Changes to either of these would require an amendment in regulation.

The CEO/Registrar noted that it may be helpful for staff to provide the GNC with an overview of those aspects of PEO regulations that are relevant to outstanding matters in Phase 3 and that Council, on

recommendation(s) from the GNC, may wish to address before the Spring of 2022.

#### **GOVERNANCE ROADMAP: NEXT STEPS AND RECOMMENDED DELIVERABLES FROM GNC TO COUNCIL**

##### Attributes

GSI has taken note of the feedback with respect to the Attributes and will prepare an updated version.

##### Phase 4 Launch Approach

A proposal was outlined for a broad consultation process to launch Phase 4 of the governance roadmap to include facilitated focus groups and one-on-one interviews with Councillors, and Chapter leaders and volunteers about their role in the new governance structure. It is anticipated that the Chapter Leaders Conference (CLC) in November will present an opportunity to begin the consultation process. More details on the consultation process will be provided at the October 29 plenary.

The CEO/Registrar noted that the overarching approach to the consultation process will be framed through the lens of the Registrar's Activity Filter. It is anticipated that the discussions with chapter leaders and volunteers, who are key grassroots stakeholders, will help to define and confirm the value of current non-regulatory aspects of chapter activities and outputs, and how these can be best positioned in the context of the new governance structure. These types of activities include social/networking opportunities; stakeholder consultation; and succession planning.

#### **AGENDAS AND MINUTES: REVIEW OF PARLIAMENTARY OPINION**

Based on advice received from PEO's parliamentarian with respect to agendas and minutes for PEO Council and its committees, the GNC reviewed a series of topics and recommended approaches or "rules" related to what should be listed on agendas and recorded in minutes, both open session and in camera.

There was general agreement among Committee members with the recommended approaches/rules and the inclusion of this item on the agenda for Council's October 29 plenary.

Following a discussion of the rules and any policy proposals that may emerge at the next plenary, it is anticipated that at its meeting on November 4, GNC will refine and finalize them in preparation for Council approval. It was noted that the decision will be enshrined via the adoption of permanent special rules and an accompanying by-law amendment. In addition, staff will develop protocols to guide the implementation of Council's direction.

#### **POTENTIAL CESC COMMUNICATIONS POLICY**

The GNC reviewed the content of an email sent by staff on behalf of the CESC Chair to current Councillors whose terms expire this year,



to inquire about their plans to stand as candidates in the 2022 election. CESC has noted that if this type of administrative survey is to be used in future election cycles, a policy to operationalize it needs to be put in place so that staff can have the authority to gather information directly from the Councillors.

The GNC considered the CESC's request to provide its view on enshrining this practice into policy. There was a general consensus among GNC members that it would be useful and beneficial for future election cycles to have such a policy in place.

## **ACTIONS SUMMARY**

1. The following items will be discussed at the Council plenary on October 29: i/ Phase 4 Launch Approach – Consultation Process; and ii/ Recommended Rules for Agendas and Minutes.
2. Outstanding Phase 3 Matters:
  - i. Staff to provide GNC with an overview of those aspects of PEO regulations that are relevant to outstanding matters in Phase 3.
  - ii. GNC Chair to update Council that the Committee plans to continue discussions on these matters with the potential to bring recommendations to Council that may require regulation or by-law changes.
3. Potential CESC Communications Policy: GNC Chair to advise the CESC Chair of the GNC's affirmative response.

## **NEXT MEETING**

The Committee's next meeting is scheduled for November 4, 2021 at 1:00 p.m.

There being no further business, the meeting concluded at 2:45 p.m.

These minutes consist of 4 pages.

"Christian Bellini"  
C. Bellini, P.Eng., Acting Committee Chair

"Ralph Martin"  
R. Martin, Corporate Secretary



# Minutes

C-544-Reports

The 1<sup>st</sup> (Inaugural) Meeting of the REGULATORY POLICY AND LEGISLATION COMMITTEE of PROFESSIONAL ENGINEERS ONTARIO was held on Monday, June 16, 2021 at 4:00 p.m.

Present: L. MacCumber, P.Eng., Chair and West Central Region Councillor  
M. Sterling, P.Eng., Past President  
C. Chiddle, P.Eng., Vice President (appointed) and West Central Region Councillor  
P. Broad, P.Eng., Western Region Councillor  
T. Bruyere P.Eng., Lieutenant Governor-in-Council Appointee  
C. Chahine, P.Eng., East Central Region Councillor  
J. Chisholm, P. Eng., West Central Region Councillor  
L. Notash, P.Eng., Councillor-at-Large  
C. Bellini, P.Eng., President (ex officio)

Regrets: None

Staff: J. Zuccon, P.Eng., CEO/Registrar  
D. Abrahams, Vice-President, Legislation and Policy  
R. Martin, Manager, Secretariat  
J. Max, Manager, Policy  
E. Chor, Research Analyst, Secretariat  
J. D'Aluisio, Administrative Assistant, Tribunals and Regulatory Affairs  
M. Feres, Supervisor, Council Operations

Guests: David Brown, Governance Solutions Inc. (GSI)  
Debra Brown, GSI  
Rob DeRooy, GSI

## CALL TO ORDER

Notice having been given and a quorum being present, Councillor MacCumber, acting as Chair, called the meeting to order.

Quorum was confirmed.

## APPROVAL OF AGENDA

Moved by Vice President Chiddle, seconded by Past President Sterling:

**That the agenda for the June 16, 2021 meeting be approved as presented.**

**CARRIED**

No conflicts were declared.

## ORIENTATION TO COMMITTEE GOVERNANCE ROLES

On behalf of PEO's governance consultants, GSI, David Brown provided an overview of the *direction and control* model on which PEO's system of governance is based. Ten areas of focus were highlighted:

- **Strategy Direction:** Strategic Plan
- **Strategy Control:** The Annual Report
  
- **Performance and Risk Direction:** Risk Appetites and Tolerances
- **Performance and Risk Control:** Scorecard, Dashboard, Risk/Heat Map
  
- **People Direction:** CEO Job Description, Performance Mandate, Board and Committee Charters
- **People Control:** Board and CEO Evaluations
  
- **Policy Direction:** Board and Other Governance Related Policies
- **Policy Control:** Policy Compliance, Internal Audit Reports, Minutes
  
- **Resource Direction:** Budget, Business Plan
- **Resource Control:** Interim (Quarterly) Financial Statements

In addition, the relationship between Council and Committees in this type of governance model was reviewed:

- **Council:** delegates scope of duties in mandates to Committees; provides oversight by requesting additional or clarifying information; and approves or declines Committee recommendations.
  
- **Committees:** Undertake due diligence activities on behalf of Council by receiving and reviewing reports from management, external advisors, and other Committees; and recommend and report to Council for approval.

Finally, the orientation package concluded with an overview of the typical Committee meeting cycle of preparation, delivery, and follow-up activities, encompassing:

1. **Committee Mandate:** The purpose of the Committee in the decision-making process.
2. **Duties and Responsibilities:** The roles and responsibilities of the committee
3. **Committee Workplan:** The timing for the decision-making.

4. **Agenda Development:** The focus of decision-making.
5. **Information Required:** The Committee's request for information from management, external advisors, or other Committees.
6. **Pre-meeting Packages:** The specific information needed for making decisions at this meeting.
7. **Meeting Presentations/Reports/Deliberations:** Clarify the information and make the decision.
8. **Minutes and Action Items:** The legal record of the decision and the follow-up actions for implementation.

With respect to step 5 outlined above, staff suggested that the next meeting should be an orientation meeting, to help RPLC members reach a common understanding of the RPLC's role in relation to both policy and legislation and how that role will support the work of Council during the 2021-2022 term. Among the matters to be covered are:

- What is regulatory policy?
- What is risk-based regulation?
- How is it measured?
- What are the elements of effective policy?

## **ANNUAL WORK PLAN**

David Brown reviewed the RPLC's draft annual workplan by quarter f. The workplan relates to responsibilities and duties in three main areas: legislation and regulatory policy; risk oversight; and compliance. The workplan covers Q3-2021 to Q2-2022 and is presented in the context of Council's scheduled meeting dates.

There was a discussion related to how and when the Committee will identify and prioritize specific projects/initiatives within the three high-level areas of responsibility. Staff advised the Committee that staff supporting the RPLC will be inventorying and consolidating various anticipated policy outputs from staff and other PEO committees with policy roles for the Committee's review and assessment so that a more detailed work plan can be developed.

In addition, it was noted that there may be areas of synergy and alignment with external organizations such as Engineers Canada, which may assist the RPLC in the advancement of its initiatives.

Two explicit responsibilities for the RPLC in the 2021-2022 term are the stewardship and oversight of:

- the "Action Plan" to address the 15 recommendations from PEO's external regulatory performance review; and

- assessing the recommendations outlined in the Emerging Disciplines Task Force report, presented to Council in March 2020.

Another area of focus for the RPLC in the 2021-2022 term will be to deal with any regulation changes required to fully implement the ongoing mandatory Continuing Professional Development (CPD) initiative.

As per the work plan, the Committee expects to meet quarterly, approximately three weeks before Council's scheduled meetings in September, November, February, and April. The Committee agreed that it may need to meet more frequently depending on how its work evolves.

Moved by Vice President Chiddle, seconded by Councillor Chahine:

**That the RPLC work plan for Q3-2021 to Q2-2022 be approved as presented.**

**CARRIED**

P. Broad objected to the motion on the basis of the reference to only four meetings during the 2021-2022 Council term.

The Committee agreed that staff will conduct an online poll/canvass to determine availability for the RPLC's 2021-2022 schedule, including:

- Orientation meeting: the week of July 5, 2021
- Four regular meetings: approximately three weeks in advance of each Council meeting (finalization by early August)
- Additional meetings: to be determined, as needed

## **2021-2022 MEETING SCHEDULE**

There being no further business, the meeting concluded at 5:10 p.m.

These minutes consist of 4 pages.

"Lisa MacCumber"

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L. MacCumber, P.Eng., Committee Chair

"Ralph Martin"

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R. Martin, Corporate Secretary



# Minutes

C-544-Reports

The 2nd Meeting of the REGULATORY POLICY AND LEGISLATION COMMITTEE of PROFESSIONAL ENGINEERS ONTARIO was held on Thursday, July 8, 2021 at 5:00 p.m.

Present: L. MacCumber, P.Eng., Chair and West Central Region Councillor  
M. Sterling, P.Eng., Past President  
N. Colucci, P.Eng., President-elect (ex-officio)  
C. Chiddle, P.Eng., Vice President (appointed) and West Central Region Councillor  
P. Broad, P.Eng., Western Region Councillor  
C. Chahine, P.Eng., East Central Region Councillor  
J. Chisholm, P.Eng., West Central Region Councillor  
L. Notash, P.Eng., Councillor-at-Large  
C. Bellini, P.Eng., President (ex-officio)

Regrets: T. Bruyere, P.Eng., Lieutenant Governor-in-Council Appointee

Staff: J. Zuccon, P.Eng., CEO/Registrar  
D. Abrahams, Vice President, Legislation and Policy  
J. Max, Manager, Policy [from 6:00 p.m.)  
R. Martin, Manager, Secretariat  
M. Feres, Supervisor, Council Operations  
J. D'Aluisio, Administrative Assistant, Legislation and Policy Division  
V. Aleksandrova, CHRP, Committee Coordinator

Guests: R. DeRooy, Governance Solutions Inc. (GSI)

<b>1.0 CALL TO ORDER</b>	Notice having been given and a quorum being present, L. MacCumber, acting as Chair, called the meeting to order at 5:02 p.m.
<b>2.0 APPROVAL OF AGENDA</b>	Moved by C. Chiddle, seconded by N. Colucci:  <b>That the agenda for the July 8, 2021 meeting be approved as presented. CARRIED</b>  No conflicts were declared.
<b>3.0 APPROVAL OF JUNE 16, 2021 (INAUGURAL) MEETING MINUTES</b>	Moved by P. Broad, seconded by C. Chiddle:  <b>That the minutes of the June 16, 2021 (inaugural) meeting be approved as presented. CARRIED</b>
<b>4.0 RPLC ORIENTATION*</b>	D. Abrahams noted that the role of this committee, as per Council's approved governance directions, is to serve as a centralized policy-making resource to

<p><b>- REGULATORY POLICY</b></p>	<p>Council. He and J. Max then engaged the Committee with an orientation presentation. This included the following points, among others, for the Committee's consideration:</p> <p><b>Policy</b> - a fair, objective, principle-based, and therefore defensible tool that allows for streamlined decision-making.</p> <p><b>Regulatory Policy</b> - licensing, standards, compliance, complaints, discipline and enforcement, anchored in the Act and Regulation and not focusing on exceptions.</p> <p><b>Purpose of Self-Regulation</b> - to minimize and mitigate the risks to the public.</p> <p><b>Co-Regulation</b> - government (ministries, delegated authorities), municipalities and professional self-regulation bodies work together to protect the public. Co-regulation does not make PEO a stakeholder or an advocate of a particular issue.</p> <p><b>Professional Misconduct</b> - PEO's power to prosecute is derived from the statute. S. 72(2) of Reg. 941 states the reasons for professional misconduct.</p> <p><b>"Right Touch" Regulation (RTR)</b> - a proportionality standard, i.e. the amount and extent of regulatory control in any activity must be proportionate to the public safety risk of harm from that activity.</p> <p><b>Implications for RTR</b> - RPLC members discussed potential implications from Council adopting the principle of RTR. It emerged from the discussion that Council has to review each issue within the context of PEO's jurisdiction and limitations, and that the tools for dealing with the issue should be proportionate and precise.</p> <p><b>"Regulating the Practice"</b> - control or guide practitioner and corporate behaviours, process, standards or output from the public interest perspective, and not "regulating the engineering profession" by providing a manual on engineering design or practice.</p> <p><b>How PEO Staff Develop Regulatory Policy</b> - define and validate the problem, identify public risk, research the problem, develop solution options, recommend to RPLC, then RPLC recommends to Council.</p> <p><b>Roles in Policy Development</b> - Council (through RLPC) directs and controls policy development, while staff develops policy, options and make recommendations (via RPLC). This relationship is reciprocal and complementary.</p> <p><b>Teamwork</b> - the importance of both Councillors and staff having distinct duties and roles in regulatory policy development.</p> <p>Discussion also focused on:</p> <ul style="list-style-type: none"> <li>- The role of staff in doing policy work based on Council priorities as reflected by the Committee</li> <li>- The role of the Committee in providing general direction, review and comment on draft policies, and making specific recommendation to Council as appropriate.</li> <li>- The need for the Committee to develop a process for reviewing current regulatory policy and for identifying new risks.</li> <li>- The fact that RPLC members are encouraged to ask questions about problem definition, risks, and strategic implications for specific areas of regulatory policy. In certain circumstances, Council will also request the CEO/Registrar to explore issues, and this might result in policy recommendations that will flow through RPLC to Council.</li> <li>- That Councillors are encouraged to resist the temptation to generate ad-hoc solutions to problems that might not yet be fully understood or researched. Optimally, Councillors are also encouraged to avoid bringing forward individual</li> </ul>
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	<p>cases as “policy” issues, doing their own research, or delving into operational activity.</p> <p>RPLC members explored the difference between regulatory policy governance and operational activities, based on a number of specific examples.</p> <p>The orientation concluded with a brief discussion by the RPLC regarding the Committee’s future work and priorities.</p>
<b>5.0 COMMITTEES’ REGULATORY POLICY TRANSITION 2021-22</b>	Staff referred the Committee to the earlier discussion related to the Committee’s priorities for the current year when, as per Council’s governance direction, policy outputs from a number of other committees will be transitioned to the RPLC.
<b>6.0 FUTURE MEETING DATES</b>	At the end of July, staff will canvass members’ availability for fixed meeting dates for the last week of August 2021, and the weeks of October 25, 2021, January 24, 2022 and March 14, 2022. Other meetings may be scheduled as circumstances warrant.
<b>MEETING FOLLOW-UP ITEMS</b>	<ol style="list-style-type: none"> <li>1. Staff to send a copy the presentation to the RPLC members after the meeting, along with the <i>Professional Engineers Act</i>, Regulations, By-Law Change and Regulatory Change Protocols.</li> <li>2. Staff to provide links to the Professional Practice Guidelines and Standards on the PEO website and the Committees’ regulatory policy project portfolio.</li> <li>3. Chair to offer to meet with the Chairs of ARC, ERC, ENF, LIC, PSC, CEDC and 30x30 Task Force to see if they would like to discuss policy files and the RPLC’s oversight role.</li> </ol>

There being no further business, the meeting concluded at 7:34 p.m.

These minutes consist of 3 pages.

“Lisa MacCumber”

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L. MacCumber, P.Eng., Committee Chair  
Volunteer Management

“Ralph Martin”

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R. Martin, Corporate Secretary



# Minutes

C-544-Reports

The 3rd Meeting of the REGULATORY POLICY AND LEGISLATION COMMITTEE of PROFESSIONAL ENGINEERS ONTARIO was held on Monday, August 30, 2021 at 5:00 p.m.

- Present:** L. MacCumber, P.Eng., Chair and West Central Region Councillor  
C. Bellini, P.Eng., President (ex officio)  
P. Broad, P.Eng., Western Region Councillor  
T. Bruyere, P.Eng., Lieutenant Governor-in-Council Appointee  
C. Chahine, P.Eng., East Central Region Councillor  
C. Chiddle, P.Eng., Vice President (appointed) and West Central Region Councillor  
M. Sterling, P.Eng., Past President
- Regrets:** J. Chisholm, P.Eng., West Central Region Councillor  
L. Notash, P.Eng., Councillor-at-Large  
N. Colucci, P.Eng., President-elect
- Staff:** J. Zuccon, P.Eng., CEO/Registrar  
D. Abrahams, Vice President, Legislation and Policy  
J. Max, Manager, Policy  
M. Feres, Supervisor, Council Operations  
J. D’Aluisio, Administrative Assistant, Tribunals and Regulatory Affairs  
V. Aleksandrova, CHRP, Committee Coordinator
- Guest:** R. DeRooy, Governance Solutions Inc. (GSI)

<b>1.0 CHAIR’S REMARKS</b>	Notice having been given and a quorum being present, L. MacCumber, acting as Chair, called the meeting to order at 5:02 p.m.
<b>2.0 APPROVAL OF AGENDA</b>	Moved by M. Sterling, seconded by C. Chiddle:  <b>That the agenda for the August 30<sup>th</sup> meeting be approved as presented.</b> <b>CARRIED</b>  No conflicts were declared.
<b>3.0 APPROVAL OF JULY 8, 2021 MEETING MINUTES</b>	Moved by C. Chiddle, seconded by P. Broad:  <b>That the Minutes of the July 8<sup>th</sup> meeting be approved as presented.</b> <b>CARRIED</b>
<b>4.0 LAST MEETING DEBRIEF</b>	R. DeRooy provided feedback, which included the following:  - The Committee’s role is to support the Board by recommending directions on the policy changes and risk mitigation strategies.  - The Committee needs to be clear on policy-related priorities.

	<ul style="list-style-type: none"> <li>- The role of staff includes helping Councillors, via the Committee, to identify risks that may lead to policy changes.</li> </ul>
<b>5.0 ACTION ITEMS FROM THE MINUTES</b>	<p>Staff reported that all action items from the previous meeting were completed. The Chair noted that she was contacted by the CEDC, 30/30 Task Force and LIC, and was also aware of the PSC's current activities.</p> <p><b>Action:</b></p> <ul style="list-style-type: none"> <li>- Staff to find out if materials posted on Diligent Boards under <i>Resources</i> could be downloaded.</li> </ul>
<b>6.0 LICENSING STABILIZATION PROJECT - REGULATORY POLICY CHANGES</b>	<p>J. Max made a presentation seeking support, in principle, for academic qualification policy directions to assist in stabilizing the licensing process. The main regulatory policy drivers were: (1) <i>External Regulatory Review (2019)</i>, which pointed out procedural and other flaws in the existing process; and (2) the <i>Action Plan</i> approved by Council directing staff to identify and implement changes to simplify, accelerate and reduce subjectivity in the licensing process. The presentation included the following:</p> <ul style="list-style-type: none"> <li>- An overview of the <b>regulatory foundation</b> of the academic component of the existing licensing process, with a reference to Section 14(1)(c) of the Act and Section 33(1) of Regulation 941; the proposed policy directions are intended to fall within this existing legal framework.</li> <li>- An overview of the <b>Washington Accord (WA)</b> (1989), with its accreditation registry search based on the institution, program, degree and year of accreditation.</li> <li>- An introduction to the <b>proposed policy directions related to the academic qualifications for licensure</b>, as follows: <ol style="list-style-type: none"> <li>1. Formal recognition of WA-recognized engineering Bachelor's programs as an "equivalent academic qualification" within the meaning of Section 33(1)1ii of Regulation 941.</li> <li>2. Formal acknowledgement that the minimum standard for any other academic qualification recognized as "equivalent" to a CEAB-recognized degree is a Bachelor's degree in engineering, possibly subject to confirmation by way of examination.</li> </ol> <p>It was noted that the proposed regulatory policy changes were within the framework of the existing legislation. Being an interim solution, they required Council's approval based on the recommendation from the RPLC.</p> </li> <li>- A breakdown of the <b>existing applications</b> by categories (53% - CEAB applicants, 47% non-CEAB, of which 17% are from WA-signatory countries, 17% other non-accredited bachelor's engineering degrees, 13% are all other academic qualifications).</li> </ul>

	<p><b>Actions:</b></p> <ul style="list-style-type: none"> <li>- Staff to research whether other provinces in Canada accept the Washington Accord and to what extent.</li> <li>- Staff to draft recommendations for regulatory policy directions to be considered by the Committee at its October meeting, with a view to formulating a submission with recommendations to Council as early as November.</li> <li>- In support of this and other similar initiatives, the VP, Legislation and Policy will make a presentation at the October meeting to help re-familiarize Committee members with the legislative scheme related to licensure requirements and process.</li> </ul>
<b>7.0 REVIEW OF TRANSITIONAL REGULATORY PROJECTS - REGULATORY POLICIES</b>	The Chair briefly reviewed the <i>2021-2022 Regulatory Policy Project Portfolio</i> . She stated that the Committee would work on a transition plan, and a number of recommendations would be submitted to Council before the AGM.
<b>8.0 EDTF RECOMMENDATIONS - REGULATORY POLICY DISCUSSION</b>	The Committee discussed the proposed recommendations. There was consensus that no immediate action was required as the EDTF report, along with its findings and recommendations, would be considered as part of a broader licensing reform initiative.
<b>9.0 RISK MODEL</b>	The Committee reviewed Engineers Canada's risk model as a template example. R. DeRooy noted that the Committee's role was to provide advice to Council on risk governance, oversight and management of risks.
<b>10.0 WORK PLAN PRIORITIES FOR 2021-2022</b>	This item was not discussed.
<b>FUTURE MEETING DATES</b>	The Committee confirmed that the meeting dates scheduled by J. D'Aluisio were acceptable.
<b>MEETING FOLLOW-UP ITEMS</b>	As noted above.

There being no further business, the meeting concluded at 7:07 p.m.

These Minutes consist of 3 pages.

"Lisa MacCumber"

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L. MacCumber, P.Eng., Committee Chair

"Ralph Martin"

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R. Martin, Corporate Secretary

## COMPLAINTS &amp; INVESTIGATION STATISTICS

	2019	2020	2021 (Oct. 29)
<b>COC's Caseload</b>			
Filed Complaints <sup>1</sup> not disposed of by COC at previous year-end	70	101	103
Complaints Filed ( <i>PEAct s. 24. 1(a)</i> ) during the Year	121	60	50
Total Caseload in the Year	191	161	153
Total Filed Complaints Disposed of by COC in the Year (for details see <i>COC's Disposition of Complaints</i> below)	90	58	59
<b>Total Filed Complaints Pending for COC Disposition</b> (for details see <i>Status of Active Filed Complaints</i> below)	<b>101</b>	<b>103</b>	<b>94</b>
<b>COC's Disposition of Complaints</b>			
Direct that the matter be referred, in whole or in part, to the Discipline Committee. ( <i>PEAct s. 24. 2(a)</i> )	7	7	4
Direct that the matter not be referred. ( <i>PEAct s. 24. 2(b)</i> )	66	36	29
Take such action as COC considers appropriate in the circumstances and that is not inconsistent with this Act or the regulations or by-laws. ( <i>PEAct s. 24. 2(c)</i> )	17	15	26
<b>COC's Timeliness Regarding the Disposition of the Complaint<sup>2</sup></b>			
Complaint disposed of within 90 days of filing	1	1	0
Complaint disposed of between 91-180 days of filing	7	5	0
Complaint disposed of after more than 180 days of filing	82	52	59
<b>COC Processing Time – Days from Complaint Filed to COC Disposition (12 mo. rolling avg.)</b>			
Average # Days	330	505	569
Minimum # Days	41	80	251
Median # Days	210	401	463
Maximum # Days	1023	1981	1981

<sup>1</sup> Signed Complaint Form filed with the Registrar.

<sup>2</sup> Days from Complaint Filed to date COC Decision is signed by COC Chair.

## Status of Active Filed Complaints

<b>Active Filed Complaints - Total</b>		<b>94</b>
<b><i>Complaints filed more than 180 days ago</i></b>	<b>70</b>	<b>70</b>
Pending Approval and Reason regarding COC Decision	33	
Complaints under active consideration by COC	13	
Completed Investigation ready for COC consideration	10	
Regulatory Compliance Investigation	14	
<b><i>Complaints filed between 91-180 days ago</i></b>	<b>9</b>	<b>9</b>
Pending Approval and Reason regarding COC Decision	1	
Complaints under active consideration by COC	0	
Completed Investigation ready for COC consideration	3	
Regulatory Compliance Investigation	5	
<b><i>Complaints filed within the past 90 days</i></b>	<b>15</b>	<b>15</b>
Pending Approval and Reason regarding COC Decision	0	
Complaints under active consideration by COC	0	
Completed Investigation ready for COC consideration	0	
Regulatory Compliance Investigation	15	

Note:

### **Review by Complaints Review Councillor (PEAct s. 26. (s))**

Where a complaint respecting a member of the Association or a holder of a certificate of authorization, a temporary licence, a provisional licence or a limited licence has not been disposed of by the Complaints Committee **within ninety days** after the complaint is filed with the Registrar, upon application by the complainant or on his or her own initiative the Complaints Review Councillor may review the treatment of the complaint by the Complaints Committee.

### **Glossary of Terms:**

Complaint Filed – Signed Complaint Form filed with the Registrar.

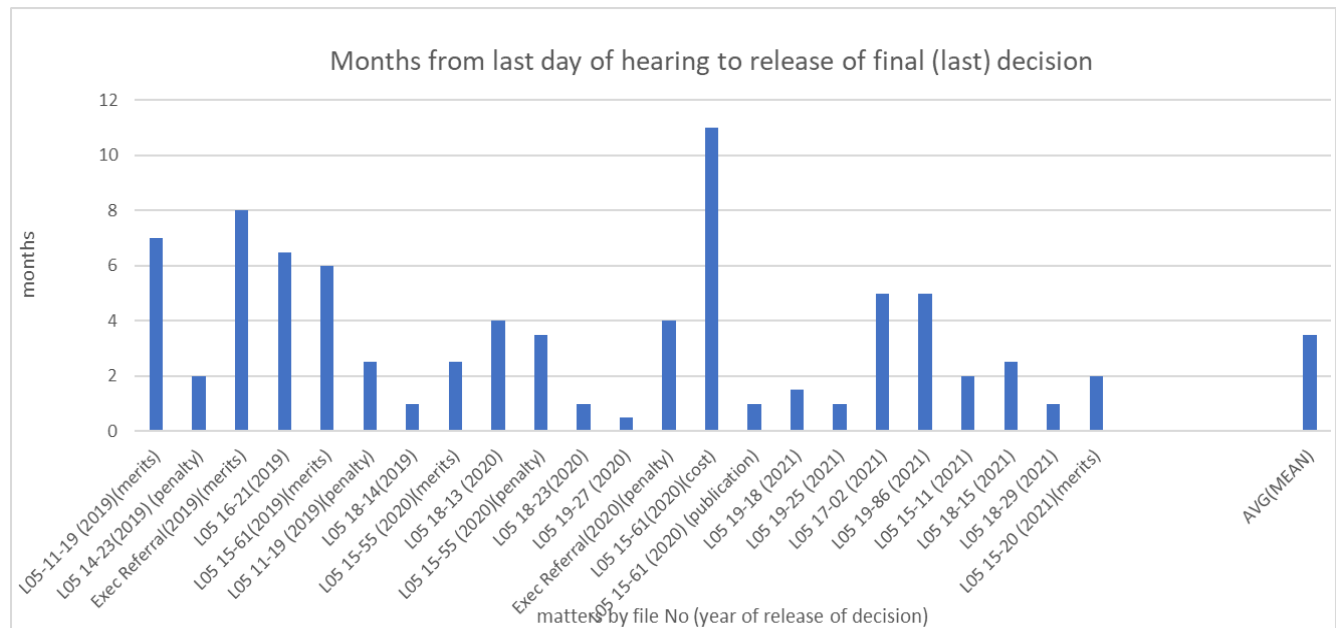
Investigation Complete – Investigation Summary document prepared and complaint file ready for COC consideration

## DISCIPLINE STATISTICS – November 2021 Council Meeting Report

### Discipline Phase

	2019	2020	2021
			(as of Nov. 1)
Matters Referred to Discipline	7	7	4
Matters Pending (Caseload)	10*	9*	7*
Written Decisions Issued	7	8	8
<b><i>DIC Activity</i></b>			
Pre-Hearing Conferences Held	5	10	7
Hearings Phase commenced (but not completed)	0	0	0
Hearings Phase completed (but no D&R issued)	1	1	2

\*Two or three referrals were combined into 1 and were counted as 1.



**PROFESSIONAL ENGINEERS ONTARIO  
P. ENG. STATISTICS  
2021**

C-544-Reports

	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	TOTAL
Members on Register													
Beginning	84,542	85,353	85,509	85,120	85,659	85,432	85,632	85,918	85,744	85,965			85,965
New Members	192	159	460	341	344	183	354	193	299	295			295
Reinstatements	702	107	275	314	89	178	78	100	70	54			54
Resignations - Regular	(38)	(54)	(57)	(59)	(54)	(42)	(41)	(47)	(42)	(47)			(47)
- Retirees	(23)	(32)	(28)	(39)	(35)	(19)	(17)	(22)	(16)	(19)			(19)
Deceased	(21)	(24)	(23)	(15)	(18)	(19)	(14)	(14)	(16)	(15)			(15)
Deletion, lapsed, withdrew and other - Regular	(1)		(618)	(1)	(361)	(72)	(56)	(229)	(70)	(109)			(109)
- Retirees	0		(398)	(2)	(192)	(9)	(18)	(155)	(4)	(134)			(134)
<b>Total Ending</b>	<b>85,353</b>	<b>85,509</b>	<b>85,120</b>	<b>85,659</b>	<b>85,432</b>	<b>85,632</b>	<b>85,918</b>	<b>85,744</b>	<b>85,965</b>	<b>85,990</b>	<b>0</b>	<b>0</b>	<b>85,990</b>
Members on Register Summary													
Full Fee Members	70,980	71,048	70,920	71,326	71,257	71,400	71,661	71,609	72,088	72,213			72,213
Partial Fee Remission - Retired	12,375	12,449	12,179	12,275	12,133	12,176	12,203	12,108	11,841	11,760			11,760
Partial Fee Remission - Health	400	403	391	396	398	398	400	399	382	381			381
Maternity and/or Parental Leave, Unemployment, Postgraduate remissions & Others	1,598	1,609	1,630	1,662	1,644	1,658	1,654	1,628	1,654	1,636			1,636
<b>Total Membership</b>	<b>85,353</b>	<b>85,509</b>	<b>85,120</b>	<b>85,659</b>	<b>85,432</b>	<b>85,632</b>	<b>85,918</b>	<b>85,744</b>	<b>85,965</b>	<b>85,990</b>	<b>0</b>	<b>0</b>	<b>85,990</b>
Membership Licence													
Applications Approved	582	534	594	691	560	254	372	480	628	620			5,315
Applications Approved for FCP	0	0	0	0	0	0	0	0	0	0	0	0	0
Female Members on Register													
Beginning	10,302	10,390	10,421	10,425	10,528	10,551	10,608	10,660	10,673	10,728			10,728
New Female Engineers	88	31	4	103	23	57	52	13	55	42			42
<b>Total Female Engineers</b>	<b>10,390</b>	<b>10,421</b>	<b>10,425</b>	<b>10,528</b>	<b>10,551</b>	<b>10,608</b>	<b>10,660</b>	<b>10,673</b>	<b>10,728</b>	<b>10,770</b>	<b>0</b>	<b>0</b>	<b>10,770</b>

**PROFESSIONAL ENGINEERS ONTARIO  
ENGINEER IN TRAINING - STATISTICS  
2021**

2021 _ EIT	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	TOTAL
Recorded													
Beginning of Month	13,265	13,077	13,253	12,747	12,913	12,482	12,477	12,379	12,392	12,546			12,546
New Recordings	248	208	204	300	232	170	226	207	326	200			200
New Recordings-FCP	0	0	0	0	0	0	0	0	0	0			0
Reinstatements	41	26	22	55	91	47	31	12	25	20			20
P. Eng. Approvals	(115)		(242)	(183)	(150)	(127)	(109)	(132)	(96)	(130)			(130)
Resignations/Deletions/Closed	(165)	(58)	(308)	(6)	(50)	(11)	(103)	(17)	(34)	(98)			(98)
Lapsed/Non Payment	(197)		(182)	0	(554)	(84)	(143)	(57)	(67)	(87)			(87)
Deceased	0												0
<b>Total Ending</b>	<b>13,077</b>	<b>13,253</b>	<b>12,747</b>	<b>12,913</b>	<b>12,482</b>	<b>12,477</b>	<b>12,379</b>	<b>12,392</b>	<b>12,546</b>	<b>12,451</b>	<b>0</b>	<b>0</b>	<b>12,451</b>
<b>Female Recording on Register</b>													
Beginning	2,938	2,920	2,964	2,886	2,920	2,816	2,795	2,771	2,754	2,771			2,771
New Female Recordings	(18)	44	(78)	34	(104)	(21)	(24)	(17)	17	(14)			(14)
<b>Total Female Recordings</b>	<b>2,920</b>	<b>2,964</b>	<b>2,886</b>	<b>2,920</b>	<b>2,816</b>	<b>2,795</b>	<b>2,771</b>	<b>2,754</b>	<b>2,771</b>	<b>2,757</b>	<b>0</b>	<b>0</b>	<b>2,757</b>



**PROFESSIONAL ENGINEERS ONTARIO**  
**CERTIFICATE OF AUTHORIZATION - STATISTICS**  
**2021**

2021	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	TOTAL
<b>C of A Holders - Beginning</b>													
Regular	5,819	5,845	5,861	5,888	5,893	5,906	5,939	5,937	5,956	5,950			5,950
Temporary	23	24	23	24	24	23	23	24	23	24			24
Sub Total	5,842	5,869	5,884	5,912	5,917	5,929	5,962	5,961	5,979	5,974	0	0	5,974
<b>New Certificates Issued</b>													
Regular	62	56	53	42	41	44	21	41	34	34			428
Temporary	1	0	1	1	0		1		1	1			6
Sub Total	63	56	54	43	41	44	22	41	35	35	0	0	434
<b>Reinstatements</b>													
Regular	1	1	5	3	1	4	1	1	1	0			18
Temporary	0	0	0	0	0	0	0	0	0	0			0
Sub Total	1	1	5	3	1	4	1	1	1	0	0	0	18
<b>Deletions</b>													
Closed	(37)	(41)	(31)	(38)	(29)	(15)	(24)	(23)	(41)	(46)			(325)
Suspended, Revoked and other	0	0	0	(2)	(1)	0	0						(3)
Temporary	0	(1)	0	(1)				(1)		(1)			(4)
Sub Total	(37)	(42)	(31)	(41)	(30)	(15)	(24)	(24)	(41)	(47)	0	0	(332)
<b>Total Ending</b>													
Regular	5,845	5,861	5,888	5,893	5,906	5,939	5,937	5,956	5,950	5,938	0	0	5,938
Temporary	24	23	24	24	23	23	24	23	24	24	0	0	24
	5,869	5,884	5,912	5,917	5,929	5,962	5,961	5,979	5,974	5,962	0	0	5,962

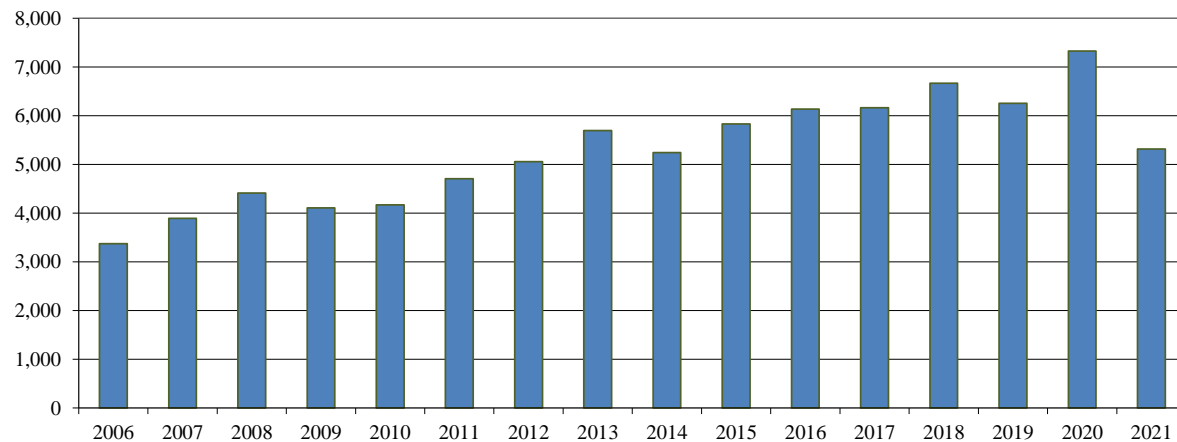
**PROFESSIONAL ENGINEERS ONTARIO  
CONSULTANTS - STATISTICS  
2021**

	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	TOTAL
Consultants													
Beginning of Period	935	931	925	920	918	917	919	912	911	907			907
New Designations	1	0	0	9	1	3	5	0	0	10			10
Reinstatements	1	0	0	0	0	0	0	0	0	0			0
Deletions	(6)	(6)	(5)	(11)	(2)	(1)	(12)	(1)	(4)	(6)			(6)
Total Ending	931	925	920	918	917	919	912	911	907	911	0	0	911

**PROFESSIONAL ENGINEERS ONTARIO  
APPLICATIONS APPROVED  
2006 - 2021**

	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021
JANUARY	316	308	372	336	393	414	397	440	530	561	453	565	599	611	582	582
FEBRUARY	319	257	234	338	276	278	384	422	380	422	460	403	422	432	534	534
MARCH	316	272	345	379	373	453	398	428	395	368	265	435	436	504	594	594
APRIL	291	280	381	294	239	338	297	414	361	356	484	383	472	556	691	691
MAY	298	293	278	279	303	314	353	394	324	292	450	415	451	645	560	560
JUNE	273	279	332	320	306	322	374	388	356	472	421	485	482	399	254	254
JULY	254	355	460	395	332	398	482	529	486	555	554	513	603	624	372	372
AUGUST	285	367	413	326	358	493	508	505	495	547	638	601	661	495	836	480
SEPTEMBER	251	333	415	402	383	451	388	512	542	466	567	586	557	452	838	628
OCTOBER	282	396	419	428	372	469	540	646	568	648	566	664	672	603	889	620
NOVEMBER	226	505	430	340	497	481	503	525	416	565	754	651	802	499	730	0
DECEMBER	260	248	334	270	336	295	432	491	392	576	525	460	510	436	446	0
<b>TOTAL</b>	<b>3,371</b>	<b>3,893</b>	<b>4,413</b>	<b>4,107</b>	<b>4,168</b>	<b>4,706</b>	<b>5,056</b>	<b>5,694</b>	<b>5,245</b>	<b>5,828</b>	<b>6,137</b>	<b>6,161</b>	<b>6,667</b>	<b>6,256</b>	<b>7,326</b>	<b>5,315</b>
<b>MONTHLY AVERAGE</b>	<b>281</b>	<b>324</b>	<b>368</b>	<b>342</b>	<b>347</b>	<b>392</b>	<b>421</b>	<b>475</b>	<b>437</b>	<b>486</b>	<b>511</b>	<b>513</b>	<b>556</b>	<b>521</b>	<b>611</b>	<b>443</b>
<b>YEAR TO DATE</b>	<b>3,371</b>	<b>3,893</b>	<b>4,413</b>	<b>4,107</b>	<b>4,168</b>	<b>4,706</b>	<b>5,056</b>	<b>5,694</b>	<b>5,245</b>	<b>5,828</b>	<b>6,137</b>	<b>6,161</b>	<b>6,667</b>	<b>6,256</b>	<b>7,326</b>	<b>5,315</b>

**Applications Approved - Year To Date**



**REGISTRATION STATISTICS – November 2021 Council Meeting Report**Registration Phase

	<b>2019</b>	<b>2020</b>	<b>2021</b> (as of Nov. 1)
Requests for Hearing	8	0	0
Premature Applications (No Notice of Proposal)	0	0	0
Matters Pending (Caseload)	6*	5*	3
Written Final Decisions Issued	1	0	1
Appeals to the Divisional Court	0	0	0
<b><i>REC Activity</i></b>			
Pre-Hearing Conferences Held	5	2	1
Hearings Phase completed, but no D&R issued	0	0	0

\* Withdrawals by applicants: 3 withdrawals in 2019-2020; 1 withdrawal in 2021.

## REVIEW OF CURRENT REGIONAL OPEN ISSUES

Eastern	<p><u>#134, June 2020</u></p> <p>ERC moves that the monthly account balance currently provided by PEO Finance is not enough for maintaining and appropriate reporting of financial records and therefore requests that PEO prepare a more detailed monthly statements for chapters.</p> <ul style="list-style-type: none"> <li>July 2020, RCC Update: Open Issue remains open. RCC Chair will contact PEO's Director of Finance, Chetan Mehta, and CEO &amp; Registrar Johnny Zuccon regarding issue and follow up on proposed financial monthly statement sample provided by the Chapter Office.</li> <li>September 2020, Congress Update: A monthly statement template has been proposed by RCC; discussion with Finance to happen in the near future.</li> <li>October 2020, RCC Update: Remain Open. As per Business Arising, RCC Chair will continue this conversation with the PEO CEO/Registrar and PEO Director of Finance.</li> <li>March 2021, RCC Update: <b>Recommend to Close.</b> RCC and the Chapter Office will provide the chapters with a necessary update on monthly financials, possibly as a memorandum of understanding.</li> <li>June 2021, Eastern Congress: Request clarification from RCC.</li> <li>July 2021, RCC Update: <b>Recommend to Close.</b> Provided further details, including that there will be no changes/updates to the Financial Statements and the level of reporting will remain as is for the remainder of the year and will be modified as of January 2022 to reflect the Centralized Banking framework and the new version of the BP.</li> <li>Sept 2021, Eastern Congress: Needs to stay open until end of Phase 4 discussion.</li> </ul>
Northern	<p><u>#46, June 2018</u></p> <p>The Northern Region moves to request RCC acquire clarification from Council on criteria for eligible PEAK courses as an important area of non-technical knowledge appears to have been missed, which has a direct impact on worker safety, such as OSHA regulations.</p> <ul style="list-style-type: none"> <li>July 2018, RCC Update: This will be brought to Council and feedback will be provided to the PEAK group for inclusion.</li> <li>October 2018, RCC Update: This item was on the September Council agenda but was tabled to the next Council meeting in November.</li> <li>July 2019, RCC Update: Will remain open pending information from the regulatory review and any decision on the future of PEAK.</li> <li>April 2020, RCC Update: Remain Open pending PEAK becoming mandatory.</li> <li>July 2020, RCC Update: Continue to remain open</li> <li>October 2020, RCC Update: Remain Open until PEAK becomes mandatory.</li> <li>March 2021, RCC Update: Discussion on the future of the PEAK program and Continuing Professional Development (CPD) is being considered including the OSHA regulation as it applies to engineering work. CPD will soon be mandatory and this issue will finally be resolved.</li> <li>July 2021, RCC Update: <b>Recommend Close.</b> Direct Northern Congress to make a Motion to Refer the concerns raised in Open Issue #46 to the Regulatory Policy &amp; Legislation Committee (RLPC) as they will be reviewing CPD issues for the new mandatory program.</li> <li>Sept 2021, Northern Congress: <b>Motion to Close.</b></li> </ul>
Western	<p><u>#81, February 2021</u></p> <p>The Western Region moves to request RCC investigate the future direction of the Education Committee and on the Region's behalf, request that it be reinstated.</p> <ul style="list-style-type: none"> <li>March 2021, RCC Update: Remain open. Committees that are neither governance nor regulatory on the activity filter may be embedded into the remaining committees. RCC would like to be proactive on this issue, perhaps claiming EDU as a sub-committee, however, at this</li> </ul>

## REVIEW OF CURRENT REGIONAL OPEN ISSUES

time EDU remains suspended and RCC does not have the power to reinstate a committee. It is recommended to leave the issue open until a direction has been made on the governance of this committee.

### #82, June 2021

WRC moves that PEO will provide regular and public updates (separate from the Registrar's Report) on the progress of applicant files with both the Academic Review and the Experience Review Committees.

- July 2021, RCC Update: The Chair noted she sits on the Regulatory Policy and Legislation Committee (RPLC) and that both RPLC and PEO Council will be discussing licensing issues, changes and recommendations at upcoming meetings. This Open Issue should be postponed until after the September Council Meeting.

### #83, Sept 2021

WRC moves that RCC investigate the licensing process of closing applications 90 days after the NPPE pass letter, specifically with regard to applications belonging to those who have paid for EIT status and are in good standing order, such that that these applications and EIT statuses should remain active and not closed; and also to ensure communications are improved such that EITs are contacted about their application prior to closure.

- Oct 2021, RCC Update: Applicants are contacted multiple times prior to closure. However RCC would still like to pursue this issue with Licensing staff. RCC and President Bellini are surprised the action of closing files is still happening in this fashion.

### #84 – Sept 2021

WRC moves that RCC pursue the Registrar for investigating and reinstating the EIT Member status (and funds), where appropriate, for those whose applications were cancelled despite having active (paid) EIT status.

- Oct 2021, RCC Update: Similar to #83, this requires further clarification to confirm whether EITs in good standing are having their P.Eng applications closed.

### Issue #85 – Sept 2021

WRC moves that RCC address concerns regarding PEO communications and failures due to existing issues with some servers identifying PEO's emails as SPAM, and not providing receiver notification for failed email communications.

- Oct 2021, RCC Update: Remain Open. Seek staff assistance for clarity and resolution.