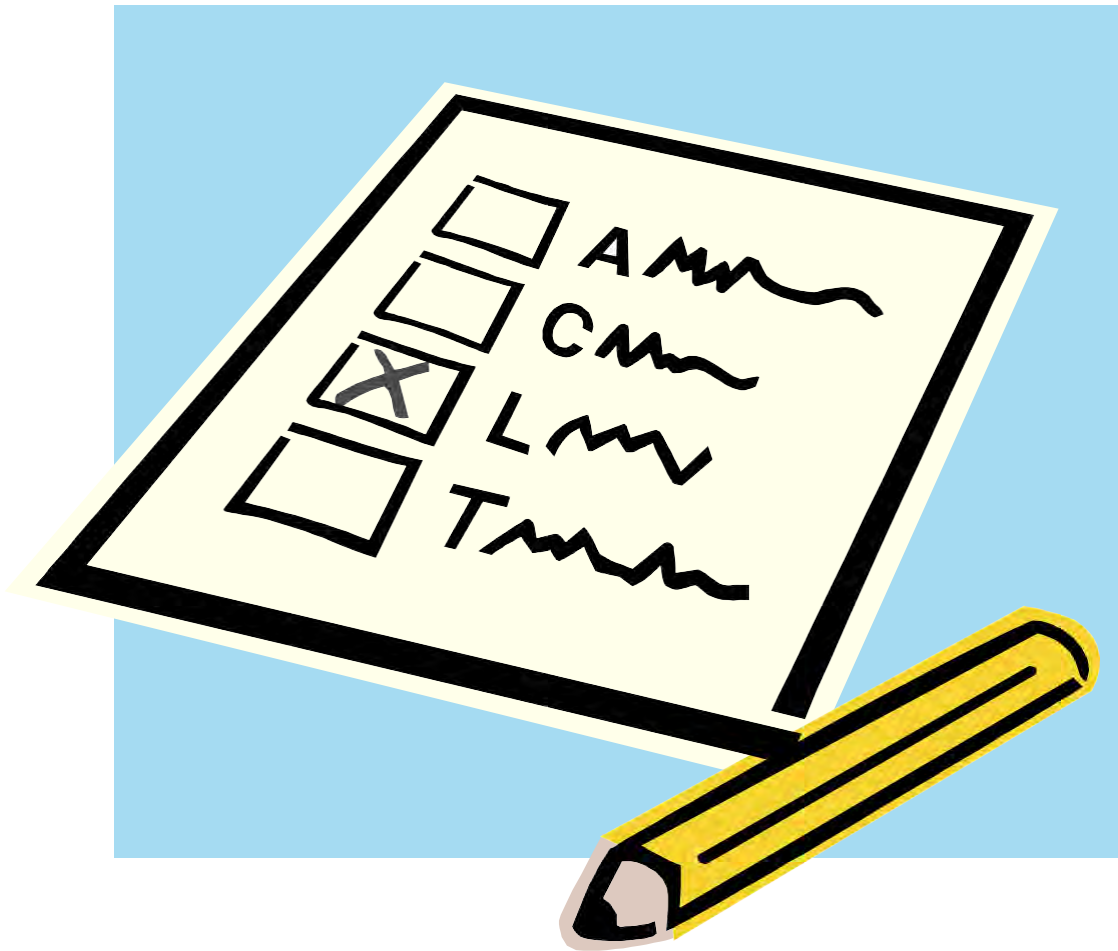




## 2024 Council Elections Guide



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## **Professional Engineers Ontario 2024 Election Guide**

### **Introduction**

Each year, Professional Engineers Ontario (PEO) holds elections for some positions on its Council.

This Election Guide will help explain what Council does, how to seek a position on Council or nominate a colleague, and the election process at PEO.

While this Elections Guide serves as an overview, further orientation programming will be provided to newly-elected members of Council to assist them in learning more about PEO, Council, and their respective roles.

### **About Professional Engineers Ontario**

PEO is the licensing and regulating body for professional engineering in Ontario. Professional engineering is a self-regulated profession. The self-regulation model involves the government delegating authority to a profession to effectively regulate the practice of that profession in the public interest. Established by the *Professional Engineers Act*, PEO exists to regulate the practice of professional engineering and govern licence and certificate holders so that the public interest may be served and protected.

### **About the Council**

Under the *Professional Engineers Act*, the Council of PEO is the governing body and board of directors of PEO, responsible for managing and administering its affairs.

Council is a governing-type board that directs and controls. It directs by setting strategic vision and direction. It controls by monitoring and evaluating actual results to gain confidence that the organization is moving in the direction set. In this governance model, Council's role is to engage actively at a strategic level, rather than at an operational or tactical one. Substantive operations are delegated to professional staff, supported by committees as appropriate. Council supervises the work of its sole employee, the CEO/Registrar. In turn, the CEO/Registrar delegates and directs the work of staff.

Council is composed of both elected and publicly-appointed members. A majority of members of Council are professional engineers. Lay members of the public also sit on Council. As a board, Council speaks with one voice. This means that even where Councillors individually oppose a decision, they publicly support Council's decision.

Fifteen Councillors are professional engineers who are elected by the membership. Of these fifteen, one is elected annually as the President-elect (who assumes the position of President the year following their election), and one is elected annually as Vice President.

The remaining thirteen elected Councillors are elected for two-year terms. Three of these Councillors are elected as Councillors-at-Large by the membership, and two Councillors from each of the five regions in the province are elected as regional Councillors by the members in their regions. The elections for these positions are staggered, so that they are not all up for election in the same year.

In addition to the elected Councillors, up to twelve Councillors are appointed by the provincial government. Appointed and elected Councillors are equal members of Council and have the same duties and responsibilities.

### **Electoral Regions**

Professional Engineer Ontario's five regions are: Western Region, West Central Region, East Central Region, Eastern Region, and Northern Region.

Maps of the regions are available at the end of this Guide.

### **Committees**

Committees play an essential role in the work of Council. There are both committees required by legislation, and those that have been created by Council.

The two types of committees at PEO are governance and regulatory. Governance committees relate to the governance, oversight and direction of PEO as an organization. Regulatory committees relate to core functions of licensing and regulation. Councillors sit on governance committees. At the committee stage, Councillors gather and consider relevant information, receive input from staff and external stakeholders as necessary, and develop recommendations for Council.

### **What is the role of a Councillor?**

As individual members of Council, Councillors have a duty to carry out their responsibilities in a manner that serves and protects the public interest. Although elected, Councillors do not represent any constituencies or interests other than the public interest. Councillors have a fiduciary duty to PEO.

The fiduciary duty is a legal concept that requires Councillors to conduct themselves with an undivided duty of loyalty, good faith, and diligence to act on behalf of PEO and its public interest mandate. The fiduciary duty includes duties to adhere to confidentiality and privacy obligations, and to avoid acting in a conflict of interest.

Councillors have additional duties and responsibilities set out in the by-law, including:

- Endeavour to take part in committee work and serve actively on any committees to which they have been appointed;
- Ensure that confidential matters coming to their attention as members of the Council are not disclosed by them except as required;
- Avoid conflicts of interest by disclosing any interest they may have, other than as members of Council, in any matter coming before Council and shall not be counted in the quorum in respect of such matter; and
- Familiarize themselves with the Act, the regulations, the by-laws and code of ethics and with such other records and documents as may be necessary as background knowledge for the purpose of performance of the duties of their office.

The roles and responsibilities of officers such as President are also set out in legislation and policy.

## Terms of Office

Councillors take office at the close of business at the annual meeting that follows their election. Those elected for a one year term hold office until the close of business at the next annual meeting. Those elected for a two year term hold office until the close of business at the second annual meeting that follows commencement of their term.

- The position of **President-elect** is for a one-year term, after which the incumbent will serve a one-year term as President and a one year term as Past President.
- The position of **Vice President** is for a one year term.
- The position of **Councillor-at-Large** is for a two year term.
- The position of **Regional Councillor** is for a two year term.

## Term Limits

Terms limits have been established for elected Council positions, along with 'cooling off' periods before licence holders can run again. Please see section 2.1 of Regulation 941 for more information, or contact the Chief Election Officer if you are unsure whether you may run again: [elections@peo.on.ca](mailto:elections@peo.on.ca).

## Time Commitment

Estimated time expectations for Council activity are outlined below. To the extent possible, meetings are scheduled during regular daytime business hours. The President has a higher level of time commitment than what is described below.

- **Council meetings**  
9 days (includes 6 full day meetings plus preparation time for each). Council meetings are usually on Fridays.
- **Governance committee meetings**  
6 days (includes ½ day meetings and preparation time for each).
- **Plenaries**  
3 days (includes 2 full day meetings and preparation time for each).
- **Orientation**  
1 day
- **Workshop**  
1.5 days
- **Annual General Meeting**  
0.5 day

In addition to the above, Regional Councillors have the following commitments:

- **Regional Councillors Committee (RCC)**

- a) Regional Councillors are required to attend Regional Councillors Committee meetings.
- b) The RCC typically meets 4-6 times per Council year. The length of each meeting can range from 60 minutes to a day-long meeting, depending on the agenda. Meetings are held as both in-person hybrid meetings and virtual meetings, during business hours and also after hours in the evening and on weekends as necessitated.
  - Typically, RCC meets after each round (3 total) of regional congresses in order to resolve chapter issues that have arisen from the congresses.
  - RCC will also meet just before the first Council meeting to select the committee chair so that the new Council may formally appoint the new RCC chair.
  - Additional meetings are scheduled on a need-be basis, based on the committee's work plan.
- c) Including travel and meeting preparation time, RCC meetings could amount to approximately 8 days during the Council year.

➤ **Regional Councillors on Regional Business**

- a) To keep in touch with the chapters of the region, Regional Councillors must be prepared to travel within the region to attend chapter events.
- b) Subject to the number of events a Regional Councillor can attend, the time commitment is estimated to be about ten days, to include one visit per chapter.

➤ **Regional Congresses**

- a) Regional Councillors are also required to attend the regional congresses of their chapters; it is optional to attend the regional congresses of other regions.
- b) The regional congress of each region is always chaired by the senior Regional Councillor in that region.
- c) Regional congresses take place three times per year, typically in February, June and September. For 2024, the following arrangements have been made:
  - Three Regional Congresses have been planned for each region in 2024.
    - Time commitment, including meeting attendance and preparation, is 4.5 days total for the East Central and West Central Regions.
    - Time commitment, including attendance, travel and preparation is about 8 days for the Northern, Western and Eastern Regions.

➤ **Chapter Leaders Conference (CLC)**

- a) Regional Councillors are asked to attend the annual conference for chapter leaders. This is a 1 day event.
- b) Including travel, the CLC time commitment is estimated to be 2 days.

### **Compensation**

Elected members of council do not receive remuneration for their work. They are, however, eligible for reimbursement of certain expenses.

### **Councillor Attributes**

The work of Council is enhanced when its members possess specific attributes, knowledge, and experiences related to the objectives of PEO, such as:

- A commitment to the mandate, vision, and values of PEO, including a commitment to equity, diversity, and inclusion.
- Knowledge about board governance and professional self-regulation.
- Experience in areas such as governance, change management, marketing, finance, risk governance, strategic planning, and talent management.

A Councillor possessing the following general skillset could enhance Council's effectiveness:

#### ➤ **General Skillset**

- **Leadership Qualities:**
  - Confidence and good judgment in inspiring, motivating, resolving conflicts, making decisions, and offering direction and leadership to others.
  - Reinforces the high standards of professionalism, accountability, integrity, commitment, and ethics.
  - Fosters the values and principles of PEO.
- **Technological Literacy:**
  - Ability to work electronically in order to uphold security, privacy and efficiency of PEO's work.
  - Effective audio/video call management and etiquette.

Individuals possessing some of the following specific attributes, experiences, and skillsets would contribute to the strength of Council as a whole:

#### ➤ **Industry Experience Attributes**

- **Engineering Industry**
  - Detailed knowledge of important issues in engineering as an active senior leader of an engineering firm or as a practicing professional engineer.

- An understanding of the needs and aspirations of a diverse range of sectors and branches of practice in the engineering profession, including knowledge and experience of the standards of practice and professional ethics in engineering at provincial, national and international levels, particularly the Code of Ethics and Section 72 of the Regulation O.Reg. 941/90 concerning Professional Misconduct.
- **Regulatory Knowledge**
  - Experience in a regulatory environment and familiarity with recent issues in engineering regulations.
  - Good understanding of the role of the regulator, PEO's regulatory function (i.e., self-governing a profession in the public interest), factors influencing effective regulatory performance, and policy development.
- **PEO Committee Experience:** Committee members with backgrounds in major issues affecting PEO.
- **PEO Specific Knowledge:** Working current knowledge of the *Professional Engineers Act*, the Regulations and PEO's By-Laws. Engagement with the PEAK program.
- **Equity, Diversity & Inclusion Attributes**
  - **Diversity:** Including diversity of race and ethnicity, gender, abilities, sexual identities, religious affiliation and economic status and age.
  - **Awareness:** Awareness of the values of equity, diversity and inclusion, and how these relate to the practice of professional engineering and the role of PEO as a regulator.
  - **Inclusive:**
    - Ability to foster an environment of openness and respect.
    - Ability to ensure participation and decision-making processes are inclusive and non-biased.
  - **Cultural Fluency:** Ability to understand, reflect, and respect cultural differences.
- **Skillset Attributes**
  - **Board & Governance Experience:** Possesses experience as a director/ member of a board of directors; good understanding of the role of a strategic governing board versus the operational role of management.
  - **Change Management:** Experience in the oversight of change management initiatives and processes at a corporate level.
  - **Communications & Marketing:** Experience in communications, public outreach or media relations.
  - **Finance & Accounting:** Understanding of and familiarity with reading, interpreting and understanding a set of financial statements, information and principles that present a breadth and level of complexity of accounting issues that are comparable to those of PEO, and can contribute meaningfully to discussions about financial objectives and performance.



- **Government Relations or Public Policy Experience:** Experience in developing and influencing public policy with varying levels of government (e.g., municipal, provincial, federal).
- **Risk Governance:** Familiarity with principles of risk oversight, management, and controls; possesses a good understanding of legal and regulatory requirements.
- **Stakeholder Relations and Engagement:** Ability to build networks and nurture relationships with communities and stakeholders.
- **Strategic Planning:** Ability to critically assess strategic opportunities and threats to the organization and to identify the strategic directions needed to give effect to the Board's/Council's vision.
- **Talent Management and Executive Compensation (HR):** Experienced with, or can demonstrate knowledge or expertise in, strategic human resource management. This may include workforce planning, employee engagement, succession planning, organizational capacity, compensation, CEO performance management and evaluation, and/or professional development.

### **Eligibility to Run for Council**

To stand for election to Council, a licence holder must:

- be a citizen of Canada or have the status of permanent resident of Canada; and
- be residing in Ontario.

A person nominated for election as a Regional Councillor must at the time of nomination and election reside within the Region in which the person is nominated for election. If elected, they are required to reside in that Region to remain qualified as its Regional Councillor.

A licence holder who is also employed by PEO must take an unpaid leave of absence to run and must resign from their employment position to take office.

### **Eligibility to Vote**

Every licence holder who is not in default of payment of their annual fee is qualified to vote in the election.

PEO's membership roster will be closed on January 5, 2024 for the purposes of licence holders being eligible to automatically receive election material. Those licensed after January 5, 2024 who wish to vote in the 2024 election may contact the Chief Elections Officer at [elections@peo.on.ca](mailto:elections@peo.on.ca) to request that election information be provided.

### **Nomination Process**

A member may be nominated for election to Council as President-elect, Vice President, or a Councillor-at-Large by no fewer than fifteen other licence holders, including residents from each region.

A member may be nominated for election to Council as a Regional Councillor for a region by no fewer than fifteen other members who reside in the region.

Where only one licence holder is nominated for any position, they are acclaimed.

Where no member is nominated, the position will be filled by a licence holder appointed by a majority of Council.

Nominations for the 2024 election open on October 16, 2023 and close at 4pm Eastern Time on November 24, 2023. Nomination forms may be obtained from the PEO website at [www.peo.on.ca](http://www.peo.on.ca) or from the Chief Elections Officer via email at [elections@peo.on.ca](mailto:elections@peo.on.ca).

Nomination papers are to be submitted by email only ([elections@peo.on.ca](mailto:elections@peo.on.ca)). Forms will not be accepted by any other format (e.g. personal delivery, courier, fax). If you have a need for accommodation because of a disability that limits your ability to access electronic communications tools, please contact us by telephone: 416-224-1100 or toll-free at 1-800-339-3716 between the hours of 8:30am and 4:30pm.

### **Election Process**

Elections are run by an independent Chief Elections Officer, appointed by Council, who oversees the election, including nomination and voting. An Official Elections Agent is designated by Council to administer voting.

Election rules can be found in two documents that are annually approved by Council: the Nomination and Voting Procedures, and the Election Publicity Procedures. These documents can be found at the end of this Guide.

Matters related to the election, including questions and complaints, should be directed at the Chief Elections Officer. Where the Chief Elections cannot resolve a matter, it will be forwarded to the Central Election and Search Committee. The Central Election and Search Committee is an election-related committee established by the Regulation.

The candidate who receives the greatest number of votes for an office is elected to the office. In the event of a tie, an election shall be decided by coin toss conducted by the retiring president.

Three Returning Officers are appointed to supervise the vote count.

### **Candidate Expenses**

Candidates for PEO Council may submit expense claims related to travel. This travel allowance enables candidates to travel to Chapter events during the period from the close of nominations to the close of voting. It is based on the distance between chapters and the number of chapters in each region, and was approved by the Regional Councillors Committee. Such travel expenses are only reimbursed in accordance with PEO's expense policy. Travel allowance information is available at the end of this Guide.

### **What's New for 2024 Council Elections**

The following changes were approved by Council for the 2024 election:

- 1) The prohibition on endorsements by individual Councillors has been removed.
- 2) Candidates will be required to declare that they have read and understand the Code of Conduct for Councillors in their nomination acceptance form.

- 3) Candidates will be required to declare that they will complete PEO’s mandatory compliance training if elected (programming related to workplace harassment and the Accessibility for Ontarians with Disabilities Act).
- 4) Candidates will be required to complete a “Board Basics” orientation by December 31, 2023.

**Key Dates for 2024 Council Elections**

Item	Date
Date nominations open	October 16, 2023
Date nominations close	4:00 p.m. – November 24, 2023
Deadline for submissions for <i>Engineering Dimensions</i> and on website	4.00 p.m. – December 8, 2023
Deadline for submission of URL’s of candidates websites to which a link will be provided	4:00 p.m. – December 8, 2023
All Candidates Meetings	January 2-5, 2024
Date PEO’s membership roster closes	January 5, 2024
Deadline for submission of material for eblast # 1	January 8, 2024
Date list of candidates and voting instructions to be mailed to members (The electronic packages will be spooled out over a 48-hour period)	January 12, 2024
Date voting will commence	January 12, 2024
Date of eblast # 1	January 15, 2024
Deadline for submission of material for eblast # 2	January 22, 2024
Date of eblast # 2	January 29, 2024
Deadline for submission of material for eblast # 3	February 5, 2024
Date of eblast # 3	February 12, 2024
Date voting closes	4:00 p.m. – February 16, 2024

**Questions**

Any election-related questions can be directed to the Chief Elections Officer at [elections@peo.on.ca](mailto:elections@peo.on.ca).

**Resources**

**Appendix A:** Nomination and Voting Procedures

**Appendix B:** Election Publicity Procedures

**Appendix C:** Candidate Travel Allowance - 2024

**Appendix D:** Council Code of Conduct

**Appendix E:** Nomination Form

**Appendix F:** Nomination Acceptance Forms

**Appendix G:** Appointment of Election Material Sign-off Representative

## **2024 Nomination and Voting Procedures for Election to the 2024-2025 Council of the Association of Professional Engineers Ontario (PEO)**

The 2024 Voting and Election Publicity Procedures were approved by the Council of PEO on June 23, 2023.

The Election Publicity Procedures form part of these Nomination and Voting Procedures. Candidates and prospective candidates are responsible for familiarizing themselves with these procedures. Failure to follow these rules or procedures could result in a nomination being considered invalid.

Candidates and prospective candidates<sup>1</sup> are urged to submit nominations and election material well in advance of published deadlines so that any irregularities may be corrected before the established deadlines. Nominees' names are made available on PEO's website as received; all other election material is considered confidential until published by PEO.

1. The schedule for the elections to the 2024-2025 Council is as follows:

Date nominations open	October 16, 2023
Date nominations close	4 p.m., November 24, 2023
Date PEO's membership roster will be closed for the purposes of members eligible to automatically receive election material <sup>2</sup>	January 5, 2024
Date a list of candidates and voting instructions will be sent to members	no later than January 12, 2024
Date voting will commence	on the date that the voting packages are sent to members, no later than January 12, 2024
Date voting closes	4 p.m., February 16, 2024

All times noted in these procedures are Eastern Time.

2. Candidates' names will be listed in alphabetical sequence by position on the list of candidates sent to members and on PEO's website. However, the order of their names will be randomized when voters sign into the voting site to vote.

3. A person may be nominated for only one position.

<sup>1</sup> A "prospective candidate" is someone seeking nomination and a "candidate" is someone whose nomination has been validated.

<sup>2</sup> Members licensed after this date may call in and request that election information be provided via telephone or, upon prior written consent by the member for use of their email address, via email.

4. A nomination, once withdrawn, may not be re-instated.
5. Nomination papers are to be submitted only by email ([elections@peo.on.ca](mailto:elections@peo.on.ca)) for tracking purposes. Forms will not be accepted by any other format (e.g. personal delivery, courier, fax). If you have a need for accommodation because of a disability that limits your ability to access electronic communications tools, please contact us via email: [elections@peo.on.ca](mailto:elections@peo.on.ca) or by telephone: 416-224-1100 or toll-free at 1-800-339-3716 between the hours of 8:30am and 4:30pm.
6. Only nomination acceptance and nomination petition forms completed in all respects, without amendment in any way whatsoever, will be accepted.
7. Signatures on nomination forms may be hand-signed or electronic.
8. Signatures on nomination petition forms do not serve as confirmation that a member is formally endorsing a candidate or prospective candidate.
9. In the event a candidate or prospective candidate changes their mind on a position and decides to run for a different position after submitting nomination forms, a newly-completed nomination petition form, in addition to a new nomination acceptance form, will be required to be submitted by the deadline for nominations.
10. Prospective candidates should allow sufficient time for their emails to go through the system to ensure that the completed papers are, in fact, received by the Chief Elections Officer by 4 p.m. on November 24, 2023. In the event of a dispute as to when the forms were sent vs received, a prospective candidate can provide the Chief Elections Officer with a copy of their email to PEO that would indicate the time the nomination forms were sent from their computer. Material must be received by the deadline unless there are exceptional circumstances which warrant an extension. The Chief Elections Officer should consider on a case-by-case basis whether undue hardship or exceptional circumstances exist and how they should be addressed.
11. A candidate must declare in the Nomination Acceptance Form that they will complete the PEO mandatory compliance training for volunteers if elected. This compliance training is free and online. This training helps ensure PEO compliance with the *Accessibility for Ontarians with Disabilities Act* and the Workplace Violence and Harassment requirements of the *Occupational Health and Safety Act*. It also minimizes the risk of interruption to Council's work by ensuring those elected for office have completed the requisite training. Those who have already completed PEO's mandatory compliance training for volunteers in previous roles will be considered to have completed the training and will not be required to do them again.
12. A candidate must have completed PEO's "Board Basics" orientation by December 31, 2023. This orientation is free and online. Failure to complete this orientation will result in a notation on the candidates list sent to members and the PEO website indicating that the candidate has failed to comply with this requirement. The orientation must be completed by the deadline unless there are exceptional circumstances which warrant an extension. The Chief Elections Officer should consider on a case-by-case basis whether undue hardship or exceptional circumstances exist and how they should be addressed.
13. Council has appointed a Central Election and Search Committee to:
  - encourage members to seek nomination for election to the Council as President-Elect, Vice President or a Councillor-at-Large;

- assist the Chief Elections Officer as may be required;
  - receive and respond to complaints regarding the procedures for nominating, electing and voting for members to the Council;
  - conduct an annual review of the elections process and report to the June 2024 Council meeting.
14. Candidates will be advised when a member of the Central Election and Search Committee has declared a conflict of interest should an issue arise that requires the consideration of the committee.
  15. Council has appointed a Regional Election and Search Committee for each region to encourage members residing in each region to seek nomination for election to the Council as a Regional Councillor.
  16. Council has appointed an independent Chief Elections Officer to oversee the election process and to ensure that nomination, election, and voting are conducted in accordance with the procedures approved by Council.
  17. The Chief Elections Officer will be available to answer questions and complaints regarding the procedures for nominating, electing, and voting for members to the Council. Any such complaints or matters that the Chief Elections Officer cannot resolve will be forwarded by the Chief Elections Officer to the Central Election and Search Committee for final resolution. Staff is explicitly prohibited from handling and resolving complaints and questions, other than for administrative purposes (e.g. forwarding a received complaint or question to the Chief Elections Officer).
  18. Voting will be by electronic means only (internet and telephone). Voting by electronic means will be open at the same time the electronic election packages are sent out.
  19. An independent agency has been designated by Council to receive, control, process and report on all cast ballots. This "Official Elections Agent" will be identified to the members with the voting material.
  20. If a candidate withdraws their nomination for election to PEO Council prior to the preparation of the voting site, the Chief Elections Officer shall not place the candidate's name on the voting site of the Official Elections Agent or on the list of candidates sent to members and shall communicate to members that the candidate has withdrawn from the election. If the candidate withdraws from the election after the electronic voting site has been prepared, the Chief Elections Officer will instruct the Official Elections Agent to adjust the voting site to reflect the candidate's withdrawal.
  21. All voting instructions, a list of candidates and their election publicity material will be sent to members by the Official Elections Agent. All voters will be provided with detailed voting instructions on how to vote electronically. Control numbers or other access control systems will be sent to members by email after the election package has been sent out. The Official Elections Agent will send out an eblast with the control numbers (PINs) every Monday during the election period.
  22. Election material sent to members electronically will contain information related to the All Candidates Meetings.
  23. If the Official Elections Agent is notified that an elector has not received a complete election information package, the Official Elections Agent shall verify the identity of the elector and may either provide a complete duplicate election information package to the elector, which is to be marked "duplicate," by email or provide the voter's unique control number to the voter and offer assistance

via telephone. In order to receive such information via email, the elector must provide prior written consent to the use of their email address for this purpose.

24. Elections staff shall respond to any requests for new packages as usual - i.e., if the member advises that they have moved and have not received a package, the member is to be directed to the appropriate section on the PEO website where the member may update their information with Document Management Centre (DMC).
25. DMC staff shall advise elections staff when the member information has been updated; only then shall the elections staff request the Official Elections Agent to issue a replacement package with the same control number.
26. Verification of eligibility, validity or entitlement of all votes received will be required by the Official Elections Agent. Verification by the Official Elections Agent will be by unique control number to be provided to voters with detailed instructions on how to vote by internet and by telephone.
27. Voters need not vote in each category to make the vote valid.
28. PEO will post total votes cast in the election on the PEO website on each Friday of the voting period and will post final vote totals by candidate after voting has closed. No other information related to vote totals will be made available.
29. The Official Elections Agent shall not disclose individual voter preferences.
30. The Official Elections Agent shall keep a running total of the electronic ballot count and shall report the unofficial results to the Chief Elections Officer, who will provide the candidates with the unofficial results as soon as practically possible.
31. There shall be an automatic recount of the ballots for a given candidate category for election to Council or bylaw confirmation where the vote total on any candidate category for election to Council between the candidate receiving the highest number of votes cast and the candidate receiving the next highest number of votes cast is 25 votes or less for that candidate category or where the votes cast between confirming the bylaw and rejecting the bylaw is 25 votes or less.
32. Certification of all data will be done by the Official Elections Agent.
33. On or before the close of nominations on November 24, 2023, the President will appoint three members or Councillors, who are not running in the election, as returning officers to:
  - approve the final count of ballots;
  - make any investigation and inquiry as they consider necessary or desirable for the purpose of ensuring the integrity of the counting of the vote and report the results of the vote to the Registrar not later than March 8, 2024.
34. Returning officers shall receive a per diem of \$250, plus reasonable expenses to exercise the duties outlined above.
35. Reporting of the final vote counts, including ballots cast for candidates that may have withdrawn their candidacy after the opening of voting to PEO, will be done by the returning officers to the Registrar, who will advise the candidates and Council in writing at the earliest opportunity.



36. Upon the direction of the Council following receipt of the election results, the Official Elections Agent will be instructed to remove the electronic voting sites from its records.
37. In the event a chapter holds an All Candidates Meeting, the chapter must invite to the meeting all candidates for whom voters in that region are eligible to vote.
38. Candidates for PEO Council may submit expense claims. The travel allowance to enable candidates to travel to chapter events during the period from the close of nominations to the close of voting will be based on the distance between chapters and the number of chapters in each region. Such travel expenses are reimbursed only in accordance with PEO's expense policy.
39. These procedures may only be amended if approved by Council.
40. All questions from, and replies to, candidates are to be addressed to the Chief Elections Officer:

By email: [elections@peo.on.ca](mailto:elections@peo.on.ca)

**2024 Election Publicity Procedures  
for Election to the 2024-2025 Council of the  
Association of Professional Engineers Ontario (PEO)**

**Important Dates to Remember**

Deadline for receipt of publicity materials for publication in <i>Engineering Dimensions</i> and on the PEO website, including URLs to candidates' own websites	4 p.m., December 8, 2023
Deadline for submission of candidate material to eblast to members	1. January 8, 2024—1st eblast 2. January 22, 2024—2nd eblast 3. February 5, 2024—3rd eblast
Dates of eblasts to members	1. January 15, 2024 2. January 29, 2024 3. February 12, 2024
Date of posting period	January 12, 2024 to February 16, 2024
Dates of voting period	January 12, 2024 to 4 p.m. February 16, 2024
Dates of All Candidates Meetings	The week of January 1, 2024

Note: All times indicated in these procedures are Eastern Time.

1. These Election Publicity Procedures form part of the Nomination and Voting Procedures. *Candidates are responsible for familiarizing themselves with these procedures. Failure to follow these rules or procedures could result in a nomination being considered invalid.*
2. Names of nominated candidates will be published on PEO's website as soon as their nomination is verified.
3. Names of all nominated candidates will be forwarded to members of Council, chapter chairs and committee chairs and published on PEO's website by November 27, 2023.
4. Should a candidate wish to withdraw from the election, their name will remain on the website and the word "withdrawn" will appear beside their name on the PEO website.
5. Candidates will have complete control over the content of all their campaign material, subject to the procedures below, as well as to any applicable legal requirements. Candidate campaign material includes material for publication in *Engineering Dimensions*, additional material on PEO's website, and material on their own websites.

6. Candidate material is readily available to the public and should be in keeping with the dignity of the profession at all times. Material may be published with a disclaimer.
7. In order to be published by PEO, candidate material must comply with these procedures and with any applicable legal requirements. Prior to candidate material being published by PEO, the Chief Elections Officer must assess the material to determine whether it is compliant. Where the Chief Elections Officer determines candidate material does not comply, the amendment process set out in section 8 should be followed. Where the Chief Elections Officer is of the opinion that candidate material may present a legal risk to PEO, the Chief Elections Officer should seek legal advice from, or in consultation with, the Chief Legal Officer to assist in determining whether the material should be published. For example, if the Chief Elections Officer is concerned that a post may be libelous or in violation of PEO's human rights obligations, the Chief Elections Officer should consult with the Chief Legal Officer. Depending on the issue, or to avoid any perception of conflict or bias, the Chief Legal Officer may retain external legal counsel on the Chief Election Officer's behalf. The Chief Elections Officer should provide the candidate an opportunity to amend the materials as set out in section 8. Following the advice of legal counsel, the Chief Elections Officer has the authority to reject the campaign material if the candidate does not amend the non-compliant portion. The Chief Elections Officer should provide reasons to the candidate for the rejection of their material.
8. The Chief Elections Officer is responsible for ensuring that all candidate material (whether for *Engineering Dimensions*, PEO's website or eblasts) complies with these procedures and any applicable legal requirements. Where it is deemed the material does not satisfy these procedures or any applicable legal requirements, the Chief Elections Officer will, within three full business days from receipt of the material by the Chief Elections Officer, notify the candidate, who is expected to be available during this period by telephone or email. The candidate will have a further two full business days to amend the material to bring it into compliance and advise the Chief Elections Officer of the amendment. Candidates are responsible for meeting this deadline. Should a candidate fail to re-submit material that is compliant within the two-business-day period, the candidate's material will be published with a notation explaining any necessary amendments by staff or, following legal advice, the Chief Elections Officer may reject it. Where the Chief Elections Officer rejects material, they should provide reasons for the rejection to the candidate.
9. Candidate material may contain personal endorsements provided there is a clear disclaimer indicating that the endorsements are personal and do not reflect or represent the endorsement of PEO Council, a PEO chapter or committee or any organization with which an individual providing an endorsement is affiliated.
10. Candidate material for publication in *Engineering Dimensions* and any additional material they wish to publish on the website must be forwarded to the Chief Elections Officer via email at [elections@peo.on.ca](mailto:elections@peo.on.ca) no later than 4 p.m. on December 8, 2023, and **must be in accordance with these procedures and Schedule A attached.**
11. Candidates have the option of using one of two templates to present their election material in *Engineering Dimensions*. Both templates are included in Schedule A of these procedures. The size of both templates is the equivalent of one-half page, including border, in *Engineering Dimensions*.

- a. Option 1: Candidates using the blank template will have discretion over the presentation of their material, including but not limited to font style, size and effects. Candidates using the blank template will be permitted to include their portrait within the template.
  - b. Option 2: Candidates using the fillable template must provide responses to the questions provided in the allotted space. The presentation of the fillable template is fixed and no modifications will be permitted. Candidates using the fillable template must submit their portrait separately for insertion into the designated location by PEO staff.
12. Candidates shall not use the PEO logo in their election material.
  13. Candidates may include links to PEO publications but *not* a URL link to a third party in their material on PEO's website. Links to PEO publications are not considered to be a third party. For clarity, besides links to PEO publications, the only URL link that may be included in a candidate's material on PEO's website is a URL link to the candidate's own website. URL links to other websites are not permitted.
  14. Fundraising requests are not permitted in a candidate's material.
  15. If campaign material is submitted by a candidate without identifying information, PEO staff are authorized to contact the candidate and ask if they wish to resubmit material.
  16. Candidate publicity material will be published as a separate insert in the January/February 2024 issue of *Engineering Dimensions* and to PEO's website in January 2024. Links to candidate material on PEO's website will be included in any electronic mailing to eligible voters.
  17. Candidate material will be considered confidential by PEO staff and access to it will be restricted to only the staff members required to arrange for publication until published on PEO's website. All candidates' material will be published to PEO's website at the same time. This procedure does not apply to candidates, who may publish their own candidate material prior to its publication by PEO and after.
  18. Candidates may submit updates to their material on PEO's website once during the posting period. Any amendments to a candidate's name/designations are to be considered part of the one-time update permitted to their material during the posting period.
  19. Candidates may post more comprehensive material on their own websites, which will be linked from PEO's website during the posting period. Candidates may include active links to their social media accounts (Facebook, Twitter, LinkedIn, etc.) in material appearing in *Engineering Dimensions*, published on PEO's election site (i.e. the 1000-word additional information candidates may submit), or included in an eblast of candidate material. Active links to social media accounts other than the candidate's is not permitted.
  20. PEO will provide three group email distributions to members of candidate publicity material beyond the material published in *Engineering Dimensions*. Material to be included in an eblast must be submitted to the Chief Elections Officer at [elections@peo.on.ca](mailto:elections@peo.on.ca) in accordance with Schedule A. In the event of a dispute as to when the material was sent vs received, the material will be accepted only if a candidate can provide the Chief Elections Officer with a copy of their email to PEO sent from their computer indicating a sent time before the deadline.

21. All material for the eblast messages must be submitted in a Word or Word compatible document only and must not be included as part of the message in the transmission email. Candidates should support their submission with a PDF or scan that shows what the final version of the message should look like. Where the email message is received in a font size or style that is different from the specifications, but otherwise meets all the requirements, the Chief Elections Officer may authorize staff to change only the size and font of the material so it conforms to specifications. Unless expressly authorized by the Chief Elections Officer to change font style and size, staff are prohibited from amending material in any way except with the written permission of the candidate.
22. Candidates are responsible for responding to replies or questions generated by their email message.
23. PEO will provide candidates the opportunity to participate in All Candidates Meetings, which will be held at PEO offices during the week of January 1, 2024. Candidates are encouraged to participate. The All Candidates Meetings will be video recorded for posting on PEO's website. On the day of the first All Candidates Meeting, an eblast will be sent to members announcing that these video recordings will be posted on the PEO website within two business days.
24. Candidate materials from previous elections will remain on PEO's database as part of the record of the election.
25. Caution is to be exercised in determining the content of issues of membership publications published during the voting period, including chapter newsletters. Editors are to ensure that no candidate is given additional publicity or opportunities to express viewpoints in issues of membership publications distributed during the voting period from January 12, 2024 until the close of voting on February 16, 2024, beyond their candidate material published in the January/February issue of *Engineering Dimensions*, and on the PEO website. This includes photos (with or without captions), references to, or quotes or commentary by, candidates in articles, letters to the editor and opinion pieces. PEO's communications vehicles should be, and should be seen to be, non-partisan. The above does not prevent a PEO publication from including photos of candidates taken during normal PEO activities (e.g. licensing ceremonies, school activities, GLP events, etc.) provided there is no expression of viewpoints. For greater clarity, no election-specific or election-related articles, including Letters to the Editor and President's Message, are to be included in *Engineering Dimensions* during the voting period. *Engineering Dimensions* or other PEO publications may contain articles on why voting is important.
26. Chapters may not endorse candidates, or expressly *not* endorse candidates, in print, on their websites or through their list servers, or at their membership meetings or activities during the voting period. Where published material does not comply with these procedures, the Chief Elections Officer will cause the offending material to be removed if agreement cannot be reached with the chapter within the time available.
27. Candidates may attend chapter annual general meetings and network during the informal portion of the meeting. Candidates are permitted to attend chapter functions in their current official capacity but are prohibited from campaigning while operating in their official capacity.
28. The Central Election and Search Committee is authorized to interpret the voting and election publicity guidelines and procedures and to rule on candidates' questions and concerns relating to

them. Any such complaints or matters that the Chief Elections Officer cannot resolve will be forwarded to the Central Election and Search Committee for final resolution.

## Schedule A - 2024 Elections Publicity Procedures

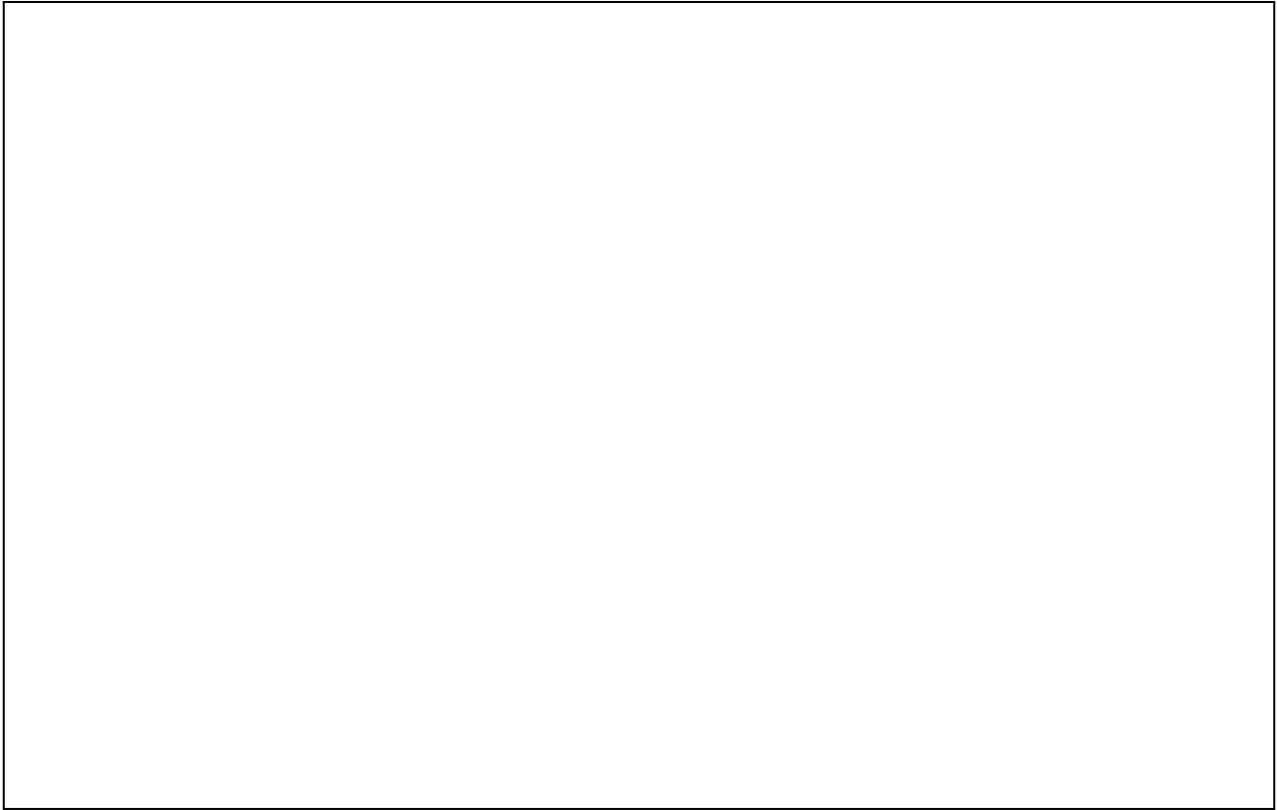
### Specifications for Candidate Materials

<p><b>Format for Candidate statements in <i>Engineering Dimensions</i></b></p>	<p>All submissions will be published with a border. If submissions are received without a border, one will be added as shown on the templates. If submissions do not fit within the chosen template, they will be mechanically reduced to fit.</p> <p><b>Option 1: Blank template</b></p> <p>Candidates using the blank template to present their material for publication in <i>Engineering Dimensions</i> must ensure the content fits in the bordered template provided at the end of these specifications. The template dimensions are 6.531 inches wide and 4.125 inches in height</p> <p>All material for publication must be submitted as a PDF document, with images in place for reference, <u>and</u> in Word format only, showing where images are to be placed. No other formats will be accepted.</p> <p>Portraits must also be submitted as specified in the next section.</p> <p>The publications staff needs both a PDF file and Word file of candidate material so they will know how candidates intend their material to look. If there are no difficulties with the material, the PDF file will be used. The Word file is required in case something isn't correct with the submission (just a bit off on measurement, for example), as it will enable publications staff to fix the problem, if possible. A hard and/or digital copy of a candidate's portrait is required for the same reason and for use on the PEO election website.</p> <p><b>Option 2: Fillable template</b></p> <p>Candidates using the fillable template must provide responses to the questions provided in the allotted space. The completed template must be submitted as a PDF document.</p> <p>Portraits must be submitted separately, as specified in the portraits section below, and will be added to the template by PEO staff.</p> <p>The presentation of the fillable template is fixed and no modifications will be permitted.</p>
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	<p>The profile template will be available on PEO’s elections website, <a href="http://www.peovote.ca">www.peovote.ca</a></p> <p>A hard and/or digital copy of a candidate’s portrait is also required for use on the PEO Elections website.</p>
<b>Portraits/Photographs</b>	<p>Photographs must be at least 5" x 7" in size if submitted in hard copy form so that they are suitable for scanning ("snapshots" or passport photographs are not suitable).</p> <p>Only pictures taken in the last five years will be accepted.</p> <p>If submitted in digital form, photographs must be JPEG-format files of at least 300 KB but no more than 2MB.</p> <p>Candidates can submit a digital photo at the specifications noted, or hard copy as noted, and preferably both. In case the digital file is corrupted or not saved at a sufficiently high resolution, publications staff can rescan the photo (hard copy) to ensure it prints correctly, as indicated on the PDF.</p>
<b>PEO Website (candidates’ additional information)</b>	<p>Candidates may publish additional information on PEO’s website by submitting a Word or Word-compatible file of no more than 1,000 words, and no more than three non-animated graphics in JPEG or GIF format. Graphics may not contain embedded material.</p> <p>Candidates may post additional material on their own websites. URLs for candidates’ websites must be active by December 8, 2023.</p> <p>Candidates may include links to PEO publications but <i>not</i> a URL link to a third party in their material that is to be posted on PEO’s website. Links to PEO publications are not considered to be to a third party. For clarity, the only URL link that may be included in a candidate’s material on PEO’s website, besides links to PEO publications, is the URL to the candidate’s own website. Candidates may include active links to their social media accounts (Facebook, Twitter, LinkedIn, etc.)</p>
<b>Eblast material</b>	<p>Candidates are permitted a maximum of 300 words for email messages. Messages are to be provided in 11 pt. Arial font; graphics are not permitted. For clarity, a “graphic” is an image that is either drawn or captured by a camera.</p>
<b>Help</b>	<p>Candidates should contact the Chief Elections Officer (<a href="mailto:elections@peo.on.ca">elections@peo.on.ca</a>) if they have questions about requirements for publicity materials.</p>



Option 1: Blank template



Option 2: Fillable template

	<p>Name:</p> <p>Employer and position:</p> <p>Degree(s), school(s) attended, year(s) of graduation:</p> <p>Employment history:</p> <p>Participation on PEO Council, committee/task forces, chapters:</p> <p>Other professional affiliations and community service:</p> <p>Years of registration in Ontario:</p>	<p>Candidate statement:</p>
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For Regional Councillor Candidates

**2024 Maximum Council Election Allowance (regional councillors) = Base travel allowance + Regional travel allowance**

Region	Base travel allowance (\$)	Regional travel allowance (\$)			Council Election Allowance (regional councillors) (\$) (calculated)	2024 Maximum Council Election Allowance (regional councillors) (rounded to nearest \$50) (\$)	2023 Allowance
		Average total distance to visit all chapters (km)	2023 PEO Mileage Rate (\$/km)	Regional travel allowance (\$)			
Eastern	\$ 900.00	1245	0.68	\$ 846.60	\$ 1,746.60	\$ 1,750.00	\$1,650.00
East Central	\$ 900.00	388	0.68	\$ 263.84	\$ 1,163.84	\$ 1,150.00	\$1,150.00
Northern	\$ 900.00	4345	0.68	\$ 2,954.60	\$ 3,854.60	\$ 3,000.00	\$3,000.00
Western	\$ 900.00	1406	0.68	\$ 956.08	\$ 1,856.08	\$ 1,850.00	\$1,750.00
West Central	\$ 900.00	129	0.68	\$ 87.72	\$ 987.72	\$ 1,000.00	\$1,000.00

\* Council Election Allowances are capped at \$2,000. In 2020, RCC voted to increase the cap to \$3,000 specifically for the Northern Region.

For Councillor-at-Large, VP and President Elect Candidates (at large)

**2024 Maximum Council Election Allowance (at large) = 25% premium of 2023 Maximum Council Election Allowance (regional councillors)**

Region	2024 Maximum Council Election Allowance (regional councillors) (rounded to nearest \$50) (\$)	2024 Maximum Council Election Allowance (at large) (25% premium calculated or x1.25) (\$)	2024 Maximum Council Election Allowance (at large) (25% premium rounded to nearest \$50) (\$)	2023 Allowance
Eastern	\$ 1,750.00	\$ 2,187.50	\$ 2,200.00	\$2,000.00
East Central	\$ 1,150.00	\$ 1,437.50	\$ 1,450.00	\$1,450.00
Northern	\$ 3,000.00	\$ 3,750.00	\$ 3,000.00	\$3,000.00
Western	\$ 1,850.00	\$ 2,312.50	\$ 2,300.00	\$2,000.00
West Central	\$ 1,000.00	\$ 1,250.00	\$ 1,250.00	\$1,250.00

### 3.1.8 Code of Conduct

Council has established a Code of Conduct which applies to Councillors, in recognition of the high standards that are demanded of their position. The Code of Conduct supports effective performance, accountability, and a healthy governance culture.

The Code of Conduct is set out in the remainder of this section:

PEO expects all volunteers and members of Council to conduct themselves in a manner that honours PEO core values, reputation and in accordance with the applicable laws and regulations. At all times, PEO volunteers and members of Council are expected to:

- carry out duties and responsibilities in a competent, efficient and safe manner;
- comply with the mandatory training requirements including all training required under legislation;
- adhere to PEO policies, procedures and applicable legislation;
- neither use, nor allow the use of, PEO property, resources, information and/or funds other than for authorized purpose(s);
- maintain confidentiality of any information obtained as a result of volunteering with PEO, during volunteer service and after their volunteer commitment is over;
- observe safety procedures, including, but not limited to, keeping themselves and others safe at all times, notifying PEO about any potential or perceived hazards in the working environment; notifying PEO about any accident, incident or property damage, etc.

At all times, PEO volunteers and members of Council shall not:

- act in a way that may bring PEO into disrepute;
- create any liability for PEO without prior authorization;
- engage in any activity that may cause physical or mental harm to another person including but not limited to, verbal abuse, physical abuse, assault, harassment, bullying, etc.);
- engage in any activity that may damage PEO property;
- provide a false or misleading statement, declaration or claim, falsify or change any documents or records;

PEO volunteers and members of Council should avoid all situations in which their personal interests conflict or might conflict with their duties to the Association. They shall, at the first opportunity, disclose any real or perceived conflict of interest. The nature of this reported conflict must be properly documented in the Association's records.

A list of PEO policies that apply to Council can be found below-

[Anti-Workplace Violence and Harassment Policy](#)

[Privacy Policy](#)

[Technology Use Policy \(Council\)](#)

[Safe Disclosure \("Whistleblower"\) Policy](#)



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## NOMINATION FORM

I, the undersigned, being a member of Professional Engineers Ontario (PEO), do hereby nominate \_\_\_\_\_ as a candidate for the volunteer position of \_\_\_\_\_ in the 2024 PEO Council elections.

I attest that:

- (i) I have reviewed the roles and responsibilities for the position of <Council office> as published on PEO's website;
- (ii) Based on my personal experience of the candidate, I believe they possess the desired attributes of a PEO Councillor in the position of <Council position>.

**Name of Nominator** \_\_\_\_\_  
(as it appears in PEO's Register)

**Nominator's PEO Licence Number** \_\_\_\_\_

**Nominator's Address** \_\_\_\_\_  
\_\_\_\_\_

**Nominator's Region** \_\_\_\_\_

**Nominator's Signature** \_\_\_\_\_



**NOMINATION ACCEPTANCE FORM**

**President-Elect**

***THIS FORM MUST BE COMPLETED AND SUBMITTED BY NOVEMBER 24, 2023 AT 4:00PM***

I, \_\_\_\_\_, hereby agree to stand as a candidate for election for the volunteer position of **President-Elect** in the 2024 elections for Council of Professional Engineers Ontario (PEO), and not to withdraw my candidacy except under exceptional circumstances. If elected, I further agree to serve on Council for a three-year term: as President-Elect (2024-2025), President (2025-2026), and Past President (2026-2027).

I declare that I am a Canadian citizen or have the status of a permanent resident of Canada, and I am currently residing in Ontario.

I declare that the information in this nomination acceptance form and all other information I provided to PEO in support of my nomination and election to PEO Council is true and complete to the best of my knowledge. I understand that a false statement or misrepresentation could result in disciplinary action under the *Professional Engineers Act*.

I declare that I have read and understand the Code of Conduct for Councillors located at section 3.1.8 of the PEO Governance Manual and agree to act in accordance with it if elected.

I declare that I will complete the PEO mandatory compliance training if elected.

I have completed or will complete the "Board Basics" orientation by December 31, 2023.

I declare that I have familiarized myself with the roles and responsibilities of the offices of President-Elect, President, and Past President, and that I am adequately prepared to serve in these capacities.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**PLEASE PRINT OR TYPE YOUR NAME AND DESIGNATIONS AS YOU WISH THEM TO APPEAR ON PEO'S WEBSITE AND IN PRINT**

NAME AND DESIGNATIONS: \_\_\_\_\_

PEO LICENCE NO. \_\_\_\_\_

PREFERRED MAILING ADDRESS: \_\_\_\_\_

TELEPHONE: BUS: \_\_\_\_\_ HOME: \_\_\_\_\_

FAX: BUS: \_\_\_\_\_ HOME: \_\_\_\_\_

PUBLIC E-MAIL ADDRESS: \_\_\_\_\_

***Candidates are required to provide an e-mail address to be used and made public for election purposes only.***



**NOMINATION ACCEPTANCE FORM**

**Vice President**

**THIS FORM MUST BE COMPLETED AND SUBMITTED BY NOVEMBER 24, 2023 AT 4:00PM**

I, \_\_\_\_\_, hereby agree to stand as a candidate for election for the volunteer position of **Vice President** in the 2024 elections for Council of Professional Engineers Ontario (PEO), and not to withdraw my candidacy except under exceptional circumstances. If elected, I further agree to serve on Council for a one-year term (2024-2025).

I declare that I am a Canadian citizen or have the status of a permanent resident of Canada, and I am currently residing in Ontario.

I declare that the information in this nomination acceptance form and all other information I provided to PEO in support of my nomination and election to PEO Council is true and complete to the best of my knowledge. I understand that a false statement or misrepresentation could result in disciplinary action under the *Professional Engineers Act*.

I declare that I have read and understand the Code of Conduct for Councillors located at section 3.1.8 of the PEO Governance Manual and agree to act in accordance with it if elected.

I declare that I will complete the PEO mandatory compliance training if elected.

I have completed or will complete the “Board Basics” orientation by December 31, 2023.

I declare that I have familiarized myself with the roles and responsibilities of the office of Vice President, and that I am adequately prepared to serve in that capacity.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**PLEASE PRINT OR TYPE YOUR NAME AND DESIGNATIONS AS YOU WISH THEM TO APPEAR ON PEO’S WEBSITE AND IN PRINT**

NAME AND DESIGNATIONS: \_\_\_\_\_

PEO LICENCE NO. \_\_\_\_\_

PREFERRED MAILING ADDRESS: \_\_\_\_\_

TELEPHONE: BUS: \_\_\_\_\_ HOME: \_\_\_\_\_

FAX: BUS: \_\_\_\_\_ HOME: \_\_\_\_\_

PUBLIC E-MAIL ADDRESS: \_\_\_\_\_

**Candidates are required to provide an e-mail address to be used and made public for election purposes only.**



**NOMINATION ACCEPTANCE FORM**

**Councillor-at-Large**

***THIS FORM MUST BE COMPLETED AND SUBMITTED BY NOVEMBER 24, 2023 AT 4:00PM***

I, \_\_\_\_\_, hereby agree to stand as a candidate for election for the volunteer position of **Councillor-at-Large** in the 2024 elections for Council of Professional Engineers Ontario (PEO), and not to withdraw my candidacy except under exceptional circumstances. If elected, I further agree to serve on Council for a two-year term (2024-2026).

I declare that I am a Canadian citizen or have the status of a permanent resident of Canada, and I am currently residing in Ontario.

I declare that the information in this nomination acceptance form and all other information I provided to PEO in support of my nomination and election to PEO Council is true and complete to the best of my knowledge. I understand that a false statement or misrepresentation could result in disciplinary action under the *Professional Engineers Act*.

I declare that I have read and understand the Code of Conduct for Councillors located at section 3.1.8 of the PEO Governance Manual and agree to act in accordance with it if elected.

I declare that I will complete the PEO mandatory compliance training if elected.

I have completed or will complete the "Board Basics" orientation by December 31, 2023.

I declare that I have familiarized myself with the roles and responsibilities of the office of Councillor-at-Large, and that I am adequately prepared to serve in that capacity.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**PLEASE PRINT OR TYPE YOUR NAME AND DESIGNATIONS AS YOU WISH THEM TO APPEAR ON PEO'S WEBSITE AND IN PRINT**

NAME AND DESIGNATIONS: \_\_\_\_\_

PEO LICENCE NO. \_\_\_\_\_

PREFERRED MAILING ADDRESS: \_\_\_\_\_

TELEPHONE: BUS: \_\_\_\_\_ HOME: \_\_\_\_\_

FAX: BUS: \_\_\_\_\_ HOME: \_\_\_\_\_

PUBLIC E-MAIL ADDRESS: \_\_\_\_\_

***Candidates are required to provide an e-mail address to be used and made public for election purposes only.***





**NOMINATION ACCEPTANCE FORM**

**Regional Councillor**

**THIS FORM MUST BE COMPLETED AND SUBMITTED BY NOVEMBER 24, 2023 AT 4:00PM**

I, \_\_\_\_\_, hereby agree to stand as a candidate for election for the volunteer position of \_\_\_\_\_ **Regional Councillor** in the 2024 elections for Council of Professional Engineers Ontario (PEO), and not to withdraw my candidacy except under exceptional circumstances. If elected, I further agree to serve on Council for a two-year term (2024-2026).

I declare that I am a Canadian citizen or have the status of a permanent resident of Canada, and I am currently residing in Ontario in the region in which I stand for election.

I declare that the information in this nomination acceptance form and all other information I provided to PEO in support of my nomination and election to PEO Council is true and complete to the best of my knowledge. I understand that a false statement or misrepresentation could result in disciplinary action under the *Professional Engineers Act*.

I declare that I have read and understand the Code of Conduct for Councillors located at section 3.1.8 of the PEO Governance Manual and agree to act in accordance with it if elected.

I declare that I will complete the PEO mandatory compliance training if elected.

I have completed or will complete the "Board Basics" orientation by December 31, 2023.

I declare that I have familiarized myself with the roles and responsibilities of the office of Regional Councillor, and that I am adequately prepared to serve in that capacity.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**PLEASE PRINT OR TYPE YOUR NAME AND DESIGNATIONS AS YOU WISH THEM TO APPEAR ON PEO'S WEBSITE AND IN PRINT**

NAME AND DESIGNATIONS: \_\_\_\_\_

PEO LICENCE NO. \_\_\_\_\_

PREFERRED MAILING ADDRESS: \_\_\_\_\_

TELEPHONE: BUS: \_\_\_\_\_ HOME: \_\_\_\_\_

FAX: BUS: \_\_\_\_\_ HOME: \_\_\_\_\_

PUBLIC E-MAIL ADDRESS: \_\_\_\_\_

**Candidates are required to provide an e-mail address to be used and made public for election purposes only.**



# Memorandum

**TO:** Chief Elections Officer  
Email: [elections@peo.on.ca](mailto:elections@peo.on.ca)

**FROM:** \_\_\_\_\_

**SUBJECT:** Appointment of Election Material Sign-off Representative

I hereby appoint \_\_\_\_\_ as my representative to sign off on my election publicity material in my stead.

I acknowledge that, as the candidate in the 2024 Council elections, I bear ultimate responsibility for the content of the material.

Date \_\_\_\_\_  
\_\_\_\_\_ (signature of candidate)

\* \* \* \* \*

I, \_\_\_\_\_, accept the above appointment.

I may be contacted at:

Email: \_\_\_\_\_

Daytime Phone No: \_\_\_\_\_

Date: \_\_\_\_\_  
\_\_\_\_\_ (signature of appointee)