



MINUTES

The 560th MEETING of the COUNCIL of PROFESSIONAL ENGINEERS ONTARIO (PEO) was a hybrid meeting held at 40 Sheppard Avenue West, Toronto on: Thursday, November 16, 2023, at 1:00 p.m.; and Friday, November 17, 2023 at 8:30 a.m.

Present:

(In-Person)

R. Fraser, P.Eng., President and Council Chair
N. Colucci, P.Eng., Past President
G. Wowchuk, P.Eng., President-elect
C. Chahine, P.Eng., Vice President – Elected
L. Notash, P.Eng., Vice President – Appointed and Councillor-at-Large *[November 17 only]*
A. Arenja, P.Eng., Lieutenant Governor-in-Council Appointee
V. Banday, P.Eng., Councillor-at-Large
L. Cutler, P.Eng., Lieutenant Governor-in-Council Appointee
D. Kiguel, P.Eng., East Central Region Councillor
T. Kirkby, P.Eng., Eastern Region Councillor
M. Liu, P. Eng., Eastern Region Councillor
N. Lwin, P.Eng., East Central Region Councillor
S. MacFarlane, P.Eng., Western Region Councillor
P. Mandel, CPA, CBV, Lieutenant Governor-in-Council Appointee
G. Nikolov, P.Eng., Lieutenant Governor-in-Council Appointee
R. Panesar, P.Eng., West Central Region Councillor
L. Roberge, P.Eng., Northern Region Councillor
S. Schelske, P.Eng., Lieutenant Governor-in-Council Appointee
G. Schjerning, P.Eng., Councillor-at-Large
U. Senaratne, P.Eng., Lieutenant Governor-in-Council Appointee
P. Shankar, P.Eng., West Central Region Councillor

Present

(Virtual):

A. Dryland, CET, Lieutenant Governor-in-Council Appointee
V. Hilborn, P.Eng., Western Region Councillor
D. Montgomery, P.Eng., Northern Region Councillor *[November 17 only]*
S. Sung, Lieutenant Governor-in-Council Appointee

Regrets:

L. Notash, P.Eng., Vice President – Appointed and Councillor-at-Large *[November 16 only]*
D. Montgomery, P.Eng., Northern Region Councillor *[November 16 only]*

Staff

(In-Person):

J. Quaglietta, P.Eng., CEO/Registrar
D. Abrahams, Vice-President (VP), Policy & Governance and Chief Legal Officer
A. Dixit, P. Eng., VP, Corporate Operations and Digital Transformation *[November 16 only]*
A. Viola, P.Eng., VP, Regulatory Operations and Deputy Registrar
D. Sikkema, Chief People Officer *[November 16 only]*
C. Mehta, Director, Finance *[November 16 only]*
K. Praljak, Director, Communications
M. Feres, Manager, Council Operations (Secretariat)
E. Chor, Research Analyst (Secretariat)
R. Mohiuddin, Executive Assistant *[November 16 only]*



Staff

- (Virtual):** A. Dixit, P. Eng., VP, Corporate Operations and Digital Transformation [November 17 only]
D. Smith, Director, External Relations
M. Solakhyan, Director, Governance
J. Vera, Director, Licensing [November 16 only]
N. Brown, Legal Counsel and Manager, Tribunals [November 16 only]
J. Max, Manager, Policy [November 16 only]
N. Axworthy, Editor, Engineering Dimensions [November 16 only]
R. Dmochewicz, Recognition Coordinator

Guests

- (In-Person):** C. Bellini, P.Eng., PEO Director, Engineers Canada [November 16 only]
H. Brown, Brown & Cohen [November 16 only]
L. Lukinuk, Parliamentary Services

Guests

- (Virtual):** J. Mendel, Interim Compliance Analyst, Office of the Fairness Commissioner [November 16 only]

Council convened at 1:00 p.m. on Thursday, November 16, 2023.

CALL TO ORDER

Notice having been given and a quorum being present, President Fraser called the meeting to order; welcomed Councillors, staff, and guests; and made procedural announcements related to the conduct of the meeting.

12610 – APPROVAL OF AGENDA

Council discussed the following proposed amendments to the agenda:

- Change reference to item 2.3a), “2023 Statutory and Regulatory Committees’ Membership List – Changes to the List” from Decision to Information
- Remove item 9.3a), “Explicitly List EDI with Admissions Guiding Principles”.

The Chair proposed that a motion be approved by unanimous consent:

That:

- a) The agenda, as presented to the meeting at C-560-1.2, Appendix A be approved as amended; and**
b) the Chair be authorized to suspend the regular order of business.

CARRIED
Unanimous consent

<u>For: 21</u>	<u>Against: 0</u>	<u>Abstain: 0</u>	<u>No Vote/Abs: 3</u>
A. Arenja			N. Lwin
V. Banday			D. Montgomery
C. Chahine			L. Notash
N. Colucci			
L. Cutler			
A. Dryland			



- V. Hilborn
- D. Kiguel
- T. Kirkby
- M. Liu
- S. MacFarlane
- P. Mandel
- G. Nikolov
- R. Panesar
- L. Roberge
- S. Schelske
- G. Schjerning
- U. Senaratne
- P. Shankar
- S. Sung
- G. Wowchuk

12611 – DECLARATION OF CONFLICTS OF INTEREST

There were no conflicts of interest declared.

12612 – CONSENT AGENDA

Items 2.4 and 2.5, “2024-2025 Council and Committee Calendar” and “2024 Councillor Training Protocol”, respectively, were removed from the consent agenda for separate discussion.

The Chair proposed that a motion be approved by unanimous consent:

That the consent agenda be approved, consisting of:

- 2.1 Open Session Minutes 559, September 22, 2023
- 2.2 Consulting Engineer Designation Applications
- 2.3 2023 Statutory and Regulatory Committees’ Membership List
 - 2.3a) Changes to the List
 - 2.3b) Full Committee Membership List
- 2.6 Acoustical Engineering Service in Land Use Planning Guideline
- 2.7 Emission Summary and Dispersion Model (ESDM) Guideline Conversion to Standard
- 2.8 Regional Councillors Committee (RCC) Report

CARRIED
Unanimous consent

<u>For: 21</u>	<u>Against: 0</u>	<u>Abstain: 0</u>	<u>No Vote/Abs: 3</u>
A. Arenja			N. Lwin
V. Banday			D. Montgomery
C. Chahine			L. Notash
N. Colucci			
L. Cutler			
A. Dryland			



- V. Hilborn
- D. Kiguel
- T. Kirkby
- M. Liu
- S. MacFarlane
- P. Mandel
- G. Nikolov
- R. Panesar
- L. Roberge
- S. Schelske
- G. Schjerning
- U. Senaratne
- P. Shankar
- S. Sung
- G. Wowchuk

12613 – 2024-2025 COUNCIL AND COMMITTEE CALENDAR

With respect to the RCC meeting dates, it was noted that the second of three scheduled meetings may be changed to an earlier date.

There was discussion related to scheduled times for meetings and staff noted that these may be adjusted throughout the year based on the availability of participants.

The Chair proposed that a motion be approved by unanimous consent:

That Council approves the *Proposed 2024-2025 Calendar of Council and Governance Committee Meetings and Events*, included at C-560-2.4, Appendix A.

**CARRIED
Unanimous consent**

- | <u>For: 21</u> | <u>Against: 0</u> | <u>Abstain: 0</u> | <u>No Vote/Abs: 3</u> |
|-----------------------|--------------------------|--------------------------|------------------------------|
| A. Arenja | | | N. Lwin |
| V. Banday | | | D. Montgomery |
| C. Chahine | | | L. Notash |
| N. Colucci | | | |
| L. Cutler | | | |
| A. Dryland | | | |
| V. Hilborn | | | |
| D. Kiguel | | | |
| T. Kirkby | | | |
| M. Liu | | | |
| S. MacFarlane | | | |
| P. Mandel | | | |
| G. Nikolov | | | |
| R. Panesar | | | |



- L. Roberge
- S. Schelske
- G. Schjerning
- U. Senaratne
- P. Shankar
- S. Sung
- G. Wowchuk

[V. Hilborn left the meeting at 1:30 p.m.]

12614 – 2024 COUNCILLOR TRAINING PROTOCOL

In response to a question, staff affirmed that there will be reasonable and case-by-case flexibility to accommodate the expenses for those Councillors who are required to travel to in-person courses.

With respect to Appendix B, the list of Councillors who used training funds in 2023. clarification was provided that no Councillors received reimbursement exceeding the \$3,000 maximum. It was also noted that the 2024 maximum amount for course fees and expenses excludes HST.

The Chair proposed that a motion be approved by unanimous consent:

That Council approves the 2024 Councillor Training Protocol as presented at Appendix A to the Decision Briefing Note titled “2024 Councillor Training Protocol”, subject to the 2024 budget scheduled to be approved by Council at its November 16 & 17, 2023 meeting.

CARRIED
Unanimous consent

<u>For: 20</u>	<u>Against: 0</u>	<u>Abstain: 0</u>	<u>No Vote/Abs: 4</u>
A. Arenja			V. Hilborn
V. Banday			N. Lwin
C. Chahine			D. Montgomery
N. Colucci			L. Notash
L. Cutler			
A. Dryland			
D. Kiguel			
T. Kirkby			
M. Liu			
S. MacFarlane			
P. Mandel			
G. Nikolov			
R. Panesar			
L. Roberge			
S. Schelske			
G. Schjerning			
U. Senaratne			
P. Shankar			
S. Sung			
G. Wowchuk			



12615 – PRESIDENT’S REPORT

A moment of silence was observed in commemoration of the upcoming anniversary of the December 6, 1989 massacre at Ecole Polytechnique in Montreal which claimed the lives of 14 women -- 12 engineering students, one nursing student, and one employee.

President Fraser made presentations to Councillors related to the PEO Volunteer Service Recognition Program which continues to recognize volunteers for their dedication to the engineering profession and the regulator through their volunteer service. PEO volunteer service pins are provided to recognize five, 15, and 20 years of service. The Engineers Canada FEC pin recognizes 10 years of service. In addition, new in 2023, all recipients will also receive a digital badge.

The following Councillors were recognized:

Committee / Chapter	Last /First name	PIN
COUNCIL	Liu, Michelle	5
COUNCIL	Wowchuk, Greg	10
COUNCIL	Banday, Vajahat	15
COUNCIL	Kiguel, David	20
COUNCIL	Roberge, Luc	20

In addition to the 20-year Council pin, Councillor Roberge will receive his 20-year pin for service to the North Bay Chapter at later date, during a presentation at the Chapter AGM.

President Fraser continued his report, noting key activities which have taken place since Council’s June meeting, including:

- Attendance at P.Eng. licensing ceremonies
- Providing an update on the status of the visioning process to help guide PEO in the decades to come as a regulator of professional engineering in Ontario; and
- Meetings of the governance committees.

12616 – CEO/REGISTRAR’S REPORT

CEO/Registrar Quaglietta provided highlights of the CEO/Registrar’s Report. A summary is provided below.

- Highlights of PEO activities to recognize the National Day for Truth and Reconciliation, observed on September 30.
- Summary of ongoing efforts and activities to increase the representation of women licensed by PEO, including the 30x30 initiative and participation in the gender audit study undertaken by the University of Toronto’s Rotman School of Management.
- Announcement of the development of the Event Engagement Model, an initiative designed to engage stakeholders across all regions and chapters.
- Highlights of PEO activities during October to recognize and highlight the importance of cybersecurity.



- Key data points and updates on areas of the business, including:
 - FARPACTA-compliant licensing application process, including a summary of the new Inventory Management Plan and key performance indicators;
 - continuing professional development (CPD) or “PEAK”, and the latest data points and efforts in the areas of communication, user support, stakeholder engagement, licence status terminology, and the addition of more CPD-admissible activities;
 - status of the operational plan and associated projects/initiatives;
 - status of reviews conducted by the Academic Requirements Committee and Experience Requirements Committee;
 - remissions and resignations;
 - enhancements to the customer service model and processes;
 - update on the digital transformation project; and
 - revenues and expenses for the six months ended September 30, 2023.

Staff provided additional information and answered questions related to FARPACTA requirements and statistics; staffing requirements; legal costs; CPD requirements and statistics; the Event Engagement initiative; IT and cybersecurity methodologies; and confirmation that risk management is included on all governance committees’ 2023-2024 work plans and scheduled for discussion in early 2024, in particular oversight of cybersecurity by the Audit and Finance Committee.

12617 – 2024 DRAFT OPERATING AND CAPITAL BUDGETS

AFC Chair, Councillor Kirkby, noted that Council is asked to approve the 2024 operating and capital budgets, and provided background information on the development of the draft for Council’s consideration. He noted that PEO is projected to have an approximate deficit budget of \$4.4m in 2024 driven by key factors, including:

- essential investments required to maintain PEO’s regulatory and legislative compliance mandate, most of which are attributed to one-time, non-recurring activities related to the strategic plan;
- inflationary pressures; and
- significant growth in operations.

There was discussion related to the importance of prudent and forward-thinking financial management and improved medium to long-term projections and modelling. For example, there should be improved alignment and linkage between the revenues shown on the *Draft 2024 Operating Budget* and those outlined on the *Statement of Projected Revenues and Expenses* showing projections up to 2028.

In response to a question regarding the year-over-year increase in resignations (a monthly average of 113 in 2022 compared to 214 to date in 2023) and the relationship to the start of mandatory CPD, staff noted that this impact has been factored into revenue projections and will continue to be monitored.

Clarification was provided that PEO’s cash reserves will be used to cover the projected 2024 budget deficit.

The Chair proposed that a motion be approved by unanimous consent:

That Council approve the draft 2024 operating and capital budgets reviewed by the Audit and Finance Committee and as presented to the meeting at C-560-4.1, Appendix A.

**CARRIED
Unanimous consent**



For: 20

A. Arenja
V. Banday
C. Chahine
N. Colucci
L. Cutler
A. Dryland
D. Kiguel
T. Kirkby
M. Liu
S. MacFarlane
P. Mandel
G. Nikolov
R. Panesar
L. Roberge
S. Schelske
G. Schjerning
U. Senaratne
P. Shankar
S. Sung
G. Wowchuk

Against: 0

Abstain: 0

No Vote/Abs: 4

V. Hilborn
N. Lwin
D. Montgomery
L. Notash

12618 – 2024 BORROWING RESOLUTION

PEO's By-Law #1 – Section 47 states that: "Council may from time to time borrow money upon the credit of the Association by obtaining loans or advances or by way of overdraft or otherwise".

To help manage the working capital and provide convenience to senior volunteers and staff, Scotiabank provides PEO two credit facilities:

- a. an operating overdraft up to an amount not to exceed CAD \$250,000 at Prime rate; and
- b. use of corporate credit cards with an aggregate limit not to exceed CAD \$120,000.

These credit facilities expire on January 31, 2024. In order to renew the existing credit arrangement with the bank for another year, Council is asked to approve the borrowing resolution.

PEO has adequate cash flow to meet its business requirement on regular basis. The overdraft facility is only for contingency purposes. Corporate credit cards provide convenience to senior volunteers and senior staff for PEO business expenditures. The credit card balances are paid off every month.

The Chair proposed that a motion be approved by unanimous consent:

That Council:

- a) approve the borrowing of money upon the credit of the association by way of:
 - i) an operating overdraft up to an amount not to exceed CAD\$250,000; and
 - ii) use of corporate credit cards with an aggregate limit not to exceed CAD\$120,000.



b) in compliance with PEO’s Internal Control Banking Policy, hereby confirms that this Borrowing Resolution is to expire on January 31, 2025.

**CARRIED
Unanimous consent**

<u>For: 20</u>	<u>Against: 0</u>	<u>Abstain: 0</u>	<u>No Vote/Abs: 4</u>
A. Arenja			V. Hilborn
V. Banday			N. Lwin
C. Chahine			D. Montgomery
N. Colucci			L. Notash
L. Cutler			
A. Dryland			
D. Kiguel			
T. Kirkby			
M. Liu			
S. MacFarlane			
P. Mandel			
G. Nikolov			
R. Panesar			
L. Roberge			
S. Schelske			
G. Schjerning			
U. Senaratne			
P. Shankar			
S. Sung			
G. Wowchuk			

12619 – PEO COUNCIL GOVERNANCE SCORECARD

In alignment with PEO’s 2023-2025 Strategy, a draft scorecard of quantitative indicators was presented. The adoption of a Governance Scorecard aligns with PEO’s strategic goal of implementing a continuous governance improvement program. The proposed scorecard promotes the adoption of specific indicators to support Council’s use of evidence-based information in its decision-making processes. There are 12 indicators proposed in areas covering regulatory operations, policy, finance and strategy, and organizational culture.

In response to questions related to benchmark measures and tracking metrics, staff noted that the scorecard presented is the first iteration to seek agreement in principle of the indicators, and that over time additional details will be included with respect to targets, additional indicators, threshold values, operational definitions, and status updates. It was also noted that indicators for FARPACTA are included as a legal requirement and not all of them are fully automated at this time.

The Chair proposed that a motion be approved by unanimous consent:

That Council accepts a scorecard of quantitative indicators as presented to support governance oversight of PEO operations.



CARRIED
Unanimous consent

<u>For: 20</u>	<u>Against: 0</u>	<u>Abstain: 0</u>	<u>No Vote/Abs: 4</u>
A. Arenja			V. Hilborn
V. Banday			N. Lwin
C. Chahine			D. Montgomery
N. Colucci			L. Notash
L. Cutler			
A. Dryland			
D. Kiguel			
T. Kirkby			
M. Liu			
S. MacFarlane			
P. Mandel			
G. Nikolov			
R. Panesar			
L. Roberge			
S. Schelske			
G. Schjerning			
U. Senaratne			
P. Shankar			
S. Sung			
G. Wowchuk			

12620 – 2024 ANNUAL GENERAL MEETING: PLACE AND TIME

At its September 22, 2023, Council decided to endorse a **hybrid** format for PEO’s 2024 Annual General Meeting (AGM). At its meeting of October 23, 2023, the Governance and Nominating Committee (GNC) reviewed preliminary information regarding options for place and time of the 2024 AGM. It was agreed that pending the confirmation of a suitable venue, that the GNC would be inclined to recommend that Council support Barrie, ON as the place for the AGM and April 20 as the date.

Following discussion related to future AGMs, it was agreed that the GNC’s work plan for 2023-2024 should be amended to include a 3-year plan to develop options and a recommended policy or approach for deciding the place and time.

Moved by President-elect Wowchuk, seconded by Councillor Panesar:

That Council selects Barrie, ON and Saturday, April 20, 2024 as the place and time, respectively, for PEO’s 2024 Annual General Meeting.

CARRIED
Recorded vote

<u>For: 19</u>	<u>Against: 0</u>	<u>Abstain: 1</u>	<u>No Vote/Abs: 4</u>
A. Arenja		P. Shankar	V. Hilborn
V. Banday			N. Lwin



C. Chahine

N. Colucci

L. Cutler

A. Dryland

D. Kiguel

T. Kirkby

M. Liu

S. MacFarlane

P. Mandel

G. Nikolov

R. Panesar

L. Roberge

S. Schelske

G. Schjerning

U. Senaratne

S. Sung

G. Wowchuk

D. Montgomery

L. Notash

12621 – DIRECTOR CONDUCT: GOOD PRACTICES REPORT

[N. Lwin joined the meeting at 2:56 p.m.]

Council received a report on a holistic review that has been conducted of good practices in governance controls vis-à-vis expectations for director conduct, forms of misconduct and options available to a regulatory board to address director misconduct. The review indicates that regulators should establish clear, transparent, and enforceable director conduct controls, including codes of conduct and rules for disqualification and/or removal for cause. These measures support a board’s effectiveness, integrity, and cohesion. They also promote accountability and confidence in the regulator.

The Chair proposed that a motion be approved by unanimous consent:

That Council receives the good practices report and directs staff, by February 2024, to propose a plan to Council for a Code of Conduct to confirm Council’s expectations for Councillor conduct that includes enforcement mechanisms to enable Council to effectively, fairly, and consistently address serious misconduct, with or without changes to the existing legislation.

CARRIED
Unanimous consent

For: 21

A. Arenja

V. Banday

C. Chahine

N. Colucci

L. Cutler

A. Dryland

D. Kiguel

Against: 0

Abstain: 0

No Vote/Abs: 3

V. Hilborn

D. Montgomery

L. Notash



- T. Kirkby
- M. Liu
- N. Lwin
- S. MacFarlane
- P. Mandel
- G. Nikolov
- R. Panesar
- L. Roberge
- S. Schelske
- G. Schjerning
- U. Senaratne
- P. Shankar
- S. Sung
- G. Wowchuk

12622 – NOMINATION PROCESS FOR PEO REPRESENTATIVES ON ENGINEERS CANADA BOARD

Council considered a proposed revised process for nominating PEO representatives for appointment to the Engineers Canada Board of Directors, to replace the process approved in 2020.

There was discussion related to terms used in section C3 of the process to define the vote threshold requirement for a successful candidate. It was agreed without objection to change references of “50% + 1 majority” in the document to “a majority of votes cast.”

There was also discussion related to the eligibility of those who are retired. Staff noted that retired licence holders may use the “P.Eng.” designation, though if a member of this cohort expressed interest in being a nominee, the matter would be more fully assessed to confirm eligibility, with advice from the Chief Legal Officer, during the nomination period.

The Chair proposed that a motion be approved by unanimous consent:

That Council approves the revised process to nominate PEO representatives for appointment to the Engineers Canada Board of Directors, as amended at the meeting at C-560-5.4 Appendix B.

CARRIED
Unanimous consent

<u>For: 21</u>	<u>Against: 0</u>	<u>Abstain: 0</u>	<u>No Vote/Abs: 3</u>
A. Arenja			V. Hilborn
V. Banday			D. Montgomery
C. Chahine			L. Notash
N. Colucci			
L. Cutler			
A. Dryland			
D. Kiguel			
T. Kirkby			
M. Liu			
N. Lwin			



- S. MacFarlane
- P. Mandel
- G. Nikolov
- R. Panesar
- L. Roberge
- S. Schelske
- G. Schjerning
- U. Senaratne
- P. Shankar
- S. Sung
- G. Wowchuk

12623 – ADVISORY GROUP PROPOSAL

Council considered a proposal to implement its directive to staff to “develop one or more Advisory Groups to replace the Licensing, Enforcement, and Professional Standards Committees...7.” as directed at Council’s March 2023 meeting. Using only one advisory group, diverse in its composition, allows for PEO to have a singular, primary and centralized resource for all regulatory-related issues that require stakeholder engagement and that can support facilitating dialogue with other key stakeholders or external subject matter experts as required. Its mandate will be to provide input, guidance and recommendations to staff as required on potential strategies and activities related to PEO’s regulatory mandate and help to ensure that a diversity of stakeholder perspectives are taken into consideration when positions or initiatives are being considered.

In response to questions, staff noted that members of the three affected committees were part of the stakeholder consultation process and provided a high-level of summary of the feedback and findings. Details of the consultation results are available to Councillors.

Moved by Past-President Colucci, seconded by Councillor Nikolov:

That, effective as of December 31, 2023, the Licensing Committee, Enforcement Committee and Professional Standards Committee be stood down with Council’s thanks and appreciation to all current and previous members.

CARRIED
Recorded Vote

<u>For: 15</u>	<u>Against: 2</u>	<u>Abstain: 4</u>	<u>No Vote/Abs: 3</u>
A. Arenja	V. Banday	D. Kiguel	V. Hilborn
C. Chahine	T. Kirkby	G. Nikolov	D. Montgomery
N. Colucci		S. Schelske	L. Notash
L. Cutler		G. Wowchuk	
A. Dryland			
M. Liu			
N. Lwin			
S. MacFarlane			
P. Mandel			
R. Panesar			



L. Roberge
G. Schjerning
U. Senaratne
P. Shankar
S. Sung

12624 – BRIEFING NOTE TEMPLATE

Council reviewed a new template aimed at modernizing briefing notes at PEO to ensure that briefing materials support transparent and evidence-based decision-making. This update arises out of strategic goal 3.2: to “[e]nsure committee/council evidence for decision-making.”

The updated PEO briefing notes will:

- 1) Be 1-2 pages long, 3 in exceptional cases where no additional attachments are provided;
- 2) Act as a high level ‘executive summary’ of the more detailed information found in policy briefs, memoranda, recommendation reports, stakeholder engagement results, submissions, and other documents that will be appended to the briefing note. The policy impact assessment tool for all policy proposals will provide detailed information;
- 3) Require a public interest rationale statement;
- 4) Require a stated link to the strategic plan or regulatory mandate;
- 5) Have a readable format and structure, including the following sections:
 - a. An introductory **digest** that gives readers the “bottom line” first;
 - b. **Background**: relevant authorities, policies, history, and context;
 - c. **Considerations**: risks, key strategic issues, costs and financial impact, etc.;
 - d. **Engagement**: how was/will stakeholder participation be used; and
 - e. **Options and Recommendation(s)**.
- 6) The protocol will cover file names, footnotes and references, ensuring consistent terminology, and any other issues that require attention.

Staff invited feedback from Councillors as they begin to have experience with the new template.

There was general support expressed to move forward and begin to use the new template and protocol for briefing notes, subject to monitoring its use and adjusting it over time to ensure the document meets Councillors’ needs for decision-making and information.

12625 – CEO/REGISTRAR PERFORMANCE REVIEW PROCESS: PROPOSED CHANGES TO ALIGN WITH STRATEGY AND OPERATIONAL PLANNING TIMELINES

Council reviewed proposed changes to the current CEO/Registrar Performance Review Process to align it with PEO strategy and operational planning timelines as well as PEO staff Merit Program timelines.

It was noted that 2024 is the transitional year for the proposed aligned process and that the goal-setting component will take place in early 2024, after the 2023 performance review. It is anticipated that goal-setting for the 2025 performance year will occur by late Fall 2024, followed by 2024 performance evaluation in January 2025, and it is expected that subsequent years will follow the same calendar timings.

The Chair proposed that a motion be approved by unanimous consent.

That Council approve the proposed aligned *CEO/Registrar Performance Review Process* presented at Appendix B to item C-560-6.1.



CARRIED
Unanimous consent

<u>For: 21</u>	<u>Against: 0</u>	<u>Abstain: 0</u>	<u>No Vote/Abs: 3</u>
A. Arenja			V. Hilborn
V. Banday			D. Montgomery
C. Chahine			L. Notash
N. Colucci			
L. Cutler			
A. Dryland			
D. Kiguel			
T. Kirkby			
M. Liu			
N. Lwin			
S. MacFarlane			
P. Mandel			
G. Nikolov			
R. Panesar			
L. Roberge			
S. Schelske			
G. Schjerning			
U. Senaratne			
P. Shankar			
S. Sung			
G. Wowchuk			

12626 – DIRECTION TO EXAMINE THE CURRENT FOUR-YEAR EXPERIENCE REQUIREMENT

Council considered a proposed policy development plan to examine and develop possible changes to the current experience requirements as directed by Council at its September meeting. As a result of Council’s adoption of competency-based assessment (CBA) for meeting experience requirements for licensing, it is appropriate to review the need for the current experience requirements (4 year). Such changes could improve the fairness and efficiency of the licensing process by reducing potential barriers to licensing eligibility.

It was noted that the Policy Impact Analysis associated with this work will include identifying options, outlining potential risks of harm to the public interest, and assessing potential costs and benefits.

The Chair proposed that a motion be approved by unanimous consent.

That Council approve the proposed plan to examine P.Eng. experience requirements, using PEO’s Policy Development Framework, as presented in C-560-7.1, Appendix A.

CARRIED
Unanimous consent

<u>For: 21</u>	<u>Against: 0</u>	<u>Abstain: 0</u>	<u>No Vote/Abs: 3</u>
A. Arenja			V. Hilborn
V. Banday			D. Montgomery
C. Chahine			L. Notash



N. Colucci
L. Cutler
A. Dryland
D. Kiguel
T. Kirkby
M. Liu
N. Lwin
S. MacFarlane
P. Mandel
G. Nikolov
R. Panesar
L. Roberge
S. Schelske
G. Schjerner
U. Senaratne
P. Shankar
S. Sung
G. Wowchuk

[N. Brown joined the meeting at 3:50 p.m.]

12627 – REPORT FROM TRIBUNALS

Council received an update about the activities of the Tribunals Office, related Committees (Discipline – DIC and Registration-REC), and the Complaints Review Councillor.

[V. Hilborn re-joined the meeting at 4:05 p.m.]

[N. Brown left the meeting at 4:15 p.m.]

12628 – STAFF REPORT ON MEMBER SUBMISSION TO 2023 AGM

Council received a staff report on the member submission received at the 2023 AGM, as required by the *Guide for Member Submissions at the Annual General Meeting*. The report included staff's analysis and noted that issues raised in the member submission are already being considered as part of committee workplans for 2023/2024. In particular, the GNC is currently undertaking a review of Council's Special Rules. Depending on the changes proposed to the Special Rules, the committee will consider developing a process for Councillors' submissions.

No discussion of this item took place.

[R. Dmochewicz joined the meeting at 4:20 p.m.]

12629 – SMITH AND WOLFE AWARDS

[Councillor Bandy recused himself from discussion and voting in relation to this item due to a conflict of interest.]

Council considered final recommendations for the remaining PEO award programs which are neither governance nor regulatory, and which have been suspended, pending further review.



Staff presented an overview of the consultation process, feedback, and review of options related to the future of the V.G Smith and S.E. Wolfe Thesis Awards. Though the review noted the roughly 60-year history as well as the clear and objective criteria for the awards as favourable factors, there were countervailing factors which led to the recommendation to discontinue these two PEO award programs.

There was discussion related to the term “advocacy” and that Council would benefit from future discussion of member, regulatory, and professional advocacy, three different types, to determine which may have a relevant role in PEO’s regulatory mandate.

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

That, effective immediately, Council approves to discontinue the following programs: V.G. Smith Award and S.E. Wolfe Thesis Award.

CARRIED
Recorded Vote

<u>For: 19</u>	<u>Against: 0</u>	<u>Abstain: 3</u>	<u>No Vote/Abs: 2</u>
A. Arenja		V. Banday*	D. Montgomery
C. Chahine		L. Cutler	L. Notash
N. Colucci		P. Shankar	
A. Dryland			
V. Hilborn			
D. Kiguel			
T. Kirkby			
M. Liu			
N. Lwin			
S. MacFarlane			
P. Mandel			
G. Nikolov			
R. Panesar			
L. Roberge			
S. Schelske			
G. Schjerning			
U. Senaratne			
S. Sung			
G. Wowchuk			

* Conflict of interest declaration

[R. Dmochewicz left the meeting at 4:30 p.m.]

12630 – COUNCIL REGISTRY OF ACTIVITIES AND OPEN ISSUES

[President-elect Wowchuk chaired this item.]

Council reviewed a proposal aimed at assisting it in remembering, prioritizing, and monitoring activities, issues, and future work.

There was discussion regarding potential additional details such as the process for including items, level of access, and maintenance and it was noted these and others will be outlined in the plan which is being proposed. Further,



there was discussion which confirmed that in PEO's governance model, it is Council's decisions, made through motions, that bind and direct staff work and are ultimately the responsibility of the CEO/Registrar to deliver.

The Chair proposed that a motion be approved by unanimous consent.

Original Motion

That GNC provide Council with a plan for developing and maintaining a Council Registry of Activities and Open Issues for the November 2023 meeting of Council.

Without objection, there was agreement to change "November 2023" to "April 2024".

Amended Motion

That GNC provide Council with a plan for developing and maintaining a Council Registry of Activities and Open Issues for the April 2024 meeting of Council.

**CARRIED
Unanimous consent**

For: 22

Against: 0

Abstain: 0

No Vote/Abs: 2

A. Arenja
V. Banday
C. Chahine
N. Colucci
L. Cutler
A. Dryland
V. Hilborn
D. Kiguel
T. Kirkby
M. Liu
N. Lwin
S. MacFarlane
P. Mandel
G. Nikolov
R. Panesar
L. Roberge
S. Schelske
G. Schjerning
U. Senaratne
P. Shankar
S. Sung
G. Wowchuk

D. Montgomery
L. Notash

[V. Hilborn left the meeting at 4:45 p.m.]

[President Fraser resumed the role of Chair.]



12631 – TERM LIMITS FOR ELECTED COUNCILLORS

Council discussed term limits as they relate to elected Councillors, including the importance of collecting historical data and background information to, potentially, determine a model that would assess the impact and effectiveness of term limits from a variety of perspectives.

[L. Roberge left the meeting at 5:03 p.m.]

Original Motion

Moved by Councillor Kirkby, seconded by Councillor Banday:

That staff prepare a report on the potential to increase or potentially remove the term limit for elected Councillors.

Without objection, there was agreement to add “by April 2024” to the end of the motion.

Amended Motion

Moved by Councillor Kirkby, seconded by Councillor Banday:

That staff prepare a report on the potential to increase or potentially remove the term limit for elected Councillors by April 2024.

CARRIED
Recorded Vote

<u>For: 14</u>	<u>Against: 4</u>	<u>Abstain: 2</u>	<u>No Vote/Abs: 4</u>
V. Banday	A. Arenja	L. Cutler	V. Hilborn
C. Chahine	N. Colucci	M. Liu	D. Montgomery
A. Dryland	U. Senaratne		L. Notash
D. Kiguel	S. Sung		L. Roberge
T. Kirkby			
N. Lwin			
S. MacFarlane			
P. Mandel			
G. Nikolov			
R. Panesar			
S. Schelske			
G. Schjerning			
P. Shankar			
G. Wowchuk			

12632 – ENGINEERS CANADA REPORT

Christian Bellini, Engineers Canada (EC) Director, provided an update on Engineers Canada’s November 2023 report on its strategic priorities and departmental activities, highlighting EC’s efforts to:

- Investigate and Validate the Purpose and Scope of Accreditation; and
- Strengthen collaboration and harmonization.



[Council recessed at 5:15 p.m. and resumed the meeting on November 17, 2023 at 8:30 a.m.]

RECALL TO ORDER

A quorum being present, President Fraser recalled the meeting to order; welcomed Councillors, staff, and guests; and made procedural announcements related to the conduct of the meeting.

12633 – COUNCILLOR QUESTIONS

No discussion of this item took place.

12634 – MOTION TO MOVE IN CAMERA

The Chair proposed that a motion be approved by unanimous consent.

That Council move in camera at 8:35 a.m.

**CARRIED
Unanimous consent**

For: 24 Against: 0 Abstain: 0 No Vote/Abs: 0

- A. Arenja
- V. Banday
- C. Chahine
- N. Colucci
- L. Cutler
- A. Dryland
- V. Hilborn
- D. Kiguel
- T. Kirkby
- M. Liu
- N. Lwin
- S. MacFarlane
- P. Mandel
- D. Montgomery
- G. Nikolov
- L. Notash
- R. Panesar
- L. Roberge
- S. Schelske
- G. Schjerning
- U. Senaratne
- P. Shankar
- S. Sung
- G. Wowchuk



The meeting concluded on November 17, 2023 at approximately 2:45 p.m. These minutes consist of 21 pages and minutes 12610 to 12634 inclusive.

“Roydon Fraser”

R. Fraser, P.Eng., Chair