

Complaints Committee (COC) Member (Public Member)

Area of Law: Adjudication

Experience: Minimum 5 years of experience

Position type: Committee member (Public Member)

Volunteers Needed: 3

Background: *Professional Engineers Act* R.S.O. 1990, Chapter P.28.

Professional Engineers Ontario (PEO) is a self-regulatory body that protects the public interest by licensing and governing Ontario's professional engineers.

PEO is looking for volunteers from the general public to serve on its Complaints Committee (CoC). The mandate of the Complaints Committee is to consider and investigate complaints regarding the conduct or actions of a professional engineer licensed by PEO. Complaints and matters considered by the CoC can result in their referral to PEO's Discipline Committee.

The *Professional Engineers Act* requires that at least one member of the CoC is a person who is neither a member of the PEO Council nor a professional engineer licenced by PEO, and is approved by the Attorney-General of Ontario.

The CoC's Terms of Reference can be found on our website:

<https://www.peo.on.ca/sites/default/files/2019-08/COC%20terms%20of%20reference.pdf>

Who May Sit on this Committee as a Public Member: Individuals who are neither a member of the PEO Council nor a PEO member (licence holder), and approved by the Minister (Attorney General). Members of PEO's Discipline Committee are prohibited from also serving as members of the CoC.

Term: All members of the CoC are appointed for a three-year term and may be re-appointed.

Meetings: The CoC generally meets 8-9 times during the year (approximately every six weeks) at PEO's office in midtown Toronto. Meetings are held during the week (evenings) and run for approximately 4 hours (on average) with some pre-meeting preparation. Members are expected to attend at least four meetings per year. The format of the meetings is hybrid in-person/virtual.

Requirements: The selection process for the appointment of members of the CoC is a competitive process. The criteria to be applied in assessing candidates include the following:

- Awareness of, and appreciation for, PEO's public protection mandate;
- Experience, knowledge or training with respect to administrative law and issues;
- Experience, knowledge or training with screening complaints related to professional licence holders;
- Aptitude for impartial adjudication, critical reasoning skills;
- Aptitude for applying alternative adjudicative practices and procedures;
- Effective presentation skills;
- Knowledge of best practices from comparable regulators is an asset;
- Knowledge of the *Professional Engineers Act* and Regulations 941 and 260 is an asset.
- Evidence of 'good character'.

Selection Process: Please see “How to Apply” below. This selection process may include interview(s). Candidates may be asked to provide additional biographical, professional or other information relevant to the position.

Approval by the Minister: The PEA requires that the relevant Minister (ie. the provincial Attorney General) approve public member appointees to the CoC. This approval process is coordinated by PEO.

Remuneration: This position is eligible for remuneration in accordance with PEO’s policies.

How to apply: Please submit (1) a cover letter explaining your interest in this position and your relevant knowledge, skills and experience, and (2) a current resume to volunteering@peo.on.ca.

Application deadline: May 23, 2025