



**Professional Engineers**  
Ontario

# Module 3:

## **The Role and Responsibilities of a Councillor**

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**Professional Engineers Ontario  
Orientation Course**

**September 2025**

# Learning Objectives

**Upon completion of this module, you should have an understanding of:**

- The legal and fiduciary responsibilities of PEO Councillors, including acting in the best interests of PEO, maintaining confidentiality, and avoiding conflicts of interest.
- The expected duties and commitments of a Councillor, including committee participation, public engagement, and ongoing professional development.
- The specific confidentiality obligations under Section 38 of the Act.
- The importance of the Code of Conduct and other PEO policies that govern ethical and respectful conduct.
- The time and resource commitments required for effective Council service.

# What is the Role of a Councillor?

- As members of Council, Councillors participate in the Council decision-making process through deliberation and through voting.
- Councillors are expected to prepare for meetings by reviewing materials in advance.
- Councillors are board members; they do not represent any constituencies (for elected members) or the government (for appointed members).
- Councillors take part in governance committee work and are expected to serve actively on any committees to which they have been appointed.

# What is the Role of a Councillor?

- Regional councillors also serve on the Regional Councillors Committee.
- Councillors are expected to participate in Council meetings, governance committee meetings, and other PEO activities such as the AGM or local functions.
- Ongoing training opportunities are available for Councillors, including a mandatory full-day orientation for new Councillors and anti-racism and equity training as part of ARE Code commitments.

# What is the Role of a Councillor?

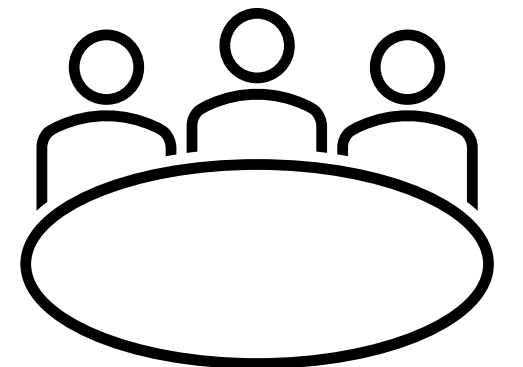
- Appointed lay members of Council receive some remuneration from the government. The elected Councillor role is currently voluntary and not remunerated; however, Council has directed the development of a Council remuneration framework that will see all Councillors remunerated for their Council work.
- Councillors are currently eligible for expense reimbursement for reasonable expenses (such as travel or accommodation) incurred while conducting PEO business, in accordance with the Expense Reimbursement Policy.

# Fiduciary Duty

- In exercising their powers and discharging their duties, Councillors are expected to:
  - Act honestly and in good faith in furtherance of PEO's objectives in order that the public interest may be served and protected;
  - Exercise the care, diligence and skill that a reasonably prudent person would exercise in comparable circumstances; and
  - Comply with the Act, regulations, by-laws and any policies adopted by Council.

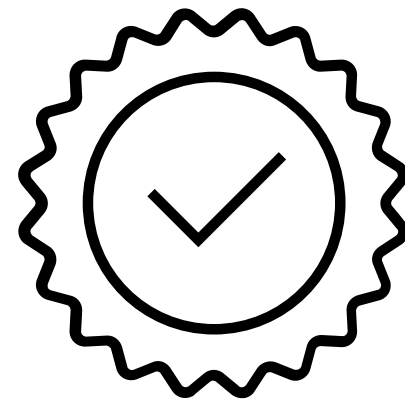
# Fiduciary Duty

- These duties are consistent with each Councillor's status as a fiduciary of 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.



# Confidentiality

Every person engaged in the administration of the Act, including Councillors and staff, are legally required to keep all information learned in their role **strictly confidential**, as outlined in **Section 38 of the Act (unless sharing is required under rare and specific exceptions set out in the Act)**.



# Conflict of Interest

- As a Councillor, there is an obligation to not let personal or other interests conflict with one's duty to PEO.
- Councillors must follow the **Conflict of Interest Policy** and disclose any potential or actual conflicts of interest.
- A conflict of interest may be real or perceived, actual or potential, direct or indirect.

# Code of Conduct

- Council has adopted a **Code of Conduct** which applies to Councillors, in recognition of the high standards that are demanded of the position. The Code of Conduct supports effective performance, accountability and a healthy governance culture.
- Violations of the Code of Conduct can result in a range of outcomes, up to and including disqualification from Council.

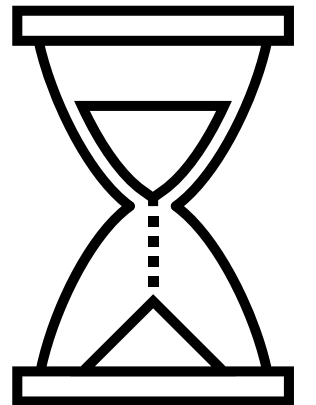


# Other Policies

- In addition to the Conflict of Interest Policy and Code of Conduct, Councillors are also subject to:
  - Anti Workplace Violence, Harassment and Discrimination Policy
  - Safe Disclosure (“Whistleblower”) Policy
  - Privacy Policy
  - Technology Use and Security Policy
  - Expense Reimbursement Policy
  - Communications and Media Relations Policy

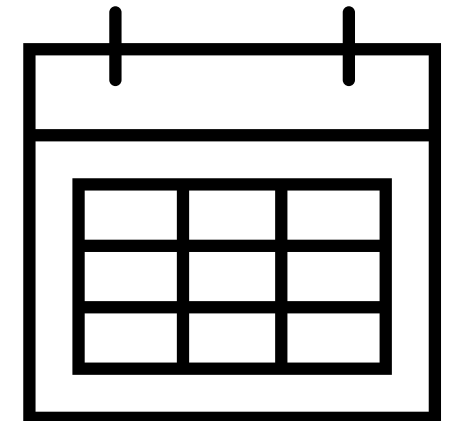
# Time Commitment Overview

- Councillors can expect the following time commitment (please note, these are estimates and actual time could vary):
- Council meetings: approximately 9 days per year (includes 6 meetings + preparation time).
- Governance committees: approximately 6 days per year.
- Plenaries, AGM, workshops, orientation: roughly 6 days per year.



## Regional Councillors have additional responsibilities:

- Regional Councillors Committee meetings: approximately 5 days per year.
- Regional Congresses: 4.5–8 days per year depending on region.
- Chapter engagement: approximately 10 days per year.



# Schedule for 2026- 2027 Term

Committees & Council	Apr/May 2026	June 2026	Jul/Aug 2026	Sep 2026	Oct 2026	Nov 2026
AFC Meetings		Kick-off: June 3 9:00 am-12:00 pm		Sep 9 9:00 am-12:00 pm		Nov 3 9:00 am-12:00 pm
GNC Meetings		Kick-off: June 2 9:00 am-12:00 pm		Sep 15 1:00-4:00 pm		Nov 4 9:00 am-12:00 pm
HRCC Meetings		Kick-off: June 5 9:00 am-12:00 pm (Hybrid)		Sep 11 9:00 am-12:00 pm		Nov 6 9:00 am-12:00 pm (Hybrid)
RPLC Meetings		Kick-off: June 3 1:00-4:00 pm		Sep 10 9:00 am-12:00 pm		Nov 10 9:00 am-12:00 pm
Regional Councillors Committee (RCC) Meetings			July 13 9:00 am-2:00 pm		Oct 21 9:00 am-2:00 pm	
Council Meetings	Kick-off Apr 25, afternoon (Time TBD) <sup>2</sup>	June 19, 8:30 am			Oct 2, 8:30 am	Nov 27, 8:30 am
Other Meetings/Events	Annual General Meeting (AGM) Apr 25 (morning)  Council Orientation May 29				Order of Honour Oct 2 (evening)  Volunteer Symposium Oct 3	

<b>Committees &amp; Council</b>	<b>Dec 2026</b>	<b>Jan 2027</b>	<b>Feb 2027</b>	<b>Mar 2027</b>	<b>Apr 2027</b>	<b>May 2027</b>
AFC Meetings				Mar 12 9:00 am-12:00 pm		
GNC Meetings		Jan 26 9:00 am-12:00 pm		Mar 5 9:00 am-12:00 pm	Apr 15 9:00 am-12:00 pm	
HRCC Meetings		Jan 22 9:00-11:00 am				
RPLC Meetings		Jan 28 9:00 am-12:00 pm		Mar 10 9:00 am-12:00 pm		
RCC Meetings				Mar 8 9:00 am-2:00 pm		
Council Meetings			Feb 12, 8:30 am		Transition/ Close-off Apr 2, 8:30 am	2027-2028 Kick-off May 1 (afternoon) Time TBD
Other Meetings/Events						AGM May 1 (morning)  Council Orientation May 21

# Congratulations!

You have reached the end of the PEO Orientation Course.

If you are a prospective candidate for election to PEO Council, **please confirm** that you have reviewed and completed all modules by clicking [here](#) to proceed to the **Module Completion Form**.

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