



**Professional Engineers  
Ontario**

**Guide for Member Submissions at the Annual General Meeting**

**Approved February 20, 2026**

## **1.0 Authority for Members Submissions at the Annual General Meeting**

By-Law No. 1, section 17 states that an annual general meeting of the association “shall be for the purpose of laying before the members<sup>1</sup> the report of the Council and committees of the Association and of informing members of matters relating to the affairs of the Association and for the purpose of ascertaining the views of the members present at the meeting on such matters...”

The prescribed agenda of the AGM is set out in section 22 of the by-law, reflects the requirements of the Act and of other governing legislation, including the *Ontario Not for Profit Corporations Act, 2010*. The agenda includes, among other things, “such other business, if any, as may properly come before the meeting.” Historically, this “other business” has included members’ submissions.

Pursuant to subsection 3(1) of the *Professional Engineers Act*, Council has the exclusive lawful authority, as PEO’s board of directors, to manage and administer the affairs of the Association. Hence members’ submissions, while informative and helpful, are non-binding on Council.

## **2.0 Process for Making Submissions at the AGM**

### 2.1 Notice of Meeting

Pursuant to section 20 of the By-Law, the CEO/Registrar is required to give a minimum of ten (calendar) days and maximum 90 days advance notice of the time, place, and purpose of the annual meeting or any other general meeting of the members of the Association.

As a matter of practice, notice of the AGM is given well in advance of the 10-day minimum.

### 2.2 Notice of Submissions

So that time can be allocated appropriately, member submissions, including supporting background information, as needed, must be provided in writing to the CEO/Registrar c/o [agm@peo.on.ca](mailto:agm@peo.on.ca) **with the Subject Line “AGM Submission – [Last Name]”** at least fourteen (14) calendar days prior to the AGM or by 11:59 p.m. (EDT) on the last day of this period. The names of two (2) members are required for each submission. A template for a member submission is provided as Appendix A to this document.

Submissions that are not provided in writing before the deadline will not be considered at the AGM but will be considered as stakeholder inputs and distributed to staff and/or Councillors as appropriate.

---

<sup>1</sup> Per the Professional Engineers Act, subsection 5(1), “Every person who holds a licence is a member of the Association subject to any term, condition or limitation to which the licence is subject.”

### 2.3 Posting and Distribution of Submissions

All complete submissions received by the deadline will be posted on PEO's website within two (2) business days following the deadline. In addition, copies of the submissions will be included in the AGM delegate packages. This will ensure that members attending the AGM will have sufficient time to review and prepare to ask questions about or debate the submission.

### 2.4 Allocation of Time for Submissions

The time permitted for presentation and discussion of submissions will be decided by the Chair of the AGM, depending on the total number of submissions and the time available at the AGM, as well as a reasonable estimate of how much time should be allocated to each submission. The maximum time for introduction of submissions is two (2) minutes (See 2.5 Video Introductions).

### 2.5 Video Introductions

Submitters have the option to submit a 2-minute video introduction. This applies whether attending the AGM in person or virtually. Live introductions will not be permitted.

If the submitter has provided a video introduction, it will be played before questions and discussion by the members. Please see Section 2.6 for video introduction requirements.

### 2.6 Video Recording Requirements

Members can record their video introduction using any device of their choice. The recording can be up to two (2) minutes in length and shot in landscape mode (horizontal orientation), with a maximum file size of 30 Megabytes. Please choose a location that is well-lit and is quiet with little background noise. It is recommended to set the recording device on a tripod or steady surface to avoid shaky footage. In order to prepare the video recordings for the AGM, videos must be provided to the CEO/Registrar c/o [agm@peo.on.ca](mailto:agm@peo.on.ca), fourteen (14) calendar days prior to the AGM, or by 11:59 p.m.(EDT) on the last day of this period.

### 2.7 Discussion and Voting

Members in attendance at the AGM may ask questions or make comments. The submitter shall have the opportunity to be the final speaker on the item.

After each submission has been presented and/or discussed, a vote of members will help inform Council of the level of support for the submission amongst those present at the AGM. Council reserves the right to consider any submission, even if it does not receive majority support at the AGM.

Submitters of motions which will be considered by Council will be notified of the date of the Council meeting at which their submissions will be discussed.

## **Process for Dealing with Submissions After the AGM**

### **3.1 Council's Role**

For each submission that receives majority support from those in attendance at the AGM:

- Staff under the direction of the CEO/Registrar will prepare a brief report to Council related to the submission, proposing whatever action staff feel is warranted
- Council will consider the submission and the staff report as soon as practicable and will take whatever action or make whatever decision Council believes is warranted
- Council will consult members, including the members responsible for the submission, as Council deems appropriate or as staff recommend.
- Council is not bound to adopt or vote formally on any submission.
- The outcome of Council's consideration of the submission will be communicated directly to the members making the submission.
- Council will report to members generally on the progress of, and where applicable, the outcome of its review of member submissions not later than six (6) months following the AGM.

For submissions that do not receive majority support at the AGM, Council may choose to consider the submission regardless, and if so will direct the staff review described below, as appropriate.

### **3.2 Staff Report**

The staff report will:

- Identify whether the proposed action is lawful under the current legislative scheme
- Apply the Activity Filter approved by Council in November 2019 to assist in determining if the activity and its associated output is Regulatory, Governance or Neither.
- Reference the Strategic Plan 2026-2030 to assist in determining if the activity and its associated output relates to any of the three strategic priorities: Effective and Relevant Regulation; Governance Advancement; or Organizational Excellence.
- Consider the relationship to any Strategic Plan currently in force
- Outline potential financial, operational or resource considerations involved in adopting the proposed action
- Identify any public interest considerations related to the submission
- Conduct an environmental scan as needed
- Consider best practices at similar organizations, as applicable
- Include any other factual information that will assist Council
- Recommend a proposed course of action and/or options for Council's

consideration, based on PEO's mandate, workload and other stated priorities

## APPENDIX A

### TEMPLATE FOR MEMBERS' SUBMISSIONS AT PEO AGM

#### *INSTRUCTIONS*

All submissions must be typed and in proper form to be considered at the AGM. Please complete this template to the best of your ability, and as applicable to your particular submission. Please send the completed submission and any attachments electronically to the CEO/Registrar, c/o [agm@peo.on.ca](mailto:agm@peo.on.ca) with the Subject Line "AGM Submission – [Last Name]", at least fourteen (14) calendar days prior to the AGM or by 11:59 p.m. (EDT) on the last day of this period.

In preparing a submission, depending on the purpose of the submission, you may find it helpful to refer to the following:

- *Professional Engineers Act*, R.S.O. 1990, c.P.28, and in particular ss.2(3) (“principal object”), 2(4) (“additional objects”), 7 (power to make regulations), 8 (power to make by-laws), 12 (licensing requirement, i.e., related to professional engineering, as well as exceptions thereto), plus other sections of the *Act* as applicable.

<https://www.ontario.ca/laws/statute/90p28>

- Regulation 941 under the *Professional Engineers Act*. See in particular the requirements for licensure in section 33, and the definition of professional misconduct in s.72(2)

<https://www.ontario.ca/laws/regulation/900941>

- Regulation 260/08 under the *Professional Engineers Act* (“Performance Standards”).
- *By-law No. 1, “relating to the administrative and domestic affairs of the Association of Professional Engineers of Ontario”*

<https://www.peo.on.ca/sites/default/files/2025-04/by-law-1.pdf>

***INFORMATION TO BE PROVIDED, AS APPLICABLE***

1. Title of Submission
  
2. Please briefly describe the issue, problem, risk or gap that this submission addresses.
  
3. Please summarize the action that you are requesting from Council and how it will address the issue, problem, risk or gap stated above.
  
4. Please cite and briefly summarize any research that supports the proposed action.
  
5. As applicable please describe how the proposed action will contribute to serving and protecting the public interest as it pertains to the regulation of professional engineering and the engineering profession.
  
6. Please identify any legal considerations (eg., the need for changes to the statute, regulation, by-laws etc.) that may affect Council's ability to implement the proposed action.
  
7. Please identify any considerations that are relevant to the timing (or urgency) of the proposed action.
  
8. Please provide any other information that you feel will assist members of the AGM and Council in understanding your submission, in particular your proposed action.
  
9. Please list any attachments to this document.

Member #1 (name/signature):

Member #2 (name/signature):

Date:

**PLEASE FORWARD THE COMPLETED SUBMISSION ELECTRONICALLY,  
WITH ANY ATTACHMENTS**

**TO:**

**CEO/REGISTRAR, c/o [agm@peo.on.ca](mailto:agm@peo.on.ca)**

**with Subject Line “AGM Submission – [Last Name]”**

**by 11:59 p.m. (EDT), April 11, 2026**