



**Professional Engineers**  
Ontario

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# Council Meeting

502<sup>nd</sup> Meeting of Council  
of Professional Engineers Ontario

to be held on  
Thursday, September 24, 2015  
5:30 p.m. – reception  
6:00 p.m. – dinner  
7:00 – plenary session

Friday, September 25, 2015  
9:00 a.m. – 4:00 p.m.

PEO Council Chambers  
8th Floor  
40 Sheppard Avenue West  
Toronto, Ontario

## Thursday, September 24, 2015

1. Reception – 5:30 p.m. to 6:00 p.m.  
Dinner – 6:00 p.m. to 7:00 p.m.  
(8<sup>th</sup> Floor Dining Room)
  
2. Plenary Session – 7:00 p.m. to 9:00 p.m.  
(8<sup>th</sup> Floor Council Chambers)
  - i. Continuing Professional Development, Competency and Quality Assurance Task Force (CPDCQA TF) Update
  - ii. Fall Regional Town Halls
  - iii. OCEPP Update
  - iv. Legislation Committee Update

## CONTINUING PROFESSIONAL DEVELOPMENT AND QUALITY ASSURANCE TASK FORCE

**Purpose:** To inform Council of progress of the Continuing Professional Development, Competence and Quality Assurance Task Force.

**No motion required**

**Sponsored by:** Annette Bergeron, Chair, CPDCQA TF

**Prepared by:** Bernard Ennis, P. Eng., Director, Policy and Professional Affairs

### 1. Status Update

At the March 21, 2014 meeting Council approved the following motion:

That Council approve the Terms of Reference for the Continuing Professional Development, Competency and Quality Assurance Task Force provided in C-492-3.5, Appendix A.

The terms of reference stated that the Chair was responsible for providing Council with updates on the progress of the Task Force.

### 2. Appendices

- Appendix A – Update Report
- Appendix B – Presentation Slide Deck
- Appendix C – Task Force Terms of Reference, March 21, 2014
- Appendix D – Ipsos Reid Ideation Sessions Results
- Appendix E – Ipsos Reid Survey Report
- Appendix F – Draft Engineering Practice Risk Review
- Appendix G – Technical Activities Contributing to CPD Requirements



# Update to Council

September 25, 2015

## CONTINUING PROFESSIONAL DEVELOPMENT, COMPETENCE AND QUALITY ASSURANCE TASK FORCE

### *Introduction*

This is a follow-up report to the update given at the Council Plenary Session on May 28<sup>th</sup>, 2015. Since that update the Task Force has refined details of its proposed risk-based continuing professional development program and has carried out member consultation through focus groups and an on-line survey.

### *Background*

The Task Force was created by Council on March 21, 2014 with the direction to “prepare a plan for a comprehensive program of continuing professional development and quality assurance with a strong focus on competency.” The Task Force was not asked to assess the need for this program or to evaluate whether a CPD program could solve some unidentified problem. Council made it clear in the Terms of Reference that this policy was being implemented “in recognition of the fact that PEO should be proactive in regulating the profession.”

### *Member consultation*

On July 6<sup>th</sup>, 2015 Ipsos Reid conducted three telephone/internet focus group sessions with a total of 29 PEO members from a variety of backgrounds. The sessions solicited the participants’ attitudes on continuing professional development in general and their immediate reactions to the proposed program. The participants responded positively to the focus of the program on its relevance to the engineering services they provide, the ability to design their own program tailored to their needs and scaling the requirements based on the risk to the public of their individual practice. Though the participants generally expected that a CPD program must be mandatory, there was an initial unfounded belief that mandatory meant compulsory courses that must be taken by all members. This misunderstanding was clarified when the principles of the program were explained.

Between July 28<sup>th</sup> and August 14<sup>th</sup>, 2015, Ipsos Reid conducted an online survey of all PEO members. The purpose of the survey was to ascertain members’ understanding of and attitudes towards the proposed risk-based continuing professional development and quality assurance program for the purpose of refining program elements.

Invitations to participate in the survey were sent to 76,699 licence holders. There were 6,786 completed surveys. The response rate was 8.8%. Since total number of PEO licence holders is approximately 81,000 this represents about 8.4% of the total PEO population. The respondents were a diverse group, well-represented across ages, years of licensure and geographic regions. Approximately 70% described themselves as practicing and roughly the same percentage were employed by either consulting firms or other private sector enterprises. Less than half voted in the 2015 PEO election which would indicate that the majority of respondents are not regularly involved in PEO activities such as committees or chapters.



Based on a review of the guiding principles, nearly 70% of respondents support PEO developing a continuing professional development and quality assurance program though many want the principles to be further refined into actual policies and implementable program elements.

Only 12% are against PEO creating a continuing professional development and quality assurance program.

Over 70% of practitioners reported that their employers have a quality assurance program for verifying the correctness of engineering work prepared by employee engineers. Nearly 60% of employed engineers reported that their employer already offered some form of CPD. And 60% of practitioners reported that they had taken some CPD in the past 3 years.

The Dunning-Kreuger effect was demonstrated by the variance between confidence reported by respondents and questioning of work by others. 34% of licence holders reported that they were extremely confident about their skills and knowledge. Yet only 7% were extremely confident about the skills and knowledge of other engineers and 50% of respondents had reported that they had questioned the quality of services provided by another engineer. In other words, engineers were likely to be overconfident about and poorly assess their own skills and knowledge.

### ***Program Elements***

The Task Force has restricted its work to developing the elements of a CPD program that will best able to meet the criteria set out in the Terms of Reference:

- a) universal or near universal compliance
- b) verifiability of compliance
- c) actual increase in skills and knowledge of practicing licence holders
- d) ability to demonstrate the benefits of the program to licence holders and the public

To achieve these goals the program emphasizes relevance, flexibility and choice, mandatory reporting, and limitation of acceptable activities to those of a technical nature. The program encompasses a quality assurance aspect by taking into account enterprise risk mitigation processes.

Since the core principle of the proposed program is that continuing professional development requirements will be correlated to the public's exposure to risk from a licence holder's practice, the primary element of the program is a mandatory risk review conducted by each licence holder. The review will be conducted, likely on-line, using a standardized form. The Task Force has produced a draft version of the proposed engineering practice risk review for demonstration purposes.

The Task Force has produced a preliminary list of technical activities that would count towards fulfillment of the licence holder's CPD requirements. A copy of this draft list is attached.

The Task Force is proposing that the program include an annual ethics and professional practice refresher compulsory for all licence holders, including non-practising members. This refresher would likely be a one-hour webinar with on-line quiz.

### ***Communications Plan***

The consultation with members has demonstrated that appropriate communication is a very important criterion for enhancing member acceptance of the program. The Task Force recommends that PEO must prepare a strategic communication plan immediately. Success of the program, as defined in the Terms of Reference, depends on clearly explaining the scope and benefits of the program.

## *Conclusion*

The Task Force continues to refine this proposed program and to carry out research to both clarify the program elements and the activities that may count towards a licence holder's CPD requirements. A report on the program will be provided to Council in December 2015. That report will include recommendations to Council for further steps to be taken.

## *Comments and Suggestions*

The Task Force asks that all stakeholders who have an interest in this program submit their comments, questions and suggestions to [CPDCQA@peo.on.ca](mailto:CPDCQA@peo.on.ca).

Prepared by the Continuing Professional Development, Competence, and Quality Assurance Task Force  
September 3, 2015

Annette Bergeron, P. Eng.	Chair
David Brown, P. Eng.	Current member of PEO Council
Amin Ghobeity, P. Eng.	Academic licence holder
Rick Hohendorf, P. Eng.	Licence holder employed in an in-house engineering department
Tyler Ing, P. Eng.	Non-practicing employed licence holder
Marco Mariotti, P. Eng.	Licence holder employed by a government
Chris Maltby, P. Eng.	Licence holder employed by a manufacturing company
Sean McCann, P. Eng.	Licence holder employed by a consulting practice
Bruce Miller, P. Eng.	Retired Licence holder
Chris Roney, P. Eng.	Sole Practitioner

### Attachments:

- Task Force Terms of Reference, March 21, 2014
- Presentation slide deck
- Ipsos Reid Ideation Sessions Results
- Ipsos Reid Survey Report
- Draft Engineering Practice Risk Review
- Technical Activities Contributing to CPD Requirements



# Maintaining Competence: Concept for a CPD Program

**Continuing Professional Development, Competence,  
and Quality Assurance Task Force**



# Terms of Reference

- Council approved ToR for Task Force in March 2014.
- ToR directed Task Force to “prepare a plan for a comprehensive program of continuing professional development and quality assurance with a strong focus on competency.”
- Task Force was not instructed to re-investigate the need for a program



# Consultation – Focus Groups

- Ipsos Reid conducted three sessions
- 29 participants
- Major take-aways from discussions:
  1. CPD must be mandatory if it is to work
  2. Important for engineers to remain up-to-date
  3. Misunderstanding that mandatory means compulsory courses set by PEO
  4. Implementation is key to success – program must be well constructed and well communicated



# Survey

- Three week on-line survey conducted by Ipsos Reid
- 6,786 respondents (8.4% of licence holders)
- Majority of practising engineers have taken some form of CPD in past three years
- Majority of employers have some form of quality assurance as part of their engineering activity
- 80% of respondents are supportive of the proposed program



# Consultation Conclusions

- For most practitioners a mandatory CPD program would not change their current practices.
- The proposed program would formalize normal activities within the engineering profession.
- The program would allow PEO to collect data in order to demonstrate these activities to the public.



# Consultation Conclusions

- Want a program that recognizes diversity of practice and CPD needs
- Majority like the risk-based approach
- Most believe that if the option is available, employers will rely on quality assurance measures
- Need to maintain support by creating a innovative program and preparing a strong strategic communication plan





# Well Constructed Program

- Must be flexible to allow engineers to choose CPD options that are relevant to their work
- Should not be a one-size fits all program
- Must recognize difference between practising and non-practising members
- Monitoring and evaluation must be well-thought out
- Members are more concerned about how the program will be implemented and communicated to them than about the imposition of program



# Concept for a PEO CPD Program

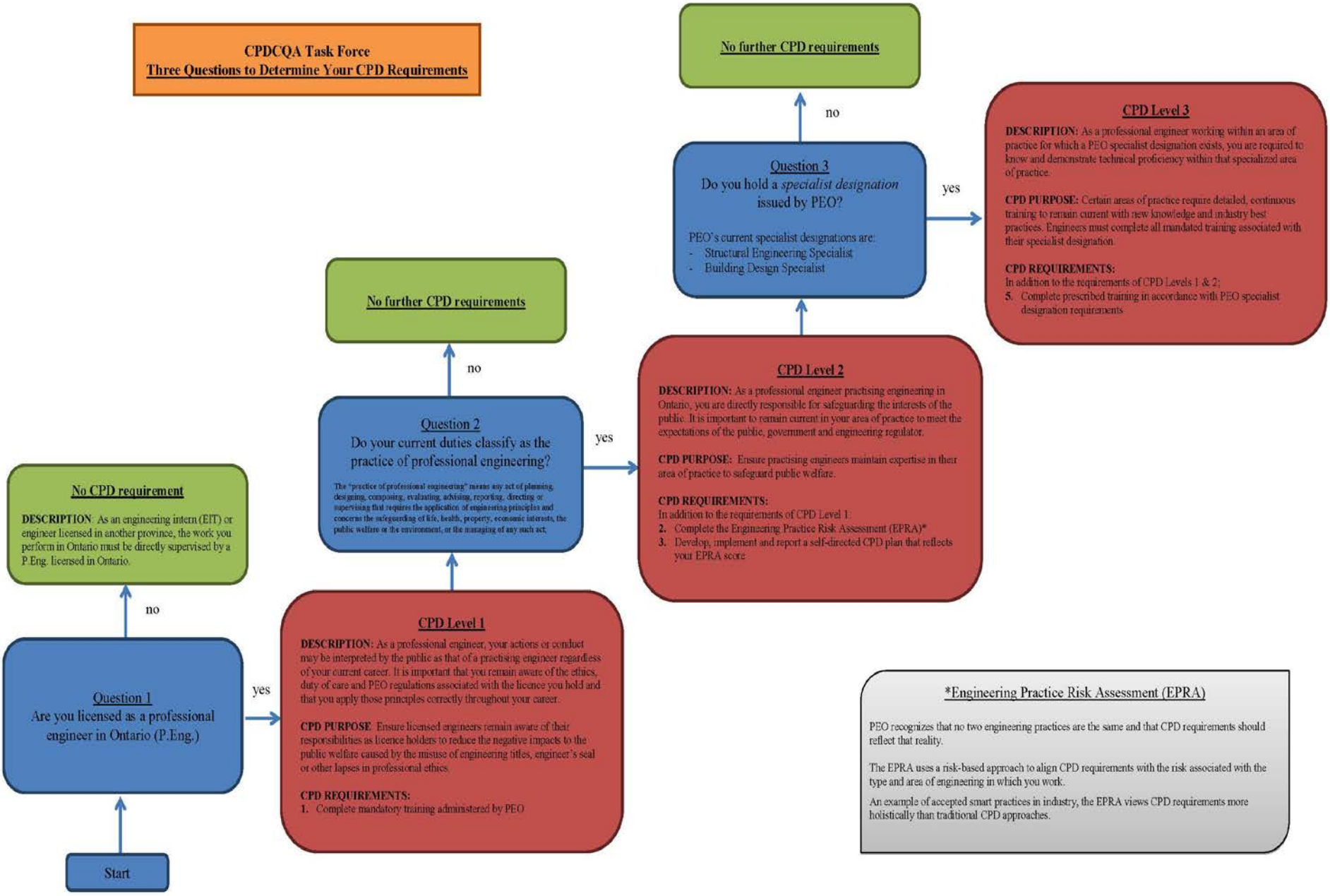
- differs from those in other provinces
- recognizes that there are both practising and non-practising licence holders
- ensures CPD requirements based on risk that work presents to the public and profession
- build on what licence holders need and what they are already doing



# CPD Guiding Principles

1. Program must be necessary
2. Requirements must be relevant for practice
3. Program must be pragmatic not aspirational
4. Must recognize diversity of practitioners' needs and resources
5. Program requirements must be scalable and proportional to risk to the public
6. Program must be effective

**CPDCQA Task Force**  
**Three Questions to Determine Your CPD Requirements**



**No CPD requirement**

**DESCRIPTION:** As an engineering intern (EIT) or engineer licensed in another province, the work you perform in Ontario must be directly supervised by a P.Eng. licensed in Ontario.

**No further CPD requirements**

**Question 2**  
 Do your current duties classify as the practice of professional engineering?

The "practice of professional engineering" means any act of planning, designing, composing, evaluating, advising, reporting, directing or supervising that requires the application of engineering principles and concerns the safeguarding of life, health, property, economic interests, the public welfare or the environment, or the managing of any such act.

**CPD Level 1**

**DESCRIPTION:** As a professional engineer, your actions or conduct may be interpreted by the public as that of a practising engineer regardless of your current career. It is important that you remain aware of the ethics, duty of care and PEO regulations associated with the licence you hold and that you apply those principles correctly throughout your career.

**CPD PURPOSE:** Ensure licensed engineers remain aware of their responsibilities as licence holders to reduce the negative impacts to the public welfare caused by the misuse of engineering titles, engineer's seal or other lapses in professional ethics.

**CPD REQUIREMENTS:**

1. Complete mandatory training administered by PEO

**CPD Level 2**

**DESCRIPTION:** As a professional engineer practising engineering in Ontario, you are directly responsible for safeguarding the interests of the public. It is important to remain current in your area of practice to meet the expectations of the public, government and engineering regulator.

**CPD PURPOSE:** Ensure practising engineers maintain expertise in their area of practice to safeguard public welfare.

**CPD REQUIREMENTS:**

In addition to the requirements of CPD Level 1:

2. Complete the Engineering Practice Risk Assessment (EPRA)\*
3. Develop, implement and report a self-directed CPD plan that reflects your EPRA score

**Question 3**  
 Do you hold a *specialist designation* issued by PEO?

PEO's current specialist designations are:

- Structural Engineering Specialist
- Building Design Specialist

**CPD Level 3**

**DESCRIPTION:** As a professional engineer working within an area of practice for which a PEO specialist designation exists, you are required to know and demonstrate technical proficiency within that specialized area of practice.

**CPD PURPOSE:** Certain areas of practice require detailed, continuous training to remain current with new knowledge and industry best practices. Engineers must complete all mandated training associated with their specialist designation.

**CPD REQUIREMENTS:**

In addition to the requirements of CPD Levels 1 & 2:

5. Complete prescribed training in accordance with PEO specialist designation requirements

**\*Engineering Practice Risk Assessment (EPRA)**

PEO recognizes that no two engineering practices are the same and that CPD requirements should reflect that reality.

The EPRA uses a risk-based approach to align CPD requirements with the risk associated with the type and area of engineering in which you work.

An example of accepted smart practices in industry, the EPRA views CPD requirements more holistically than traditional CPD approaches.



# Risk Assessment

- Requirements based on an assessment of risk to the public attributable to practitioner's work
- Risk established in tiers
- Risk mitigators applicable to practitioner's practice will be applied to the risk factor to reduce CPD requirements



Risk Influencers	Options	Option Description	CPD Reduction	Selected Score	Importance Calibration	CPD Reduction
Area of Practice Environment	<input checked="" type="checkbox"/> Team	One of many Engineers in Discipline who collaborate	1	1	3	3
	<input type="checkbox"/> Individual	Only engineer in company doing work in my Area of Practice	0			
Organizational Structure of Practice	<input type="checkbox"/> Established Multi-Discipline Team	Many engineers in each discipline of a multi-disciplinary company	2	1	3	3
	<input checked="" type="checkbox"/> Established Single-Discipline Team	Many engineers in the company practicing in a single discipline	1			
	<input type="checkbox"/> Sole Engineer	Only engineer in the company doing this type of work	0			
Engineering Role	<input type="checkbox"/> I provide input to engineering documents	Input only. Rarely do full calculations	3	0	2	0
	<input type="checkbox"/> I prepare engineering documents	Perform calculations, plans and designs. Others review, certify and release.	2			
	<input type="checkbox"/> I prepare and review engineering documents	Review work but do not stamp/release it. Others certify and release.	1			
	<input checked="" type="checkbox"/> I prepare, review, certify and release engineering documents	I review/stamp/certify documents. I am the last check-point	0			

Automated assessment via website

Start with maximum CPD requirement

Member simply checks options and software calculates CPD reductions and generates CPD requirement



# Scenario 1

- Professional engineer with 23 years experience
- Practising
- Structural
- Senior engineer in firm with 4 licence holders
- CPD requirement: 13 hours



## Scenario 2

- Professional engineer, retired
- Non-practising – with commitment to not practise during the year
- CPD Requirement: 0 hours
- Note: the task force is considering the possibility of having all non-practising members take a short (1 or 2 hour) ethics and professional practice refresher course (webinar) regularly; retirees may be exempted







## Terms of Reference

### Continuing Professional Development, Competency, and Quality Assurance Task Force March 21 2014

#### OBJECTIVES

The Continuing Professional Development, Competency, and Quality Assurance Task Force is directed by PEO Council to prepare a plan for a comprehensive program of continuing professional development and quality assurance with a strong focus on competency. Council is implementing this policy in recognition of the fact that PEO should be proactive in regulating the profession. A proactive stance focuses on preventing faulty engineering practice rather than relying on a system for punishing licence holders for practice failures that could possibly have caused harm.

Continuing Professional Development is believed to provide net benefits to PEO and its stakeholders that include:

- alignment with practices utilized by other professional organizations
- increased credibility of PEO as a regulator through use of CPD to ensure the current skills and knowledge of professional engineering practitioners are consistent with the state of art in their discipline
- increased competence of individual licence holders
- improvement in professional engineering practice resulting in improvement in the safeguarding of life, health, property, economic interests, the public welfare or the environment, or the managing of any such act

However, such potential net benefits need to be quantified with respect to any specific implementation of CPD. The task force is to review the continuing professional development programs of other professional bodies in the Province of Ontario and engineering licensing organizations in other jurisdictions and identify criteria for success present in these programs. Success is to be understood as including but not limited to the following:

- a) universal or near universal compliance
- b) verifiability of compliance
- c) actual increase in skills and knowledge of practicing licence holders
- d) ability to demonstrate the benefits of the program to licence holders and the public

The plan will describe, in detail, the elements of a continuing professional development program that can be successful given the diversity of situations in which PEO members are engaged. The plan will also describe the quality assurance program that complements the continuing professional development program.

#### BACKGROUND

During the past 25 years PEO Council has formed at least three task forces and committees to investigate the need for and the ways of implementing competency assurance or continuing professional development. Council has also conducted two membership surveys that found strong support for the implementation of a continuing competency program, created but did not implement the Professional Excellence Program and passed motions directing the Registrar to develop a system of mandatory self-declaration of competence maintenance. At this time, PEO is the only engineering regulator in Canada that has no form of either mandatory or voluntary continuing professional development.

Professional associations have developed many differing forms of continuing professional development. Activities accepted as meeting the requirements of these programs include reading professional publications, publishing articles, attending conferences or seminars, self-study, watching webinars, or attaining certifications. However, for the most part, compliance is a matter of trust. Most associations rely on self declaration by the members of their continuing

competency activities. Others require evidence, in the form of Continuing Education Credits (CEU) certificates, of attendance at professional training sessions.

However, there can be weaknesses in compulsory CPD programs that need to be considered. A webinar can be streaming on a computer without the attention of the professional. Conferences or seminars that provide CEUs recognize that many people sign up but do not attend or attend for only the portion of the day when they can obtain the certificate. The effectiveness of a CPD program depends on meaningful participation by the members; that is, their willingness to engage in activities that will reinforce their qualifying skills and knowledge, introduce state of the art concepts, and ensure they conduct themselves professionally. But that participation must also be verifiable and shown to produce the anticipated maintenance or improvement in skills and knowledge.

Effectiveness can only be determined by a quality assurance program that works in conjunction with the continuing professional development program. A QA program can employ numerous different assessment methods. One association requires members to undergo an oral exam annually. Associations could track complaints, law suits or charges against members and determine whether those actions related to incompetence or poor professional practice. Practice reviews or audits could be used. Another option would be the requirement for members to submit with their annual licence renewal a report on their professional development activities and how it relates to their engineering practice. A random number of CPD reports could be selected for review each year. For any reviews that raised concerns the reporting licence holder could be questioned. A QA program could involve periodic surveying of stakeholders such as clients, employers or government to ascertain their perception of the quality of services provided by members. The Task Force is asked to examine various QA options and propose a program that will provide assurance to PEO licence holders and the public that the CPD is effective and a reasonable burden on the licence holders and their employers.

#### **MANDATE (Specific Tasks)**

This task force, with the assistance of staff and external resources (if needed), is expected to provide to Council a plan for a continuing professional development program that can be successfully implemented and is consistent with the aims of the Association.

Subtasks that the subcommittee should consider as crucial to this process are:

- a) determine the public interest oriented goal or goals for the proposed CPD program (e.g. maintaining practitioner competence, maintaining public trust in the profession, enhancing Canada's economic competitiveness by ensuring practitioners are conversant with the state of the art in their disciplines, providing value to clients and employers, etc.);
- b) conduct a cost-benefits analysis and determine the net cost and net benefits to each stakeholder group: PEO members, public, clients, employers, etc.
- c) compare each of the various options for a CPD program on the basis of criteria including but not limited to:
  - accessibility of CPD opportunities to all licence holders
  - applicability to all areas of engineering practice
  - requirements for non-practicing licence holders
  - affordability
  - reportability of CPD activities
  - verifiability of reported CPD activities
- d) determine the form of CPD most capable of achieving the identified goal or goals;
- e) obtain, using any necessary resources or techniques, evidence needed to justify both goal or goals and form of the proposed CPD program to licence holders and other stakeholders so as to mitigate opposition to the implementation of a CPD program;
- f) consider how a competency assurance program can be used in conjunction with a continuing professional development program both to assess the program's effectiveness and to provide information on how the CPD program can be improved;

- g) conduct consultations of licence holders and other stakeholders;
- h) identify PEO operational changes needed to implement the programs;
- i) provide estimate of annual cost of the programs to PEO and to licence holders;
- j) identify any regulation amendments needed to allow implementation of the programs; and
- k) recommend whether PEO should implement a similar program for ensuring quality of Certificate of Authorization holding firms and, if such a program is implemented, criteria for how to conduct this program.

## **MEMBERSHIP**

Since a continuing professional development program would need to consider the differing professional demands on licence holders The [initial composition of the](#) Task Force should be comprised of 7 – 10 members with at least one member from each of the following, with the option to consider councilors who may act in one or more of the categories below:

- a licence holder employed by a consulting practice
- a licence holder employed in an engineering department providing in-house engineering services
- a retired licence holder
- a non-practicing employed licence holder
- a licence holder employed by a government
- a licence holder employed as a professor in a college or university
- a licence holder employed by a manufacturing company
- a sole practitioner
- a councilor
- a member of the Executive Committee to assume the role of Chair

[Once appointed, the members remain in office until they either resign or the Task Force is stood down.](#)

During the course of the project each member should consult with colleagues in order to refine his or her views so that they may be considered representative of similarly situated licence holders.

## **CHAIR**

In addition to the duties of a task force Chair, the Chair of this TF will be responsible for written updates to Council on a regular basis.

## **BUDGET**

It is anticipated that for the first part of the project the Task Force will require funds for meeting and regular volunteer costs associated with travel, accommodation and meal expenses. The 2014 expenses are estimated to be \$20,000 and should be provided from Council discretionary project funds. Since the Task Force will make use of extensive consultation with PEO licence holders and stakeholders such as employers and clients and may need to retain services of external resources such as experts in creating and assessing continuing professional development programs the task force request additional funds in 2015. These additional funds may amount to \$80,000.

## **DELIVERABLES**

The Task Force will present a report describing the recommended CPD program to Council no later than December 2015. The report should include a gap analysis for any proposed programs compared to any of the existing professional development programs from the sister organizations across the country.

Meeting Schedule: At discretion of the Task Force members  
 Completion Date: December 2015

C-502-Plenary - i.  
Appendix D



Professional Engineers  
Ontario

Survey of Members on Continuing  
Professional Development

# Professional Engineers Ontario

JULY 2015

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## Background

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In March 2014, PEO Council created the Continuing Professional Competency, and Quality Assurance Task Force to investigate options and prepare a plan for a comprehensive program of continuing professional development and quality assurance. The Task Force's mission was reinforced when Commissioner Belanger of the Elliot Lake Inquiry recommended that PEO "should establish a system of mandatory continuing professional education for its members as soon as possible and in any event no later than 18 months from the release of this Report." The Task Force has developed the basic criteria for a novel CPD program centred on the notion of the potential risk to the public associated with an individual practitioner's work.

Ipsos was commissioned to conduct research among members to assist in tailoring a CPD program which mitigates the concerns of practitioners and contains messaging regarding the program that will drive support and compliance with such a program.

## Objectives

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Qualitative focus groups were conducted as a preliminary round of research to support PEO by:

- Gauging reaction to the CPD program as envisioned by PEO
- Helping to refine the content for the subsequent online survey
- Helping to refine the content for messaging and communication of the program

## Methodology

Ipsos Ideation sessions were conducted to leverage on technology to mitigate geographical constraints of PEO members who span Ontario.

Three sessions were conducted on July 6<sup>th</sup> among a total of 29 PEO members from different regions of Ontario.

PEO members were recruited to include professional engineers from a wide variety of backgrounds including both practicing and non-practicing engineers.

# Ipsos Ideation Sessions

Ipsos Ideation sessions leverage technology to facilitate brainstorming, integrated thinking and in-depth issue examination.

Participants take part in the sessions from their home/work location and through the Ipsos Ideation platform are asked to:

- Provide anonymous typed input to open-ended questions or select answers to closed-ended questions using a drop-down menu of responses.
- Review and react to stimulus materials and the responses of other participants.
- Engage in a verbal discussion (over a conference line) moderated by a qualitative researcher.

The primary benefit of using the Ideation platform for this project is that it provided an effective way of engaging Veterans from around the country including both urban and rural locations.

The raw typed outputs from the Ideation sessions are provided along with this report.

## Screenshots of the tool

**Public Views on Planning**  
**Agenda Topic:** Palliative Care  
**Instructions:** What are your immediate reactions to these survey findings?

**Public views on Planning for End-of-Life Care**

Which of the following statements comes closer to the way you feel?

- People should start planning for end-of-life care when they are healthy
- People should start planning for end-of-life care when they are diagnosed with a chronic illness
- People should start planning for end-of-life care when they are diagnosed with a life-threatening illness
- You can't plan for any of these care, it just happens when you need it

**Stimulus materials**

**Typed feedback from participants**

**Filters applied:** 0

**Participation:** 0/15 fully contributed

Id	Idea	Author
1.	yes agree with first choice	IPA_A07
2.	everybody's idea of what end-of-life care means is probably a little different which makes this survey impossible to interpret	IPA_A12
3.	too many people wait too long or don't care to plan ahead on end-of-life care	IPA_A09
4.	Doesn't mirror what I see in practice. Very few people plan when they are healthy. And, an amazing number won't even plan after they've gotten a terminal diagnosis.	IPA_A10
5.	too many people don't care to plan or wait too long to plan ahead with end-of-life	IPA_A08
6.	It is necessary to decide about end of life care when they are healthy, but it might need to be changed according to different conditions	IPA_A11

**Surprise Question**  
**Agenda Topic:** Palliative Care  
**Instructions:** To help family doctors assess whether palliative care/advance care planning is relevant for patients, it is suggested that they use the following prognostication question: "Would you be surprised if this patient died in the next six to twelve months?"

**Filters applied:** 0

**Participation:** 5/15 fully contributed

**1. Have you heard of this 'surprise question' before today's session?**

Id	Item	Yes	No
1.	Have you heard of this 'surprise question' before today's session?	1 (20.0%)	4 (80.0%)

**2. To what extent, if at all, is this surprise question useful in helping you initiate discussions with patients about palliative care or advance care planning?**

**FREQUENCY DISTRIBUTION REPORT**

(1) Not at all useful  
 (2) Not very useful  
 (3) Somewhat useful  
 (4) Very useful

Rank	Item	1	2	3	4
1.	To what extent, if at all, is this surprise question useful in helping you initiate discussions with patients about palliative care or advance care planning?	1	0	3	1

**Results from closed-ended questions**

# TOP OF MIND THOUGHTS AND EXPECTATIONS

PARTICIPANTS WERE INITIALLY ASKED BROAD QUESTIONS TO GAUGE THEIR THOUGHTS ON CONTINUING PROFESSIONAL DEVELOPMENT IN GENERAL, AND EXPECTATIONS OF A PEO CPD PROGRAM.



# Continuing Professional Development brought out a variety of top-of-mind thoughts

Overall participants' immediate reactions to Continuing Professional Development were positive. Engineers want a program to show they have stayed up-to-date on current issues and regulations.

The main concerns engineers had were that a CPD program for engineers was perceived to be hard to standardize and onerous in terms of time and cost for both engineers and employers. Others mentioned that implementation would be key to any CPD program's success.

These top of mind thoughts continued to be discussed throughout the session and provide a snapshot of what engineers would want to see in communications regarding a new CPD program.

**CPD should be mandatory for all engineers**

**Important for engineers to stay up-to-date**

**Good for introducing new regulations**

**Good idea, but good implementation is the key to success**

**Difficult to standardize**

**Should not be overly onerous on the engineer or employer**

# PEO members had some high level expectations of a CPD program



The CPD should be flexible on the whole to allow the broad spectrum of engineering fields to participate, while being specialized to provide useful and relevant training to engineering discipline.



The CPD should take engineer input into consideration to ensure courses are specialized enough to provide useful and relevant training tailored to each engineer's needs.



The CPD should include some form of accreditation for completing relevant courses as a value add for engineers. This could also help assure the public and employers that a P.Eng is an active practitioner.



The CPD should include online or web-based elements to accommodate schedules and encourage self-learning.



I would like to see courses that are really relevant to my particular engineering work, the type of knowledge that I find myself searching for from manufacturers, AHJs, distributors, etc. in order to keep relevant in my industry.



1) It needs to be web based, 2) User friendly, 3) it needs to be based on matrix that uses input from the engineer.

# GUIDING PRINCIPLES FOR A CPD PROGRAM

PARTICIPANTS WERE PROVIDED WITH AN ABRIDGED VERSION OF THE GUIDING PRINCIPLES TO REVIEW DURING THE SESSION.

# Reactions to the Guiding Principles were largely positive though reception of the program hinges on the details

Understanding that more detail would be provided with the introduction of the program itself, participants reacted positively to the principles.

Engineers mentioned they liked the focus on relevance to the engineering services they provide (#2), the ability to design their own tailored program (#4), and scaling the requirements based on the engineering services' risk to the public (#5).

However, some mentioned they had issues with the underlying assumption that CPD was applicable to all engineers, while others mentioned the inherent problems with monitoring and evaluating a program as diverse as the CPD would need to be.

A few also questioned the need for a program at all. These participants mentioned the need to understand the underlying problem the CPD program was developed to mitigate.



PEO should not rely on a one size fits all CPD approach as done in other provinces. A single all-encompassing CPD program would be either too onerous for some members or watered-down to meaninglessness for others.



I do not think professional development is even applicable to some engineers that do not offer services to the public. It is not applicable if the field of knowledge that the engineer works in has not changed.



Any program must treat practicing and non-practicing engineers differently as their requirements are different. The same is true for practicing engineers that have different levels of risk associated with their work.



Effectiveness of a diverse program is next to impossible to monitor and to evaluated without extreme pain to its members.

# Many felt some key details left them with a positive impression of the guiding principles

Several key details from the Guiding Principles were important to engineers as they showed PEO understood the various needs of the industry and that the key responsibility of engineers was to public safety.

## REQUIREMENTS RELEVANT TO ROLE

Engineers were encouraged to see a principle regarding relevance to an engineer's role.

- Participants felt it only made sense to make the program relevant.
- Some also felt the principle showed PEO recognized that not all industries have the same needs.

## INDIVIDUAL PROGRAM DESIGN

Engineers felt it was important for a CPD to be able to be tailored to fit an individual's needs and specialization.

- They felt a one-size-fits-all approach would not be successful based on the broad range of services provided by engineers.
- This would work well for those doing specialized work, and those in non-practicing positions who could select only courses relevant to them.

## ETHICS & PUBLIC SAFETY

In general engineers felt through better training they could fulfil their mandate of protecting the public.

- While not all engineers interact directly with the public, many do service the public in one way or another.
- A program would also show the public and employers that license holders are active practitioners with public safety in mind.

## RECOGNITION

Some form of recognition for completing elements of a CPD were seen as important to engineers.

- Recognition in the form of an accreditation was mentioned as a good return on investment.
- This was seen as a way for employers to clearly see if a prospective engineer was a licensed practitioner and up-to-date on regulations.

# Participants mentioned some issues where they require additional details

Some participants had questions regarding different issues raised during their review of the Guiding Principles.

While most felt positively towards the Guiding Principles in general, their acceptance of a program would require more information from PEO about certain key points of the program:

## BROAD SPECTRUM OF ENGINEERS

Perception from engineers was that the program would have a difficult time encompassing all engineering disciplines as the field is so broad.

- This was especially relevant to those who do not specifically practice engineering in their role.
- PEO would need to show the breadth of the program when introducing it to members

## MONITORING & EVALUATING THE CPD

Some were concerned that monitoring the program would be too onerous based on the breadth of fields covered by the CPD.

- PEO would have to outline who would monitor and evaluate the CPD.
- In addition, consequences for misrepresentation would need to be disclosed.

## IMPLEMENTATION

Participants had issues with how the program would be implemented. Without details in the principles, participants were left to speculate on when, how, and who would lead the implementation.

- They were also looking for details about what courses or work would qualify under the program.
- Participants expect an implementation plan and timeline to be communicated to them by PEO.

## MANDATORY

Many engineers felt the program must have mandatory components to it to ensure uptake by all members.

- A few mentioned that not all aspects should be mandatory, only those relevant to the engineer's role and needs based on the risk assessment.
- PEO communications should include which aspects of the program would be mandatory.

# Though participants agreed a CPD program should be *mandatory*, the term caused confusion

The issue of a mandatory program had been contentious in past PEO discussion regarding CPD programs for engineers.

During the sessions, engineers mentioned they felt program should be mandatory for professional engineers to ensure uptake. To many this included non-practicing engineers assuming the program could be tailored to offer some value to them.

Some participants assumed a 'mandatory' program meant PEO would determine which courses they would be required to complete. These engineers stressed they did not want PEO to dictate the program and reiterated that it should be tailored by the engineers and the engineering industry based on their needs.

A few mentioned that for them, mandatory meant the program would be tied to their designation as a professional engineer and mentioned they would expect the program to be part of the license renewal process.

**PEO should look to outline how the program would be mandatory for professional engineers to clear up any misconceptions.**



It cannot be voluntary, if there is a program it should be mandatory. Non practicing engineers should not opt out of this.



If it's going to go ahead, it must be mandatory. If you don't comply, you can't maintain your designation.



The spectrum of engineering is too broad to apply a set number of mandatory courses. Industries and manufacturers should have ability to create CPD courses specific to their needs to train engineers in their industries.

# COMMUNICATION OF THE PROGRAM

**PARTICIPANTS WERE ASKED HOW THEY EXPECTED THE PROGRAM TO BE INTRODUCED TO THEM, AND WHAT FACTORS WERE IMPORTANT TO COMMUNICATE.**



# Expectation is for PEO to first communicate through Engineering Dimensions, then in-person

Participants felt the program should, and would be communicated first using the professional engineering newspaper, Engineering Dimensions, followed by receiving documents from PEO both in hardcopy and softcopy. By using multiple mediums, PEO members will learn about it in the format they prefer.

Within Engineering Dimensions, engineers expected to be provided with an outline of the program along with more information about how and when the program will be introduced, and how members can expect to receive more information.

Some expected PEO to set up in-person presentations through their local chapters to provide more details. Some expressed interest in Q&A sessions for members at the local chapters. A few also mentioned on-line information sessions and webinars to cater to larger geographical areas.

There were a few mentions of giving members a chance to vote, however this was caveated by saying they did not want to vote if the decision had already been made regarding the program.



The written document should be mailed in paper format as well as emailed to answer to the preferences of as many engineers as possible.



It needs to be provided in a multitude of media from mailed documents to e-mails to on-line information sessions.

# Engineers expected to hear about 5 key aspects of the CPD program

Participants outlined the information they would want PEO to communicate to them regarding the CPD program.

**The problem addressed by the CPD program** - Participants were adamant that unless the CPD program answers a specific problem in the industry, then they do not see a benefit in the program as a whole.

**The specific objectives and goals** - An outline of the objectives that meet the varying needs of all professional engineers affected by the program.

**Implementation plan** - Including who will implement it, how courses will be determined, which courses qualify as CPD, what aspects will be mandatory, who will monitor program, and whether or not the program will be tied to their licence renewal.

**Cost** - Outline the monetary and time cost to the engineer as well as to their employer as some participants felt they would need to justify their participation in the program.

**Expected outcomes of the program** - Potential outcomes for the engineer focused on accreditation and professional development. Outcomes for employers and the public focused on the knowledge that an engineer is a current practitioner and up-to-date on regulations and issues.

The PEO needs to figure out what the problem is. PEO needs to convince its members why we need to adopt a CPD program.

The implementation of such a program will require a lot of input from the members. Who better than them know what can benefit their career path.

## Summary

---

From the qualitative sessions conducted in July, the sentiment from engineers regarding a CPD program are cautiously positive.

While the idea and Guiding Principles behind that program leave a positive impression on members, the details and execution remain the most important measure of success.

PEO should look to communicate the 5 key aspects of the CPD program to members using Engineering Dimensions and the individual chapters are podiums to reach all Ontario based engineers.

Based on the qualitative findings, communications focused on the problem and how the program will impact public safety stand a good chance at convincing more members of the value of the program.

## Next Steps

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While the qualitative survey provided feedback on the Guiding Principles overall, as well as what members want to know more about when it comes to the proposed CPD program, more input from the larger member is required.

A quantitative survey has been prepared to gauge the reaction of a larger proportion of the PEO membership towards the Guiding Principles.

The quantitative survey will look to understand member's opinion on each principles':

- Clarity
- Fairness to members
- Ability to lead to better protection of the public
- Ability to lead to improved public confidence in the profession

In addition, the survey will gauge member support for each principle individually as well as the CPD program overall.

Members will also have an opportunity to review the extent to which the principles adequately communicated several messages. This feedback will help to narrow down what other information the diverse group of engineers require.

C-502-Plenary - i.  
Appendix E



**Professional Engineers**  
Ontario

# Membership Survey on Continuing Professional Education

SEPTEMBER 2014

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## PEO MEMBERSHIP SURVEY

# Background and Objectives

- In March 2014, PEO council created the Continuing Professional Competency, and Quality Assurance Task Force to investigate options and prepare a plan for a comprehensive program of continuing professional development and quality assurance.
- The Task Force's mission was reinforced when Commissioner Belanger of the Elliot lake Inquiry recommended that PEO "should establish a system of mandatory continuing professional education for its members as soon as possible and in any event no later than 18 months from the release of this report." The Task Force has developed the basic criteria for a novel CPD program centred on the notion of the potential risk to the public associated with an individual practitioner's work.
- Ipsos was commissioned to conduct research among members to assist in tailoring a CPD program which mitigates the concerns of practitioners and contains messaging regarding the program that will drive support and compliance with such a program.
- The primary objectives of the research were to measure reaction to the six (6) guiding principles and to better understand members' experience with continuing professional development and quality assurance issues in the engineering profession.

PEO MEMBERSHIP SURVEY

# Methodology

- The survey was executed using an online methodology and was located on Ipsos Reid's secure server.
- All PEO licence holders for whom PEO has an email address on file, were invited to participate in the survey. A total of 76,699 of the approximately 81,000 licence holders were invited to participate.
- Ipsos Reid sent each of the invited licence holders an email with a unique link to the survey.
- A total of 6,786 licence holders completed the survey. This represents a 8.8% response rate.
- Average survey length was 18 minutes.
- The survey was open between July 28th to August 14th 2015.

## PEO MEMBERSHIP SURVEY

# Key Findings (1)

- Quality assurance programs currently exist at the vast majority of employers and most also offer some form of CPD with technical skills training. A majority of practicing engineers have taken some form of CPD in the past 3 years.
- As a whole, PEO members are particularly confident in their own skills and knowledge in relation to the work they do, but much less so when considering all engineers practicing in Ontario and half of all members indicate having questioned the work on another engineer before.
- After being presented with the six (6) guiding principles, eight in ten members are supportive of PEO using them to develop a CPE program however the largest proportion of members are somewhat supportive highlighting a softness in opinion. Engineers who are currently practicing are less likely to support the development of a CPE program, while retired members are more likely to do so.
- The vast majority of members agree with the premise of the proposed CPE program that requirements should be based on a risk self-assessment and to a lesser extent that the onus is on the engineer to develop their own plan. Most feel that firms will likely adopt risk management procedures as alternatives to CPD.



## PEO MEMBERSHIP SURVEY

# Key Findings (2)

- While the majority would like to see PEO develop a CPE program (as opposed to one mandated by government, or not at all), a plurality feel the principles require further consideration and there remains work to be done to fully convince members of the merits of the guiding principles and the purpose of the CPE program.
- Support for each principle is relatively high and the vast majority feel the meaning are clear and that they are fair and reasonable. Members are less inclined however to agree that they would lead to improved public confidence or will lead to better protection of the public and half of members express concern that the principles don't go far enough and won't necessarily lead to greater protection to the public. More information is needed to reassure members about how the CPE program will lead to improvement in both areas.
- The principles do a good job of communicating that CPE requirements will be based on a risk self-assessment however more needs to be done to clarify that the onus is on the engineer to develop their own CPE plan and that firms may adopt risk management procedures as alternatives to CPD.
- Overall, members are most supportive of *principle #4* which address the diversity of practice, followed by *principle #2* that requirements be tied to the actual engineering services being provided, *principle #6* that any CPE program be evaluated for effectiveness and *principle #3* that an engineer would only need to maintain skills and knowledge commensurate to the risk of the work they do to the public.

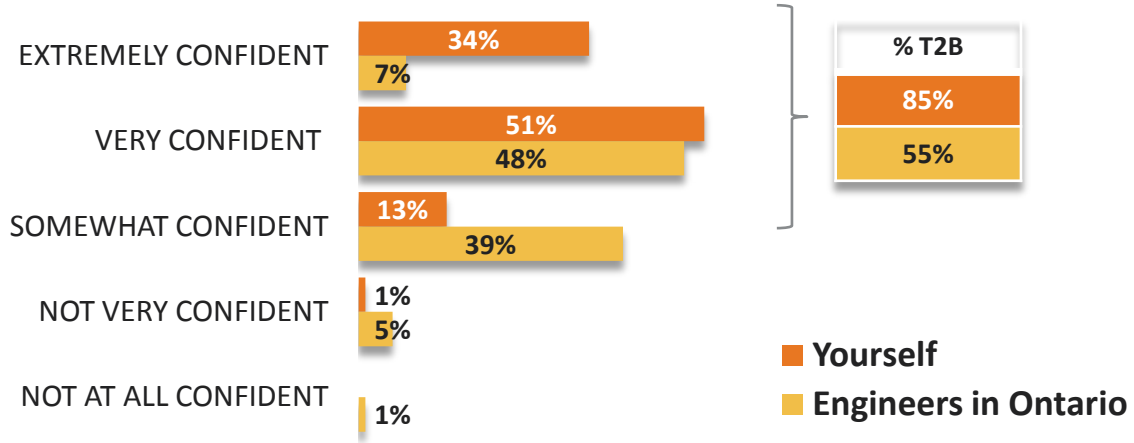
## DETAILED FINDINGS

**EXPERIENCE WITH ENGINEERING  
PROFESSION & CONTINUING  
PROFESSIONAL EDUCATION (CPE)**

EXPERIENCE WITH ENGINEERING PROFESSION & CPE

# Confidence in Current Skills and Knowledge

- Virtually all members are at least somewhat confident that their own skills and knowledge are adequate for the work they do, of which one-third are extremely confident, half very confident and around one in ten somewhat confident.
- In comparison, members are more likely to be only somewhat confident all engineers currently practicing in Ontario have adequate skills and knowledge. Nearly half are very confident, while four in ten are somewhat confident and one on ten extremely confident.



Q4. How confident are you that **YOUR** current skills and knowledge are adequate for the work you do?

Q5. How confident are you that the **licensed engineers currently practicing in Ontario have** adequate skills and knowledge for the work they do?

Base: All respondents (n=6786)

EXPERIENCE WITH ENGINEERING PROFESSION & CPE

# Confidence in Current Skills and Knowledge

- Engineers from out of province and those currently practicing have a higher degree of confidence in their own skills and knowledge, while younger Engineers (25-34) are less confident. Engineers who work in the private sector are more confident, while retired engineers are less confident.

**YOURSELF**

**%Confident (Top2Box)**

**ENGINEERS IN ONTARIO**

**REGION**

Western	West Central	East Central	Eastern	Northern	Out of Province
n=579	n=880	n=1009	n=958	n=250	n=865
88%	86%	86%	83%	82%	90%

**AGE**

25-34	35-44	45-54	55-64	65-74	75+
n=1260	n=1217	n=1548	n=1362	n=748	n=292
76%	88%	91%	91%	82%	65%

**CURRENT EMPLOYMENT STATUS**

Consulting Firm	Government	Public/ Non-Profit Org	Private Sector	Sole Practitioner	Other
n=1438	n=569	n=347	n=1696	n=418	n=143
90%	89%	89%	89%	92%	88%

**CURRENTLY PRACTICING**

Yes	No	Retired
n=4611	n=1299	n=622
90%	77%	70%

**REGION**

Western	West Central	East Central	Eastern	Northern	Out of Province
n=579	n=880	n=1009	n=958	n=250	n=865
58%	55%	54%	55%	55%	59%

**AGE**

25-34	35-44	45-54	55-64	65-74	75+
n=1260	n=1217	n=1548	n=1362	n=748	n=292
54%	54%	60%	56%	47%	49%

**CURRENT EMPLOYMENT STATUS**

Consulting Firm	Government	Public/ Non-Profit Org	Private Sector	Sole Practitioner	Other
n=1438	n=569	n=347	n=1696	n=418	n=143
53%	53%	56%	59%	51%	49%

**CURRENTLY PRACTICING**

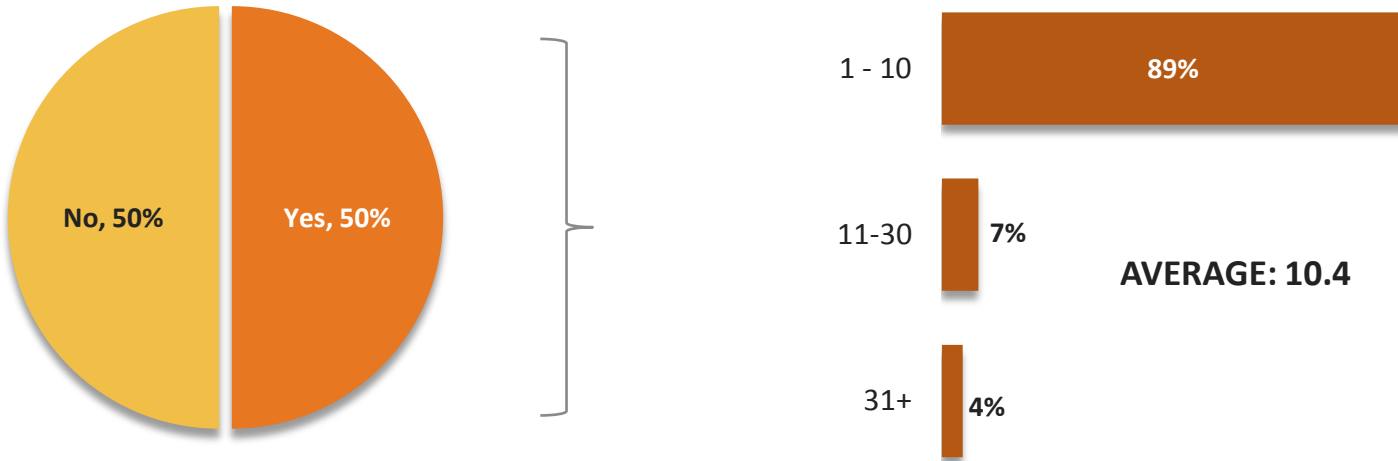
Yes	No	Retired
n=4611	n=1299	n=622
55%	57%	49%

Q4. How confident are you that **YOUR** current skills and knowledge are adequate for the work you do? Q5. How confident are you that the **licensed engineers currently practicing in Ontario** have adequate skills and knowledge for the work they do? Base: All respondents (n=6786)

EXPERIENCE WITH ENGINEERING PROFESSION &amp; CPE

# Questioned the Work Of Another Engineer

- Exactly half of members have questioned the quality of work undertaken by another professional engineers before.
- Of those who have, most report it happening between 1-10 times and on average it has happened just over 10 times.



Q6. Have you ever had an occasion to question the quality of the work undertaken by another professional engineer? Base: All respondents (n=6786)

Q7. How many times has this happened?

Base: Those who had an occasion to question the quality of the work undertaken by another professional engineer (n=3399)

EXPERIENCE WITH ENGINEERING PROFESSION & CPE

# Questioned the Work Of Another Engineer

- Members from the Northern region, those who are currently practicing and those who work for a consulting firm, government or as a sole practitioner are more likely to have questioned the work of another engineer.

**%YES**

REGION					
Western	West Central	East Central	Eastern	Northern	Out of Province
n=579	n=880	n=1009	n=958	n=250	n=865
55%	52%	51%	46%	60%	50%

**AGE**

25-34	35-44	45-54	55-64	65-74	75+
n=1260	n=1217	n=1548	n=1362	n=748	n=292
50%	51%	50%	52%	52%	46%

**CURRENT EMPLOYMENT STATUS**

Consulting Firm	Government	Public/ Non-Profit Org	Private Sector	Sole Practitioner	Other
n=1438	n=569	n=347	n=1696	n=418	n=143
68%	62%	53%	44%	61%	52%

**CURRENTLY PRACTICING**

Yes	No	Retired
n=4611	n=1299	n=622
56%	35%	43%

**AVERAGE # OF TIMES**

REGION					
Western	West Central	East Central	Eastern	Northern	Out of Province
n=316	n=459	n=518	n=445	n=150	n=432
7	13.4	12.1	8.1	13.3	9

**AGE**

25-34	35-44	45-54	55-64	65-74	75+
n=625	n=616	n=775	n=703	n=386	n=133
6.2	11.4	11.9	10.6	9.8	6.2

**CURRENT EMPLOYMENT STATUS**

Consulting Firm	Government	Public/ Non-Profit Org	Private Sector	Sole Practitioner	Other
n=972	n=351	n=183	n=751	n=254	n=75
9.7	15.9	10.3	9.6	9.8	12.7

**CURRENTLY PRACTICING**

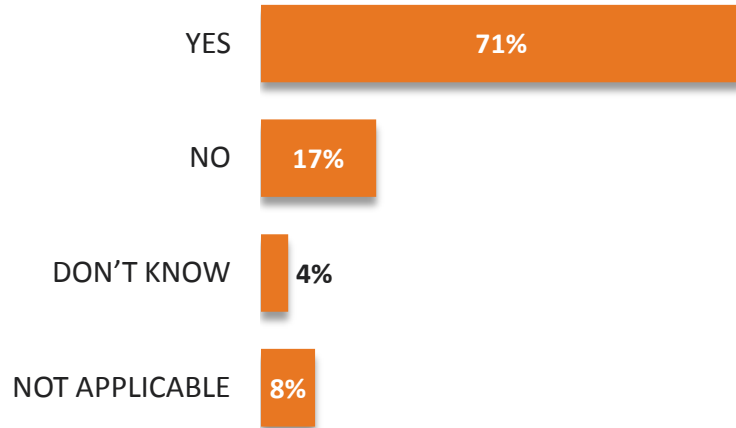
Yes	No	Retired
n=2586	n=449	n=270
10.6	6.7	9.9

Q6. Have you ever had an occasion to question the quality of the work undertaken by another professional engineer? Base: All respondents (n=6786) Q7. How many times has this happened? Base: Those who had an occasion to question the quality of the work undertaken by another professional engineer (n=3399)

EXPERIENCE WITH ENGINEERING PROFESSION & CPE

# Presence of Quality Assurance Programs

- Seven in ten members who are currently practicing report their employer has a quality assurance program.
- Members who work out of province, younger members and those who work for a consulting firm are more likely to report such a program exists, while sole practitioners and older members are much less likely.



%Yes					
REGION					
Western	West Central	East Central	Eastern	Northern	Out of Province
n=430	n=585	n=665	n=638	n=181	n=625
72%	68%	71%	69%	66%	78%
AGE					
25-34	35-44	45-54	55-64	65-74	75+
n=755	n=996	n=1247	n=1013	n=314	n=68
79%	72%	70%	68%	59%	51%
CURRENT EMPLOYMENT STATUS					
Consulting Firm	Government	Public/ Non-Profit Organization	Private Sector	Sole Practitioner	Other
n=1438	n=569	n=347	n=1696	n=418	n=143
89%	61%	62%	67%	46%	55%

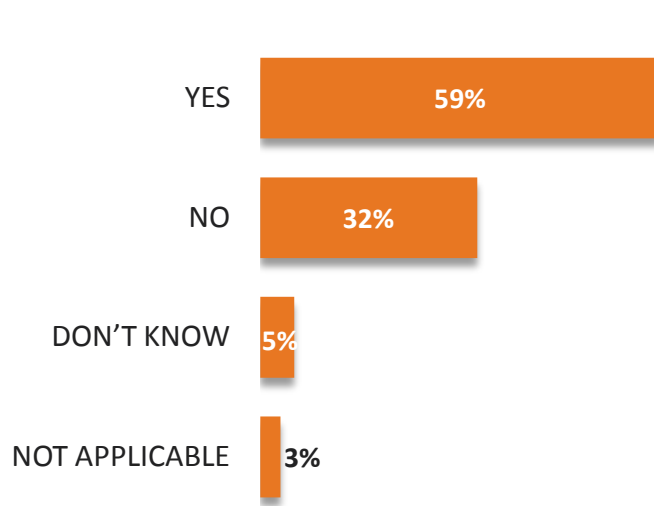
Q8. Does your employer (or you if you are a sole practitioner) have a quality assurance program, such as peer review, for the purpose of verifying the correctness of the engineering work prepared by you and your colleagues? Base: Those who are currently practicing as a professional engineer (n=4611)



EXPERIENCE WITH ENGINEERING PROFESSION & CPE

# Presence of CPE Programs

- Six in ten members who are currently practicing report that their employer offers some form of CPE that involves technical engineering skills.
- Members working in the Western region, out of province or those working for a consulting firm are more likely to report that CPE is currently offered by their employer. Those in the public or private sector or older members are less likely.



**%Yes**

REGION					
Western	West Central	East Central	Eastern	Northern	Out of Province
n=396	n=518	n=609	n=568	n=164	n=567
66%	57%	56%	58%	53%	70%

AGE					
25-34	35-44	45-54	55-64	65-74	75+
n=745	n=968	n=1153	n=886	n=200	n=36*
55%	59%	62%	62%	51%	47%

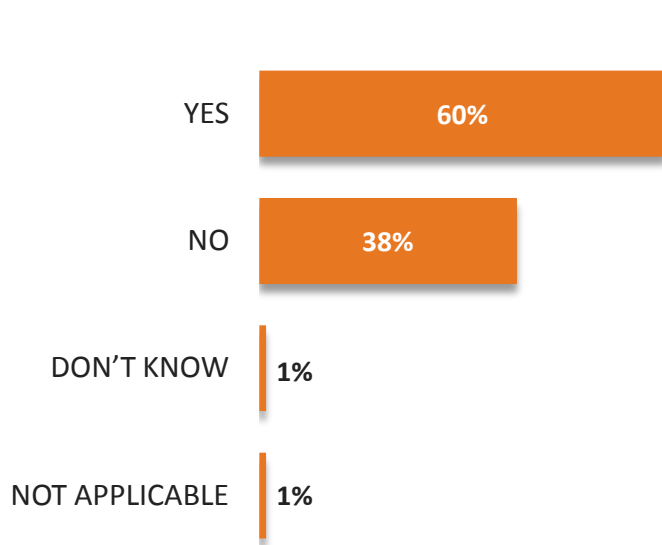
CURRENT EMPLOYMENT STATUS				
Consulting Firm	Government	Public/ Non-Profit Org	Private Sector	Other
n=1438	n=569	n=347	n=1696	n=143
65%	59%	59%	55%	45%

Q9. Does your employer currently offer any form of continuing professional education that involves technical engineering skills?  
 Base: Those who are currently practicing as a professional engineer but are not employed as a sole practitioner (n=4193)

EXPERIENCE WITH ENGINEERING PROFESSION & CPE

# Experience with CPE (in the past 3 years)

- Consistent with the presence of CPE programs, six in ten members who are currently practicing report that they have taken some form of CPE in the past 3 years.
- Members from out of province or those who work for a consulting firm are more likely to have done so.



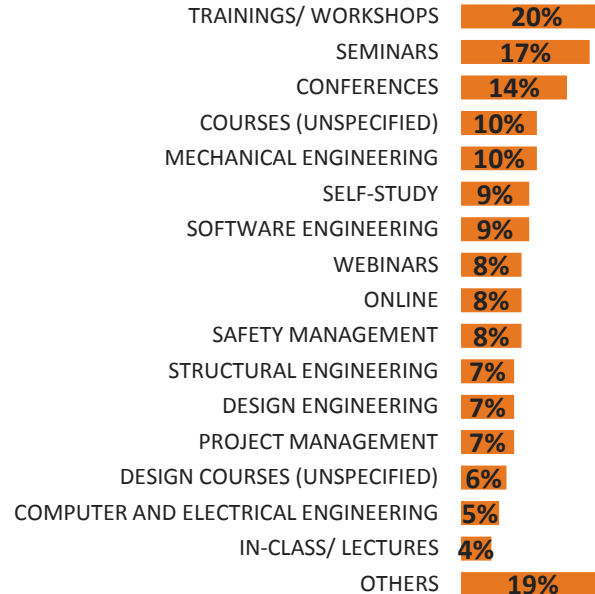
%Yes					
REGION					
Western	West Central	East Central	Eastern	Northern	Out of Province
n=430	n=585	n=665	n=638	n=181	n=625
64%	56%	54%	58%	56%	78%
AGE					
25-34	35-44	45-54	55-64	65-74	75+
n=755	n=996	n=1247	n=1013	n=314	n=68
61%	62%	60%	59%	54%	41%
CURRENT EMPLOYMENT STATUS					
Consulting Firm	Government	Public/ Non-Profit Org	Private Sector	Sole Practitioner	Other
n=1438	n=569	n=347	n=1696	n=418	n=143
67%	62%	61%	55%	57%	55%

Q10. In the last three years have you undertaken any form of continuing professional education that involves technical engineering skills  
 Base: Respondents who are currently practicing as a professional engineer (n=4611)

## EXPERIENCE WITH ENGINEERING PROFESSION &amp; CPE

# Experience with CPE (in the past 3 years)

- When asked to describe the type of CPE they have undertaken, the most common responses relate to the method of education specifically workshops, seminars or conferences. The most common subject matter mentioned is mechanical engineering, followed by software.



Q11. Please describe the continuing professional education that you undertook.

Base: Respondents who have undertaken any form of continuing professional education that involves technical engineering skills (n=789)

# REACTION TO BÉLANGER COMMISSION RECOMMENDATION

# REACTION TO BÉLANGER COMMISSION RECOMMENDATION

## Information Provided to Members

As you may or may not know, PEO established a Continuing Professional Development, Competence and Quality Assurance task force on March 21, 2014 in response to a report prepared by OSPE (Ontario Society of Professional Engineers) which recommend that PEO adopt a modified version of the program used by the Association of Professional Engineers and Geoscientists of Alberta (APEGA). At the time, the Task Force was asked “to prepare a plan for a comprehensive program of continuing professional development and quality assurance”

On October 15, 2014 the Honourable Paul R. Bélanger, Commissioner of the Elliot Lake Inquiry, released his report on the collapse of the Algo Mall in Elliott Lake. Among the recommendations in the report one was the following:

### ***Recommendation 1.24***

*The Professional Engineers of Ontario (PEO) should establish a system of mandatory continuing professional education for its members as soon as possible, and in any event no later than 18 months from the release of this Report.*

While the Task Force concluded that PEO should not be compelled to respond to the directive from the Inquiry by rushing to implement an ill-considered plan they also recognized the possibility that, due to the high profile afforded to the incident at the Algo Mall by the media and the Inquiry, the government will pressure all parties to adopt the recommendations. As such, the Task Force will be prepared to respond to government by demonstrating a rigorous plan that suits the needs of the public, PEO and members.

Q10a. After reading Recommendation 1.24 of the Bélanger Commissioner, which most closely reflects your view?

## REACTION TO BÉLANGER COMMISSION RECOMMENDATION

# Point of View On Recommendation

- After being shown a description of recommendation 1.24 of the Bélanger Commissioner, nearly half of members feel that PEO should design a system of mandatory CPE ahead of the 18 month deadline, while closer to one-third feel that PEO should wait and see if the government passes legislation imposing a mandatory system.

PEO SHOULD DESIGN A SYSTEM OF MANDATORY CONTINUING PROFESSIONAL EDUCATION ITSELF AHEAD OF THE 18 MONTH DEADLINE.

45%

PEO SHOULD WAIT AND SEE IF THE GOVERNMENT PASSES LEGISLATION IMPOSING A SYSTEM OF MANDATORY CONTINUING PROFESSIONAL EDUCATION FOLLOWING THE 18 MONTH DEADLINE.

35%

OTHER

20%

MENTIONS RELATE MOSTLY TO A LACK OF ADEQUATE TIME TO DEVELOP A PROPER CPE PROGRAM, THAT SUCH A PROGRAM WON'T BE EFFECTIVE, SHOULDN'T BE MANDATORY OR THAT THE COST WILL BE TOO HIGH.

Q10a. After reading Recommendation 1.24 of the Bélanger Commissioner, which most closely reflects your view?  
Base: All respondents (n=6786)

## REACTION TO BÉLANGER COMMISSION RECOMMENDATION

# Point of View On Recommendation

- Members from out of province, those who work for a consulting firm, members over the age of 65 or retired members are more likely to favour PEO implementing CPE before the deadline, while those from the Eastern region prefer waiting.

	REGION					
	Western n=579	West Central n=880	East Central n=1009	Eastern n=958	Northern n=250	Out of Province n=865
Design a system of mandatory CPE ahead of deadline	47%	43%	40%	46%	46%	50%
Wait to see if government imposes a system of mandatory CPE	31%	35%	41%	33%	30%	31%
	AGE					
	25-34 n=1260	35-44 n=1217	45-54 n=1548	55-64 n=1362	65-74 n=748	75+ n=292
Design a system of mandatory CPE ahead of deadline	49%	44%	41%	44%	52%	57%
Wait to see if government imposes a system of mandatory CPE	37%	37%	38%	32%	27%	23%
	CURRENT EMPLOYMENT STATUS					
	Consulting Firm n=1438	Government n=569	Public/ Non-Profit Org n=347	Private Sector n=1696	Sole Practitioner n=418	Other n=143
Design a system of mandatory CPE ahead of deadline	47%	40%	39%	40%	40%	38%
Wait to see if government imposes a system of mandatory CPE	32%	37%	37%	40%	31%	36%
	CURRENTLY PRACTICING			Retired		
	Yes n=4611	No n=1299		Retired n=622		
Design a system of mandatory CPE ahead of deadline	42%	48%		60%		
Wait to see if government imposes a system of mandatory CPE	36%	37%		21%		

Q10a. After reading Recommendation 1.24 of the Bélanger Commissioner, which most closely reflects your view? Base: All respondents (n=6786)

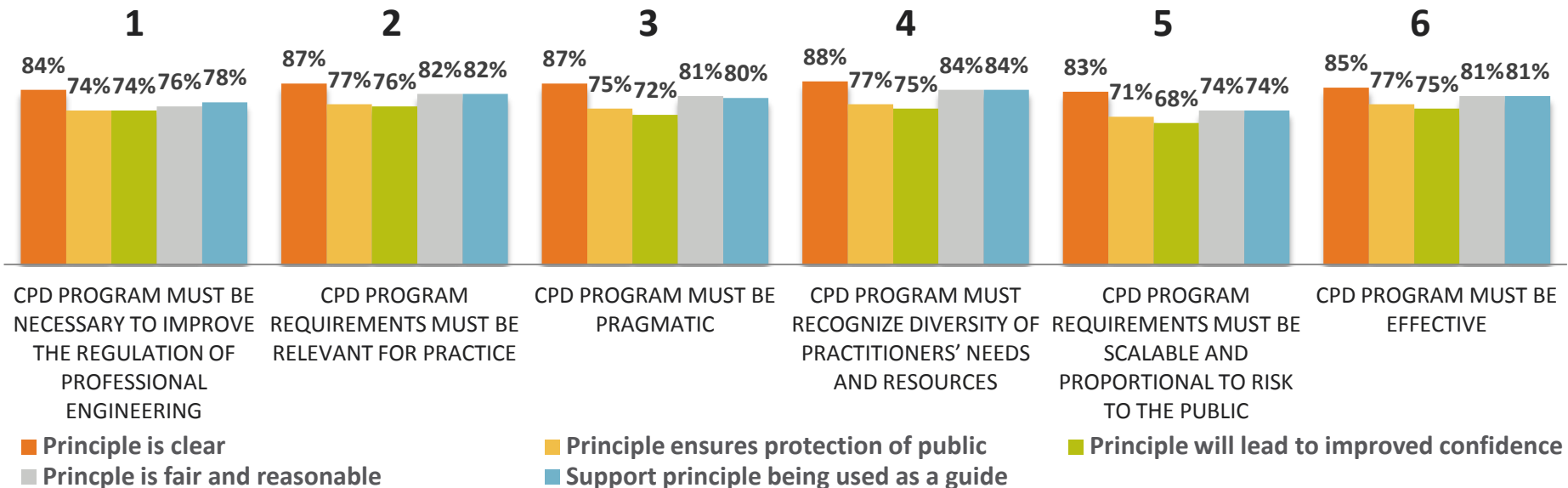
# REACTION TO GUIDING PRINCIPLES



REACTION TO GUIDING PRINCIPLES

# Agreement Summary (% Strongly/ Somewhat Agree)

- The principles are most likely to be seen as clear in their meaning, while a strong majority also feel they are fair and reasonable or support using them as a guide for a CPE program. Members are less likely to feel they will lead to improved public confidence or better protection.
- Members are most likely to support principle 4 being used as a guide for CPE, followed closely by 2, 6 and 3. Members are somewhat less likely to support principle 5, to feel it will lead to improved confidence or that it is fair and reasonable

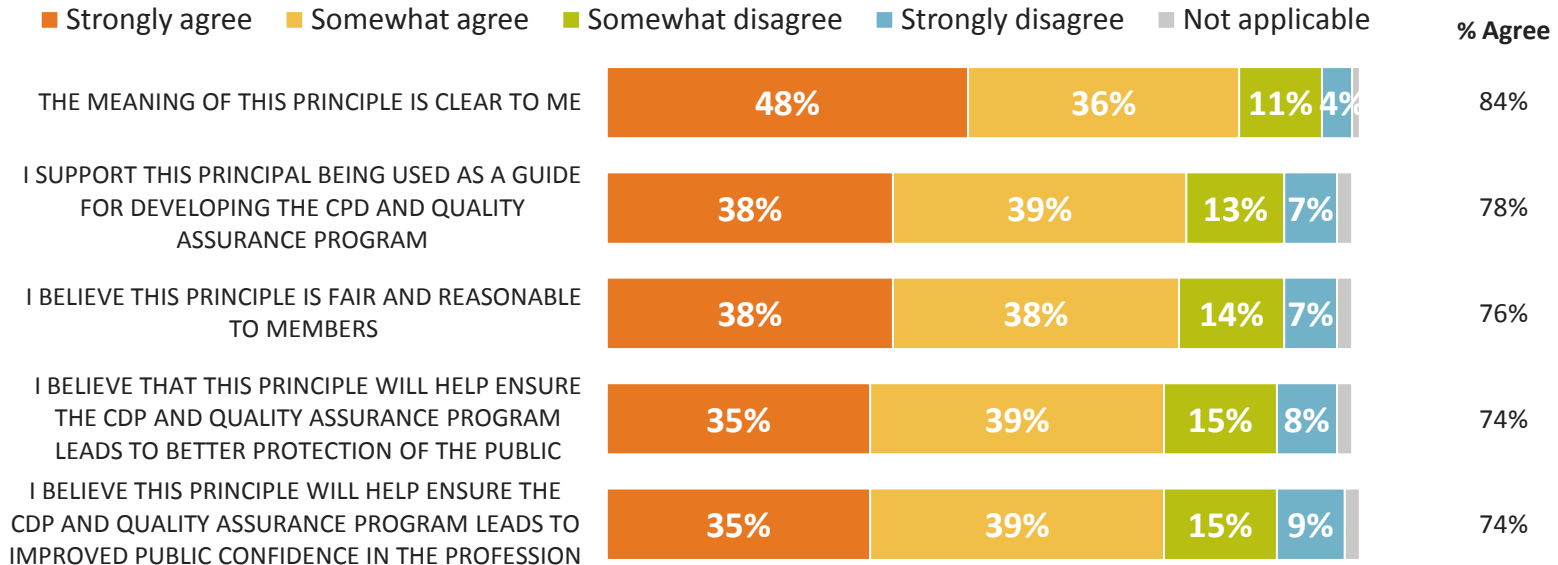


Q12. Do you agree or disagree with the following? Base: All respondents (n=6786)

## REACTION TO GUIDING PRINCIPLES

### 1. CPD Program must be necessary to improve the regulation of professional engineering

- At more than eight in ten, the vast majority of members feel that principle 1 is clear followed by nearly eight in ten who support the principle being used to guide a CPD program. Three quarters of members feel it is fair and reasonable, will help ensure better protection of the public or will lead to improved confidence in the profession.



<3% not labelled

Q12. Do you agree or disagree with the following? Base: All respondents (n=6786)

## REACTION TO GUIDING PRINCIPLES

### 1. CPD Program must be necessary to improve the regulation of professional engineering

- Younger members (25-34) or those over 65 are more likely to agreement to each aspect of principle 1.
- Members who are currently practicing or work as a sole practitioner are less likely to agree to each statement.

%Agree (Top2Box)	REGION						AGE					
	Western	West Central	East Central	Eastern	Northern	Out of Province	25-34	35-44	45-54	55-64	65-74	75+
	n=579	n=880	n=1009	n=958	n=250	n=865	n=1260	n=1217	n=1548	n=1362	n=748	n=292
Principle is clear	83%	81%	82%	84%	83%	84%	86%	83%	83%	85%	87%	88%
Principle ensures protection of public	74%	70%	72%	75%	74%	73%	79%	74%	70%	72%	80%	84%
Principle will lead to improved confidence	73%	71%	73%	75%	72%	72%	78%	75%	71%	74%	80%	82%
Principle is fair and reasonable	77%	71%	75%	77%	77%	75%	80%	77%	72%	77%	82%	85%
Support principle being used as a guide	75%	73%	76%	77%	80%	77%	82%	78%	74%	77%	84%	85%

	CURRENT EMPLOYMENT STATUS						CURRENTLY PRACTICING		
	Consulting Firm	Government	Public/ Non-Profit Org	Private Sector	Sole Practitioner	Other	Yes	No	Retired
	n=1438	n=569	n=347	n=1696	n=418	n=143	n=4611	n=1299	n=622
Principle is clear	84%	83%	84%	84%	81%	87%	83%	86%	89%
Principle ensures protection of public	73%	74%	71%	71%	68%	69%	71%	82%	84%
Principle will lead to improved confidence	73%	74%	73%	72%	67%	69%	72%	81%	83%
Principle is fair and reasonable	75%	78%	75%	75%	71%	72%	75%	80%	86%
Support principle being used as a guide	75%	77%	74%	76%	73%	73%	75%	83%	86%

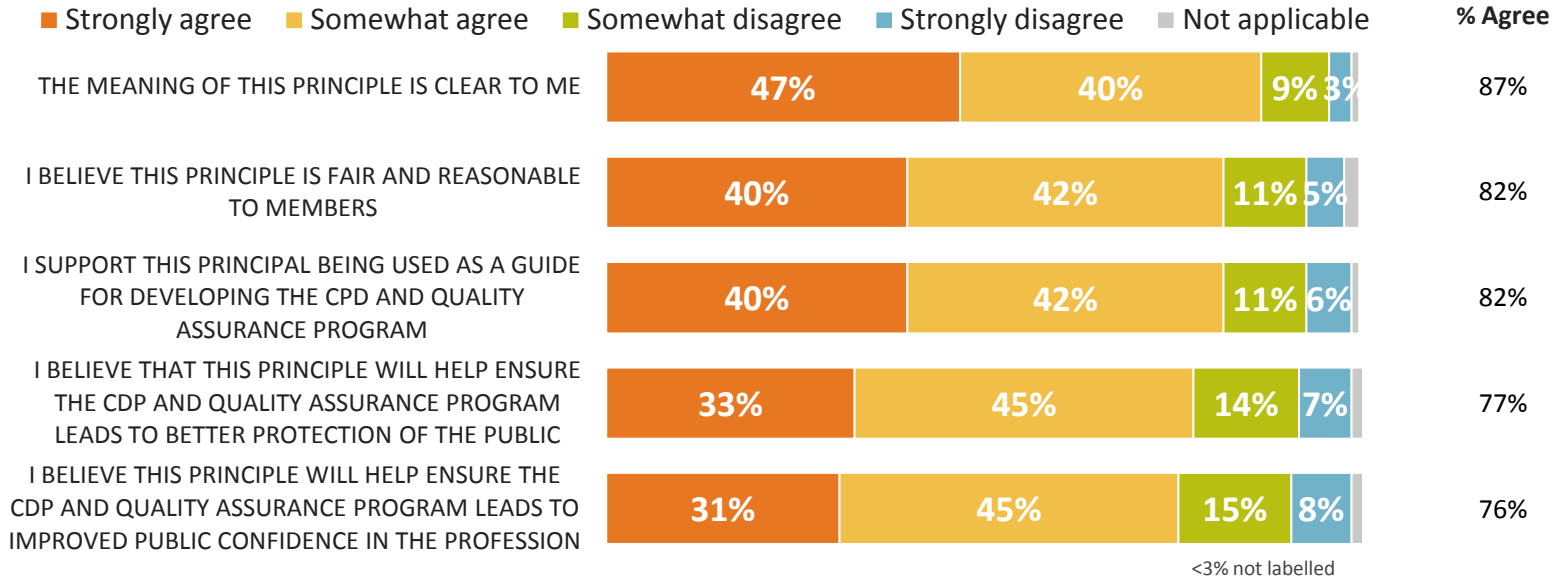
Q12. Do you agree or disagree with the following?

Base: All respondents (n=6786)

## REACTION TO GUIDING PRINCIPLES

### 2. CPD Program Requirements must be Relevant for Practice

- At nearly nine in ten, members are most likely to agree that principle 2 is clear, followed by more than eight in ten who support it being used to guide a CPD program or feel it is fair and reasonable. Closer to three quarters of members feel that it will help ensure better protection of the public or will lead to improved confidence in the profession.



Q12. Do you agree or disagree with the following? Base: All respondents (n=6786)

## REACTION TO GUIDING PRINCIPLES

### 2. CPD Program Requirements must be Relevant for Practice

- Younger members (25-34) and those over 65 are more likely to agreement to each statement (with the exception of clarity).
- Members who are currently practicing are less likely to agree to each statement.

%Agree (Top2Box)	REGION						AGE					
	Western	West Central	East Central	Eastern	Northern	Out of Province	25-34	35-44	45-54	55-64	65-74	75+
	n=579	n=880	n=1009	n=958	n=250	n=865	n=1260	n=1217	n=1548	n=1362	n=748	n=292
Principle is clear	86%	85%	86%	87%	88%	86%	87%	85%	87%	88%	90%	91%
Principle ensures protection of public	76%	73%	77%	78%	77%	75%	82%	76%	75%	78%	82%	84%
Principle will lead to improved confidence	77%	72%	74%	76%	71%	73%	79%	75%	74%	76%	79%	82%
Principle is fair and reasonable	83%	79%	82%	82%	84%	80%	80%	77%	72%	77%	82%	85%
Support principle being used as a guide	82%	79%	80%	82%	82%	81%	83%	82%	81%	83%	85%	89%

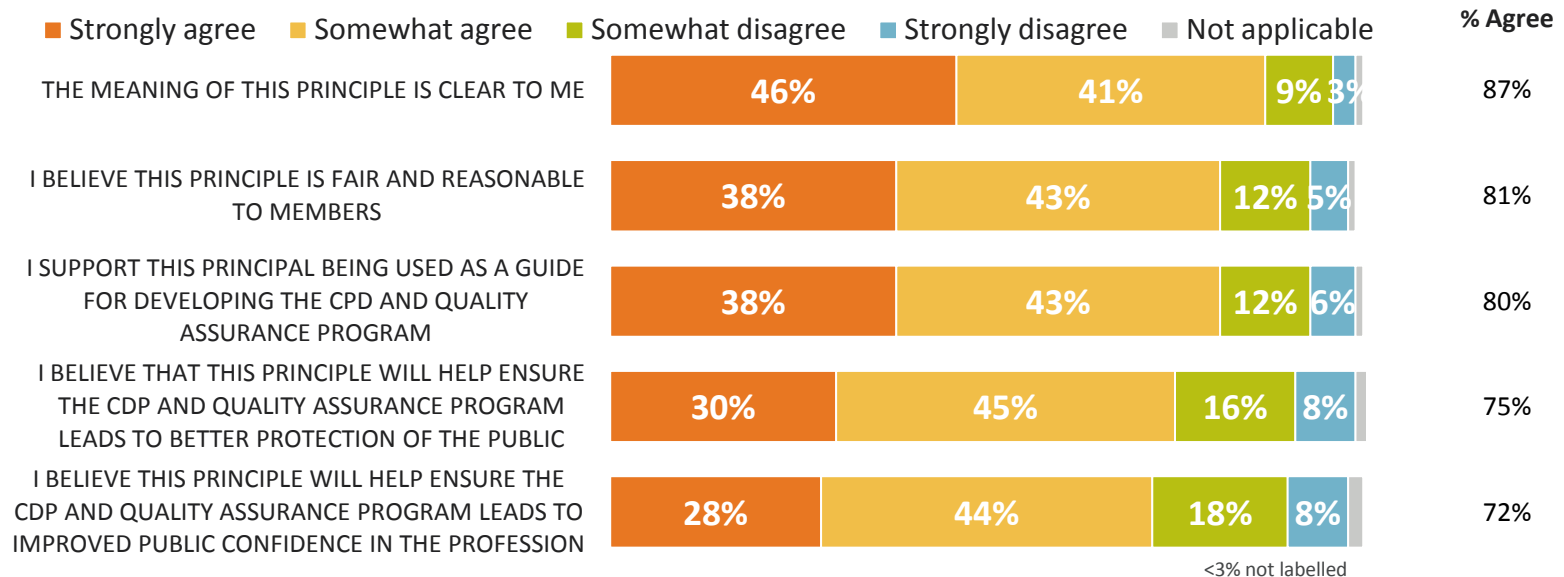
	CURRENT EMPLOYMENT STATUS						CURRENTLY PRACTICING		
	Consulting Firm	Government	Public/ Non-Profit Org	Private Sector	Sole Practitioner	Other	Yes	No	Retired
	n=1438	n=569	n=347	n=1696	n=418	n=143	n=4611	n=1299	n=622
Principle is clear	87%	86%	86%	85%	86%	87%	86%	88%	90%
Principle ensures protection of public	75%	78%	74%	75%	74%	79%	75%	84%	83%
Principle will lead to improved confidence	74%	76%	73%	74%	70%	75%	74%	82%	80%
Principle is fair and reasonable	81%	82%	82%	81%	78%	78%	81%	87%	87%
Support principle being used as a guide	81%	81%	82%	81%	78%	79%	81%	85%	86%

Q12. Do you agree or disagree with the following?  
 Base: All respondents (n=6786)

## REACTION TO GUIDING PRINCIPLES

### 3. CPD Program must be Pragmatic

- At close to nine in ten, the vast majority of members agree that principle 3 is clear, followed by eight in ten who feel it is fair and reasonable or support the principle being used to guide a CPD program. Three quarters of members feel that it will help ensure better protection of the public while slightly fewer agree it will lead to improved confidence in the profession.



Q12. Do you agree or disagree with the following? Base: All respondents (n=6786)

## REACTION TO GUIDING PRINCIPLES

### 3. CPD Program must be Pragmatic

- Aside from the principle being clear, members from the Western region are more likely to agreement to each aspect of principle 3. Members who are currently practicing or work in a consulting firm are less likely to agree to each statement.

%Agree (Top2Box)	REGION						AGE					
	Western n=579	West Central n=880	East Central n=1009	Eastern n=958	Northern n=250	Out of Province n=865	25-34 n=1260	35-44 n=1217	45-54 n=1548	55-64 n=1362	65-74 n=748	75+ n=292
Principle is clear	87%	86%	85%	86%	89%	85%	86%	86%	87%	90%	89%	88%
Principle ensures protection of public	76%	72%	74%	75%	72%	74%	75%	76%	75%	76%	80%	81%
Principle will lead to improved confidence	74%	68%	72%	72%	66%	72%	72%	72%	71%	74%	77%	77%
Principle is fair and reasonable	84%	78%	80%	82%	79%	78%	81%	82%	80%	84%	84%	83%
Support principle being used as a guide	84%	77%	80%	81%	76%	78%	78%	81%	80%	83%	83%	84%

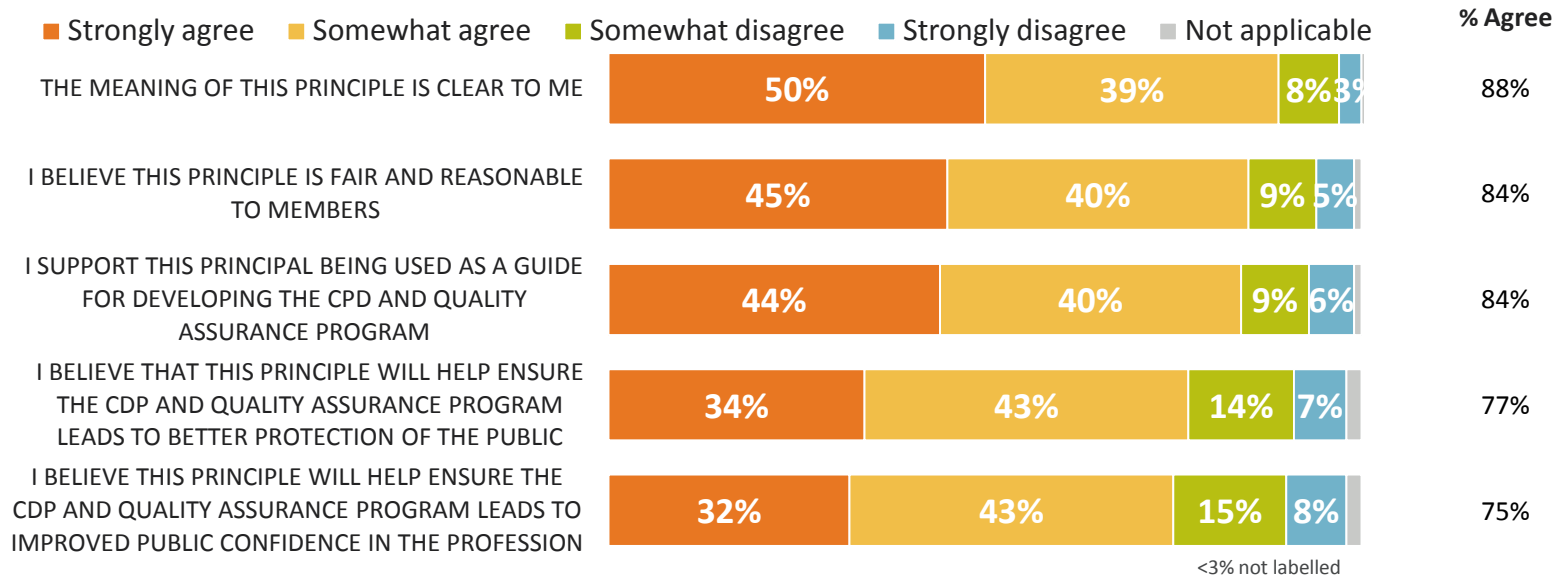
	CURRENT EMPLOYMENT STATUS						CURRENTLY PRACTICING		
	Consulting Firm n=1438	Government n=569	Public/ Non-Profit Org n=347	Private Sector n=1696	Sole Practitioner n=418	Other n=143	Yes n=4611	No n=1299	Retired n=622
Principle is clear	87%	85%	88%	87%	88%	82%	87%	88%	91%
Principle ensures protection of public	71%	75%	77%	74%	74%	69%	73%	79%	82%
Principle will lead to improved confidence	68%	72%	73%	72%	70%	65%	71%	76%	79%
Principle is fair and reasonable	78%	82%	82%	81%	79%	76%	80%	83%	87%
Support principle being used as a guide	77%	80%	81%	80%	80%	72%	79%	83%	85%

Q12. Do you agree or disagree with the following?  
 Base: All respondents (n=6786)

## REACTION TO GUIDING PRINCIPLES

### 4. CPD Program must recognize Diversity of Practitioners' needs and resources

- At nearly nine in ten, members are most likely to agree that principle 4 is clear, followed closely by more than eight in ten who feel it is fair and reasonable or support the principle being used to guide a CPD program. Three quarters of members feel that it will help ensure better protection of the public while slightly fewer agree it will lead to improved confidence in the profession.



Q12. Do you agree or disagree with the following? Base: All respondents (n=6786)



## REACTION TO GUIDING PRINCIPLES

### 4. CPD Program must recognize Diversity of Practitioners' needs and resources

- Members over the age of 75 are more likely to feel principle 4 will lead to better protection of the public and improved public confidence. Members who are currently practicing are less likely to agree to each statement, while those who work for a consulting firm as less likely to feel it will lead to improved public confidence.

%Agree (Top2Box)	REGION						AGE						
	Western n=579	West Central n=880	East Central n=1009	Eastern n=958	Northern n=250	Out of Province n=865	25-34 n=1260	35-44 n=1217	45-54 n=1548	55-64 n=1362	65-74 n=748	75+ n=292	
Principle is clear	88%	86%	86%	89%	90%	87%	88%	88%	88%	90%	89%	91%	
Principle ensures protection of public	77%	76%	75%	77%	77%	75%	79%	78%	75%	78%	80%	84%	
Principle will lead to improved confidence	74%	72%	73%	74%	72%	73%	75%	75%	73%	76%	79%	81%	
Principle is fair and reasonable	84%	82%	83%	86%	85%	81%	86%	85%	84%	86%	86%	86%	
Support principle being used as a guide	85%	82%	83%	84%	85%	81%	85%	86%	83%	85%	86%	85%	

	CURRENT EMPLOYMENT STATUS						CURRENTLY PRACTICING		
	Consulting Firm n=1438	Government n=569	Public/ Non-Profit Org n=347	Private Sector n=1696	Sole Practitioner n=418	Other n=143	Yes n=4611	No n=1299	Retired n=622
Principle is clear	88%	86%	89%	88%	90%	89%	88%	89%	90%
Principle ensures protection of public	75%	75%	76%	74%	78%	78%	75%	83%	84%
Principle will lead to improved confidence	71%	74%	74%	72%	74%	78%	73%	80%	81%
Principle is fair and reasonable	83%	85%	84%	84%	83%	85%	84%	89%	87%
Support principle being used as a guide	82%	84%	85%	83%	85%	80%	83%	88%	87%

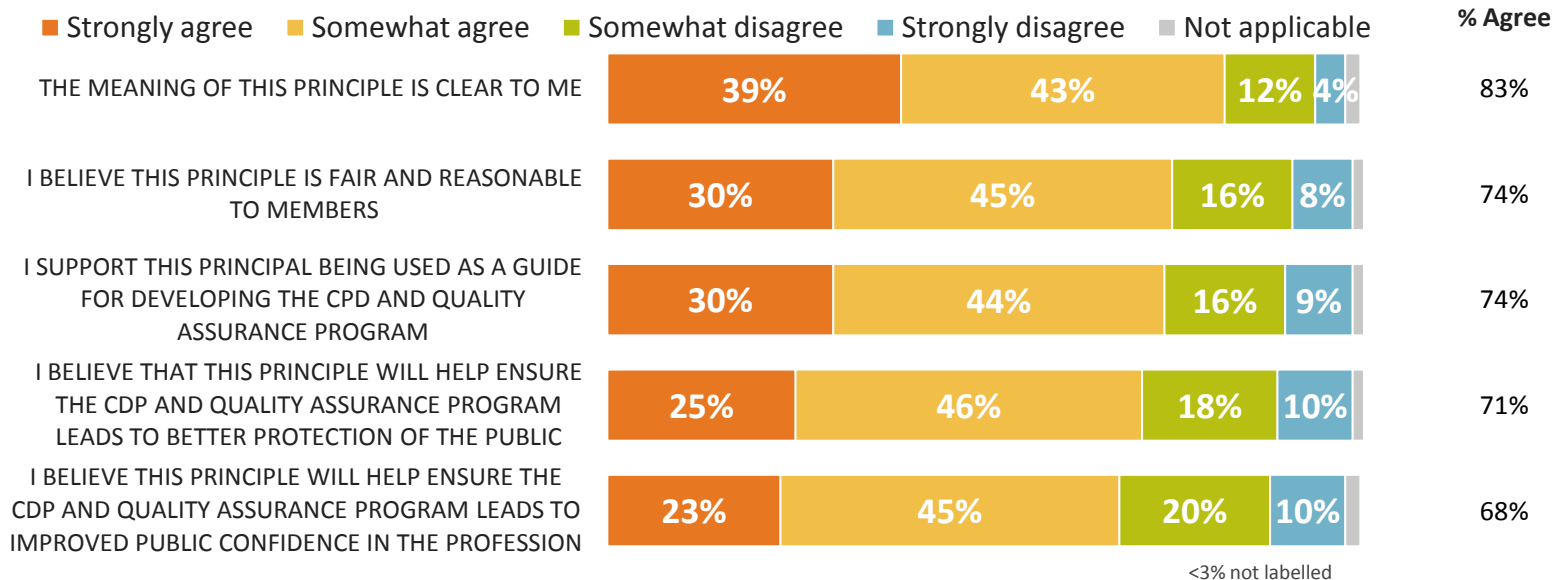
Q12. Do you agree or disagree with the following?

Base: All respondents (n=6786)

## REACTION TO GUIDING PRINCIPLES

### 5. CPD Program Requirements must be Scalable and Proportional to Risk to the Public

- At just over eight in ten, the vast majority of members agree that principle 5 is clear. Three quarters feel it is fair and reasonable or support the principle being used to guide a CPD program, while closer to seven in ten feel that it will help ensure better protection of the public or lead to improved confidence in the profession.



Q12. Do you agree or disagree with the following? Base: All respondents (n=6786)

## REACTION TO GUIDING PRINCIPLES

### 5. CPD Program Requirements must be Scalable and Proportional to Risk to the Public

- Members over the age of 65 are more likely to agreement to each aspect about principle 5.
- Aside from the principle being clear, members who are currently practicing, work in a consulting firm or are from the West Central or Northern regions are less likely to agree to each statement.

%Agree (Top2Box)	REGION						AGE						
	Western n=579	West Central n=880	East Central n=1009	Eastern n=958	Northern n=250	Out of Province n=865	25-34 n=1260	35-44 n=1217	45-54 n=1548	55-64 n=1362	65-74 n=748	75+ n=292	
Principle is clear	83%	80%	81%	84%	85%	79%	83%	82%	83%	83%	87%	83%	
Principle ensures protection of public	72%	67%	70%	72%	70%	67%	71%	71%	71%	70%	76%	73%	
Principle will lead to improved confidence	70%	65%	69%	69%	64%	64%	68%	67%	68%	69%	74%	72%	
Principle is fair and reasonable	76%	71%	74%	75%	71%	70%	74%	75%	75%	75%	80%	76%	
Support principle being used as a guide	75%	71%	74%	75%	70%	71%	73%	74%	75%	75%	79%	76%	

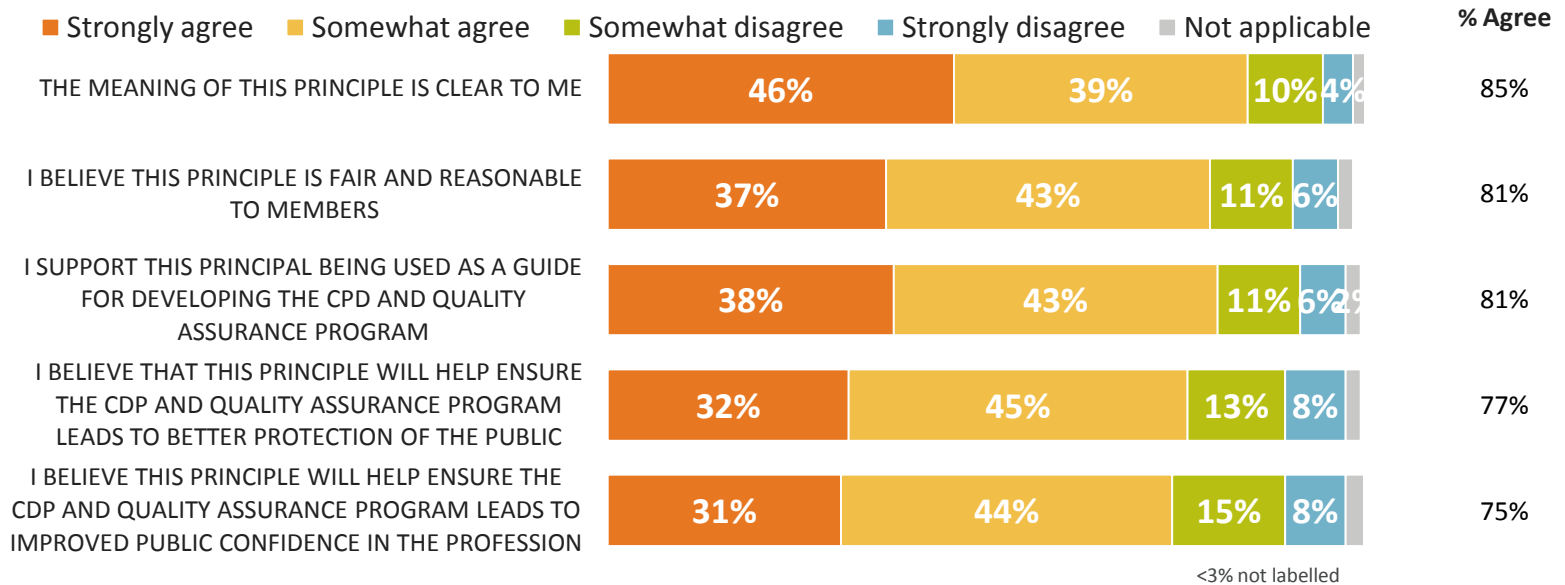
	CURRENT EMPLOYMENT STATUS						CURRENTLY PRACTICING		
	Consulting Firm n=1438	Government n=569	Public/ Non-Profit Org n=347	Private Sector n=1696	Sole Practitioner n=418	Other n=143	Yes n=4611	No n=1299	Retired n=622
Principle is clear	81%	79%	86%	84%	81%	80%	82%	84%	87%
Principle ensures protection of public	66%	69%	74%	70%	69%	64%	69%	75%	78%
Principle will lead to improved confidence	63%	66%	70%	69%	63%	68%	66%	73%	76%
Principle is fair and reasonable	69%	72%	76%	75%	72%	73%	73%	78%	82%
Support principle being used as a guide	69%	72%	75%	75%	74%	73%	73%	77%	79%

Q12. Do you agree or disagree with the following? Base: All respondents (n=6786)

## REACTION TO GUIDING PRINCIPLES

### 6. CPD Program must be Effective

- At more than eight in ten, members are most likely to agree that principle 6 is clear, followed by eight in ten who feel it is fair and reasonable or support the principle being used to guide a CPD program. Three quarters of members feel that it will help ensure better protection of the public while slightly fewer agree it will lead to improved confidence in the profession.



Q12. Do you agree or disagree with the following? Base: All respondents (n=6786)

## REACTION TO GUIDING PRINCIPLES

### 6. CPD Program must be Effective

- Members between the age of 45-54 are less likely to agree to each aspect of principle 6 (aside from clarity), while those from the West Central region are less likely to feel principle 6 will lead to improved public confidence
- Members who are currently practicing are less likely to agree to each statement.

%Agree (Top2Box)	REGION						AGE						
	Western n=579	West Central n=880	East Central n=1009	Eastern n=958	Northern n=250	Out of Province n=865	25-34 n=1260	35-44 n=1217	45-54 n=1548	55-64 n=1362	65-74 n=748	75+ n=292	
Principle is clear	82%	83%	83%	85%	85%	83%	86%	85%	84%	86%	87%	87%	
Principle ensures protection of public	76%	74%	75%	77%	76%	74%	81%	78%	74%	76%	80%	80%	
Principle will lead to improved confidence	75%	71%	75%	76%	73%	72%	79%	76%	73%	74%	79%	81%	
Principle is fair and reasonable	79%	78%	79%	82%	80%	78%	85%	83%	78%	80%	83%	83%	
Support principle being used as a guide	80%	80%	79%	82%	82%	79%	86%	83%	79%	81%	83%	86%	

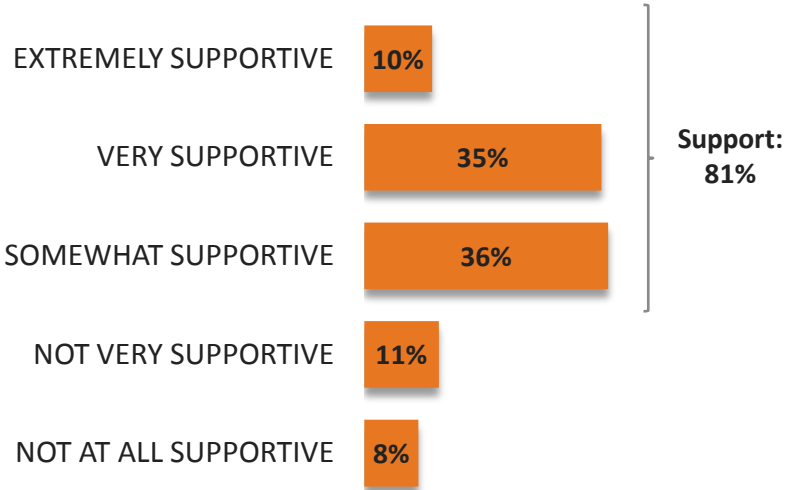
	CURRENT EMPLOYMENT STATUS						CURRENTLY PRACTICING		
	Consulting Firm n=1438	Government n=569	Public/ Non-Profit Org n=347	Private Sector n=1696	Sole Practitioner n=418	Other n=143	Yes n=4611	No n=1299	Retired n=622
Principle is clear	85%	83%	85%	83%	83%	84%	84%	87%	90%
Principle ensures protection of public	75%	75%	75%	74%	73%	71%	74%	82%	86%
Principle will lead to improved confidence	74%	75%	74%	72%	70%	69%	73%	80%	83%
Principle is fair and reasonable	80%	79%	80%	78%	76%	76%	79%	86%	87%
Support principle being used as a guide	80%	81%	81%	79%	76%	73%	79%	86%	88%

Q12. Do you agree or disagree with the following?  
 Base: All respondents (n=6786)

REACTION TO GUIDING PRINCIPLES

# Support For CPE Program Based on Principles

- Eight in ten members support PEO drafting a CPE program based on the 6 guiding principles. Just over one-third of members are either very or somewhat supportive, while one in ten are extremely supportive.
- Members who are currently practicing or between the age of 45-54 are least supportive, however the vast majority still do.



Q13. Overall, how supportive would you be in PEO drafting a continuing professional education and quality assurance program based on the six (6) principles you were just shown? Base: All respondents (n=6786)

%Support (Top2Box)

REGION					
Western	West Central	East Central	Eastern	Northern	Out of Province
n=579	n=880	n=1009	n=958	n=250	n=865
80%	77%	79%	79%	79%	80%
AGE					
25-34	35-44	45-54	55-64	65-74	75+
n=1260	n=1217	n=1548	n=1362	n=748	n=292
84%	82%	78%	81%	85%	87%
CURRENT EMPLOYMENT STATUS					
Consulting Firm	Government	Public/ Non-Profit Org	Private Sector	Sole Practitioner	Other
n=1438	n=569	n=347	n=1696	n=418	n=143
77%	80%	78%	78%	79%	78%
CURRENTLY PRACTICING					
Yes	No	Retired			
n=4611	n=1299	n=622			
78%	87%	88%			

## REACTION TO GUIDING PRINCIPLES

## Point of View

- Having read the 6 principles members were again asked their point of view on PEO developing a CPE program and at just over one-third of members the largest proportion support PEO developing a CPE program but feel the principles require further consideration, followed by closer to three in ten who support them as presented. Two in ten prefer to wait to see whether the government mandates a program, while one in ten do not support a CPE program at all.

I **SUPPORT PEO DEVELOPING** A CONTINUING PROFESSIONAL EDUCATION AND QUALITY ASSURANCE PROGRAM BASED ON THE SIX (6) GUIDING PRINCIPLES AS PRESENTED.

31%

I **SUPPORT PEO DEVELOPING** A CONTINUING PROFESSIONAL EDUCATION AND QUALITY ASSURANCE PROGRAM BUT FEEL THE GUIDING PRINCIPLES FOR SUCH A PROGRAM REQUIRE FURTHER CONSIDERATION.

36%

I **SUPPORT WAITING** TO SEE WHETHER THE GOVERNMENT MANDATES A CONTINUING PROFESSIONAL EDUCATION AND QUALITY ASSURANCE PROGRAM FOR PROFESSIONAL ENGINEERS.

21%

I **DO NOT SUPPORT** THE DEVELOPMENT OF A CONTINUING PROFESSIONAL EDUCATION AND QUALITY ASSURANCE PROGRAM FOR PROFESSIONAL ENGINEERS AT ALL.

12%

Q14 . As mentioned earlier, due to the high profile afforded to the incident at the Algo Mall by the media and the Inquiry, the government may pressure all parties to adopt the recommendation and mandate the education of a continuing professional education program. Given this, which of the following is closest to your point of view: Base: All respondents (n=6786)

## REACTION TO GUIDING PRINCIPLES

## Point of View

- Members from out of province and those over the age of 65 are more likely to feel the guiding principles require further consideration, while those from East Central are more likely to prefer to wait and see if the government mandates a program.
- Members 45-54 are least likely to support any form of CPE.

	REGION						AGE					
	Western n=579	West Central n=880	East Central n=1009	Eastern n=958	Northern n=250	Out of Province n=865	25-34 n=1260	35-44 n=1217	45-54 n=1548	55-64 n=1362	65-74 n=748	75+ n=292
Support developing a program based on the 6 guiding principles as presented.	33%	30%	28%	30%	32%	29%	32%	29%	29%	32%	37%	34%
Support developing a program but feel the guiding principles require further consideration	36%	36%	35%	37%	38%	41%	37%	36%	33%	37%	40%	46%
Support waiting to see if the government mandates such a program for professional engineers	18%	20%	24%	21%	17%	17%	21%	23%	22%	19%	15%	13%
Do not support the development of the program at all	13%	15%	13%	12%	13%	13%	9%	13%	15%	12%	8%	7%

Q14 . As mentioned earlier, due to the high profile afforded to the incident at the Algo Mall by the media and the Inquiry, the government may pressure all parties to adopt the recommendation and mandate the education of a continuing professional education program. Given this, which of the following is closest to your point of view:

Base: All respondents (n=6786)



## REACTION TO GUIDING PRINCIPLES

## Point of View

- Members who are currently retired or work at a consulting firm are more likely to feel the guiding principles require further consideration, while those who are currently practicing are more likely to not support developing a CPE program at all.

	CURRENT EMPLOYMENT STATUS						CURRENTLY PRACTICING		
	Consulting Firm	Government	Public/ Non-Profit Org	Private Sector	Sole Practitioner	Other	Yes	No	Retired
	n=1438	n=569	n=347	n=1696	n=418	n=143	n=4611	n=1299	n=622
Support developing a program based on the 6 guiding principles as presented.	29%	29%	26%	27%	29%	21%	28%	36%	41%
Support developing a program but feel the guiding principles require further consideration	39%	35%	36%	34%	36%	43%	36%	35%	40%
Support waiting to see if the government mandates such a program for professional engineers	17%	24%	24%	23%	18%	22%	21%	22%	14%
Do not support the development of the program at all	15%	12%	14%	16%	16%	15%	15%	7%	6%

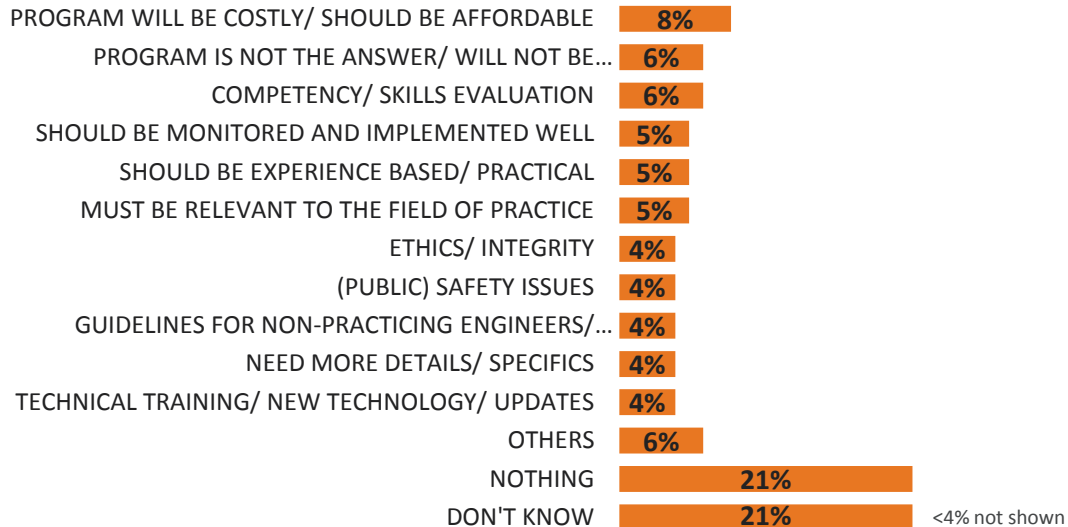
Q14 . As mentioned earlier, due to the high profile afforded to the incident at the Algo Mall by the media and the Inquiry, the government may pressure all parties to adopt the recommendation and mandate the education of a continuing professional education program. Given this, which of the following is closest to your point of view:

Base: All respondents (n=6786)

## REACTION TO GUIDING PRINCIPLES

## Potential Gaps

- When asked about potential gaps in the principles, the most common responses are regarding concerns over program cost, the feeling that a CPE program will not be helpful or the need for a competency/ skill evaluation. Other common responses are concerns about program administration, that the CPE should be experience based/ practical and that it must be relevant to each engineers field of practice.



Q15. What, if anything, wasn't covered by the principles that you would like considered in the development of a continuing professional education and quality assurance program?



## REACTION TO GUIDING PRINCIPLES

# Communication Of Key Components

- Younger members are more likely to feel that the principles did a good job of communicating that CPE requirements are based on a risk self-assessment.

%Yes	REGION						AGE					
	Western n=579	West Central n=880	East Central n=1009	Eastern n=958	Northern n=250	Out of Province n=865	25-34 n=1260	35-44 n=1217	45-54 n=1548	55-64 n=1362	65-74 n=748	75+ n=292
CPE requirements based on a risk self-assessment	79%	78%	80%	78%	78%	78%	84%	81%	81%	79%	76%	75%
Firms/ individual practitioners may adopt risk management procedures as alternatives to mandatory CPE and quality assurance	63%	62%	61%	59%	59%	64%	59%	59%	63%	62%	64%	65%
Up to the individual to develop their own plan	58%	61%	60%	57%	64%	64%	61%	63%	63%	59%	57%	58%

Q16. Did the six principles you reviewed adequately communicate the following? Base: All respondents (n=6786)

## REACTION TO GUIDING PRINCIPLES

# Communication Of Key Components

- Members who are not currently practicing are more likely to feel the principles did a good job of communicating that CPE requirements would be based on a risk self-assessment, while retired members are less likely to feel they did well at communicating that it is up to the individual engineer to develop their own CPE plan.
- Members who work in the private sector are more likely to feel the principles did a good job of communicating that firms may adopt risk management procedures as alternatives to CPE or that it is up to individual firms to develop their own plan.

	CURRENT EMPLOYMENT STATUS						CURRENTLY PRACTICING		
	Consulting Firm n=1438	Government n=569	Public/ Non-Profit Org n=347	Private Sector n=1696	Sole Practitioner n=418	Other n=143	Yes n=4611	No n=1299	Retired n=622
CPE requirements based on a risk self-assessment	78%	77%	79%	81%	78%	75%	79%	84%	77%
Firms/ individual practitioners may adopt risk management procedures as alternatives to mandatory CPE and quality assurance	59%	59%	60%	64%	60%	57%	61%	63%	63%
Up to the individual to develop their own plan	62%	58%	57%	64%	67%	55%	62%	60%	55%

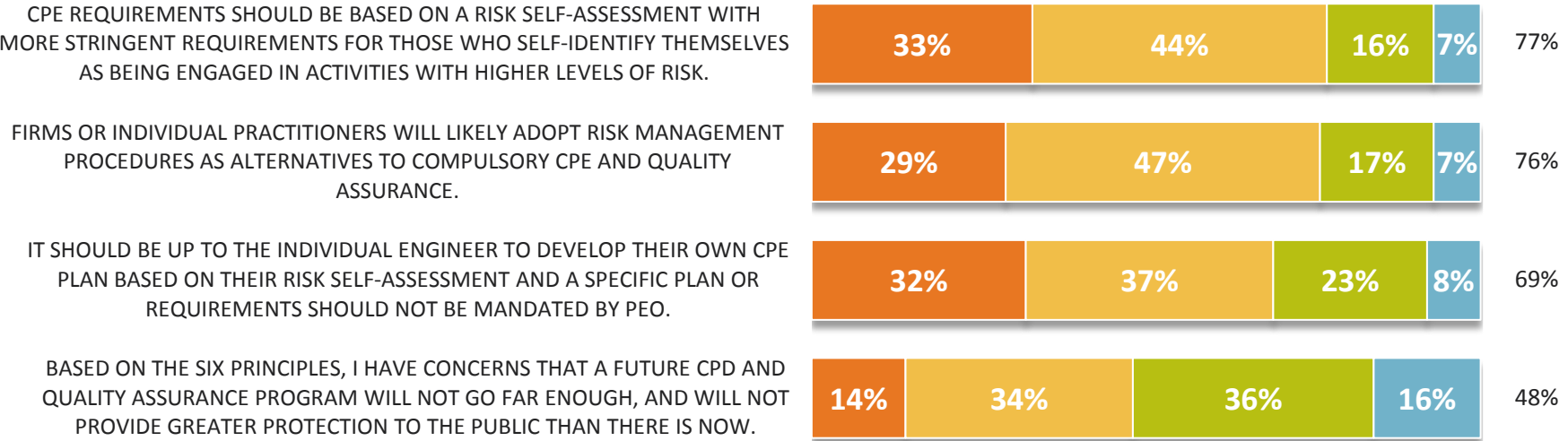
Q16. Did the six principles you reviewed adequately communicate the following? Base: All respondents (n=6786)

REACTION TO GUIDING PRINCIPLES

# Agreement with Key Components

- Three quarters of members agree that CPE requirements should be based on a risk self-assessment or that firms are likely to adopt risk management procedures as an alternative to CPE. Seven in ten agree that it should be up to the individual engineer to develop their own CPE plan while members are more split on whether the CPE program will provide greater protection of the public than there is now.

■ Strongly agree    
 ■ Somewhat agree    
 ■ Somewhat disagree    
 ■ Strongly disagree    
 % Agree



Q17. Do you agree or disagree with the following as part of a future CPD program?  
 Base: All respondents (n=6786)

REACTION TO GUIDING PRINCIPLES

# Agreement with Key Components

- Members from the East Central region , older member or retired members are more likely to have concerns the CPE program will not go far enough. Older members or retired members are less likely to agree that it should be up to individual engineers to develop their CPE plan, while those who work as a sole practitioner are more likely.

%Agree (Top2Box)	REGION						AGE					
	Western n=579	West Central n=880	East Central n=1009	Eastern n=958	Northern n=250	Out of Province n=865	25-34 n=1260	35-44 n=1217	45-54 n=1548	55-64 n=1362	65-74 n=748	75+ n=292
Firms/ individuals will likely adopt risk management procedures	80%	76%	78%	75%	78%	70%	76%	76%	78%	76%	75%	78%
Requirements should be based on risk self-assessment	78%	75%	77%	79%	75%	72%	74%	76%	78%	80%	76%	79%
Up to the individual engineer to develop their own plan	73%	69%	69%	70%	69%	71%	65%	71%	73%	71%	62%	62%
I have concerns that a future CDP and quality assurance program will not go far enough	46%	46%	51%	47%	45%	51%	51%	49%	46%	45%	51%	57%

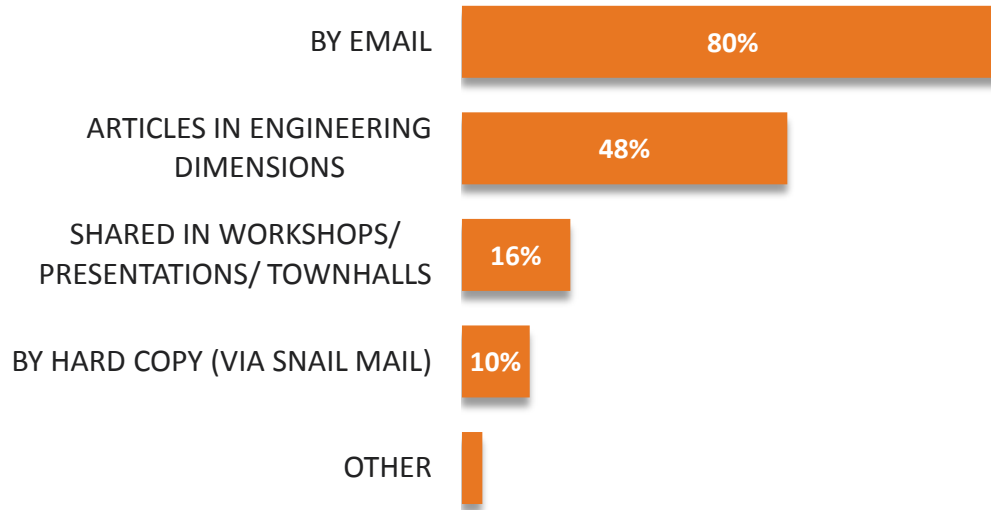
%Agree (Top2Box)	CURRENT EMPLOYMENT STATUS						CURRENTLY PRACTICING		
	Consulting Firm n=1438	Government n=569	Public/ Non-Profit Org n=347	Private Sector n=1696	Sole Practitioner n=418	Other n=143	Yes n=4611	No n=1299	Retired n=622
Firms/ individuals will likely adopt risk management procedures	75%	74%	79%	77%	76%	75%	76%	77%	76%
Requirements should be based on risk self-assessment	72%	75%	78%	79%	80%	83%	76%	79%	75%
Up to the individual engineer to develop their own plan	68%	66%	71%	75%	80%	72%	72%	66%	58%
I have concerns that a future CDP and quality assurance program will not go far enough	47%	48%	45%	46%	47%	43%	47%	51%	54%

Q17. Do you agree or disagree with the following as part of a future CPD program? Base: All respondents (n=6786)

## REACTION TO GUIDING PRINCIPLES

# Preferred Channel of Communication

- Email is by far the most preferred channel of communication for future information about the CPE program, followed by half of members who would like to see articles in Engineering Dimensions. Fewer than two in ten prefer workshops or townhalls, while one in ten said they prefer hard copy information mailed to them.



Q18. How would you like future information of continuing professional education to be communicated to you?  
Base: All respondents (n=6786)



## REACTION TO GUIDING PRINCIPLES

# Preferred Channel of Communication

- Younger members are more likely to prefer email or hard copy, while older or retired members are more likely to prefer articles in Engineering Dimensions.

	REGION						AGE					
	Western	West Central	East Central	Eastern	Northern	Out of Province	25-34	35-44	45-54	55-64	65-74	75+
	n=579	n=880	n=1009	n=958	n=250	n=865	n=1260	n=1217	n=1548	n=1362	n=748	n=292
By email	83%	72%	79%	78%	83%	78%	88%	88%	83%	77%	67%	54%
Articles in Engineering Dimensions	46%	52%	47%	51%	50%	48%	39%	43%	47%	53%	61%	63%
Workshops/ presentations/ townhalls	17%	19%	16%	18%	14%	11%	19%	16%	16%	15%	16%	14%
By hard copy (via snail mail)	11%	10%	9%	11%	10%	8%	12%	10%	9%	8%	7%	7%
Other	2%	3%	3%	3%	*	4%	2%	2%	2%	2%	4%	4%

	CURRENT EMPLOYMENT STATUS						CURRENTLY PRACTICING		
	Consulting Firm	Government	Public/ Non-Profit Org	Private Sector	Sole Practitioner	Other	Yes	No	Retired
	n=1438	n=569	n=347	n=1696	n=418	n=143	n=4611	n=1299	n=622
By email	81%	85%	84%	83%	79%	76%	82%	82%	59%
Articles in Engineering Dimensions	47%	46%	46%	45%	54%	50%	47%	46%	63%
Workshops/ presentations/ townhalls	15%	20%	16%	14%	19%	20%	16%	18%	16%
By hard copy (via snail mail)	9%	10%	7%	10%	11%	12%	10%	10%	8%
Other	2%	3%	3%	2%	4%	3%	2%	2%	3%

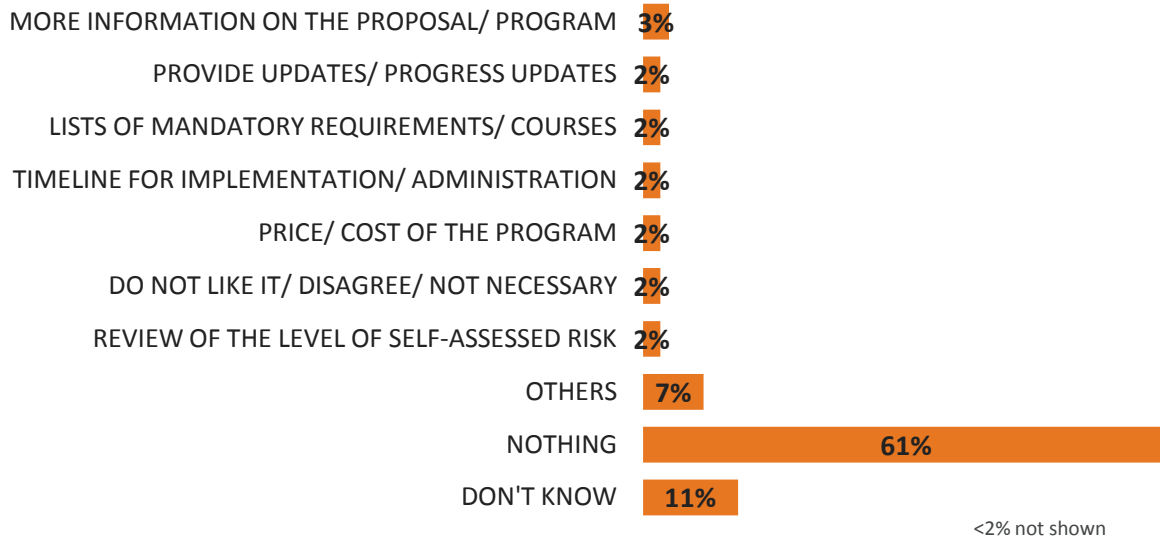
Q18. How would you like future information of continuing professional education to be communicated to you?

Base: All respondents (n=6786)

## REACTION TO GUIDING PRINCIPLES

# Additional Information Requests

- When asked what additional information members would like the vast majority provided no response. Of those who did provide a comment, the most were for more information on the proposed program in general, progress updates, a list of mandatory requirements, timelines, cost and a review of the risk self-assessment.



Q20. Is there any other information you would like about the proposed continuing professional development program?

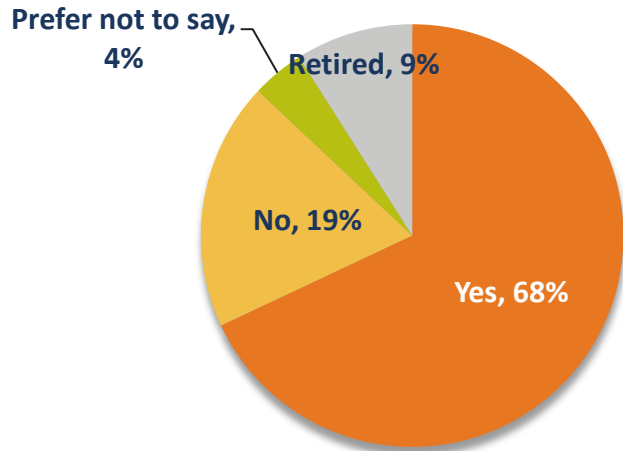
Base: n=2000 randomly selected responses were coded

# PROFILE OF RESPONDENTS

# PROFILE OF RESPONDENTS

## Practicing Status

- Nearly seven in ten members report that they are currently practicing as a professional engineer, while two in ten are not and one in ten are retired.
- Members between the ages of 35-64 and those from the Western region or out of province are more likely to indicate currently practicing.



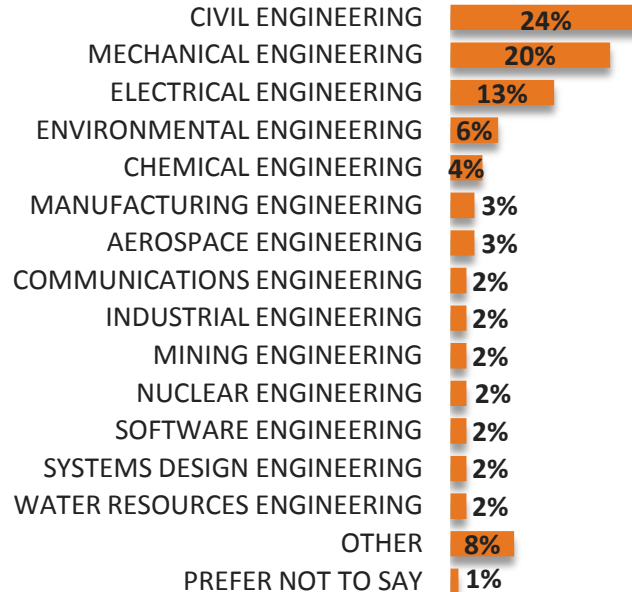
%Yes					
REGION					
Western	West Central	East Central	Eastern	Northern	Out of Province
n=579	n=880	n=1009	n=958	n=250	n=865
74%	66%	66%	67%	72%	72%
AGE					
25-34	35-44	45-54	55-64	65-74	75+
n=1260	n=1217	n=1548	n=1362	n=748	n=292
60%	82%	81%	74%	42%	23%

Q1. Are you currently practicing as a professional engineer?  
 Base: All respondents (n=6786)

## PROFILE OF RESPONDENTS

# Current Field of Engineering

- Members are most likely to indicate working in the field of civil engineering, followed by mechanical and electrical.



Q2. Please indicate the field of engineering in which you are currently practicing?

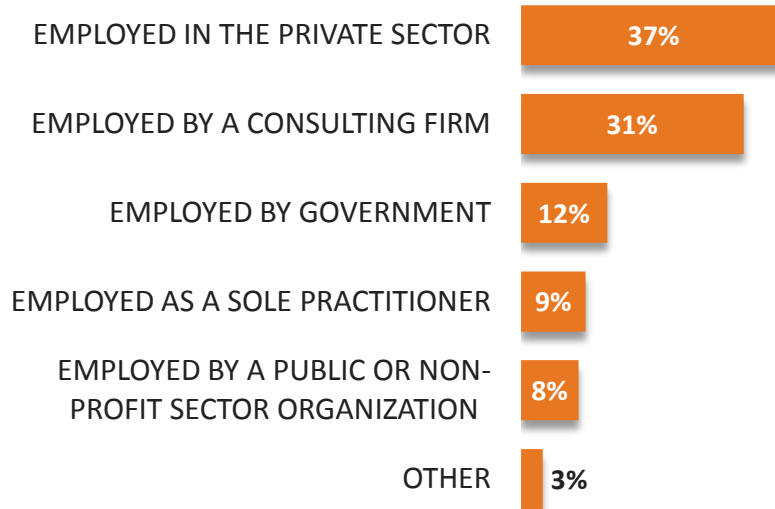
Base: Those who are currently practicing as a professional engineer (n=4611)

Statements <2 % not shown

## PROFILE OF RESPONDENTS

# Employment Type

- Four in ten members who are currently practicing work in the private sector, followed by three in ten for a consulting firm. Around one in ten are employed by the government, as a sole practitioner or by a public/ non-profit organization.



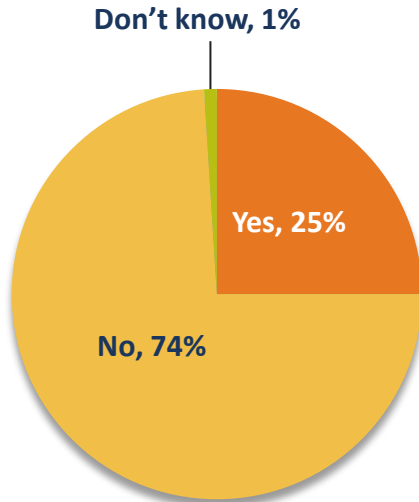
Q3. Which of the following best describes you?

Base: Those who are currently practicing as a professional engineer (n=4611)

PROFILE OF RESPONDENTS

# Other Professional Designations

- One quarter of members currently have another professional designation.
- Currently practicing members, those who work for a consulting firm, as a sole practitioner or are from out of province are more likely to hold another designation, while those from the Northern region, are 25-34 or 75+ are less likely.



Q21. Aside from your P.Eng designation, are you currently certified by another organization for professional purposes (i.e. PMP, LEED, Six Sigma, CWB, etc.)? Base: All respondents (n=6786)

REGION					
Western	West Central	East Central	Eastern	Northern	Out of Province
n=579	n=880	n=1009	n=958	n=250	n=865
23%	25%	25%	22%	16%	34%

AGE					
25-34	35-44	45-54	55-64	65-74	75+
n=1260	n=1217	n=1548	n=1362	n=748	n=292
17%	27%	29%	26%	24%	17%

CURRENT EMPLOYMENT STATUS					
Consulting Firm	Government	Public/ Non-Profit Org	Private Sector	Sole Practitioner	Other
n=1438	n=569	n=347	n=1696	n=418	n=143
30%	27%	22%	25%	30%	23%

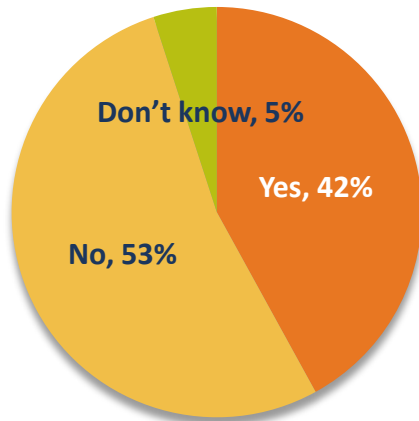
  

CURRENTLY PRACTICING		
Yes	No	Retired
n=4611	n=1299	n=622
27%	20%	15%

PROFILE OF RESPONDENTS

# Voted In 2015 PEO Election

- Four in ten report having voted in the 2015 PEO election.
- Members from the Western or West Central region, are over the age of 65 or retired are more likely to have done so, while those not currently practicing as an engineer are by far the least likely.



Q22. Did you vote in this year's PEO elections?  
Base: All respondents (n=6786)

REGION					
Western	West Central	East Central	Eastern	Northern	Out of Province
n=579	n=880	n=1009	n=958	n=250	n=865
50%	52%	46%	43%	42%	40%
AGE					
25-34	35-44	45-54	55-64	65-74	75+
n=1260	n=1217	n=1548	n=1362	n=748	n=292
22%	36%	44%	50%	59%	65%
CURRENT EMPLOYMENT STATUS					
Consulting Firm	Government	Public/ Non-Profit Org	Private Sector	Sole Practitioner	Other
n=1438	n=569	n=347	n=1696	n=418	n=143
41%	45%	44%	44%	55%	45%
CURRENTLY PRACTICING					
Yes		No		Retired	
n=4611		n=1299		n=622	
44%		26%		64%	



DEMOGRAPHICS

**Year Licensed**

Before 1960	<b>1%</b>
1961-1970	<b>4%</b>
1971-1980	<b>10%</b>
1981-1990	<b>15%</b>
1991-2000	<b>15%</b>
2001-2010	<b>19%</b>
2010 or later	<b>19%</b>

**Year Graduated**

1950 or earlier	<b>*</b>
1951-1960	<b>2%</b>
1961-1970	<b>7%</b>
1971-1980	<b>15%</b>
1981-1990	<b>20%</b>
1991-2000	<b>19%</b>
2001-2010	<b>21%</b>
2011 or later	<b>8%</b>

**Gender**

Male	<b>84%</b>
Female	<b>10%</b>

**Province of Education**

British Columbia	<b>1%</b>
Alberta	<b>2%</b>
Saskatchewan	<b>1%</b>
Manitoba	<b>1%</b>
Ontario	<b>66%</b>
Quebec	<b>6%</b>
Nova Scotia	<b>1%</b>
New Brunswick	<b>1%</b>
Prince Edward Island	<b>-</b>
Newfoundland/ Labrador	<b>*</b>
Yukon/ Northwest Territories/ Nunavut	<b>*</b>
Outside of Canada	<b>19%</b>
Prefer not to say	<b>1%</b>

**Region**

Western Region	<b>9%</b>
West Central Region	<b>13%</b>
East Central Region	<b>15%</b>
Eastern Region	<b>14%</b>
Northern Region	<b>4%</b>
Out of province	<b>13%</b>

**Age**

25 – 34 years	<b>19%</b>
35 – 44 years	<b>18%</b>
45 – 54 years	<b>23%</b>
55 – 64 years	<b>20%</b>
65 – 74 years	<b>11%</b>
More than 74 years	<b>4%</b>
Prefer not to say	<b>5%</b>

# Contacts

## Michael Howell

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C-502-Plenary - i.  
Appendix F

ID	Cat	Risk Influencers	Options	Option Description	CPD Reduction	Selected Score	Importance Calibration	CPD Reduction
1	E	Area of Practice Environment	<input type="radio"/> I am <input type="radio"/> I am not	<input type="radio"/> One of many Engineers in Division who collaborate <input type="radio"/> Only engineer in company doing work in my Area of Practice	1 0	1	3	3
2	E	Organizational Structure of Practice	<input type="radio"/> Established Multi-Discipline Team <input type="radio"/> Established Single-Discipline Team <input type="radio"/> I am Engineer	<input type="radio"/> Many engineers in each discipline of a multi-disciplinary company <input type="radio"/> Many engineers in the company practicing in a single discipline <input type="radio"/> Only engineers in the company doing this type of work	2 1 0	1	3	3
3	E	Engineering Role	<input type="radio"/> I provide input to engineering documents <input type="radio"/> I prepare engineering documents <input type="radio"/> I prepare and review engineering documents <input type="radio"/> I prepare, review, certify and release engineering documents	<input type="radio"/> Input only. Rarely do full calculations <input type="radio"/> Perform calculations, plans and designs. Others review, certify and release <input type="radio"/> Review work but do not stamp/release it. Others certify and release <input type="radio"/> Review/Stamp/Certify documents. I am the last check point	3 2 1 0	0	2	0
4	T	Engineering Standards	<input type="radio"/> Area of Practice is governed by established regulatory codes <input type="radio"/> Area of Practice is governed by peer reviewed best practice standards <input type="radio"/> Area of Practice is not regulated	<input type="radio"/> Building Codes <input type="radio"/> ASHRAE <input type="radio"/> Very few published works in the field	2 1 0	2	1	2
5	T	External Engineering Peer Reviews	<input type="radio"/> Mandatory Technical reviews are performed by a regulatory body <input type="radio"/> Mandatory Non-Technical reviews are performed by a regulatory body <input type="radio"/> Mandatory Technical or non-Technical reviews are performed within the industry <input type="radio"/> External reviews	<input type="radio"/> Municipal Building Department review, MTD <input type="radio"/> Contractors building, show drawing reviews catch mistakes <input type="radio"/> Nobody reviews design after completion	2 1 0	2	2	4
6	T	Internal Engineering Peer Reviews	<input type="radio"/> Normal Review Process in Place - Every Job <input type="radio"/> Normal Review Process in Place - Some jobs only <input type="radio"/> Normal Process <input type="radio"/> No Process	<input type="radio"/> Every job is reviewed and documented <input type="radio"/> E.g. New/high risk jobs only. Routine jobs are not always reviewed <input type="radio"/> Checks done sporadically on an as-needed basis decided by the engineer <input type="radio"/> No process for peer reviewing work	3 2 1 0	3	3	9
7	B	Quality Management System	<input type="radio"/> I subscribe to an industry recognized QMS process <input type="radio"/> I do not hold an external certification	<input type="radio"/> Certified under ISO 9000/9001, other examples???? <input type="radio"/> 777 <input type="radio"/> A formally documented system developed internally	3 2 1 0	1	1	1
8	T	Engineering Outcome	<input type="radio"/> Major impact <input type="radio"/> Moderate impact <input type="radio"/> Significant impact <input type="radio"/> Minor impact	<input type="radio"/> Very minor affects to very few people or assets. Minor loss of productivity or inconvenience. (Car breaks down) <input type="radio"/> Major affect to few persons or assets. Minor inconvenience or safety assets (Damage to property or systems) but repairable. <input type="radio"/> Minor affect to many persons. <500k assets. (Failure of a cell tower transformer) <input type="radio"/> May affect a significant amount of people or assets. <500k assets (Cell tower loses power (many people affected)) <input type="radio"/> Serious affect to people or assets. Deaths, loss of public assets, major loss of private assets. Nuclear Power Plant Explodes (Bridge collapse)	4 3 2 1 0	1	2	2
9	B	External Industry Certifications (PEO Excluded)	<input type="radio"/> I hold an external certification relevant to my Area of Practice <input type="radio"/> I do not hold an external certification	<input type="radio"/> LEED, PMP, Certified Wood Grader, BCRA's <input type="radio"/> PMP, ASHRAE <input type="radio"/> PEO Designations are excluded (CDO, P.E.g. BSE)	2 1 0	2	1	2
10	B	Engineering Organizations (PEO Excluded)	<input type="radio"/> I actively participate in an engineering body <input type="radio"/> I do not belong to any organized engineering bodies	<input type="radio"/> ASCE, IEEE - Give presentations, attend meetings, hold Elected Office <input type="radio"/> ASCE, IEEE, CEO	2 1 0	2	1	2
11	T	Responsibility Level	<input type="radio"/> I make technical decisions called for and these will be of a routine nature with ample precedent or clearly defined procedures/guidance <input type="radio"/> I make independent studies, analysis, interpretations and conclusions. Difficult, complex or unusual matters or decisions are usually referred to more senior authority. <input type="radio"/> Recommendations reviewed for soundness of judgement but usually accepted as technically accurate and feasible. <input type="radio"/> I make responsible decisions not usually subject to technical review. Takes courses of action necessary to expedite the successful accomplishment of assigned projects. <input type="radio"/> I make responsible decisions on all matters, including the establishment of policies subject only to overall company policy and financial controls.	5 4 3 2 1 0	0	2	0	
12	B	Audited	<input type="radio"/> Internal Audits of work are performed regularly <input type="radio"/> Internal Audits are performed by external organization <input type="radio"/> Internal audits are performed by company management <input type="radio"/> No audit of work is performed	<input type="radio"/> A process to track corporate errors, communicate and correct them. Lessons Learned process. <input type="radio"/> Error tracking. No formal fix exercises <input type="radio"/> No error tracking	3 2 1 0	1	1	1
13	B	Practice Improvements (Lessons Learned Program)	<input type="radio"/> I track and fix errors/omissions and communicate lessons learned <input type="radio"/> I do not track	<input type="radio"/> Error tracking. No formal fix exercises <input type="radio"/> No error tracking	2 1 0	2	1	2
14	B	Age of company	<input type="radio"/> Established 20 years <input type="radio"/> Established 10 years <input type="radio"/> Less than 10 years	<input type="radio"/> Other companies have a broader corporate knowledge in their field and location to avoid engineering mistakes in less tangible ways not captured by other questions <input type="radio"/> Same work for 20+ years <input type="radio"/> Same work for 10+ years <input type="radio"/> Same work for 5+ years <input type="radio"/> New job, New Type of work, New industry, Switched from non-practicing to practicing	2 1 0 0	2	1	2
15	T	Experience (within Current Area of Practice)	<input type="radio"/> More than 20 years <input type="radio"/> More than 10 years <input type="radio"/> More than 5 years	<input type="radio"/> Same work for 20+ years <input type="radio"/> Same work for 10+ years <input type="radio"/> Same work for 5+ years <input type="radio"/> New job, New Type of work, New industry, Switched from non-practicing to practicing	3 2 1 0	3	2	6
16	T	Engineering Mentorship	<input type="radio"/> I have a formal engineering mentor <input type="radio"/> I am mentored via peers <input type="radio"/> I do not mentor	<input type="radio"/> Inside or outside company, who meet regularly on a scheduled basis (quarterly, semi-annually). Supervisor relationship would count if also in mentorship role. <input type="radio"/> No established mentor. Works with a network of people	2 1 0	2	2	4
17	T	Industry Publications	<input type="radio"/> I regularly read industry publications pertaining to my Area of Practice <input type="radio"/> I often read industry publications pertaining to my Area of Practice <input type="radio"/> I rarely read industry publications pertaining to my Area of Practice <input type="radio"/> I do not read industry publications pertaining to my Area of Practice	<input type="radio"/> Monthly <input type="radio"/> Quarterly <input type="radio"/> Semi-Annually <input type="radio"/> Rarely or not really	3 2 1 0	3	1	3
18	T	Reference Library	<input type="radio"/> I own and regularly use an up-to-date reference library <input type="radio"/> My company has an up-to-date reference library accessible to me <input type="radio"/> I have a reference library, not all titles up to date <input type="radio"/> I have a limited reference library available and titles may be out of date	<input type="radio"/> Full reference available. Intimate knowledge of library contents <input type="radio"/> Full reference available. Some knowledge of library contents <input type="radio"/> Moderate reference library available. Some titles may not be the latest version <input type="radio"/> Only limited materials available and/or references may not be the latest version	3 2 1 0	3	1	3
19	T	Industry Updates	<input type="radio"/> Industry standards update infrequently <input type="radio"/> Industry standards update at regular intervals and are well publicized <input type="radio"/> Industry standards update regularly <input type="radio"/> No formal industry standards, always changing	<input type="radio"/> E.g. the pipe connections I design hasn't changed in 50+ years <input type="radio"/> E.g. Building code revisions every 5 years <input type="radio"/> New ways of doing things change often (2-3 years) <input type="radio"/> Emerging fields constantly changing	3 2 1 0	2	2	4
20	T	Company Training	<input type="radio"/> My company provides ongoing technical training related to my area of practice <input type="radio"/> My company provides infrequent technical training related to my area of practice <input type="radio"/> My company provides no technical training related to my area of practice	<input type="radio"/> Engineer at GM who receives constant training from employer <input type="radio"/> Company brings in a training session once a year <input type="radio"/> No training	2 1 0	2	2	4
21	T	Breadth of Practice	<input type="radio"/> I specialize covering a very narrow Area of Practice <input type="radio"/> I am general covering a broad Area of Practice	<input type="radio"/> Design and maintain the chemical process for a single product line <input type="radio"/> Design many types of buildings and structures over a wide range of climates	1 0	0	3	0
22	B	Other CPD Programs	<input type="radio"/> I am required to complete non-technical CPD by an engineering regulator in another province <input type="radio"/> I voluntarily comply with a CPD program by an engineering regulator in another province <input type="radio"/> I am required to comply with CPD for another certification <input type="radio"/> I do not do any other CPD	<input type="radio"/> CPD for electrical, appliances, etc. <input type="radio"/> Voluntary Program such as APQC/EC <input type="radio"/> CPD for PMP, LEED, etc.	2 1 0	1	1	1
23	T	Education Level (Engineering Degree)	<input type="radio"/> I do not have a degree <input type="radio"/> I have a degree <input type="radio"/> I have a masters	<input type="radio"/> No degree <input type="radio"/> Degree <input type="radio"/> Masters	0 2 1 0	0	1	0

Technical CPD would help mitigate this risk  
 Business CPD would help mitigate this risk  
 Items influenced by working environment (may be a subset of Business and/or Technical)

Starting CPD = 88  
 CPD Reduction = 58  
 Discount Factor = 3  
 Revised CPD = 13,333,333

# Technical Engineering Activities

Steps to developing a hierarchy of activities:

1. Brain Storm the ideas that the Task Force believes are Technically Acceptable Activities (TAA)
2. Assess characteristics that make it acceptable
3. Use characteristics to develop a tool for the member to self assess their activity by how many characteristics are met.

# Technical Engineering Activities

## Brain Storming/Examples:

**TAA: University Level Course** (perhaps the gold star)

### *Characteristics*

- Engineering specific (must)
- Relevant to your current, or future needs (must)
- Approx 40 hrs
- Exams/Assignments/Labs i.e.: evaluation
  - Evaluated knowledge (tests)
  - Evaluated competence (practical assignments or labs)
- Receive a grade
- May be a part of a certificate/diploma/degree
- Web-based vs. attended (irrelevant vs. assessment?)

# Technical Engineering Activities

## Brain Storming/Examples:

### TAA: Recognized Industry/Association Training

#### *New Characteristics*

- Currency vs. new knowledge (both support competency)
- in session case studies
- hands on vs. lecture
- Receive an “Attendance” certificate vs. “Successfully Completed” certificate vs. Grade

# Technical Engineering Activities

## Brain Storming/Examples:

### TAA: Course thru Independent Training Company

#### *New Characteristics*

- Accredited by a recognized organization
  - industry engineering association; or,
  - standards organization
  - “ISO’d” as a Continuing Education provider
    - Remember, ISO/SAE/\*\*CET applies to their system to develop and implement training and is not an engineering endorsement
- Assessed on Knowledge and/or Competence



# Technical Engineering Activities

## Brain Storming/Examples:

**TAA: Teaching an engineering course**

### **New Characteristic**

- Recognized university/college vs. corporate/internal
- # of hours for the course
- # of hours preparation
- 1<sup>st</sup> time vs. 100<sup>th</sup> time
- Assess knowledge, and/or competence
- degree level Bachelor vs.. Masters vs.. PhD



# Technical Engineering Activities

## Brain Storming/Examples:

**TAA: Authoring technical paper**(incl Masters/PhD thesis)

### *New Characteristics*

- Size matter? 5 page vs. 50 pg vs. textbook.
- Original(state of art) vs. compendium
- % authored
- Published and by Whom
- peer reviewed
- award winning

# Technical Engineering Activities

## Brain Storming/Examples:

### TAA: Presentation of technical paper

#### *New Characteristics*

- Time matter? 10 minutes vs. 3 hours vs. 3 days.
- % authored
- Original(state of art) vs. compendium
- Where/To whom it was presented
- peer reviewed
- award winning

# Technical Engineering Activities

## Brain Storming/Examples:

### TAA: Engineering Research

#### *New Characteristics*

- university vs.. industry vs.. company sponsored
- 
-

# Technical Engineering Activities

## Brain Storming/Examples:

### TAA: Mentoring

#### *New Characteristics*

- formal (documented relationship) vs. informal
- # of hours
- Assessment – lab, workshop,
- In-office vs.. company sponsored
- 
-

# Technical Engineering Activities

## Brain Storming/Examples:

### TAA: Mentored

#### *New Characteristics*

- Are you being mentored on technical prowess?
- Is your work being reviewed by a senior, relevant , specialist/SME
-

# Technical Engineering Activities

## Brain Storming/Examples:

**TAA: Engineering Technical Working Groups within established Engineering Technical organizations, standards or associations**

***New Characteristics***

- SAE / ASTM / ?

# Technical Engineering Activities

## Brain Storming/Examples:

### Activities with Questionable Applicability

- Elected member to PEO/OPSE
- Volunteer to PEO/OPSE/Engineering Service (school programs / Engineers w/o Borders)
- Engineering Competitions



# President's 2015 Town Hall Meetings

Implementing the Elliot Lake  
Recommendations  
You Talk. We Listen.





# Town Hall Timing and Purpose

- Meetings to be held from September to November in each of PEO's five regions
  - Opportunity for members to discuss key issues for engineering self-governance
  - Feedback gathered will help ensure best possible recommendations go forward to Council, and will inform Council's decision making on them
- Town Hall agenda and \$35,000 budget approved by Executive Committee, August 11. With added Sault Ste. Marie location, total cost now expected to be \$40,000
- Town Hall plan discussed at June Regional Congresses



# Town Hall Location/Dates

Region	Host Chapter/City	Date	Time	Moderator
Eastern	Ottawa/Ottawa	Sept. 29	7-9 p.m.	John Hazel, P.Eng.
Northern	North Bay/North Bay	Oct. 6	7-9 p.m.	Karin Pratte, P.Eng.
	Algoma/Sault Ste. Marie	Oct. 5	7-9 p.m.	Tracey Galizia, P.Eng.
Western	London/London	Nov. 3	7-9 p.m.	Imtiaz Shah, P.Eng.
West Central	West Central Chapters/Toronto	Nov. 9	7-9 p.m.	Desmond Gomes, P.Eng.
East Central	East Central Chapters/Toronto	Nov. 12	7-9 p.m.	John Glover, P.Eng.



# Town Hall Agenda

Each meeting will include:

- Welcome remarks from President Thomas Chong, P.Eng.
- Review by Registrar Gerard McDonald, P.Eng., of:
  - Elliot Lake Inquiry recommendations
  - specialist designation
- Presentation on work of CPDCQA Task Force by Chair Annette Bergeron, P.Eng.
- Update on local regional issues guided by moderator
- Questions and answers after each presentation



# Town Hall Communications Plan

- Uses various communications channels to maximize reach: Regional Congresses, *Engineering Dimensions*, eblasts, chapter newsletters, PEO website, social media
- Town Hall banner developed for PEO website homepage
- Town Hall landing page includes links to Eventbrite registration and presentations
- Distance attendance enabled by teleconference/Adobe Connect
- Recording of each Town Hall to be available from PEO website
- Dedicated email boxes for presentation topics to enable written feedback



# Questions/Discussion





# **Ontario Centre for Engineering and Public Policy**

From here to where? Why?



# PEO and Public Policy Pre-OCEPP

- Public Policy Forum, 2007 Annual Meeting:
  - “Engineering a greater role in the development of public policy”
  - attendees told: “Two compelling reasons why **engineers** need to venture into the alien world of public policy: **first**, it is in the engineers’ own interest to be heard, and, **second, engineers** have a social obligation as citizens to become more involved in the broader society.”



# What's the Problem?

Can OCEPP serve a regulatory purpose within PEO?

If yes, then...

If no, then...





# PEO and Public Policy Pre-OCEPP

- February 29, 2008 Council meeting:
  - agenda included: “Taking PEO’s Government Liaison Program (GLP) to the Next Level and Engaging Engineers in Public Policy”
  - objectives included: promoting self-governing engineering profession; leading and influencing public policy formation; developing working relationships of trust with politicians, senior civil servants





# OCEPP is Born

June 2008 Council:

“That Council direct the CEO/Registrar to hire an Executive Director – Centre for Engineering and Public Policy, on a one-year contract, to operationalize the Centre, and further authorize the expenditure of \$200,000 for this purpose and the associated expenses from PEO reserves in 2008 and, in addition, that a minimum of \$300,000 be included in PEO’s 2009 budget for the Centre of Engineering and Public Policy.”



# OCEPP Chronology

- Executive Director hired October 21, 2008
- PEO's 2009 AGM hosted OCEPP's inaugural conference: "Ontario's Innovation Agenda"
- Spring 2010, Executive Director leaves
- September 2010, Council directs that OCEPP become part of PEO operations and focus on regulatory matters



# OCEPP Chronology

- Mid-2011, B. Ennis adds role of OCEPP Director
  - 2 existing staff members
- Advisory Board created
  - to provide advice to Director
- September 2012, Council refers OCEPP to OSPE-PEO Joint Relations Committee
  - mandate, terms of reference, work and human resources plans
- Late 2014, OCEPP's Program Manager leaves
- June 2015, Council Workshop decision time



# From Here to Where?

## 1. Status Quo

- fully funded program within PEO, 2009 staffing levels
- event organizer to present conferences and seminars

## 2. Within Core PEO Regulatory Functions

- already an internal policy unit for regulatory policy
- OCEPP redundant?



# From Here to Where?

## 3. Independent Think Tank

- original OCEPP independent think tank proposal still a valid option
- would require long-term PEO financial commitment, likely \$1 million to \$1.5 million/year for 5- to 10-year incubation

## 4. Discontinue Operations

- reallocate staff (1 +1 vacancy) and budget to Tribunals and Regulatory Affairs Department to bolster regulatory policy research capacity
- stand down OCEPP Advisory Board



# Historical Financials

Year	Revenue (\$)	Costs (\$)	Staff Count (#)	Notes
2009	5,318	471,613*	4	*Included costs for 3 staff
2010	118,389+	570,274*	4	+\$75k grant *Included costs for 3 staff
2011	32,192	103,946**	2	**Excluded labour costs
2012	18,944	77,047**	2	**Excluded labour costs
2013	23,780	59,186**	2	**Excluded labour costs
2014	18,500	42,035**	2	**Excluded labour costs
2015	n.a.	Budget 70,500**	1	**Excluded labour costs



# Estimate Budgets by Option

Option (#)	Budget (\$)	Staff Count (#)	Notes
1. Status Quo	200k*	4	*Excludes staff costs
2. Within PEO Core Functions	75k*	2	*Excludes staff costs
3. Independent Think Tank	1-1.5M**	?	**Scenario #1B, from the OCEPP Business Plan and Budget, November 20, 2009
4. Discontinue Operations	70k	0	Re-allocate \$70k, and 1 staff and 1 vacancy to Tribunals and Regulatory Affairs Department for added capacity for policy research

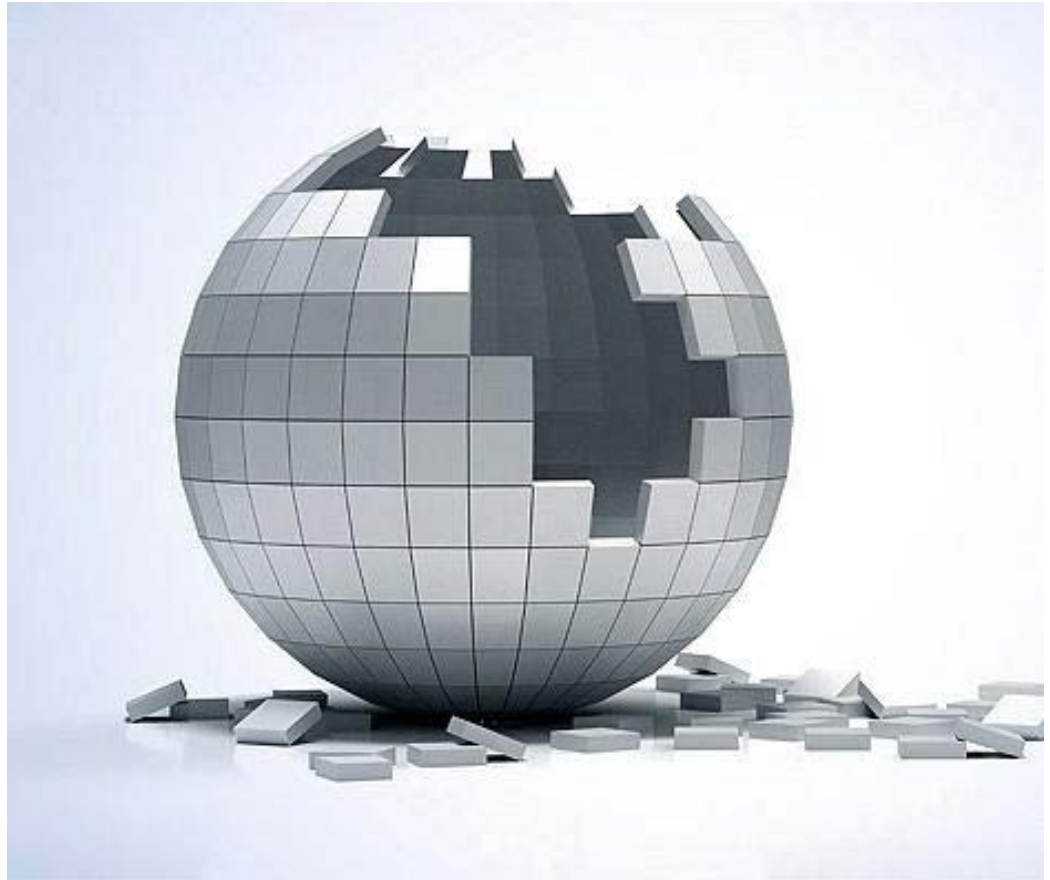




# Open Discussion



# OCEPP FUTURE: APPRAISAL OF OPTIONS



May 28, 2015

Ontario Centre for Engineering and Public Policy

## OPTIONS

### Status Quo Ante

Between 2009 and 2014, OCEPP provided opportunities for professional engineers to voice their position on public policy issues. In effect, OCEPP operated as an event organizer to present conferences and seminars at which professional engineers and others could make presentations. Though the structure, staffing and resources of OCEPP changed over this period the operational focus remained constant.

Status quo ante refers to this initial version of the current phase in OCEPP's existence. In this option, OCEPP would be funded by PEO at a level commensurate with its 2009 staffing levels and operations, and given a mission consistent with the activities undertaken during the 2009 - 2011 period. Under this scenario, OCEPP would be a fully funded program within PEO for as long as Council wished it to continue. However, as described in this report there are risks and very little benefit to this option.

### Strategic Realignment with Core PEO Regulatory Functions

In 2011 OCEPP was integrated into PEO's Policy and Professional Affairs unit. Staffing was reduced, an Advisory Board was added and Council directed OCEPP to focus on regulatory matters. As it was not clear how OCEPP should deal with regulatory matters, the centre continued with the conference, seminars and journal as means to encourage practitioners to become engaged in public policy debates. Consideration has been given to how OCEPP could be incorporated into PEO's regulatory policy operations. However, since there is an internal policy unit that is responsible for regulatory policy, the Centre operating within the department would be redundant and, in fact, would effectively create an obstacle to the operations of the policy unit.

### Independent Think Tank

The original proposal for OCEPP envisioned that it would function as an independent think tank. The original intention behind the formation of OCEPP remains valid: there remains a need for an engineering centred perspective on public policy issues. However, in setting up OCEPP, Council provided a single year of financing during which period the Centre was to find sufficient funding to become self-sufficient. That was clearly inadequate as any think tank takes years to develop credibility, exposure, operational effectiveness, staffing, and a network of fellows. If Council believes in the mission of the Centre, it should be prepared to provide annual funding of between \$1 million and \$1.5 million throughout a 5-10 year incubation period.

## 1. OCEPP overview

In any planning exercise, an organization needs to first step back to determine what outcomes are expected from the activities of the organization. The Council briefing note document, *Engaging Engineers in Public Policy – An Outline* (January 24-25, 2008), that was the first mention of the plan to establish a Centre for Engineering and Public Policy, presented a number of potential functions of the centre but did not articulate a clearly defined mission.

At its June 2008 meeting Council formally sought to expand its involvement in policy and engagement matters by creating the Ontario Centre for Engineering and Public Policy through the following motion:

**"That Council direct the CEO/Registrar to hire an Executive Director - Centre for Engineering and Public Policy, on a one-year contract, to operationalize the Centre and further authorize the expenditure of \$200,000, for this purpose and the associated expenses from PEO reserves in 2008, and in addition, that a minimum of \$300,000 be included in PEO's 2009 budget for the Centre of Engineering and Public Policy."**

The briefing note that led to this motion listed a number of vaguely described functions to be included in a program to engage engineers in public policy but did not specify which ones the Centre would undertake. The note also included several 'whereas' clauses but none of these defined the reason for establishing the Centre, its mission, or its objective. Consequently, no one has been clear about the purpose of the Centre's activities.

The original plan envisioned OCEPP quickly securing external funding and separating formally from PEO to become an independent policy think tank. While many organizations and individuals were approached, external financial support did not materialize as expected. The problem was Council authorized only sufficient seed capital to begin a one-year effort to obtain external funding. However, without a demonstrated ability to perform research and influence public policy sources of external funding could not be convinced to invest. With no long term plan or willingness of PEO to support the Centre while it attained credibility during a development phase, OCEPP was primed to fail.

With the future of the centre at a crossroads and the departure of its executive director in spring 2010, council set up the Sustaining OCEPP Task Force to investigate future options for the centre. Council invited Consulting Engineers of Ontario, OSPE and OCEPP to its September 2010 meeting, to present their vision for OCEPP. Following the presentations and discussion, Council voted that evening to make OCEPP a PEO department. Bernard Ennis, PEO's director of policy and professional affairs, took on the additional role of OCEPP director in early 2011.

Since 2011 there have been conflicting and contradictory directions from council on what it expects from OCEPP, as well as long periods without any communication or discussion about the Centre at council meetings. For instance, at its November 2010 meeting, council approved a motion to create the OCEPP Advisory Board. Among the many items in its mandate, the Board was asked to provide advice for transforming OCEPP into a self-sustaining operation, even though council agreed at the previous (September) meeting to make OCEPP a PEO department. In September 2012, Council was

presented with a draft mandate, terms of reference, work plan and human resources plan. Instead of discussing the documents, Council referred them to the OSPE-PEO Joint Relations Committee (JRC), but did not provide any direction to JRC. JRC met in November 2012; however the only action to arise out of this discussion was to add an OSPE representative to the Board. None of the documents submitted to Council were approved leaving the Board and staff unclear as to Council's expectations for OCEPP.

Consequently, in the absence of direction from Council, the Board has held its own strategic planning sessions to determine what opportunities exist for a centre dedicated to providing engineering input to public policy. The Board suggested that there are two directions to consider for moving forward:

1. Maintain the status quo ante, with restoration of the original 2009 budget, refilling vacant or semi-filled positions, and continuing all previous activities such as the conference, the seminar series, the *Journal*, and external collaborations while operating as a program within PEO; or
2. Immediately establish OCEPP in its original conception as an independent think tank with committed long-term funding to provide it with the opportunity to become self-sufficient.

A third option is to integrate OCEPP fully into the regulatory policy department as an in-house think tank responsible for conducting research and analysis on PEO regulatory policy matters. This follows from the last direction received from Council regarding OCEPP's role.

## 2. Regulatory policy

At its September 2010 meeting, council passed a motion stating that "OCEPP be directed to focus, for the next year, on dealing with regulatory matters." Though that one-year period has not been extended, no further direction has been provided and many councillors still hold that OCEPP's work should be limited to regulatory matters. For this reason, it is important to be clear about what constitutes regulatory policy and how OCEPP can implement work in this area.

In order to determine whether OCEPP activities should be limited to dealing with regulatory policy, it is necessary to clarify what such work entails. One aspect of regulatory policy involves the generation of new or amended regulations under the *Professional Engineers Act*. Generally, these policies are internally generated and developed by various PEO committees or task forces. It is difficult to see how policies related to licensing qualifications and procedures, disciplinary processes, and PEO's other regulatory roles could be the subject of the current OCEPP activities which rely on receiving submissions from engineers not normally involved with PEO activities. Engineers not engaged in PEO committees are not knowledgeable about issues such as carrying out the principle object of the Act while conforming to common law and the policies of other administrators such as the Fairness and Human Rights commissions.

If adequately staffed and funded, OCEPP could do its own research or commission research on these matters. That is, OCEPP could hire experts, conduct public consultations and workshops and perform other activities to gather information on the implications, effectiveness and justification of proposed policies. However, research in support of PEO regulatory policy development is really the domain of those internal PEO groups working on these matters. If these groups require research to

support their work, PEO's regulatory policy staff should be carrying out that data collection and analysis. There is no reasonable benefit to be expected by transferring this work to OCEPP.

The other aspect of regulatory policy concerns the development of policies related to the impact of external regulations on the practice of professional engineering or on PEO's ability to regulate the profession. For instance, the Ontario Labour Mobility Act and the Human Rights Commission policy regarding discrimination on the basis of Canadian experience are external factors that need to be considered in developing PEO's regulatory policies.

Producing opinions on the implications of specific legislation for the profession of engineering is clearly an area where OCEPP could concentrate its efforts, but this would mean conducting or commissioning analytical research. This type of policy work would primarily be done by lawyers, not engineers, since it involves the interpretation of legislation within the context of the existing legal regime that constrains the practice of engineering. But again, since the work of commissioning external experts can be done by internal PEO groups or staff, an independent policy centre is not needed.

A variation on this aspect of regulatory policy development involves the promotion of changes to external legislation needed to improve the regulation of professional engineering. Rather than considering and commenting on the implications of external legislation after the fact, OCEPP could proactively consider areas of engineering practice and engineering regulation that could benefit from changes in legislation other than the *Professional Engineers Act* and build the cases to propose these changes. Such activities would begin by identifying problems associated with the practice of professional engineering that demand changes in public policy. For example, OCEPP could evaluate and propose changes to legislation such as the *Ontario Building Code* or the *Occupational Health and Safety Act* that would make it easier for engineers who have identified threats to health and safety to initiate corrective action in order to protect the public. Since developing proposals regarding changes to public policy would require input from many groups outside PEO, committees and task forces made up entirely of PEO members are not proper sites for this work. OCEPP, with its external connections, would be the more appropriate vehicle for developing a case for action on public policy that would seem to serve the interests of professional engineers.

### **3. Public Policy**

Public policy refers to the objectives of the state relating to the well being of its citizens that guide governmental action. These policies are generally embodied in legislation. Because the objectives describe the matters that are important to the community public policy is an expression of their values. Engagement in public policy refers to activities undertaken to:

1. Influence the content of the government's agenda
2. Recommend the making, amending or cancelling of statutes
3. Recommend priorities for the spending of public money
4. Change attitudes of the public or groups within the public towards specific issues

Professional engineers are engaged in public policy at many levels. Practitioners from engineering firms and technical organizations, university faculty and ministry engineers are often called upon by government policy advisors to provide subject matter expertise during the development of policy

options. Engineers sit on many committees, advisory boards, or expert panels that provide input to government at all levels. Engineering business associations such as Consulting Engineers Ontario, and industrial or sector associations such as the Municipal Engineers Association are regularly consulted by government on policies that are being implemented.

Government does listen to engineers, either as stakeholders or as subject matter experts, but generally their role is to help move a pre-existing agenda forward. The engineering profession is rarely, if ever, involved in the push to include items on the government agenda. To do that calls for strategic long-term thinking, a continuous program of government and media relations, significant public engagement, and abundant research.

Since there is currently no public advocacy organization providing high level, engineering orientated policy engagement, OCEPP could step in and fulfill this function. Under this scenario, the role of OCEPP would be:

- to identify, from an engineering perspective, gaps in current or proposed legislation or government programs that may negatively affect the life, health, property, or economic interests of Ontarians and propose measures for removing the gaps or mitigating their effects.
- to identify, from an engineering perspective, opportunities to positively affect the life, health, property, or economic interests of Ontarians and propose changes in legislation, government programs or public attitudes that could realize these opportunities.

These are very broad mission statements but possibly not as broad as those of other policy centres. For instance, here are the self-described missions of three major Canadian think tanks.

C. D. Howe Institute: “to raise living standards by fostering economically sound public policies.”

Fraser Institute: “improving the quality of life for people of all ages and income levels by exploring what policies will lead to greater prosperity and improved health for all levels of society.”

Canadian Centre for Policy Alternatives: “concerned with issues of social, economic and environmental justice.”

The mandate of a policy centre or think tank needs to be broad so that the institution can address issues as they arise from within the context of its purpose and so that it can have a long term strategy and be able to select the issues and approaches that best help move society towards that goal.

Policy work is an expense; it does not generate revenue. However, only with sufficient funding can progress be achieved on policy issues. Organizations that want to sway government to change policy direction must present solid, well-analyzed research. Policy work is time consuming and slow to achieve results; it may take years of engagement with the public and government to get traction on a policy initiative by slowly moving the focus of social conversation towards the centre’s message.

It is equally important for an organization to be at the table before a policy decision is reached - not after. In fact, it is preferable that an organization with an interest in a particular policy matter initiates the discussion. For example, OSPE has made some headway in raising concerns about current provincial energy policy and getting a number of changes implemented, but progress has been slow because OSPE became involved after the energy policy was announced. If Council wants to make an impact with OCEPP it must provide adequate resources to enable the Centre to get ahead of issues, to be thinking and talking about issues before they become part of the political agenda.

But, in order to be credible in its recommendations, OCEPP would need to be completely independent of PEO. Membership in the association is non-voluntary and its members have widely divergent views on many topics. It is not reasonable for PEO, or an affiliated body, to take positions on matters of public policy that are not acceptable to sizable portions of the membership when those members have no option to disassociate themselves from the association without serious consequences to their careers and livelihoods.

#### 4. OCEPP operations

Since its inception in 2008, OCEPP has developed a recognized brand as a forum for discussion about public policy issues from an engineering perspective. The OCEPP brand has been used to mark:

- an annual policy conference;
- noontime policy seminars, other events and co-sponsored symposia;
- publication of articles (from March 2009 to December 2010 OCEPP had a stand-alone bimonthly publication, *The Journal of Policy Engagement*; since January 2011 OCEPP papers have been published in the "Policy Engagement" section of PEO's *Engineering Dimensions* magazine);
- an annual student essay competition; and
- special projects such as involvement in the seven-year Work in a Warming World (W3) project based at York University.

Back in 2009 and early 2010 OCEPP helped conduct ground-level research for Engineers Canada's Framework for Licensure project. Since then—and unlike typical policy organizations such as the Mowat Centre at the University of Toronto or the Canadian Centre for Policy Alternatives—OCEPP has not conducted research on policy matters. Instead, as evidenced by the activities listed above, the centre has functioned solely as a conference promoter and media outlet. However, unlike other conference promotion enterprises, OCEPP did not profit from these events due to large number of complementary participants such as PEO Councillors and Chapter volunteers.

OCEPP staff currently comprises a part-time director and full-time program assistant. In 2009 and 2010 OCEPP had a full-time executive director, business manager and junior fellow. In 2014, due to a lack of resources and a concern regarding its role, OCEPP decided not to hold any further conferences or seminars.

#### 5. Assessment of the status quo

Unlike other think tanks and policy centres, OCEPP—due to a lack of resources—does not conduct or commission research. Consequently, OCEPP cannot independently develop policy papers. Instead,



OCEPP acts solely as a clearinghouse for publication and presentation of other people's work. Since OCEPP has no control over the positions presented the Centre gains no credibility as an opinion maker and cannot develop and maintain consistency of policy positions issued under its name.

A major potential problem arising from this practice is the risk of PEO owning policy positions put forward by others. There has already been negative feedback aimed at PEO in response to some articles published in the *Journal*. Also, two groups of authors have assumed that because they were published in the *Journal*, PEO was endorsing their positions and looked to PEO to advance their causes. On neither issue was OCEPP able to conduct a comprehensive policy analysis. It would have been extremely risk for PEO to endorse and advocate for these positions without that analysis.

Though providing a forum for engineers to voice opinions on public policy is consistent with PEO's intention to encourage professional engineers to become engaged directly in influencing public policy, Council should reconsider whether it would be more appropriate to leave this to OSPE.

Current Centre activities have a high demand on resources and a low correlation to PEO's regulatory mandate. For instance, PEO gets little or nothing out of the conference because there is no follow up on issues raised. Without funding or staff, issues raised by conference speakers or *Journal* articles cannot be developed into fully articulated PEO positions. For instance, a panel at the 2012 Conference raised many concerns about the long-term viability of glass condominium buildings. This would be an excellent issue for professional engineers to demonstrate leadership on a matter of public policy by explaining the need for changes to the *Ontario Building Code* and the *Condominium Act*. However, OCEPP had no mechanism for continuing the project following the conference.

Credible advocacy and policy organizations are those that produce substantive research and take their own stance of matters of interest. They are not the mouthpieces for others to promote their positions.

## **6. Assessment of the strategic realignment option**

Following Council's decision to move OCEPP into PEO operations the Centre was integrated into a new Policy and Professional Affairs department. Policy and Professional Affairs is the nexus of PEO's policy activities. Its mission is to provide Council with thoroughly analyzed advice regarding issues affecting PEO's mandate of regulating the practice of professional engineering so that the public interest may be served and protected. As a regulator PEO must use its regulation making powers judiciously; regulatory policies provide systematic justification for the use and content of each particular application of PEO's rule-making powers.

Under this realignment, OCEPP's purpose, as part of PEO's regulatory policy unit, is to ensure Council and the profession are provided with a range of well analyzed views from external advisors on matters of public policy that affect the engineering profession. The Centre anticipates that Council will use these policy recommendations either a) to identify issues that may impact the regulation of the practice of professional engineering; or b) to communicate recommendations about external regulation impacting on the practice to policy makers in government and other associations.

However, our experience has shown that academics and engineering practitioners do not engage in initiating or developing policy considerations related to PEO regulatory issues such as licensing

requirements, need for and implications of creating specializations, jurisdictional conflicts with other regulators, and other matters dealing with the regulation of the profession.. Practitioners, outside the PEO volunteer cadre, simply do not engage in analysis of how PEO does or should regulate the practice of the profession. PEO staff and committee volunteers are the experts on these matters.

OCEPP has considered the possibility of conducting workshops, focus groups and other meetings to initiate discussions and solicit input from subject matter experts (not just engineers) on matters pertaining to PEO's regulatory mandate in order to generate or test policy options. This proposal was incorporated into the 2015-2017 Strategic Plan as Strategy B2.(b):

**Reorient OCEPP operations to focus on workshops that will gather evidence for regulatory policy development purposes.**

The intention of this strategic component is to make OCEPP relevant to PEO, integrated with other PEO operations and manageable within limited resources provided, and to do so in a manner that builds on its past. The workshop approach, which allows OCEPP to choose the issues to be considered and to direct those activities towards the production of an outcome, gives OCEPP a limited but useful role within PEO.

Maintaining a separate brand (OCEPP) within PEO in order to undertake this small portion of regulatory policy development requires additional expenses and contributes nothing that cannot be done directly by PEO. Workshops and focus groups can easily be conducted by the in-house policy unit as is done by other professional regulatory bodies. Consequently, there seems to no reason to maintain a separate OCEPP identity within Tribunals and Regulatory Affairs.

**7. Assessment of the independent think tank option**

The third option would see PEO provide the means for OCEPP to establish itself as an independent think tank. As an independent policy body, OCEPP would have a broader range of stakeholders and potential issues to explore than it can have while affiliated with PEO. The Centre could become a public advocate on all issues related to professional engineering. This should include taking a critical look at PEO and its performance as a regulator, its licensing and discipline practices, and creating public policy positions on the regulation of professional engineering

Once independent, the centre can be used to provide a bridge between the engineering profession and opinion makers, to create better awareness of the perspective that engineers can bring to government decision-making

This emphasis on understanding the public will seem strange to those who initially proposed the need for a centre in order 'to get the message out' due to their firm belief that engineers could solve any problem, including those of public policy, and the fault was in the reluctance of politicians and the public to act on the solutions proposed by engineers.

Engineers can propose technical solutions for any problem that is put in front of them. But, in my experience, they have difficulty understanding that a solution that is not politically acceptable is not a solution no matter how well it deals with the problem on a technical level. Engineers often believe that a technically superior idea sells itself, and if it doesn't, it's because the opponents of the idea have bought into some anti-technology myth. In most cases, however, the disagreement is actually a

clash of values or interests; an ethical or political situation that isn't amenable to engineering modes of thinking. So, if engineers want their work on public policy issues to have an impact they need to incorporate the mechanisms used by other policy makers into their own way of thinking.

The profession needs to recognize that public policy organizations are in the persuasion business, not the education business. That is, they are not in the business of presenting facts as though facts speak for themselves. This is not general practice for engineers and engineers are not generally perceived as communicators of ideas. In an article about Big Data in the June 2013 issue of Fast Company magazine, Leslie Bradshaw, the COO of Guide says: "The art is in preparing the content for optimal human consumption. The data doesn't just talk back to you. You collect, you analyze, you tell stories. Think of an iceberg. Underneath the waterline are data storage and analysis. Those are your engineers and scientists. Up above is the interface. It's both literal and narrative. It starts with the hard sciences—the math, the analytics—but it ends up with the softest: how to tell the story." Notice what she's saying: engineers can provide data but they won't be the ones telling the story. And on every public policy issue it's the storytelling that's important.

Persuasion is not controlled by the speaker; it depends on the audience's acceptance of what the speaker says. In order to present a policy idea persuasively the speaker must understand the position of the audience thoroughly. The task of a think tank, like all policy driven bodies, is to make policy arguments that are based on the values and attitudes of the audience. Its business is to frame the proposed policy solutions in a manner that will be acceptable to the public.

Like all think tanks OCEPP needs to attract fellows. Forming linkages to practitioners, engineering associations, engineering faculties, engineering technical societies and the Canadian Academy of Engineering is important, since these will be the likely sources of engineering-centred policy solutions, but not sufficient. The think tank will need to study the public as well as the problem; the Centre will need to study what the public thinks about engineers and what attitudes the public has towards engineering influence on their lives. This requires input from non-engineering experts in fields as diverse as economics, law and journalism. Policy development and advocacy is essentially an interdisciplinary activity.

In order to be persuasive, OCEPP must be trusted by the audience and that can happen only when OCEPP is at arm's length from PEO. The Centre cannot function independently while sharing facilities and in-kind services with PEO. Its mission, governance and administration must be separate from PEO as well. However, it will need substantial funding to tide it over until it can become self-sufficient. At the recent "Engineers Want In" conference the opinion makers' panel emphasized the need for patience. A public policy organization needs years to build network connections, credibility and a narrative in order to become persuasive.

The assumption that money would flow to an untested organization with no structure, strategy, policy staff or message was unrealistic and all parties should have foreseen that failure. Before OCEPP can attract the funding necessary to be self-sustaining, a case has to be made that OCEPP is a viable, functioning organization with credible operations and a defined mission. To reach that state PEO must be committed to a 5-10 year incubation plan with sufficient ongoing funding to demonstrate the Centre's usefulness.

## 8. Recommendation

Based on the preceding analysis none of the options that retain OCEPP in any form warrants serious consideration. Therefore, we are recommending that Council discontinue OCEPP and reallocate its \$70,000 budget into a policy research fund for Tribunals and Regulatory Affairs.

The status quo ante option produces serious risks for PEO of owning unpopular policy positions advanced by engineers given a platform by OCEPP. This option has a high demand on PEO resources yet produces nothing of value for PEO as there is no correlation between the PEO regulatory mandate and the work of external authors presented by OCEPP.

The strategic realignment option is also unviable. Retaining a separate entity with its own Board within a PEO department is structurally unworkable. Every unit within PEO should be directly accountable to Council and subject to direction by senior management in order to fulfill the mission of the association. Integration of an organization responding to a separate Board with an incompatible mission into the organizational hierarchy of the association serves no purpose. Trying to assign the role of regulatory policy development to OCEPP when this is already a function within PEO simply duplicates organizational units. Everything that OCEPP could do can be done by more efficiently by PEO's regulatory policy unit; separate branding is not necessary.

The only reason to maintain a separate entity with unique branding would be to create an independent think tank. However, that option requires PEO to be the sponsoring body for a significant period. Unless Council is ready to provide the substantial funding needed over the timeframe needed to create a viable, self-sustaining, independent think tank the OCEPP project should be discontinued.

Discontinuation of the program is the most appropriate step at this time as there are other options available for introducing the engineering profession into public policy debates. OSPE, as the advocacy body for professional engineers, is naturally involved in public policy. The Society regularly develops positions on policy issues consistent with its mandate and engages in government relations to advocate for these positions. OCEPP, as an independent think tank, would duplicate much of the activities of OSPE. It is not really necessary to have both organizations.

The advocacy arena that OCEPP and OSPE fit into is becoming even more crowded as Engineers Canada is planning to create a Canadian Centre for Engineering and Public Policy. A national centre would be better able to deal with public policy issues that are common to all the provinces or require action by both federal and provincial governments. A national body would be more likely to attract ongoing funding from large corporations and could find support from all the constituent associations. Its ability to take positions on controversial issues would not be constrained by the divergence of views within the engineering profession since it is not a licensing body and therefore does not need to respect the opinions of all members in the way that a provincial regulator does.

In addition to these organizations, many engineering faculties have developed specialized public policy centres. In addition to the ArcelorMittal Dofasco Centre for Engineering and Public Policy at McMaster University, there are the Cities Centre and Transportation Research Institute at University of Toronto, the Institute for Sustainable Energy at Waterloo University, Queen's Institute for Energy and Environmental Policy and similar centres elsewhere. These focused interdisciplinary, university

based centres are better able to coordinate engineering research with policy development than OCEPP could.

## 9. Lessons Learned

PEO's experience with OCEPP and other policy initiatives such as the industrial exemption repeal demonstrates the need for a better understanding of the policy process and long-term strategic thinking within the governance structure of PEO. Based on past experience of confused, conflicting and reactive policymaking, it is clear that PEO's fragmented and rudimentary policy processes need to be fixed. PEO has set itself a goal of being the global leader in self-regulation. Policy is the driver of the regulatory process. Policy sets the governance agenda. Policy demonstrates the commitment of an organization to its mission. Policy realizes the organization's goals. In order to achieve the global leadership goal, PEO must commit substantial resources to regulatory policy research, analysis and development.

Currently, PEO's commitment to the policy process is considerably less than that of other large regulators in Ontario, such as the College of Teachers which has a staff of 14 (including 4 lawyers) in its Policy and Research Unit. The College has an additional 5 staff in its Standards of Practice and Education Unit which develops policies (standards and guidelines) for teaching practice. Total policy staff represents approximately 12% of OCT staff. Similar resources are attributed to policy departments in the Law Society and the College of Nurses. Even the Ontario Good Roads Association has 15% of its staff working on policy (2 out of 14). PEO currently has 4 staff members in the regulatory policy and professional standards areas (approximately 4% of staff) and much of their time is spent on other tasks such as practice advice and committee management.

Many self-regulatory associations already demonstrate extremely professional policy processes that mirror the systems in place in think tanks and large special-interest advocacy bodies. These organizations are not reactive, responding to member whims, but proactive. They think strategically and long term. They recognize the influence of external drivers that affect their organizations now and those that will likely affect them in the future. For instance, the College of Teachers held a workshop in 2014, facilitated by a strategic innovation management firm, with participants from professional regulators, important external stakeholders, academics and lawyers to investigate the possible scenarios for the self-regulatory regime in 2030. The College understands that consideration of the ways in which various trends can affect its mandate will ensure it is prepared to deal with situations that will arise rather than scrambling to find a quick fix.

Forward thinking associations depend on their policy units to continuously monitor the political and social environment to identify trends and prepare strategies for every contingency. This commitment to the policy process enables these associations to be prepared to deal with crises and the sudden appearance of opportunities to advance their interests.

In order to move towards world class regulatory status, the association should determine whether all the various components of PEO's policy, government relations and strategic communications operations are properly structured, tasked and aligned to accomplish what is needed. It is recommended that an external consultant – preferable a panel of three or four experts in public administration, government relations, and political strategy – be retained to examine and provide recommendations on this aspect of PEO.

**OCEPPP and the Way Forward**

Submission to PEO Council from the OCEPP Advisory Board  
September, 2015

**Recommendation:**

OCEPP should be funded by PEO at a level commensurate with its 2009 staffing levels and operations, and be given a mandate consistent with the activities undertaken since 2011. OCEPP needs to change its governance structure; it should be made a Committee of Council.

**Background**

Ontario's policy-makers face a range of serious technological challenges. Among the most pressing concerns are renewal of aging infrastructure, developing economical, clean and sustainable energy sources, and reducing waste. To better understand the issues and to develop sustainable solutions, government, business and industry leaders increasingly need advice from the engineering community. Since its establishment by PEO council in 2008, OCEPP has developed a recognized brand as a forum for discussion about public policy issues from an engineering perspective. OCEPP was created to help ensure that engineers continue to fill this vital role and to help safeguard the public trust.

OCEPP has operated as a department of PEO since September 2010, in accordance with a decision by PEO council on September 23, 2010. The Centre's mandate is to engage the engineering profession, academic community, policy-makers, opinion leaders and others interested in advancing the public interest. Bernie Ennis, PEO Director of Policy and Professional Affairs, took on the additional role of OCEPP Director in early 2011. Catherine Shearer-Kudel became the Program Manager in the Spring of 2009. Catherine left in Fall 2014 and was not replaced. OCEPP has an Advisory Board that met for the first time in July of 2011 with a mandate to provide advice, as appropriate, to OCEPP's Director. It meets three times a year. The board membership is made up of two members from the broad engineering community and one member from each of: Consulting Engineers of Ontario, the Ontario Society of Professional Engineers, students, academe, industry, media/government relations and the Ontario government.

Questions have been raised as to the viability of OCEPP. The OCEPP Advisory Board strongly believes that PEO should continue to support OCEPP, if only to continue to support its current activities. The negative view is that the activities of OCEPP are not in strict alignment with PEO's regulatory mandate. However, so are a number of other programs supported by PEO, including the Student Membership Program, the Government Liaison Program, the OPEA Gala, the Engineer-in-Residence program and even the local Chapters. As members of PEO, Board members fully support all of these programs, because they help promote and support the profession of engineering.

**Advisory Board Membership (2014-2015)**

Shereen Amin (MOECC, Toronto)  
Ken Clupp (DSB Security, Ottawa)  
Bill De Angelis (City of Toronto)  
Bernie Ennis, Staff (Director, PEO)

David Euler, Assoc Chair (City of North Bay)  
Desmond Gomes (OSPE Representative)  
Lesley Herstein (University of Toronto)  
Brian Surgenor, Chair (Queen's University)  
Gary Thompson (Toronto Hydro)

## **Questions and Answers on OCEPP**

As further background to this recommendation, and to promote discussion around the mandate of OCEPP, a series of questions on OCEPP issues are answered below.

### **1) What currently works well for OCEPP?**

The status quo for OCEPP encompasses the following activities:

- an annual policy conference
- noon-time policy seminars, other events and co-sponsored symposia
- publication of articles (since January 2011 OCEPP papers have been published in the "Policy Engagement" section of PEO's *Engineering Dimensions* magazine)
- an annual student essay competition for both university and college students

### **2) What needs to change at OCEPP?**

- OCEPP should become a Committee of Council. This means that the OCEPP Board would take its direction from Council, instead of from PEO staff
- OCEPP should expand its outreach activities to include assisting Chapters with the promotion of discussion on engineering and public policy

### **3) What should OCEPP not be doing?**

- OCEPP should not be operating as an independent think tank
- OCEPP should not deal with regulatory matters, as that is the responsibility of PEO's Policy and Professional Affairs unit
- OCEPP should not be in the business of generating white papers on policy (it is in the business of promoting discussion on the subject of policy)
- OCEPP should not be involved with special projects (such as the York University W3 project)

### **4) Why should Council continue to support OCEPP?**

- Support of OCEPP as a program is consistent with PEO's mandate to promote and support the profession of engineering, in the same way that it supports the Student Membership program, the Government Liaison program and the Engineer-in-Residence program (see attachment A)

### **5) Why does OCEPP fit better with PEO than with OSPE**

- OSPE is about advocacy on policy. OCEPP is about education on policy.
- OCEPP is about encouraging practitioners to become engaged in public policy debate

**Attachment A:****Comparison of Budgets for SMP, GLP, OPEA, EIR and OCEPP**

In the President's Message in the Annual Review for 2014 as published in the May/June 2015 issue of PEO Dimensions, David Adams wrote:

"The Ontario government decreed over 10 years ago that PEO divest itself of member advocacy. This we tried to do with the transfer of personnel and start-up funding to OSPE. Because OSPE membership did not grow as expected, PEO continued to finance programs, which could be argued are outside of our mandate. These include the Student Membership Program, the Government Liaison Program, the OPEA Gala, The Engineer-in-Residence program and OCEPP. The annual cost to PEO of these programs in 2013 reached \$830,000, with \$976,000 budgeted this past year (2014). Council has approved this continued financial support. This position may have to be revisited as budget pressures increase".

Table 1 gives the breakdown of the \$976,000 figure for 2014. A comparison is also made to previous years. Note that the figure for 2014 is high, as the cost of labour was added to the budget of each program at the time this table was generated by PEO, to provide a more realistic measure of the cost of each program.

Table 1. Financial data for SMP, GLP, OPEA, EIR and OCEPP

Program	2011		2012		2013		2014		
	Actual	Budget	Actual	Budget	Actual	Budget	Budget	Labour	Total
Student Members	51,570	94,268	50,865	106,052	64,741	105,918	104,000	112,456	216,456
Govt. Liaison	181,556	238,482	161,190	228,300	185,003	231,400	234,161	53,525	287,686
OPEA Gala	109,576	138,908	84,858	138,850	89,093	118,600	117,318	3,127	120,445
EIR Program	48,320	59,000	64,000	59,000	73,191	74,000	74,000	7,014	81,014
OCEPP	104,036	143,400	77,047	114,625	59,186	104,430	88,675	181,438	270,113
								Total in 2014	\$975,714





# **Proposed *Professional Engineers Act* Changes**

Council Plenary Session

September 24, 2015

Roydon Fraser, P.Eng.

Chair, Legislation Committee



# Purpose of Presentation

- Provide background to proposed *Professional Engineers Act* changes arising from Belanger Report.
- Update Council on policy intents and current staff work on proposals.
- Solicit feedback from Council on proposed changes.



# Origins

- Belanger Commission Inquiry Report - October 2014 >>> 12 month status report from Attorney General.
- Government has communicated to PEO that it intends to introduce an omnibus bill to respond to the Belanger Recommendations; willing to also consider proposed “housekeeping” amendments to *Professional Engineers Act*.



# PEO Action

- PEO Elliot Lake Task Force submission August 2013.
- PEO Elliot Lake Task Force participation in Commission Policy Round Table discussions Fall 2013.
- June 2015 Council Retreat Consensus: Refer legislative issues to Legislation Committee.



# PEO News Release Oct. 15, 2014

“We are pleased the Commissioner has chosen to endorse almost all of the 11 recommendations we made in our submission to the commission. We believe implementing these recommendations, in addition to the others made by the Commissioner that apply to our profession, will strengthen engineering practice in Ontario and help to prevent similar tragedies from occurring.”

The PEO recommendations approved by the Commissioner include:

- developing a new performance standard for structural inspections of existing buildings, based on PEO’s existing practice bulletin;
- mandating that a Structural Adequacy Report of existing buildings be prepared and sealed by professional engineers who are certified as structural engineering specialists; and
- releasing additional information about PEO practitioners disciplined for professional misconduct.



# PEO News Release Oct. 15, 2014

“We are also pleased to see the Commissioner’s recommendation on the establishment of a system of continuing professional education for PEO licence holders,” added PEO Councillor Chris Roney, P.Eng., BDS, FEC, who also serves as spokesperson for the Association’s Elliot Lake Advisory Committee. “In fact, PEO Council has already established a Task Force to make recommendations for the development of such a system by the end of 2015.



# PEO News Release Oct. 15, 2014

“Our Elliot Lake Advisory Committee will be reviewing the Commissioner’s report in detail to provide advice to PEO Council as we work to implement these recommendations. As PEO’s authority to do so is limited, we will be looking to the Ministry of the Attorney General and the provincial government to receive the tools necessary to put these recommendations into practice, as well as to consider further our ideas for improvement that were not endorsed specifically by the Commissioner.”



# Process Issues

- Unlike Regulations, the government is driving these changes and will only share the wording in a very limited way and timeframe (non-disclosure agreement required).
- Government is asking us for:
  - Policy intent of amendment.
  - Stakeholder response/reaction.
  - Potential impact of the amendments.
  - Supporting evidence/jurisdictional scan.
- Legislation Committee (Board Committee) will oversee the Act changes input to the Attorney General.





# How to Avoid Bill 68 Redux?

- Very limited number of changes.
- Clearer policy intent and understanding of impacts.
- Cross-organizational analysis.
- Analysis of operational implications (e.g. people, IT systems, reporting/monitoring/enforcement).



# Overall PEO Approach

- Seek Regulation-making powers in s. 7(1) rather than other provisions (pending Attorney General feedback).
  - Allows PEO to control timing (note CPD Regulations within 18 months).
  - Prevents other Ministries from defining qualifications or scopes of practice.



# Belanger Recommendations for *Professional Engineers Act Changes*

1. Certified Structural Engineering Specialist with exclusive practice.
2. Mandatory Continuing Professional Development for members (Regulations within 18 months of Report - May 2016).
3. Mandatory disclosure by practitioner of disciplinary actions to clients.
4. Mandatory posting of specified practitioner information on the PEO website.

**Note:** Other changes are either Regulations (Structural Engineering Practice Standard) or operational.



## Current Status

- LEC met twice in July to review staff proposals and to draft their recommendations for Council.
- Staff continuing to develop content to MAG (MAG has also asked PEO to identify which sections need to be changed).
- Executive Committee briefed on August 11<sup>th</sup>.
- Council provided with working documents and LEC recommendations on SharePoint.
- Amending Bill's introduction date not yet determined.



# 1. Structural Engineering Specialist

Belanger Recommendation 1.5:

The prescribed structural inspection should be conducted in accordance with the Performance Standard by a structural engineering specialist who has met the Professional Engineers of Ontario (PEO) qualifications and requirements to be so certified.



# 1. Structural Engineering Specialist

Policy Intent: Seek authority to introduce exclusive scopes of practice; Act currently provides only for “specialist” designation title protection.

Rationale: To protect the public by allowing only those professional engineers (and limited licence holders) to carry out structural inspections of specified structures who have been certified by PEO as having met the qualifications and requirements to practice in this area.



## 2. **Mandatory Continuing Professional Education**

Belanger Recommendation 1.24:

The Professional Engineers of Ontario (PEO) should establish a system of mandatory continuing professional education for its members as soon as possible, and in any event no later than 18 months from the release of this Report.



## 2. **Mandatory Continuing Professional Education**

Policy Intent: Seek broader authority for mandating CPE program; Act currently provides only for provision of continuing education for members only.

Rationale: Only mandatory CPE will ensure that professional engineers stay current in their skills and knowledge specific to their areas of practice; common practice among regulated professions in Canada.





## 3. Mandatory Client Disclosure

Belanger Recommendation 1.25:

Members of the Professional Engineers of Ontario (PEO) should directly and promptly advise clients (past and present) of any suspensions or revocations of their licences, and the reasons therefor, that arise out of disciplinary actions resulting from:

- (a) errors in design;
- (b) errors in calculations;
- (c) failure to properly inspect;
- (d) failure to report an unsafe condition;
- (e) failure to comply with the requirements of the Structural Adequacy Report; and
- (f) any and all matters that had a direct or indirect effect on the structural stability of a building or put the health, safety, and welfare of the public at risk.



### 3. Mandatory Client Disclosure

Policy Intent: Seek authority to institute disclosure requirements for suspensions and revocations; currently no regulation power for such disclosure obligations.

Rationale: To give clients whose buildings were designed or reviewed by an engineer whose licence has been suspended or revoked the opportunity to have the work reviewed by another engineer to ensure that it is compliant with all necessary codes and meets all required standards.



## 4. Practitioner Information on PEO Website

Belanger Recommendation 1.26:

The Professional Engineers of Ontario (PEO) should provide, for the benefit of the public, the following information on its public website in a format readily and easily searchable by the name of the PEO member:

- (a) the name of every licensee and every holder of a certificate of authorization;
- (b) the terms, conditions, and limitations attached to the licence or certificate of authorization;
- (c) a note of every revocation, suspension, cancellation, or termination of a licence or certificate of authorization;
- (d) information concerning upcoming Discipline Committee hearings, where a Notice of Hearing has been issued;
- (e) information concerning any findings of professional misconduct or incompetence, for a period of 10 years from the date of the finding(s), so long as the Discipline Committee had ordered publication with names; and
- (f) such other information as the Registration Committee or Discipline Committee directs.



## 4. Practitioner Information on PEO Website

**Policy Intent:** Ensure proper authority for posting public information on PEO's website.

**Rationale:** To protect prospective professional engineering clients by fully disclosing the complete practice and any disciplinary history of professional engineers licensed to practice in Ontario.



## “Housekeeping” Items

- 5. Section 8(3) - threshold for by-law confirmation by members (majority of voting).**

Policy Intent: To reinstate a confirmation threshold of majority of the members voting.

Rationale: To provide for a more realistic threshold of by-law confirmation by the membership.



# “Housekeeping” Items - cont’d.

## 6. Section 12(6) - Limited Licence holders.

Policy Intent: To add “limited licence holders” to those able to carry out work under Section 12(6).

Rationale: Supports potential of Limited Licence holders to be certified as Specialists, parallel to new LL responsibilities for independent practice as of July 1, 2015.



## **“Housekeeping” Items - cont’d.**

- 7. Section 14(2), 19(1)(a) - Power of Registrar to suspend licence holders where past conduct warrants.**

Policy Intent: To provide similar public protection to suspend licences as currently available for Limited Licence, Temporary Licences and Provisional Licences due to past conduct.

Rationale: Need authority to suspend licence if evidence of fraud, incapacity, etc., uncovered post-licensure, but with appeal of decision to Registration Committee.



## “Housekeeping” Items - cont’d.

### 8. **Section 28(4)(h) - Payment of fines to Treasurer of Ontario > Minister of Finance.**

Policy Intent: To update reference as found in the *Financial Administration Act*.

Rationale: Avoid confusion where costs or fines are assigned.





## **“Housekeeping” Items - cont’d.**

### **9. Section 30 - Public Access to Disciplinary Hearing Exhibits, Evidence and Transcripts.**

Policy Intent: To increase transparency by providing the public (beyond the parties involved) with access to transcripts of Discipline hearings on the same terms as the parties.

Rationale: Public access to evidence and exhibits is implied by the fact that the hearings are public (and the courts have emphasized the importance of transparency and openness, a point that was also made by the Commissioner in his rulings on the confidentiality motions early in the Inquiry).



# “Housekeeping” Items - cont’d.

## 10. Section 38 - Release of information from complaints or Registrar’s investigations to other authorities.

Policy Intent: To protect public safety by allowing the Registrar to release information gained from complaints or Registrar’s Investigations to federal, provincial or municipal authorities (e.g. MOL, MOECC, building officials, Ontario Provincial Police, etc.).

Rationale: The issue of sharing/reporting of information to protect the public interest was the subject of a number of comments/questions during the Inquiry.



## Next Steps

1. Seek Council approval of policy intents.
2. PEO to provide to Attorney General staff:
  - Policy intent of amendments.
  - Stakeholder responses/reactions.
  - Potential impact of the amendments.
  - Supporting evidence/jurisdictional scans.
  - Proposed sections to amend.
3. Identify operational implications and timing for proposed change (IT, Human Resources, reporting/monitoring/enforcing, forms, etc.) for 2016 Operating Budget.



# Questions?

# Briefing Note - Decision

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C-502-1.1

## APPROVAL OF AGENDA

**Purpose:** To approve the agenda for the meeting.

**Motion(s) to consider:** (requires a simple majority of votes cast to carry)

**That:**

- a) the agenda, as presented to the meeting at C-502-1.1, Appendix A be approved; and*
- b) the Chair be authorized to suspend the regular order of business.*

**Prepared by:** Dale Power, Secretariat Administrator

## Appendices:

- Appendix A – 502<sup>ND</sup> Council meeting agenda

C-502-1.1  
Appendix A

# Agenda

## 502<sup>nd</sup> Meeting of the Council Professional Engineers Ontario

**Date:** Thursday, September 24 and Friday, September 25, 2015  
**Time:** Thursday - 5:30 p.m. – reception; 6:00 p.m. – dinner;  
 7:00 p.m. – 9:00 p.m. – meeting  
 Friday – 9:00 a.m. – 4:00 p.m.  
**Place:** PEO Offices – 8<sup>th</sup> Floor Council Chambers **OR** Dial-in: 1-888-866-3653  
 40 Sheppard Avenue West Participant Code: 9394319#  
 Toronto, Ontario

### Thursday, September 24<sup>th</sup> – 7:00 p.m. – 9:00 p.m.

#	Description	Type
<b>PLENARY SESSION</b>		
i.	CPDCQA Task Force Update	
ii.	Fall Regional Town Halls	
iii.	OCEPP Update	
iv.	Legislation Committee Update	

### Friday, September 25<sup>th</sup> – 9:00 a.m. – 4:00 p.m.

<b>CALL TO ORDER</b>			
1.	<b>APPROVAL OF AGENDA AND LEADERSHIP REPORTS</b>	Spokesperson	Type
1.1	APPROVAL OF AGENDA	Chair	Decision
1.2	PRESIDENT/REGISTRAR'S REPORT	Chair/Registrar	Information
2.	<b>PRIORITY ITEMS</b>	Spokesperson	Type
2.1	LICENSING COMMITTEE POSITION PAPERS	President-elect Comrie	Decision
2.2	LEGISLATION COMMITTEE RESCINDING COUNCIL MOTIONS	Councillor Fraser	Decision
2.3	ELECTION MATTERS – ISSUES REPORT AND PROCEDURES	Ralph Martin	Decision
2.4	ENGINEERING DIMENSIONS DISTRIBUTION	Councillor Quinn	Decision
2.5	2016 OPERATING BUDGET	Maria Cellucci	Information
2.6	2016 CAPITAL BUDGET	Maria Cellucci	Information
3.	<b>CONSENT AGENDA</b>	Spokesperson	Type

3.1	OPEN SESSION MINUTES – 238 <sup>TH</sup> EXECUTIVE COMMITTEE MEETING – JANUARY 20, 2015	Chair	Decision
3.2	OPEN SESSION MINUTES – 501 <sup>ST</sup> COUNCIL MEETING – MAY 29, 2015	Chair	Decision
3.3	APPOINTMENT OF REGIONAL ELECTION AND SEARCH COMMITTEES	Ralph Martin	Decision
3.4	APPROVAL OF CEDC APPLICATIONS		Decision
3.5	CHANGES TO COMMITTEES/TASK FORCES MEMBERSHIP ROSTER	Fern Goncalves	Decision
3.6	AUDIT COMMITTEE TERMS OF REFERENCE	Fern Goncalves	Decision
<b>4.</b>	<b><u>IN-CAMERA</u></b>	<b>Spokesperson</b>	<b>Type</b>
4.1	IN-CAMERA MINUTES – 238 <sup>TH</sup> EXECUTIVE COMMITTEE MEETING – JANUARY 20, 2015	Chair	Decision
4.2	IN-CAMERA MINUTES – 501 <sup>ST</sup> COUNCIL MEETING – MAY 29, 2015	Chair	Decision
4.3	HRC UPDATE	President-elect Comrie	Decision
4.4	ELIGIBILITY TO SERVE ON PEO REGULATORY COMMITTEES	President-elect Comrie	Decision
4.5	APPOINTMENT OF OFFICIAL ELECTIONS AGENT	Ralph Martin	Decision
4.6	APPOINTMENT OF CHIEF ELECTIONS OFFICER	Ralph Martin	Decision
4.7	APPOINTMENT OF TWO ADDITIONAL MEMBERS TO THE CENTRAL ELECTION AND SEARCH COMMITTEE	Ralph Martin	Decision
4.8	PRESIDENT’S AWARD	Fern Goncalves	Decision
4.9	REPEAL OF INDUSTRIAL EXCEPTION – DATA GATHERING AND ANALYSIS PLAN UPDATE	Linda Latham	Information
4.10	DISCIPLINE COMMITTEE – DECISIONS AND REASONS	Linda Latham	Information
4.11	LEGAL UPDATE	Linda Latham	Information
4.12	PEO’S ANTI-WORKPLACE HARASSMENT AND ANTI-WORKPLACE VIOLENCE POLICIES – COUNCILLOR VIOLATIONS, IF ANY	Chair	Information
<b>5.</b>	<b><u>INFORMATION ITEMS</u></b>	<b>Spokesperson</b>	<b>Type</b>
<b>NEW ITEMS</b>			
5.1	AGM SUBMISSIONS	Ralph Martin	Information
5.2	MEMBER REFERENDUM ON MANDATORY VERSUS VOLUNTARY REPORTING OF CONTINUING PROFESSIONAL DEVELOPMENT BY LICENSE-HOLDERS	Councillor Kuczera	Decision

<b>ONGOING ITEMS</b>			
5.3	APTIFY UPDATE	Gerard McDonald	Information
5.4	LEGISLATION COMMITTEE UPDATE	Councillor Fraser	Information
5.5	STRATEGIC PLAN UPDATE	Gerard McDonald	Information
5.6	ENGINEERS CANADA UPDATE	Councillor Shreewastav	Information
5.7	RCC UPDATE	Councillor Sadr	Information
5.8	STATISTICS – COMPLAINTS, DISCIPLINE, LICENSING AND REGISTRATION	Latham/Price/ Zuccon	Information
5.9	COUNCILLOR ITEMS	Chair	Information
<b>CONCLUSION</b>			

### **Councillors Code of Conduct**

Council expects of itself and its members ethical, business-like and lawful conduct. This includes fiduciary responsibility, proper use of authority and appropriate decorum when acting as Council members or as external representatives of the association. Council expects its members to treat one another and staff members with respect, cooperation and a willingness to deal openly on all matters.

PEO is committed that its operations and business will be conducted in an ethical and legal manner. Each participant (volunteer) is expected to be familiar with, and to adhere to, this code as a condition of their involvement in PEO business. Each participant shall conduct PEO business with honesty, integrity and fairness and in accordance with the applicable laws. The Code of Conduct is intended to provide the terms and/or spirit upon which acceptable/unacceptable conduct is determined and addressed.

At its September 2006 meeting, Council determined that PEO volunteers should meet the same obligations and standards regarding conduct when engaged in PEO activities as they are when engaged in business activities as professional engineers.

[s. 2.4 of the Council Manual]

#### **Upcoming Events**

Saturday, November 21, 2015 – Chapter Leaders Conference

Saturday, November 21, 2015 – OPEA Gala

Friday, April 29, 2016 – Volunteer Leadership Conference, Royal York Hotel, Toronto

Friday, April 29, 2016 – Order of Honour Awards Gala, Royal York Hotel, Toronto, Ontario

Saturday, April 30, 2016 - Annual General Meeting, Royal York Hotel, Toronto, Ontario



**2015 Council/Executive Committee Meeting/Mailing Schedule**

**2015 Council Mailing Schedule**

<b>Meeting Date</b>	<b>Meeting Type</b>	<b>Briefing Note Due Date - Members at Large</b>	<b>Initial BN Due Date – Councillors/Staff</b>	<b>Initial Agenda Mailing Date</b>	<b>Supp. Agenda <sup>1</sup> Due Date</b>	<b>Supp. Agenda Mailing Date</b>
Aug. 11	<b>Executive</b>	July 21	July 24	July 29	July 31	Aug. 5
Sept. 24-25	<b>Council</b>	Sept. 3	Sept. 8	Sept. 11	Sept. 16	Sept. 18
Oct. 27	<b>Executive</b>	Oct. 6	Oct. 12	Oct. 14	Oct. 16	Oct. 21
Nov. 19-20	<b>Council</b>	Oct. 29	Nov. 3	Nov. 6	Nov. 11	Nov. 13

<sup>1</sup> - requires the approval of the Chair or Registrar

# Briefing Note – Information

C-502-1.2

## **PRESIDENT AND REGISTRAR'S REPORT**

**Purpose:** To inform Council of the recent activities of the President and the Registrar.

**Motion(s) to consider:**

none required

President Chong and Registrar McDonald will provide an oral report on their recent PEO activities.

## Licensing Committee Position Papers

**Purpose:** To approve position papers on the Technical Examination Programs and the Canadian Experience Requirement for Licensure as directed by Council at its September 2014 meeting.

**Motion to consider: (requires a simple majority of votes cast to carry)**

That Council approve the Licensing Committee Position Papers on the Rationale for Technical Examination Programs and on the Canadian Experience Requirement for Licensure for PEO public Communication as presented to the meeting at C-502-2.1, Appendices A and B.

**Prepared by:** President-Elect George Comrie, P. Eng., CMC –Chair, Licensing Committee

**Moved by:** President-Elect George Comrie, P. Eng., CMC –Chair, Licensing Committee

### 1. Need for PEO Action

At its September 2014 Meeting PEO Council passed a motion authorizing the Registrar, in consultation with the Licensing Process Task Force (LPTF) to develop a plan, with budget implications for a coordinated response to external threats to PEO's current licensing criteria and processes that are essential to PEO's protection of the public through licensure.

After the LPTF was stood down by Council at the end of 2014 the newly created Licensing Committee (LIC) assumed the responsibility for developing a plan in response to the September 2014 Council motion. The LIC has developed and endorsed the two position papers (Appendices A and B) entitled Rationale for the Technical (Confirmatory) Examination Programs and Rationale for the Canadian Experience Requirement for Licensure and now seeks Council's approval.

### 2. Proposed Action / Recommendation

That Council approve the position papers on the Technical Examination Programs and the Canadian Experience Requirement for Licensure.

### 3. Next Steps (if motion approved)

The position papers would be used by PEO for government and public communications including the Government Liaison Program.

It has no budget implication.

### 4. Peer Review & Process Followed

<b>Process Followed</b>	<p>Initiated by September 2014 Council Motion. The LIC received initial drafts of the position papers in February and March 2015</p> <ul style="list-style-type: none"><li>• The LIC then had the position papers reviewed by PEO Communications Department</li><li>• At the May 2015 LIC meeting the committee endorsed the position papers</li><li>• At the August 2015 LIC meeting the briefing note was reviewed and endorsed by the committee</li></ul>
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<b>Council Identified Review</b>	N/A
<b>Actual Motion Review</b>	<p>The position papers were presented to the Academic Requirements Committee (ARC) and the Experience Requirements Committee (ERC) and approved in principle.</p> <p>The Motion was reviewed by the Licensing Committee and approved at its August 24, 2015 meeting</p> <ul style="list-style-type: none"> <li>• The LIC includes the current chairs of the ARC and ERC and members of the Registration Committee, the ARC, the ERC and of the previous LPTF.</li> </ul>

## 5. Appendices

- Appendix A - Rationale for the Technical (Confirmatory) Examination Programs
- Appendix B - Rationale for the Canadian Experience Requirement for Licensure

## Rationale for Technical Confirmatory Examinations

### Summary

As the regulatory body for a self-regulated profession, PEO regulates the practice of professional engineering by establishing and maintaining standards of qualification and standards of practice to protect the public interest. These standards of qualification apply to all applicants for licensing.

PEO's assessment of an applicant's academic qualifications for licensing is based on the requirement for each of them to have undergone an examination program to confirm the depth and breadth of the knowledge leading to their degree in engineering or applied sciences relevant to engineering.

PEO can achieve an institution-independent confirmation of each applicant's academics in several ways, including an assignment of technical examinations by the Academic Requirements Committee.

### Discussion

Under the authority of the *Professional Engineers Act*, PEO exists to serve and protect the public interest by regulating the practice of professional engineering in Ontario.

Requiring individuals to be licensed to perform certain acts or types of work is necessary because permitting unqualified people with no professional accountability to do them would endanger the public. Licensure is at the core of the Canadian philosophy of proactively preventing public harm by limiting professional practice to only those who have demonstrated the necessary knowledge, practical skills and professional integrity. It is based on the premise that it is better to prevent incompetent and/or unethical practitioners from ever practising without supervision, than to redress the harm after it has occurred. PEO's most important mechanism for protecting the public from unsafe or unscrupulous engineering work is licensure.

Through its licensing processes, PEO must ensure that every applicant for a licence meets the academic requirements for licensing.

PEO's assessment of an applicant's academic qualifications for licensing is based on the requirement for each of them to have undergone an **examination program to confirm the depth and breadth of the knowledge** leading to their degree in engineering or applied sciences relevant to engineering.

PEO requires **an institution-independent assessment that is not self-reported**, confirming the breadth and depth of each applicant's academics. It can be achieved in several ways:

- The depth and breadth of the academics of graduates of programs accredited by the Canadian Engineering Accreditation Board (CEAB) have been confirmed by the CEAB accreditation process endorsed by Council.

- An applicant having a degree accredited by a country that has signed the “Washington Accord” is recognized as generally having the required depth of knowledge. However, PEO’s Academic Requirements Committee (ARC) checks the program content against PEO’s syllabi of examinations for that discipline to ensure there are no gaps in the expected breadth of knowledge, and that the examinations on the transcripts show sufficient depth. (Not all of the Washington Accord signatories guarantee that graduates of accredited programs have been examined to a depth of knowledge that would be considered the minimum required for licensing. This is why Engineers Canada recommends that the regulators “look to exempt” graduates of these programs from examinations, rather than exempt them outright.)
- An applicant having a postgraduate degree in the same discipline as his or her undergraduate degree that includes a set of relevant technical graduate courses may also be assessed as likely to have confirmed the breadth and depth of their required knowledge.
- An applicant who demonstrates during an interview with PEO’s Experience Requirements Committee sufficient depth and breadth in his or her experience is also assessed as likely to have confirmed his or her depth and breadth of academic knowledge.
- An applicant who successfully passes a set of assigned PEO technical examinations is considered to have confirmed the depth and breadth of their required knowledge.

ARC’s system of assessing foreign academic credentials is the most sophisticated in Canada. It is the fairest to the applicant, and produces the most consistent outcomes. Because the academics of every applicant are individually peer-reviewed, the assessment process is fair, consistent and flexible.

As a regulator in the public interest, PEO cannot protect the public from incompetent and irresponsible practice unless it verifies that applicants for licensure have:

- undergone a rigorous formation process that ingrains the cognitive processes of analysis, design, problem solving, risk assessment and mitigation, which are essential to the practice of professional engineering, and
- acquired the breadth and depth of necessary scientific and technical knowledge to practise engineering within their intended scope(s) of practice.

Only an individual assessment of each applicant’s academic qualifications can achieve these results.

## Rationale for the “Canadian Experience” Requirement for Licensure

### Summary

As the regulatory body for a self-regulated profession, PEO regulates the practice of professional engineering by establishing and maintaining standards of qualification and standards of practice to protect the public interest. These standards of qualification and the processes used to confirm them apply to all applicants for licensing. Integral to the process is validation of an applicant’s ability to practise professional engineering in Canada by a person licensed as a professional engineer in Canada.

### Discussion

Under the authority of the *Professional Engineers Act*, PEO exists to serve and protect the public interest by regulating the practice of professional engineering in Ontario.

Requiring individuals to be licensed to perform certain acts or types of work is necessary because permitting unqualified people with no professional accountability to do them would endanger the public. Licensure is at the core of the Canadian philosophy of proactively preventing public harm by limiting professional practice to only those who have demonstrated the necessary knowledge, practical skills and professional integrity. It is based on the premise that it is better to prevent incompetent and/or unethical practitioners from ever practising without supervision, than to redress the harm after it has occurred. PEO’s most important mechanism for protecting the public from unsafe or unscrupulous engineering work is licensure.

Through its licensing processes, PEO must ensure that every applicant for a licence is qualified, and will engage in the practice of professional engineering with competence and integrity.

### Supervised Canadian experience fundamental to public protection

The requirement for supervised Canadian experience is fundamental to the Canadian system of protection of the public through licensure. It is not simply a matter of ensuring the applicant has knowledge of local climate, culture, codes and standards, but, more importantly, a matter of verifying the applicant’s practice skills and suitability for unsupervised practice.

PEO and its counterparts across Canada rely on the Canadian experience requirement to confirm applicants for licensing possess the necessary practice skills and competencies to practise independently in Canada. Such confirmation is provided through the reports of professional engineers who have supervised the work of an applicant and are in a position to advise if the applicant has demonstrated the required skills and associated professional attributes. Those who have already been licensed know the skills and attributes expected of a professional engineer practising in Canada and are obliged through PEO’s Code of Ethics to evaluate and report on them honestly.

### Engineering practised, regulated differently in different countries

Canadian standards of practice and expectations of professionals are different from those in many other countries. To discharge its obligation to protect the public, PEO must assess and validate applicants’ competencies and professional attributes on the job in Canada. To do this, PEO relies on documentation that includes a reference from someone licensed to practise engineering in Canada, who can confirm that an applicant has demonstrated appropriate professional engineering practice skills and attributes related to suitability to practise.

It is important to recognize that in many countries the practice of engineering is not regulated and, in some countries, there is no engineering profession at all. And even in established jurisdictions, like those in the European Union, admission to engineering occupations is based solely on academic credentials, with employers perhaps providing some apprenticeship or internship.

Engineering takes place in the context of local business cultures and regulatory environments. Public safety considerations, for example, differ amongst various countries. Many considerations that are the norm in Canada are not considered part of the engineering scope in some countries. In assessing an applicant's experience, it is therefore important to observe how the applicant understands and deals with such considerations in the Canadian context.

An engineer's scope of responsibility also differs amongst various countries. What may be considered the responsibility of an engineer in one country may be deemed the responsibility of a technician in another. It is important for an engineer practising in Canada to have had experience in the Canadian engineering environment, with its specific codes and standards, documentation levels, seasonal differences, safety standards, scope of responsibility and communication requirements, and to have worked in areas they have not been previously exposed to. An engineer who does not know his or her scope of responsibility and does not have experience in it could endanger public safety.

### **Professional attributes also assessed through supervised Canadian experience**

Equally important in assessing an applicant's experience for licensing is the assessment of the applicant's professional attributes. These are also confirmed through the requirement for supervised Canadian experience. An applicant's ability to communicate effectively in English on the job in Canada, for example, is validated through having a Canadian licence holder act as a referee for licensing purposes. It is critical to protection of the public that someone familiar with the expectations of a licensed professional engineer in Canada attest to an applicant's ability to understand and be understood, and readiness to practise competently and responsibly on his or her own.

The requirement for at least 12 months of practical experience under the supervision of a licensed professional engineer provides PEO an opportunity to evaluate both an applicant's practice skills and the suitability for professional practice in Canada. Because engineering is practised and regulated differently in different countries and the professional expectations of practitioners also differ, references from people who are not licensed to practise the profession in Canada may be of limited value to PEO in assessing an applicant's suitability for unsupervised practice in Canada. Because public welfare is at stake, an applicant's experience practising engineering in a Canadian context must be validated by at least one person who is familiar with such practice and who, through licensing, is accountable to PEO for that validation.



# Briefing Note – Decision

## LEGISLATION COMMITTEE – RESCINDING COUNCIL MOTIONS

**Purpose:** *To rescind certain Council motions pertaining to the Certificate of Authorization and other*

**Motion(s) to consider: (requires a 2/3 majority of votes cast to carry)**

**To rescind the following motions previously passed by Council:**

### **C-406, 9711 CERTIFICATE OF AUTHORIZATION REVIEW TASK FORCE REPORT**

4. Limitations should be imposed on the number of Certificates that a licensee can be responsible for.
5. Over 30% of C of A's have opted for compulsory disclosure, but PEO has no idea if these entities are providing clients with a disclosure notice. In order to follow up on disclosure notifications, PEO should have powers of inspection built into the Act.
7. PEO could assist licence individuals by ensuring that C of A holders provide proper professional working conditions (i.e. prevent overriding of P.Eng. decisions by non-P.Eng.; giving P.Eng. more clout in controlling the professional engineering activities of a firm).

### **C-435, 10316 CERTIFICATION OF AUTHORIZATION – Policy Direction**

That the online membership directory identify all licence holders who carry, or do not carry, professional liability insurance.

That:

- a) all licence holders be identified on the online directory by the discipline (CEAB degree or PEO syllabus) in which they are licensed; and
- b) discipline-specific seals be issued, and additional seals be issued to licence holders who can demonstrate competency in additional discipline(s) (i.e. similar to an application for a licence).

That:

- a) all engineers offering engineering services to the public be required to be listed on the initial Certificate of Authorization application and annual renewal form;
- b) the signing officer of the firm be required to sign a declaration acknowledging awareness of the requirement of Section 50 of the Regulation that PEO be advised of changes within 30 days.

That:

- a) PEO validate that the services offered on the Certificate of Authorization are supported by competent licence holders with the discipline(s) that support its scope(s) of practice as stated on its application; and
- b) the services offered by the holder of a Certificate of Authorization be listed on the online directory.

That, for a nominal fee, a check-box on the application for licence for a sole practitioner be provided to indicate that he/she will be providing services to the public, and to denote if she/she carries professional liability insurance.

That practitioners be required to file a declaration of competency on an annual basis.

(cont'd.)

**C-436 10332 CERTIFICATE OF AUTHORIZATION (C of A) Proposed Implementation Plan to Revamp**

Section 1, Item 4, of Briefing Note C-436-11 be amended to read:

4. “ all licence holders be identified on the online directory by the discipline (CEAB degree or PEO Syllabus) in which they are primarily licensed;”

Section 1, Item 5, of Briefing Note C-436-11 be amended to read:

5. “discipline-specific seals may be issued, and additional seals may be issued to licence holders who can demonstrate competency in additional discipline(s) (i.e. similar to an application for a licence)”.

That Council directs the Registrar to initiate the implementation plan proposed in agenda Appendix C-436-11(a) and as amended above.

**C-443, Minute 10445 LICENSING PROCESS TASK FORCE**

27. That a new regulation be added to cover licensing of applicants already registered in another jurisdiction with which PEO has in place a mobility agreement, by which such applicants will be deemed to meet all requirements for licensure except for the *good character* requirement with the following provisions:

- a) The applicant has successfully passed a Professional Practice Examination in a Canadian jurisdiction, or has been licensed to practise professional engineering in a Canadian jurisdiction for at least five (5) years; and
- b) The applicant has provided satisfactory evidence of having at least twelve (12) months of Canadian experience that meets the requirements of subsection 33. (3) 3. of this Regulation; and
- a) The applicant has not previously applied to the Association for a licence and been deemed to not meet the academic requirements.

**C-447, Minute 10513 CERTIFICATE OF AUTHORIZATION COMPOSITION PROJECT – Discipline-Specific Seals**

That Council approve for use the discipline-specific seal graphic design F presented to the meeting at agenda Appendix C-447-8(a)(i), to be effective with the launch of the implementation of the enhancements to the Certificate of Authorization.

**C-455, minute 10631 PEO SYLLABI**

That the syllabi shown in agenda Appendix C-455-5.2, Appendix A:

- a) be amended by deleting, in each syllabus, all references to the number of examinations required in each category; and
- b) be reaffirmed, as amended above, as at April 17, 2009.

**Prepared by:** Roydon Fraser, P.Eng., Chair, Legislation Committee

**Moved by:** Roydon Fraser, P.Eng., Chair, Legislation Committee

## 1. Need for PEO Action

- Following Council’s direction in March 2014, the Legislation Committee continued its review of the TK-17 version Regulation amendments for Council governance, discipline-specific Certificates of Authorization and licensing process (academic and experience requirements) to determine which required additional policy work and those which were deemed no longer advisable and therefore need rescinding.
- The Legislation Committee has completed its review of all of the outstanding TK-17 Council motions to clarify whether their policy intent was clear enough to support drafting and to meet the government’s new Regulatory Impact Assessment criteria.
- The Legislation Committee has determined that most of the Certificate of Authorization and one of the Licensing Process Task Force (LPTF) motions are not advisable and should be rescinded (see Appendix A for the Committee’s review comments and recommendations for rescinding). The majority of the LPTF motions have been referred to the new Licensing Policy Committee for further clarification.

[**Staff Note:** In the course of preparing this briefing note, it was discovered that motions 4 and 5 in C-436 are in fact amendments to briefing note contents, and not amendments to previous motions *per se*. It is therefore necessary to also rescind the motion that immediately followed motion 5, which read:

*That Council directs the Registrar to initiate the implementation plan proposed in agenda Appendix C-436-11(a) and as amended above.*

This staff-recommended change has been authorized by the Chair of the Legislation Committee. ]

## 2. Proposed Action / Recommendation

- That Council rescind the motions listed above.

## 3. Next Steps (if motion approved)

- Listed Council motions will be rescinded. No further policy development is required.

## 4. Peer Review & Process Followed

<b>Process Followed</b>	<ul style="list-style-type: none"><li>• In September 2011, the Legislation Committee (LEC) was assigned by then-President Adams to review the latest (TK-17) version of an accumulated list of amendments to Regulation 941, which predated the formation of the Legislation Committee. The committee was assigned to review the alignment of drafted wording with Council motions to determine which amendments were ready for Council approval. These amendments were intended to give legislative authority to previous Council directives;<ul style="list-style-type: none"><li>○ Licensure requirements developed by the Licensing Process Task Force (LPTF);</li><li>○ Limited Licence changes developed by the Technology Licence Task Group (TLTG)(e.g. ability to hold Certificate of Authorization, change to experience requirements</li><li>○ Certificate of Authorization changes (discipline-specific practice and seals, changed fee structure, addition of limited licence holders, reporting requirements);</li><li>○ Governance changes (e.g. employees seeking Council election, provision for Council to remove an elected councilor, increasing the size of the Central Election and Search Committee,</li><li>○ Removal of qualification barriers for already-licensed licence holders from other Canadian provinces/territories to comply with the <i>Ontario Labour Mobility Act</i></li><li>○ Other minor administrative and housekeeping matters (e.g. gender-neutral</li></ul></li></ul>
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	<p>language, electronic form/document submission, consents to police record check for applicants, supporting document translation into English, surcharge for paper submissions).</p> <ul style="list-style-type: none"> <li>• At its August 3, 2012 meeting, the LEC completed the review and determined that at this juncture, a subset of the original proposed regulation changes was ready and asked the Attorney General’s Office to prepare the regulation package for Council approval. The new package <b>excluded</b> all changes related to admissions, certificate of authorization and limited licence proposals. The committee continued to review subsequent drafts from the Attorney General. In November 2012, Council directed the committee to include changes to the Limited Licence and Certificate of Authorization (including the addition of the Licensed Engineering Technologist), and the committee asked the Attorney General to combine the two regulations.</li> <li>• From May to August 2013, to meet Peer Review standards, the committee sought comments on the TK-17 version from the Academics Requirements Committee, Experience Requirements Committee, Professional Standards Committee, and the Licensing Process Task Force. Those committees and LPTF responded that they still had concerns that the drafting did not match the policy intents of the original Council motions, and questioned the policy intents.</li> <li>• At the September 2013 Council meeting, the LEC Chair informed Council that it would be bringing back to Council a package with analysis on the remaining components of the proposed regulations, which will include recommendations on how to proceed. He noted that, in some cases, Council will need to rescind previous Council motions/directives which gave rise to these proposed changes.</li> <li>• The committee has also responded to new governmental policy developments which could impact PEO’s regulatory functions, specifically the Ontario Human Rights Commission’s policy statement on “Canadian Experience”, and a legal case involving “Good Character”. The committee has undertaken policy development to identify the issues and possible legislative solutions in both these areas. (The final regulations were presented to and approved by Council on February 6, 2015 and were passed by the Cabinet on April 12, 2015, with some sections coming into effect immediately and the remainder on July 1, 2015.)</li> <li>• In reviewing the outstanding Council policy motions, the Legislation Committee divided them into categories, analyzed the supporting original documentation, and adopted three possible recommendations to be made to Council, namely, to accept and draft or implement, to rescind the motion, or to refer the motion to subject matter experts to clarify the policy intent.</li> </ul>
<p><b>Council Identified Review</b></p>	<ul style="list-style-type: none"> <li>• In September 2012, through the following motion, Council adopted a Regulatory Protocol, which requires Council to refer all matters that require the use of legislative authority (Act, Regulations and By-laws) to the Legislation Committee for its recommendation; <ul style="list-style-type: none"> <li><b><i>Whereas the mandate of the Legislation Committee is to provide oversight and guidance for matters pertaining to the Professional Engineers Act, Regulations and By-Law,</i></b></li> <li><b><i>Be it resolved that Council direct the CEO/Registrar to refer to the Legislation Committee all matters that could require Council to invoke its legislative authority from the Professional Engineers Act, Regulations and By-Law for the Legislation Committee’s review and recommendation to Council.</i></b></li> </ul> </li> </ul>

	<ul style="list-style-type: none"> <li>In March, 2014, the Legislation Committee motion to rescind all outstanding Council motions was withdrawn. Council passed the following motion:  <b>To facilitate PEO’s compliance with new government requirements for Preliminary Regulatory Impact Assessment, that Council direct the Legislation Committee to work with the proponent committees and/or task forces to clarify their policy intents, implications and suitability for invoking Council’s regulation-making powers with respect to the motions as listed in C-492-3.4, Appendix A.</b> </li> </ul>
<b>Actual Motion Review</b>	<ul style="list-style-type: none"> <li>The motion to rescind certain Council policy motions was reviewed and approved by the Legislation Committee.</li> </ul>

**5. Appendices**

- Appendix A – Legislation Committee Review and Recommendations

## Appendix A – Legislation Committee Review and Recommendations

A. Licensing Process - Registration Issues PROPONENT: LPTF	Implied Policy Questions
<p>C-443 (November 2007)</p> <p>27. That a new regulation be added to cover licensing of applicants already registered in another jurisdiction with which PEO has in place a mobility agreement, by which such applicants will be deemed to meet all requirements for licensure except for the <i>good character</i> requirement with the following provisions:</p> <p>a) The applicant has successfully passed a Professional Practice Examination in a Canadian jurisdiction, or has been licensed to practise professional engineering in a Canadian jurisdiction for at least five (5) years; and</p> <p>b) The applicant has provided satisfactory evidence of having at least twelve (12) months of Canadian experience that meets the requirements of subsection 33. (3) 3. of this Regulation; and</p> <p>c) The applicant has not previously applied to the Association for a licence and been deemed to not meet the academic requirements.</p>	<ol style="list-style-type: none"> <li>1. <b>What is the problem?</b> Regulation 941 does not specifically authorize inter-provincial mobility labour mobility agreements (and avoidance of duplicating application/registration practices).</li> <li>2. <b>What was the implied policy intent of the motion?</b> To give written authority to the Registrar to exempt transfer applicants from the PPE and Canadian experience requirements, but to still require <i>good character</i> assessment.</li> <li>3. <b>What was the provided rationale to support the policy intent?</b> PEO is a signatory to an Inter-Association Mobility Agreement (IAMA) developed under the auspices of the Canadian Council of Professional Engineers (now Engineers Canada). In summary, this agreement provides for “automatic” licensure by the Constituent Members of Engineers Canada (like PEO) of individuals who are already licensed and in good standing in another Canadian jurisdiction. For automatic recognition, PEO requires that the applicant has been licensed for the preceding five years and has remained in good standing in the other jurisdiction. Applications from applicants who have been licensed more recently (i.e. for fewer than 5 years) are reviewed in the same manner as first-time applicants, and may be referred for academic or experience assessment. Some other Canadian jurisdictions are in the process of developing similar “full mobility” agreements with neighbouring jurisdictions in the United States. PEO’s current enabling legislation does not contemplate or authorize such mobility or reciprocity agreements. (ibid., p.73)</li> <li>4. <b>Did the issue fall within the statutory provisions provided under the <i>Professional Engineers Act</i>?</b> Section 14(1)(a), which required Canadian citizenship or permanent resident status as a condition of eligibility for a licence, was repealed in 2010. Section 12 of the <i>Ontario Labour Mobility Act</i>, enacted in 2009, also mandated the removal of any barriers to inter-provincial labour mobility for professions, and its Sections 14 and 15 state that in the event of conflict between itself and an Ontario regulatory authority’s authorizing statute,</li> </ol>

	<p>OLMA prevails.</p> <p><b>5. Did the policy impact on PEO’s public interest mandate?</b> PEO’s public interest mandate is to ensure that only professional, ethical and competent practitioners are able to practice in the province. Reducing unnecessary barriers to inter-provincial transfers is in the public interest.</p> <p><b>6. What are the expectations of this policy change (specifications; desired outcome)?</b> PEO will only be able to verify the <i>good character</i> of an applicant who is already licensed in another Canadian jurisdiction. This will improve national labour mobility, while maintaining professional competency to practice professional engineering.</p> <p><b>7. Did the documentation provide sufficient evidence to support the underlying problem definition? What further evidence is required?</b> No evidence was provided; data on inter-provincial transfers and rejections for causes would have been useful.</p> <p><b>8. What consultation (including peer review) was done?</b> The various drafts of the LPTF report were shared with the Academic Requirements, Experience Requirements and Registration Committee, CODE, Engineers Canada and members of Council. No adverse comments were received or recorded.</p> <p><b>9. What potential impacts on stakeholders were identified?</b> Applicants who are already licensed in another Canadian jurisdiction will be able to be licensed more rapidly in Ontario once their licence status has been confirmed and their <i>good character</i> determined.</p> <p><b>10. Did this policy proposal impact on other PEO policies?</b> Academic and experience qualifications (especially the 12 months’ Canadian experience).</p> <p><b>11. What is the LEC’s recommended action?</b> [LEC Meeting: 2015-Mar-6] <i>The Legislation Committee noted that this motion preceded the Ontario Labour Mobility Act, which supersedes the Professional Engineers Act and Regulations. This motion is, therefore, null and void, and should be rescinded.</i></p>
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<b>B. Certificate of Authorization -Discipline- Specific Seals, Fee Structure</b> <b>PROPOSER: TBD</b>	<b>Implied Policy Questions</b>
<p><b>Limitations by Area of Practice:</b></p> <p>3. Limitations should be imposed on the number of Certificates that a licensee can be responsible for. Every P.Eng. listed in the Certificate of Authorization should indicate what type of employment arrangement he/she has with the entity and whether he/she is listed on any other C of A. Every P.Eng. listed in the Certificate of Authorization must be required to notify PEO when they leave the business or their business arrangement is changed. (C-406)</p> <p><u>Licensing and Registration Staff Comments</u></p> <p>No issues with lack of notification have been identified by staff.</p> <p>Staff Recommendation: Rescind motion.</p>	<ol style="list-style-type: none"> <li>1. <b>What is the problem?</b> A perception that PEO does not have adequate, complete, and current information on what C of A practitioners are doing and are responsible for.</li> <li>2. <b>What was the implied policy intent of the motion?</b> There is a problem with the current limitations on who a P.Eng. can provide services for, and that there is a notice gap for PEO when P.Eng.'s change C of A employment.</li> <li>3. <b>What was the provided rationale to support the policy intent?</b> P.Eng.'s are working for too many (?) C of A firms simultaneously. PEO is not getting current information on employer addresses within the 30 day required notice period (or at all), which makes it difficult to contact them.</li> <li>4. <b>Did the issue fall within the statutory provisions provided under the <i>Professional Engineers Act</i>?</b> The Act does not place any limit on the number of C of A holders that a P.Eng. can work for. Section 15(7) only requires that a C of A holder who is responsible or supervises the practice of professional engineering give notice C of A to the Registrar "forthwith" when they cease to be responsible or supervise.</li> <li>5. <b>Did the policy impact on PEO's public interest mandate?</b> The C of A is a vehicle for accountability. It is in the public interest that PEO knows within the provided notice period of any changes. The 2002 C of A Review, Appendix A, notes that staff have identified "some P.Eng.'s are listed as the supervising engineer for many different C of A holders leading to concerns that they have little involvement in daily operations of these businesses".</li> <li>6. <b>What are the expectations of this policy change (specifications; desired outcome)?</b> PEO will have complete and up-to-date information on C of A practitioners. Supervising</li> </ol>



engineers will have significant involvement in the daily operation of those businesses.

**7. Did the documentation provide sufficient evidence to support the underlying problem definition? What further evidence is required?**

From the 2006 statistics:

Number of P.Eng.'s	Number of C of A Companies	% of total
1	5	
15	4	0.2%
73	3	0.9%
776	2	9.3%
7443	1	89.6%
<b>8308</b>	<b>-</b>	<b>100.0%</b>

Almost 90% of P.Eng.'s only work for one C of A company, and only 10% work for more than one (most of them two).

**8. What consultation (including peer review) was done?**

This issue was not the subject of any survey. There is no evidence of PEO problems with the currency of employer addresses.

**9. What potential impacts on stakeholders were identified?**

Some P.Eng.'s could be restrained from practice if a cap is put on the number of C of A firms (TBD) they can work for simultaneously, however, this appears to be a remote

likelihood as 98% of them work for one or two firms.

**10. Did this policy proposal impact on other PEO policies?**

Just the other C of A policies included in the motion.

**11. What is the LEC's recommended action?**

[LEC Meeting: 2015-Mar-6]

This motion is really more of a communications and enforcement issue than a regulation issue. Limitations on the number of Certificates of Authorization that a licence holder can be listed on are impractical and not supported by the evidence provided at the time. This motion should be rescinded, but staff should improve enforcement and compliance with existing Certificate of Authorization requirements. It was further requested that staff invite a representative from Licensing and Registration to the next Legislation Committee meeting to provide further information.

[LEC Meeting: 2015-Apr-10]

Rescind the motion part 1 as the evidence data does not support the problem requiring limitations on the number of Certificates of Authorization that any licence holder can be listed under.

Part 2 of adding additional information is good, but will require a Regulation change as the Application for a Certificate of Authorization document is now referenced in regulations, and any change in that document requires a change in regulations.

Part 3 is currently the state of affairs and captured in the form.

<p><b><u>Awareness of Responsibility:</u></b></p> <p>4. Every P.Eng. listed on the Certificate of Authorization should sign the application to indicate that he/she is aware of his/her responsibility. PEO should provide a document describing their responsibilities to each P.Eng. signatory of a Certificate of Authorization. (C-406)</p> <p><b><u>Licensing and Registration Staff Comments</u></b></p> <p>Anecdotal information suggests that engineers are not aware of their responsibilities (confusion about what signing Section F means), but that is an education/compliance issue rather than needing a Regulation.</p> <p>There is very little consistency on who should be listed in Section F.</p> <p>There is no correlation between problem and solution.</p> <p>Awareness can be achieved through education instead of more regulation.</p>	<ol style="list-style-type: none"> <li>1. <b>What is the problem?</b> Not all practitioners listed on a C of A are aware of their responsibilities, leading to inadequate public safety protection in the services being offered and provided.</li> <li>2. <b>What was the implied policy intent of the motion?</b> Some P.Eng.'s are not aware of their responsibilities within a firm if they are responsible for or supervising professional practice. It is being assumed that signing the application will resolve this problem.</li> <li>3. <b>What was the provided rationale to support the policy intent?</b> Lack of understanding of their requirements under Section 17(2) of the Act, leading to neglect or professional misconduct and potential risk to the public receiving the engineering services offered by the C of A firm. The nature of these non-compliant responsibilities has not been specified.</li> <li>4. <b>Did the issue fall within the statutory provisions provided under the <i>Professional Engineers Act</i>?</b> Section 17(2) specifies that the same standards of professional conduct apply to a person assuming responsibility or supervising as if they practiced independently. Section 47 of the Regulation requires the applicant for a C of A to designate all persons assuming responsibility for and supervising the professional engineering services to be offered to the public.</li> <li>5. <b>Did the policy impact on PEO's public interest mandate?</b> If a lack of professional conduct has been alleged, a complaint should be made to PEO for investigation and possible disciplinary proceedings.</li> <li>6. <b>What are the expectations of this policy change (specifications; desired outcome)?</b> All practitioners listed on the C of A will now be aware of and meet their legislated responsibilities in offering engineering services to the public, leading to ethical, professional, and responsible practice, thereby increasing public safety.</li> </ol>
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**7. Did the documentation provide sufficient evidence to support the underlying problem definition? What further evidence is required?**

No.

**8. What consultation (including peer review) was done?**

This issue was not the subject of any survey or peer review.

**9. What potential impacts on stakeholders were identified?**

Potentially more adequate or appropriate supervision or responsibility, although signing the application is insufficient in itself to guarantee that. Education for C of A holders and all P.Eng.'s listed on the C of A may be more valuable in improving compliance with Section 17(2) of the Act.

**10. Did this policy proposal impact on other PEO policies?**

Parallel to general rules on supervision by a P.Eng.

**11. What is the LEC's recommended action?**

[LEC Meeting: 2015-Mar-6]

This motion does not require a regulation to implement as an amendment to the Certificate of Authorization application and renewal forms to clarify who should sign the form and be listed as assuming responsibility and supervising the practice of professional engineering in the firm. Communication to Certificate of Authorization holders could also assist with compliance. Therefore, this motion should be rescinded.

[LEC Meeting: 2015-Apr-10]

Support the spirit of the motion that informed consent should be obtained, but suggest that PEO look at alternatives to achieve the obtaining of the consent as getting everyone listed to sign may prove to be very cumbersome and not workable. Perhaps there is an IT solution.

<p><b>Professional Working Conditions:</b></p> <p>7. PEO could assist licence individuals by ensuring that C of A holders provide proper professional working conditions (i.e. prevent overriding of P.Eng. decisions by non-P.Eng.; giving P.Eng. more clout in controlling the professional engineering activities of a firm). (C-406)</p> <p><u>Licensing and Registration Staff Comments</u></p> <p>This is an enforcement issue. P.Eng.'s make recommendations, not decisions. Other issues can be addressed through the Duty to Report Guideline.</p>	<ol style="list-style-type: none"> <li>1. <b>What is the problem?</b> Professional engineering decisions or recommendations are being overridden by non-engineers; thereby, compromising public safety.</li> <li>2. <b>What was the implied policy intent of the motion?</b> To ensure public safety by preventing the overriding of engineering recommendations by non-engineers.</li> <li>3. <b>What was the provided rationale to support the policy intent?</b> From the 2002 Certificate of Authorization Review Task Group Final Report, Appendix A - Problems with Program Reported by Staff, "employers, non-professional managers and owners can interpret the Act's application of engineering principles or providing to the public definitions to avoid the requirement for a C of A and for a professional engineer. The C of A process provides no additional measure of enforcement of the Act or regulations against such corporations".</li> <li>4. <b>Did the issue fall within the statutory provisions provided under the <i>Professional Engineers Act</i>?</b> Not identified as such, but Section 12(1) only allows P.Eng.'s to practice professional engineering.</li> <li>5. <b>Did the policy impact on PEO's public interest mandate?</b> If engineering decisions are being overridden by non-licence holders, public safety could be impacted.</li> <li>6. <b>What are the expectations of this policy change (specifications; desired outcome)?</b> Engineering decisions and recommendations will not be overruled by other considerations by non-engineers, leading to improved public safety.</li> <li>7. <b>Did the documentation provide sufficient evidence to support the underlying problem definition? What further evidence is required?</b> No evidence was presented about the extent of overriding engineering decisions or</li> </ol>
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	<p>whether there were difficulties enforcing the Act.</p> <p><b>8. What consultation (including peer review) was done?</b> This issue was not the subject of any survey or peer review.</p> <p><b>9. What potential impacts on stakeholders were identified?</b> None identified.</p> <p><b>10. Did this policy proposal impact on other PEO policies?</b> Just the other C of A policies included in the motion.</p> <p><b>11. What is the LEC’s recommended action?</b> [LEC Meeting: 2015-Apr-10]</p> <p><i>Rescind as this is outside the scope of the authority under the Professional Engineers Act.</i></p>
<p><b><u>Discipline-Specific Licensing:</u></b></p> <p>That:</p> <p>a) all licence holders be identified on the online directory by the discipline (CEAB degree or PEO syllabus) in which they are licensed; and</p> <p>b) discipline-specific seals be issued, and additional seals be issued to licence holders who can demonstrate competency in additional discipline(s) (i.e. similar to an application for a licence). (C-435)</p> <p>That:</p>	<p><b>1. What is the problem?</b> Practitioners listed on a CofA are practicing outside of their discipline(s) in which they are competent to practice. PEO does not know in which disciplines these practitioners are practicing.</p> <p><b>2. What was the implied policy intent of the motion?</b> To prevent practicing outside of competency of licence holders by restricting practices to those listed on the C of A. From the September 22, 2006 Briefing Note to Council:</p> <p>“Identify all licence holders on the online directory by the discipline (CEAB degree or PEO syllabus) in which they were licensed. Issue discipline-specific seals. Issue a seal in the discipline in which they were licensed. Additional seals may be issued to licence holders who can demonstrate competency in additional discipline(s) (i.e. similar to an application for a licence) can be made by the practitioner as to how he/she can be the holders of multiple seals. “</p> <p><b>3. What was the provided rationale to support the policy intent?</b> From the C-435 September 22, 2006 Briefing Note to Council: “PEO issues a generic seal</p>

<p>a) all engineers offering engineering services to the public be required to be listed on the initial Certificate of Authorization application and annual renewal form;</p> <p>c) the signing officer of the firm be required to sign a declaration acknowledging awareness of the requirement of Section 50 of the Regulation that PEO be advised of changes within 30 days. (C-435)</p> <p>Section 1, Item 4, of Briefing Note C-436-11 be amended to read:</p> <p>4. “ all licence holders be identified on the online directory by the discipline (CEAB degree or PEO Syllabus) in which they are primarily licensed;”</p> <p>Section 1, Item 5, of Briefing Note C-436-11 be amended to read:</p> <p>5. “discipline-specific seals may be issued, and additional seals may be issued to licence holders who can demonstrate competency in additional discipline(s) (i.e. similar to an application for a licence)”. (C-436)</p> <p>That Council directs the Registrar to initiate</p>	<p>with the licence holder’s name and number. PEO requires C of A applicants to declare scopes of practice for the C of A holder but does not make this public.” Increased transparency to the public. (C-436)</p> <p><b>4. Did the issue fall within the statutory provisions provided under the <i>Professional Engineers Act</i>?</b> Already covered by Regulation 941, Section 72(2)(h) applying to licence holders. Authority to limit C of A’s is questionable.</p> <p><b>5. Did the policy impact on PEO’s public interest mandate?</b> Publicize practitioners’ scopes of practice; increased public transparency</p> <p><b>6. What are the expectations of this policy change (specifications; desired outcome)?</b> Discipline-specific limits will be placed on practitioners who are listed on a C of A. Firms will only offer their services in the sum of all listed disciplines of their practitioners. This will ensure that licence holders and C of A’s only practice within their specified disciplines in which they are competent.</p> <p><b>7. Did the documentation provide sufficient evidence to support the underlying problem definition? What further evidence is required?</b> No evidence provided on discipline-specific issues. C-455 Briefing Note indicates that Council has previously approved all 30 syllabi in the past.</p> <p><b>8. What consultation (including peer review) was done?</b> November 2006 Briefing Note assumes 20,000 licence holders practising within C of A’s, even though only 8,348 are listed in Section F of C ofA application/renewal form. Question 5 on December 2006 survey (n=4,593): 45% agreed that licence holders offering services to the public should replace their general seal with a discipline-specific one within 5 years; 22% agreed; 33% disagreed or did not answer. Question 4 on December 2006 survey on how competence in additional disciplines to be demonstrated: 24% same as P.Eng. licence; 18% self-declaration; 17% ERC interview; 11% peer declaration; 9% continuing education; 7% exams [note: 56% of survey respondents did</p>
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<p>the implementation plan proposed in agenda Appendix C-436-11(a) and as amended above. (C-436)</p> <p>That Council approve for use the discipline-specific seal graphic design F presented to the meeting at agenda Appendix C-447-8(a)(i), to be effective with the launch of the implementation of the enhancements to the Certificate of Authorization. (C-447)</p> <p>That the syllabi shown in agenda Appendix C-455-5.2, Appendix A:</p> <ul style="list-style-type: none"> <li>a) be amended by deleting, in each syllabus, all references to the number of examinations required in each category; and</li> <li>b) be reaffirmed, as amended above, as at April 17, 2009. (C-455)</li> </ul> <p><u>Licensing and Registration Staff Comments</u></p> <p>A declaration about needing to meet the Section 50 requirements could be added to the C of A form. Otherwise, this motion should be rescinded.</p>	<p>not work within a C of A].</p> <p><b>9. What potential impacts on stakeholders were identified?</b> Restricted practice for licence holders.</p> <p><b>10. Did this policy proposal impact on other PEO policies?</b> Other C of A policies included in the motion.</p> <p><b>11. What is the LEC’s recommended action?</b> [LEC Meeting: 2015-Apr-10]</p> <p>Parts (a) and (b) are not practical to implement. To be relevant, it needs to be open to emerging disciplines and the current licensing framework does not issue licences based on syllabi. There is no requirement that scopes of practice be directly linked to academic formation. The competencies of a practitioner may evolve over time from the initial academic formation.</p>
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<p><b><u>Professional Liability Insurance - Compulsory Disclosure</u></b></p> <p>5. Over 30% of C of A's have opted for compulsory disclosure, but PEO has no idea if these entities are providing clients with a disclosure notice. In order to follow up on disclosure notifications, PEO should have powers of inspection built into the Act. (C-406)</p> <p>That the online membership directory identify all licence holders who carry, or do not carry, professional liability insurance. (C-435)</p> <p>That, for a nominal fee, a check-box on the application for licence for a sole practitioner be provided to indicate that he/she will be providing services to the public, and to denote if she/she carries professional liability insurance. (C-435)</p> <p><u>Licensing and Registration Staff Comments</u></p> <p>PEO has no data on how many C of A holders do not have insurance and disclose this to their potential clients. The C of A form could be amended to provide proof of disclosure notice (this will require a Regulation change). The online C of A directory does not indicate if the holder has liability insurance. There is a need to revisit the minimum levels of liability</p>	<ol style="list-style-type: none"> <li><b>1. What is the problem?</b> PEO does not know if and whether C of A holders have the required professional liability insurance coverage mandated by the Regulation and if they are notifying potential clients that they do not have such coverage.</li> <li><b>2. What was the implied policy intent of the motion?</b> To provide complete, consistent transparency to the public of liability insurance non-coverage.</li> <li><b>3. What was the provided rationale to support the policy intent?</b> C-406 Briefing Note: 30% of C of A's have opted for non-coverage, but PEO does not know if they are disclosing that to their clients. C-435 Briefing Note: "Insurance coverage is required, but a C of A holder may practice without insurance, provided he/she notifies potential clients that he/she does not have insurance coverage, and the client signs acknowledgement. PEO collects information on insurance coverage, but does not post it publicly. PEO provides sample disclosure notices to C of A holders. PEO does not require proof of such disclosures."</li> <li><b>4. Did the issue fall within the statutory provisions provided under the <i>Professional Engineers Act</i>?</b> No authority under Section 34 of the Act to allow for exemptions from insurance coverage, notwithstanding Section 74(2) of the Regulation's exemptions.</li> <li><b>5. Did the policy impact on PEO's public interest mandate?</b> If PEO allows exemptions from liability insurance coverage, public disclosure allows for transparency to potential clients.</li> <li><b>6. What are the expectations of this policy change (specifications; desired outcome)?</b> Improved transparency of non-coverage for liability to potential clients of C of A holders.</li> <li><b>7. Did the documentation provide sufficient evidence to support the underlying problem definition? What further evidence is required?</b></li> </ol>
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<p>insurance coverage.</p>	<p>No evidence of non-disclosure of non-coverage was provided.</p> <p><b>8. What consultation (including peer review) was done?</b> None identified.</p> <p><b>9. What potential impacts on stakeholders were identified?</b> None identified.</p> <p><b>10. Did this policy proposal impact on other PEO policies?</b> Whether exemptions should still exist; extent of requirement on licence holder to disclose non-insurance to potential clients.</p> <p><b>11. What is the LEC’s recommended action?</b> [LEC Meeting: 2015-Apr-10]</p> <p>Rescind. The objective can be accomplished without resorting to any Regulation change. Add the insurance information on the C of A public directory. The public is served by the information provided.</p>
<p><b><u>Declaration of Competency</u></b></p> <p>That:</p> <p>a) PEO validate that the services offered on the Certificate of Authorization are supported by competent licence holders with the discipline(s) that support its scope(s) of practice as stated on its application; and</p> <p>b) the services offered by the holder of a Certificate of Authorization be listed on the online directory. (C-435)</p> <p>That practitioners be required to file a</p>	<p><b>1. What is the problem?</b> PEO does not know if licence holders within a C of A are competent in all the disciplines in which they are practicing. C of A holders may not be competent in all of their intended disciplines of practice.</p> <p><b>2. What was the implied policy intent of the motion?</b> To ensure competency to practice within the specified discipline(s) through a declaration and PEO validation. To promote transparency for clients wishing to engage a consulting engineering firm.</p> <p><b>3. What was the provided rationale to support the policy intent?</b> From the C-435 Briefing Note: “With the declaration, issues related to competency would provide reasonable and probable grounds that a licence holder or a holder of a Certificate of Authorization may have committed an act of professional misconduct or</p>

<p>declaration of competency on an annual basis. (C-435)</p> <p><u>Licensing and Registration Staff Comments</u></p> <p>This issue has now been superseded by the work of the CPDCQA Task Force, which is examining competency for all licence holders, not just C of A holders and practitioners. The motion should be rescinded.</p>	<p>incompetence or that there is cause to refuse to issue or to suspend or revoke a Certificate of Authorization. The Registrar by order may appoint one or more persons to investigate whether such act has occurred or there is such cause, and the person or persons appointed shall report the result of the investigation to the Registrar. Long-term: Council may consider amending the Act/Regulation to permit random practice inspections and audits.”</p> <ol style="list-style-type: none"> <li>4. <b>Did the issue fall within the statutory provisions provided under the <i>Professional Engineers Act</i>?</b> Already covered by Regulation 941, Section 72(2)(h) applying to licence holders.</li> <li>5. <b>Did the policy impact on PEO’s public interest mandate?</b> Primary responsibility in the current Act is on the licence holder to maintain competency, not for PEO to validate it.</li> <li>6. <b>What are the expectations of this policy change (specifications; desired outcome)?</b> Practitioners will only practice in their listed disciplines of competency, and PEO will have complete and accurate information to be able to enforce this provision.</li> <li>7. <b>Did the documentation provide sufficient evidence to support the underlying problem definition? What further evidence is required?</b> No evidence of competency issues among licence holders within C of A’s was provided.</li> <li>8. <b>What consultation (including peer review) was done?</b> December 2006 survey asked about the implementation issues, not whether the policy change should be made.</li> <li>9. <b>What potential impacts on stakeholders were identified?</b> Declaration requirement in short term, in longer term, could be subject to practice inspections and audits in Act/Regulation amended.</li> <li>10. <b>Did this policy proposal impact on other PEO policies?</b> By extension, annual competency declaration could be applied to all licence holders not</li> </ol>
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in C of A.

**11. What is the LEC's recommended action?**

[LEC Meeting: 2015-Apr-10]

Rescind as the issues have now been superseded by the work of the Continuing Professional Development, Competence and Quality Assurance Task Force.

## 2015 ELECTION MATTERS

**Purpose:** To approve the recommendations of the 2016 Central Election and Search Committee (CESC) and to approve various other matters related to the conduct of the 2016 Council Elections.

**Motion(s) to consider: (requires a simple majority of votes cast to carry)**

**That Council, with respect to the 2016 Council election:**

- a) approve the recommendations contained in the 2015 Central Election and Search Committee Issues Report as presented to the meeting at C-502-2.3, Appendix A;
- b) approve the 2016 Voting Procedures, as presented to and as amended at the meeting C-502-2.3, Appendix B;
- c) approve the 2016 Election Publicity Procedures, as presented to and as amended at the meeting C-502-2.3, Appendix C;
- d) approve the 2016 Nomination Petition Form as presented to the meeting at C-502-2.3, Appendix D;
- e) approve the 2016 Nomination Acceptance Forms for President-Elect, Vice-President, Councillor-at-Large and Regional Councillor as presented to the meeting at C-502-2.3, Appendix E.

**Prepared by:** Ralph Martin – Manager, Secretariat

**Motion Sponsor :** J. David Adams, P.Eng., Past President

### 1. Need for PEO Action

Members of Council are to be elected annually in accordance with sections 2 through 26 of Regulation 941 under the *Professional Engineers Act*.

In accordance with the Protocol for Annual Review of Election Procedures, the Central Election and Search Committee (CESC) undertook a review of the procedures for the conduct of the 2015 Council Elections. PEO convention requires that Council approve voting procedures and election publicity procedures, which form part of the voting procedures, for its annual elections. All recommendations approved by the CESC have been incorporated into the Voting and Election Procedures and the 2016 Council Elections Guide, as the case may be, and will be amended, if required, as per Council's decisions at the meeting.

Changes in the Voting and Election procedures reflect the recommendations made in the CESC Issues Report. For ease of reference, each issue in the Issues Report has been annotated to indicate the procedure number to which the issue relates or, where a recommendation relates to an issue that does not fall within the procedures or where there is no change from the last year.

The CESC Issues report deals with a number of issues including:

- A recommendation that the following declaration be added to the Election Nomination Form. “I further declare that I have read the Council Manual sections 2.2 Duties and Responsibilities of Councillors at Law; 2.3 Duties Under By-Law 1; and 2.4 Councillors Code of Conduct, and agree to act in accordance with these sections in carrying out my duties as Councillor if elected to PEO Council”



Central Election and Search Committee Issues Report

**C-502-2.3  
Appendix A**

for the 2015 Council Elections

No.	Issue	Related Background	Recommendation
1.	<p>Adding the following declaration to the Election Nomination Form.</p> <p><i>“I further declare that I have read Council Manual sections 2.2 Duties and Responsibilities of Councillors at Law; 2.3 Duties Under By-Law 1; and 2.4 Councillors Code of Conduct and agree to act in accordance with these sections in carrying out my duties as a Councillor if elected to PEO Council”</i></p>	<p>The Human Resources Committee has referred a declaration to the CESC as part of the annual issues review. The declaration would be added to the nomination form if the CESC recommends to Council and Council approves.</p>	<p><b>Recommendation:</b> That Council approve the declaration and it be included in the Election Nomination Acceptance Form along with the section of the Election Guide that includes time commitments for each position on Council.</p> <p><b>Rationale:</b> Adding the declaration to the Nomination Form will identify material that candidates need to review as a responsibility of standing for PEO Council. Adding the time commitment for each position will assist prospective candidates assess their availability to serve on Council.</p>
2.	<p>When a member signs a candidate’s nomination papers, does this mean the member is formally endorsing that candidate?</p>	<p>At the January 21, 2015 CESC meeting an issue was raised with the committee by a candidate. This candidate had signed the nomination papers of another candidate who in turn indicated on his website that the person signing the nomination papers had endorse him. The candidate who signed the nomination papers had made it a practice not to endorse candidates for election and requested the CESC take action to notify the fellow candidate that he was to remove the endorsement from all campaign material.</p>	<p><b>Recommendation:</b> That the 2016 Voting Procedures and the Nomination Petition form include the following, <i>Signatures on a nomination papers do not serve as confirmation that a member is formally endorsing a candidate.</i>  <b>[See 2016 Voting Procedures, Section 6]</b></p> <p><b>Rationale:</b> to allow members to sign candidate nomination papers without committing to endorsing the candidate.</p>

No.	Issue	Related Background	Recommendation
3.	Should Candidates be allowed to participate in All-Candidates meetings by Skype?	A candidate who was unable to attend an All-Candidate meeting in person requested to participate through Skype. Staff contacted the company providing the webcasting to see if this was possible and were told that the technology they were using would not allow for a candidate to participate using Skype.	<p><b>Recommendation:</b> That the ability to allow candidates to participate remotely in All-Candidate meetings only by video conferencing and not by telephone be part of future RFPs for prospective webcasters subject to technical capabilities and budget.</p> <p><b>Rationale:</b> To offer candidates another method of participating in the All Candidate meetings in a face-to-face manner.</p>
4.	Should the control number be sent to members electronically after the election package has been mailed out?	<p>The Law Society of Upper Canada sends the control number to their members by email.</p> <p>PEO staff and the Computershare Help Desk received calls and emails from members who have misplaced their election packages and require their control number in order to vote.</p>	<p><b>Recommendation:</b> That control numbers or other access control systems be sent to members by email after the election package has been sent out.</p> <p><b>[See 2016 Voting Procedures, Section 20]</b></p> <p><b>Rationale:</b> Providing members their control number by email may make the voting process easier and may increase voter participation.</p>
5.	Changing the Election package envelope so the words “PEO Election” appear in red on the envelope	This would help make members aware that the envelope contains information related to the PEO Council Election.	<p><b>Recommendation:</b> That staff work with the Official Elections Agent to develop an envelope that indicates it contains Council Election information. Subject to Council decision on method of election material distribution.</p> <p><b>Rationale:</b> To help identify PEO Council election material for the members.</p>
6.	Using a phone bank to call members to remind them of the election and ensure they have their control numbers.	<p>Below are estimated costs for a variety of phone bank services.</p> <p>1. <i>“Your election package was mailed today”</i></p>	<p><b>Recommendation:</b> That staff implement Option 1 subject to any “Do Not Call List” implications.</p>



No.	Issue	Related Background	Recommendation
		<p>recorded message. 80,000 households for a total cost of \$2,460.</p> <p>2. “Remember to Vote” recorded message that could ask members if they have received their control number. 80,000 households for a total cost of \$3290.</p> <p>3. “Remember to Vote” live call to members that would also give them information about how to obtain their control numbers if needed. 80,000 households for a cost of \$40,000.</p>	<p><b>Rationale:</b> Contacting members by phone to remind them of the PEO Council Election and ensuring they have their control number may increase voter participation.</p>
7.	Should nomination papers no longer be submitted by fax and moving forward only be submitted by email?	<p>Section 4 of the 2015 Voting Procedures says.</p> <p><i>Nomination papers are to be submitted only by email or fax for tracking purposes. Forms will not be accepted by any other format (e.g. – personal delivery, courier, regular mail)</i></p> <p>Fax technology is outdated and all nomination papers for the 2015 Council elections were submitted by email</p>	<p><b>Recommendation</b> : Add the following to the 2016 Council Election Nomination Petition form.</p> <p><i>“Nomination papers are to be submitted only by email for tracking purposes. Forms will not be accepted by any other format (e.g. – personal delivery, courier, fax or regular mail) and amend the 2016 Voting Procedures accordingly.</i></p> <p>Staff to implement an email auto-reply confirmation notification system.</p> <p><b>Rationale</b> : Tracking nomination submissions will be more accurate if they come to one dedicated email account rather than a number of sources.</p> <p><b>[See 2016 Voting Procedures, Section 4]</b></p>

No.	Issue	Related Background	Recommendation
8.	<p>Some candidates did not know what constituted a hard copy – i.e. CD or paper copy - and were also concerned if they would be in violation if it was not submitted.</p> <p>Several members also questioned the need for the hard copy. [CEO Issue]</p>	<p>Schedule A of the Election Publicity Procedures (publication format) requires that material be submitted in both PDF and Word format as well as hard copy because files can be corrupted in translation from one format to another (for example, when they are “dropped” in the InDesign page layout template. A hard copy allows Communications to know how the candidates intend their material to look.</p>	<p><b>Recommendation:</b> Omit the need for a hard copy in the Publicity Procedures and authorize Communications to contact the candidate for a hard copy if there is a problem with files in inserting them into the Communications design program used for <i>Engineering Dimensions</i>. [CEO Recommendation]</p> <p><b>Rationale:</b> technology has advanced that the need for hard copy is seldom required.</p>
9.	<p>What will happen if any material that is received but returned to the candidate for amendment in order that it may comply with the Election Publicity Procedures and the amended material is not returned within the time prescribed by the Procedures. [CEO Issue]</p>	<p>Para. 16 of the Election Publicity Procedures requires that material returned to a candidate by the Chief Elections Officer for non-compliance with the Procedures must be re-submitted within three full business days. The procedures are silent on what is to happen if the material is not resubmitted within the prescribed timeframe.</p>	<p><b>Recommendation:</b> Publish the material with a notation explaining any necessary redaction.</p> <p><b>Rationale:</b> Previously, the last words were deleted to enable the material to comply with the permitted word count. However, this often fell back on staff as an error as members did not know the facts of the situation. <b>[See 2016 Publicity Procedures, Section 9]</b></p>
10.	<p>A member suggested including information about the webcasts in the voters package.</p> <p>Not all voters have or use the internet and would not be aware of the All Candidate Meetings. [CEO Issue]</p>	<p>To include webcast information in the voters package <i>may</i> involve an extra sheet of paper, to be printed and folded, and the need to ensure that the Official Elections Agent (OEA) contract would provide for an additional insert over and above the candidate election publicity material and the voting instructions containing the unique identifier. Below are estimated costs for an additional</p>	<p><b>Recommendation:</b> Include information about the webcasts in the voters package. [CEO Recommendation]</p> <p><b>Rationale:</b> to attempt to increase voter turnout</p>

No.	Issue	Related Background	Recommendation
		<p>sheet of paper in the voter package.            Printing Cost: \$4455            Paper Cost: \$1620            Folding Cost: \$1620            Total: \$7695            There would be no additional cost for postage</p>	
11.	<p>Several requests were received from chapters requesting voter participation statistics by chapter in addition to those by region for chapter use.            [CEO Issue]</p>	<p>No statistics by chapter participation are presently available. Data transferred to the Official Elections Agent (OEA) contains only regional identification to support election by region. Data would have to be provided by Chapter to the OEA.            An estimated cost for the OEA for file downloads and customized reporting is 2 hours at \$250 per hour for a total cost of \$500.</p>	<p><b>Recommendation:</b> Provide the chapters with statistics of voter participation by chapter.            [CEO Recommendation]</p> <p><b>Rationale:</b> Such information may be helpful to chapters to determine if any additional efforts taken by them to encourage voter turnout were successful.</p>
12.	<p>Questions for the webcasts should be allowed to be submitted a week prior to the commencement of the webcast, with voting on which questions to be asked the day of the candidate session.            [CEO Issue]</p>	<p>As per the All Candidate Meeting Protocol, members may post and vote on questions to be asked 60 minutes before the start of each meeting. The 60 minute window restriction for submission and posting of questions is designed to prevent candidates from having written “canned” responses that they just read aloud and to promote spontaneity in candidate responses.</p>	<p><b>Recommendation:</b> Questions for the webcasts to be allowed to be submitted seven full business days prior to the commencement of the webcast. The ranking of questions be eliminated in favour of questions being submitted to the election mailbox. Election staff will compile the submitted questions for the moderator.</p> <p><b>Rationale:</b> : to encourage more voter member participation by removing what is considered unnecessary timing restrictions.</p>
13.	<p>Consider some oversight of initial platform content.            Some members have raised concern regarding platform content and have suggested that the CESC re-think its position on this matter.            [CEO Issue]</p>	<p>Candidates have complete control over the content of their material in the interests of freedom of speech. The prevailing view is to let the voters determine whether the information is accurate.</p>	<p><b>Recommendation:</b> Maintain status quo.            [CEO Recommendation]</p> <p><b>Rationale:</b> So as to not inhibit freedom of speech.</p>

No.	Issue	Related Background	Recommendation
14.	<p>A number of Constituent Associations now provide their members with election information only through electronic means. Should PEO move to a system where all election material is send electronically?</p>	<p>Currently PEO mails an election package to all eligible voters that includes the dates when voting commences and closes, information on the candidates and a control number that is necessary to vote either on line or by phone.</p> <p>Constituent Associations such as College of Nurses Ontario, the Royal College of Dental Surgeons and the Chartered Professional Accountants of Ontario now use only electronic notification for their elections.</p> <p>18. The Registrar, or in his or her absence the general secretary, shall send to each Member entitled to vote in respect to an election a ballot and a list of Members, if any, appointed to office by a majority of the Council or elected to office by acclamation. O. Reg.157/07, s.7.</p> <p>19. (1) A Member who receives a ballot for an election to Council may cast his or her vote by returning, in the manner determined by the Council under section 11, a completed ballot to the Registrar, the general secretary, the Chief Elections Officer or any agent designated by the Council for the purpose not later than the date and time set by the Council. O.Reg. 157/07, s.7.</p>	<p><b>Recommendation:</b> That PEO sends election material (Dates when voting commences and closes, candidate material and the control number) by electronic means to members for which PEO has an email address and by mail for those without an email address.</p> <p><b>Rationale:</b> Using only electronic notification for the Council election for members which PEO has email addresses could save PEO as much as \$80,000 for print material, envelopes and postage.</p> <p>Currently PEO has email addresses for 66,000 members and does not have email addresses for 14,000 members.</p>
15.	<p>Proposal from the Regional Councillors Committee to establish an election campaign travel budget for all candidates.</p>	<p>Currently, incumbent Regional Councillors running for PEO Council can access their regional Councillor’s travel budget for regional business. This creates the perception that</p>	<p><b>Recommendation:</b> The CESC supports the Regional Councillors Committee proposal and recommends to Council the provision of a campaign expense budget to offset travel</p>

No.	Issue	Related Background	Recommendation
		<p>incumbent Regional Councillor's travel for campaign purposes is subsidized by PEO to the disadvantage of non-incumbent candidates who do not have access to a travel budget.</p>	<p>expenses to Chapter events during the period from the close of nominations to the close of voting. The budget to be available to all candidates and limited to \$1000 per candidate in total, reimbursed in accordance with PEO's Expense Reimbursement Policy.</p> <p><b><u>Rationale:</u></b> To level the playing field, eliminate the perception of a disadvantage for non-incumbent candidates (i.e. regional councillors being able to charge campaign travel expenses against their regional travel budget as regional business), and encourage more member participation in PEO Council elections by removing impediments and supporting all candidates equally.</p> <p><b>[See 2016 Voting Procedures, Section 12]</b></p>

**2016 Voting Procedures  
for Election to the Council of the  
Association of Professional Engineers Ontario (PEO)**

The 2016 voting and election publicity procedures were approved by the Council of PEO in September 2015. Candidates are responsible for familiarizing themselves with these procedures. Any deviation could result in a nomination being considered invalid. Candidates are urged to submit nominations and election material well in advance of published deadlines so that irregularities may be corrected before the established deadlines. Nominees' names are made available as received; all other election material is considered confidential until published by PEO.

1. The schedule for the elections to the 2015-2016 Council is as follows:

Date nominations open	October 26, 2015.
Date nominations close	4:00 p.m. - December 4, 2015
Date PEO's membership roster will be closed for the purposes of members eligible to automatically receive election material <sup>1</sup>	January 13, 2016
Date a list of candidates and voting instructions will be mailed to members	no later than January 22, 2016.
Date voting will commence	on the date that the voting packages are mailed to members, no later than January 23, 2016.
Date voting closes	4:00 p.m. February 26, 2016.

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 in to the voting site to vote.
3. A person may be nominated for only one position.
4. Nomination papers are to be submitted only by email (elections@peo.on.ca) for tracking purposes. Forms will not be accepted in any other format (e.g. – fax, personal delivery, courier, regular mail).
5. Only nomination acceptance and petition forms completed in all respects, without amendment in any way whatsoever will be accepted.

<sup>1</sup> Members licensed after this date may call in and request that election information be mailed to them by regular mail, or, upon prior written consent by the member for use of his/her email address, via email, or via telephone

6. Signatures on nomination papers do not serve as confirmation that a member is formally endorsing a candidate.
7. 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.
8. An independent agency has been appointed 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.
9. 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 regular mail or 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 his or her email address for this purpose.
10. 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 by him or her;
  - 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 September 2015 Council meeting.
11. 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.
12. Candidates for PEO Council may submit expense claims, to a maximum of \$1000 for travel to Chapter events during the period from the close of nominations to the close of voting. Such travel expenses are only reimbursed in accordance with PEO's expense policy.
13. Council has appointed an independent Chief Elections Officer to oversee the election process and to ensure that the nomination, election and voting are conducted in accordance with the procedures approved by Council.
14. 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).
15. On or before the close of nominations on December 4 , 2015, 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 11, 2016.
16. Returning Officers shall receive a per diem of \$250 plus reasonable expenses to exercise the duties outlined above.
  17. Nomination papers are to be submitted only by email for tracking purposes. Forms will not be Accepted by any other format (e.g. – personal delivery, courier, fax or regular mail)
  18. If a candidate withdraws his or her 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.
  19. Voting will be by electronic means only (internet and telephone).
  20. All voting instructions, a list of candidates and their election publicity material will be sent to members. 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.
  21. 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 the internet and by telephone.
  22. The Official Elections Agent shall keep a running total of the electronic ballot count and shall make the results available to the candidates through a secure website not before the close of the voting period and not later than 9:00 p.m. on February 26, 2016. All candidates will be provided with a unique control number giving them access to the secure website of the Official Elections Agent.
  23. Voters need not vote in each category to make the vote valid.
  24. There shall be an automatic recount of the ballots for a given candidate category for election to Council or by-law 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 by-law and rejecting the by-law is 25 votes or less.
  25. 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.
  26. Certification of all data will be done by the Official Elections Agent.
  27. The Official Elections Agent shall not disclose individual voter preferences.



28. 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.
29. Election envelopes that are returned to PEO as undeliverable are to remain unopened and stored in a locked cabinet in the Document Management Centre (DMC) without contacting the member until such time as the election results are finalized and no longer in dispute.
30. Elections Staff shall respond to any requests for new packages as usual (i.e.: if the member advises that he/she has moved and has not received a package, the member is to be directed to the appropriate section on the PEO website where the member may update his/her information with DMC).
31. 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.
32. Elections Staff are not to have access to, or control of, returned envelopes.
33. After the election results are finalized and no longer in dispute, the Chief Elections Officer shall authorize the DMC to unlock the cabinet containing the unopened returned ballot envelopes so that it may contact members in an effort to obtain current information.
34. After the DMC has determined that it has contacted as many members whose envelopes were returned as possible to obtain current information or determine that no further action can be taken to obtain this information, it shall notify the Elections Staff accordingly and destroy the returned elections envelopes.
35. Nothing in the foregoing will prevent additions and/or modifications to procedures for a particular election if approved by Council.
36. The Election Publicity Procedures form part of these Voting Procedures.
37. All questions from, and replies to, candidates are to be addressed to the Chief Elections Officer:

By e-mail: elections@peo.on.ca

By Letter mail: Chief Elections Officer  
c/o Professional Engineers Ontario  
101 – 40 Sheppard Avenue West  
Toronto, ON M2N 6K9

**2016 Election Publicity Procedures  
for Election to the 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 PEO website, including URL's to candidates own websites	4:00 p.m. – December 10, 2015
Deadline for submission of material to eblasts to candidate material to members	1. January 14, 2016 – 1 <sup>st</sup> eblast 2. January 28, 2016 – 2 <sup>nd</sup> eblast 3. February 11, 2016 – 3 <sup>rd</sup> eblast
Dates of eblasts to members	1. January 21, 2016 2. February 4, 2016 3. February 18, 2016
Date of posting period	January 2016 to February 29, 2016.
Dates of voting period	January 23, 2016 to 4:00 p.m. February 26, 2015

Note: All times indicated in these procedures are Eastern Time

1. Names of nominated candidates will be published to PEO's website as soon as their nomination is verified.
2. Names of all nominated candidates will be forwarded to members of Council, chapter chairs and committee chairs, and published on PEO's website, by December 7, 2015.
3. Candidates will have complete control over the content of all their campaign material, including material for publication in *Engineering Demensions*, on PEO's website, and on their own websites. Candidates are reminded that it is readily available to the public and should be in keeping with the dignity of the profession at all times. Material for publishing purposes will be published with a disclaimer. The Chief Elections Officer may seek a legal opinion if the Chief Elections Officer believes campaign material could be deemed libelous and has the authority to remove the campaign material if so advised by legal counsel.
4. 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.
5. Candidates will have discretion over the presentation of their material for publishing purposes, including but not limited to font style, size and effects, and are allocated the equivalent of one-half page each in

*Engineering Dimensions* (6.531 inches wide x 4.125 inches in height) in which to provide their election material. A template for this purposes is included in Schedule A to these procedures.

6. Candidates will be permitted to include a photograph within their one-half page.
7. All material for publishing on PEO's website and in *Engineering Dimensions* must be submitted to the Chief Elections Officer at [elections@peo.on.ca](mailto:elections@peo.on.ca) and in accordance with Schedule A attached. Candidates shall not use the PEO logo in their election material.
8. Candidates' material for publication in *Engineering Dimensions* and on the website, including URLs to candidates own websites, must be forwarded to the Chief Elections Officer at the association's offices or via email at [elections@peo.on.ca](mailto:elections@peo.on.ca) no later than December 10, 2015 at 4:00 p.m. and in accordance with Schedule A attached. Candidate material will be considered confidential, and will be restricted to staff members required to arrange for publication, until published on PEO's website. Material will be published for all candidates on PEO's website at the same time.
9. If campaign material is submitted by a candidate without identifying information (i.e. name or glaring omission) PEO staff are authorized to contact the candidate and ask if he/she wishes to resubmit material. If campaign material is received by the Chief Elections Officer and returned to the candidate for amendment in order to comply with the Election Publicity Procedures, and the amended material is not returned within the time prescribed, staff will publish the material with a notation explaining any necessary redaction.
10. Candidate publicity material will be published as a separate insert/section in the January/February 2016 issue of *Engineering Dimensions* and to PEO's website in January 2016 and in the sent to eligible voters with voting instructions.
11. Candidates may utilize space on PEO's website, provided they email their material to the Chief Elections Officer in the format set out in Schedule A. This material must be received by the Chief Elections Officer no later than December 10, 2015.
12. 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 posting during the posting period. Candidates may include links to PEO publications but *not* 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 is the URL to the candidate's own website.
13. Candidates may post more comprehensive material on their own websites, to which a link will be provided from PEO's website during the posting period. Candidates may include a URL to third parties only in their own website material – not in material that will appear in *Engineering Dimensions*, not in material that is posted on PEO's election site (which includes the 1,000-word space they are permitted), nor in e-blast material.
14. PEO will provide three group email distributions to members of candidate publicity material beyond publication in *Engineering Dimensions*. Material must be submitted to the Chief Elections Officer at [chiefelectionsofficer@peo.on.ca](mailto:chiefelectionsofficer@peo.on.ca) in accordance with Schedule A.
15. Candidates are responsible for responding to replies or questions generated by their email message.
16. 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. Where it is deemed the material does not satisfy these procedures, the Chief Elections Officer will, within three full business days from

receipt of the material by the association, notify the candidate or an appointed alternate, who is expected to be available during this period by telephone or email. The candidate or appointed alternate will have a further three full business days to advise the Chief Elections Officer of the amendment. The candidate is ultimately responsible for meeting this deadline. Should the candidate fail to re-submit the material within the three business day period, their material will be published with a notation explaining any necessary redaction.

17. Candidates must attend all candidates meetings in person or by telephone in order to participate. Candidates may not be represented by proxy. Prepared statements will not be permitted and the Moderator cannot read a statement from a candidate who does not attend the meeting in person or by telephone.
18. PEO will provide candidates with the opportunity to participate in All Candidates Meetings, which will be held at PEO Offices and which 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 all such video recordings will be posted to the PEO website within two business days of each meeting.
19. 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 election candidate is given additional publicity or opportunities to express viewpoints in issues of membership publications distributed during the voting period from January 23, 2016 until the close of voting on February 26, 2016 beyond his/her 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, unpartisan. The above does not preclude 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. Notwithstanding the forgoing, *Engineering Dimensions* may contain an article on why voting is important.
20. Chapters may not endorse candidates, nor 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 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.
21. Candidates may attend chapter Annual General Meetings and present their material and network during the informal portion of the meeting, provided they have obtained the prior consent of the Chapter Executive. If a Chapter Executive provides or withholds consent, it must provide or withhold consent to all candidates equally and fairly.
22. While not prohibited, use of candidates' mass mailings (either by post or electronic means) for campaign purposes, other than the email blasts that are sent by PEO on behalf of the candidates, will not be condoned by PEO.
23. The Central Election and Search Committee is authorized to interpret the candidate guidelines and procedures, and to rule on questions and concerns of the candidates on matters around the election process.

24. These Election and Publicity Procedures form part of the Voting Procedures.

**Schedule A - 2016 Election Publicity Procedures**

**Specifications for Candidate Materials**

<p><b>Publication Format (in <i>Engineering Dimensions</i> or PEO website)</b></p>	<p>All material for publication in <i>Engineering Dimensions</i> must fit into the 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 to as a PDF document with images in place for reference, and as a formatted Word file, or in a Word-compatible file, showing where photographs are to be placed.</p> <p>Candidates shall not use the PEO logo in their election material.</p> <p>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.</p> <p>The publications staff needs both a PDF file and a Word file of candidate material. This allows them to know how candidates intend their material to look. If there are no difficulties with the material, they will work simply with the PDF file. The Word file is required in case something isn't correct with the submission (just a bit off on the measurement, for example), as it will enable publications staff to fix the problem.</p>
<p><b>Photographs</b></p>	<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>If submitted in digital form, they 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>
<p><b>PEO Website</b></p>	<p>Candidates may also utilize space on PEO's website by submitting a Word or Word-compatible file of no more than 1000 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, to which a link will be provided from PEO's website. URLs for candidates' websites must be active by December 10, 2014.</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 is the URL to the candidate's own website.</p>
<b>Deadline for <i>Engineering Dimensions</i> and website submissions</b>	Candidates' material for publication in <i>Engineering Dimensions</i> and on PEO's website must be forwarded to the Chief Elections Officer at ( <a href="mailto:elections@peo.on.ca">elections@peo.on.ca</a> ) by December 10, 2015 at 4:00 p.m.
<b>Eblast material</b>	Candidates are permitted a maximum of 300 words for email messages. Materials are to be provided in text format only; graphics are not permitted. For clarity, a "graphic" is an image that is either drawn or captured by a camera. If HTML format is to be used for email messages, special design and graphic coordination are the candidate's responsibility.
<b>Deadline eblasts to members</b>	<p>Candidates' material eblasts to members must be forwarded to the Chief Elections Officer at (<a href="mailto:elections@peo.on.ca">elections@peo.on.ca</a>) :</p> <p>By January 14– for eblast on January 21</p> <p>By January 28 – for eblast on February 4</p> <p>By February 11 – for eblast on February 18</p>
<b>Help</b>	Candidates should contact the Chief Elections Officer ( <a href="mailto:electionsofficer@peo.on.ca">electionsofficer@peo.on.ca</a> ) if they have questions about requirements for publicity materials.



**NOMINATION PETITION FORM  
(to be submitted with completed Nomination Acceptance Form)**

C-502-2.3  
Appendix D

**This form must be e-mailed to: ([chiefelectionsofficer@peo.on.ca](mailto:chiefelectionsofficer@peo.on.ca))**

We, the undersigned, being members of Professional Engineers Ontario (PEO), do hereby nominate \_\_\_\_\_  
as a candidate for the position of \_\_\_\_\_ in the 2016 PEO Council elections.

It is our understanding that the candidate we are nominating is a Canadian citizen or has the status of a permanent resident of Canada, is currently living in Ontario (in the case of nomination for the position of Regional Councillor, also resides in the region in which he/she is being nominated), and is willing to serve if elected.

Nomination papers are to be submitted only by email for tracking purposes. Forms will not be accepted by another other format (e.g. – personal delivery, courier, fax or regular mail).

Signatures on nomination papers do not serve as as confirmation that a member is formally endorsing a candidate.

	<b>NAME (PLEASE PRINT)</b>	<b>SIGNATURE</b>	<b>LICENCE NUMBER</b>	<b>ADDRESS (PLEASE PRINT)</b>	<b>REGION (PLEASE PRINT)</b>
1.					
2.					
3.					

Name of Candidate being Nominated \_\_\_\_\_

	<b>NAME (PLEASE PRINT)</b>	<b>SIGNATURE</b>	<b>LICENCE NUMBER</b>	<b>ADDRESS (PLEASE PRINT)</b>	<b>REGION (PLEASE PRINT)</b>
4.					
5.					
6.					
7.					
8.					
9.					
10.					
11.					
12.					
13.					
14.					
15.					





**NOMINATION ACCEPTANCE FORM**

**President-elect**

**PLEASE RETURN COMPLETED FORM BY DECEMBER 4, 2015 AT 4:00 P.M.**

**This form must be e-mailed to: ([chiefelectionsofficer@peo.on.ca](mailto:chiefelectionsofficer@peo.on.ca))**

*Please indicate precisely how you wish your name and designations to appear on PEO's website and in print. In accordance with the Council-approved 2016 Election Publicity Procedures, any amendments to your name/designations are to be considered part of your one-time update permitted to your posting during the posting period from January until the closing of balloting.*

I, \_\_\_\_\_, hereby agree to stand as a candidate for election as **President-elect** in the 2016 elections for Council of Professional Engineers of 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 (2016-2019). 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 in all other information provided to PEO in support of my nomination for election to Council of PEO 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 further declare that I have read Council Manual sections 2.2 Duties and Responsibilities of Councillors at Law; 2.3 Duties Under By-Law No. 1; and 2.4 Councillors Code of Conduct and agree to act in accordance with these sections in carrying out my duties as a Councillor if elected to PEO Council.

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: \_\_\_\_\_

PREFERRED E-MAIL ADDRESS: \_\_\_\_\_

**Nomination papers are to be submitted only by email for tracking purposes.**



**NOMINATION ACCEPTANCE FORM**

**Vice-President**

**PLEASE RETURN COMPLETED FORM BY DECEMBER 4, 2015 AT 4:00 P.M.**

**This form must be e-mailed to: ([chiefelectionsofficer@peo.on.ca](mailto:chiefelectionsofficer@peo.on.ca))**

*Please indicate precisely how you wish your name and designations to appear on PEO's website and in print. In accordance with the Council-approved 2016 Election Publicity Procedures, any amendments to your name/designations are to be considered part of your one-time update permitted to your posting during the posting period from January until the closing of balloting.*

I, \_\_\_\_\_, hereby agree to stand as a candidate for election as **Vice-President** in the 2016 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 (2016-2017). 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 in all other information provided to PEO in support of my nomination for election to Council of PEO 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 further declare that I have read Council Manual sections 2.2 Duties and Responsibilities of Councillors at Law; 2.3 Duties Under By-Law No. 1; and 2.4 Councillors Code of Conduct and agree to act in accordance with these sections in carrying out my duties as a Councillor if elected to PEO Council.

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: \_\_\_\_\_

PREFERRED E-MAIL ADDRESS: \_\_\_\_\_



**NOMINATION ACCEPTANCE FORM**

**Councillor-at-Large**

**PLEASE RETURN COMPLETED FORM BY DECEMBER 4, 2015 AT 4:00 P.M.**

**This form must be e-mailed to: ([chiefelectionsofficer@peo.on.ca](mailto:chiefelectionsofficer@peo.on.ca))**

*Please indicate precisely how you wish your name and designations to appear on PEO's website and in print. In accordance with the Council-approved 2016 Election Publicity Procedures, any amendments to your name/designations are to be considered part of your one-time update permitted to your posting during the posting period from January until the closing of balloting.*

I, \_\_\_\_\_, hereby agree to stand as a candidate for election as **Councillor-at-Large** in the 2016 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 (2016-2018). 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 in all other information provided to PEO in support of my nomination for election to Council of PEO 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 further declare that I have read Council Manual sections 2.2 Duties and Responsibilities of Councillors at Law; 2.3 Duties Under By-Law No. 1; and 2.4 Councillors Code of Conduct and agree to act in accordance with these sections in carrying out my duties as a Councillor if elected to PEO Council.

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: \_\_\_\_\_

PREFERRED E-MAIL ADDRESS: \_\_\_\_\_



**NOMINATION ACCEPTANCE FORM**

**Regional Councillor**

**PLEASE RETURN COMPLETED FORM BY DECEMBER 4, 2015 AT 4:00 P.M.**

**This form must be e-mailed to: ([chiefelectionsofficer@peo.on.ca](mailto:chiefelectionsofficer@peo.on.ca))**

*Please indicate precisely how you wish your name and designations to appear on PEO's website and in print. In accordance with the Council-approved 2016 Election Publicity Procedures, any amendments to your name/designations are to be considered part of your one-time update permitted to your posting during the posting period from January until the closing of balloting.*

I, \_\_\_\_\_ hereby agree to stand as a candidate for election as \_\_\_\_\_ **Regional Councillor** in the 2015 elections for Council of Professional Engineers of 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 (2016-2018). 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 agree to stand for election.

I declare that the information in this nomination acceptance form and in all other information provided to PEO in support of my nomination for election to Council of PEO 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 further declare that I have read Council Manual sections 2.2 Duties and Responsibilities of Councillors at Law; 2.3 Duties Under By-Law No. 1; and 2.4 Councillors Code of Conduct and agree to act in accordance with these sections in carrying out my duties as a Councillor if elected to PEO Council.

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: \_\_\_\_\_

PREFERRED E-MAIL ADDRESS: \_\_\_\_\_

## Engineering Dimensions Distribution

**Purpose:** To approve making the print edition of *Engineering Dimensions* the edition all PEO licence holders and engineering interns will receive, unless they ask for the digital edition.

**Motion(s) to consider: (requires a [ ] majority of votes cast to carry)**

That PEO resume sending the print edition of *Engineering Dimensions* to all PEO licence holders and engineering interns, unless they request the digital edition, and that \$304,000 be added to *Engineering Dimensions*' 2016 budget for this purpose.

**Prepared by:** Connie Mucklestone, Director, Communications

**Moved by:** Pat Quinn, P.Eng.

### 1. Need for PEO Action

- In 2008, *Engineering Dimensions* began offering a digital edition, to which licence holders and engineering interns could subscribe, as an alternative to its print edition. Council approved making the digital edition the default for all at its 480th meeting in July 2012, as part of a “going paperless” initiative. The digital default was implemented with the March/April 2013 issue, after giving six months’ notice of the change to enable licence holders and engineering interns to opt-in to the print edition. Notices that readers may switch back to print at any time continue to be published in each issue. A chronology of the introduction of various *Engineering Dimensions* editions, subscription statistics and associated costs and revenue is available at Appendix A.
- *Engineering Dimensions*’ reader surveys in 2011, 2013 and 2015 indicate that the digital edition is likely not as well read as the print edition. In addition, a 2015 third-party audit of PEO’s communications activities indicated that, based on the interviews conducted, *Engineering Dimensions*’ digital edition is not as well read as the print edition. The log of the open rate and average time spent with each digital edition supports the survey and communications audit findings. Relevant findings of the 2011, 2013 and 2015 reader surveys, communications audit, and digital edition User/Session Log are available at Appendix B.
- Despite significant efforts to reach out to members, many appear to be apathetic to voting and regulatory issues.

### 2. Proposed Action / Recommendation

- Because *Engineering Dimensions* represents the most viable and widely recognized communications tool for an interactive relationship with licence holders and future licence holders, PEO must make it as engaging and accessible to as many of them as possible. Reverting to sending the print edition to everyone who does not request the digital edition would be a step in this direction.
- Additional cost over 2016 draft budget to send the print edition in 2016 is estimated to be \$161,000 for printing and \$143,000 for postage. This represents a budget increase of \$5.65 per magazine recipient.

### 3. Next Steps (if motion approved)

- *Engineering Dimensions*’ 2016 budget for printing and postage would be amended to include the required extra printing and postage costs.

- Members would be alerted via eblast and notices in the November/December 2015 issue and succeeding issues that the print edition will be the default edition unless the digital edition is requested.
- Those who request the digital edition will continue to receive only the digital edition. Beginning with the January/February 2016 issue, all others will receive the print edition.
- Availability of digital and other online options to the print edition will continue to be promoted to members.
- Those receiving the print edition would continue to have access to the digital edition, which is publicly available on PEO's website.

#### 4. Peer Review & Process Followed

<b>Process Followed</b>	<b>Outline the Policy Development Process followed.</b> <ul style="list-style-type: none"> <li>• N/A.</li> </ul>
<b>Council Identified Review</b>	<b>Identify who is to be consulted; how they will be consulted and what kind of response is expected.</b> <ul style="list-style-type: none"> <li>• N/A</li> </ul>
<b>Actual Motion Review</b>	<b>Detail peer review and relevant stakeholder review undertaken</b> <ul style="list-style-type: none"> <li>• Motion reviewed and approved by Vice President Pat Quinn and Councillor-at-Large Roydon Fraser, PhD, P.Eng.</li> </ul>

#### 5. Appendices

- Appendix A – History of Engineering Dimensions Digital Editions
- Appendix B – Relevant Reader Survey, Communications Audit and digital edition User/Session Log Findings

## **Appendix A. History of Engineering Dimensions Digital Editions**

**Digital edition introduced as an option with November/December 2008 issue  
Digital edition became the default edition with the March/April 2013 issue**

<b>Year</b>	<b>Edition</b>	<b># subscribers</b>	<b>Printing &amp; Postage Costs</b>	<b>Advertising Revenue</b>
2012	Last full year of print edition default/digital edition optional	14,834 digital subscribers; 69,959 print subscribers	\$404,750	\$447,158
2014	First full year of digital edition default/print optional	18,161 print subscribers (request 6,619; 11,542 no email address); 72,157 digital subscribers	\$156,400	\$355,572
2016	Resumption of print edition default/digital edition optional	14,000 digital edition subscribers (estimated); 78,000 print subscribers (estimated)	\$520,000 (estimated)	\$375,000 (budget)

### **Other Online Edition Options**

PDF edition available since 1999

Text-based website edition scheduled to be introduced January/February 2016

## Appendix B. Relevant Reader Survey, Communications Audit, and Digital Edition User/Session Log Findings

### Reader Survey Findings

Please indicate how much of each issue of *Engineering Dimensions* you read.

	2011	2013	2015
75% to 100%	485 (10.2%)	158 (11.8%)	216 (10.4%)
51% to 74%	1290 (27.1%)	302 (22.5%)	474 (22.9%)
26% to 50%	1540 (32.3%)	419 (31.2%)	619 (29.9%)
0 to 25%	1448 (30.4%)	463 (34.5%)	759 (36.7%)

How often do you read *Engineering Dimensions*?

	2011	2013	2015
Every issue	1643 (34.5%)	473 (35.2%)	671 (32.4%)
Most issues	1538 (32.3%)	399 (29.7%)	582 (28.1%)
Some issues	1120 (23.5%)	307 (22.9%)	516 (24.9%)
Never/rarely	462 (9.7%)	163 (12.1%)	300 (14.5%)

How do you receive your issue of *Engineering Dimensions*?

	2013	2013
Print	630 (46.9%)	824 (39.8%)
Digital	712 (53.1%)	1244 (60.2%)

*(The following questions were directed only to digital subscribers.)*

Since we made the digital edition the default to receive *Engineering Dimensions* in March 2013, have you opened and read the magazine more, less or about the same as when you received the print edition?

	2013	2015
Less	308 (43.2%)	467 (37.5%)
About the same	279 (39.1%)	559 (44.9%)
More	58 (8.1%)	114 (9.2%)
Totally ignore it	68 (9.5%)	105 (8.4%)

How would you describe the ease of use of *Engineering Dimensions* in its digital edition format (where 1 is very easy and 5 is very difficult)

	2013	2015
1	95 (13.3%)	169 (13.6%)
2	222 (31.1%)	401 (32.2%)
3	222 (31.1%)	396 (31.8%)
4	122 (17.1%)	202 (16.2%)
5	52 (7.3%)	76 (6.1%)



Have you found that any of the digital edition's features are difficult to use, or don't work for you?

	2013	2015
No	582 (81.6%)	1044 (83.9%)
Yes	131 (18.4%)	201 (16.2%)

Would you be interested in accessing a text-only version of *Engineering Dimensions*?

	2013	2015
No	No data	773 (62.5%)
Yes	No data	118 ( 9.1%)
Maybe	No data	354 (28.4%)

### Quotes from 2015 Communications Audit Report

“Engineering Dimensions is the identified official publication of PEO. The magazine is well known but not necessarily well-read.

“Most of the people we interviewed admitted to reading Engineering Dimensions less often or not at all since it began being published online.”

### Digital Edition User/Session Log

Issue	Distinct Users	Sessions (reflects multiple visits by some users)	Ave. Time Spent (per session)
Mar./Apr. 2013	5,519	6,725	6:50
May/June 2013	7,182	8,547	6:26
July/Aug. 2013	7,566	8,982	7:01
Sept./Oct. 2013	6,959	8,675	8:20
Nov./Dec. 2013	6,420	7,714	6:50
Jan./Feb. 2014	5,572	6,800	7:03
Mar./Apr. 2014	5,384	6,384	6:02
May/June 2014	6,234	7,511	6:51
July/Aug. 2014	5,450	6,430	5:45
Sept./Oct. 2014	5,614	6,681	5:50
Nov./Dec. 2014	6,307	7,430	5:38
Jan./Feb. 2015	6,973	8,396	6:00
Mar./Apr. 2015	5,444	6,498	6:25
May/June 2015	4,533	5,403	6:01
July/Aug. 2015	5,439	6,356	5:23

## 2016 DRAFT OPERATING BUDGET

**Purpose:** To review the draft 2016 operating budget.

**No motion required**

**Prepared by:** Maria Cellucci, CA, CPA

### 1. Status Update

In accordance with the Council approved PEO business planning cycle, the draft operating budget (**Appendix A**) is provided to Council for review.

Council's feedback will be incorporated into the final 2016 capital budget to be presented at the November 2015 meeting.

The budget assumptions submitted by the Finance Committee and received by Council (Appendix C) have been met and PEO management have reduced or controlled costs wherever possible in 2016 and 2015. As a result, a net surplus of \$445k is budgeted for 2016 resulting in a projected cash and investments level of \$5.2m – which is \$700k above the minimum cash balance requirement of \$4.5m.

The key highlights of the 2016 draft operating budget are summarized below and compared to the 2015 forecast.

Total revenues in 2016 are budgeted at \$25.5m and total expenses are budgeted at \$25.1m resulting in an excess of revenues over expenses of \$445k. 2016 Budget Assumptions approved by Finance Committee and received by Council in May, 2015 called for a balanced budget.

### Revenue

The 2016 budgeted revenue is planned to be \$25.5m representing an increase of \$1.1m or 4.5% over the 2015 forecasted revenue. The increase is largely due to:

- An increase in application, registration, examination and other fees of \$647k or 10.3% due to an increase in examinations written, and CofA applications and registrations;
- An increase in P. Eng revenue dues of \$219k or 1.4% due to natural growth in P.Eng membership based on the historical trend; and
- An increase in 40 Sheppard revenues of \$216k or 9.9% due to lease up in 2016 of vacant space on fourth and eighth floors.

P.Eng licence fees are the lowest in Canada and will remain frozen for the eighth consecutive year. All other fees remain frozen for the sixth consecutive year. The 2016 budget assumes that all fees remain unchanged.

## **Expenses**

The 2016 budgeted expenses are planned to be \$25.1 which represents an increase of \$744k or 3.1% over 2015 forecasted expenses. The increase is largely due to:

- An approved 3% increase in staff salary for merit increases and CPI adjustment. This increase is supported by Compensation research surveys of comparable organizations;
- An increase of \$469k in Amortization due largely to the expected completion of Phase 1 of Aptify in early 2016;
- An increase of \$87k in PEO occupancy costs as building common area maintenance costs (CAM) have increased and an increase in storage and other office maintenance costs;
- An increase of \$56k for Chapters largely due to a ten percent increase in allotments per RCC directive; and
- An increase of \$40k in Postage and courier due to an expected increase in postage rates by Canada Post in January, 2016.

The above were partially offset by:

- Reduction of \$177k in computers and telephone due to significant savings from securing a new supplier for hosting and managing the IT infrastructure;
- Reduction of \$133k in contract staff due largely to reduction in IT support;
- Reduction in Purchased services of \$114k largely due to no Task Force activities planned for the IE repeal and CPDCQA in 2016;
- Reduction of \$63k in Legal due largely to a lower legal reserve for corporate matters and an increase in in-house legal work; and
- Reduction of \$61k in consultants largely due to elimination of the consultant for the CPDCQA Task Force, PEO communications audit, and the policy development research consultant.

## **2. Background**

Council approved the following motions in the May 29, 2015 meeting:

That Council:

- a) Receive the 2016 Budget Assumptions, as presented in C-501-2.1, Appendix A and as recommended by the Finance Committee; and
- b) Direct the Registrar to initiate the budgeting process, per PEO's Budgeting Cycle, and provide the 2016 operating budget and capital budgets at the September 2015 Council meeting based on the received assumptions.

As per Council direction, the senior management team and staff began work on the 2016 operating budget and 2015 forecast in July. A draft copy of the 2016 operating budget as well the 2015 forecast was completed in August and distributed to the Finance Committee prior to its meeting on September 1, 2015.

During this meeting, the Finance committee met with the members of the senior management team to review the first draft of the 2015 operating budget. Key highlights of the operating budget were reviewed and questions put forward by the Finance Committee members were answered. The Finance Committee agreed that the draft version of the 2016 operating budget be presented to Council for information (and feedback).

### **3. Appendices**

- **Appendix A** - 2016 Draft Operating Budget and Variance Analysis  
Projected Financial Statements 2016 to 2021
- **Appendix B** - Highlights of Significant Changes in 2016 Budget Program Expenses as compared to the 2015 Forecast
- **Appendix C** – 2016 Budget Assumptions
- **Appendix D** – Strategic Plan – Comprehensive Strategies & Budget Implications

**Professional Engineers Ontario**  
**2016 Budget vs 2015 Forecast - Variance Analysis**

C-502-2.5  
Appendix A

Draft - September 1, 2015

REF. NO	DESCRIPTION	2016 Budget	2015 Forecast	\$ inc FY16 BUD vs FY15 FOR	% inc	2015 Budget	\$ inc FY16 BUD vs FY15 BUD	% inc	2014 Actual
		A	B	C=(A - B)	D	E	F=(A - C)	G	H
<b>REVENUE</b>									
1	P. Eng Revenue	\$ 15,494,884	\$ 15,275,452	\$ 219,432	1.4%	\$ 15,255,254	\$ 239,630	1.6%	\$ 14,840,457
2	Appln, regn, exam and other fees	6,933,243	6,286,514	646,729	10.3%	6,160,971	\$ 772,272	12.5%	5,884,172
3	40 Sheppard revenue	2,403,544	2,187,810	215,734	9.9%	2,557,329	\$ -153,785	-6.0%	2,083,065
4	Advertising income	375,000	375,000	-	0.0%	375,000	\$ -	0.0%	355,572
5	Investment income	315,000	300,000	15,000	5.0%	340,928	\$ -25,928	-7.6%	219,885
<b>TOTAL REVENUE</b>		<b>25,521,671</b>	<b>24,424,776</b>	<b>\$ 1,096,895</b>	<b>4.5%</b>	<b>24,689,482</b>	<b>\$ 832,189</b>	<b>3.4%</b>	<b>23,383,151</b>
<b>EXPENSES</b>									
6	Salaries and benefits / Retiree and future benefits	11,954,741	11,350,973	603,768	5.3%	11,882,216	72,525	0.6%	10,303,016
7	40 Sheppard expenses	2,500,585	2,537,137	(36,552)	-1.4%	2,497,056	3,529	0.1%	2,362,884
8	Purchased services	1,448,240	1,562,496	(114,256)	-7.3%	1,464,031	(15,791)	-1.1%	1,090,529
9	Amortization	1,401,753	932,553	469,200	50.3%	1,203,524	198,229	16.5%	978,437
10	Volunteer expenses	946,090	944,751	1,339	0.1%	924,565	21,525	2.3%	761,264
11	Engineers Canada	928,426	898,388	30,038	3.3%	898,388	30,038	3.3%	901,420
12	Chapters	902,095	845,700	56,395	6.7%	850,145	51,950	6.1%	722,121
13	PEO occupancy costs	879,841	792,780	87,061	11.0%	851,605	28,236	3.3%	732,760
14	Computers and telephone	721,740	898,559	(176,819)	-19.7%	825,890	(104,150)	-12.6%	773,951
15	Legal (Corporate, Prosecution & Tribunal)	606,120	669,407	(63,287)	-9.5%	575,120	31,000	5.4%	649,465
16	Transaction fees	520,100	505,701	14,399	2.8%	509,900	10,200	2.0%	508,034
17	Postage and courier	565,740	525,568	40,172	7.6%	483,195	82,545	17.1%	424,151
18	Consultants	283,300	344,312	(61,012)	-17.7%	390,300	(107,000)	-27.4%	240,431
19	Contract staff	431,318	564,582	(133,264)	-23.6%	264,738	166,580	62.9%	666,368
20	Professional development	208,000	207,824	176	0.1%	203,500	4,500	2.2%	109,170
21	Recognition, grants and awards	191,110	186,992	4,118	2.2%	187,110	4,000	2.1%	187,667
22	Business expenses (staff)	155,595	152,777	2,818	1.8%	155,725	(130)	-0.1%	91,355
23	Printing	119,592	123,371	(3,779)	-3.1%	104,600	14,992	14.3%	161,002
24	Office supplies	105,275	92,391	12,884	13.9%	99,275	6,000	6.0%	121,723
25	Insurance	103,212	102,132	1,080	1.1%	99,155	4,057	4.1%	97,304
26	Advertising	104,000	94,900	9,100	9.6%	95,400	8,600	9.0%	90,348
<b>TOTAL EXPENSES</b>		<b>25,076,873</b>	<b>24,333,294</b>	<b>743,579</b>	<b>3.1%</b>	<b>24,565,438</b>	<b>511,435</b>	<b>2.1%</b>	<b>21,973,400</b>
<b>EXCESS OF REVENUE OVER EXPENSES BEFORE UNDERNOTED</b>		<b>444,798</b>	<b>91,482</b>	<b>353,316</b>	<b>386.2%</b>	<b>124,044</b>	<b>320,754</b>	<b>258.6%</b>	<b>1,409,751</b>
Council Discretionary Reserve Expenses		0	65,000	-65,000	-100.0%	0	0 -		60,515
<b>EXCESS OF REVENUE OVER EXPENSES</b>		<b>444,798</b>	<b>26,482</b>	<b>418,316</b>	<b>1579.6%</b>	<b>124,044</b>	<b>320,754</b>	<b>258.6%</b>	<b>1,349,236</b>

**Professional Engineers Ontario**  
**2016 DRAFT OPERATING BUDGET**

C-502-2.5  
Appendix A

**Variance Analysis - 2016 Budget Vs 2015 Forecast**

Ref. No.	Variance Explanation
1	Natural growth in P.Eng membership based on historical trend. There have been no fee increases in last seven years and none has been budgeted for 2016.
2	Increase largely due to increase in exams written along with an increase in the number of expected P.Eng registrations and CofA applicants in 2016. There have been no fee increases budgeted in 2016.
3	Increase largely due to lease-up in 2016 of vacant space on fourth and eighth floor.
4	No changes in advertising revenues expected in 2016.
5	Income expected from investments based on average holdings during the year.
6	Increase in 2016 largely due to Finance Committee approved cpi/merit increase of 3%, supported by Compensation research surveys of comparable organizations. The remaining variance was due to savings from turnover during 2015.
7	Decrease largely due to lower non recoverable costs in 2016.
8	Decrease largely due to no Repeal and CPCDCQA Task Force activities budgeted in 2016 and lower costs for the electronic voting agent, etc. These costs are expected to be partially offset by higher costs for a trainer/facilitator for the policy development conference and Council workshop and bi-annual survey undertaken by the Enforcement committee, etc.
9	Increase largely due to full year amortization from expected completion of phase 1 of APTIFY and other 2016 capital expenditures.
10	Volunteer expenses for meals, mileage, accommodation, travel expenses for attending various committees, conferences and meetings.
11	This amount represents the allocation to Engineers Canada. The rate per member remains the same and the increase is due to the budgeted increase in members.
12	Higher allotments to Chapters per RCC directive.
13	Higher property taxes and and facility maintenance costs.
14	Reduction in outsourcing costs for IT infrastructure, network maintenance costs and lower teleconferencing costs for all candidate meetings for Council elections. Partially offset by increase in software support costs.
15	Decrease largely due to lower costs for legal reserve for corporate matters and increase in in-house legal work.
16	Increase largely due to higher credit card commissions and transaction fees as an increasing number of members and applicants pay dues online and actuarial service fees.
17	Increase largely due to an increase in postage rates by Canada Post in 2016. Costs include postage for mailing of notices of fee payments, receipts and other general business correspondence.
18	Reduction largely due to elimination of consultant costs for CPDCQA task force, corporate communications consultant and technical expert for conducting policy development research. Partially offset by higher costs for auditor for Fairness commission action plan, management consultant for HRC, etc.
19	Costs for contract staff to support departmental activities - lower costs expected in 2016 largely due to reduction in IT.
20	Costs for staff training and educational courses in 2016 are expected to be in line with 2015 forecast.
21	Increase largely due to increase in costs for PR items for various events like SMP (student membership program), etc.
22	Staff costs for meals, mileage, accommodation, parking, etc. for attending various PEO related business meetings and events.
23	Decrease largely due to lower printing costs for the exams application forms.
24	Costs for files, folders, binders, books and other office stationery, tea, coffee and other consumables.
25	Slight increase in insurance premiums to reflect 2015 experience.
26	Higher newspaper/magazine advertising costs for implementing targeted plan to encourage international engineering graduates to become licensed.

**Professional Engineers Ontario**  
**Statement of Projected revenues and expenses**  
**for the years ending December 31**

**C-502-2.5**  
**Appendix A**

24-Aug-15

	2014 ACTUAL	2015 FORECAST	2016 BUDGET	2017 PROJECTION	2018 PROJECTION	2019 PROJECTION	2020 PROJECTION	2021 PROJECTION
<b>REVENUE</b>								
P.Eng Revenue	\$14,840,457	\$15,275,452	\$15,494,884	\$15,711,812	\$15,931,778	\$16,154,823	\$16,380,990	\$16,610,324
Application, registration, examination and other fees	5,884,172	6,286,514	6,933,243	7,030,308	7,128,733	7,228,535	7,329,734	7,432,351
Building operations	2,083,065	2,187,810	2,403,544	2,930,493	2,988,868	3,043,670	3,095,903	3,117,365
Advertising income	355,572	375,000	375,000	377,813	380,646	383,501	386,377	389,275
Investment Income	219,885	300,000	315,000	315,000	377,180	439,881	504,048	560,135
	<b>\$23,383,151</b>	<b>\$24,424,776</b>	<b>\$25,521,671</b>	<b>\$26,365,426</b>	<b>\$26,807,205</b>	<b>\$27,250,409</b>	<b>\$27,697,052</b>	<b>\$28,109,450</b>
<b>EXPENSES</b>								
Staff salaries and benefits/Retiree and future benefits	10,303,016	11,350,973	11,954,741	12,193,836	12,437,713	12,686,467	12,940,196	13,199,000
40 Sheppard expenses	2,362,884	2,537,137	2,500,585	2,475,651	2,480,128	2,485,055	2,491,310	2,540,847
Purchased services	1,090,529	1,562,496	1,448,240	1,477,205	1,506,749	1,536,884	1,567,622	1,598,974
Amortization	978,437	932,553	1,401,753	1,483,733	1,453,832	1,369,559	1,254,868	857,939
Volunteer expenses	761,264	944,751	946,090	965,012	984,312	1,003,998	1,024,078	1,044,560
Engineers Canada	901,420	898,388	928,426	946,995	965,934	985,253	1,004,958	1,025,057
Chapters	722,121	845,700	902,095	920,137	938,540	957,310	976,457	995,986
PEO occupancy costs	732,760	792,780	879,841	897,438	915,387	933,694	952,368	971,416
Computers and telephone	773,951	898,559	721,740	736,175	750,898	765,916	781,235	796,859
Legal (Corporate, Prosecution & Tribunal)	649,465	669,407	606,120	618,242	630,607	643,219	656,084	669,205
Transaction fees	508,034	505,701	520,100	530,502	541,112	551,934	562,973	574,232
Postage and courier	424,151	525,568	565,740	577,055	588,596	600,368	612,375	624,623
Consultants	240,431	344,312	283,300	288,966	294,745	300,640	306,653	312,786
Contract staff	666,368	564,582	431,318	439,944	448,743	457,718	466,872	476,210
Professional development	109,170	207,824	208,000	212,160	216,403	220,731	225,146	229,649
Recognition, grants and awards	187,667	186,992	191,110	194,932	198,831	202,807	206,864	211,001
Business expenses (staff)	91,355	152,777	155,595	158,707	161,881	165,119	168,421	171,789
Printing	161,002	123,371	119,592	121,984	124,424	126,912	129,450	132,039
Office supplies	121,723	92,391	105,275	107,381	109,528	111,719	113,953	116,232
Insurance	97,304	102,132	103,212	105,276	107,382	109,529	111,720	113,954
Advertising	90,348	94,900	104,000	106,080	108,202	110,366	112,573	114,824
	<b>21,973,400</b>	<b>24,333,294</b>	<b>25,076,873</b>	<b>25,557,410</b>	<b>25,963,946</b>	<b>26,325,199</b>	<b>26,666,175</b>	<b>26,777,184</b>
<b>EXCESS OF REVENUE OVER EXPENDITURE</b>								
<b>before undernoted</b>	<b>\$1,409,751</b>	<b>\$91,482</b>	<b>\$444,798</b>	<b>\$808,016</b>	<b>\$843,258</b>	<b>\$925,210</b>	<b>\$1,030,877</b>	<b>\$1,332,266</b>
<b>Council Discretionary Reserve</b>	<b>60,515</b>	<b>65,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>EXCESS OF REVENUE OVER EXPENDITURE</b>	<b>\$1,349,236</b>	<b>\$26,482</b>	<b>\$444,798</b>	<b>\$808,016</b>	<b>\$843,258</b>	<b>\$925,210</b>	<b>\$1,030,877</b>	<b>\$1,332,266</b>

**Professional Engineers Ontario**  
**Balance sheet projection**  
**for the years ending December 31**

C-502-2.5  
Appendix A

1-Sep-15

	2014 ACTUAL	2015 FORECAST	2016 BUDGET	2017 PROJECTION	2018 PROJECTION	2019 PROJECTION	2020 PROJECTION	2021 PROJECTION
<b>ASSETS</b>								
<b>CURRENT</b>								
Cash	1,739,886	91,489	638,227	1,931,143	4,230,835	6,538,389	8,918,409	11,287,772
Marketable securities at fair value	6,331,704	4,531,704	4,531,704	4,531,704	4,531,704	4,531,704	4,531,704	4,531,704
Cash & marketable securities	8,071,590	4,623,193	5,169,931	6,462,847	8,762,539	11,070,093	13,450,113	15,819,476
Accounts receivable	498,159	498,159	498,159	498,159	498,159	498,159	498,159	498,159
Prepaid expenses and deposits	204,332	204,332	204,332	204,332	204,332	204,332	204,332	204,332
Other assets	443,952	387,870	305,664	215,883	117,960	11,081	(105,650)	(232,483)
	9,218,033	5,713,554	6,178,086	7,381,221	9,582,990	11,783,665	14,046,954	16,289,485
Capital assets	37,062,729	39,692,690	38,744,956	37,397,838	35,059,326	32,787,862	30,520,450	28,575,185
	46,280,762	45,406,244	44,923,042	44,779,058	44,642,317	44,571,527	44,567,404	44,864,670
<b>LIABILITIES</b>								
<b>CURRENT</b>								
Accounts payable and accrued liabilities	1,385,054	1,385,054	1,385,054	1,385,054	1,385,054	1,385,054	1,385,054	1,385,054
Fees in advance and deposits	8,843,131	8,843,131	8,843,131	8,843,131	8,843,131	8,843,131	8,843,131	8,843,131
Current portion of long term debt	901,000	928,000	952,000	980,000	996,000	1,035,000	1,035,000	1,035,000
	11,129,185	11,156,185	11,180,185	11,208,185	11,224,185	11,263,185	11,263,185	11,263,185
<b>LONG TERM</b>								
Long term debt	8,467,000	7,539,000	6,587,000	5,607,000	4,611,000	3,576,000	2,541,000	1,506,000
Employee future benefits	11,153,100	11,153,100	11,153,100	11,153,100	11,153,100	11,153,100	11,153,100	11,153,100
	19,620,100	18,692,100	17,740,100	16,760,100	15,764,100	14,729,100	13,694,100	12,659,100
Net Assets	15,531,477	15,557,959	16,002,757	16,810,773	17,654,032	18,579,242	19,610,119	20,942,385
	46,280,762	45,406,244	44,923,042	44,779,058	44,642,317	44,571,527	44,567,404	44,864,670



**Professional Engineers Ontario**  
**Statement of projected cash flows**  
**for the years ending December 31**

C-502-2.5  
Appendix A

1-Sep-15

	2015	2016	2017	2018	2019	2020	2021
<u>Operating</u>	FORECAST	BUDGET	PROJECTION	PROJECTION	PROJECTION	PROJECTION	PROJECTION
Excess of revenue over expenses - operations	26,482	444,798	808,016	843,258	925,210	1,030,877	1,332,266
Add (deduct) items not affecting cash							
Amortization	1,843,879	2,366,525	2,538,566	2,585,217	2,563,499	2,512,940	2,354,683
Amortization - other assets	56,082	82,206	89,781	97,923	106,879	116,731	126,833
<b>Total Operating</b>	<b>1,926,443</b>	<b>2,893,529</b>	<b>3,436,364</b>	<b>3,526,399</b>	<b>3,595,588</b>	<b>3,660,548</b>	<b>3,813,781</b>
<u>Financing</u>							
Repayment of mortgage	(901,000)	(928,000)	(952,000)	(980,000)	(996,000)	(1,035,000)	(1,035,000)
<b>Total Financing</b>	<b>(901,000)</b>	<b>(928,000)</b>	<b>(952,000)</b>	<b>(980,000)</b>	<b>(996,000)</b>	<b>(1,035,000)</b>	<b>(1,035,000)</b>
<u>Investing</u>							
<i>Additions to Capital Assets:</i>							
Additions to Building (Recoverable)	(2,874,373)	(476,791)	(791,448)	(96,706)	(142,034)	(95,528)	(259,418)
Additions to PEO office space	(705,523)	-	-	-	-	-	-
Additions related to APTIFY	(625,000)	(60,000)	(250,000)	-	-	-	-
Additions to other Capital Assets (F&F, IT, Phone, AV)	(268,944)	(882,000)	(150,000)	(150,000)	(150,000)	(150,000)	(150,000)
<b>Total Investing</b>	<b>(4,473,840)</b>	<b>(1,418,791)</b>	<b>(1,191,448)</b>	<b>(246,706)</b>	<b>(292,034)</b>	<b>(245,528)</b>	<b>(409,418)</b>
Net Cash Increase/(Decrease) during the year	(3,448,397)	546,738	1,292,916	2,299,693	2,307,554	2,380,020	2,369,363
Cash, beginning of year	1,739,886	91,489	(1,161,773)	1,931,143	4,230,835	6,538,389	8,918,409
<b>Cash, end of year</b>	<b>(1,708,511)</b>	<b>638,227</b>	<b>131,143</b>	<b>4,230,835</b>	<b>6,538,389</b>	<b>8,918,409</b>	<b>11,287,772</b>
<b>Cash/Investments, end of year</b>	<b>4,623,193</b>	<b>5,169,931</b>	<b>6,462,847</b>	<b>8,762,539</b>	<b>11,070,093</b>	<b>13,450,113</b>	<b>15,819,476</b>
<b>Comprised of:</b>							
Cash (net of transfer-in of \$1.8MM from investments)	91,489	638,227	1,931,143	4,230,835	6,538,389	8,918,409	11,287,772
Investments	4,531,704	4,531,704	4,531,704	4,531,704	4,531,704	4,531,704	4,531,704
	<b>4,623,193</b>	<b>5,169,931</b>	<b>6,462,847</b>	<b>8,762,539</b>	<b>11,070,093</b>	<b>13,450,113</b>	<b>15,819,476</b>

**Professional Engineers Ontario**  
**40 Sheppard Ave. - Statement of projected revenues and expenses**  
**for the years ending December 31**  
**24-Aug-15**

<b>C-502-2.5</b>
<b>Appendix A</b>

Description	2015 FORECAST	2016 BUDGET	2017 PROJECTION	2018 PROJECTION	2019 PROJECTION	2020 PROJECTION	2021 PROJECTION
Rental income	743,456	834,673	1,004,451	1,010,312	1,010,732	1,021,300	1,031,513
Operating cost	1,515,969	1,678,861	1,975,284	2,032,821	2,092,410	2,154,138	2,197,602
Property tax	356,912	384,677	471,222	480,647	490,260	500,065	509,685
Parking income	141,000	143,100	175,770	184,559	193,786	203,476	179,409
Other space rent	115,048	117,594	117,594	117,594	117,594	102,927	102,927
Other income	0	2,400	2,400	2,400	2,400	2,400	2,400
<b>TOTAL REVENUE</b>	<b>2,872,385</b>	<b>3,161,305</b>	<b>3,746,721</b>	<b>3,828,333</b>	<b>3,907,182</b>	<b>3,984,306</b>	<b>4,023,536</b>
Less PEO Share of CAM & Tax	684,575	757,761	816,228	839,465	863,512	888,403	906,171
<b>TOTAL REVENUE excluding PEO share of CAM &amp; Tax</b>	<b>2,187,810</b>	<b>2,403,544</b>	<b>2,930,493</b>	<b>2,988,868</b>	<b>3,043,670</b>	<b>3,095,903</b>	<b>3,117,365</b>
Janitorial	216,423	207,452	211,601	215,833	220,150	224,553	229,044
Payroll	246,122	246,931	251,869	256,907	262,045	267,286	272,632
R&M	178,989	172,247	175,691	179,205	182,789	186,445	190,174
R&M - Amortization	523,032	563,145	601,039	631,091	662,646	695,778	709,694
Utilities	498,969	548,646	559,619	570,811	582,227	593,872	605,749
Administration	27,022	26,420	26,948	27,487	28,037	28,598	29,170
Roads & grounds	17,175	18,838	19,215	19,599	19,991	20,391	20,799
Life safety & security	12,157	23,015	23,475	23,945	24,424	24,912	25,410
Management fees	81,608	84,856	86,553	88,284	90,049	91,850	93,687
Building insurance	18,670	18,895	19,273	19,658	20,052	20,453	20,862
Property taxes	461,896	461,982	471,222	480,647	490,260	500,065	510,066
<b>TOTAL RECOVERABLE EXPENSES</b>	<b>2,282,063</b>	<b>2,372,427</b>	<b>2,446,505</b>	<b>2,513,467</b>	<b>2,582,670</b>	<b>2,654,203</b>	<b>2,707,287</b>
Leasing and other non recoverable expenses	30,897	14,440	14,440	14,440	14,440	14,440	14,440
Amortization	462,710	470,673	478,075	486,217	495,173	505,025	515,126
Financial expenses	446,042	400,805	352,859	305,469	256,284	206,045	210,166
<b>TOTAL OTHER EXPENSES</b>	<b>939,649</b>	<b>885,918</b>	<b>845,374</b>	<b>806,126</b>	<b>765,897</b>	<b>725,510</b>	<b>739,731</b>
<b>TOTAL EXPENSES</b>	<b>3,221,712</b>	<b>3,258,345</b>	<b>3,291,879</b>	<b>3,319,593</b>	<b>3,348,567</b>	<b>3,379,713</b>	<b>3,447,018</b>
Less PEO Share of CAM & Tax	684,575	757,761	816,228	839,465	863,512	888,403	906,171
<b>TOTAL EXPENSES excluding PEO share of CAM</b>	<b>2,537,137</b>	<b>2,500,584</b>	<b>2,475,651</b>	<b>2,480,128</b>	<b>2,485,055</b>	<b>2,491,310</b>	<b>2,540,847</b>
<b>NET INCOME</b>	<b>-349,327</b>	<b>-97,040</b>	<b>454,842</b>	<b>508,740</b>	<b>558,615</b>	<b>604,593</b>	<b>576,518</b>

Professional Engineers Ontario

2016 Budget - Consolidated

Highlights of significant changes in 2016 budget program expenses as compared to 2015 forecast

DRAFT - Sept 1, 2015

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Appendix B

Overview:

Total program expenses in 2016 are expected to increase by \$140K or 1% over the 2015 forecast. The increase is primarily due to higher facility costs, higher Chapter allotments per RCC directive, higher amortization costs related to Aptify implementation, offset by lower expenses as no Repeal and CPDCQA TF activities budgeted for 2016 and lower legal costs.

Department	2016 Budget	2015 Forecast	2015 Budget	Variance		Explanation of significant variances
				2016 Budget Vs 2015 Fcst		
				\$	%	
Corporate Services	\$ 4,770,194	\$ 4,490,439	\$ 4,577,604	\$ 279,755	6.2%	Higher property taxes; increase in allotments to Chapters; higher costs (meals, mileage, travel, accommodation, etc.) for AGM, OOH, GLP and various other events.
Corporate Service - Building	2,500,585	2,537,137	2,497,056	(36,552)	-1.4%	Largely due to a reduction in non-recoverable expenses.
ITS	1,736,655	1,577,856	1,492,182	158,799	10.1%	Higher costs due to increase in amortization expenses resulting from the expected completion of Aptify phase 1.
Executive Office	1,121,171	1,211,749	1,101,028	(90,578)	-7.5%	Decrease largely due to lower legal costs and lower travel related expenses for volunteers budgeted for 2016.
Licensing	980,445	1,006,045	903,662	(25,600)	-2.5%	Decrease largely due to decrease in costs for contract staff.
Finance	597,256	564,313	538,940	32,943	5.8%	Higher postage costs due to expected Canada post rate increase and higher credit card commission fees.
Regulatory Compliance	320,400	450,878	383,610	(130,478)	-28.9%	Reduction as no Repeal activities budgeted for 2016, reduction in legal costs.
Tribunals & Regulatory Affairs	588,820	632,195	666,535	(43,375)	-6.9%	CPDCQA TF expects to finish its work in 2015. Council direction for 2016 not yet determined, hence no budget.
Communications	506,605	511,709	522,605	(5,104)	-1.0%	No allocation for corporate comm consultant. Partially offset by increase in costs for a targeted plan to encourage international engineering graduates to become licensed, and Engineering Dimensions' video production, freelance photography and postage.
<b>Subtotal - Program expenses</b>	<b>\$ 13,122,131</b>	<b>\$ 12,982,321</b>	<b>\$ 12,683,222</b>	<b>\$ 139,810</b>	<b>1.1%</b>	

Professional Engineers Ontario  
2016 Budget - Corporate Services

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Highlights of significant changes in 2016 budget program expenses as compared to 2015 forecast

DRAFT - Sept 1, 2015

**Overview:**

Corporate Services expenses are expected to increase by \$280k or 6.2% over the 2015 forecast due largely to an increase in facility costs and a higher allotments to Chapters per RCC directive.

Cost Object No.	Cost Object Description	2016 Budget	2015 Forecast	2015 Budget	Variance		Explanation of significant variances
					2016 Bud Vs 2015 Fcst		
					\$	%	
100	Align Activities	30,575	30,575	30,575	-	0.0%	
104	Govt. Liaison Committee	6,850	6,850	6,850	-	0.0%	
105	National Eng Month	40,000	40,000	40,000	-	0.0%	
200	Peer Review	500	500	500	-	0.0%	
210	Committee staff advisors group	250	250	250	-	0.0%	
211	Student Memb-General	70,600	67,050	70,600	3,550	5.3%	Higher due to return to traditional sponsorship level for PEO Student Conference
265	Internship	140,480	130,880	144,756	9,600	7.3%	Higher costs (meals and location rentals ) and postage
410	Annual General Meeting	137,695	118,710	114,820	18,985	16.0%	Higher costs (meals, mileage, travel, accommodation, etc.) for AGM
412	Govt. Liaison Program	221,000	212,350	221,400	8,650	4.1%	Higher costs (meals, airfare, accommodation, video production etc.) for attendance at various events (e.g. Queen's Park Day)
420	Order of Honour	123,950	115,840	113,150	8,110	7.0%	Higher costs for meals, entertainment, audio visual, etc. for order of honour
470	Ontario P.Eng. Awards	153,260	153,260	153,260	-	0.0%	
475	Volunteer Leadership Conference	72,600	66,865	69,365	5,735	8.6%	Higher costs (meals, trainer, audio visual, etc.) for volunteer leadership conference
477	Chapters	793,150	742,150	742,150	51,000	6.9%	Higher allocation to Chapters per RCC directive
478	Regional Congress	60,125	60,325	60,125	(200)	-0.3%	
479	Regional Councilors Committee	81,700	83,700	81,700	(2,000)	-2.4%	
480	Education Committee	72,250	67,583	72,250	4,667	6.9%	Higher costs (meals, mileage, travel, accommodations) and increase in allotments to Chapters for chapter education programs
485	EIR	69,000	59,000	59,000	10,000	16.9%	Increase due to expansion of Engineer-In-Residence program at request of EDU
510	Facility	1,603,259	1,498,558	1,561,158	104,701	7.0%	Increase in property taxes, facility maintenance costs and costs for consumables (drinks, tea, coffee, etc.)
515	Printing & Mail Services	95,900	95,700	95,900	200	0.2%	
535	Procurement	45,000	44,621	45,000	379	0.8%	
545	Telephone Services	51,555	52,045	52,045	(490)	-0.9%	
550	Customer Service Management	5,500	5,500	5,500	-	0%	
610	HR Planning S-General	36,500	36,500	36,250	-	0%	
620	Recruitment Staff-General	5,000	5,000	5,000	-	0%	
625	Recruitment Volunteer-General	250	250	250	-	0%	

Professional Engineers Ontario  
2016 Budget - Corporate Services

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Highlights of significant changes in 2016 budget program expenses as compared to 2015 forecast

DRAFT - Sept 1, 2015

**Overview:**

Corporate Services expenses are expected to increase by \$280k or 6.2% over the 2015 forecast due largely to an increase in facility costs and a higher allotments to Chapters per RCC directive.

Cost Object No.	Cost Object Description	2016 Budget	2015 Forecast	2015 Budget	Variance		Explanation of significant variances
					2016 Bud Vs 2015 Fcst \$	%	
630	Development - Staff & Volunteers	204,000	204,000	204,000	-	0%	
640	Compensation	16,000	16,000	16,000	-	0%	
645	Benefit Administration-General	103,550	76,591	76,550	26,959	35%	Higher costs for experts for benefit calculations, meals and actuarials fees.
660	Recognition Volunteer-General	18,500	18,500	18,500	-	0%	
680	Equity & Diversity	10,075	10,075	10,075	-	0%	
685	Advisory Comm. on Volunteers	13,775	13,775	13,775	-	0%	
686	Awards Selection Committee	15,025	15,377	15,025	(352)	-2%	
687	Human Resources & Comp. Committee	26,250	15,500	6,250	10,750	69%	Higher costs for management consultant per HRC directive
817	Secretarial Services	5,000	5,000	5,000	-	0%	
827	Policy Development	-	-	-	-	0%	
835	Council Elections	277,650	269,291	270,650	8,359	3%	Increase in costs due to postage (Canada Post rate hike) and introduction of two new budget items (campaign budget for candidates and robo-call reminders). Partially offset by reduction in costs for electronic voting agent
845	Execulive Committee	8,500	8,000	8,500	500	6%	
850	Council Meetings	68,150	67,400	68,150	750	1%	
860	Council Workshop	79,275	68,275	78,275	11,000	16%	Higher costs for enhanced partner program
865	Council Orientation	1,000	250	1,000	750	300%	
870	Search Committee	-	68	-	(68)	-100%	
918	GG Sterling Award	4,000	4,000	4,000	-	0%	
923	Province-Wide Mentoring Program	2,495	4,275	-	(1,780)	-42%	
<b>Corporate Services Total</b>		<b>\$4,770,194</b>	<b>\$4,490,439</b>	<b>4,577,604</b>	<b>\$279,755</b>	<b>6.2%</b>	

## Professional Engineers Ontario

## 2016 Budget - Building

C-502-2.5  
Appendix B

## Highlights of significant changes in 2016 budget program expenses as compared to 2015 forecast

DRAFT - Sept 1, 2015

Overview:

Building expenses are expected to decrease by \$37k or 1.4% over the 2015 forecast due to a reduction in non-recoverable expenses.

Cost Object No.	Cost Object Description	2016 Budget	2015 Forecast	2015 Budget	Variance		Explanation of Significant Variances
					2016 Bud Vs 2015 Fcst		
					\$	%	
511	40 Sheppard Ave West	2,500,585	2,537,137	2,497,056	-\$ 36,552	-1.4%	Largely due to a reduction in non-recoverable expenses
Building Total		\$2,500,585	\$2,537,137	\$2,497,056	(\$36,552)	-1.4%	

## 2016 Budget - ITS

## Highlights of significant changes in 2016 budget program expenses as compared to 2015 forecast

DRAFT - Sept 1, 2015

**Overview:**

ITS expenses are expected to increase by \$159k or 10.1% over the 2015 forecast due largely to amortization related to completion of Aptify Phase 1, offset by a reduction in outsourcing costs for IT infrastructure.

Cost Object No.	Cost Object Description	2016 Budget	2015 Forecast	2015 Budget	Variance		Explanation for variances
					2016 Bud Vs 2015 Fcst		
					\$	%	
100	Align Activities	5,850	5,850	5,850	-	0.0%	
710	InfoSys Dev-General	904,571	549,281	615,404	355,290	64.7%	Increase in amortization due to expected completion of Aptify phase 1 and costs for IT contractor
715	Information System Operation	750,134	941,202	829,828	(191,068)	-20.3%	Reduction in outsourcing costs for IT infrastructure and network maintenance costs. Partially offset by increase in costs for hardware amortization and software support costs.
720	Data Security-General	20,000	20,886	20,000	(886)	-4.2%	
725	Desktop-General	9,500	11,166	9,500	(1,666)	-14.9%	
730	Web Portal	24,600	27,500	2,600	(2,900)	-10.5%	Reduction in website maintenance costs
735	Printing Systems	22,000	21,971	9,000	29	0.1%	
<b>ITS Total</b>		<b>\$1,736,655</b>	<b>\$1,577,856</b>	<b>\$1,492,182</b>	<b>\$158,799</b>	<b>10.1%</b>	

Professional Engineers Ontario

2016 Budget - Executive Office

Highlights of significant changes in 2016 budget program expenses as compared to 2015 forecast

C-502-2.5  
Appendix B

DRAFT - Sept 1, 2015

**Overview:**

Executive Office expenses are budgeted to decrease by \$91k or 7.5% over 2015 forecast due largely to lower legal costs expected for 2016 and higher costs in 2015 for Town Hall meetings.

Cost Object No.	Cost Object Description	2016 Budget	2015 Forecast	2015 Budget	Variance		Explanation for variances
					2016 Budget Vs 2015 Fcst		
					\$	%	
100	Align Activities	4,775	4,798	2,820	(23)	-	
805	Executive Operations	1,200	1,643	1,700	(443)	-27.0%	
810	Engineers Canada-General	949,741	922,389	908,023	27,352	3.0%	Increase in allocation to Engineers Canada
815	President's Office	14,855	50,050	21,605	(35,195)	-70.3%	Higher audio visual costs, meals, travel expenses for town hall meetings in 2015
825	Represent PEO	51,900	58,455	74,180	(6,555)	-11.2%	Reduction in sponsorship costs and travel related expenses for attendance at various provincial AGMs
830	OSPE-General	6,150	7,256	6,150	(1,106)	-15.2%	Lower costs for attending various events
875	Audit Committee	44,850	45,122	44,850	(272)	-0.6%	
907	Legal Reserve	44,750	119,086	38,750	(74,336)	-62.4%	Lower legal costs expected in 2016
928	National Framework Task Force	2,950	2,950	2,950	-	0.0%	
<b>Executive Office Total</b>		<b>\$1,121,171</b>	<b>\$1,211,749</b>	<b>\$1,101,028</b>	<b>(\$90,578)</b>	<b>-7.5%</b>	



## Professional Engineers Ontario

## 2016 Budget - Licensing

## Highlights of significant changes in 2016 budget program expenses as compared to 2015 forecast

DRAFT - Sept 1, 2015

C-502-2.5  
Appendix BOverview:

Licensing expenses are expected to decrease by \$26k or 2.5% over 2015 forecast due to lower costs for contractors, offset by an increase in costs for the Fairness Commission action plan.

Cost Object No.	Cost Object Description	2016 Budget	2015 Forecast	2015 Budget	Variance		Explanation for variances
					2016 Bud vs 2015 Fcst		
					\$	%	
100	General	12,850	12,850	10,100	-	0.0%	
215	CofA Renewal-General	7,000	7,000	6,000	-	0.0%	
220	Potential Immgr-General	500	500	500	-	0.0%	
225	Support Univ-General	4,000	4,000	200	-	0.0%	
230	Reinstatement-General	1,750	1,750	1,750	-	0.0%	
235	IAMA Transfers	7,250	7,250	4,249	-	0.0%	
240	Temporary Licensing	6,050	6,050	6,800	-	0.0%	
245	P.Eng. Licensing	682,374	718,829	674,373	(36,455)	-5.1%	Reduction due to lower costs for contractors
246	Licensing Enhancements	42,350	31,370	26,350	10,980	35.0%	Increase in costs for the Fairness Commission action plan
248	Licensing committee	11,250	11,250	10,000	-	0.0%	
250	Provisional Licence	1,700	1,700	500	-	0.0%	
255	Limited Licensing	1,250	1,250	8,750	-	0.0%	
262	Institute Accreditation	3,700	3,700	2,500	-	0.0%	
270	CofA-General	5,000	5,000	3,750	-	0.0%	
275	Consulting Engr. Designation	1,050	1,250	1,050	(200)	-16.0%	
277	Exam Development	1,700	1,700	1,700	-	0.0%	
280	Academic Requirements Com	42,800	43,725	36,000	(925)	-2.1%	
285	Experience Requirements Com	37,050	37,050	19,750	-	0.0%	
290	Consulting Engineers Des	11,900	11,900	11,500	-	0.0%	
525	Document Management Center	90,450	89,450	70,250	1,000	1.1%	
999	Non-working Staff Time	8,471	8,471	7,590	-	0.0%	
<b>Licensing Total</b>		<b>\$980,445</b>	<b>\$1,006,045</b>	<b>\$903,662</b>	<b>-\$25,600</b>	<b>-2.5%</b>	

Professional Engineers Ontario

2016 Budget - Finance

Highlights of significant changes in 2016 budget program expenses as compared to 2015 forecast

DRAFT - Sept 1, 2015

**Overview:**

Finance expenses are budgeted to increase by \$33k or 5.8% over 2015 forecast due to higher postage costs and service charges for credit card transactions.

Cost Object No.	Cost Object Description	2016 Budget	2015 Forecast	2015 Budget	Variance		Explanation for variances
					2016 Bud Vs 2015 Fcst		
					\$	%	
100	General	1,000	1,000	1,000	-	0.0%	
520	Fees & Accounts Administration	498,050	459,101	438,550	38,949	8.5%	Higher postage costs for mailing receipts and related correspondence to members and higher service charges for credit card transactions
530	Financial Management	87,211	87,211	88,395	-	0.0%	
542	Business Planning	1,700	1,700	1,700	-	0.0%	
555	Accounts Payable	1,995	5,100	1,995	(3,105)	-60.9%	Lower costs for issuing cheques
575	Finance Committee	7,300	10,201	7,300	(2,901)	-28.4%	Lower costs for meals, mileage, accommodation and related costs for finance comm. meetings
<b>Finance Total</b>		<b>\$597,256</b>	<b>\$564,313</b>	<b>\$538,940</b>	<b>\$32,943</b>	<b>5.8%</b>	

**Professional Engineers Ontario**  
**2016 Budget - Regulatory Compliance**  
**Highlights of significant changes in 2016 budget program expenses as compared to 2015 forecast**  
**DRAFT - Sept 1, 2015**

**Overview:**

Regulatory Compliance is budgeted to decrease by \$130k or 28.9% over 2015 Forecast due largely to no Repeal activity currently budgeted for 2016 and a reduction in enforcement legal costs due to in-house legal.

Cost Object No.	Cost Object Description	2016 Budget	2015 Forecast	2015 Budget	Variance		Explanation for variances
					2016 Bud Vs 2015 Fcst		
					\$	%	
100	Align Activities	6,735	6,749	6,945	(14)	-0.2%	
310	Registration Investigation	16,175	30,575	10,500	(14,400)	-47.1%	Reduction in costs for registration counsel.
320	Enforcement	30,800	69,252	43,050	(38,452)	-55.5%	Reduction due to in-house legal.
325	Discipline Prosecution	111,910	125,169	111,750	(13,259)	-10.6%	Reduction in costs for discipline prosecution
340	Complaints Investigation	88,520	87,929	90,420	591	0.7%	
360	Complaints Com	40,800	40,512	27,085	288	0.7%	
380	Enforcement Committee	25,460	10,360	13,860	15,100	145.8%	Increase due to bi-annual enforcement survey undertaken by committee.
929	Repeal Industrial Exception TF	-	80,332	80,000	(80,332)	-100.0%	No Repeal activity currently budgeted for 2016.
<b>Regulatory Compliance Total</b>		<b>\$320,400</b>	<b>\$450,878</b>	<b>\$383,610</b>	<b>-\$130,478</b>	<b>-28.9%</b>	

## Professional Engineers Ontario

## 2016 Budget - Tribunals

## Highlights of significant changes in 2016 budget program expenses as compared to 2015 forecast

DRAFT - Sept 1, 2015

C-502-2.5  
Appendix B**Overview:**

Tribunals and Regulatory Affairs expenses are budgeted to decrease by \$43k or 6.9% over 2015 forecast due largely to the CPDCQA task force completing its work in 2015, offset by an increase in higher tribunal operations costs as a result of greater number of hearing days for 2016 and higher legal costs to deal with disposition of five dormant files.

Cost Object No.	Cost Object Description	2016 Budget	2015 Forecast	2015 Budget	Variance		Explanation for variances
					2016 Bud Vs 2015 Fcst		
					\$	%	
100	Align Activities	2,620	2,552	2,520	68	2.7%	
104	Journal of Policy Engagement	12,675	19,175	19,175	(6,500)	-33.9%	Reduction in printing and postage costs for the Journal
105	Annual Policy Conference	18,700	20,700	18,700	(2,000)	-9.7%	Reduction in scholarship grants
106	Policy Engagement Series and O	12,000	12,000	12,000	-	0.0%	
108	Ad Hoc Work Groups	9,600	9,600	9,600	-	0.0%	
109	Advisory Board	4,375	4,375	4,375	-	0.0%	
110	Legislation Committee	8,600	7,516	5,950	1,084	14.4%	Volunteer costs tracking higher than budgeted for 2015.
111	Practice Advisory	9,250	16,770	12,400	(7,520)	-44.8%	No budget for a survey required for 2016.
112	Tribunals Office Operations	1,500	400	1,500	1,100	275.0%	Inventory re-stocking for Administrative Law book.
116	Practice Standards	1,000	250	250	750	300.0%	
125	GOV Relations-General	800	575	575	225	39.1%	
140	Legal Affair-General	1,000	624	-	376	60.3%	
153	Tribunal Operations-Regn.	64,900	50,600	84,690	14,300	28.3%	Chair anticipates higher legal costs to deal with disposition of 5 dormant files.
154	Tribunal Operation-Discipline	195,200	150,473	181,500	44,727	29.7%	Anticipate greater number of hearing days for 2016 caseload.
155	Joint Practice Board	3,850	3,850	3,850	-	0.0%	
157	Registration Committee	34,300	35,117	31,700	(817)	-2.3%	
158	Discipline Committee	43,650	41,600	43,150	2,050	4.9%	
160	Professional Standards (PSC)	42,450	43,275	42,350	(825)	-1.9%	

## Highlights of significant changes in 2016 budget program expenses as compared to 2015 forecast

DRAFT - Sept 1, 2015

**Overview:**

Tribunals and Regulatory Affairs expenses are budgeted to decrease by \$43k or 6.9% over 2015 forecast due largely to the CPDCQA task force completing its work in 2015, offset by an increase in higher tribunal operations costs as a result of greater number of hearing days for 2016 and higher legal costs to deal with disposition of five dormant files.

Cost Object No.	Cost Object Description	2016 Budget	2015 Forecast	2015 Budget	Variance		Explanation for variances
					2016 Bud Vs 2015 Fcst		
					\$	%	
167	Complaints Review Councilor	48,950	23,150	18,900	25,800	111.4%	Caseload implications necessitating more budget for independent counsel for Chair.
180	EABO	1,100	1,100	1,100	-	0.0%	
185	Stakeholder Relations	6,500	30,750	29,850	(24,250)	-78.9%	No survey budget required for 2016.
190	CPDCQA Task Force	-	104,211	91,450	(104,211)	-100.0%	CPDCQA task force anticipates completing its work in 2015. No Council direction yet for work in 2016.
375	Fees Mediation Committee	13,900	16,100	20,600	(2,200)	-13.7%	Anticipate less requirement for independent legal counsel work.
827	Policy Development	45,250	30,700	23,700	14,550	47.4%	Added \$25k budget for consultation work to deal with Specialist Designation.
915	Center for Engineering Public Policy	6,650	6,732	6,650	(82)	-1.2%	
<b>Tribunals &amp; Regulatory Affairs Total</b>		<b>\$588,820</b>	<b>\$632,195</b>	<b>\$666,535</b>	<b>-\$43,375</b>	<b>-6.9%</b>	

Professional Engineers Ontario  
2016 Budget - Communications

C-502-2.5  
Appendix B

Highlights of significant changes in 2016 budget program expenses as compared to 2015 budget

DRAFT - Sept 1, 2015

**Overview:**

Communications is budgeted to decrease by \$5k or 1% over 2015 forecast due largely to no allocation for a corporate communication consultant in 2016, partially offset by an increase in costs for a targeted plan to encourage international engineering graduates to become licensed.

Cost Object No.	Cost Object Description	2016 Budget	2015 Forecast	2015 Budget	Variance		Explanation for variances
					2016 Bud Vs 2015 Fcst		
					\$	%	
100	Align Activities	780	780	780	-	0.0%	
415	Branding-General	32,525	31,894	34,525	631	2.0%	
425	Comm.-General	102,500	110,335	122,050	(7,835)	-7.1%	No allocation for corporate comm consultant in 2016, partially offset by increase in costs for a targeted plan to encourage international engineering graduates to become licensed.
430	Dimensions	369,450	367,350	363,900	2,100	0.6%	Higher video production costs for Engineering Dimensions, higher costs for freelance photography, anticipated postage increase
435	Extra Dimensions-General	600	600	600	-	0.0%	
455	Misc. Comm.-General	750	750	750	-	0.0%	
<b>Communications Total</b>		<b>\$506,605</b>	<b>\$511,709</b>	<b>\$522,605</b>	<b>-\$5,104</b>	<b>-1.0%</b>	



**Professional Engineers**  
Ontario

**Professional Engineers Ontario**  
**2016 Operating and Capital Budgets**  
**Assumptions**

## 2016 Operating and Capital Budgets Assumptions

This document presents a list of key assumptions for revenues, operating expenses and capital expenses related to PEO's 2016 operating and capital budgets.

### A. General Assumptions

- The 2016 operating budget is expected to be a balanced budget.
- In line with previous years, Council directed projects will be funded from the discretionary fund in net assets.

### B. Capital Assumptions

PEO's capital expenditures in 2016 are mainly expected for:

#### IT – Projects originally budgeted for 2015 but deferred to 2016 to complete Aptify Phase 1:

- \$350,000 for Aptify phase 2, focusing on enhancing processes, gaining efficiencies, and rolling out the system to more functional areas within PEO; and
- \$275,000 for the Online Licensing System, focusing on a re-launch of SharePoint to create a technology platform to build online services.

#### IT – Projects other

- \$350,000 for mitigating IT risks, auditing IT services, replacing or updating outdated systems, and providing new functionality.

#### Building improvements – recoverable

- Repairs/upgrades to common areas of building approximately \$1,700,000 as recommended by Brookfield Global Integrated Solutions (BGIS) in the Asset Funding Needs Report updated in April, 2015, including the following repairs in excess of \$100,000:
  - \$1,100,000 – Elevator (4) upgrades - recoverable over 20 years
  - \$ 250,000 – Humidification boiler – recoverable over 25 years

#### Facilities

- Furniture/filing cabinet additions and/or replacements - \$5,000.

### C. Revenue Assumptions

Based on the actual member statistics and trend analysis the estimated budget assumptions for the 2016 budget are as follows:

#### 1. Membership levels, fees and dues

- All fees, including P.Eng fees, EIT fees, application fees, registration fees, limited licence fees, provisional licence fees are expected to remain unchanged for the eighth consecutive year and continue to be the lowest in Canada;
- The Financial Credit program will continue – qualified applicants will be given a waiver of the P.Eng. application fee and first year EIT fees. This will have an impact on the EIT annual fee and P.Eng. application fee revenues;
- 1% to 1.5% net growth rate for full fee P.Eng. membership;
- 3.5 % to 4% net growth rate for retirees and partial fee membership; and
- Miscellaneous revenue from enforcement related activities, regulatory recoveries,



## 2016 Operating and Capital Budgets Assumptions

and administrative fees, will be factored in the 2016 budget.

### 2. Investment income

Investment income in 2016 is expected to be in the range of 3.5% to 4.5%. The return for the year ended December 31, 2014 was 3.5%. The annualized return for the period January 1, 2015 to April 30, 2015 was 4.8%.

### 3. Advertisement income

Advertising revenue in 2016 is expected to be in the range of \$325,000 to \$350,000. Revenue for the first three issues in 2015 was approximately \$145,000 and we expect the trend to continue for the remainder of the year (remaining three issues), with an upsurge toward the end of the year, based on past history. Revenue for the year ended December 31, 2014 was \$355,572.

### 4. Rental income from 40 Sheppard

The fourth floor, which was fully renovated by December, 2014, is currently vacant and no lease negotiations are in progress to date. Given current economic conditions and availability of comparable units in the area, we anticipate the space will be leased by the second quarter of 2016.

A tenant has currently requested to exercise his right for a fourth extension. Terms have been negotiated and the lease amending agreement has been prepared and is in the process of being signed. This lease extension is for a further five years, commencing January 1, 2016 to December 31, 2020.

Suite 800, on the eighth floor (7,535 sq. ft.) is currently under renovation and will be available to lease by mid July 2016. Given current economic conditions and availability of comparable units in the area, we anticipate the space will be leased by the first quarter of 2016.

We will have updated information in a few months and will revise assumptions accordingly and advise.

Recovery income should remain in line with total recoverable expenses and slippage should occur only to extent of any vacancies.

## D. Expense Assumptions

### 1. Salaries

Salaries in 2016 are budgeted to increase by 3%, supported by salary market research data, and comprised of:

- 2% for CPI (Consumer Price Index) adjustment – as forecast by Statistics Canada for 2016; and
- 1% for merit/equalization pool.

### 2. Benefits

Benefits include health, vision and dental benefits. For the budget, a premium increase of 2.2% has been assumed. This figure may be revised based on the information received from the provider.

## **2016 Operating and Capital Budgets Assumptions**

### **3. PEO Pension Plan**

The pension plan contribution for 2016 will be based on the three year mandatory funding valuation conducted by PEO's actuary, Buck Consultants. Employer costs are projected to be 18.6% of gross salary.

### **4. Statutory Deductions**

These include Employer Health Tax (EHT), Canada Pension Plan (CPP) and Employment Insurance (EI). It is anticipated that statutory deductions will not increase substantially in the 2016 calendar year. For 2015 the rates were: EHT - 1.95%, CPP - 4.95% and EI at 1.88%. Both EHT and CPP rates have been at the same level for over ten years although maximum contributory earnings have increased for CPP. For 2016, we will assume that statutory deductions will remain the same for EHT and CPP and the EI rate will be 2.65%.

### **5. Other Assumptions**

- The non-labour/programs spending increase is assumed to be at forecast inflation of 2% and all programs will be subject to evaluation;
- Chapter spending may vary outside the range depending on a review of Chapter budget requests for 2015 and Chapter bank balances; and
- The Engineers Canada assessment rate is expected to remain unchanged.

### **6. 40 Sheppard**

These expenses include operating expenses (recoverable and non-recoverable) and financing expenses. Total recoverable tenant expenses are expected to increase less than 3%. Other non-recoverable expenses consist mostly of broker and legal fees and will increase in 2016 as leases are renewed. The financing costs are at a fixed rate of 4.95%.

**2015-17 Strategic Plan  
Comprehensive Strategies & Budget Implications  
Sept 1, 2015**

**Colour Key:** Tribunals and Regulatory Affairs has primary responsibility for strategy  
 Communications has primary responsibility for strategy  
 Corporate Services has primary responsibility for strategy  
 IT has primary responsibility for strategy  
 Licensing has primary responsibility for strategy  
 Finance has primary responsibility for strategy  
 Regulatory Compliance has primary responsibility for strategy

**CAB:** Council Approved Budget for the Activity (Council specific \$ approved budget, eg. CPDCQA Task Force)  
**CCB:** Captured in the Capital Budget (within the 2015 capital budget, eg. APTIFY project budget)  
**CCB16:** Captured in the Capital Budget (within the 2016 capital budget, eg. APTIFY project budget)  
**COB:** Captured in the Operating Budget (within the 2016 operating budget)  
**COB16:** Captured in the Operating Budget (within the 2016 operating budget)  
**SPB:** Strategic Plan Budget (proposed 2015 \$ budget for a Strategy within the Strategic Plan, eg. Communications audit)  
**SPB16:** Strategic Plan Budget (proposed 2016 \$ budget for a Strategy within the Strategic Plan, eg. Communications audit)

**PRACTITIONERS**

Strategic Objective [WHAT]	Strategy [HOW]	2016 Budget Implications
<b>A1. Public interest is enhanced through ensuring qualified applicants are licensed to practise professional</b>	a) Introduce two performance standards related to Tower Cranes and Supervising & Delegating. Establish these in regulations and promote their use. b) Engage an assessment expert to review the ERC interview process for applicants that have been referred by the ARC. c) Establish process to close Inactive files in a timely manner	COB - T-116 - within existing staff resources; expect to complete in 2016  COB- F246 – external consultant (\$40,100)  Completed 2015

<p>engineering and that practitioners are competent and ethical</p>	<p>d) Provide information to prospective applicants through increased seminars and webinars</p> <p>e) Develop a Professional Practice Exam (PPE) distance learning module for EITs to improve access and enhance the learning</p>	<p>COB-F245 – travel to Immigrant serving agencies(\$3,325)</p> <p>Completed</p>
<p>A2. Public recognition is increased through ensuring that titles, designations, certificates and marks are issued to qualified applicants and entities</p>	<p>a) Conduct reputation survey to determine attitudes of licence holders and stakeholders towards PEO for ongoing project of enhancing public recognition</p> <p>b) Develop and implement communications plan around the LET/LL and C of A regulation changes to independent practice.</p> <p>c) Develop and implement a targeted communications plan to encourage internationally trained engineers to become licensed.</p>	<p>Completed.</p> <p>COB16 – within existing staff resources and within T-415 and T- 425.</p> <p>SPB16 – within T-425 (\$3,000 for printing, \$10,000 for advertising)</p>
<p>A3. Members regard PEO as their trusted advisor and advocate in matters of professional practice</p>	<p>a) Produce an educational program to inform members about the role of the PSC and the services that Practice Advisory can offer to practitioners, and promote their use.</p> <p>b) Explore the merits of developing a practice guide for PEO members practicing internationally</p>	<p>Completed.</p> <p>Completed.</p>
<p><b>Incremental Cost for Practitioners Goal Area</b></p>		<p><b>\$56,425</b></p>



Strategic Objective [WHAT]	Strategy [HOW]	2016 Budget Implications
	<p>PEO website in a format readily and easily searchable by the name of a practitioner. (Recommendation 1.26).</p> <p>h) Define, in regulation or legislation, as may be required, the roles and responsibilities of a “Prime Consultant”. (Recommendation 1.27)</p>	
<p><b>B2. Regulations, standards and guidelines are produced through an evidence-based, integrated and streamlined policy-making process</b></p>	<p>a) Develop and implement an evidence-based regulatory policy development program for staff and committees, including training, tools, and coaching</p> <p>b) Reorient OCEPP operations to focus on workshops that will gather evidence for regulatory policy development purposes.</p> <p>c) Establish proactive relationships with key ministry officials to help promote regulatory initiatives.</p> <p>d) Implement a legislation monitoring program</p> <p>e) Develop a mechanism to identify regulatory gaps in the <i>Professional Engineers Act</i> and monitor political environment for opportunities to introduce amendments.</p> <p>f) Review strength of rationale for repealing the industrial exception.</p>	<p>Completed</p> <p>None at this time – may change in November, 2015.</p>
<p><b>B3. Licensing is based on levels of competence</b></p>	<ul style="list-style-type: none"> <li>• Contribute to Engineers Canada initiatives to address maximization of common standards in issues of national interest.</li> <li>• Contribute to APEGBC Canadian Environment Experience Requirement Project Steering Committee and assess recommendations for potential implementation.</li> <li>• Articulate, in coordination with the ARC, the expectations and</li> </ul>	<p>COB- F246 – meetings and travel (\$6,350)</p> <p>COB- F246 – within existing staff resources</p>

Strategic Objective [WHAT]	Strategy [HOW]	2016 Budget Implications
	<p>requirements of accreditation.</p> <ul style="list-style-type: none"> <li>• Analyze, in coordination with the ARC, the utility of the “looking to exempt” designation of Washington Accord Applicants.</li> <li>• Conduct a policy review of Canadian experience requirements, technical exam programs and national mobility</li> </ul>	
<p><b>B4. The complaints process is optimized, balancing transparency, fairness and timeliness</b></p>	<ul style="list-style-type: none"> <li>a) Establish targets for the timelines associated with the various types of files and activities that investigations require and report on target achievement</li> <li>b) Develop a system to monitor and report discrete complaint investigation steps against the established targets.</li> <li>c) Develop revised publicly available Complaints Guide reflecting current complaint and investigation processes</li> <li>d) Develop internal complaints procedures manual.</li> <li>e) Implement new COC Decision and Reasons template for COC non-referral decisions</li> </ul>	<p>CCB16 - Aptify Phase II (\$30,000)</p> <p>CCB16 - Aptify Phase II (included above)</p> <p>COB – M340 - within existing staff resources</p> <p>COB – M340 - within existing staff resources</p> <p>COB – M340 - within existing staff resources</p>
<p><b>B5. The practice and title-provisions of the <i>Professional Engineers Act</i> are judiciously enforced and continuously improved</b></p>	<ul style="list-style-type: none"> <li>a) Categorize all enforcement inquiries by source of allegation and violation type.</li> <li>b) Develop key performance indicators (KPIs) of enforcement activity.</li> <li>c) Develop new enforcement activity report.</li> <li>d) Revise enforcement policy and procedures manual.</li> <li>e) Develop criteria to assess and prioritize enforcement violations and link them to associated degrees of</li> </ul>	<p>COB – M320 - within existing staff resources</p> <p>COB – M320 - within existing staff resources</p> <p>COB – M320 - within existing staff resources</p> <p>COB – M320 - within existing staff resources</p> <p>COB – M320 - within existing staff resources</p>

Strategic Objective [WHAT]	Strategy [HOW]	2016 Budget Implications
	<p>prosecutorial action.</p> <p>f) Carry out root cause analysis of obstacles to enforcement prosecutorial success.</p> <p>g) Communicate intent of 2014 changes to the <i>Building Code Act</i> to building officials and monitor compliance.</p>	<p>COB – M320 - within existing staff resources.</p> <p>COB - T-110 (\$1,000) and T-155 (\$3,850)</p>
<p><b>B6. Tribunals employ best practices in all operations and are seen to be independent and fair</b></p>	<p>a) Establish and implement best practices for all PEO Tribunals</p>	<p>COB - T-153,T-154 and T-375; within existing staff resources</p>
<p><b>Incremental Cost for Regulatory Framework Goal Area</b></p>		<p><b>\$36,350</b></p>



**STAKEHOLDERS**

Strategic Objective [WHAT]	Strategy [HOW]	2016 Budget Implications
<p><b>C1. Engage key regulatory ministries and industry in engineering public policy development</b></p>	<p>a) Work with various PEO units and external stakeholders to further the aim, expressed in Council position, of introducing professional design coordination into the Ontario Building Code.</p>	<p>COB – T111 within staff resources</p>
<p><b>C2. Other engineering bodies (eg. OSPE, OACETT, CEO, and Ontario universities, among others), are supported within the limits of their respective mandates</b></p>	<p>a) Collaborate with other Ontario engineering bodies to provide information on licensing requirements</p> <p>b) Review National Engineering Month partnerships to enhance cooperation among main engineering bodies (PEO, OACETT, and OSPE).</p> <p>c) Explore with OSPE alternative funding arrangements for the OPEA Gala to promote the long-term viability and prestige of the event.</p> <p>d) Improve PEO lines of communication with CEAB, CEQB and universities.</p> <p>e) Explore options, in consultation with CEAB and universities, for addressing effect of Limited Licence changes on university professors.</p>	<p>COB- F245 – within existing staff resources</p> <p>Expect completion in 2015</p> <p>Completed</p> <p>Complete in 2015</p> <p>Complete in 2015</p>
<p><b>C3. Productive partnerships are developed with Engineers Canada and other constituent associations</b></p>	<p>a) Contribute to Engineers Canada initiatives to address maximization of common standards and assess applicability of other CA practices in licensing, accreditation discipline and enforcement issues.</p>	<p>COB- F245, F262 and F277 – within existing staff resources</p>

<p><b>C4. Public respect for the role of PEO is increased in accordance with the objects of the <i>Professional Engineers Act</i></b></p>	<p>a) Audit PEO communications activities to determine their current effectiveness and make recommendations for increasing their effectiveness in support of the organization’s Vision and Mission.</p>	<p>COB16 – within existing staff resources and T-415, T-425 and T-430.</p>
<p><b>Incremental Cost for Stakeholders Goal Area</b></p>		

**OPERATIONS**

Strategic Objective [WHAT]	Strategy [HOW]	2016 Budget Implications
<p><b>D1. Electronic communications are engaging, interactive, dynamic and appropriately targeted and integrated</b></p>	<p>a) Review website analytics and end-user functionality to determine next iteration of PEO web presence.</p> <p>b) Develop web-based version of Engineering Dimensions to enhance accessibility of information for members.</p> <p>c) Develop and cement social media as a PEO communications tool.</p> <p>d) Clarify applicant information about courses in lieu and provide more detailed instructions for obtaining PEO approval on PEO’s website.</p>	<p>COB16 - \$50,000</p> <p>COB16 – within existing staff resources</p> <p>COB16 – within existing staff resources</p> <p>Complete in 2015</p>
<p><b>D2. Service delivery is improved by clarifying staff and volunteer responsibilities and</b></p>	<p>a) Align individual staff objectives to priorities and goals and provide coaching, support, training and empowerment to increase competencies and improve service delivery</p> <p>b) Explore utility of a new Chart of Accounts and Staff Contribution System to facilitate accurate and informative</p>	<p>Existing staff resources</p> <p>COB- F542 – within existing staff resources</p>

Strategic Objective [WHAT]	Strategy [HOW]	2016 Budget Implications
<p><b>managing performance</b></p>	<p>financial tracking.</p> <p>c) Initiate Lean Management Project to review steps and processing times of the P. Eng. Licensing process</p> <p>d) Review applicant assessment communications to ensure clarity.</p> <p>e) Conduct a survey as a follow-up to applicants that have been interviewed by the ERC</p> <p>f) Establish Process Indicators for Temporary Licence, Limited Licence, Consulting Engineer Designation and Certificate of Authorization.</p>	<p>Completed</p> <p>COB- F245 – within existing staff resources</p> <p>Complete in 2015</p> <p>Complete in 2015</p>
<p><b>D3. Cost management and service delivery are improved by actively managing service provider performance</b></p>	<p>a) Manage vendor performance, reduce or consolidate vendors where possible and consider going to RFP / RFQ if appropriate to maximize the value provided by PEO's 3rd party suppliers.</p>	<p>COB - \$15,000 CCB16 - \$35,000</p>
<p><b>D4. PEO Headquarters occupancy rates and building efficiency are optimized</b></p>	<p>a) Assess furniture assets in long-term storage for disposal to optimize storage requirements and minimize storage costs.</p> <p>b) Renovate suite 101 to enhance working conditions of front-line reception staff, provide greater privacy to applicants and increase meeting space for volunteers.</p> <p>c) Create a PEO Headquarters capital projects document archive to improve research and analysis capabilities and enhance decision-making.</p> <p>d) Update the long-term capital plan for 40 Sheppard to ensure appropriate stewardship of PEO's building asset and improve financial planning.</p>	<p>Completed</p> <p>Expect completion in 2015</p> <p>COB - D817 – Secretariat Services (\$5,000)</p> <p>Existing staff and property management</p>

Strategic Objective [WHAT]	Strategy [HOW]	2016 Budget Implications
<p>D5. Risk is mitigated by assessing vulnerabilities and addressing service gaps</p>	<ul style="list-style-type: none"> <li>a) Decommission Prism 4.3 and outsource eblasts</li> <li>b) Re-launch Sharepoint based upon best practices</li> <li>c) Replace the outsourced core infrastructure provider</li> <li>d) Update systems – PCs; website performance; Optical Imaging Technology</li> <li>e) Implement new Online Licensing system</li> <li>f) Implement an IT dashboard to focus efforts on improving service availability, service performance, and client satisfaction.</li> <li>g) Develop a disaster recovery / business continuity plan to mitigate risk of disruption to ongoing PEO operations.</li> <li>h) Develop a guide to CASL for Chapters to facilitate common understanding, compliance and mitigate risk.</li> </ul>	<p>Completed in 2015</p> <p>CCB16 - \$170,000 <i>(does not include website)</i></p> <p>Consultant for defining project requirements - \$75k</p> <p>Existing staff and IT vendor support resources</p> <p>COB16 - \$5.1k / month to obtain near real time disaster recovery on infrastructure</p> <p>Expect completion in 2015</p>
<p><b>Incremental Cost for Operational Goal Area</b></p>		<p><b>\$411,200</b></p>

**STAFF, VOLUNTEERS & COUNCIL**

Strategic Objective [WHAT]	Strategy [HOW]	2016 Budget Implications
<p><b>E1. PEO has a sustainable organization-wide continuous-improvement culture</b></p>	<ul style="list-style-type: none"> <li>a) <b>Establish IT Service Management controls and IT Project Management controls to increase predictability create efficiency and meet stakeholder needs.</b></li> <li>b) Develop GLP training modules to enhance the skills of the GLP members and effectiveness of the GLP.</li> <li>c) Develop a Reference / FAQ Guideline module to improve access to information and enhance the learning opportunity for Chapter volunteers.</li> <li>d) Develop Chapter financial management training module for Chapter Chairs and Treasurers to broaden understanding of fiscal processes and enhance accountability.</li> <li>e) Update Employee Manual to ensure that PEO policies are in compliance with legislation and industry best practices; and post on SharePoint to enhance access to current information for all staff and facilitate common understanding and compliance.</li> <li>f) Harmonize generic volunteer orientation with committee-specific on-boarding to improve volunteer understanding of PEO policies and volunteer engagement.</li> <li>g) Develop Volunteer Manual to improve volunteer understanding of PEO policies and enhance access to current information.</li> <li>h) Provide Privacy Policy training to volunteers and staff to facilitate common understanding and compliance.</li> <li>i) Conduct a member survey to assess relevance of PEO to</li> </ul>	<p>COB – D630 – Development – Staff &amp; Volunteers (\$5,000)</p> <p>Expect completion in 2015</p> <p>Expect completion in 2015</p> <p>Existing staff resources</p> <p>Expect completion in 2015</p> <p>Existing staff resources</p> <p>Expect completion in 2015</p>

	their needs.	Existing staff resources if conducted using Survey Monkey. Council may request that a 3 <sup>rd</sup> party vendor conduct survey.
<b>E2. PEO's governance approach is robust, transparent and trusted</b>	<ul style="list-style-type: none"> <li>a) Develop and publish series of articles on aspects of PEO governance and best practices for governance of regulatory bodies.</li> <li>b) Review election costs and procedures of other Constituent Associations and develop a proposal for PEO elections that enhances efficiencies and controls costs.</li> <li>c) Develop a Councillor orientation program to improve new Councillor on-boarding.</li> <li>d) Develop a briefing note training program for staff and volunteers to improve the quality of submissions to Council and to enhance decision-making at Council.</li> <li>e) Develop and implement an electronic queuing and voting application for Council meetings to enhance the effectiveness of the Council Chair and improve meeting efficiency.</li> <li>f) Develop Council / Executive Committee motion tracking system to improve research capabilities and enhance Council oversight.</li> </ul>	<p>COB16 – within existing staff resources and T-430 (\$2,500 for possible freelance writing)</p> <p>Expect completion in 2015</p> <p>Completed</p> <p>Expect completion in 2015</p> <p>CCB16 - \$30,000</p> <p>Completed</p>
<b>E3. Chapters are engaged in the regulatory mandate of PEO</b>	<ul style="list-style-type: none"> <li>a) Develop a Licensure Assistance Program (LAP) orientation training module to improve access and enhance the learning opportunity for Interns and Guides.</li> <li>b) Constitute a Chapter IT Governance Task Group to develop Chapter IT standards and best practices and enhance communication between Chapters and PEO on Chapter IT issues.</li> <li>c) Plan and implement combined Volunteer Leadership</li> </ul>	<p>COB – D630 – Development – Staff &amp; Volunteers (\$5,000)</p> <p>Expect completion in 2015</p> <p>Expect completion in 2015</p>

	Conference involving leaders from both chapters and committees / task forces to be held in conjunction with the PEO Annual General Meeting to facilitate common understanding of regulatory issues among all volunteers.	
<b>E4. Equity and diversity values and principles are integrated into the general policy and business operations</b>	a) Online equity and diversity training module is available to all ARC and ERC members. Introduce mandatory equity and diversity and AODA training for all ARC and ERC members.	COB- F245 – within existing staff resources
<b>E5. Organizational renewal is ensured through succession plans and talent management strategies</b>	a) Conduct analysis of volunteer database to identify committee HR plan gaps and turn-over rate. b) Develop succession plans and talent management strategies to enhance operational effectiveness.	Existing staff resources  Existing staff resources
<b>E6. PEO is recognized as an employer of choice</b>	a) Conduct an employee job satisfaction survey to assess and improve employee engagement and morale. b) Develop an employer-of-choice strategy to increase employee engagement; enhance preservation of the knowledge base; promote employee satisfaction; and improve organizational performance.	Expect completion in 2015  COB - D645 – Benefit Administration (\$2,500)
<b>Incremental Cost for Staff Volunteers and Council Goal Area</b>		<b>\$45,000</b>
<b>Total Incremental Cost for entire Strategic Plan</b>		<b>\$548,975</b>

## 2016 DRAFT CAPITAL BUDGET

**Purpose:** To review the 2016 draft capital budget.

**No motion required**

**Prepared by:** Maria Cellucci, CA, CPA

### 1. Status Update

In accordance with the Council approved PEO business planning cycle, the draft capital budget (**Appendix A**) is provided to Council for review.

Council's feedback will be incorporated into the final 2016 capital budget to be presented at the November 2015 meeting.

The key highlights of the 2016 draft capital budget are summarized below.

The total capital budget for 2016 is \$1.4m and is comprised of the following parts:

- 1) Capital improvements to 40 Sheppard - \$477k;
- 2) Facilities - \$20k; and
- 3) Information Technology - \$927k.

#### 1) Capital improvements to 40 Sheppard

All of these capital improvements are considered to be Common Area Maintenance costs (CAM) and are therefore, recoverable from tenants and were recommended by BGIS in the Asset Funding Needs Report prepared in June, 2015. The significant planned improvements in 2016 include:

- \$188k for mechanical update of the original hydraulic elevator from 1986;
- \$59k for the painting of underground garage walls to protect concrete and improve look;
- \$57k for the replacement of insulated glazing units of 35 exterior windows;
- \$51k for replacement of three overhead exterior doors (garage overhead and loading);
- \$25k for the paving of entrance to underground parking lot; and
- \$24k for restoration of exterior building walls.

#### 2) Facilities

The only planned outlay for 2016 is the purchase of needed office furniture.

#### 3) Information Technology ("IT")

Significant IT projects planned for 2016 include:

- \$250k for replacement of Audio-visual provider and equipment to provide a reliable solution for conducting of ARC/ERC interviews;
- \$215k to update aging hardware in the LAN room which is required for safety and security;
- \$75k to update the internal facing intranet; and
- \$60k to replace ABM which is an older budgeting program.



The above expenditures are specific to PEO operations and are planned to leverage current technologies to automate processes and raise the effectiveness and efficiency of day-to-day regular PEO operations.

## **2. Background**

Council approved the following motions in the May 29, 2015 meeting:

That Council:

- a) Receive the 2016 Budget Assumptions, as presented in C-501-2.1, Appendix A and as recommended by the Finance Committee; and
- b) Direct the Registrar to initiate the budgeting process, per PEO's Budgeting Cycle, and provide the 2016 operating budget and capital budgets at the September 2015 Council meeting based on the received assumptions

As per Council direction, the senior management team and staff began work on the 2016 capital budget and 2015 forecast in July. A draft copy of the 2016 capital budget was completed in late August and distributed to the Finance committee prior to its meeting on September 1, 2015.

During this meeting, the Finance Committee met with the members of the senior management team to review the first draft of the 2016 capital budget. The Finance Committee agreed that the draft version of the 2016 capital budget be presented to Council for information (and feedback).

## **3. Appendices**

- **Appendix A** – 2016 Draft Capital Budget

**Professional Engineers Ontario**  
**2016 Capital Budget**  
**Draft - Sept 1, 2015**

**C-502-2.6**  
**Appendix A**

EP	Cost Object	Project Name	Project Benefit Assumptions	FY2016 Budget
CS	40 Sheppard (recoverable)	Terminal and Package Units - Heat Pump Replacement	Many original to building, average replacement per year is three (3)	\$21,206
CS	40 Sheppard (recoverable)	Exterior Windows - Windows – Insulated Glazing Units	Many original to building, average replacement per year is thirty-five (35)	\$56,650
CS	40 Sheppard (recoverable)	Plumbing Fixtures - Custodial/Utility Sinks Renewal	Damaged, requires replacement	\$3,122
CS	40 Sheppard (recoverable)	Pedestrian Paving - Pavement – Unit Pavers North Renewal	Health & Safety issue – possible trip and fall hazard	\$24,734
CS	40 Sheppard (recoverable)	Exterior Doors - Garage Overhead & Loading Dock Door Renewal	Nearly thirty years old, frequent issues that can impede access and exit of parking garage	\$51,332
CS	40 Sheppard (recoverable)	Elevators and Lifts - Elevators – Mechanical Upgrade Hydraulic Parking Garage Elevator	Original Elevators – Consultant recommendation	\$188,496
CS	40 Sheppard (recoverable)	Wall Finishes - Paint Underground Garage Walls	Protect unpainted concrete and improve look of garage	\$58,467
CS	40 Sheppard (recoverable)	Floor Finishes - Paint Penthouse Floors with Epoxy finish	To protect new equipment from damage from the dust from the unpainted floor	\$11,192
CS	40 Sheppard (recoverable)	Exterior Walls - Exterior Building Restoration	Remove stain from exterior, to assist in leasing vacant space	\$24,457
CS	40 Sheppard (recoverable)	Wall Finishes - Stairwell Vinyl Baseboard Replacement	Replace damaged and non-cleanable baseboards	\$3,729
CS	40 Sheppard (recoverable)	Plumbing Fixtures - Hot Water Tank Replacement	Have reached life expectancy and they are starting to leak and are not functioning at top performance	\$10,232
CS	40 Sheppard (recoverable)	Exterior Doors - Replace Three (3) Ground Floor Exterior Doors	Damaged and complaints from tenants because of drafts	\$16,488
CS	40 Sheppard (recoverable)	Wall Finishes - Repaint Loading Dock Floors and Walls	Protect unpainted concrete from damage and improve look of the area.	\$6,686
<b>Subtotal – 40 Sheppard</b>				<b>\$476,791</b>
CS	Facilities	Office Furniture	Provide for needed office furniture throughout the year	\$20,000
<b>Subtotal - Facilities</b>				<b>\$20,000</b>
ITS	InfoSys	APTIFY Phase 2 (Case Management)	Improved case management dashboard with enhanced tracking capabilities	\$30,000
ITS	InfoSys	APTIFY Phase 2 (Searchable Database)	Public facing searchable database of decisions by infraction	\$30,000
ITS	InfoSys	Update the Internal Facing Intranet	Re-deploy based on best practises to build foundation from which to offer new services	\$75,000
ITS	InfoSys	Update the Public Facing Website	Custom look and feel with responsive design	\$50,000
ITS	InfoSys	Create an online expense form integrated with Dynamics	Effective integration with Microsoft Dynamics	\$30,000
ITS	InfoSys	Create online attendance records / vacation scheduling	Reduce paper, streamline the process	\$10,000
ITS	InfoSys	Create an online meeting calendar	Improve communications	\$10,000
ITS	InfoSys	Create online budget / actual KPI reporting	Reduce paper, streamline the process	\$30,000
ITS	InfoSys	Create online requisition for Purchase Orders	Reduce paper, streamline the process	\$7,500
ITS	InfoSys	Create an online expense appeals form	Reduce paper, streamline the process	\$7,500
ITS	InfoSys	Update PO system in Solomon	Integrated system has better accuracy and efficiency.	\$5,000
ITS	InfoSys	Replace ABM	More efficient and accurate budget processing	\$60,000
ITS	InfoSys	Assess PEO for Payment Card Industry (PCI) Compliance	Effective compliance with industry standards and addressing system shortfalls	\$35,000
ITS	InfoSys	Replace Audio / Visual (A/V) provider	Provide a reliable solution to improve effectiveness of meeting spaces	\$250,000
ITS	InfoSys	Council Automation Application (CAA)	Tool for use by council and committees will provide system efficiency improvements	\$30,000
ITS	InfoSys	Canadian Anti SPAM Law (CASL)	To ensure required compliance with Canadian rules and regulations	\$15,000
ITS	InfoSys	Wireless A/V display in meeting rooms	Provide wireless A/V in select meeting rooms for more productive meetings	\$2,000
ITS	InfoSys	Update aging hardware in LAN room	Devices are reaching end of software life and replacement is required for safety and security	\$215,000
ITS	InfoSys	Update PC's & Laptops	PC's and meeting room laptops requested for improved meeting and employee effectiveness	\$30,000
ITS	InfoSys	Replace Graphics Printer	Eight year old printer needs to be replaced to improve efficiency.	\$5,000
<b>Subtotal - Information Technologies</b>				<b>\$927,000</b>
<b>TOTAL 2016 Capital Budget</b>				<b>\$1,423,791</b>

## CONSENT AGENDA

**Purpose:** To approve the items contained in the consent agenda

**Motion(s) to consider:** (requires a simple majority of votes cast to carry)

***That the consent agenda be approved.***

**Prepared by:** Dale Power, Secretariat Administrator

Routine agenda items that may be approved without debate are included in a consent agenda and may be moved in a single motion. However, the minutes of the meeting will reflect each item as if it was dealt with separately. Including routine items on a consent agenda expedites the meeting.

Items included on the consent agenda may be removed and dealt with separately if they contain issues or matters that require review.

Please review the minutes ahead of time for errors or omissions and advise Dale Power (416-224-1100, ext. 1130 or [dpower@peo.on.ca](mailto:dpower@peo.on.ca)) if there are any required revisions prior to the meeting so that the minutes, when presented, may be considered within the consent agenda.

The following items are contained in the consent agenda:

- 3.1 Minutes – 238<sup>th</sup> Executive Committee meeting – January 20, 2015
- 3.2 Minutes – 501<sup>st</sup> Council meeting – May 29, 2015
- 3.3 Appointment of Regional Election and Search Committees
- 3.4 Approval of CEDC Applications
- 3.5 Changes to Committees/Task Forces Roster
- 3.6 Audit Committee Terms of Reference

## **MINUTES – 238th Executive Committee – January 20, 2015**

**Purpose** – To ratify the minutes of the 238th Executive Committee meeting

**Motion(s) to consider:** (requires a simple majority of votes cast to carry)

*That the minutes of the 238th meeting of the Executive Committee, held on January 20, 2015, as presented to the meeting at C-502-3.1, Appendix A, be ratified.*

Prepared by: Dale Power, Secretariat Administrator

### **1. Need for PEO Action**

To practice best business practices, Council should formally record its consent to the actions taken by the Executive Committee.

The Executive Committee, at its meeting held August 11, 2015, confirmed that the attached minutes from the 238th meeting of the Executive Committee, held January 20, 2015, accurately reflect the business transacted at that meeting.

### **2. Current Policy**

It is PEO convention that Council ratify minutes of Executive Committee meetings.

### **3. Appendices**

- Appendix A – Minutes of the 238<sup>th</sup> Meeting of the Executive Committee



# Minutes

The 238<sup>th</sup> Meeting of the EXECUTIVE COMMITTEE of PROFESSIONAL ENGINEERS ONTARIO was held at PEO Offices, 40 Sheppard Avenue West, Toronto, Ontario on Tuesday, January 20, 2015 at 3:00 p.m.

Present: J. D. Adams, P.Eng., President and Chair  
A. Bergeron, P.Eng., Past President  
T. Chong, P.Eng., President Elect  
G. Comrie, P.Eng., Vice President [via teleconference, minutes 14-23 to 14-29]  
M. Wesa, P.Eng., Vice President  
R. Huang, LL.B. (via teleconference)  
R. Willson, P. Eng.

Staff: G. McDonald, P.Eng., Registrar [minutes 14-23 to 14-30 except 14-24]  
R. Martin  
F. Goncalves, CHRP  
M. Price, P.Eng. [minutes 14-25 to 14-30]  
L. Latham, P.Eng. [minutes 14-23 to 14-30 except 14-24]  
J. Zuccon, P.Eng. [minutes 14-23 to 14-30 except 14-24]  
J. Max [minute 14-25 only]  
D. Power

Regrets: N. Colucci, P.Eng.  
S.W. Clark, LL.B.

## CALL TO ORDER

Notice having been given and a quorum being present, President Adams, acting as Chair, called the meeting to order.

## 14-23 APPROVAL OF AGENDA

Moved by Councillor Willson, seconded by Vice President Wesa:

That:

- a) the agenda, as presented to the meeting at E-238-1.1, Appendix A, be approved, and
- b) the Chair be authorized to suspend the regular order of business.

**CARRIED**

Moved by President Elect Chong, seconded by Vice President Wesa:

**That the Executive Committee move in camera.**

**CARRIED**

## 14-24 IN-CAMERA SESSION

While in camera, the Executive Committee:

- a) Verified the in-camera minutes of the 237<sup>th</sup> Executive Committee meeting held October 21, 2014;
- b) Verified the Registrar's Investigation in-camera minutes of the

237<sup>th</sup> Executive Committee meeting held October 21, 2014;

- c) Discussed next steps regarding the Registrar's Investigation with legal counsel.

**14-25**

**Letter to the Office of the Fairness Commissioner Regarding Proposed Limited License – C of A Regulation**

A proposed letter from the Registrar to the Office of the Fairness Commissioner, in response to their general concerns about the continued use of 12 months' supervised Canadian experience and its increase to four years in the proposed limited license changes, was presented for approval.

Moved by Vice President Comrie, seconded by President Elect Chong:

**That the Registrar's letter to the Office of the Fairness Commissioner (OFC), as found in Appendix A, be approved and submitted to the OFC.**

**CARRIED**

**14-26**

**MINUTES – 237<sup>th</sup> Executive Committee Meeting – October 21, 2014**

The Committee reviewed the minutes of the 237<sup>th</sup> Executive Committee meeting held October 21, 2014.

Moved by President Elect Chong, seconded by Councillor Willson:

**That the minutes of the 237th open session meeting of the Executive Committee as amended accurately reflect the business transacted at that meeting.**

**CARRIED**

**14-27**

**Nominations for the Canadian Engineering Qualification Board (CEQB) member-at-large Position**

The Committee was advised that seven PEO candidates were considered in consultation with the Academic Requirements Committee (ARC) and Experience Requirements Committee (ERC) and that the criteria for the two names put forward included familiarity with the details of admission procedures, examinations and professional practice issues such as ethics, discipline and enforcement and continuing competence. Candidates from all of the provincial associations are being considered for the two member-at-large positions.

Moved by Past President Bergeron, seconded by Vice President Comrie:

**That the Executive Committee, on behalf of Council, nominate William Jackson, P.Eng. and J. Allen Stewart, PhD., P.Eng. to serve on the Canadian Engineering Qualifications Board (CEQB) as Members-at-large, pending approval by Engineers Canada.**

**CARRIED**

**14-28**

**Nomination of Potential Members For the Building Safety Technical Advisory**

PEO received an invitation from the Ministry of Municipal Affairs and Housing (MMAH) to nominate two individuals with expertise to serve on the newly established Building Safety Technical

**Panel**

Advisory Panel (BSTAP). In light of the very short notice to meet the deadline submission date, the volunteer opportunity was communicated to members of the Professional Standards Committee and Elliot Lake Advisory Committee.

Moved by Past President Bergeron, seconded by Councillor Willson:

**That the Executive Committee nominate Chris Roney, P.Eng. and Neil Kennedy, P.Eng. to submit an application through the Public Appointment Secretariat to serve on the Building Safety Technical Advisory Panel (BSTAP).**

**CARRIED**

**14-29**

**Article – Significant Challenges to the Engineering Profession**

The Registrar advised that Peter DeVita's submission will appear in an edited version as a viewpoint article in an upcoming issue of Engineering Dimensions.

Topics for upcoming plenary sessions, including the article submitted by Peter DeVita, were discussed. There were some objections to using the February plenary session for non-regulatory items. President Adams determined that there would be two topics for the February Council meeting plenary session, including a presentation on the 8<sup>th</sup> floor and the letter from Engineers Canada regarding the Education Credential Assessment (ECA) Program.

**14-30**

**Executive Committee Items**

**2015 Volunteer Leadership Conference Planning Committee (VLCPC)**

Councillor Willson provided an update. He had suggested to the Enforcement Committee that ideas regarding topics, etc. be forwarded through the staff representative. This message should also be relayed to all Council liaisons. Topics should be germane to both groups. Ms. Goncalves will prepare a summary of the planning committee mandate and a preamble on progress to date following the next meeting of the VLCPC Committee so that this information can be shared with all Committee Chairs and at upcoming congresses.

**Recommendation from Regional Councillors Committee (RCC) for Governance Review**

The Registrar reported that RCC is preparing a motion regarding an assessment/review of governance work done in the past. Councillor Willson added that the motion will recommend that the Executive Committee direct the Registrar to provide a status report regarding the implementation of previously approved recommendations by Council with respect to governance. Given the importance of this matter the President may call an Executive Committee meeting prior to the next meeting scheduled for August 2015.

There being no further business, the meeting concluded.

These minutes consist of minutes 14-23 to 14-30 inclusive and four pages.

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J. D. Adams, P.Eng., President and Chair

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G. McDonald, P.Eng., Registrar

DRAFT



## **OPEN SESSION MINUTES – 501<sup>st</sup> Council Meeting – May 29, 2015**

**Purpose:** To record that the minutes of the open session of the 501<sup>st</sup> meeting of Council accurately reflect the business transacted at that meeting.

**Motion(s) consider:** (requires a simple majority of votes cast to carry)

***That the minutes of the 501<sup>st</sup> meeting of Council, held May 29, 2015, as presented to the meeting at C-502-3.2, Appendix A, accurately reflect the business transacted at that meeting.***

Prepared by: Dale Power, Secretariat Administrator

### **1. Need for PEO Action**

To practice best business practices, Council should record that minutes of an open session of a meeting of Council accurately reflect the business transacted at a meeting.

### **2. Current Policy**

Section 25(1) of By-Law No. 1 states that meetings of PEO are to be governed by *Wainberg's Society Meetings*. Rule 27.5 of *Wainberg's* states that "There is no legal requirement to have minutes verified, but it is considered good practice. The motion does not by itself ratify or adopt the business transacted; it merely verifies the minutes as being correct [a correct record of the discussions held and decisions made at the meeting]."

### **3. Appendices**

- Appendix A - Minutes – 501<sup>st</sup> Council open session meeting – May 29, 2015



# Minutes

C-502-3.2  
Appendix A

The 501<sup>st</sup> MEETING of the COUNCIL of PROFESSIONAL ENGINEERS ONTARIO (PEO) was held at PEO Offices, 40 Sheppard Avenue West, Toronto, Ontario on Friday, May 29, 2015 at 9:00 a.m.

- Present:
- T. Chong, P.Eng., President and Chair
  - J. D. Adams, P.Eng., Past President
  - G. Comrie, P.Eng., President-elect
  - B.Dony, P.Eng., Vice President (Appointed) – [via teleconference]
  - I. Bhatia, P.Eng.
  - D. Brown, P.Eng.
  - N. Colucci, P.Eng. [Plenary session only]
  - B. Dony, P.Eng.
  - S. K. Gupta, P.Eng.
  - R. J. Hilton, P.Eng. [via teleconference – minutes 115528 – 1154 only]
  - R. Huang, LL.B.
  - R. Jones, P.Eng.
  - C.M. Kidd, P.Eng.
  - L. King, P.Eng.
  - B. Kossta
  - E. Kuczera, P.Eng.
  - D. Preley, P.Eng.
  - S. Reid, C.Tech.
  - S. Robert, P.Eng.
  - C. Sadr, P.Eng.
  - R.K. Shreewastav, P.Eng.
  - M. Spink, P.Eng.
- Regrets:
- D. Chui, P.Eng.
  - R. A. Fraser, P.Eng.
  - M. Long-Irwin
  - P. J. Quinn, P.Eng.
  - G. McDonald, P.Eng., Registrar
- Staff:
- S.W. Clark, LL.B.
  - M. Celluci
  - C. Mucklestone
  - L. Latham, P.Eng.
  - M. Price, P.Eng.
  - A. Zimmerman
  - J. Zuccon, P.Eng.
  - R. Martin
  - D. Power

Guests: A. Bergeron, P.Eng., PEO Director, Engineers Canada [minutes 11535 – 11541 only]  
K. Chan, P.Eng., President & Chair OSPE [Plenary session only]  
D.L. Freeman, P.Eng., PEO Director, Engineers Canada [minutes 11522 – 11541, except minute 11534]  
[via teleconference, minutes 11522 – 11541, except 11534]  
C.D. Roney, P.Eng., PEO Director, Engineers Canada [via teleconference minutes 11522 – 11541, except minute 11534]  
S. Cornish, Attorney General's Office [11528 – 11541, except minute 11534]  
A. Lewis, Attorney General's Office [11526 – 11541, except minute 11534]

On Thursday evening, Council held a plenary session to discuss the OSPE Strategic Plan and the Continuing Professional Development, Competency and Quality Assurance Task Force (CPDCQA TF) Update.

Council convened at 9:00 a.m. Friday, May 29, 2015.

#### **CALL TO ORDER**

Notice having been given and a quorum being present, the Chair called the meeting to order.

**11522**

#### **WAIVER OF NOTICE – ITEM 3.4 – REPRESENTATIVE TO ENGINEERS CANADA AUDIT COMMITTEE**

Moved by Councillor Gupta, seconded by Councillor Bhatia:

**That Council waive notice for item 3.4 – Nomination of PEO representative to the Engineers Canada Audit Committee.**

**[Secretariat Note: Subsequent to the 501 Council meeting unanimous consent was obtained.]**

**11523**

#### **APPROVAL OF AGENDA**

Moved by Councillor Kuczera, seconded by Councillor Kossta:

**That:**

- a. the agenda, as presented to the meeting at C-501-1.1, Appendix A be approved, and**
- b. the Chair be authorized to suspend the regular order of business.**

**CARRIED**

**11524**

#### **PRESIDENT'S REPORT**

President Chong reported that:

- Further to the presentation by Karen Chan at the May 29, 2015 Council Plenary session which resulted in fruitful discussion, President Chong expressed commitment to work with OSPE to strengthen the engineering profession for productive and continuous discussions through the Joint OSPE Relations Committee;
- The first joint OSPE/PEO Big Bike Ride corporate challenge event will be held on June 4, 2015 to raise money for heart and stroke.
- On behalf of Council, congratulated former LGA Councillor Chris Roney on his successful election as President Elect of Engineers Canada at their Annual General Meeting held May 23, 2015. As agreed by Council, Chris Roney will continue on as one of PEO's Engineers Canada Directors until 2018;

- On behalf of Council congratulated Councillors Preley and Shreewastav on receiving the Ontario Amethyst Award at a ceremony at the Sony Centre for the Performing Arts in Toronto on May 28, 2015;
- The newest members of PEO's Senior Management Team (Maria Cellucci, Connie Mucklestone and Alan Zimmermann) were welcomed.

**11525  
REGISTRAR'S REPORT**

There was no report.

**11526  
2016 BUDGET ASSUMPTIONS**

Moved by Councillor Gupta, seconded by Councillor Kidd:

**That the 2016 Budget Assumptions, as presented at C-501-2.1, Appendix A and as recommended by the Finance Committee be approved.**

**That the Registrar be directed to initiate the budgeting process, per PEO's Budgeting Cycle, and provide the 2016 operating budget and capital budgets at the September 2015 meeting based on the approved assumptions.**

Moved by Councillor Jones, seconded by Councillor Gupta:

**That the main motion be amended by replacing "approved" with "received".**

**AMENDMENT CARRIED**

**That the 2016 Budget Assumptions, as presented at C-501-2.1, Appendix A and as recommended by the Finance Committee be received.**

**That the Registrar be directed to initiate the budgeting process, per PEO's Budgeting Cycle, and provide the 2016 operating budget and capital budgets at the September 2015 meeting based on the approved assumptions.**

**MAIN MOTION AS AMENDED CARRIED**

**11527  
CONTINUING PROFESSIONAL  
DEVELOPMENT, COMPETENCY AND  
QUALITY ASSURANCE TASK FORCE  
(CPDCQA TF) TERMS OF REFERENCE**

At its March 2014 meeting, Council approved the Terms of Reference for the Continuing Professional Development, Competency and Quality Assurance Task Force (the Task Force) and its initial membership structure.

Included in the Terms of Reference is a requirement for a member of the Executive Committee to assume the role of Chair of the Task Force. The Executive Committee member appointed as Chair was Past President Bergeron. In order not to disrupt the work of the Task Force and given

that the Task Force's work is expected to be completed by the end of 2015, Council was asked to consider amendments to the Terms of Reference of the Task Force that would provide the Task Force with membership continuity.

Moved by Councillor Brown, seconded by Councillor Kossta:

**That Council approve the amendments to the Continuing Professional Development, Competency and Quality Assurance Task Force Terms of Reference as presented at C-501-2.2, Appendix A.**

**CARRIED**

**11528  
PROCESS FOR PRESIDENT'S AWARD**

At its March 2015 meeting Council recommended that staff develop and present a process regarding the selection of an award recipient for the President's Award for approval at the May Council meeting to ensure that, in future, appropriate consultation with the President and Council take place.

Moved by Councillor Brown, seconded by Councillor Sadr:

**That Council approve the process for the selection and approval of the President's Award, as presented to the meeting at C-501-2.3, Appendix A.**

**CARRIED**

**11529  
CONSENT AGENDA**

Moved by Councillor Kossta, seconded by Councillor Sadr:

**That the Consent Agenda be approved.**

**CARRIED**

Included on the consent agenda:

- 3.1 Minutes – 499<sup>th</sup> Council Meeting – March 27, 2015
- 3.2 Minutes – 500<sup>th</sup> Council Meeting – April 25, 2015
- 3.3 Changes to Committees/Task Forces Roster
- 3.4 Nomination of PEO Representative to Engineers Canada Audit Committee

[Note: minutes 11530 to 11533 reflect the motions provided in the briefing notes presented to the meeting.]

**11530  
MINUTES – 499<sup>TH</sup> COUNCIL MEETING –  
MARCH 26-27, 2015**

**That the minutes of the open session of the 499<sup>th</sup> meeting of Council, held on March 27, 2015 as presented to the meeting at C-501-5.1, Appendix A accurately reflect the business transacted at that meeting.**

**CARRIED**

**11531  
MINUTES – 500<sup>TH</sup> COUNCIL MEETING –  
APRIL 25, 2015**

**That the minutes of the open session of the 500<sup>th</sup> meeting of Council, held on April 25, 2015 as presented to the meeting at C-501-5.2, Appendix A accurately reflect the business transacted at that meeting.**

**CARRIED**

**11532  
CHANGES TO COMMITTEES/TASK FORCES  
ROSTER**

**That Sections 1 (Board Committees) and 2 (Other Committees Reporting to Council) of the 2015 PEO Committees and Task Forces Membership Roster be approved as presented at C-501-3.3, Appendices A and B.**

**CARRIED**

**11533  
NOMINATION OF PEO REPRESENTATIVE  
TO ENGINEERS CANADA AUDIT  
COMMITTEE**

On May 24, 2015 PEO received a request from Kim Allen, Chief Executive Officer, sent on behalf of the Engineers Canada Executive Committee, who are responsible for developing a slate of candidates for appointment to Board committees.

**That Maria Cellucci, CPA, CA, be nominated for a one year term to the Engineers Canada Audit Committee, from June 2015 to June 2016.**

**CARRIED**

**11534  
IN-CAMERA SESSION**

Moved by Councillor Jones, seconded by Councillor Gupta:

**That Council move in camera.**

**CARRIED**

While in-camera, Council:

- a) verified the in-camera minutes from the 499<sup>th</sup> meeting of Council held March 27, 2015;
- b) received decisions and reasons of the Discipline Committee;
- c) received a legal update on legal actions in which PEO is involved;
- d) there were no issues reported regarding PEO's Anti-Workplace Violence and Harassment Policy.

Moved by Councillor Sadr, seconded by Councillor Jones:

**That Council return to open session.**

**CARRIED**

**11535  
APTIFY UPDATE**

An update was provided to inform Council of the Aptify management strategy, how updates will be provided going forward and to provide a current project status update including a Gantt Chart reflecting timelines. The "Go Live" date has been delayed to mid January 2016 due to the upcoming departure of a Senior IT Business Analyst who was working on the Aptify project.

**11536  
MEMBERSHIP SATISFACTION SURVEY**

An update was provided to Council on a strategic plan initiative that PEO conduct a member survey. Suggestions were provided on how to obtain optimum feedback from members such as reducing the time commitment to complete the survey by reducing the number of questions, engaging a survey expert to provide strategies or working with Ipsos Reid to phone members to illicit responses.

**11537**

Councillor Dony, Vice Chair of the Legislation Committee, advised that

**LEGISLATION COMMITTEE**

the committee is looking forward to a productive year.

**11538  
COUNCILLOR ITEMS**

Notice of Items – Councillor Spink advised that she would like to put forward notice of items for the following:

- a) No person should issue letters to outside organizations or bodies on PEO letterhead without prior screening by the Registrar in order to provide oversight when speaking on behalf of PEO.
- b) Direct the Professional Standards Committee to review the standards of practice and prioritize those requiring an update.

**11539  
ENGINEERS CANADA UPDATE**

President-elect Comrie provided the Engineers Canada update.

Highlights included:

- An overview of the May Annual General Meeting in Calgary;
- The proposed Educational Assessment Program;
- Engineers Canada’s Governance structure including the creation of new Executive Limitations;
- The Engineers Canada retreat planned for June 6 to 10, 2015 in Winnipeg.

Engineers Canada Director Roney provided further insights regarding Engineers Canada’s governance structure.

Councillor Shreewastav provided a brief report on the Accreditation Workshop held on May 6, 2015.

**11540  
REGIONAL CONGRESS ISSUES REPORT**

There were no items brought forward for discussion or consideration.

**11541  
STATISTICS - COMPLAINTS, DISCIPLINE,  
LICENSING AND REGISTRATION**

There were no comments or queries regarding the complaints, discipline licensing and registration statistics.

There being no further business, the meeting concluded.

These minutes consist of five pages and minutes 11522 to 11541 inclusive.

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T. Chong, M.Sc., P.Eng., FEC, PMP, Chair

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G. McDonald, P.Eng., Registrar

## APPOINTMENT OF REGIONAL ELECTION AND SEARCH COMMITTEES

**Purpose:** To appoint the Regional Election and Search Committees for the 2016 Council elections

**Motion(s) to consider:** (requires a simple majority of votes cast to carry)

***That the following Regional Election and Search Committees for the 2016 Council elections be appointed:***

- 1. Western Regional Election and Search Committee;***
- 2. West Central Regional Election and Search Committee;***
- 3. Eastern Regional Election and Search Committee;***
- 4. East Central Regional Election and Search Committee; and***
- 5. Northern Regional Election and Search Committee***

Prepared by: Ralph Martin - Manager, Secretariat

Moved by: Dan Preley, P. Eng - Councillor

### **1. Need for Action**

Section 13(1) of Regulation 941 requires Council to annually appoint a Regional Election and Search Committee for each region.

The Regional Election and Search Committees for the 2016 Council elections are to be composed of the chair of each chapter in the region. (Section 13(1) of Regulation 941)

The Junior Regional Councillor in each region is to act as chair of his or her Regional Election and Search Committee. If unable to serve, the Committee is to select a chair from among its members. (Sections 13(2) and (3) of Regulation 941)

### **2. Proposed Action/Recommendation**

It is recommended that the Regional Election and Search Committees be appointed.

### **3. Next Steps (if motion approved)**

The Junior Councillor of each Region will be advised of the appointment and engage the Regional Election and Search Committees in encouraging members residing in the regional to seek nomination for election to the Council as a regional councillor. (Section 13(4) of Regulation 941)



## CONSULTING ENGINEER DESIGNATION APPLICATIONS

**Purpose:** Under Section 61(2) of Regulation 941 under the *Professional Engineers Act*, the Consulting Engineer Designation Committee (CEDC) may make recommendations to Council in respect of all matters relating to application for designation as a consulting engineer. The CEDC is recommending that Council approve the following motions.

**Motion(s) for Council to consider: (requires a simple majority of votes cast to carry)**

1. That Council approve the exemption from examinations and the applications for designation as Consulting Engineer as set out in Section 1 of Appendix A of Briefing Note C-502-3.4 presented to the meeting.
2. That Council approve the applications for re-designation as Consulting Engineer as set out in Section 2 of Appendix A of Briefing Note C-502-3.4 presented to the meeting.
3. That Council grant permission to use the title “Consulting Engineers” (or variations thereof) to the firms set out in Section 3 of Appendix A of Briefing Note C-502-3.4 presented to the meeting.

**Prepared by:** Lawrence Fogwill, P.Eng, Manager, Registration

**Moved by:** Councillor Santosh Gupta, P.Eng.

### 1. Need for PEO Action

Council needs to accept the recommendations of the Consulting Engineer Designation Committee (CEDC) with respect to the applications submitted for its consideration before the applicants are informed of the PEO’s decision with respect to their application.

### 2. Proposed Action / Recommendation

That Council approve/deny the applications for designation and redesignation.

### 3. Next Steps (if motion approved)

The applicants will be advised of Council’s decision with respect to their applications.

### 4. Peer Review & Process Followed

<b>Process Followed</b>	All applications were reviewed by PEO staff, the Regional Subcommittees of CEDC and later approved by CEDC on August 20, 2015.
<b>Council Identified Review</b>	Not applicable. Required by Regulation.
<b>Actual Motion Review</b>	As stated under above process.

### 5. Appendices

- Appendix A – Report of the Consulting Engineer Designation Committee
- Appendix B – Legal Implications

To the 502<sup>nd</sup> Meeting of the Council of Professional Engineers Ontario

**REPORT OF THE CONSULTING ENGINEER DESIGNATION COMMITTEE**

**Chair: Eric Nejat, P.Eng.**

- 1. The Committee has reviewed the following applications for DESIGNATION** and recommends to Council that these **13** applicants be exempted from examinations pursuant to Section 56(2) of O.Reg.941 and that they be considered for **DESIGNATION AS CONSULTING ENGINEER**, having met the requirements pursuant to Section 56(1) of O.Reg.941:

#	P.Eng.	Company Name	Address	Licence #
1.1	AHMED, MOHAMMED KHALEEL	Regal Engineering	201-2828 Kingsway Dr, Oakville ON, L6J 7M2	100069234
1.2	BUCZKOWSKI, KARL JOHN	Hastings & Aziz Ltd.	202-303 Richmond St, London ON, N6B 2H8	5914502
1.3	CHABOT, MARC MICHEL JOSEPH	CH2M Hill	300-72 Victoria St S, Kitchener ON, N2G 4Y9	90473745
1.4	CHOW, PHILIP MARK	H.H. Angus & Associates Ltd.	1127 Leslie St, North York ON, M3C 2J6	100114989
1.5	D'ORNELLAS, JASON ANDREW	Roar Engineering Inc.	7565 Danbro Cres, Mississauga ON, L5N 6P9	100089315
1.6	FROST, DUANE DONALD	Tacoma Engineers Inc.	176 Speedvale Ave W, Guelph ON, N1H 1C3	100061459
1.7	MACDONALD, MATTHEW GRAY	G.D. Jewell Engineering Inc.	1-71 Millennium Pky, Bellville ON, K8N 4Z5	100070271
1.8	NUNEZ DE VILLAVICENCIO HERNANDEZ, Catalina	Miurtec Inc.	55 Shoemaker St, Unit 1A, Kitchener ON, N2E 3B4	100142974
1.9	PANASIEWICZ, KRZYSZTOF	Origin and Cause Inc.	8-120 Watline Ave, Mississauga ON, L4Z 2C1	90189390
1.10	PRINCE, JEFFREY LEE	Ecosystem Recovery Inc.	550 Parkside Dr, Unit B1, Waterloo ON, N2L 5V4	100115049
1.11	SMITH, TERENCE DRISCOLL	T. Smith Engineering Inc.	707 Kipling Ave, Etobicoke ON, M8Z 5G4	100012996
1.12	WALTON, LAWRENCE EDWARD	NA Engineering Associates Inc.	993 Queen St, Kincardine ON, N2Z 2Y2	90291733
1.13	WONG, LUI	Con-Cast Pipe Inc.	299 Brock Road S, Guelph ON, N1H 6H9	100089372

- 2. The Committee has reviewed the following applications for REDESIGNATION** and recommends to Council that these **41** applicants be granted **REDESIGNATION AS CONSULTING ENGINEER**, having met the requirements pursuant to Section 57(2) of O.Reg.941:

#	P.Eng.	Company Name	Address	Licence #
2.1	ANGUS, HARRY GORDON	H.H. Angus & Associates Ltd.	1127 Leslie St, North York ON, M3C 2J6	1110014
2.2	ANOIA, JONI OSHALEM	TWD Technologies	905 Century Drive, Burlington	90431511

			ON, L7L 5J8	
2.3	BARILLARO, FILIPPO CARMELO	Oakhill Environmental Inc.	530A Eastchester Avenue, St Catharines ON, L2M 7P3	90462870
2.4	BELANGER, PAUL RENE	Belanger Engineering	23-1060 Britannia Rd E, Mississauga ON, L4W 4T1	3138955
2.5	CAPES, PAUL CLAYTON	R.J. Burnside & Associates Ltd.	3 Ronell Cres, Collingwood ON, L9Y 4J6	100056104
2.6	CHIESA, EDWARD	Edward Engineering Inc.	755 Connaught Ave, Sudbury ON, P3E 3W8	8019010
2.7	EL-HAMZAWI, ADEL MAHMOUD	El-Hamzawi Engineering Ltd.	1097 Old Mohawk Road, Ancaster ON, L9G 3K9	13028014
2.8	EMBREE, KENNETH DALE KERBY	Knight Piesold Ltd.	1400-750 West Pender St, Vancouver BC, V6C 2T8	100040332
2.9	ERION, LAWRENCE MARVIN	ERION, LAWRENCE MARVIN	1 Beckwith St E, Perth ON, K7H 1B2	13380019
2.10	FERRERA, RENZO	Collins-Ferrera Engineering Inc.	527 Murphy Rd, Sarnia ON, N7S 5B6	100016623
2.11	FILINOV, ZORAN	R.V. Anderson Associates Limited	400-2001 Sheppard Ave E, North York ON, M2J 4Z8	90206624
2.12	FRANKOVICH, STEVEN VINCENT	S. Llewellyn & Associates Ltd.	105-3228 South Service Rd, East Wing, Burlington ON, L7N 3N8	90405374
2.13	GHADBAN, ANWAR ALI	Bluescope Buildings North America Inc.	21-3070 Mainway Dr, Burlington ON, L7M 3X1	15902307
2.14	HALMOS, GEORGE THOMAS	Delta Engineering Inc.	305-11 William Carson Cres, North York ON, M2P 2G1	17982018
2.15	HEIDARI, SHAHRAM	Tarra Engineering and Structural Consultants Inc.	8977 Woodbine Ave, Markham ON, L3R 0J9	90541772
2.16	HUBBERT, JOHN DOUGLAS	J.D. Hubbert & Associates	200 Evans Ave, Etobicoke ON, M8Z 1J7	20712014
2.17	JONES, JAMES DONALD	MIE Consulting Engineers Ltd.	85 Don Valley Dr, East York ON, M4K 2J3	22406011
2.18	KELLER, HEINZ	Keller Engineering Associates Inc.	1390 Prince of Wales Dr, Ottawa ON, K2C 3N6	23221013
2.19	KHAWJA, HABIB ULLAH	Adee Consultants Ltd.	3383 Loyalist Dr, Mississauga ON, L5L 4Y4	23635014
2.20	KULBA, PETER JOHN	Brenik Engineering Inc.	10-201 Millway Ave, Concord ON, L4K 1K8	24914012
2.21	KURZUK, MARK KENNETH JOHN	Fieldcraft Engineering Limited	6047 6th Concession North, Amherstburg ON, N9V 0C8	90296922
2.22	LI, MING JIA	HL Engineering Ltd.	208-9030 Leslie St, Richmond Hill ON, L4B 2S7	100032069
2.23	MACKAY, MICHAEL HUGH	Englobe Corp.	7-1821 Albion Rd, Etobicoke ON, M9W 5W8	28166015
2.24	MARDUKHI, MOHAMMAD JAMIL	N.C.K. Engineering Ltd.	400-10 St Mary St, Toronto ON, M4Y 1P9	29047503
2.25	MCEWEN, LESLIE ROBERT GLENN	Robert G. McEwen & Associates Ltd.	326 Ashley St, Unit B, Foxboro ON, K0K 2B0	30343016
2.26	METZGER, KEITH MARLIN	Peritus Environmental	320 Woolwich St S, Breslau ON,	90288259

		Consultants Inc.	NOB 1M0	
2.27	MOREL, PIERRE LAURIER	Poyry (Montreal) Ltd.	700-5250 Ferrier St, Montreal QC, H4P 1L6	32565509
2.28	MYLES, DAVID WENDELL	EMCAD Consulting Engineers (1995) Inc.	7-1510 Woodcock St, London ON, N6H 5S1	33395500
2.29	POPA, LAURENTIU	Optimex Engineering Limited	4-45 Lancing Dr, Hamilton ON, L8W 2Z9	37104015
2.30	POWELL, WILLIAM GEORGE	McGregor-Allsop Limited	808-1 Concorde Gate, Box 65, Toronto ON, M3C 3N6	90314014
2.31	PRISTACH, DUSAN	Inviro Engineered Systems Ltd.	3-3530 Pharmacy Ave, Scarborough ON, M1W 2S7	37503018
2.32	PROPER, NATHANAEL JOHN	Tacoma Engineers Inc.	176 Speedvale Ave W, Guelph ON, N1H 1C3	90540972
2.33	ROOD, GERARDUS	Rood Engineering Inc.	9 Wilkinson Dr, Leamington ON, N8H 1A1	39593504
2.34	ROTTKO, JURAJ	Kyneta Group Inc.	948 Gardner Ave, Mississauga ON, L5E 1B4	90379421
2.35	SABATINI, ANTONIO	Ferro Anchors Ltd	34 Rebecca St, Oakville ON, L6K 1J1	90445008
2.36	SARVINIS, PHILIP	Read Jones Christoffersen Ltd.	500-144 Front St W, Toronto ON, M5J 2L7	90282195
2.37	SHARMA, PREM KUMAR	Vidya Engineering Services Inc.	2104 Lumberman Lane, Oakville ON, L6M 2Y9	41817602
2.38	SHEFFIELD, PETER	Peter Sheffield & Associates Ltd.	104-124 Laird Dr, Toronto ON, M4G 3V3	41951013
2.39	SMART, KENNETH ALFRED	K. Smart Associates Limited	85 McIntyre Dr, Kitchener ON, N2R 1H6	42994012
2.40	VITATERNA, ANDREW	ASI Group Ltd.	250 Martindale Rd, St Catharines ON, L2S 0B2	90197534
2.41	YAMAMOTO, RAY HIROYUKI	Moto Engineering Co. Inc.	909-51 Lower Simcoe St, Toronto ON, M5J 3A2	51374502

**3.** The Committee recommends to Council that the following **3 FIRMS** be granted **PERMISSION TO USE THE TITLE “CONSULTING ENGINEERS”**, having met the requirements pursuant to Section 68 of O.Reg.941:

#	Company Name	Address	Designated Consulting Engineer (s)
3.1	A2S ASSOCIATES LTD.	201-289 Cedar St, Sudbury ON, P3B 1M8	Steve Cairns, P.Eng.
3.2	CROSTHWAITE CONSULTING ENGINEERING INC.	51 Eastbourne Ave, Hamilton ON, L8M 2M6	Daniel Joseph Crosthwaite, P.Eng.
3.3	JENSEN HUGHES CONSULTING CANADA LTD.	135-13900 Maycrest Way, Richmond BC, V6V 3E2	Peter Senez, P.Eng and Mark Harrop, P.Eng.

## CONSULTING ENGINEER DESIGNATION APPLICATIONS

### Legal Implications/Authority

1. Pursuant to Section 56(2), Council has the authority to exempt an applicant from any of the examinations required by section 56(1) to be taken by an applicant for a Consulting Engineer Designation if Council is satisfied that the applicant has appropriate qualifications.

Pursuant to Section 56(1) Council **shall** designate as a Consulting Engineer every applicant for the Designation who meets the requirements set out in Section 56(1)(a-d). As a result there does not appear to be any discretion for Council to refuse applicants who meet the requirements.

2. Pursuant to Section 57(2) Council **shall** redesignate as a consulting engineer every applicant who meets the requirements of section 57(2) (a-c). As a result there does not appear to be any discretion for Council to refuse applicants who meet the requirements.

## CHANGES TO 2015 COMMITTEES AND TASK FORCES MEMBERSHIP ROSTER

**Purpose:** To approve changes to Sections 1 (Board Committees), 2 (Other Committees reporting to Council) and 5 (External Appointments) of the 2015 PEO Committees and Task Forces Membership Roster.

**Motion(s) to consider:** (requires a simple majority of votes cast to carry)

**That the recommended changes to the 2015 PEO Committees and Task Forces Membership Roster be approved as presented at C-502-3.5, Appendix A.**

**Prepared by:** Fern Gonçalves, CHRP, Director People Development

**Moved by:** Rakesh Shreewastav, P.Eng.

### 1. Need for PEO Action

It is the role of Council to approve annual rosters of committee members under the Committees and Task Forces Policy (Role of Council, Item 4), and authorize the membership of those volunteers who formally participate on its behalf through membership on committees and task forces. Furthermore, Council is asked to approve volunteer members serving on committees and task forces in accordance with PEO's insurance policy requirements.

Council approved a Roster of Committees and Task Forces at the November 21, 2014 meeting.

Appendix A sets out "Changes to Sections 1 (Board Committees), 2 (Other Committees reporting to Council) and 5 (External Appointments) of the Roster" that require Council approval at this time.

### 2. Proposed Action / Recommendation

Approve the changes to Sections 1, 2 and 5 of the 2015 PEO Committees and Task Forces Membership Roster as per the Committees and Task Forces Policy, Role of Council (Item 4).

### 3. Next Steps (if motion approved)

- a. If approved, the newly appointed and re-appointed members will be notified accordingly.
- b. The updated *2015 Committee and Task Force Membership Roster* will be posted on PEO's website.

### 4. Peer Review & Process Followed

<b>Process Followed</b>	Committees and Task Forces Policy – Role of Council <i>Item 4:</i> Approve the annual roster of committee members. Council delegates authority to make interim appointments to committees during the year to the Registrar, subject to Council confirmation at the next scheduled meeting.
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### 5. Appendices

- Appendix A – Changes to 2015 PEO Committees and Task Forces Membership Roster.

**Changes to Sections 1 (Board Committees), 2 (Other Committees Reporting to Council) and 5 (External Appointments) of the 2015 Committees and Task Forces Roster**

**502<sup>nd</sup> Council Meeting**

New appointments/re-appointments:

First/Last Name	Service	Committee
Craig Young, P.Eng., CPA, CMA	2015	Audit Committee (AUC)
Ed Nelimarkka, P.Eng., MBA	2015	Audit Committee (AUC)
Adrian Pierorazio, P.Eng., CD	2015	Consulting Engineer Designation Committee (CEDC) – Southern Subcommittee
Santosh Gupta, P.Eng.	2015	Consulting Engineer Designation Committee (CEDC) – Council Liaison
Steve van der Woerd, P.Eng., CD	2015	Consulting Engineer Designation Committee (CEDC) & its Southern Subcommittee
Changiz Sadr, P.Eng.	2015	Discipline Committee (DIC), appointed per S. 27. (1) 1
Warren Turnbull, P.Eng.	2015	Discipline Committee (DIC), appointed per S. 27. (1) 1
Hao Li	2015	Education Committee (EDU) – Student Representative
Joe Adams, P.Eng.	2015	Enforcement Committee (ENF)
Jason Green, P.Eng.	2015	Finance Committee (FIC) [re-appointed]
Ravi Gupta, P.Eng.	2015	Finance Committee (FIC) [re-appointed]
Ken McMartin, P.Eng.	2015	Finance Committee (FIC)
Jonathan Hack, P.Eng.	2015	Ontario Center for Engineering and Public Policy (OCEPP) Advisory Board – OSPE representative
George Comrie, P.Eng.	2015	Volunteer Leadership Conference Planning Committee (VLC PC) – EXE representative
Doug Hatfield, P.Eng.	2015	Volunteer Leadership Conference Planning Committee (VLC PC) – ACV representative
Chris Kan, P.Eng.	2015	Volunteer Leadership Conference Planning Committee (VLC PC) – ACV representative

The above volunteers for the Audit, Consulting Engineer Designation, Education, Enforcement and Finance Committees have completed a formal application process and, in consultation with the Committee Advisors, were evaluated by the Director, People Development. The members were approved by the Registrar to serve on the above committees in accordance with the *PEO Committee and Task Force Policy* (Section 7.4).

**Changes to Sections 1 (Board Committees), 2 (Other Committees Reporting to Council) and 5 (External Appointments) of the 2015 Committees and Task Forces Roster**

**502<sup>nd</sup> Council Meeting**

Changes to the Committee and Task Force Roster:

First/Last Name	Service	Committee
<b>Board Committees</b>		
Ewald Kuczera, P.Eng.	2015	Audit Committee (AUC) – Chair
Santosh Gupta, P.Eng.	2014	Audit Committee (AUC) – Vice Chair [re-elected]
Roger Jones, P.Eng.	2014	Finance Committee (FIC) – Chair [re-elected]
Nick Colucci, P.Eng.	2015	Finance Committee (FIC) – Vice Chair
David Brown, P.Eng.	2015	Finance Committee (FIC) Investment Subcommittee - HRC representative [re-appointed]
Roger Jones, P.Eng.	2015	Finance Committee (FIC) Investment Subcommittee – FIC representative [re-appointed]
George Comrie, P.Eng.	2015	Human Resources Committee (HRC) – Chair
<b>Other Committees reporting to Council</b>		
Roger Jones, P.Eng.	2015	Professional Standards Committee (PSC) – Council Liaison
Rob Willson, P.Eng.	2011	Discipline Committee (DIC), appointed per s. 27. (1) 4.
Pat Quinn, P.Eng.	2011	Discipline Committee (DIC), appointed per s. 27. (1) 1.

External Appointments:

First/Last Name	Service	Appointment
Galal Abdelmessih, P.Eng.	Feb – March 2016	Canadian Engineering Accreditation Board (CEAB) – General Visitor (GV) to University of Ontario Institute of Technology
Colin Cantlie, P.Eng.	November 2015	Canadian Engineering Accreditation Board (CEAB) – General Visitor (GV) to McMaster University
Tahir Shafiq, P.Eng.	November 2015	Canadian Engineering Accreditation Board (CEAB) – General Visitor (GV) to McMaster University



**Changes to Sections 1 (Board Committees), 2 (Other Committees Reporting to Council) and 5 (External Appointments) of the 2015 Committees and Task Forces Roster**

**502<sup>nd</sup> Council Meeting**

Changiz Sadr, P.Eng.	Jan – Feb 2016	Canadian Engineering Accreditation Board (CEAB) – General Visitor (GV) to York University
Maria Celucci, CA (staff)	June 2015 – June 2016	Engineers Canada (EC) – Audit Committee

Committee and Task Force Resignations/Retirements:

<b>First/Last Name</b>	<b>Service</b>	<b>Committee</b>
Desmond Gomes, P.Eng.	2013 – July 2015	Ontario Center for Engineering and Public Policy (OCEPP) Advisory Board – OSPE representative
Gerry Webb, P.Eng.	1988-2000, 2001- Dec 2015	Consulting Engineer Designation Committee (CEDC) & its Eastern Subcommittee

# Briefing Note – Decision

C-502-3.6

## CHANGES TO COMMITTEE/ TASK FORCE TERMS OF REFERENCE

**Purpose:** To approve committee and task force Terms of Reference.

**Motion(s) to consider:** (requires a simple majority of votes cast to carry)

**That the Audit Committee (AUC) Terms of Reference as presented at C-502-3.6, Appendix A be approved.**

**Prepared by:** Fern Gonçalves, CHRP, Director People Development

**Moved by:** Councillor Colucci, P.Eng.

### 1. Need for PEO Action

One of the roles of Council, as identified in the *Committees and Task Forces Policy* (Role of Council, Item 3), is to approve committee/task force Mandates, Terms of Reference, annual Work Plans, and annual Human Resources Plans.

The Audit Committee (AUC) has submitted a revised Terms of Reference for Council approval. The proposed changes to the CRC Terms of Reference are identified with grey **highlight** in Appendix A.

In accordance with the *Committee and Task Force Policy – Reference Guide* (Sections 2.5 and 3.2), the draft document was submitted to the Advisory Committee on Volunteers (ACV) for comment. The ACV did not provide any comment/feedback with regards to the proposed changes.

### 2. Proposed Action / Recommendation

That Council approve changes to the AUC Terms of Reference as presented.

### 3. Next Steps (if motion approved)

The approved document will be posted on the PEO website.

### 4. Peer Review & Process Followed

<b>Process Followed</b>	<ul style="list-style-type: none"><li>The AUC Terms of Reference was submitted to People Development in August 2015.</li></ul>
<b>Council Identified Review</b>	N/a
<b>Actual Motion Review</b>	<ul style="list-style-type: none"><li>In accordance with the <i>Committee and Task Force Policy – Reference Guide</i> (Sections 2.5 and 3.2), the draft document was submitted to the Advisory Committee on Volunteers (ACV) for comment. The ACV reviewed the draft document at its August 27, 2015 meeting and had no comments/feedback with regards to the proposed changes.</li></ul>

### 5. Appendix

- Appendix A – Audit Committee (AUC)
  - i) Terms of Reference (draft)

## Audit Committee Terms of Reference

**Issue Date: TBD**  
**Approved by:**

**Review Date: May, 2016**  
**Review by: Council**

<p><b>Legislated and other Mandate approved by Council</b></p>	<p><i>PEO By-law #1, section 51 states: The Council shall lay before each Annual Meeting of the members a financial statement prepared in accordance with generally accepted accounting principles for the previous fiscal year of the association (made up of a balance sheet as at the end of such fiscal year and statements of revenue and expenditure and members' equity for such fiscal year) together with the report of the association's auditors on the financial statement.</i></p> <p><i>PEO By-law #1, section 52 states: The members of each annual meeting shall appoint one or more auditors who shall be chartered accountants to hold office until the next annual meeting and if an appointment is not so made, the auditor in office shall continue in office until a successor is appointed.</i></p> <p>In order to allow Council to fulfill the above-noted regulations, the Audit Committee's mandate approved by Council is:</p> <ol style="list-style-type: none"> <li>1. to oversee the external audits of the association's financial statements, the statement of the pension fund and the Statement of Common Area Maintenance costs by the independent auditor;</li> <li>2. to oversee the work of the independent auditor and recommend the appointment or replacement of the independent auditor; and</li> <li>3. to monitor and recommend to Council any revisions to the Accounting and Financial reporting policies, processes and Systems of Internal Control.</li> </ol>
<p><b>Key Duties and Responsibilities</b></p>	<p><i>The Audit Committee will:</i></p> <ol style="list-style-type: none"> <li>a. review and evaluate the audit scope, audit findings and financial statements of the association and recommend to Council approval of the association's annual financial statements and auditor's report thereon.</li> <li>b. review and evaluate the independence and performance of the company's independent auditors and recommend to Council the appointment of the independent auditor;</li> <li>c. review, evaluate and obtain reasonable assurance that the accounting and financial reporting processes and systems of internal control are operating effectively to produce accurate and timely financial information and statements; and</li> <li>d. request if necessary periodic reviews of the accounting and financial reporting processes and systems of internal control;</li> <li>e. report to Council matters which come to the attention of the Committee which are considered material or relevant.</li> <li>f. The Chair of the Audit Committee will be responsible for presenting to Council annually in March, a report on the review of financial results and financial statements by the Audit Committee and recommending the approval of the annual Financial Statements and Appointment of Auditors.</li> </ol>
<p><b>Constituency,</b></p>	<p>Council has designated the Audit Committee as a board committee and, as such, a majority of its members must be Councillors.</p>

<b>Number &amp; Qualifications of Committee/Task Force Members</b>	<p>The Audit Committee will be a Board Committee composed of a minimum of four Councillors and one to three other members of the Association. All of the committee members will be appointed by Council and will serve for one year. The Council will appoint each year the Audit Committee membership at its first meeting following the Annual General Meeting. Qualifications include financially literate individuals with integrity and good business sense.</p>
<b>Qualifications and election of the Chair</b>	<p>The Audit Committee will elect its own Chair yearly with a two year consecutive term limit, subject to approval by Council. Qualifications include financial expertise either gained through academic or work experience, leadership perspective, integrity and good business sense.</p>
<b>Qualifications and election of the Vice Chair(s)</b>	<p>The Audit Committee will elect its own Vice-Chair yearly with a two year consecutive term limit. Qualifications include financially literate, integrity and good business sense.</p>
<b>Duties of Vice Chair(s)</b>	<p>The Vice-Chair will chair meetings in the Chair's absence.</p>
<b>Term Limits for Committee members</b>	<p>Committee members will be elected annually and can serve for a maximum of five consecutive years.</p>
<b>Quorum</b>	<p>In accordance with Wainberg's Society Meetings Including Rules of Order and section 25(i) of By-Law No. 1, quorum for the purpose of having the meeting's decisions be considered binding is at least 50 per cent of the committee's/task force's membership present at the meeting. This threshold applies to all committee/task force decisions.</p>
<b>Meeting Frequency &amp; Time Commitment</b>	<p>Minimum of three meetings per year. Time commitment per meeting is approximately 3 to 5 hours for preparation and review of documents.</p>
<b>Operational year time frame</b>	<p>The Council year – from the first meeting after the Annual General Meeting of members to the end of the next Annual General meeting.</p>
<b>Committee advisor</b>	<p>Controller</p>
<b>Staff Support</b>	<p>Administrative Assistant, Financial Services</p>

## In Camera Session

In-camera sessions are closed to the public

## TERM LIMITS FOR COUNCIL

**Purpose:** To consider term limits for Council

**No motion required**

**Prepared by:** Ralph Martin – Manager, Secretariat

### 1. Status Update

The following Member Resolution was passed at the 2015 Annual General Meeting.

***Therefore be it resolved that, PEO institute term limits for all positions on Council for which an Individual has already served and going forward will serve.*** (Appendix A)

Council reviews member submissions passed at each Annual General Meeting.

### 2. Background

In 2013 the Central Election and Search Committee directed Ipsos Reid to carry out a survey of PEO members on a variety of Council Election issues including term limits.

The Ipsos Reid survey of PEO membership in July 2013 had a total of 7401 respondents.

***Ipsos Reid report stated – “The vast majority of members agree that candidates should offer new ideas for the engineering profession or that PEO should encourage new candidates who have not run for PEO Council before. Agreement is also high that there should be defined term limits and that PEO should encourage younger members to run for Council.”***

There should be defined term limits for elected members of Council  
(Ipsos Reid report page 46)

Strongly agree: 31 %  
Somewhat agree: 45%  
Somewhat disagree: 14%  
Strongly disagree: 4%  
Don't know: 6%

An environmental scan of Constituent Associations and Ontario Regulators regarding term limits was conducted. (See Appendix B)

Regulation 941 – Section 15.1(2.1) has been approved by Council and proclaimed to prohibit a president from holding office as President-elect for three years from the time when his/her term as president expires.

***15.1(2.1) A Member is not eligible to be appointed under subsection (1) to the office of president-elect if the Member held the office of president within the last two years.***

On June 13, 2015, the Northern Regional Congress (NRC) passed the following motion:

*The NRC requests the RCC to establish a taskforce to consider the AGM term limits motion, and make recommendations back to the RCC.*

This congress motion is also referred to as Northern Open Issue 37.

On July 25, 2015, the Regional Councillors Committee (RCC) met and took the following decision:

*With regards to Northern Open Issue 37 - RCC recommends that Council appoint a Task Force to review term limits for all PEO Council members. Such Task Force shall be made up of Council members, chapter executive members, members at large, with no more than 50% of current Council members. Task Force is recommended to present Terms of Reference by February 2016 and report back to RCC no later than Fall 2016.*

The RCC is proposing Council consider the following motions:

*That Council:*

- 1. Establish a Council Term Limits Task Force*
- 2. Direct the Registrar to draft a terms of reference for the Council Term Limits Task Force for Council approval at its February 2016 meeting*

## **2. Appendices**

- Appendix A – Member Resolution
- Appendix B - Constituent Association and Ontario Environmental Scan Results

PROFESSIONAL ENGINEERS ONTARIO  
ANNUAL GENERAL MEETING – 2015  
MEMBER RESOLUTION 1

WHEREAS: PEO has experienced a low level of member engagement as evidenced by poor voter turn-out in elections for Council

WHEREAS: PEO is perceived to not be relevant to its membership particularly the younger members as evidenced by poor participation in elections and at association events

WHEREAS: Term limits help to foster an environment for recruitment to council and for general activities of the association

WHEREAS: Term limits force an organization to develop new leaders and provides a pool of committed people to renew the membership of committees

WHEREAS: Term limits create a sense of urgency as well as opportunity for new people to join into the governance and leadership of the organization

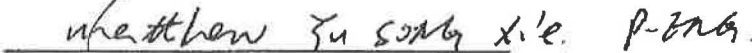
THEREFORE BE IT RESOLVED THAT, PEO institute term limits for all positions on Council for which an individual has already served and going forward will serve. Suggested term limits are:

- President: One term
- Vice President: Two terms
- Council at Large: Three terms
- Regional Councillor: Three terms
- Lieutenant Governor Appointees: Two Terms (to be proposed to the Government)


Moved By: Nancy Hill



Seconded By:



Date: April 9, 2015





**Term Limits in Act or Bylaws for Elected Council Members**

<b>Association</b>	<b>Act or By-Law Excerpts</b>
APEGBC (B.C.)	No
APEGA (Alberta)	No
APEGS (Saskatchewan)	<p>Yes, only for appointed councillors.</p> <p>1 term = 3 years Max. 2 consecutive terms / 6 years</p> <p><i>Engineering and Geoscience Professions Act</i></p> <p>Public Appointees <b>10 (3)</b> Subject to subsection (4), a councillor appointed pursuant to subsection (1) holds office until that person's successor is appointed and is eligible for reappointment, but <b>is not eligible to hold office for more than two consecutive terms.</b></p>
APEGM (Manitoba)	<p>Yes</p> <p>1 term = 2 years Max. 3 consecutive terms / 6 years</p> <p><i>Engineering and Geoscientific Professions Act</i></p> <p>Elected councillors <b>8(1)</b> Each elected councillor shall be a resident of Manitoba elected from among the members for a term of two years, or portion thereof as prescribed by the by-laws, and any councillor may be re-elected for a second and third term, but <b>is not eligible for election for a fourth or subsequent term until at least one term has elapsed after the expiry of the last previous term of office as councillor.</b></p>
APEGNB (New Brunswick)	<p>Yes, only for appointed councillors.</p> <p>1 term = 2 years Max. 3 consecutive terms / 6 years</p> <p><i>By-Laws</i></p> <p>Public Appointees <b>8.2.15</b> Councillors appointed pursuant to Section 8.2.12 may be reappointed for a second and third term but are not eligible to be appointed to a further term of office until at least two years has elapsed since the expiry of the previous term of office as an appointed councillor.</p>

ENGPEI (P.E.I.)	No
ENGNS (Nova Scotia)	<p>Yes</p> <p>1 term = 2 years No consecutive terms for President, Vice-President, and Councillors.</p> <p><i>Engineering Profession Act</i></p> <p>Terms of Office <b>5 (1)</b> The President and the Vice-President shall be elected annually. Four Councillors shall be elected annually for a term of two years.</p> <p><b>(2) The retiring President, Vice-President and Councillors shall not be eligible for reelection to the same office for the following year.</b></p>
PEGNL (Newfoundland and Labrador)	<p>Yes</p> <p>1 term = 3 years Max. 3 consecutive terms / 9 years</p> <p><i>Engineering and Geoscientists Act</i></p> <p>Board <b>4. (5)</b> A member may be elected for a term set by the by-laws which shall not exceed 3 years and is eligible to be re-elected, <b>but shall not serve as a member for more than 9 consecutive years.</b></p>
APEY (Yukon)	No
NAPEG (NWT & Nunavut)	No
LSUC (Lawyers)	No
CNO (Nurses)	<p>Yes</p> <p>1 term = 3 years Max. 2 consecutive terms / 6 years</p> <p><i>By-Law</i></p> <p>Election of Council Officers 9.02 A councillor is not eligible for nomination or election if the councillor held that elected position during the previous two consecutive terms.</p>

<p>OCT (Teachers)</p>	<p>Yes</p> <p>1 term = 3 years Max. 2 consecutive terms / 6 years + 1 year</p> <p><i>Ontario College of Teachers Act</i></p> <p><b>Composition of Council</b> 4. (2) The Council shall be composed of, (a) 23 persons who are members of the College and who are elected by the members of the College in accordance with the regulations;</p> <p><b>Term of office</b> 5. (1) No term of a Council member shall exceed three years, except as permitted by regulation. (see Reg. 225/00)</p> <p><b>Multiple terms</b> 5 (2) A person may be a Council member for more than one term but <b>no person may be a Council member for more than seven consecutive years.</b></p> <p><i>Regulation 225/00 – Extension of Term of Office of Elected Member of Council</i></p> <p>1. This Regulation applies to persons who,  (a) are members of the Council on the day Ontario Regulation 611/05 is filed; and  (b) were elected as members of the Council under clause 4 (2) (a) of the Act. O. Reg. 225/00, s. 1; O. Reg. 611/05, s. 1.</p> <p>2. The terms of office of persons to whom this Regulation applies are extended to the earlier of November 8, 2006, or the day before the first regular meeting of the Council held after the 2006 election of Council members at which a quorum is present. O. Reg. 611/05, s. 2.</p>
<p>CPSO (Physicians)</p>	<p>No</p>
<p>CPO (Physiotherapists)</p>	<p>No</p>

## IDENTIFYING POTENTIAL CANDIDATES TO RUN FOR COUNCIL POSITIONS

**Purpose:** To consider an improved system for identifying candidates for Council positions

**No motion required**

**Prepared by:** Ralph Martin – Manager, Secretariat

### 1. Status Update

The following Member Resolution was passed at the 2015 Annual General Meeting.

***Therefore be it submitted that, PEO institute a system for identifying potential candidates for all Council positions well in advance of elections, operating in concert with term limits for all Council positions.***

Council reviews member submissions passed at each Annual General Meeting.

### 2. Background

Under Regulation 941, Section 12(1)(3), the Central Election and Search Committee is responsible for identifying candidates for the positions of President-Elect, Vice President and Councillor-at-Large while the Junior Councillor from each region is responsible for chairing a Regional Election and Search Committee that is responsible for identifying candidates for Regional Councillor.

The Regional Councillors Committee (RCC) has discussed a variety of options to identify potential candidates for Council meetings. In the 2015 PEO elections, four out of five regional councillor positions had acclamations. Recognizing the need for a better system for recruiting candidates to run for PEO Council positions, the Regional Councillors Committee (RCC) passed an unanimous resolution at their April 25, 2015 meeting that they will begin the recruiting of candidates for Regional Councillors earlier than the September round of regional congresses.

During the June 2015 regional congresses, the topic of “Regional Election and Search Committee (RESC)” was added to all agendas for discussion. During each congress meeting, the Chair of the RESC (the Junior Regional Councillor) and members of the RESC (respective chairs or designates from each chapter at the meeting) met to kick off the recruitment efforts. Discussions focused on the need for action, change of strategies, list of possible candidates and format of subsequent meetings. Next steps include the following:

- Developing a list of potential candidates for the September congresses;
- Holding meetings by teleconference to continue to identify and recruit candidates.

Junior Regional Councillors met with the Central Election and Search Committee (CESC) on August 12, 2015 to discuss strategies for recruiting candidates.

### 3. Appendices

- Appendix A – Member Submission

PROFESSIONAL ENGINEERS ONTARIO  
ANNUAL GENERAL MEETING - 2015  
MEMBER RESOLUTION 2

WHEREAS: PEO employs an ad-hoc system of encouraging members to run for Council positions, the Central Election and Search Committee's original mandate as a search committee having been downplayed in recent years and the Regional Election and Search Committees having had difficulty recruiting candidates;

WHEREAS: In the recent election, four of five regional councillor positions were filled by acclamation (three by incumbents), both councillor at large positions were filled by incumbents, and former presidents of the association were elected to both officer positions (VP and President Elect);

WHEREAS: PEO needs systems in place to ensure that the PEO electorate has a choice of new and effective candidates running for Council;

THEREFORE BE IT SUBMITTED THAT, PEO institutes a system of identifying potential candidates for all Council positions well in advance of elections, operating in concert with term limits for all Council positions.

MOVED BY: Rob Willson *Rob Willson, P. Eng.*

SECONDED: *[Signature]*

Date: April 10, 2015

## PEO BUDGET DEVELOPMENT

**Purpose:** To consider a change in the PEO budget process

**No motion required**

**Prepared by:** Ralph Martin – Manager, Secretariat

### 1. Status Update

The following Member Resolution was passed at the 2015 Annual General Meeting.

***Therefore be it resolved that, future budgets be based on PEO's needs as a regulator, rather than on raising spending to match projected income.***

Council reviews member submissions passed at each Annual General Meeting.

### 2. Background

Membership revenue includes licensing and all related revenues (application, registration, examination and other fees):

- Over a 6 year period (2009 to 2014), membership-related revenues reported per financial statement have grown virtually in line with expenses (excluding building).
- Over a 3 year period (2012 to 2014), membership-related revenues reported per financial statement have grown at a nominally lower rate than expenses (less than 1% difference).

P. Eng. fees have been frozen for the last seven years (includes 2015). All other fees remain frozen for the fifth consecutive year. Therefore, fees are not keeping up with the rate of inflation, yet PEO continues to spend conservatively and under budget. PEO has delivered a surplus budget in every year over the last 10 years. Surpluses have been in excess of \$600,000 in 9 of 10 years, and in excess of \$1 million in 7 of 10 years. Under the current budget development system, a formal review process exists by way of two key Board committees which Council has legislated the mandate as follows:

- Audit Committee – reviews year over year performance of PEO and oversees audit of PEO
- Finance Committee – reviews quarterly performance of PEO against budget. All major variances are reviewed.
- Any issues are escalated to Council.

### 3. Appendices

- Appendix A – Member Resolution

C-502-5.1iii)  
Appendix A

**Member's Motion for the  
2015 Professional Engineers Ontario AGM**

*WHEREAS:*

- a) PEO's spending has been growing at a rate far exceeding its membership growth rate;
- b) There is concern that spending too often is not justified or prudent; and
- c) There is continuing concern about the proper role and influence of government appointees (who comprise up to 41 % of our council) on our council,

*BE IT RESOLVED THAT:*

- a) That future budgets be based on PEO's needs as a regulator, rather than on raising spending to match projected income;
- b) That future budgets show distinct line items for government liaison, building capital improvement, and any expense exceeding \$100,000, and that these particular items shall require a two-thirds majority at Council for their approval; and
- c) That all major policy changes, such as a compulsory professional development programme or practice specialisations, shall require a two-thirds majority at Council and be subject to member consultation and ratification by referendum.

Secretariat Note: This motion was not adopted by the members at the 2015 Annual General Meeting.

Secretariat Note: This motion was not adopted by the members at the 2015 Annual General Meeting.

Moved: Pat Quinn, P.Eng. *P. Quinn P.Eng.*

Seconded: Gregory Wowchuk, P.Eng. *G P Wowchuk*

## WEBMAIL ACCOUNTS FOR VOLUNTEERS

**Purpose:** To consider providing webmail accounts for volunteers

**No motion required**

**Prepared by:** Ralph Martin – Manager, Secretariat

### 1. Status update

The following Member Resolution was passed at the 2015 Annual General Meeting.

*That PEO Council establish a policy whereby any active member providing volunteer hours and service on a PEO Council, approved Committee, a Chapter Executive, or a Chapter Directorate would be allowed to request and be granted a PEO webmail account using the individual name or position with an @peo.on.ca identifier.*

Council reviews member submissions passed at each Annual General Meeting.

### 2. Background

Currently there are approximately 1000 volunteers that could potentially apply for a PEO webmail account. The costs to create and maintain approximately 1000 email addresses would be:

- Software Licenses – \$10,300.00
- Infrastructure - Onetime \$300.00
- Infrastructure – Monthly \$1,500.00
- Setup Cost –\$19,500.00 if the work is contracted out and if not it would take 300 hours of staff time.
- Ongoing Monthly Maintenance - \$650.00 if the work is contracted out and if not 10 hours per month of staff time.

Total onetime costs = \$10,600.00

Total ongoing costs = \$18,000.00 per year

### 3. Appendices

- Appendix A – Member Resolution



**Member Submission 2015 PEO AGM April 24, 2015**

**# 1 Webmail accounts for Volunteers to protect private email addresses.**

**Rational for this submission**


- 1) Whereas PEO Council has the authority to set PEO Policy
- 2) Whereas under the Privacy Act, PEO is obligated to protect staff, volunteer, and member personal information.
- 3) Whereas a Member's home telephone number, home address, and personal email address are generally accepted as personal information.
- 4) Whereas the chapter system was created over 50 years ago to improve communications between the members and Council
- 5) Whereas a Chapter member should have a right to be able to contact their Chapter executive.
- 6) Whereas is often beneficial to provide an email contact address for a chapter event
- 7) Whereas one must remember to use the BCC option when copying other executive members on any replies of emails sent to the Chapter Webmail account to protect their privacy and
- 8) Whereas the ability to reply to the sender is often lost when emails to the chapter email address are forwarded to other positions on the chapter executive such as the treasurer.

It is submitted that the following Item be added to an upcoming Council meeting agenda:

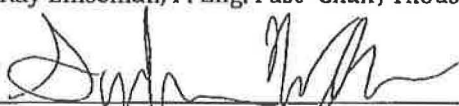
**That PEO Council establish a policy whereby any active member providing volunteer hours and service on a PEO Council approved Committee, a Chapter Executive, or a Chapter Directorate would be allowed to request and be granted a PEO webmail account using the individual name or position with an @peo.on.ca identifier.**

eg. Ray.Linseman@peo.on.ca

Moved By:

  
Ray Linseman, P. Eng. Past- Chair, Thousand Islands Chapter

Seconded by:

  
Graham Walper, P. Eng., Director, Thousand Islands Chapter

## **Member Referendum on Mandatory Versus Voluntary Reporting of Continuing Professional Development by License-holders**

**Purpose:** *To put the question of mandatory versus voluntary reporting of continuing professional development before the Association's membership.*

### **Motion(s) to consider: (requires a simple majority of votes cast to carry)**

- (I) That Council authorize that the 2016 Election include a ballot with a simple question of whether to require mandatory or voluntary reporting of Continuing Professional Development by the license-holder.
- (II) That the outcome of this referendum be binding on Council; and
- (III) That Council pursue enabling legislation and/or enact draft regulations or by-laws necessary to effect same.

**Prepared by: Councillor Ewald Kuczera, M.Sc., P.Eng.**

**Moved by: Councillor Ewald Kuczera, M.Sc., P.Eng.**

### **1. Need for PEO Action**

At its May 2015 meeting, Council approved amendments to the Terms of Reference for the Continuing Professional Development, Competency and Quality Assurance Task Force (the Task Force) and which was originally approved at its March 2014 meeting. The amendments were to permit the Chair of the Task Force, Past President Bergeron, to continue in that role although she was no longer a member of the Executive Committee, until such time as she resigns or the Task Force is stood down.

At the Plenary Session held the evening of May 28, 2015, The Chair provided an update on the progress of the Task Force including the elements of a Continuing Professional Development (CPD) program. Without citing here the various positions for or against, there was much discussion on the necessity for a mandatory CPD program. The formation of the Task Force was prompted, in part, by the June 19, 2013 OSPE report. However, Recommendation 1.24 contained in the final report of the Belanger Commission on the Elliot Lake Inquiry states:

#### **Recommendation 1.24**

The Professional Engineers of Ontario (PEO) should establish a system of mandatory continuing professional Education for its members as soon as possible, and in any event no later than 18 months from the release of this Report.

This would suggest there some urgency in following up.

Council subsequently instructed the Legislation Committee to provide documentation to the Ministry of the Attorney General setting out the intent for changes to the Professional Engineers Act which could be included in an omnibus bill to be considered by the provincial legislature this Fall. Concurrent with this, the Task Force would be conducting a poll of members through the firm Ipsos Reid for member input. President Chong has initiated a series of Town Hall meetings to be held in each of the five Regions beginning with Eastern Region on September 29, 2015.

Currently, the Professional Engineers Act R.S.O. 1990, Chapter P. 28 states:

# Briefing Note – Decision

*“7. (1) Subject to the approval of the Lieutenant Governor in Council and with prior review by the Minister, the Council may make regulations, ...  
27. providing for continuing education of members;”*

The implication of mandatory continuing professional education represents a fundamental change which will impact all Engineers and in the way corporate PEO carries on its activities. It would result an increase in the cost of its activities and therefore its effect on professional dues. Consequently, there needs to be clarity on the part of Council going forward in this endeavour as to whether it wishes to retain its authority to impose the present system of voluntary reporting.

**Authority:** With the exception of the subject of professional dues, there is no requirement within the Professional Engineers Act or its Regulations for Council to hold a referendum question. However, it is within Council's purview to conduct a referendum if it so desires.

## 2. Proposed Action / Recommendation

- It is proposed that Council approve the motion as stated above and give the membership a mandate to decide the matter.

## 3. Next Steps (if motion approved)

- The 2016 Central Election and Search Committee will be instructed to prepare the referendum question to be included in the election material to be distributed to the membership.
- The report of the Task Force will be included in the January/February issue of Engineering Dimensions.

## 4. Peer Review & Process Followed

<b>Process Followed</b>	N/A
<b>Council Identified Review</b>	N/A
<b>Actual Motion Review</b>	N/A

## 5. Appendices

- None.

# Briefing Note – Information

C-502-5.3

## **Aptify - Update**

**Purpose:** To provide Council with a current project status update.

**No motion required**

**Prepared by:** Gerard McDonald, P.Eng., Registrar

Gerard McDonald, PEO Registrar, will provide a verbal report.

# Briefing Note – Information

C-502-5.4

## LEGISLATION COMMITTEE UPDATE

**Purpose:** To inform Council of the recent activities of the Legislation Committee.

**Motion(s) to consider:**

none required

Councillor Fraser, Chair of the Legislation Committee, will provide a report on activities of the Legislation Committee.

## **PEO Strategic Plan 2015-2017 - Update**

**Purpose:** To inform Council of progress in implementing the Strategic Plan and its associated Strategies.

**No motion required**

**Prepared by:** Gerard McDonald, P.Eng. , Registrar

### **1. Status Update**

A Strategic Plan is a fundamental tool and resource used to orient and align the work of an entity. It also provides senior management an essential means of leading and managing the organization.

At its meeting of November 21, 2014 Council approved a three year Strategic Plan for PEO along with associated Strategies. Council further instructed that the Registrar to provide updates on the progress of realizing the approved Strategies at the March, June and September Council meetings for the duration of the Plan period.

The third update on Plan progress is found at Appendix A – Strategic Plan Update 3.

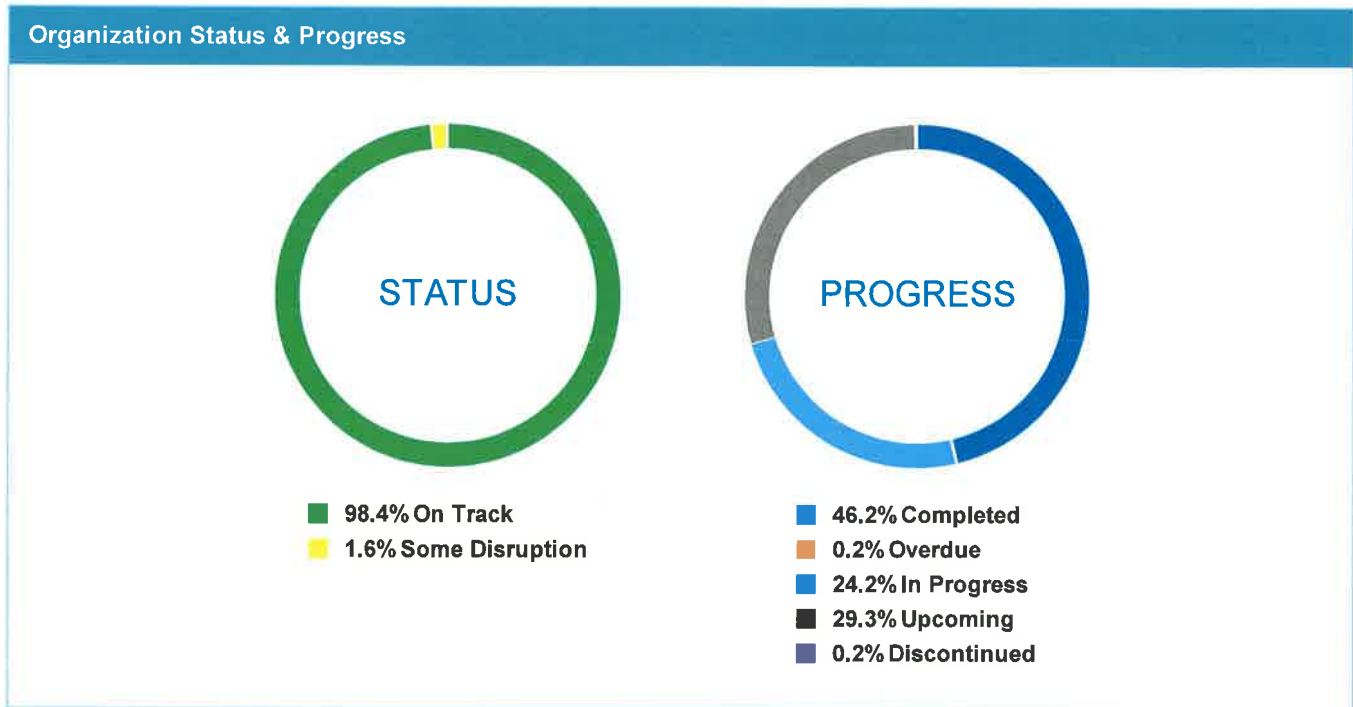
### **Appendices**

- Appendix A - Strategic Plan Update 3



Executive Report

Aug 28, 2015 - Sep 30, 2015



**Report Summary**

**Strategic Plan Update #3**

As of September 8, 2015, of the 98 Strategies identified in the Strategic Plan, 15 (7) have been completed, 76 (80) are in progress and 7 (11) have yet to commence.

In terms of Activities associated with specific Strategies, 46.2% (31.8%) of these have been completed, another 24.2% (23.1%) of the Activities are in progress, and 29.3% (44.7%) of the Activities have yet to commence.

The overwhelming majority of Activities in progress are deemed to be "On Track" at this point. There have been some slight delays noted with respect to the Data Collection Project related to the Industrial Exemption, due largely to delay with respect to Freedom of Information requests.

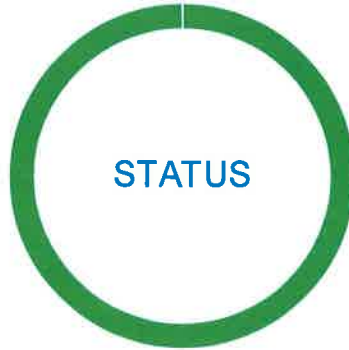
(n.b. numbers in brackets represent the totals from the previous update report)

<b>Status:</b>	On Track	Some Disruption	Major Disruption	No Update	
<b>Progress:</b>	Overdue	In Progress	Upcoming	Completed	Discontinued

**Strategic Objective 1**

Owner: Michael Price

**PRACTITIONERS - Public interest is enhanced through ensuring qualified applicants are licensed to practise professional engineering and that practitioners are competent and ethical**



■ 100.0% On Track



■ 55.0% Completed  
 ■ 11.1% In Progress  
 ■ 33.9% Upcoming

Strategy Updates

**Strategy 1.1**

Owner: Johnny Zuccon and Bernard Ennis

**Introduce two performance standards related to Tower Cranes and Supervising & Delegating. Establish these in regulations and promote their use**



**Aug 28, 2015 17:36:30 by Johnny Zuccon (Deputy Registrar, Tribunals and Regulatory Affairs)**

Tower Crane performance standard is proceeding independent of the Supervising and Delegating standard which needs a re-think as the PEAct does not provide authority for supervising or delegating. Anticipate completing the Tower Crane regulation submission for Council approval at its November 2015 meeting.

**Strategy 1.2**

Owner: Pauline Lebel and Michael Price

**Engage an assessment expert to review the ERC interview process for applicants that have been referred by the ARC**



**Aug 25, 2015 14:15:55 by Michael Price (Deputy Registrar, Licensing and Finance)**

**Select consultant: (90% Completed)** Consultant has been selected from the various proposals and has been notified of the acceptance of some of the proposed work. June 15, 2015. Contract is to be signed.

Project to be completed Q2 2016 with recommendations made to ERC



**Strategy 1.4**

Owner: Moody Farag and Michael Price

**Provide information to prospective applicants through increased seminars and webinars**



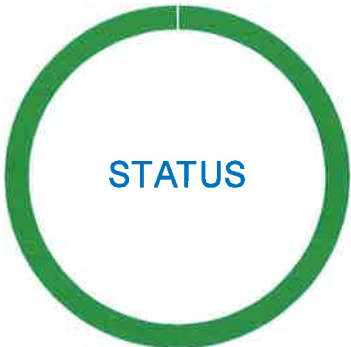
**Aug 27, 2015 13:21:40 by Michael Price (Deputy Registrar, Licensing and Finance)**

**Contact partners: (100% Completed)** Agencies has been identified and contacted  
Presentations to be made to Agencies throughout 2015

**Strategic Objective 2**

Owner: Johnny Zuccon

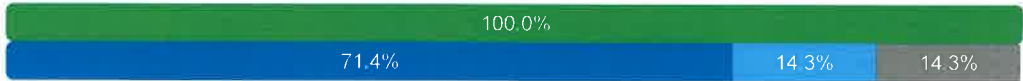
**PRACTITIONERS - Public recognition is increased through ensuring that titles, designations, certificates and marks are issued to qualified applicants and entities**



Strategy Updates

**Strategy 2.1** Owner: Johnny Zuccon, Jose Vera, and Bernard Ennis

**Conduct reputation survey to determine attitudes of licence holders and stakeholders towards PEO for ongoing project of enhancing public recognition**



**Aug 28, 2015 17:49:01 by Johnny Zuccon (Deputy Registrar, Tribunals and Regulatory Affairs)**

Surveys are complete. Awaiting reports from Ipsos Reid which will be circulated to appropriate committees for review and comment. Anticipate completion by end of December 2015.

**Strategy 2.2** Owner: Connie Mucklestone

**Develop and implement communications plan around the LET/LL and C of A regulation changes to independent practice**



**Aug 25, 2015 22:47:37 by Connie Mucklestone (Director, Communications)**

Communications plan completed and signed off. Implementation activities continue. Latest include: finalization of a PEO branded, typeset version of the Guide to Required Experience for a Limited Licence, which replaced the manuscript version on the PEO website. Regulation change link added to Latest Updates box on the PEO homepage and will remain for some time. Licensed Engineering Technologist certificate and stamp developed and approved for use. New Limited Engineering Licensee certificate and stamp developed and approved for use. Website text relating to limited licences and temporary licences revised to reflect the regulation changes; references to a limited licence for engineering faculty deleted. PEO-branded Professional Engineers Act and

Regulation 941/90 updated after July 1 to reflect the effective date of all April 2 amendments. July/August issue of Engineering Dimensions included a reminder in the President's Message and in the Gazette that all the April 2 changes are in effect as of July 1. Strategy expected to be completed by June 30, 2017.

**Strategy 2.3**

Owner: Connie Mucklestone

**Develop and implement a targeted communications plan to encourage internationally trained engineers to become licensed**



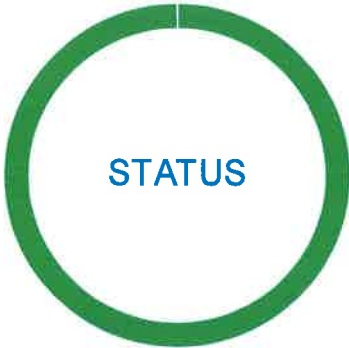
**Aug 25, 2015 22:52:09 by Connie Mucklestone (Director, Communications)**

Literature review completed, and licensing and immigration statistics reviewed. Communications plan developed and budgeted for 2016. Plan implementation begun with President's Message in July/August issue of Engineering Dimensions reiterating work PEO has done to enable international engineering graduates to become licensed. PEO social media has been engaged to highlight the Financial Credit Program available to qualified international engineering graduates who apply within six months of landing in Ontario. Strategy is expected to be completed by July 2017.

**Strategic Objective 3**

Owner: Johnny Zuccon

**PRACTITIONERS - Members regard PEO as their trusted advisor and advocate in matters of professional practice**



■ 100.0% On Track



■ 62.5% Completed  
■ 12.5% In Progress  
■ 25.0% Upcoming

Strategy Updates

**Strategy 3.1** Owner: Johnny Zuccon and Jose Vera

**Produce an educational program to inform members about the role of the PSC and the services that Practice Advisory can offer to practitioners, and promote their use**

A horizontal bar chart with a green bar at the top labeled "100.0%". Below it is a stacked bar chart with three segments: a blue segment labeled "25.0%", a light blue segment labeled "25.0%", and a grey segment labeled "50.0%".

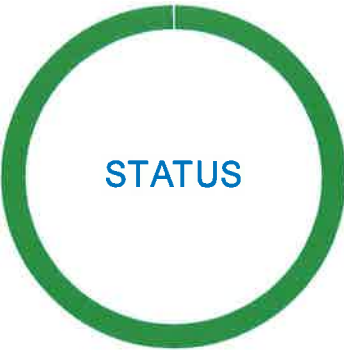
Aug 28, 2015 19:22:00 by Johnny Zuccon (Deputy Registrar, Tribunals and Regulatory Affairs)

Anticipate completion by December 2015.

**Strategic Objective 4**

Owner: Johnny Zuccon

**REGULATORY FRAMEWORK - Elliot Lake Commission of Inquiry recommendations are earnestly implemented**



■ 100.0% On Track



■ 42.6% Completed  
■ 22.8% In Progress  
■ 34.6% Upcoming

Strategy Updates

**Strategy 4.1**

Owner: Johnny Zuccon and Jose Vera

**Develop a Performance Standard for structural inspections of existing buildings which will require the production of a Structural Adequacy Report. (Recommendations 1.4 and 1.6)**



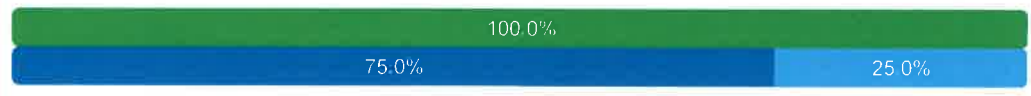
**May 29, 2015 12:17:02 by Johnny Zuccon (Deputy Registrar, Tribunals and Regulatory Affairs)**

Structural Assessments Sub-Committee will begin working on this once the public consultation on the Guideline, Structural Assessments of Existing Buildings is complete. It is anticipated that the guideline document for consultation will ready by end of summer. Strategy is dependent on sub-committee work and is anticipated to be fully completed by December 2016.

**Strategy 4.2**

Owner: Johnny Zuccon and Bernard Ennis

**Develop a regulation for a structural engineering specialist title. (Recommendation 1.5)**



**Aug 28, 2015 17:57:59 by Johnny Zuccon (Deputy Registrar, Tribunals and Regulatory Affairs)**

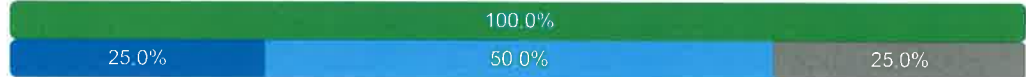
Legal opinion has been obtained. The survey results are in. The PSC sub-committee is working to flesh out the requirements and qualifications for the designation. Legislation Committee is working to seek an act amendment to provide Council with regulation making authority for defined scope of practice. To complete this work, the Ministry of Municipal Affairs and Housing will need to identify the types of buildings requiring structural inspection in order to ensure that qualification criteria aligns with body of knowledge that reflects building type. Work with this strategy will continue into

2016.

**Strategy 4.3**

Owner: Johnny Zuccon and Jose Vera

**Develop a Performance Standard that will require P.Eng.s to make available, on request, any records in their possession or control related to the structural integrity of a building (Recommendation 1.21)**



**Aug 28, 2015 18:01:55 by Johnny Zuccon (Deputy Registrar, Tribunals and Regulatory Affairs)**

Expect to produce a regulation to achieve this objective. Policy work continues to properly frame what can and cannot be released by a practitioner. The legal opinion clarified that under certain conditions, confidentiality concerns can be foregone. An act amendment will be required to achieve this objective. Legislation Committee is steering this change. Anticipate completing the policy requirements document by end of 2015.

**Strategy 4.4**

Owner: Jose Vera, Johnny Zuccon, and Bernard Ennis

**Develop a Performance Standard instructing P.Eng.s that the contents of an engineering report, or draft report, including a Structural Adequacy Report, should not be altered simply because the client requests that it be changed. Rather, any alteration of an engineering report, or draft report, should be based on sound engineering principles or changed facts. (Recommendation 1.23)**



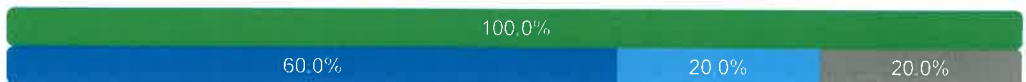
**Aug 28, 2015 19:46:35 by Johnny Zuccon (Deputy Registrar, Tribunals and Regulatory Affairs)**

The Professional Standards Committee determined that a performance standard was not the best method to achieve this objective, instead an article in Engineering Dimension outlining the best practices was prepared and will be published in the September/October issue. This completes this strategy.

**Strategy 4.5**

Owner: Johnny Zuccon and Bernard Ennis

**Under the direction of the CPDCQA Task Force, prepare a plan for a comprehensive program of continuing professional development and quality assurance with a strong focus on competency. (Recommendation 1.24)**



**Aug 28, 2015 19:34:32 by Johnny Zuccon (Deputy Registrar, Tribunals and Regulatory Affairs)**

Surveys were completed. The task force is proceeding to complete their report to Council for December. The report and BN to Council will go to the February 2016 Council meeting.

**Strategy 4.6**

Inactive

Owner: Johnny Zuccon and Sal Guerriero

**Develop a regulation requiring practitioners to advise clients of any suspensions or revocations of their licences, and the reasons therefor, that arise out of disciplinary actions**

resulting from specific circumstances. (Recommendation 1.25)

100.0%

Aug 28, 2015 19:14:04 by Johnny Zuccon (Deputy Registrar, Tribunals and Regulatory Affairs)

Actual draft language to be provided by Attorney General department once PEO decides whether to support or not the recommendation.

Strategy 4.7

Owner: Alan Zimmermann and Linda Latham

Make available specific disciplinary information on the PEO website in a format readily and easily searchable by the name of a practitioner. (Recommendation 1.26)

100.0%

Aug 26, 2015 18:35:42 by Linda Latham (Deputy Registrar, Regulatory Compliance)

Discipline information to be searchable on website by spring 2016.

Strategy 4.8

Owner: Jose Vera, Johnny Zuccon, and Bernard Ennis

Define, in regulation or legislation, as may be required, the roles and responsibilities of a "Prime Consultant". (Recommendation 1.27)

100.0%

25.0%

75.0%

Aug 28, 2015 18:12:27 by Johnny Zuccon (Deputy Registrar, Tribunals and Regulatory Affairs)

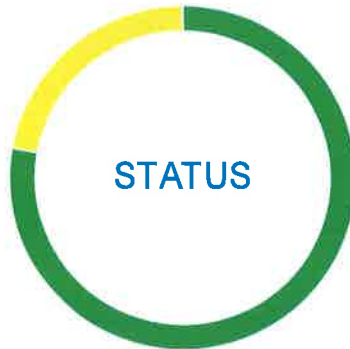
This is on the PSC work plan. Anticipate completing work by end of 2015.



**Strategic Objective 5**

Owner: Johnny Zuccon

**REGULATORY FRAMEWORK - Regulations, standards and guidelines are produced through an evidence-based, integrated and streamlined policy-making process**



■ 77.8% On Track  
■ 22.2% Some Disruption



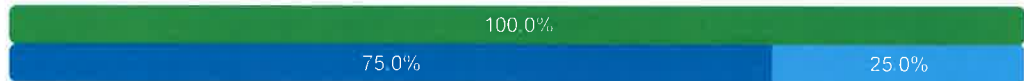
■ 61.1% Completed  
■ 3.7% Overdue  
■ 27.1% In Progress  
■ 8.2% Upcoming

Strategy Updates

**Strategy 5.1**

Owner: Jordan Max and Johnny Zuccon

**Develop and implement an evidence-based regulatory policy development program for staff and committees, including training, tools, and coaching**



**Aug 28, 2015 18:21:51 by Johnny Zuccon (Deputy Registrar, Tribunals and Regulatory Affairs)**

Centre for Regulatory Policy Excellence, project plan has been developed and going to Senior Management Team for approval. Strategy is expected to be fully completed by end of December 2015.

**Strategy 5.2**

Owner: Johnny Zuccon and Bernard Ennis

**Reorient OCEPP operations to focus on workshops that will gather evidence for regulatory policy development purposes**



**Aug 28, 2015 18:13:26 by Johnny Zuccon (Deputy Registrar, Tribunals and Regulatory Affairs)**

Resource constraints have required this strategy to be work on next year.

**Strategy 5.3**

Owner: Johnny Zuccon



**Establish proactive relationships with key ministry officials to help promote regulatory initiatives**



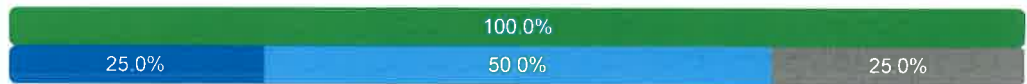
**Aug 28, 2015 18:26:20 by Johnny Zuccon (Deputy Registrar, Tribunals and Regulatory Affairs)**

Setting up of initial ministry staff meetings has been delayed in response to the Elliot Lake act changes project priority. The activities associated with this strategy will be completed by end of December 2015,

**Strategy 5.5**

Owner: Jordan Max and Johnny Zuccon

**Develop a mechanism to identify regulatory gaps in the Professional Engineers Act and monitor political environment for opportunities to introduce amendments**



**Aug 28, 2015 18:27:59 by Johnny Zuccon (Deputy Registrar, Tribunals and Regulatory Affairs)**

Protocol is ready for Council in November. Research projects to support this work, are in progress. Strategy is anticipated to be completed by end of 2015.

**Strategy 5.6**

Owner: Linda Latham

**Review strength of rationale for repealing the industrial exception**



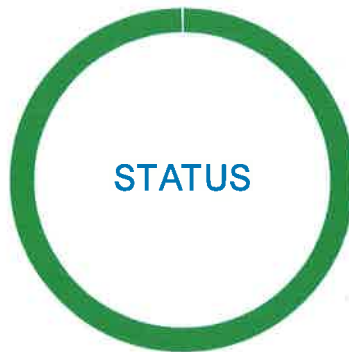
**Aug 26, 2015 21:20:51 by Linda Latham (Deputy Registrar, Regulatory Compliance)**

A project update was provided to Council at its retreat in June. Collection of relevant accident data continues, but some delay will be encountered due to the limitations of the FOI process required to obtain MOL documents. The survey of voluntary compliance companies is delayed due to the departure of the Manager, Enforcement, as well as the volume of work associated with gathering court documents and submitting FOI requests. A progress update will be provided to Council in November as planned, but a final project update will not be available until after November.

**Strategic Objective 6**

Owner: Michael Price

**REGULATORY FRAMEWORK - Licensing is based on levels of competence**



■ 100.0% On Track



■ 49.5% Completed  
 ■ 30.4% In Progress  
 ■ 20.1% Upcoming

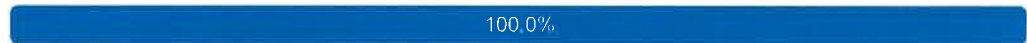
Strategy Updates

**Strategy 6.1**

Inactive

Owner: Michael Price

**Contribute to Engineers Canada initiatives to address maximization of common standards in issues of national interest**



Aug 25, 2015 14:42:26 by Michael Price (Deputy Registrar, Licensing and Finance)

**Attend Engineers Canada National Admissions Officials Meetings: (100% Completed)**

Meeting held on June 3 and 4. Additional Meeting scheduled for September 17 to discuss outstanding issues.

**Monitor Engineers Canada Educational Credential Assessment Proposal : (100% Completed)**

Observed all meetings of Licensing Affairs Committee to ensure that PEO concerns are known.

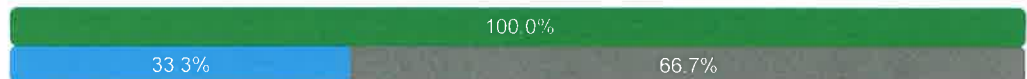
**Framework for Regulation Consultation: (100% Completed)** Framework slide deck received from Engineers Canada. Liaising with Diane Freeman to determine how best to communicate and consult with National Framework Task Force.

Monitor ECA proposal and provide feedback to CEQB in 2015

**Strategy 6.2**

Owner: Pauline Lebel and Michael Price

**Contribute to APEGBC Canadian Environment Experience Requirement Project Steering Committee and assess recommendations for potential implementation**



Aug 24, 2015 17:41:59 by Michael Price (Deputy Registrar, Licensing and Finance)

**Continue to participate in APEGBC Canadian Environment Experience Steering Committee: (25% Completed)** Participated in steering committee meeting looking at approval of documentation for applicants to complete

**Continue to participate in APEGBC Canadian Environment Experience Steering Committee: (25% Completed)** Advised APEGBC that Deputy Registrar, Licensing and Registration, will participate on the Steering Committee for the next phase of the project.  
Review pilot results from other provinces and determine appropriate recommendation for Council's consideration by Q3 2016

### Strategy 6.3

Owner: Moody Farag and Michael Price

**Articulate, in coordination with the ARC, the expectations and requirements of accreditation**



**Aug 25, 2015 14:45:38 by Michael Price (Deputy Registrar, Licensing and Finance)**

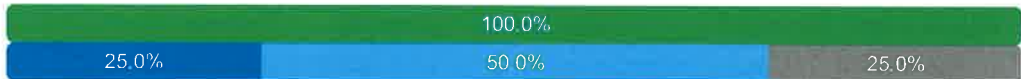
**Establish an ARC subcommittee: (50% Completed)** March 27 Council Meeting considered and passed Exams for all Position Paper

**Roydon Fraser Paper: (10% Completed)** To be completed by Roydon Fraser  
CEAB affirmation of accreditation requirements to be completed in 2015

### Strategy 6.4

Owner: Michael Price

**Analyze, in coordination with the ARC, the utility of the "looking to exempt" designation of Washington Accord Applicants**



**Aug 27, 2015 13:25:43 by Michael Price (Deputy Registrar, Licensing and Finance)**

**ARC Review CEQB Recommendations: (10% Completed)** PEO's CEQB 2016 Workplan Feedback submitted to Engineers Canada

**Attend Licensing Affairs Committee Meeting: (50% Completed)** Reviewed latest project status at June 18 teleconference

Advise ARC of CEQB position and have ARC recommend any changes by December 31, 2015

### Strategy 6.5

Owner: Michael Price

**Conduct a policy review of Canadian experience requirements, technical exam programs and national mobility**



**Aug 25, 2015 14:32:45 by Michael Price (Deputy Registrar, Licensing and Finance)**

**Licensing Committee - Canadian Experience Paper: (100% Completed)** Draft Canadian Experience Paper reviewed by Licensing Committee at April 30 meeting and forwarded to Communications for editing

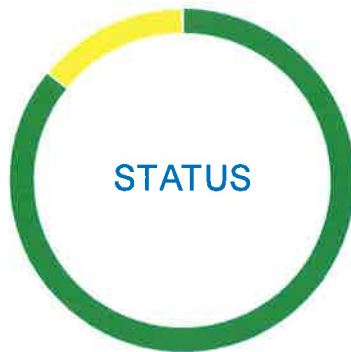
**Licensing Committee Exams Paper: (75% Completed)** Committee reviewed paper at its April 30 Meeting and forwarded it to Communications for editing

Through Licensing Committee prepare Briefing Note for September 2015 Council Meeting

**Strategic Objective 7**

Owner: Linda Latham

**REGULATORY FRAMEWORK - The complaints process is optimized, balancing transparency, fairness and timeliness**



■ 85.7% On Track  
■ 14.3% Some Disruption



■ 5.4% Completed  
■ 19.6% In Progress  
■ 75.0% Upcoming

Strategy Updates

**Strategy 7.1**

Owner: Linda Latham

**Establish targets for the timelines associated with the various types of files and activities that investigations require and report on target achievement**



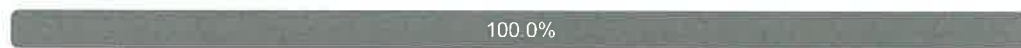
Aug 26, 2015 21:22:01 by Linda Latham (Deputy Registrar, Regulatory Compliance)

Work to begin in fall of 2015.

**Strategy 7.2**

Owner: Linda Latham

**Develop a system to monitor and report discrete complaint investigation steps against the established targets**



Aug 26, 2015 21:22:15 by Linda Latham (Deputy Registrar, Regulatory Compliance)

Work to begin in fall of 2015.

**Strategy 7.3**

Owner: Ken Slack and Linda Latham

**Develop revised publicly available Complaints Guide reflecting current complaint and investigation processes**



Aug 26, 2015 18:51:56 by Linda Latham (Deputy Registrar, Regulatory Compliance)

On track for new draft to be in place early 2016.

**Strategy 7.4**

Owner: Ken Slack and Linda Latham

**Develop internal complaints procedures manual**



Aug 26, 2015 19:00:49 by Linda Latham (Deputy Registrar, Regulatory Compliance)

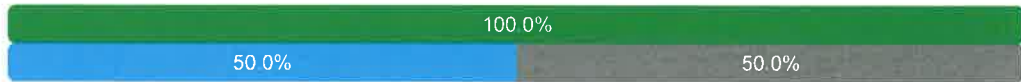
Development of manual structure/table of contents assigned to staff investigator, and process map developed for department feedback.

First draft manual to be prepared in winter 2016, finalized by end 2016.

**Strategy 7.5**

Owner: Linda Latham

**Implement new COC Decision and Reasons template for COC non-referral decisions**



Aug 26, 2015 21:23:32 by Linda Latham (Deputy Registrar, Regulatory Compliance)

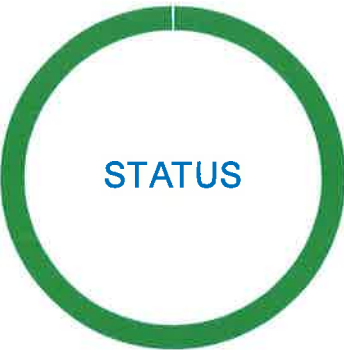
Committee Vice Chair developed and presented lead reviewer file presentation template at August Complaints Committee meeting.

New COC Decision template to be put into use by year end 2015.

**Strategic Objective 8**

Owner: Linda Latham

**REGULATORY FRAMEWORK - The practice and title-provisions of the Professional Engineers Act are judiciously enforced and continuously improved**



■ 100.0% On Track

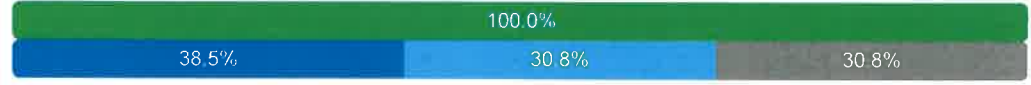


- 29.6% Completed
- 25.4% In Progress
- 40.0% Upcoming
- 5.0% Discontinued

Strategy Updates

**Strategy 8.1** Owner: Linda Latham

**Categorize all enforcement inquiries by source of allegation and violation type**



Aug 26, 2015 21:37:01 by Linda Latham (Deputy Registrar, Regulatory Compliance)

**Categorize: (100% Completed)** Building on the tracking currently in place, additional categories for tracking enforcement inquiries and files have been created, and a more robust tracking system has been developed. The system is more labour intensive. Aptify Phase II can help alleviate this additional workload, but in the meantime the tracking is being done using MS Excel.

**Strategy 8.2** Owner: Linda Latham

**Develop key performance indicators (KPIs) of enforcement activity.**



Aug 26, 2015 21:35:27 by Linda Latham (Deputy Registrar, Regulatory Compliance)

**Develop operational KPIs: (100% Completed)** Two operational KPIs established: one looking at improving the substance of potential violations reported and the second looking at improving the ratio of positive violation resolutions. Ongoing tracking of KPI's will require re-visiting once the new Manager, Enforcement is in place.

**Strategy 8.3** Owner: Linda Latham



**Develop new enforcement activity report**



**Aug 26, 2015 21:38:42 by Linda Latham (Deputy Registrar, Regulatory Compliance)**

**Revise report: (100% Completed)** Enforcement activity report was revised with new measurements and included in the 2014 PEO Annual Report. Feedback on revised report was received.

**Strategy 8.4**

Owner: Linda Latham

**Revise enforcement policy and procedures manual**



**Aug 27, 2015 15:29:23 by Linda Latham (Deputy Registrar, Regulatory Compliance)**

Gap analysis to evaluate current enforcement policies for gaps and relevancy now underway. Review to be completed by year end.

**Strategy 8.5**

Owner: Linda Latham

**Develop criteria to assess and prioritize enforcement violations and link them to associated degrees of prosecutorial action**



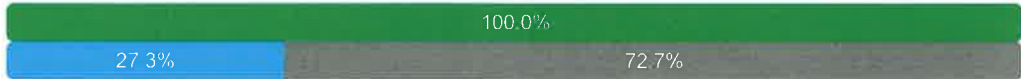
**Aug 26, 2015 21:46:10 by Linda Latham (Deputy Registrar, Regulatory Compliance)**

**Establish public risk criteria: (5% Completed)**Collecting public risk and impact information for recent enforcement cases to help establish criteria  
Decision Aid to assist in prioritizing enforcement violations to be developed in 2016.

**Strategy 8.6**

Owner: Linda Latham

**Carry out root cause analysis of obstacles to enforcement prosecutorial success**



**Aug 26, 2015 21:46:52 by Linda Latham (Deputy Registrar, Regulatory Compliance)**

Collecting 2014 enforcement case history information.  
Any obstacles to successful prosecution to be identified in late 2015 so action plans can be identified in 2016.

**Strategy 8.7**

Owner: Johnny Zuccon and Bernard Ennis

**Communicate intent of 2014 changes to the Building Code Act to building officials and monitor compliance**



**Aug 28, 2015 19:10:06 by Johnny Zuccon (Deputy Registrar, Tribunals and Regulatory Affairs)**

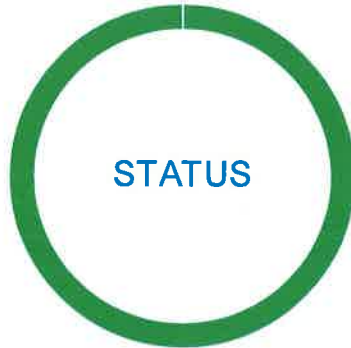
PEO has been invited to meet with Minister McMeekin on September 3rd, to discuss PEO's issue with MMAH's proposal to re-introduce a design table as an appendix to the Building Code.



**Strategic Objective 9**

Owner: Johnny Zuccon

**REGULATORY FRAMEWORK - Tribunals employ accepted smart practices in all operations and are seen to be independent and fair**



■ 100.0% On Track



■ 50.0% Completed  
■ 25.0% In Progress  
■ 25.0% Upcoming

Strategy Updates

**Strategy 9.1**

Owner: Johnny Zuccon and Sal Guerriero

**Establish and implement enhanced practices for all PEO Tribunals**



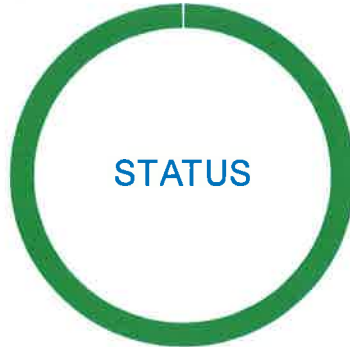
**Aug 28, 2015 18:42:14 by Johnny Zuccon (Deputy Registrar, Tribunals and Regulatory Affairs)**

Report provided to Vice Chair of DIC and submitted to committee at its June 26 2015 meeting. Next steps will provide drafts for review by the subcommittees (DIC and REC) and subsequent ratification by committees. Strategy to be completed by end of November 2015.

**Strategic Objective 10**

Owner: Johnny Zuccon

**STAKEHOLDERS - Engage key regulatory ministries and industry in engineering public policy development**



■ 100.0% On Track



■ 100.0% In Progress

Strategy Updates

**Strategy 10.1**

Owner: Johnny Zuccon and Bernard Ennis

**Work with various PEO units and external stakeholders to further the aim, expressed in Council position, of introducing professional design coordination into the Ontario Building Code**



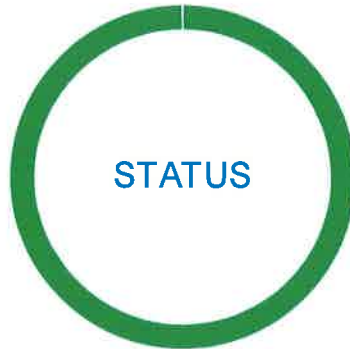
**Aug 28, 2015 19:09:10 by Johnny Zuccon (Deputy Registrar, Tribunals and Regulatory Affairs)**

This strategy is closely linked with strategy 4.8 under the concept of prime consultant. Once the PSC has defined the term and what the responsibilities will be for this, PEO and OAA and MMAH will need to collaborate and agree on finalizing the changes required in everyone's legislation.

**Strategic Objective 11**

Owner: Michael Price

**STAKEHOLDERS - Other engineering bodies (eg. OSPE, OACETT, CEO, and Ontario universities, among others), are supported within the limits of their respective mandates**



■ 100.0% On Track



■ 57.1% Completed  
■ 42.9% In Progress

Strategy Updates

**Strategy 11.1**

Owner: Pauline Lebel and Michael Price

**Collaborate with other Ontario engineering bodies to provide information on licensing requirements**



Aug 25, 2015 14:47:34 by Michael Price (Deputy Registrar, Licensing and Finance)

**Maintain ongoing relationships with OSPE wrt experience requirements: (40% Completed)** P. Lebel provided assistance for OSPE course on March 14, 2015

**Maintain ongoing relationships with OSPE wrt experience requirements: (60% Completed)** Ongoing Participation in Seminars

**Provide support to PEO chapters: (15% Completed)** Presentation made to Ottawa Chapter on Experience requirements - June 2, 2015

**Provide support to PEO chapters: (50% Completed)** Ongoing Presentations to Chapters

**Presentation to government and employers on experience requirements: (30% Completed)** Licensure participated in meeting with Union Gas to discuss licensing requirements and Union Gas's EIT program. - August 19, 2015

P. Lebel gave a presentation to HDR Inc on licensing requirement. - August 20, 2015

**Presentation to government and employers on experience requirements: (60% Completed)** Licensing Staff have attended IEP conference and continue to give presentations to employers

**Panel Participations: (15% Completed)** M. Farag sat on panel for IEP conference at Metro Convention Centre

Presentations to government, employers, Chapters and IEG panels to be completed by December 31, 2015

**Strategy 11.4**

Owner: Michael Price

**Improve PEO lines of communication with CEAB, CEQB and universities**



**Aug 25, 2015 14:50:36 by Michael Price (Deputy Registrar, Licensing and Finance)**

**Prepare Correspondence to CODE Chair: (100% Completed)** PEO Registrar and PEO's CEAB Rep regularly attend all CODE meetings

**CEAB Rep Attending CODE Meetings: (67% Completed)** CEAB Rep attended June CODE meeting and is planning to attend November CODE meeting

**Attend CEAB and CEQB meetings: (50% Completed)** Staff attended May 31 - June 1 CEAB Meetings

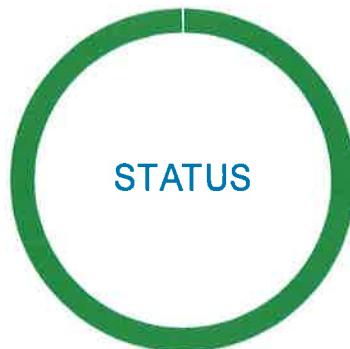
**CEAB and CEQB Rep Council Reports: (25% Completed)** Reps should prepare Annual report for November 2015 Council Meeting

Establish requirement for regular Council Reporting by PEO's CEAB and CEQB reps by Q4 2015.

**Strategic Objective 12**

Owner: Michael Price

**STAKEHOLDERS - Productive partnerships are developed with Engineers Canada and other constituent associations**



■ 100.0% On Track



■ 66.7% Completed  
■ 33.3% In Progress

Strategy Updates

**Strategy 12.1**

Owner: Michael Price

**Contribute to Engineers Canada initiatives to address maximization of common standards and assess applicability of other CA practices in licensing, accreditation discipline and enforcement issues**



**Aug 25, 2015 14:52:53 by Michael Price (Deputy Registrar, Licensing and Finance)**

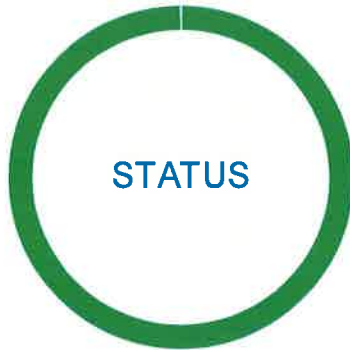
**Licensing Affairs Committee: (67% Completed)** Observed at June Committee Meeting and August NAOG consultation

Monitor Engineers Canada's Educational Credential Assessment Proposal during 2015

**Strategic Objective 13**

Owner: Johnny Zuccon

**STAKEHOLDERS - Public respect for the role of PEO is increased in accordance with the objects of the Professional Engineers Act**



■ 100.0% On Track



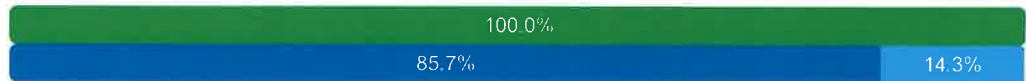
■ 85.7% Completed  
■ 14.3% In Progress

Strategy Updates

**Strategy 13.1**

Owner: Connie Mucklestone

**Audit PEO communications activities to determine their current effectiveness and make recommendations for increasing their effectiveness in support of the organization's Vision and Mission**



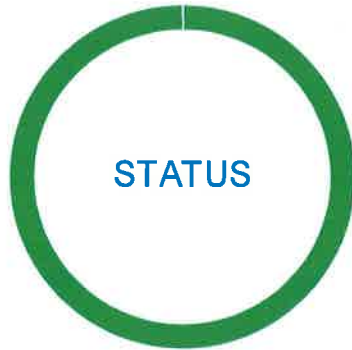
**Aug 25, 2015 22:55:33 by Connie Mucklestone (Director, Communications)**

Audit report received on schedule and reviewed. Recommendations have been categorized for immediate, medium-term and long-term implementation. Strategy is expected to be fully implemented by December 2016.

**Strategic Objective 14**

Owner: Connie Mucklestone

**OPERATIONS - Electronic communications are engaging, interactive, dynamic and appropriately targeted and integrated**



■ 100.0% On Track



■ 70.3% Completed  
 ■ 8.3% In Progress  
 ■ 21.5% Upcoming

Strategy Updates

**Strategy 14.1**

Owner: Connie Mucklestone

**Review website analytics and end-user functionality to determine next iteration of PEO web presence**



**Aug 25, 2015 22:59:08 by Connie Mucklestone (Director, Communications)**

Analytics have been reviewed and log of current website functionality and issues created. Website survey fielded and almost 2600 responses received, which have been analyzed. Agreed with IT on change in platform to SharePoint. Money budgeted in IT 2016 capital budget for the new platform. New website expected to be implemented in third quarter 2016.

**Strategy 14.2**

Owner: Connie Mucklestone

**Develop web-based version of Engineering Dimensions to enhance accessibility of information for members**



**Aug 31, 2015 14:33:56 by Connie Mucklestone (Director, Communications)**

Word Press site template selected. Preliminary site design created. Webmaster creating test site and uploading September/October issue to test site. Workflow determined. September/October 2015 issue to be a trial for the process. Call for beta testers sent out and testers recruited. Strategy expected to be fully executed by September 2016.

**Strategy 14.3**

Owner: Connie Mucklestone

**Develop and cement social media as a PEO communications tool**



**Aug 25, 2015 23:06:40 by Connie Mucklestone (Director, Communications)**

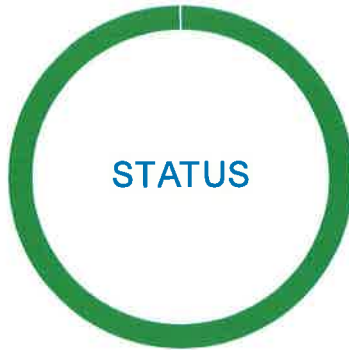
Social media policy approved and staff users have been provided policy and social media best practices guide. Best practices guide for chapters developed and distributed. PEO Twitter, LinkedIn, Facebook and YouTube accounts established and being regularly used to augment and support communications in other media. Seventeen chapters are now using social media in their communications. Strategy expected to be fully implemented by September 2016.



**Strategic Objective 15**

Owner: Michael Price

**OPERATIONS - Service delivery is improved by clarifying staff and volunteer responsibilities and managing performance**



■ 100.0% On Track



■ 25.6% Completed  
 ■ 22.8% In Progress  
 ■ 51.7% Upcoming

Strategy Updates

**Strategy 15.1**

Owner: Fern Goncalves and Scott Clark

**Align individual staff objectives to priorities and goals and provide coaching, support, training and empowerment to increase competencies and improve service delivery**



**Aug 26, 2015 12:07:06 by Fern Goncalves (Director, People Development)**

Preparing report to identify staff training requirements.  
 Next steps: Develop coaching mechanisms and training to increase staff competencies and improve service delivery.  
 Project expected to be completed by: June 2016

**Strategy 15.2**

Owner: Maria Cellucci

**Explore utility of a new Chart of Accounts and Staff Contribution System to facilitate accurate and informative financial tracking**



**Jun 01, 2015 16:16:14 by Maria Cellucci (Controller)**

Completion expected by November 30, 2015

**Strategy 15.3**

Owner: Moody Farag and Michael Price

**Initiate Lean Management Project to review steps and processing times of the P. Eng. Licensing process**



**Aug 27, 2015 13:30:50 by Michael Price (Deputy Registrar, Licensing and Finance)**

**Identify processing steps : (100% Completed)** Staff Meetings with Lean Management Consultant July 16, 17 and August 6 and 7, 2014

**Continuous improvement.. : (100% Completed)** Mapping has been completed Implementation Plan to be completed Q4 2015

**Strategy 15.4**

Owner: Moody Farag and Michael Price

**Review applicant assessment communications to ensure clarity**



**Sep 02, 2015 12:47:52 by Moody Farag (Manager, Admissions)**

**Identification of the Admissions letters that needs review: (100% Completed)** Letters has been identified

**Strategy 15.5**

Owner: Pauline Lebel and Michael Price

**Conduct a survey as a follow-up to applicants that have been interviewed by the ERC**



**Aug 27, 2015 13:34:14 by Michael Price (Deputy Registrar, Licensing and Finance)**

**Consultation with stakeholders to determine focus of survey: (100% Completed)** Discussed the idea of the survey with ERC subcommittee on May 12, 2015 and developed some questions for areas of focus.

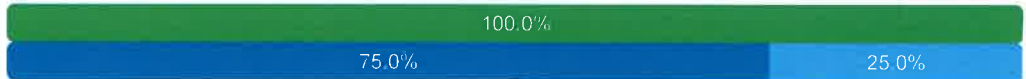
**Development of survey format and questions: (10% Completed)** Consultant retained to assist in development of survey

Recommendations to be presented to ERC in Q2 2016

**Strategy 15.6**

Owner: Lawrence Fogwill and Michael Price

**Establish Process Indicators for Temporary Licence, Limited Licence, Consulting Engineer Designation and Certificate of Authorization**



**Aug 25, 2015 15:03:28 by Michael Price (Deputy Registrar, Licensing and Finance)**

**TL Milestones: (100% Completed)**In monitoring the number and frequency of TL applications, except for a small minority of unusual circumstances, the TL turnaround time can now be established with certainty as three weeks, and often less. The new TL requirements as reflected in the recent regulation changes, may impact on this duration, especially if an assessment by the Academic Requirements Committee is required. In these cases, there is dependency on the ARC meeting schedule, in which case the entire duration of those unusual applications could be one additional month. As these benchmarks are now established, this activity can now be closed as complete.

**LL Milestones: (90% Completed)**The Joint ARC / ERC WG on the new LL / LET requirements has completed their deliberations and provided some conclusions and recommendations for both the ARC and ERC .

The new application form and information guide were approved by Council at their last meeting. The flowchart has been distributed widely, now including the LIC, who proposed some minor changes for clarification.

The communications plan to broadly disseminate the new requirements is well underway and will continue throughout the year.

This activity has a Nov. 2 due date, largely because the new requirements won't be in effect until applications received after July 1st, 2015, and the new assessment protocols won't be invoked until that time. The result is that it is difficult to determine what timings, durations and milestones are reasonable for the new requirements. Even in November, there will be limited empirical data to go by.

**CEDC milestones: (100% Completed)**Based on discussions with CEDC, there does not appear to be any issue with approval durations for CE designation, for new or renewal. The staff support move files to the committee promptly, and certainly as soon as they are complete. Files are distributed via email, and committee members reply very consistently with their recommendations for the CEDC, which are then forwarded to Council for formal approval at the next meeting. There does not seem to be any evidence that any files have not received this prompt and efficient attention. Therefore the Maximum duration for any CE approval is simply the next Council meeting. This item can be considered complete and closed.

**Establish Milestones for C of A: (100% Completed)**Following a review of all C of As submitted in 2015, for applications that are complete, a turnaround time of five days has been met without exception. For others, it is always dependent on how quickly the applicant responds. this item can be considered complete and closed.

Implementation of Milestones expected to be completed by Q4 2015

**Strategic Objective 16**

Owner: Scott Clark

**OPERATIONS - Cost management and service delivery are improved by actively managing service provider performance**



■ 81.8% Completed  
■ 18.2% Upcoming

Strategy Updates

**Strategy 16.1** Owner: Alan Zimmermann, Scott Clark, Matthew Ng, Jeannette Chau, and Ralph Martin

**Manage vendor performance, reduce or consolidate vendors where possible and consider going to RFP / RFQ if appropriate to maximize the value provided by PEO's 3rd party suppliers**

81.8% 18.2%

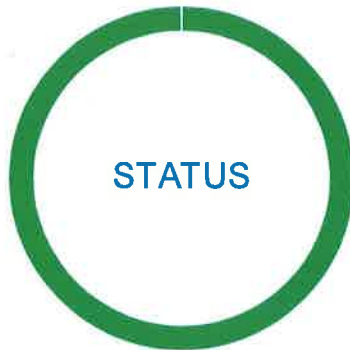
Aug 25, 2015 18:45:43 by Alan Zimmermann (Director, Information Technology)

- for activities 16.1.3 and 16.1.4, projects to be initiated in 2016 and completed by December, 2016
- all other activities in 16.1 have been completed

**Strategic Objective 17**

Owner: Scott Clark

**OPERATIONS - PEO Headquarters occupancy rates and building efficiency are optimized**



■ 100.0% On Track



■ 59.7% Completed  
■ 31.1% In Progress  
■ 9.2% Upcoming

Strategy Updates

**Strategy 17.2**

Owner: John Cookson and Scott Clark

**Renovate suite 101 to enhance working conditions of front-line reception staff, provide greater privacy to applicants and increase meeting space for volunteers**



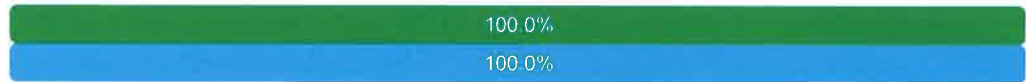
**Aug 25, 2015 13:03:13 by John Cookson (Manager, Building Operations)**

Strategy update: Renovations Complete, staff have moved to the new reception desk.  
Next steps: Minor Deficiencies to be completed and we are waiting for closeout documents.  
Project expected to be completed by: September 25, 2015

**Strategy 17.3**

Owner: John Cookson and Scott Clark

**Create a 40 Sheppard capital projects document archive to improve research and analysis capabilities and enhance decision-making**



**Aug 26, 2015 18:43:05 by Scott Clark (Chief Administrative Officer)**

Archiving of building documents ongoing.  
Next steps: documents will be archived and tagged to be searchable  
Project is expected to be completed by Q4 2016

**Strategy 17.4**

Owner: John Cookson and Scott Clark

**Update the long-term capital plan for 40 Sheppard to ensure appropriate stewardship of PEO's building asset and improve financial planning**



**Aug 26, 2015 19:05:10 by Scott Clark (Chief Administrative Officer)**

Strategy update: Plan has been completed and is to be sent to the Finance Committee.

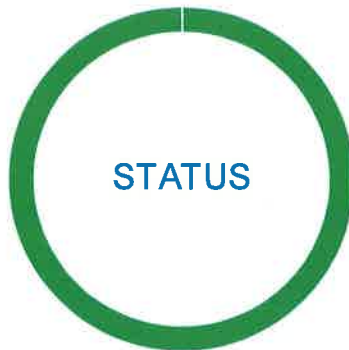
Next steps: Review of the capital plan with the Finance Committee.

Project expected to be completed by: March 2017.

**Strategic Objective 18**

Owner: Scott Clark

**OPERATIONS - Risk is mitigated by assessing vulnerabilities and addressing service gaps**



■ 100.0% On Track



■ 34.3% Completed  
■ 10.6% In Progress  
■ 55.1% Upcoming

Strategy Updates

**Strategy 18.2**

Owner: Alan Zimmermann and Scott Clark

**Re-launch Sharepoint based upon accepted smart practices**

100.0%

**Aug 26, 2015 13:22:00 by Alan Zimmermann (Director, Information Technology)**

- project initiation moved to 2016 to allow resources to focus on project Aptify

**Strategy 18.3**

Owner: Alan Zimmermann

**Replace the outsourced core infrastructure provider**

100.0%

60.0%

40.0%

**Aug 26, 2015 13:23:40 by Alan Zimmermann (Director, Information Technology)**

- working closely with the vendor towards a migration date of October 31, 2015  
- this includes decommissioning the colocation environment

**Strategy 18.4**

Owner: Alan Zimmermann

**Update systems – PCs; website performance; Optical Imaging Technology**

100.0%

33.3%

66.7%

**Aug 26, 2015 13:26:04 by Alan Zimmermann (Director, Information Technology)**

- The update of the Optical Imaging Technology (OIT) software is progressing towards completion by September 30, 2015  
- The project to update Microsoft Office is planned to be initiated after the OIT project is completed



**Strategy 18.5**

Owner: Moody Farag and Michael Price

**Implement new Online Licensing system**

100.0%

**Aug 27, 2015 13:35:05 by Michael Price (Deputy Registrar, Licensing and Finance)**

To be implemented in conjunction with Aptify Phase 2. Expected to be completed Q4 2016

**Strategy 18.6**

Owner: Alan Zimmermann

**Implement an IT dashboard to focus efforts on improving service availability, service performance, and client satisfaction**

50.0%

50.0%

**Aug 26, 2015 13:26:59 by Alan Zimmermann (Director, Information Technology)**

- to be initiated in 2016 to allow resources to focus on project Aptify

**Strategy 18.7**

Owner: Scott Clark and Alan Zimmermann

**Develop a disaster recovery / business continuity plan to mitigate risk of disruption to ongoing PEO operations**

20.0%

80.0%

**Aug 26, 2015 19:08:02 by Scott Clark (Chief Administrative Officer)**

IT disaster recovery will be achieved when switching to the new hosting provider by October 31, 2015

Next Steps: an enterprise wide disaster recovery / business continuity plan will be developed

Project is expected to be completed by March 2017

**Strategy 18.8**

Owner: Matthew Ng and Scott Clark

**Develop a guide to CASL for Chapters to facilitate common understanding, compliance and mitigate risk**

100.0%

75.0%

25.0%

**Aug 27, 2015 15:38:40 by Scott Clark (Chief Administrative Officer)****Conduct annual training in privacy and CASL: (85% Completed)** Training ongoing.

Next step: Revise FAQ per feedback from training sessions and provide ongoing training on privacy and CASL

Project is expected to be completed by December 2015.

**Strategy 18.9**

Owner: Alan Zimmermann and Michael Price

**Implement APTIFY Phase 1**

100.0%

28.6%

14.3%

57.1%



**Aug 25, 2015 15:05:16 by Michael Price (Deputy Registrar, Licensing and Finance)**

**SME Readiness for User Acceptance Testing: (5% Completed)** Progress initiated  
**IT (and Aptify) Readiness for UAT: (33% Completed)** Development to SOW and reports / views creation proceeding

Next steps are to complete development and views by UAT in September

Aptify Go-Live is scheduled for Q1 2016

**Strategy 18.10**

Owner: Alan Zimmermann and Scott Clark

**Aptify - Phase 2**



**Aug 26, 2015 12:15:08 by Scott Clark (Chief Administrative Officer)**

Possible projects identified and prioritized by SMT.

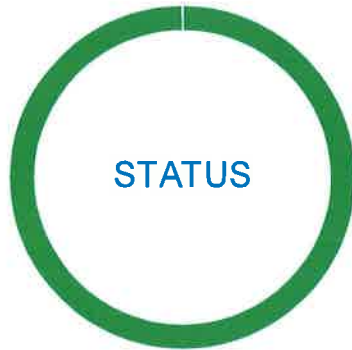
Next Steps: Pending Council budget approval, project requirements will be determined, solutions developed, user acceptance testing conducted and solutions implemented.

Project expected to be completed by Q4 2017.

**Strategic Objective 19**

Owner: Scott Clark

**STAFF, VOLUNTEERS & COUNCIL - PEO has a sustainable organization-wide continuous-improvement culture**



■ 100.0% On Track



■ 41.9% Completed  
 ■ 22.3% In Progress  
 ■ 35.8% Upcoming

Strategy Updates

**Strategy 19.1**

Owner: Alan Zimmermann

**Establish IT Service Management controls and IT Project Management controls to increase predictability create efficiency and meet stakeholder needs**



**Aug 26, 2015 13:31:54 by Alan Zimmermann (Director, Information Technology)**

- engaged vendor (Info-Tech) to provide assessment of PM practices and to provide constructive feedback
- project planned for initiation in October, 2015

**Strategy 19.2**

Owner: Jeannette Chau and Scott Clark

**Develop GLP training modules to enhance the skills of the GLP members and effectiveness of the GLP**



**Aug 26, 2015 18:38:37 by Jeannette Chau (Manager, Student & Government Liaison)**

**Develop Powerpoint presentation and other training materials: (100% Completed)** Powerpoint presentation and script completed.

Next steps: Produce training module and develop communication strategy.

Project expected to be completed by Apr 30, 2016.

**Strategy 19.3**

Owner: Matthew Ng and Scott Clark

**Develop a Reference / FAQ Guideline module to improve access to information and enhance**

**the learning opportunity for Chapter volunteers**



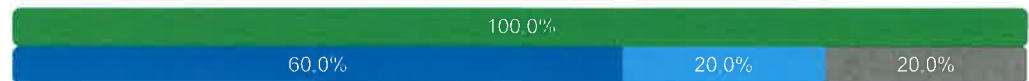
**Aug 27, 2015 15:41:43 by Scott Clark (Chief Administrative Officer)**

Produce training module for the Chapter FAQ guideline: (100% Completed)  
Develop communication strategy for Chapter FAQ guideline module: (70% Completed) RCC, at their July 25 meeting, approved the communications protocol and staff contact protocol.  
Next Steps: Communications protocol will be in the September congress package for all regions to comment on and reviewed by Communications Department..  
Project expected to be completed by December 2015.

**Strategy 19.4**

Owner: Matthew Ng and Scott Clark

**Develop Chapter financial management training module for Chapter Chairs and Treasurers to broaden understanding of fiscal processes and enhance accountability**



**Aug 27, 2015 15:23:12 by Scott Clark (Chief Administrative Officer)**

Produce web training module for the chapter chairs and treasurers: (100% Completed)  
Develop communication strategy: (50% Completed). Development of the communication strategy underway.  
Next Steps: Once complete, Financial FAQ communication strategy will be reviewed by CAO and communications before sending out to the chapters.  
Project is expected to be completed by December 2015

**Strategy 19.5**

Owner: Fern Goncalves and Scott Clark

**Update Employee Manual to ensure that PEO policies are in compliance with legislation and industry accepted smart practices; and post on SharePoint to enhance access to current information for all staff and facilitate common understanding and compliance**



**Aug 26, 2015 12:10:17 by Fern Goncalves (Director, People Development)**

Employee Manual updated and Senior Management Team review and approval of policy changes pending.  
Next steps: Develop and post PDF Employee Manual on SharePoint  
Project expected to be completed by: January 2016

**Strategy 19.6**

Owner: Fern Goncalves and Scott Clark

**Harmonize generic volunteer orientation with committee-specific on-boarding to improve volunteer understanding of PEO policies and volunteer engagement**



**Aug 26, 2015 12:12:54 by Fern Goncalves (Director, People Development)**

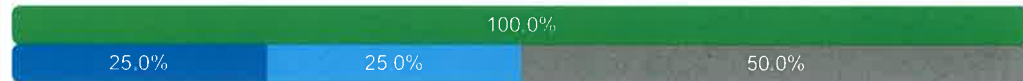
Revisions and updates to first draft production of volunteer orientation web module in progress.  
Next steps: Final production and introduction of web module

Projected expected to be completed by: December 2015

**Strategy 19.7**

Owner: Fern Goncalves and Scott Clark

**Develop Volunteer Manual to improve volunteer understanding of PEO policies and enhance access to current information**



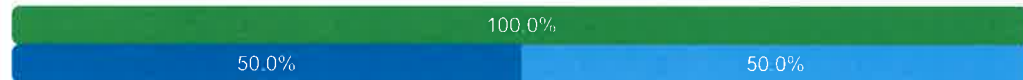
**Aug 26, 2015 12:15:22 by Fern Goncalves (Director, People Development)**

Ongoing review of current volunteer policies and development of volunteer manual materials.  
Next steps: Present draft Volunteer Manual for approval to Senior Management Team and Advisory Committee on Volunteers  
Project expected to be completed by: April 2016

**Strategy 19.8**

Owner: Fern Goncalves and Scott Clark

**Provide Privacy Policy training to volunteers and staff to facilitate common understanding and compliance**



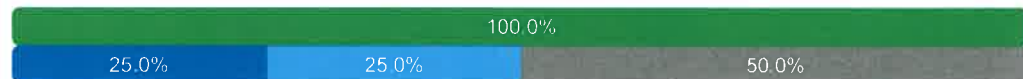
**Aug 26, 2015 12:17:32 by Fern Goncalves (Director, People Development)**

Production of the privacy policy training web module by ScholarLab ongoing.  
Next steps: Review draft module and finalize with ScholarLab  
Project expected to be completed by: October 2015

**Strategy 19.9**

Owner: Fern Goncalves and Scott Clark

**Conduct a member survey to assess relevance of PEO to their needs**



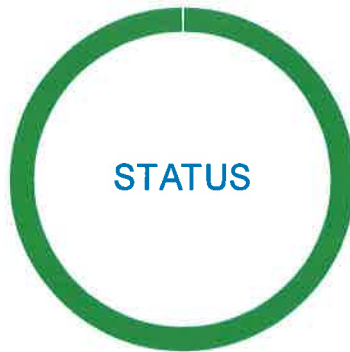
**Aug 26, 2015 12:20:45 by Fern Goncalves (Director, People Development)**

Draft member needs survey presented to Regional Councillors Committee for peer review.  
Next steps: Pending RCC feedback, prepare Briefing Note and recommendation to Council to approve the member survey.  
Project to be completed by: February 2016

**Strategic Objective 20**

Owner: Scott Clark

**STAFF, VOLUNTEERS & COUNCIL - PEO's governance approach is robust, transparent and trusted**



■ 100.0% On Track



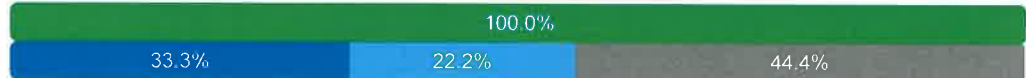
■ 71.7% Completed  
■ 8.1% In Progress  
■ 20.2% Upcoming

Strategy Updates

**Strategy 20.1**

Owner: Connie Mucklestone

**Develop and publish series of articles on aspects of PEO governance and accepted smart practices for governance of regulatory bodies**



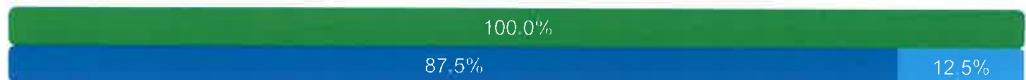
**Aug 25, 2015 23:11:42 by Connie Mucklestone (Director, Communications)**

Article list confirmed and scheduled, and first article published in July/August issue of Engineering Dimensions. Two other articles are in hand for editing, one to be published in the September/October issue, the other in March/April 2016. Strategy is expected to be completed by December 2017.

**Strategy 20.2**

Owner: Ralph Martin and Scott Clark

**Review election costs and procedures of other Constituent Associations and develop a proposal for PEO elections that enhances efficiencies and controls costs**



**Aug 27, 2015 15:44:18 by Scott Clark (Chief Administrative Officer)**

An RFP for the Official Elections Agent was completed and sent to six companies. Four submitted proposals. The submissions were reviewed and a recommendation for the Official Elections Agent is going to the September 25 Council meeting.

Next steps: Official Election Agent at the September 25 Council meeting and successful bidder notified.

Project is expected to be completed by September 30, 2015.

**Strategy 20.4**

Owner: Ralph Martin and Scott Clark

**Develop a briefing note training program for staff and volunteers to improve the quality of submissions to Council and to enhance decision-making at Council****Aug 26, 2015 19:14:24 by Scott Clark (Chief Administrative Officer)**

A script and power point slides were completed and sent to the production company to produce the webcast material. Waiting for the production company to complete the webcast.

Next steps: When the production company completes the webcast, staff will be made aware that it is available.

Project expected to be completed by November 30, 2015.

**Strategy 20.5**

Owner: Ralph Martin and Scott Clark

**Develop and implement an electronic queuing and voting application for Council meetings to enhance the effectiveness of the Council Chair and improve meeting efficiency****Aug 26, 2015 19:11:49 by Scott Clark (Chief Administrative Officer)**

General budget for the project was determined and included in 2016 capex budget submission.

Next Steps: Conduct RFP, develop requirements and solution, conduct User Acceptance Testing and implement solution.

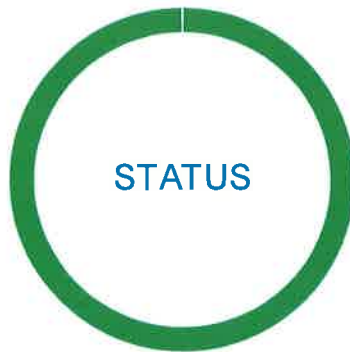
Project expected to be completed by September 1, 2016.



**Strategic Objective 21**

Owner: Scott Clark

**STAFF, VOLUNTEERS & COUNCIL - Chapters are engaged in the regulatory mandate of PEO**



■ 100.0% On Track



■ 55.6% Completed  
 ■ 5.6% In Progress  
 ■ 38.9% Upcoming

Strategy Updates

**Strategy 21.1**

Owner: Manoj Choudhary and Scott Clark

**Develop a Licensure Assistance Program (LAP) orientation training module to improve access and enhance the learning opportunity for Interns and Guides**



**Aug 26, 2015 16:06:22 by Manoj Choudhary (Manager, EIT Programs)**

Licensure Assistance Program (LAP) orientation training module project is expected to commence on January 1st, 2016. The project is expected to be completed no later than July 1st, 2017.

**Strategy 21.2**

Owner: Matthew Ng and Scott Clark

**Constitute a Chapter IT Governance Task Group to develop Chapter IT standards and recommended practices and enhance communication between Chapters and PEO on Chapter IT issues**



**Aug 27, 2015 15:28:10 by Scott Clark (Chief Administrative Officer)**

**Develop IT Governance protocol for Chapters: (20% Completed)** Outlined the IT Governance protocol in preparation for the IT Governance Envisioning meeting.

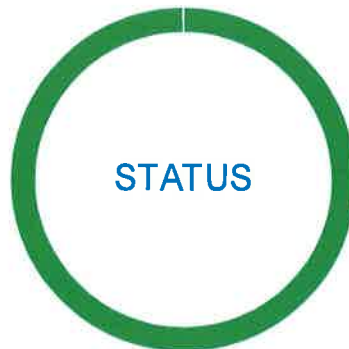
Next steps: The Task Group will continue to develop the protocol.

Project expected to be completed by December 2015

**Strategic Objective 22**

Owner: Michael Price

**STAFF, VOLUNTEERS & COUNCIL - Equity and diversity values and principles are integrated into the general policy and business operations**



■ 100.0% On Track



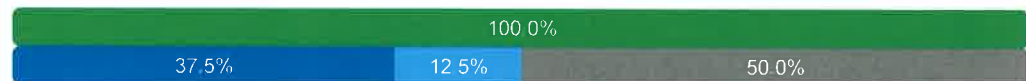
■ 37.5% Completed  
■ 12.5% In Progress  
■ 50.0% Upcoming

Strategy Updates

**Strategy 22.1**

Owner: Moody Farag, Pauline Lebel, and Michael Price

**Online equity and diversity training module is available to all ARC and ERC members. Introduce mandatory equity and diversity and AODA training for all ARC and ERC members**



**Aug 27, 2015 13:36:24 by Michael Price (Deputy Registrar, Licensing and Finance)**

**Review ERC participation : (100% Completed)** Resent information on accessing the on-line training modules to all members of ERC

**Determine if mandatory training required: (10% Completed)** ERC reminded of training module in business meeting on August 21, 2015

**Prepare Briefing Note (if required) for council to make training mandatory: (100% Completed)** Training Module was introduced to the Committee and they were encouraged to take the training

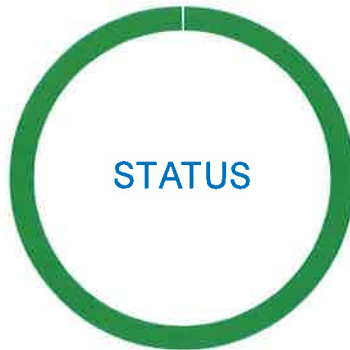
ARC and ERC members to complete module by Q2 2016.



**Strategic Objective 23**

Owner: Scott Clark

**STAFF, VOLUNTEERS & COUNCIL - Organizational renewal is ensured through succession plans and talent management strategies**



■ 100.0% On Track



■ 16.7% In Progress  
■ 83.3% Upcoming

Strategy Updates

**Strategy 23.1**

Owner: Fern Goncalves and Scott Clark

**Conduct analysis of volunteer database to identify committee HR plan gaps and turn-over rate.**

100.0%

**Aug 26, 2015 19:17:04 by Scott Clark (Chief Administrative Officer)**

Project expected to commence: October 2015 and expected to be completed December 2016

**Strategy 23.2**

Owner: Fern Goncalves and Scott Clark

**Develop succession plans and talent management strategies to enhance operational effectiveness**

100.0%

25.0%

75.0%

**Aug 26, 2015 12:27:45 by Fern Goncalves (Director, People Development)**

Developing chart to identify key positions and potential staff for the focus of succession planning efforts.

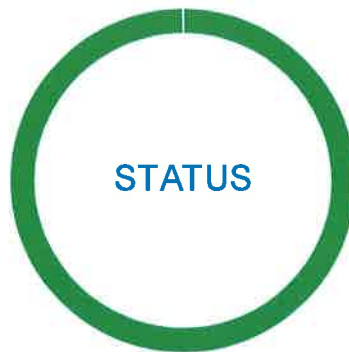
Next steps: Review report with Senior Management Team.

Project expected to be completed by: December 2016

**Strategic Objective 24**

Owner: Scott Clark

**STAFF, VOLUNTEERS & COUNCIL - PEO is recognized as an employer of choice**



■ 100.0% On Track



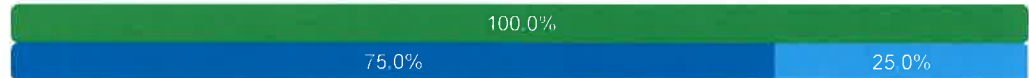
■ 32.1% Completed  
■ 25.0% In Progress  
■ 42.9% Upcoming

Strategy Updates

**Strategy 24.1**

Owner: Fern Goncalves and Scott Clark

**Conduct an employee job satisfaction survey to assess and improve employee engagement and morale**



**Aug 26, 2015 12:29:51 by Fern Goncalves (Director, People Development)**

Based on results of job satisfaction survey, conducting research and developing improvement strategies.

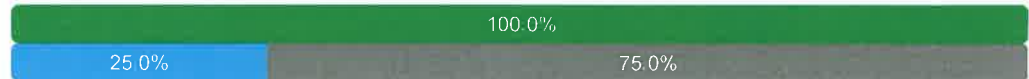
Next steps: Present strategies and make recommendations to Senior Management Team

Project expected to be completed by: December 2015

**Strategy 24.2**

Owner: Fern Goncalves and Scott Clark

**Develop an employer-of-choice strategy to increase employee engagement; enhance preservation of the knowledge base; promote employee satisfaction; and improve organizational performance**



**Aug 26, 2015 12:31:45 by Fern Goncalves (Director, People Development)**

Identify components of an employer-of-choice strategy.

Next steps: Present list of best practices to Senior Management Team and develop employer of choice strategies.

Project expected to be completed by: September 2016

# Briefing Note – Information

C-502-5.6

## ENGINEERS CANADA UPDATE

**Purpose:** To inform Council of the recent activities of Engineers Canada

**Motion(s) to consider:**

none required

Councillor Shreewastav, one of PEO's Directors on the Engineers Canada board, will provide a verbal report.

## **Regional Councillors Committee (RCC) Update**

**Purpose:** To update Council on RCC activities

**No motion required**

**Prepared by:** Matt Ng., P.Eng., Manager, Chapters

Councillor Sadr, Chair of the Regional Councillors Committee (RCC), will provide a report on activities of the RCC.

## **Appendices**

At its August 2010 meeting, the Executive Committee, by consensus, agreed that a Regional Councillors Report, setting out chapter issues that were approved at each Regional Congress to go forward to Regional Councillors Committee, be included as an information item on future Council agendas.

- Appendix A – Regional Congress Open Issues Report.

## Regional Congress Open Issues (current to RCC July 25, 2015)

<i>Issue</i>	<i>Date Opened</i>	<i>Motion Text</i>	<i>Mover Secunder</i>	<i>Update Description</i>	<i>Meeting</i>	<i>Revision Date</i>	<i>Recommendation</i>	<i>Closed</i>	<i>Action By</i>
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### Western

55	Sep/2014	WRC requests RCC to establish a task force to consider recommended changes and potential implementation of the proposed structured EIT program as presented in the PENTA Forum 2014, so to adress Western Open Issue 49 by 2015 PEO AGM.	W Kershaw, D Al-Jailawi	RCC Meeting - Structured EIT ad-hoc group met once and planning on meeting in the next little while to work out realistic options on what might interest companies to participate in the program. The ad-hoc group is also planning on developing a survey to be sent out to the companies to refine the program deliverables.	RCC	25-Jul-15	Remain Open	<input type="checkbox"/>	
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<i>Issue</i>	<i>Date Opened</i>	<i>Motion Text</i>	<i>Mover Second</i>	<i>Update Description</i>	<i>Meeting</i>	<i>Revision Date</i>	<i>Recommendation</i>	<i>Closed</i>	<i>Action By</i>
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**West Central**

29	Feb/2014	WCRC wants RCC to review the invitation and attendance policy of Chapter AGM and Meetings where a senior regional Councillor is seeking re-election, and where a senior regional Councillor is seeking election to other council positions.	F Dato, S Naseer	RCC - Recommended to be closed. "Instructions on Invitations to Chapter Events" document was created and approved by RCC.	RCC	25-Jul-15	Remain Open	<input type="checkbox"/>	
32	Jun/2014	WCRC wants RCC to implement means of improving the knowledge new licensee have with regard to the role and mandate of PEO in society, its chapter system and volunteerism in general for the Association.	S Favell, J Chisholm	Chapter Office is working on improving the Welcome Package to new licensees that could provide the additional information with regard to the role and mandate of PEO in society, its chapter system and volunteerism, in general, for the association.	RCC	25-Jul-15	Remain Open	<input type="checkbox"/>	

<i>Issue</i>	<i>Date Opened</i>	<i>Motion Text</i>	<i>Mover Seconder</i>	<i>Update Description</i>	<i>Meeting</i>	<i>Revision Date</i>	<i>Recommendation</i>	<i>Closed</i>	<i>Action By</i>
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**Northern**

37	Jun/2015	NRC requests RCC to establish a task force to consider the AGM Term Limits Motion and make recommendations back to RCC.	S Schelske, S Sennanyana	RCC recommends that Council appoint a Task Force to review term limits for all PEO Council members. Such Task Force shall be made up of Council members, chapter executive members, members at large, with no more than 50% of current Council members. Task Force is recommended to present Terms of Reference by February 2016 and report back to RCC no later than Fall 2016.	RCC	25-Jul-15	Remain Open	<input type="checkbox"/>	
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<i>Issue</i>	<i>Date Opened</i>	<i>Motion Text</i>	<i>Mover Seconder</i>	<i>Update Description</i>	<i>Meeting</i>	<i>Revision Date</i>	<i>Recommendation</i>	<i>Closed</i>	<i>Action By</i>
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**Eastern**

112	Jun/2015	<p>Be it resolved that PEO Council approach the Canadian Forces in an effort to encourage Licensure of these otherwise qualified officers.</p> <p>WHEREAS the PEO is the body responsible for the licensure of RCC Engineers in the Province of Ontario as detailed in the Professional Engineers act, and</p> <p>WHEREAS some 200 Engineers per year graduate and serve as Military Officers in the Canadian Forces, but are exempt from the requirement for the P.Eng. Licence. Those that would meet the Academic Requirements for Licensure, are usually, but not exclusively, employed doing Professional Engineering work, and</p> <p>WHEREAS these Officers are often unable to fulfill the listed requirements for Experience during their initial employment, for reasons not under their control, such as:</p> <ol style="list-style-type: none"> <li>1. They may not be employed as an Engineer, they have no choice since the Canadian Forces employs them according to the needs of the forces, not the personal needs of the individual,</li> <li>2. They may not be supervised by a Professional Engineer,</li> <li>3. They may not be employed in the field of their Under-graduate Degree, or</li> <li>4. They may be restricted from describing the nature of their employment.</li> </ol> <p>Be it resolved that PEO Council approach the Canadian Forces in an effort to encourage Licensure of these otherwise qualified officers.</p>	D Hamilton, J Podrebarac	<p>General consensus was that this issue is outside of RCC's scope. Eastern Regional Congress was recommended to work with PEO staff to address Royal Military College (RMC) about this matter directly.</p>	RCC	25-Jul-15	Remain Open	<input type="checkbox"/>	
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## **COMPLAINTS, DISCIPLINE, LICENSING AND REGISTRATION STATISTICS**

**Purpose:** To provide a statistical report to Council regarding Complaints, Discipline, Licensing and Registration.

**No motion required**

**Prepared by:** Dale Power, Secretariat Administrator

### **1. Need for PEO Action**

- Standing report was requested at the September 2009 meeting of Council.

### **2. Appendices**

- Appendix A – Complaints Statistics
- Appendix B – Discipline Statistics
- Appendix C – Licensing Statistics
- Appendix D – Registration Statistics

**COMPLAINTS & INVESTIGATION STATISTICS**

	<b>2013</b>	<b>2014</b>	<b>2015 (Aug. 31)</b>
<b>COC's Caseload</b>			
Filed Complaints <sup>1</sup> not disposed of by COC at previous year-end	135	127	105
Complaints Filed ( <i>PEAct s. 24. 1(a)</i> ) during the Year	66	69	37
Total Caseload in the Year	201	196	142
Total Filed Complaints Disposed of by COC in the Year (for details see <i>COC's Disposition of Complaints</i> below)	74	91	59
<b>Total Filed Complaints Pending for COC Disposition</b> (for details see <i>Status of Active Filed Complaints</i> below)	<b>127</b>	<b>105</b>	<b>83</b>
<b>COC's Disposition of Complaints</b>			
Direct that the matter be referred, in whole or in part, to the Discipline Committee. ( <i>PEAct s. 24. 2(a)</i> )	3	6	6
Direct that the matter not be referred. ( <i>PEAct s. 24. 2(b)</i> )	47	62	41
Take such action as COC considers appropriate in the circumstances and that is not inconsistent with this Act or the regulations or by-laws. ( <i>PEAct s. 24. 2(c)</i> )	24	23	12
<b>COC's Timeliness Regarding the Disposition of the Complaint<sup>2</sup></b>			
Complaint disposed of within 90 days of filing	0	0	0
Complaint disposed of between 91-180 days of filing	30	17	4
Complaint disposed of after more than 180 days of filing	44	74	55
<b>COC Processing Time – Days from Complaint Filed to COC Disposition</b>			<b>12 mo rolling average</b>
Average # Days	362	655	622
Minimum # Days	105	136	91
Median # Days	183	444	384
Maximum # Days	1408	1601	1686

<sup>1</sup> Signed Complaint Form filed with the Registrar.

<sup>2</sup> Days from Complaint Filed to date COC Decision is signed by COC Chair.

## Status of Active Filed Complaints

<b>Active Filed Complaints - Total</b>		<b>83</b>
<b>Complaints filed more than 180 days ago</b>	<b>55</b>	<b>55</b>
Waiting for Approval and Reason regarding COC Decision	13	
Complaints under active consideration by COC	13	
Completed Investigation ready for COC consideration	0	
Regulatory Compliance Investigation	29	
<b>Complaints filed between 91-180 days ago</b>	<b>9</b>	<b>9</b>
Waiting for Approval and Reason regarding COC Decision	4	
Complaints under active consideration by COC	0	
Completed Investigation ready for COC consideration	0	
Regulatory Compliance Investigation	5	
<b>Complaints filed within the past 90 days</b>	<b>19</b>	<b>19</b>
Waiting for Approval and Reason regarding COC Decision	0	
Complaints under active consideration by COC	0	
Completed Investigation ready for COC consideration	0	
Regulatory Compliance Investigation	19	

Note:

### **Review by Complaints Review Councillor (PEAct s. 26. (s))**

Where a complaint respecting a member of the Association or a holder of a certificate of authorization, a temporary licence, a provisional licence or a limited licence has not been disposed of by the Complaints Committee **within ninety days** after the complaint is filed with the Registrar, upon application by the complainant or on his or her own initiative the Complaints Review Councillor may review the treatment of the complaint by the Complaints Committee.

### **Glossary of Terms:**

Complaint Filed – Signed Complaint Form filed with the Registrar.

Investigation Complete – Completed Complaint Summary document sent to the respondent and ready for COC consideration

**DISCIPLINE STATISTICS – September 2015 Council Meeting Report**

Discipline Phase

	2012	2013	2014	2015 (up to Aug. 31)
Matters Referred to Discipline	6	3	7	6
Matters Pending (Caseload)	18*	10	12**	15
Written Final Decisions Issued	10	10	6	5*
<b><i>DIC Activity</i></b>				
Pre-Hearing Conferences Held	6	4	4	6
Hearings Phase commenced	10	3	1	0
Hearings Phase completed	8	6	3	2

\*One matter was stayed in 2012, and a motion regarding costs was heard in January 2013. Note: This matter was still counted into the number of “Matters Pending (Caseload)” in 2012, but no longer counted in 2013. Decision on motion (hearing in January 2013) was issued by Panel on May 15, 2015.

\*\* By a decision of the Divisional Court one matter was sent back for re-hearing by a differently constituted panel.

Table “A” – Timeline summary for matters in which Decision and Reasons were issued in 2015

<b>File Number</b>	<b>Hearing date(s)</b>	<b>Date of written Decision</b>	<b>Approx. length of time from the last Hearing date to date of written Decision</b>
L05 08-79	January 21, 2013(Motion)	May 15, 2015	2.4 years
L05 10-02	July 7, 8, 9, 10, 2014 November 19, 20; 2014; December 1, 2, 4, 2014; January 23, 2015 March 23, 2015	June 15, 2015	2.5 months
L06 09-32	April 20; May 1, 8, 9, 2013	July 1, 2015	2.1 years
L05 13-21	March 17, 2015; June 16, 2015	July 26, 2015	1.5 months
L04 11-01	April 13, 2015	August 24, 2015	4.5 months

**PROFESSIONAL ENGINEERS ONTARIO  
P. ENG. STATISTICS  
2015**

**C-502-5.8 - Appendix C**

	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	TOTAL
Members on Register													
Beginning	78,657	78,498	78,746	79,011	79,015	79,304	79,438	79,456					78,657
New Members	192	285	364	305	346	226	228	252					2,198
Reinstatements	93	106	76	89	73	48	88	48					621
Resignation - Regular	(86)	(20)	(35)	(48)	(22)	(26)	(28)	(20)					(285)
- Retirees	(25)	(9)	(9)	(26)	(16)	(12)	(8)	(6)					(111)
Deceased	(53)	(33)	(36)	(43)	(20)	(15)	(22)	(20)					(242)
Deletions - Regular	(192)	(79)	(97)	(149)	(73)	(83)	(165)	(70)					(908)
- Retirees	(88)	(2)	2	(124)	1	(4)	(75)	(2)					(292)
<b>Total Ending</b>	<b>78,498</b>	<b>78,746</b>	<b>79,011</b>	<b>79,015</b>	<b>79,304</b>	<b>79,438</b>	<b>79,456</b>	<b>79,638</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>79,638</b>
Members on Register Summary													
Full Fee Members	64,713	65,003	65,173	65,256	65,536	65,579	65,613	65,811					65,811
Partial Fee Remission - Retired	12,104	12,130	12,207	12,087	12,135	12,195	12,166	12,211					12,211
Partial Fee Remission - Health	163	168	172	176	175	179	183	184					184
Fee Remission - Maternity and/or Parental Leave , Postgraduate Studies and other	1,518	1,445	1,459	1,496	1,458	1,485	1,494	1,432					1,432
<b>Total Membership</b>	<b>78,498</b>	<b>78,746</b>	<b>79,011</b>	<b>79,015</b>	<b>79,304</b>	<b>79,438</b>	<b>79,456</b>	<b>79,638</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>79,638</b>
Membership Licence													
Net Applications Received	314	310	291	301	229	298	281	204					2,228
Applications Rec'd FCP	247	112	77	55	63	174	274	304					1,306
Female Members on													
Register - Beginning	7,992	8,031	8,061	8,096	8,119	8,151	8,181	8,204					7,992
New Female Engineers	39	30	35	23	32	30	23	33					245
<b>Total Female Engineers</b>	<b>8,031</b>	<b>8,061</b>	<b>8,096</b>	<b>8,119</b>	<b>8,151</b>	<b>8,181</b>	<b>8,204</b>	<b>8,237</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>8,237</b>

**PROFESSIONAL ENGINEERS ONTARIO  
ENGINEER IN TRAINING - STATISTICS  
2015**

	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	TOTAL
Recorded													
Beginning of Month	11,476	11,462	11,471	11,452	11,396	11,377	11,388	11,478					11,476
New Recordings	101	74	147	149	173	125	124	125					1,018
New Recordings FCP	190	148	148	71	90	46	151	238					1,082
Reinstatements	27	43	27	27	32	17	29	15					217
P. Eng. Approvals	(86)	(118)	(155)	(138)	(147)	(98)	(100)	(96)					(938)
Resignations/Deletions	(21)	(17)	(7)	(44)	(20)	(9)	(19)	(85)					(222)
Lapse/Non Payment	(225)	(121)	(179)	(121)	(147)	(70)	(95)	(92)					(1,050)
Deceased	0	0	0	0	0	0	0	0					0
<b>Total Ending</b>	<b>11,462</b>	<b>11,471</b>	<b>11,452</b>	<b>11,396</b>	<b>11,377</b>	<b>11,388</b>	<b>11,478</b>	<b>11,583</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>11,583</b>
<b>Female Recording on Register</b>													
Beginning	2,233	2,247	2,254	2,266	2,245	2,233	2,239	2,255					2,233
New Female Recordings	14	7	12	(21)	(12)	6	16	16					38
<b>Total Female Recordings</b>	<b>2,247</b>	<b>2,254</b>	<b>2,266</b>	<b>2,245</b>	<b>2,233</b>	<b>2,239</b>	<b>2,255</b>	<b>2,271</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2,271</b>

**PROFESSIONAL ENGINEERS ONTARIO  
CERTIFICATE OF AUTHORIZATION - STATISTICS  
2015**

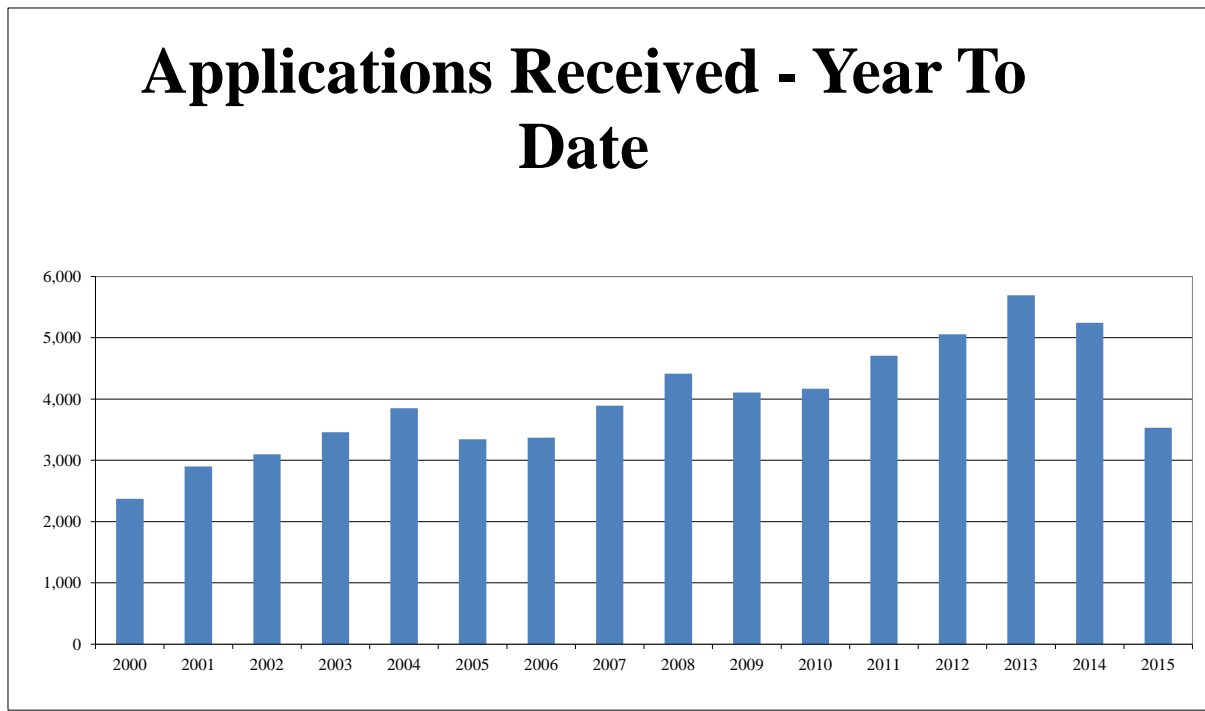
	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	TOTAL
<b>C of A Holders - Beginning</b>													
Regular	5,108	5,110	5,128	5,163	5,176	5,200	5,220	5,210					5,108
Temporary	43	43	43	45	45	45	45	44					43
Sub Total	5,151	5,153	5,171	5,208	5,221	5,245	5,265	5,254	0	0	0	0	5,151
<b>New Certificates Issued</b>													
Regular	37	35	50	47	63	60	51	31					374
Temporary	0	0	2	0	1	0	1	1					5
Sub Total	37	35	52	47	64	60	52	32	0	0	0	0	379
<b>Reinstatements</b>													
Regular	1	1	0	0	0	1	0	3					6
Temporary	0	0	0	0	0	0	0	0					0
Sub Total	1	1	0	0	0	1	0	3	0	0	0	0	6
<b>Deletions</b>													
Closed	(35)	(18)	(15)	(34)	(39)	(41)	(59)	(51)					(292)
Suspended, Revoked and other	(1)	0	0	0	0	0	(2)	0					(3)
Temporary	0	0	0	0	(1)	0	(2)	0					(3)
Sub Total	(36)	(18)	(15)	(34)	(40)	(41)	(63)	(51)	0	0	0	0	(298)
<b>Total Ending</b>													
Regular	5,110	5,128	5,163	5,176	5,200	5,220	5,210	5,193	0	0	0	0	5,193
Temporary	43	43	45	45	45	45	44	45	0	0	0	0	45
	<b>5,153</b>	<b>5,171</b>	<b>5,208</b>	<b>5,221</b>	<b>5,245</b>	<b>5,265</b>	<b>5,254</b>	<b>5,238</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>5,238</b>





**PEO STATISTICS  
APPLICATIONS RECEIVED  
2000 - 2015**

	2000	2001	2002	2003	2004	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015
JANUARY	278	328	341	539	440	364	316	308	372	336	393	414	397	440	530	561
FEBRUARY	157	260	222	260	345	259	319	257	234	338	276	278	384	422	380	422
MARCH	165	136	234	169	298	340	316	272	345	379	373	453	398	428	395	368
APRIL	206	225	277	279	304	269	291	280	381	294	239	338	297	414	361	356
MAY	213	403	299	394	425	270	298	293	278	279	303	314	353	394	324	292
JUNE	157	158	220	221	337	264	273	279	332	320	306	322	374	388	356	472
JULY	160	236	265	200	297	286	254	355	460	395	332	398	482	529	486	555
AUGUST	233	248	269	357	272	301	285	367	413	326	358	493	508	505	495	508
SEPTEMBER	248	270	352	455	382	254	251	333	415	402	383	451	388	512	542	
OCTOBER	195	222	206	257	253	263	282	396	419	428	372	469	540	646	568	
NOVEMBER	186	232	238	190	236	304	226	505	430	340	497	481	503	525	416	
DECEMBER	175	184	178	140	261	168	260	248	334	270	336	295	432	491	392	
<b>TOTAL</b>	<b>2,373</b>	<b>2,902</b>	<b>3,101</b>	<b>3,461</b>	<b>3,850</b>	<b>3,342</b>	<b>3,371</b>	<b>3,893</b>	<b>4,413</b>	<b>4,107</b>	<b>4,168</b>	<b>4,706</b>	<b>5,056</b>	<b>5,694</b>	<b>5,245</b>	<b>3,534</b>
<b>MONTHLY AVERAGE</b>	<b>198</b>	<b>242</b>	<b>258</b>	<b>288</b>	<b>321</b>	<b>279</b>	<b>281</b>	<b>324</b>	<b>368</b>	<b>342</b>	<b>347</b>	<b>392</b>	<b>421</b>	<b>475</b>	<b>437</b>	<b>442</b>
<b>Year To Date</b>	<b>2,373</b>	<b>2,902</b>	<b>3,101</b>	<b>3,461</b>	<b>3,850</b>	<b>3,342</b>	<b>3,371</b>	<b>3,893</b>	<b>4,413</b>	<b>4,107</b>	<b>4,168</b>	<b>4,706</b>	<b>5,056</b>	<b>5,694</b>	<b>5,245</b>	<b>3,534</b>



**REGISTRATION STATISTICS – September 2015 Council Meeting Report**

Registration Phase

	<b>2014</b>	<b>2015 (up to August 31)</b>
Requests for Hearing	5	4
Premature Applications (no Notice of Proposal)	1	2
Matters Pending (Caseload)	10	10
Written Final Decisions Issued	3	2
Appeals to the Divisional Court	1*	1
<b><i>REC Activity</i></b>		
Pre-Hearing Conferences Held	6	3
Hearings Phase completed	2	1

\*The Divisional Court upheld the decision of the Registration Committee

Table “A” – Timeline summary for matters in which Decision and Reasons were issued in 2015

<b>File Number</b>	<b>Hearing date(s)</b>	<b>Date of written Decision</b>	<b>Approx. length of time from the last Hearing date to date of written Decision</b>
100171936	August 12 and 13, 2014	January 5, 2015	4.5 months
100125295	May 13 and 14, 2015	July 30, 2015	2.5 months

## **COUNCILLORS ITEMS**

- a) **Notices of Future Agenda Items**
- b) **Councillors' Questions**

**Purpose:** To provide Councillors with an opportunity to provide notice of items for inclusion on the next Council meeting agenda, and to ask questions.

**No motion required**

**Prepared by:** Dale Power, Secretariat Administrator