



Council Meeting

517th Meeting of Council
of Professional Engineers Ontario

to be held on
Thursday, March 22, 2018
5:30 p.m. – reception
6:00 p.m. – dinner
7:00 – plenary session

Friday, March 23, 2018
7:45 – 8:45 a.m. – breakfast
9:00 a.m. – 4:00 p.m.

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

Thursday, March 22, 2018

1. Reception – 5:30 p.m. to 6:00 p.m.
Dinner – 6:00 p.m. to 7:00 p.m.
(8th Floor Dining Room)

2. Plenary Session – 7:00 p.m. to 9:00 p.m.
(8th Floor Council Chambers)
 1. Engineers Canada Annual General Meeting
 2. Public Information Campaign (PIC) Presentation
 3. Leadership Development Program

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-517-1.1, 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 – 517th Council meeting agenda

C-517-1.1
Appendix A

Agenda

517th Meeting of the Council Professional Engineers Ontario

Date: Friday, March 22-23, 2018
Time: Friday – 9:00 a.m. – 4:00 p.m.
Place: PEO Offices – 8th Floor Council Chambers
 40 Sheppard Avenue West
 Toronto, Ontario

OR **Dial-in: 1-888-866-3653**
Participant Code: 9394319#

Thursday, March 22 – 7:00 p.m. – 9:00 p.m.

	Spokesperson
PLENARY SESSION	
1. Engineers Canada Annual General Meeting 2. Public Information Campaign (PIC) Presentation 3. Leadership Development Program	President-elect Brown Councillor Spink Past President Comrie

Friday, March 23 – 9:00 a.m. – 4:00 p.m.

CALL TO ORDER			
1. APPROVAL OF AGENDA AND LEADERSHIP REPORTS		Spokesperson/ Moved by	Type
1.1	APPROVAL OF AGENDA	Chair	Decision
1.2	PRESIDENT/REGISTRAR'S REPORT	Chair/Registrar	Information
2. PRIORITY ITEMS		Spokesperson/ Moved by	Type
2.1	2017 AUDITED FINANCIAL STATEMENTS	Councillor Preley	Decision
2.2	RECOMMENDATION OF AN AUDITOR FOR 2018	Councillor Preley	Decision
2.3	APPOINTMENT OF PEO DIRECTOR TO ENGINEERS CANADA BOARD	Chair	Decision
2.4	COMMITTEE/TASK FORCES TERMS OF REFERENCE – ERC AND RCC	Councillor Bellini	Decision
2.5	SUCCESSION PLANNING TASK FORCE – TERMS OF REFERENCE	Councillor Bellini	Decision
2.6	GOVERNANCE WORKING GROUP PHASE 1 – TERMS OF REFERENCE	Councillor Bellini	Decision

2.7	CHANGES TO THE 2018 PEO COMMITTEES AND TASK FORCES MEMBERSHIP ROSTER	Councillor Bellini	Decision
2.8	ENGINEERS CANADA ANNUAL GENERAL MEETING	President-elect Brown	Decision
2.9	ENHANCEMENTS TO COUNCIL ELECTION PROCEDURES	Councillor Takesian	Decision
2.10	ON-LINE PORTAL TASK FORCE	Councillor Preley	Decision
2.11	COMMITTEE/TASK FORCES ANNUAL WORK AND HUMAN RESOURCES PLAN – AWARDS COMMITTEE	Councillor Bellini	Decision
2.12	ANNUAL GENERAL MEETING REGIONAL ROTATION PROTOCOL	Councillor Hidalgo	Decision
2.13	BUILDING CAPACITY FOR RESILIENCY	Councillor Fraser	Decision
2.14	ADDRESSING SAFETY & SECURITY FOR PEO'S OUTREACH ACTIVITIES	Vice-President Spink	Decision
2.15	POLICY – REGULATORY COMPLAINTS AGAINST PEO VOLUNTEERS AND PROFESSIONAL STAFF	Linda Latham	Information
2.16	APTIFY UPGRADE UPDATE	Michelle Wehrle	Information
2.17	ON-LINE LICENSING UPDATE	Michael Price	Information
2.18	PEAK UPDATE	Bernard Ennis	Information
3.	<u>CONSENT AGENDA</u>	Spokesperson/ Moved by	Type
3.1	OPEN SESSION MINUTES – 516 TH COUNCIL MEETING – FEBRUARY 2, 2018	Chair	Decision
3.2	APPROVAL OF CEDC APPLICATIONS	Councillor Bellini	Decision
4.	<u>IN-CAMERA</u>	Spokesperson/ Moved by	Type
4.1	IN-CAMERA MINUTES – 516 TH COUNCIL MEETING – FEBRUARY 2, 2018	Chair	Decision
4.2	REGULATION ADDITION – FRENCH VERSION REGULATION 941	Councillor Bellini	Decision
4.3	FILLING COUNCILLOR VACANCIES	President-elect Brown	Decision
4.4	GLP RFP SERVICE PROVIDER SELECTION	President-elect Brown	Decision
4.5	COMPLAINTS REVIEW COUNCILLOR APPOINTMENT(S)	Councillor Houghton	Decision
4.6	SUCCESSION PLANNING TASK FORCE APPOINTMENTS	Councillor Kirkby	Decision
4.7	GOVERNANCE WORKING GROUP PHASE 1 APPOINTMENTS	Councillor Kirkby	Decision

4.8	HRC UPDATE	President Dony	Information
4.9	2018 PEO ENGINEERS CANADA DIRECTORS EVALUATION	President-elect Brown	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 VIOLENCE POLICIES – COUNCILLOR VIOLATIONS, IF ANY	Chair	Information
5. <u>INFORMATION ITEMS</u>		Spokesperson/ Moved by	Type
ONGOING ITEMS			
5.1	LEGISLATION COMMITTEE UPDATE	Councillor Bellini	Information
5.2	REGIONAL COUNCILLORS COMMITTEE (RCC) UPDATE	Councillor Turnbull	Information
5.3	OSPE-PEO JOINT RELATIONS COMMITTEE (JRC) UPDATE	President Dony	Information
5.4	ENGINEERS CANADA UPDATE	Chris Roney	Information
5.5	STATISTICS - COMPLAINTS, DISCIPLINE, LICENSING AND REGISTRATION UPDATE	Latham/Price/ Zuccon	Information
5.6	COUNCILLOR ITEMS	Chair	Information

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]

2018 Council Committee Meeting/Mailing Schedule

2018 Council Mailing Schedule

Meeting #		Meeting Date	Initial BN Due Date – Members at Large	Initial BN Due Date – Councillors/Staff	Initial Agenda Mailing Date	Supp. Agenda ¹ Due Date	Supp. Agenda Mailing Date
517	Council	March 22-23	March 2	March 6	March 9	March 13	March 16
518	Council	April 21 ²	March 30	April 4	April 6	April 10	April 13

¹ - requires the approval of the Chair or Registrar

² - new Councillors to be invited as soon as information is available

Upcoming Events

Date	Event	Location
Friday, April 20, 2018	Volunteer Leaders Conference Order of Honour Gala	Westin Harbour Castle, Toronto, Ontario
Saturday, April 21, 2018	Annual General Meeting	Westin Harbour Castle, Toronto, Ontario
May 31 – June 2, 2018	Council Retreat	Delta Kingston, Kingston

Briefing Note – Information

C-517-1.2

PRESIDENT'S/REGISTRAR'S REPORT

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

Motion(s) to consider:

none required

President Dony and Interim Registrar Zuccon will provide oral reports on their recent PEO activities.

2017 AUDITED FINANCIAL STATEMENTS

Purpose: To approve the Audited Financial Statements for the year ended December 31, 2017 and the Auditor's report thereon.

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

That Council:

- a) approve the Audited Financial Statements for the year ended December 31, 2017, and the Auditor's report thereon, as presented to the meeting at C-517-2.1, Appendix A; and
- b) authorize the President and President-elect to sign the Audited Financial Statements on Council's behalf.

Prepared by: Chetan Mehta – Director, Finance

Motion Sponsor: Councillor Preley, P.Eng. – Chair, Audit Committee

1. Need for PEO Action

PEO's governing legislation and its By-laws require that Council approve the audited financial statements of the Association for presentation to members at PEO's Annual General Meeting and that the statements be published on PEO's website for access to all members.

The Audit Committee's legislated mandate approved by Council is to:

- Oversee the auditing of the Association's financial statements by an external auditor; and
- Monitor the accounting and financial reporting processes and systems of internal control.

PEO By-Law No. 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. The financial statements with (a summary of) the auditor's report shall be published in the official publication of the association after its approval by the Council.

2. Proposed Action / Recommendation

That Council approve the Audited Financial Statements and the auditor's report thereon for the year ended December 31, 2017 for presentation to members at the 2018 Annual General Meeting, and that the statements be published on PEO's website and in the next edition of *Engineering Dimensions*, as required by legislation and PEO's by-laws.

3. Next Steps

Once the 2017 Financial Statements are approved and signed by the President and President-elect, the audited financial statements will be available to members at the 2018 Annual General Meeting and the statements will be published on PEO's website in April and in the next edition of *Engineering Dimensions*. A Financial Report and financial statement analysis will be prepared and published as well. A Q&A on PEO's operations for 2017 will be developed for the 2018 Annual General Meeting based on anticipated questions.

4. Policy or Program contribution to the Strategic Plan

NA

5. Financial Impact on PEO operating budget (for five years)

Year	Expected spend	Explanation
2017	\$41,260	Per the quote in proposal submitted by Deloitte in 2016.
2018	\$41,260	Per the quote in proposal submitted by Deloitte in 2016.
2019	\$42,085	The expected spend will increase by the CPI. The figure shown assumes an expected CPI of 2%.
2020	\$42,927	The expected spend will increase by the CPI. The figure shown assumes an expected CPI of 2%.
2021	\$43,785	The expected spend will increase by the CPI. The figure shown assumes an expected CPI of 2%.

6. Peer Review & Process Followed

Process Followed	On March 6, 2018 at the joint Audit / Finance Committee meeting, the 2017 Audited Financial Statements and auditor's report were presented to the Audit and Finance Committees for review and discussion. The 2017 Audited Financial Statements were approved by the Audit committee during this meeting.
Council Identified Review	The auditor presents the audit results for the relevant fiscal year and the draft financial statements to the Audit committee which, if satisfied, will make a recommendation to Council to approve the draft financial statements and the appointment of the auditor for the next fiscal year.
Actual Motion Review	On March 6, 2018, the Audit Committee approved the 2017 Audited Financial Statements and auditor's report and recommended that these be presented to Council for approval.

7. Appendices

Appendix A – 2017 Audited Financial Statements and Auditor's report

Appendices B, B1 and B2 – Audit Committee Report – year ended December 31, 2017

C-517-2.1
Appendix A

Financial statements of
Association of Professional Engineers
of Ontario

December 31, 2017

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Independent Auditor's Report

To the Members of
Association of Professional Engineers of Ontario

We have audited the accompanying financial statements of the Association of Professional Engineers of Ontario, which comprise the balance sheet as at December 31, 2017, and the statements of revenue, expenses and changes in net assets and cash flows for the year then ended, and a summary of significant accounting policies and other explanatory information.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with Canadian accounting standards for not-for-profit organizations, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with Canadian generally accepted auditing standards. Those standards require that we comply with ethical requirements and plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Opinion

In our opinion, the financial statements present fairly, in all material respects, the financial position of the Association of Professional Engineers of Ontario as at December 31, 2017 and the results of its operations and its cash flows for the year then ended in accordance with Canadian accounting standards for not-for-profit organizations.

Chartered Professional Accountants
Licensed Public Accountants
_____, 2018

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Association of Professional Engineers of Ontario

Statement of revenue, expenses and changes in net assets

Year ended December 31, 2017

	Notes	2017	2016
		\$	\$
Revenue			
P. Eng revenue		15,444,463	15,300,492
Application, registration, examination and other fees		6,450,742	6,186,429
Building operations	4	2,386,379	2,044,589
Investment income		287,341	171,538
Advertising income		269,958	437,187
		24,838,883	24,140,235
Expenses			
Staff salaries and benefits/retiree and future benefits	9	11,742,284	11,262,243
Building operations	4	2,401,801	2,485,858
Purchased services		1,492,430	1,402,475
Amortization		1,280,598	1,242,064
Engineers Canada		960,080	977,311
Legal (corporate, prosecution and tribunal)		913,788	614,293
Chapters	13	887,498	765,181
Computers and telephone		854,024	628,847
Occupancy costs	4	817,268	857,468
Volunteer expenses		738,032	660,736
Postage and courier		638,415	626,926
Transaction fees		536,201	500,306
Consultants		459,679	410,711
Contract staff		189,353	399,882
Recognition, grants and awards		178,010	196,051
Advertising		156,729	107,711
Office supplies		132,120	132,379
Professional development		120,985	168,011
Insurance		116,481	111,637
Printing		113,406	98,841
Staff expenses		100,522	83,808
		24,829,704	23,732,739
Excess of revenue over expenses before the undernoted		9,179	407,496
Council discretionary reserve expenses	8	34,967	36,871
(Deficiency) excess of revenue over expenses		(25,788)	370,625
Remeasurement and other items		80,755	1,342,820
Net assets, beginning of year		16,039,588	14,326,143
Net assets, end of year		16,094,555	16,039,588

The accompanying notes are an integral part of the financial statements.

Association of Professional Engineers of Ontario

Balance sheet

As at December 31, 2017

	Notes	2017	2016
		\$	\$
Assets			
Current assets			
Cash in interest bearing accounts		2,353,902	1,449,325
Marketable securities, at fair value		6,806,699	6,552,646
Accounts receivable		426,729	499,016
Prepaid expenses and deposits		389,089	265,014
Other assets		401,256	401,365
		10,377,675	9,167,366
Capital assets	3	35,078,815	37,061,925
		45,456,490	46,229,291
Liabilities			
Current liabilities			
Accounts payable and accrued liabilities	15	1,787,457	1,813,785
Fees in advance and deposits		9,048,378	8,862,418
Current portion of long-term debt	5	980,000	952,000
		11,815,835	11,628,203
Long-term			
Long-term debt	5	5,607,000	6,587,000
Employee future benefits	6	11,939,100	11,974,500
		29,361,935	30,189,703
Net assets	7	16,094,555	16,039,588
Total liabilities and net assets		45,456,490	46,229,291

The accompanying notes are an integral part of the financial statements.

Approved by the Council

_____ Director

_____ Director

Association of Professional Engineers of Ontario

Statement of cash flows

Year ended December 31, 2017

	Notes	2017	2016
		\$	\$
Operating activities			
(Deficiency) excess of revenue over expenses		(25,788)	370,625
Add (deduct) items not affecting cash			
Amortization		2,232,686	2,171,172
Amortization - other assets		68,852	63,914
Employee future benefits expensed		1,218,555	1,445,000
Change in unrealized (gains) losses on marketable securities		(190,013)	(23,259)
Losses (gains) on disposal of marketable securities		71,931	10,736
		3,376,223	4,038,188
Change in non-cash working capital items	10	107,844	(576,564)
		3,484,067	3,461,624
Financing activities			
Repayment of mortgage		(952,000)	(928,000)
Contributions to employee future benefit plans		(1,173,200)	(1,202,580)
		(2,125,200)	(2,130,580)
Investing activities			
Net change in marketable securities		(135,971)	(136,356)
Additions to capital assets		(249,576)	(1,521,795)
Additions to other assets		(68,743)	(75,000)
		(454,290)	(1,733,151)
Increase (decrease) in cash		904,577	(402,107)
Cash, beginning of year		1,449,325	1,851,432
Cash, end of year		2,353,902	1,449,325

The accompanying notes are an integral part of the financial statements.

Association of Professional Engineers of Ontario

Notes to the financial statements

December 31, 2017

1. Nature of operations

The Association of Professional Engineers of Ontario ("PEO") was incorporated by an Act of the Legislature of the Province of Ontario. Its principal activities include regulating the practice of professional engineering, and establishing and maintaining standards of knowledge, skill and ethics among its members in order to protect the public interest. As a not-for-profit professional membership organization, it is exempt from tax under section 149(1) of the Income Tax Act.

2. Significant accounting policies

These financial statements have been prepared in accordance with Canadian accounting standards for not-for-profit organizations and reflect the following accounting policies:

a) Financial instruments

PEO initially recognizes financial instruments at fair value and subsequently measures them at each reporting date, as follows:

<u>Asset/liability</u>	<u>Measurement</u>
Cash and marketable securities	Fair value
Accounts receivable	Amortized cost
Accounts payable and accrued liabilities	Amortized cost
Long-term debt	Amortized cost

Financial assets measured at amortized cost are assessed at each reporting date for indications of impairment. If such impairment exists the financial asset shall be written down and the resulting impairment loss shall be recognized in the statement of revenue, expenses and changes in net assets for the period.

Transaction costs are expensed as incurred.

b) Hedge accounting

PEO entered into an interest rate swap in order to reduce the impact of fluctuating interest rates on its long-term debt. The policy of PEO is not to enter into interest rate swap agreements for trading or speculative purposes.

The interest rate swap held by PEO is eligible for hedge accounting. To be eligible for hedge accounting, an instrument must meet certain criteria with respect to identification, designation and documentation. In addition, the critical terms of the derivative financial instrument must match the specific terms and conditions of the hedged item. The fair value of derivative instruments eligible and qualifying for hedge accounting is generally not recognized on the balance sheet. Gains and losses on such instruments are recognized in the statement of revenue, expenses and changes in net assets in the same period as those of the hedged item.

Interest on the hedged item is recognized using the instrument's stated interest rate plus or minus amortization of any initial premium or discount and any financing fees and transaction costs. Net amounts receivable or payable on the interest rate swap are recorded on the accrual basis of accounting and are recognized as an adjustment to interest on the hedged item in the period in which they accrue.

PEO may only discontinue hedge accounting when one of the following situations arises:

- (i) The hedged item or the hedging item ceases to exist other than as designated and documented;
- (ii) The critical terms of the hedging item cease to match those of the hedged item, including, but not limited to, when it becomes probable that an interest bearing asset or liability hedged with an interest rate swap will be prepaid.

Association of Professional Engineers of Ontario

Notes to the financial statements

December 31, 2017

2. Significant accounting policies (continued)*b) Hedge accounting (continued)*

When a hedging item ceases to exist, any gain or loss incurred on the termination of the hedging item is recognized as an adjustment of the carrying amount of the hedged item.

When a hedged item ceases to exist, the critical terms of the hedging item cease to match those of the hedged item, or it is no longer probable that an anticipated transaction will occur in the amount designated or within 30 days of the maturity date of the hedging item, any gain or loss is recognized in net income.

c) Revenue recognition

License fee revenue, excluding the portion related to the Building Fund, is recognized as revenue on a monthly basis over the license period. Building Fund revenue is recognized as revenue at the commencement of the license period. Other revenues are recognized when the related services are provided.

d) Donated services

The Association receives substantial donated services from its membership through participation on council and committees and as chapter executives. Donations of services are not recorded in the accounts of the Association.

*e) Employee future benefits**Pension plans*

The cost of PEO's defined benefit pension plans is determined periodically by independent actuaries using the projected benefit method prorated on service. PEO uses the most recently completed actuarial valuation prepared for funding purposes (but not one prepared using a solvency, wind-up, or similar valuation basis) for measuring its defined benefit pension plan obligations. A funding valuation is prepared in accordance with pension legislation and regulations, generally to determine required cash contributions to the plan.

Other non-pension plan benefits

The cost of PEO's non-pension defined benefit plan is determined periodically by independent actuaries. PEO uses an accounting actuarial valuation performed once every year for measuring its non-pension defined benefit plan obligations. The valuation is based on the projected benefit method prorated on service.

For all defined benefit plans PEO recognizes:

- (i) The defined benefit obligation, net of the fair value of any plan assets, adjusted for any valuation in the statement of changes in net assets;
- (ii) The cost of the plan for the year.

Association of Professional Engineers of Ontario

Notes to the financial statements

December 31, 2017

2. Significant accounting policies (continued)*f) Capital assets*

Capital assets are recorded at cost. Amortization is calculated on the straight-line basis at the following annual rates.

Building	2%
Building improvements	5%
Building improvements - common area	3.3% to 10%
Computer hardware and software	33%
Furniture, fixtures and telephone equipment	10%
Audio visual	20%

The Association's investment in capital assets is included as part of Net assets on the Balance sheet.

g) Use of estimates

The preparation of financial statements in conformity with Canadian accounting standards for not-for-profit organizations requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenue and expenses during the reporting period. Actual results could differ from those estimates. Accounts requiring significant estimates and assumptions include capital assets, accrued liabilities, and employee future benefits.

3. Capital assets

	2017			2016
	Cost	Accumulated amortization	Net book value	Net book value
	\$	\$	\$	\$
Building	19,414,668	3,419,487	15,995,181	16,383,475
Building improvements	8,903,086	2,872,507	6,030,579	6,404,697
Building improvements - common area	9,684,007	3,028,001	6,656,006	7,184,250
Land	4,366,303	—	4,366,303	4,366,303
Computer hardware and software	4,659,375	3,154,452	1,504,923	1,981,293
Furniture, fixtures and telephone equipment	1,431,775	1,019,948	411,827	526,857
Audio visual	1,008,316	895,403	112,913	215,050
Work-in-progress	1,083	—	1,083	—
	49,468,613	14,389,798	35,078,815	37,061,925

Association of Professional Engineers of Ontario

Notes to the financial statements

December 31, 2017

4. Building operations

PEO maintains accounting records for the property located at 40 Sheppard Avenue West, Toronto, ON as a stand-alone operation for internal purposes. The results of the operation of the building, prior to the elimination of recoveries and expenses related to PEO, are as follows:

	2017	2016
	\$	\$
Revenue		
Rental	804,236	742,060
Operating cost recoverable - tenants	1,313,369	1,052,318
Parking	139,259	124,035
Miscellaneous	129,515	126,176
	2,386,379	2,044,589
Operating cost recoverable - PEO	729,089	752,467
	3,115,468	2,797,056
Recoverable expenses		
Utilities	534,901	570,506
Amortization	563,795	540,813
Property taxes	442,424	446,086
Payroll	253,104	246,932
Janitorial	190,665	195,000
Repairs and maintenance	159,577	157,446
Property management and advisory fees	86,977	84,856
Security	4,798	35,928
Administrative	23,119	23,781
Road and ground	20,693	14,040
Insurance	18,247	18,104
	2,298,300	2,333,492
Other expenses		
Interest expense on note and loan payable	348,006	396,398
Amortization of building	388,293	388,293
Amortization of deferred costs	68,852	63,916
Other non-recoverable expenses	27,439	56,226
	832,590	904,833
	3,130,890	3,238,325
Excess of expenses over revenue	(15,422)	(441,269)

For purposes of the statement of revenue, expenses and changes in net assets, the operating costs recoverable from PEO of \$729,089 (2016 - \$752,467) have been eliminated. The portion of costs allocated to PEO is reallocated from Building operations and is included in Occupancy costs on the statement of revenue, expenses and changes in net assets.

Association of Professional Engineers of Ontario

Notes to the financial statements

December 31, 2017

4. Building operations (continued)

	2017	2016
	\$	\$
Building revenue per above	3,115,468	2,797,056
Eliminated PEO portion	(729,089)	(752,467)
	2,386,379	2,044,589
Building expenses per above	3,130,890	3,238,325
Eliminated PEO portion	(729,089)	(752,467)
	2,401,801	2,485,858

5. Building financing

In 2009, the Association financed \$14,100,000 of the cost of its building acquisition with a credit facility from the Bank of Montreal, Capital Markets Division. The facility is secured by a first mortgage on the property located at 40 Sheppard Avenue West, a general security agreement, and a general assignment of tenant leases. The facility is repayable in monthly installments of principal plus interest maturing on March 11, 2019 and bears a floating interest rate based on variable bankers' acceptances. The balance outstanding at December 31, 2017 is \$6,587,000.

Principal repayments are due as follows:

	\$
2018	980,000
2019	5,607,000
	6,587,000

The Association has entered into a swap agreement related to this loan, whereby the floating rate debt is swapped for a fixed rate debt with an interest rate of 4.95% and settled on a net basis. The Notional value of the swap is \$14,100,000. The start date of the swap was March 11, 2009 with a maturity date of March 11, 2019.

6. Employee future benefits

The Association's pension plans and post-retirement benefits plan covering participating employees (full time and retirees) are defined benefit plans as defined in Section 3462 of the CPA Canada Handbook and accounted for as per Section 3463. The pension plans provide pension benefits based on length of service and final average earnings. The post-retirement benefits plan provides hospitalization, extended health care and dental benefits to active and retired employees. Participation in the pension plans and benefits plan (for post-retirement benefits) has been closed to all new employees as of May 1, 2006. All employees joining after this date have the option of participating in a self-directed RRSP (registered retirement savings plan). During the year, the Association recorded \$254,900 (2016 - \$214,512) in employer contributions to the self-directed RRSP.

Association of Professional Engineers of Ontario

Notes to the financial statements

December 31, 2017

6. Employee future benefits (continued)

The funded status of the Association's pension plans and post-retirement benefit plan using actuarial assumptions as of December 31, 2017 was as follows:

	Basic pension plan	Supplemental pension plan	Other non-pension benefit plan	Total
	\$	\$	\$	\$
Accrued benefit obligation	(24,412,500)	(1,905,800)	(14,241,800)	(40,560,100)
Plan assets at fair value	26,726,400	1,894,600	—	28,621,000
Funded status - plan surplus (deficit)	2,313,900	(11,200)	(14,241,800)	(11,939,100)

The funded status of the Association's pension plans and post-retirement benefit plan using actuarial assumptions as of December 31, 2016 was as follows:

	Basic pension plan	Supplemental pension plan	Other non-pension benefit plan	Total
	\$	\$	\$	\$
Accrued benefit obligation	(23,686,100)	(1,617,100)	(13,692,400)	(38,995,600)
Plan assets at fair value	25,152,300	1,868,800	—	27,021,100
Funded status - plan surplus (deficit)	1,466,200	251,700	(13,692,400)	(11,974,500)

PEO measures its defined benefit obligations and the fair value of plan assets for accounting purposes as at December 31 each year based on the most recently completed actuarial valuation for funding purposes. The most recently completed actuarial valuation of the pension plans for funding purposes, was as of January 1, 2017.

7. Net assets

The net assets of the Association are restricted to be used at the discretion of Council and includes the Association's investment in capital assets of \$28,491,815 (2016 - \$29,522,925).

Association of Professional Engineers of Ontario

Notes to the financial statements

December 31, 2017

8. Council discretionary reserve

The Council discretionary reserve is an internal allocation from the operating reserve used at the discretion of Council to fund expenses related to special projects approved by Council. Expenses from the discretionary reserve were as follows. These figures include costs of \$21,264 for salaries and benefits for staff time spent on these projects.

	2017	2016
	\$	\$
Emerging Discipline Task Force	1,376	1,790
Council Term Limits Task Force	10,506	30,276
Council Composition Task Force	23,085	4,805
	34,967	36,871

9. Full time salaries and benefits

During the year, the Association incurred a total of \$11,763,548 (2016 - \$11,286,681) for salary and benefits costs for its full-time staff of which \$21,264 (2016 - \$24,438) was directly attributable to special projects approved by Council and disclosed in Note 8.

10. Change in non-cash working capital items

	2017	2016
	\$	\$
Accounts receivable	72,287	28,298
Prepaid expenses and deposits	(124,075)	(39,236)
Accounts payable and accrued liabilities	(26,328)	(360,925)
Fees in advance and deposits	185,960	(204,701)
	107,844	(576,564)

11. Custodial account

The Association maintains a separate bank account for the Council of Ontario Deans of Engineering. Cash held in the bank account totaling \$142,264 (2016 - \$138,330) is not reported on the Association's balance sheet, as it is held in trust for the Council of Ontario Deans of Engineering.

Association of Professional Engineers of Ontario**Notes to the financial statements**December 31, 2017

12. Commitments

The Association has obligations under non-cancelable operating leases and agreements for various service agreements. The payments to the expiry of the leases and agreements are as follows:

	\$
2018	1,386,245
2019	662,752
2020	252,654
	<u>2,301,651</u>

13. Chapters of the Association

The financial information of the 36 chapters of the Association are individually not material and, therefore, have not been consolidated in these financial statements. Furthermore, management believes that the effort and cost required to prepare financial statements for each chapter for consolidation purposes far exceed the benefits of doing so.

During the year, the Association paid chapter expenses totaling \$887,498 (2016 - \$765,181) including \$596,775 (2016 - \$545,555) in chapter allotments and \$290,723 (2016 - \$219,626) in other disbursements to individual chapters. During the year, the Association also incurred additional costs of \$561,332 (2016 - \$495,694) related to chapter operations including staff salaries and benefits, and for various support activities. These amounts have been included in the various operating expenses reported on the Statement of revenue and expenses and changes in net assets.

14. Financial instruments and risk management*Interest rate risk*

PEO is exposed to interest rate risk, which is the risk that the fair values or future cash flows associated with its investments will fluctuate as a result of changes in market interest rates. Management addresses this risk through use of an investment manager to monitor and manage investments.

Liquidity risk

PEO's objective is to have sufficient liquidity to meet its liabilities when due. PEO monitors its cash balances and cash flows generated from operations to meet its requirements. As at December 31, 2017, the most significant financial liabilities are: accounts payable and accrued liabilities, and long-term debt.

Currency risk

Currency risk is the risk that the fair value or future cash flows of a financial instrument will fluctuate due to changes in foreign exchange rates. PEO's international and US equity pooled fund investments are denominated in foreign currencies the value of which could fluctuate in part due to changes in foreign exchange rates.

15. Government remittances

Accounts payables and accrued liabilities includes \$318,916 (2016 - \$294,338), with respect to government remittances payable at year end.

Professional Engineers Ontario
Financial highlights for the year ended December 31, 2017
Report to the Audit and Finance Committee – March 6, 2018

Highlights

For the year ended December 31, 2017, Professional Engineers Ontario (“PEO”) generated an excess of revenue over expenses of \$9,179 before Council discretionary reserve expenses as compared to a surplus of \$407,496 in 2016. After Council discretionary expenses of \$34,967 in 2017 (\$36,871 in 2016), there is a net deficit of \$25,788 in 2017 as compared to a net surplus of \$370,625 in 2016. The 2017 and 2016 Council discretionary expenses consist of costs for the council term limits task force, council composition task force and emerging disciplines task force.

Although management undertook several measures to control and reduce operational costs in 2017, the deficit was unavoidable largely due to revenues not keeping pace with expenses that have consistently increased over the past few years due to inflation and an increase in the scope and breadth of PEO’s operations. However, PEO fees have remained frozen for the ninth consecutive year in 2017 and remain the lowest amongst engineering associations in Canada. All other fees have remained unchanged as well.

Revenue

Total revenue in 2017 of \$24,838,883 was \$698,648 or 2.9 per cent higher than the prior year due to the following:-

- \$341,790 increase in Building operations revenue due to of higher base rent and recoverable rental revenue resulting from part of the 8th floor being leased;
- \$264,313 increase in Application, registration, exam and other fees due to higher P.Eng. registration fees, C of A revenue, EIT fees and exams fees;
- Increase in P. Eng. license revenue representing a 0.9 per cent increase in the membership base. This increase is slightly lower than the increase in prior years;
- \$115,803 increase in Investment income largely due to the new investment policy that came into effect on Jan 2017. The revised policy allows for better diversification by allocating a larger portion of the portfolio to both local and international equities.

Offset by:

- \$167,229 decrease in advertising income lower due to fewer advertisements in Engg. Dimensions. Some key accounts did not place advertisements in Engg. Dimensions in 2017.

Expenses

Total expenses (prior to Council discretionary expenses) of \$24,829,704 were \$1,096,965 or 4.6 per cent higher than the prior year, due primarily to the following:

- \$480,041 increase in Staff salaries and benefits due largely to the annual approved cpi/merit salary increase, as well as the filling of positions vacant in 2016;

- \$299,495 increase in Legal (corporate, prosecution and tribunal) largely due to higher costs for employment related legal matters, discipline prosecution, and investigations;
- \$225,177 increase in Computers and telephone due to higher network and server support contracts including costs for hosting the module for the PEAK program and non-capital hardware and software purchases for upgrades and replacements;
- \$122,317 increase in Chapters spending due to higher allotments, travel costs for attendance at various Chapter related events, sponsorship costs for the National Engineering month, etc.;
- \$89,955 increase in Purchased services due to higher costs for AGM and OOH audio-visual services, exam-related costs for invigilation and marking, catering costs for committees and events, and costs for trainers-facilitators for various conferences and events;
- \$77,296 increase in Volunteer expenses due to higher costs of meals, accommodation, airfare, mileage and other travel related costs for attending the AGM and other meetings and events;
- \$49,018 increase in Advertising expenses for staff recruitment and costs for the vignettes for the OPEA gala; and
- \$48,968 increase in Consultants due to costs for the consultant for the PIC (Public Information Campaign) program and the consultant for authenticating the 2017 Council elections. These costs were partially offset by not paying the remaining portion of the fee to the vendor responsible for providing the election/voting services; and the deferred spend on a consultant for the development of the web portal.

Offset by:

- \$210,529 lower costs for Contract staff due to fewer contractors for the Licensing, IT and Corporate Services departments in 2017;
- \$84,057 decrease in costs for Building operations due to lower mortgage interest, costs for utilities, and security costs;
- \$47,026 lower costs for Professional development due to lower attendance at educational courses and seminars;
- \$40,200 decrease in Occupancy costs due to lower offsite storage and rent costs.

Capital Assets

Total capital spending in 2017 was \$249,576 compared to \$1,521,795 in 2016. Building improvements both to PEO space and common space totaling \$135,272 were made to the building in 2017. The net book value of the building of \$33,048,069 had a mortgage of \$6,587,000 outstanding at December 31, 2017.

TYPE	FY17-ACT Additions	FY16-ACT Additions	Favourable (Unfavorable) Variance
<u>Building Improvements</u> 2017 includes 8 th floor leasehold improvement for new tenant.	\$99,721	\$1,560	\$(98,161)
<u>Building Improvements (recoverable)</u> 2017 includes heat pump replacement and common area painting; 2016 included pedestrian paving, emergency generator, elevator mechanical upgrade, and painting.	35,551	918,829	883,278
<u>Computer hardware and software</u> 2017 includes WIFI and PC upgrades, virtual server HW and SW. 2016 included the Aptify project.	110,538	560,155	449,617
Furniture, fixtures and telephone equipment.	3,766	7,187	3,421
Audio-visual equipment.	0	34,064	34,064
TOTAL	\$249,576	\$1,521,795	\$1,272,219

Building Operations

The operating statement for the building is included in Appendix B-2 and is also summarized in Note 4 of the 2017 Audited Financial Statements. The building generated \$3,115,468 in revenue including PEO's share of recoverable expenses but excluding base rent had PEO paid market rent for its space. Total recoverable expenses were \$2,298,300 and other expenses totaled \$832,590, thereby creating a deficit of \$15,422 as compared to a deficit of \$441,269 in the prior year. The lower deficit in 2017 is largely due to higher rental and CAM revenues of \$62,167 and \$237,674, respectively. In addition, there were lower costs for utilities and security of \$35,605 and \$31,131, respectively. The portion of recoverable expenses attributable to vacant space was not recovered.

Appendices:

Appendix A-1 - 2017 Draft Statement of Revenue and Expenses - variances

Professional Engineers Ontario
Statement of Revenue and Expenses - Variance Analysis
Year Ended December 31, 2017

C-517-2.1
Appendix B1

S.No	REVENUE	2017	2016	2017 Vs 2016 [Fav/(Unfav)]		2017	2017 [Fav/(Unfav)]		2017	2017 [Fav/(Unfav)]		2016
		Actual	Actual	Actual Vs Actual		Budget	Actual Vs Budget		Forecast	Actual Vs Forecast		Actual
		A	B	C	D	E	F	G	H	I	J	K
		\$	\$	\$	%	\$	\$	%	\$	\$	%	\$
1	P.Eng revenue	\$15,444,463	\$15,300,492	\$143,971	0.9%	\$15,823,705	(\$379,242)	-2.4%	\$15,700,000	(\$255,537)	-1.6%	\$15,300,492
2	Application, registration, exam and other fees	6,450,742	6,186,429	\$264,313	4.3%	6,928,708	(477,966)	-6.9%	6,471,531	(20,789)	-0.3%	6,186,429
3	Building operations	2,386,379	2,044,589	\$341,790	16.7%	2,542,260	(155,881)	-6.1%	2,733,049	(346,670)	-12.7%	2,044,589
4	Investment income	287,341	171,538	\$115,803	67.5%	275,000	12,341	4.5%	200,000	87,341	43.7%	171,538
5	Advertising income	269,958	437,187	(\$167,229)	-38.3%	420,000	(150,042)	-35.7%	300,000	(30,042)	-10.0%	437,187
	TOTAL REVENUE	\$24,838,883	\$24,140,235	\$698,648	2.9%	\$25,989,673	(\$1,150,790)	-4.4%	\$25,404,580	(\$565,697)	-2.2%	\$24,140,235
	EXPENSES											
6	Staff salaries and benefits/Retiree and future benefits	11,742,284	11,262,243	(480,041)	-4.3%	12,231,188	488,904	4.0%	12,257,391	515,107	4.2%	11,286,681
7	Building operations	2,401,801	2,485,858	84,057	3.4%	2,506,869	105,068	4.2%	2,463,515	61,714	2.5%	2,485,858
8	Purchased Services	1,492,430	1,402,475	(89,955)	-6.4%	1,688,762	196,332	11.6%	1,527,873	35,443	2.3%	1,402,475
9	Amortization	1,280,598	1,242,064	(38,534)	-3.1%	1,364,462	83,864	6.1%	1,275,793	(4,805)	-0.4%	1,242,064
10	Engineers Canada	960,080	977,311	17,231	1.8%	966,243	6,163	0.6%	960,077	(3)	0.0%	977,311
11	Legal (corporate, prosecution and tribunal)	913,788	614,293	(299,495)	-48.8%	580,495	(333,293)	-57.4%	775,555	(138,233)	-17.8%	614,293
12	Chapters	887,498	765,181	(122,317)	-16.0%	997,450	109,952	11.0%	960,733	73,235	7.6%	765,181
13	Computers and telephone	854,024	628,847	(225,177)	-35.8%	1,064,770	210,746	19.8%	915,803	61,779	6.7%	628,847
14	Occupancy costs	817,268	857,468	40,200	4.7%	908,266	90,998	10.0%	879,166	61,898	7.0%	857,468
15	Volunteer expenses	738,032	660,736	(77,296)	-11.7%	953,375	215,343	22.6%	757,420	19,388	2.6%	660,736
16	Postage and courier	638,415	626,926	(11,489)	-1.8%	629,775	(8,640)	-1.4%	629,735	(8,680)	-1.4%	626,926
17	Transaction fees	536,201	500,306	(35,895)	-7.2%	548,635	12,434	2.3%	531,675	(4,526)	-0.9%	500,306
18	Consultants	459,679	410,711	(48,968)	-11.9%	350,300	(109,379)	-31.2%	516,420	56,741	11.0%	410,711
19	Contract staff	189,353	399,882	210,529	52.6%	8,500	(180,853)	-2127.7%	140,786	(48,567)	-34.5%	399,882
20	Recognition, grants and awards	178,010	196,051	18,041	9.2%	187,850	9,840	5.2%	173,412	(4,598)	-2.7%	196,051
21	Advertising	156,729	107,711	(49,018)	-45.5%	99,600	(57,129)	-57.4%	98,550	(58,179)	-59.0%	107,711
22	Office supplies	132,120	132,379	259	0.2%	104,330	(27,790)	-26.6%	103,180	(28,940)	-28.0%	132,379
23	Professional development	120,985	168,011	47,026	28.0%	242,300	121,315	50.1%	156,580	35,595	22.7%	168,011
24	Insurance	116,481	111,637	(4,844)	-4.3%	115,987	(494)	-0.4%	110,676	(5,805)	-5.2%	111,637
25	Printing	113,406	98,841	(14,565)	-14.7%	118,600	5,194	4.4%	116,278	2,872	2.5%	98,841
26	Staff expenses	100,522	83,808	(16,714)	-19.9%	156,820	56,298	35.9%	122,956	22,434	18.2%	83,808
	TOTAL EXPENSES	24,829,704	23,732,739	(1,096,965)	-4.6%	25,824,577	994,873	3.9%	25,473,574	643,870	2.5%	23,757,177
	EXCESS OF REVENUE OVER EXPENSES BEFORE THE UNDERNOTED	\$9,179	\$407,496	(\$398,317)	-97.7%	\$165,096	(\$155,917)	-94.4%	(\$68,994)	\$78,173	-113.3%	\$383,058
	COUNCIL DISCRETIONARY RESERVE EXPENSES	34,967	36,871	1,904	5.2%	0	(34,967)	-100.0%	18,000	(16,967)	-94.3%	12,433
	EXCESS OF REVENUE OVER EXPENSES	(\$25,788)	\$370,625	(\$396,413)	-107.0%	\$165,096	(\$190,884)	-115.6%	(\$86,994)	\$61,206	70.4%	\$370,625

Professional Engineers Ontario
40 Sheppard Statement of Revenue and Expenses
For the Twelve Months Ending December 31, 2017

C-517-2.1
Appendix B2

	2017		Fav/(Unfav)		2016		Fav/(Unfav)	
	Actual	Budget	Var \$	Var %	Actual	Var \$	Var %	
REVENUE								
Rental	804,236	838,850	(34,614)	-4.1%	742,060	62,176	8.4%	
Operating cost reimbursements	2,042,458	2,307,043	(264,585)	-11.5%	1,804,784	237,674	13.2%	
Parking	139,259	99,300	39,959	40.2%	124,035	15,223	12.3%	
Miscellaneous	129,515	102,653	26,862	26.2%	126,176	3,339	2.6%	
REVENUE	3,115,468	3,347,846	(232,378)	-6.9%	2,797,056	318,412	11.4%	
RECOVERABLE EXPENSES								
Utilities	534,901	559,559	24,658	4.4%	570,506	35,605	6.2%	
Property taxes	442,424	466,105	23,681	5.1%	446,086	3,662	0.8%	
Amortization	563,795	581,967	18,172	3.1%	540,813	(22,981)	-4.2%	
Payroll	253,104	253,104	0	0.0%	246,931	(6,173)	-2.5%	
Janitorial	190,665	221,986	31,321	14.1%	195,000	4,335	2.2%	
Repairs and maintenance	159,577	203,743	44,166	21.7%	157,446	(2,131)	-1.4%	
Property management and advisory fees	86,977	86,977	(0)	0.0%	84,856	(2,121)	-2.5%	
Road and ground	20,693	12,940	(7,753)	-59.9%	14,040	(6,653)	-47.4%	
Administration	23,119	30,020	6,901	23.0%	23,781	663	2.8%	
Security	4,798	36,900	32,103	87.0%	35,928	31,131	86.6%	
Insurance	18,247	18,173	(74)	-0.4%	18,104	(144)	-0.8%	
	2,298,300	2,471,474	173,174	7.0%	2,333,492	35,192	1.5%	
OTHER EXPENSES								
Interest expense on note and loan payable	348,006	348,659	653	0.2%	396,398	48,392	12.2%	
Amortization of building	388,293	388,293	(0)	0.0%	388,293	-	0.0%	
Amortization of deferred costs	68,852	84,910	16,058	18.9%	63,914	(4,939)	-7.7%	
Other non-recoverable expenses	27,439	19,119	(8,320)	-43.5%	56,227	28,788	51.2%	
	832,590	840,981	8,391	1.0%	904,833	72,242	8.0%	
EXPENSES	3,130,890	3,312,455	181,565	5.5%	3,238,325	107,435	3.3%	
EXCESS OF REVENUE OVER EXPENSES	(15,422)	35,391	(50,813)	-143.6%	(441,269)	425,846	96.5%	
Gross Revenue	3,115,468	3,347,846			2,797,056			
Revenue Interco reclass	(729,089)	(805,586)			(752,467)			
PEO Reported Revenue	2,386,379	2,542,260			2,044,589			
Gross Expense	3,130,890	3,312,455			3,238,325			
Recoverable Exp Interco reclass	(729,089)	(805,586)			(752,467)			
PEO Reported Expense	2,401,801	2,506,869			2,485,858			

RECOMMENDATION OF THE APPOINTMENT OF AUDITOR FOR 2018

Purpose: To approve the recommendation of the appointment of an auditor for 2018 to members.

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

That Council recommend to members at the April 2018 Annual General Meeting, the appointment of Deloitte LLP as PEO’s auditor for 2018 to hold office until the next annual meeting or until their successor is appointed.

Prepared by: Chetan Mehta – Director, Finance

Motion Sponsor: Councillor Preley, P.Eng. – Chair, Audit Committee

1. Need for PEO Action

It is necessary for Council to recommend the appointment of an auditor for 2018 to members at the upcoming Annual General Meeting for their approval.

Section 52 of By-Law 1 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.

2. Proposed Action / Recommendation

That Council approve the recommendation of the Audit Committee that Deloitte LLP be recommended to the members as PEO’s auditor for 2018.

3. Next Steps

Once the appointment of Deloitte LLP is approved by Council, members will be asked to approve the appointment at the Annual General Meeting in April.

4. Policy or Program contribution to the Strategic Plan

NA

5. Financial Impact on PEO operating budget (for five years)

Year	Expected spend	Explanation
2017	\$41,260	Per the quote in proposal submitted by Deloitte in 2016.
2018	\$41,260	Per the quote in proposal submitted by Deloitte in 2016.
2019	\$42,085	The expected spend will increase by the CPI. The figure shown assumes an expected CPI of 2%.
2020	\$42,927	The expected spend will increase by the CPI. The figure shown assumes an expected CPI of 2%.
2021	\$43,785	The expected spend will increase by the CPI. The figure shown assumes an expected CPI of 2%.

6. Peer Review & Process Followed

Process Followed	As part of every five year cycle, an RFP for audit services was issued to reputable firms in late July 2016. After a review of the proposals submitted, the
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	AUC in 2016 unanimously decided to appoint Deloitte as PEO's auditor for the next five years with the appointment to be confirmed every year.
Council Identified Review	The auditor presents the audit results for the relevant fiscal year and the draft financial statements to the Audit committee which, if satisfied, will make a recommendation to Council to approve the draft financial statements and the appointment of the auditor for the next fiscal year.
Actual Motion Review	On March 6, 2018, the Audit Committee approved the recommendation to Council that Deloitte LLP be appointed as PEO's auditor for 2018.

7. Next Steps

Once the appointment of Deloitte LLP is approved by Council, members will be asked to approve the appointment at the Annual General Meeting in April.

Briefing Note – Decision

C-517-2.3

APPOINTMENT OF PEO DIRECTORS TO ENGINEERS CANADA BOARD

Purpose: To appoint one PEO representative to serve on the Board of Directors of Engineers Canada in accordance with Council's procedures.

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

That _____, P.Eng. be appointed as a PEO Director to the Engineers Canada Board of Directors, for a three-year term effective as of the 2018 Engineers Canada Annual General Meeting.

Prepared by: Ralph Martin, Manager, Secretariat

Moved by: President-elect Brown, P.Eng.

1. Need for PEO Action

The term of the following PEO Director appointed to the Engineers Canada Board of Directors expires at its 2018 Engineers Canada Annual General Meeting on May 26, 2018 when the new Board of Directors will be sworn in:

Engineers Canada Director	Term Start ¹	Term End
Chris Roney, P.Eng., FEC	May 2009	May 2018

¹ Engineers Canada appointments become effective at its Annual General Meeting, which is typically held in May each year

Therefore, Council is being asked to appoint one PEO representative to the Board of Directors of Engineers Canada. The names of members who expressed their interest in serving as a PEO Engineers Canada Director are detailed in Appendix A.

2. Proposed Action / Recommendation

It is recommended that Council elect one PEO representative to the Engineers Canada Board of Directors for a three-year term to replace the Director whose terms are expiring.

3. Next Steps (if motion approved)

Engineers Canada would be advised of PEO's approved appointees.

4. Policy or Program contribution to the Strategic Plan

The election of a PEO representative to the Engineers Canada Board of Directors is related to Objective 7 in the 2018-2020 Strategic Plan

5. Financial Impact on PEO Budgets (for five years)

	Operating	Capital	Explanation
Current to Year End	\$0	\$0	Funded from Surplus Fund (Council discretionary funds)
2 nd	\$0	\$0	

3 rd	\$0	\$0	
4 th	\$0	\$0	
5 th	\$0	\$0	

6. Peer Review Process Followed

No peer review was required.

In accordance with the appointment process approved by PEO Council in November 2016, a memorandum was emailed to all eligible candidates, along with the terms of reference and expectations for directors, requesting members to submit their names by March 2, 2018.

7. Appendices

- Appendix A – Nominess for Appointment to Engineers Canada Board of Directors
- Appendix B – Terms of Reference, Expectations and Appointment Process for PEO Directors on Engineers Canada Board of Directors

Nominees for Appointment to Engineers Canada Board of Directors

PEO's Process to Appoint an Engineers Canada Director, which was approved by Council on November 18, 2016, is detailed on pages 6 and 7 of Appendix B – *Terms of Reference, Expectations and Appointment Process for PEO Directors on Engineers Canada Board of Directors*.

The eligibility criteria requires that:

- A nominee must be a current Councillor, recent past Councillor (no more than 2 years since last on Council), or a current Engineers Canada Director; and
- Nominees must also be PEO and OSPE members.

The following is a list of nominees who have expressed interest in serving on the Engineers Canada Board as of March 2, 2018. All seven nominees are confirmed as members of PEO and OPSE.

Christian Bellini

Thomas Chong

Nick Colucci

George Comrie

Bob Dony

Tim Kirkby

Changiz Sadr

Terms of Reference, Expectations and Appointment Process for PEO Directors on Engineers Canada Board of Directors¹

Background:

Engineers Canada is governed by a Board of Directors, consisting of one or more representatives from each Constituent Association. PEO appoints five representatives to this Board of Directors.

Engineers Canada is a federation of the provincial/territorial associations whose mandate is to coordinate the work of the Constituent Associations and to represent the profession nationally and internationally within the mandate provided by its Letters Patent and By-laws.

Specifically, section 6 of the Engineers Canada Articles of Continuance under the *Canada Not-for-profit Corporations Act* states:

6. Statement of the purpose of the corporation

The purposes of the Corporation are to provide national support and national leadership to the engineering profession on behalf of its members, so as to promote and maintain the interests, honour and integrity of the engineering profession in Canada, and to do all such lawful things as are incidental to or conducive with the attainment of the foregoing purposes including, without limitation:

1) to establish and foster relationships with and among the provincial and territorial associations of professional engineers in Canada and to assist them in, among other things:

A. coordinating activities and policies, particularly in the areas of registration of engineers, mobility registered engineers and interprovincial practice;

B. promoting and maintaining high standards in the engineering profession;

C. supporting and encouraging high standards in engineering education;

D. developing effective human resources policies and promoting the professional, social and economic welfare of the members of the engineering profession;

E. promoting a knowledge and appreciation of engineering and of the engineering profession, and enhancing the relationship of the profession to the public; and

F. generally carrying out their various objectives and functions.

¹ Approved by resolution at the November 2016 meeting of Council.



2) to act on behalf of and to promote the views of its members concerning the engineering profession in matters that are national or international in scope, including without limitation, international registration or certification. of engineers, and reciprocal practice;

3) to apply for or acquire and deal with or dispose of any trademark or copyright in any word(s), mark, design, slogan, or logo, or any literary, or other work, as the case may be, pertaining to the engineering profession or to its objects, and

4) to affiliate with, join or enter into arrangements or agreements to carry on any undertaking with or for the benefit the members of any society, association or other body having objectives similar or comparable to those of the Corporation.

Role of Engineers Canada Director:

The role and responsibilities of the Engineers Canada Board and its Directors are outlined in the *Engineers Canada Board Policy Manual* under the *Global Governance Process (GP)* section.

GP – 3.1 *Director Terms of Reference* outlines the duties of an Engineers Canada Board of Director as follows:

The Board is comprised of Directors and Advisors collectively referred to as Board members. The terms of reference for Advisors are set out in GP-3.2.

1. Purpose

- 1.1 Provide a key linkage between the Board and the regulators.
- 1.2 Explore, debate, define and understand Engineers Canada's policies.
- 1.3 Ensure that the Board focuses on policy issues related to the engineering profession.
- 1.4 Set and monitor performance and expectations within the governance structure.

2. In order to fulfill their purposes, Directors shall:

- 2.1 Know the business of Engineers Canada.
- 2.2 Be informed of issues affecting, or likely to affect Engineers Canada and the regulators.
- 2.3 Contribute to the Board's decision-making process by: Discussing all matters freely and openly at Board meetings.
 - Working towards achieving a consensus which respects divergent points of view and is in the collective interest of Engineers Canada and the regulators.
 - Respecting the rights, responsibilities and decisions of the regulators.



2.4 Participate actively in the work of the Board including by serving on committees or task forces to achieve the Ends.

2.5 Directors shall review all monitoring reports and make suggestions to strengthen policy governance by considering the following questions:

- Is this policy necessary?
- Does this policy clearly reflect the Board's intent?
- Does this policy adequately set expectations for the CEO to enable me to monitor performance within the governance structure?
- Are the expectations set out in this policy reasonably achievable by the CEO?

2.6 When assigned the director shall,

- Complete form *Director Review of GP Policies*, a template for discussion of Governance Process policies,
- Act as the meeting monitor, to prepare the meeting evaluation report on the Board's governance process and complete form *Meeting Monitor*, or
- Act as the lead presenter of monitoring reports submitted by the CEO and complete form *Monitoring Report Assessment Tool*.

3. Ownership Linkage

Directors shall provide a linkage with the regulators by communicating the views of the regulators to the Board and communicating the Board's views to the regulators. In order to do so, Directors shall:

3.1 Be knowledgeable of the rules, regulations, policies and procedures governing the regulator that nominated/elected them.

3.2 Be informed and knowledgeable about issues at their regulator by reviewing their regulator's council/board briefing books and the minutes of all council/board meetings, and attending council/board meetings.

3.3 Advise their regulator of issues to be discussed by the Board and seek input so as to be able to communicate their regulator's position to the Board.

3.4 Present and explain the views and positions of their regulation to the Board on issues which impact on the activities of their regulator or the policies that guide the operation of their regulator.

3.5 When requested by their regulator, request that an agenda item be added and specific time be allocated at a regular meeting of the Board for the Director to present reports and, where required, present resolutions for action by the Board.

3.6 Inform their regulator of the activities, decisions and plans of Engineers Canada by requesting that an agenda item be added and a specific time be allocated at each regular meeting of the regulator's council/board for the Director to present reports or to receive guidance and direction.



3.7 Keep confidential all information in respect of which the Director is required to sign a confidentiality agreement.

4. Additional Duties and Obligations

4.1 Directors shall comply with GP-3 Code of Conduct.

4.2 Directors shall comply with the duties and obligations of Directors as set out in Part 9 of the *Canada Not-for-profit Corporations Act*.

5. Authority

5.1 As specifically set out in this policy or delegated by the Board.

The role and responsibilities of Engineers Canada Directors are further defined by the *Code of Conduct* outlined in GP-3 as follows:

The Board shall conduct itself in an ethical, professional and lawful manner. This includes proper use of authority and appropriate decorum. Board members shall treat one another and staff members with respect, co-operation and a willingness to deal openly on all matters.

1. Board members and members of Board committees must have loyalty to the entire ownership, unconflicted by loyalties to the chief executive officer, staff, other organizations or personal interests.
2. Directors shall discharge their duties honestly and in good faith and in accordance with s. 148 of the *Canada Not-for-profit Corporations Act*.
3. Directors have an ongoing obligation to disclose conflicts of interest in accordance with s. 141 of the *Canada Not-for-profit Corporations Act*.
 - 3.1. Board members and members of Board committees shall not use their Board position to obtain employment at Engineers Canada for themselves, family members, or close associates. Board members must resign from the Board before applying for employment with Engineers Canada.
4. Board members and members of Board committees shall maintain confidentiality with respect to all matters that come into their knowledge or possession in the course of performing their duties in accordance with GP-3.0.1 Confidentiality Policy.
5. Board members and members of Board committees shall not attempt to exercise individual authority over the chief executive officer or staff unless authorized by the Board.
6. Board members and members of Board committees shall not attempt to interact with the public, press or other entities or speak on behalf of the Board except to repeat explicitly stated Board decisions unless authorized by the Board.
7. Board members and members of Board committees, except the chief executive officer, will not express individual judgments of performance of the chief executive officer or staff other than during participation in Board deliberations.



8. Board members and members of Board committees shall be familiar with the incorporating documents, by-law, policies and legislation governing Engineers Canada as well as the rules of procedure and proper conduct meetings so that decisions of the Board may be made in an efficient, knowledgeable and expeditious fashion.
9. Board members and members of Board committees will support the legitimacy and authority of Board decisions regardless of their personal position on the issue.
10. Board members and members of Board committees shall participate in Board educational activities that will assist them in carrying out their responsibilities.
11. Board members shall attend meetings on a regular and punctual basis and be properly prepared to participate in Board deliberations.
12. Board members and members of Board committees shall ensure that unethical activities not covered or specifically prohibited by the foregoing or any other legislation are neither encouraged nor condoned and are reported.
13. A Board member or a member of a Board committee who is alleged to have violated this Code of Conduct shall be informed in writing and shall be allowed to present his or her views of such alleged breach at the next Board meeting. The complaining party must be identified. If the complaining party is a Board member, he or she and the respondent Board member shall recuse themselves from any vote upon resolution or censure or other action by the Board. Board members that are found to have violated the Code of Conduct may be subject to the following sanctions and/or discipline:
 - requirement to discontinue or modify his or her conduct giving rise to the complaint;
 - resign his or her position as a Board or committee member;
 - a report to the Board member's regulatory body;
 - termination of position on the Board or the committee with or without notice; or
 - such other reasonable and prudent sanction as appropriate in the circumstances.
14. Upon appointment, Board members and members of Board committees shall sign an acknowledgment of GP-3.0.1 Confidentiality Policy.
15. Upon appointment, Directors shall sign GP-3.1.1 Director Consent and Declaration.

Expectations Regarding Principal Activities as They Relate to PEO:

- Attend Engineers Canada meetings and report significant activities or decisions to PEO following each meeting, including a report on any special Engineers Canada projects.
- Attend PEO Council meetings. The Directors are expected to attend to the same standard to which a regular member of PEO Council is held.
- Provide a written report to Council through the Registrar in a timeframe acceptable so that it may be included in the Council meeting agenda package.



- Notify PEO's President and Registrar of any specific items for which he/she requires a decision of or guidance by, PEO Council, so that they may be included in the agenda for the next PEO Council meeting.

Eligibility:

To be eligible, a nominee for the position of Engineers Canada Director must be a current Councillor, recent past Councillor (no more than 2 years since last on Council), or a current Engineers Canada Director. Nominees must also be PEO and OSPE members.

Term of Appointment for Directors:

Appointment to the Engineers Canada Board is at the sole discretion of PEO Council. The term of appointment normally commences and ends at an annual meeting of Engineers Canada and shall normally be of three (3) years duration. However, PEO may determine a different term according to the circumstances of a particular appointment. Terms less than two years are discouraged as they may not allow for effective representation.

The maximum length of service as an Engineers Canada Director regardless of term length is 6 years which may be extended if the nominee secures the Engineers Canada presidency.

The Council of PEO may rescind the appointment of an Engineers Canada Director if it determines that the Director is not acting in accordance with these terms of reference.

Likewise, the Council, as it deems reasonable, may extend the term of appointment of any Director. Should a Director wish to extend his/her term, either to continue as a member of the Board of Directors or to serve on the Executive Committee, or seek the Office of President-Elect, a request shall be made at least three months prior to the expiration of the term, or in advance of such election, to the Council of PEO for such extension.

Performance Review:

Council shall conduct an annual review of a Director's performance prior to the Annual General Meeting of Engineers Canada.

Process to Appoint an Engineers Canada Director

The following process is to be used when making Engineers Canada Director appointments:

1. A call for nominations for appointment by PEO Council to the Engineers Canada Board of Directors will be sent to all eligible nominees.
2. The call for nominations will specify the closing date for nominations and require nominees to indicate his/her willingness to serve for up to a three-year term in accordance with the terms of reference, role and expectations of PEO's Directors on Engineers Canada Board of Directors as noted above.
3. A nomination does not require a seconder.



4. No nominations will be accepted after the deadline for submission of nominations or from the floor at the meeting at which such appointments are to be made.
5. At the meeting at which such appointments are to be made, the Chair shall read out the names of those members who have submitted nominations.
6. Each nominee will be afforded an opportunity to make a brief (2 minute) personal introduction should they so wish. Absent nominees may submit a written personal introduction. The Chair will read any comments received from absent nominees.
7. Councillors will vote for each available position separately and in succession until all positions have been filled. Voting will be by secret ballot in accordance with By-Law No. 1, s.25(4).
8. Prior to each round of voting, the Chair shall ask all nominees whether they wish to have their name stand for appointment.
9. Where there is only one nominee for a position, the Chair shall declare the nominee appointed to the Engineers Canada Board.
10. Where the number of nominees exceeds the number of positions available, the nominee receiving at least 50% plus 1 of the votes cast shall be declared appointed by the Chair.
11. Where no nominee receives at least 50% plus 1 of the votes cast in the first round of voting, the top four nominees receiving the most votes cast shall advance to a second round of voting. If there are only four nominees, the nominee receiving the lowest number of votes cast will be eliminated and not advance to the second round of voting.
12. In the event there is a tie in the last nominee position, the number of nominees advancing to the second round will be expanded to include those nominees that have tied for the last nominee position.
13. After each voting round following the first voting round, the nominee receiving the lowest number of votes cast will be eliminated and not advance to the next round of voting. Voting rounds will continue in accordance with steps 7 to 13 until one nominee receives at least 50% plus 1 of the votes cast.
14. In the event of a tie vote, the nomination as an Engineers Canada Director shall be decided by coin toss conducted by the Registrar.
15. Sitting members of Council who put their names forward to be considered for nomination to the Engineers Canada Board of Directors shall abstain from voting. However, should a Councillor's name be removed from the ballot, either through election or elimination, they may vote in any subsequent ballots.
16. If applicable, ballots cast will remain with the Secretariat until a motion to destroy the ballots has been passed by Council.

Briefing Note – Decision

COMMITTEE / TASK FORCE TERMS OF REFERENCE

Purpose: To approve committee and task force Terms of Reference, work plans and human resources plans.

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

- That Council approve the Experience Requirements Committee (ERC) Terms of Reference and ERC subcommittee Terms of Reference as presented at C-517-2.4, Appendices A(i) and (ii).
- That Council approve the Regional Councillors Committee (RCC) Terms of Reference as presented at C-517-2.4, Appendix B.

Prepared by: Viktoria Aleksandrova, Committee Coordinator

Moved by: Councillor Bellini, 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.

In accordance with the *Committees and Task Forces Policy – Reference Guide* (Sections 2.5 and 3.2), various committees submitted their respective Terms of Reference to the Advisory Committee on Volunteers (ACV) for review and comment.

At its March 8, 2018 meeting, the ACV reviewed the revised Terms of Reference documents and provided the following comments:

2.2 Experience Requirements Committee (ERC) and subcommittee Terms of Reference	<p>Moved by Vic Pakalnis, seconded Nick Colucci:</p> <p>That the Experience Requirements Committee (ERC) and subcommittee Terms of Reference be approved as presented. CARRIED.</p>
2.5 Regional Councillors Committee (RCC)	<p>Moved by Nick Colucci, seconded by Doug Hatfield:</p> <p>That the Regional Councillors Committee (RCC) Terms of Reference be approved as amended. CARRIED.</p>

2. Proposed Action / Recommendation

That Council approve the submitted Terms of Reference documents, as presented.

3. Next Steps (if motion approved)

The approved documents will be posted on the PEO website.

4. Policy or Program contribution to the Strategic Plan

The motion regarding Committee / Task Force Terms of Reference is related to Objective 9 in the 2018-2020 Strategic Plan.

5. Financial Impact on PEO Budgets (for five years)

Not applicable

6. Peer Review & Process Followed

Process Followed	<ul style="list-style-type: none">• The ERC Terms of Reference was submitted to People Development in March 2018.• The RCC Terms of Reference were submitted to People Development in December 2018.
Council Identified Review	N/a
Actual Motion Review	<ul style="list-style-type: none">• In accordance with the <i>Committee and Task Force Policy – Reference Guide</i> (Sections 2.5 and 3.2), the Terms of Reference documents were submitted to the Advisory Committee on Volunteers (ACV) for review and comment. The ACV reviewed the Terms of Reference documents at its March 8, 2018.

7. Appendices

- Appendix A – Experience Requirements Committee (ERC)
 - i) Terms of Reference (changes are identified with grey highlight)
 - ii) Subcommittee Terms of Reference
- Appendix B – Regional Councillor Committee (RCC)
 - i) Terms of Reference (changes are identified with yellow highlight and track changes option)

Experience Requirements Committee - ERC
Terms of Reference

Issue Date: September 30, 2015
Approved by: Experience Requirements Committee

Review Date: March 2, 2018
Review by: Manager, Licensure

<p>Legislated and other Mandate approved by Council</p>	<p>To assess the experience of applicants as required:</p> <ul style="list-style-type: none"> (a) to determine if experience under the Regulations has been met; (b) to recommend to the ARC how experience should be taken into account in assigning of examinations; (c) to interview applicants where there is a question of the ability to communicate effectively in English; and (d) in the case of reinstatement – to assess applicant’s knowledge and understanding of the current laws and standards governing the practice of professional engineering <p>To advise the Registrar with respect to the foregoing. (Mandate approved in principle by Council)</p>
<p>Key Duties and Responsibilities</p>	<ul style="list-style-type: none"> • Review and evaluate the experiential qualifications of applicants • Review, evaluate, recommend and make policies and procedures pertaining to ERC’s mandate • Interact with the Academic Requirements Committee (ARC) on issues of commonality and interest.
<p>Success Measurements of Key Duties and Responsibilities</p>	<ul style="list-style-type: none"> • Timely and appropriate advice to the Registrar. • Monthly approval of ERC Interview recommendations. • Ensuring that the public interest is served and protected.
<p>Constituency & Qualifications of Committee Members</p>	<p>Minimum seven members of the Association, including chair and immediate past chair. Two-thirds continuity is desired as a minimum; all traditional engineering disciplines to be represented. Council representation may also be included. Members are appointed annually by Council on the consideration that the proportion of the engineering disciplines represented is to be approximately same as that for the applications to be considered. Members should have at least ten years of experience as an engineer.</p>
<p>Term Limits for Committee Chair and Vice Chair</p>	<p>The Chair and Vice Chair are elected annually for a one-year term, from January to December. The Chair and Vice Chair may be re-elected to their positions to serve a maximum of three (3) consecutive years. To ensure continuity, it is desirable that the Vice Chair moves to the Chair’s position, once the Chair’s term of service is expired. Once the Chair and/or Vice Chair have served for the maximum term for their respective positions, they are not eligible for reappointment to those positions. The Chair, once having served as Chair, may only serve as a general committee member.</p>

Term Limits for Committee Members	Given the statutory mandate of the Experience Requirements Committee (ERC) as well as the reliance on the expertise and experience of their members in order to carry out their legislated mandates, there is no term limit imposed on the general membership of this committee.
Succession Planning	<ul style="list-style-type: none"> • Renewal of the committee’s membership and on-boarding of new committee members’ requirements will be assessed and identified in the annual Human Resources Plan to: <ul style="list-style-type: none"> (a) replace Committee members who move on to other Committee or Council responsibilities (b) replace Committee members who are no longer willing or able to serve on the committee (c) ensure that there is an adequate pool of panel members conducting interviews that matches, as best as possible, the work experience of applicants. These include traditional as well as emerging disciplines • Identify members with leadership qualities and interest in ERC activities and invite them to join the ERC Sub-Committee. Under normal circumstances, the ERC Sub-Committee should be the source for future ERC officers (Chair and Vice-Chair). <p>The ERC will strive to bring to the Committee and to the ERC Sub-Committee, new members representing a diversity of disciplines, gender and visible minorities.</p>
Recruitment of New Committee Members	The committee assists Human Resources in the recruitment of new committee members to ensure wide discipline representation based on applications received, especially in the non-traditional disciplines.
Quorum	According to the Regulations Section 41 (1) three members constitute a quorum
Reporting Requirements	The Chair shall submit an annual report, not later than January 15 th of each year to the Council. The ERC members shall provide notes on each experiential assessment in the file for individual applicants.
Meeting Frequency & Time Commitment	There are 6 regular meetings for the Committee as a whole where a small fraction of the membership (those that have the time available) shows up. These meetings are really not the core function of the committee which is to conduct individual interviews with applicants. At these business meetings, policies and procedures are reviewed as well as any additional issues related to the work of the ERC.
Committee Advisor	Deputy Registrar, Licensing & Registration
Staff Support	Manager, Licensure

**Experience Requirements Committee (ERC)
ERC Sub-Committee (ERCSC) Terms of Reference**

Issue Date:
Approved by:

December 18, 2015
Experience Requirements Committee

Review Date: March 2, 2018
Review by: Manager, Licensure

Key Duties and Responsibilities	<p>1. Assist and advise the ERC in completing its work. 2. Carry out and report on specific tasks assigned by the ERC. Note: The ERCSC annual budget will be part of the ERC budget.</p>
Success Measurements of Key Duties and Responsibilities	<p>Timely completion of the tasks assigned by the ERC. Recommendations on means for improving performance and best practice within all aspects of the ERC's Scope.</p>
Type of Committee	Advisory and operational
Responsible Authority	ERC
ERCSC Meetings	<p>As and when necessary between regularly scheduled ERC Business meetings to:</p> <ul style="list-style-type: none"> (a) Work on specific tasks assigned by the ERC; (b) Conduct Committee business, including actions delegated by the full Committee; (c) Review and comment on activities of Working Groups (WGs) constituted by the ERC for specific tasks; (d) Review and comment on draft documents relevant to the ERC mandate; (e) Evaluate and recommend opportunities for improving ERC operations; (f) Identify, review and advise on matters of interest to the ERC.
Constituency and Qualifications	<p>The ERCSC shall consist of a maximum of ten (10) ERC Members, including the ERC Chair, the ERC Vice-Chair, the ERC Immediate Past-Chair and up-to seven (7) ERC Members-at-large, representing a diversity of gender and disciplines, who have expressed interest and willingness to serve in the ERCSC.</p> <p>To ensure continuity, three (3) of the ERCSC Members-at-large will be appointed for 3-year terms and four (4) will be appointed for a 2-year terms.</p> <p>The current ERC Chair and Vice-Chair shall respectively serve as ERCSC Chair and Vice-Chair.</p> <p>If the ERC Immediate Past-Chair is not available, the following priority is to be used for this position: (a) Immediate Past Vice-Chair; (b) a Past Chair from a previous period; or (c) a Past Vice-Chair from a previous period.</p> <p>Membership in the ERCSC shall be limited to a maximum of ten (10) years. Non-ERCSC members can be invited, as required, to ERCSC meetings for their participation on specific agenda items.</p>
Reporting Requirements	<p>The ERC Chair or a designated ERCSC member will report on Sub-Committee activities and status of assigned tasks as a standing agenda item in ERC Business Meetings.</p>

	For specific tasks and WGs, the member leading the task / WG will present results and recommendations to the ERC.
Staff Advisor	Manager, Licensure
Staff Support	Licensing Representative

Regional Councillors Committee (RCC)
Terms of Reference

Issue Date: October 5, 2008 (draft)
Approved by: Council

Review Date: Nov 29, 2017
Review by: RCC

Legislated and other Mandate approved by Council	<p>To act as the responsible authority for the PEO Chapters in the five PEO regions.</p> <p>To respond to Council, chapters and regions on matters of concern to chapters and regions.</p> <p>To respond to Council on matters pertaining to the approved Mission, Focus and Strategic Plan of the association.</p> <p>The Professional Engineers Act includes no reference to Chapters of the Association of Professional Engineers Ontario, hereinafter called PEO Chapters,</p> <p>The Professional Engineers Act defines additional objects for the association as</p> <ol style="list-style-type: none">1. To establish, maintain and develop standards of knowledge and skill among its licence holders.2. To establish, maintain and develop standards of qualification and standards of practice for the practice of professional engineering.3. To establish, maintain and develop standards of professional ethics among its licence holders.4. To promote public awareness of the role of the Association.5. To perform such other duties and exercise such other powers as are imposed or conferred on the Association by or under any Act. R.S.O. 1990, c. P.28, s. 2 (4). <p>PEO Chapters are defined in Regulation 941, as amended, as "'Chapter" means a chapter established pursuant to the by-laws",</p> <p>By-Law No. 1 of the Association of Professional Engineers of Ontario states specifically that "There shall be chapters of the association constituted in accordance with the by-laws.",</p> <p>By-Law No. 1 of the Association of Professional Engineers of Ontario states the purpose of Chapters is "to maintain a local presence for the engineering profession through activities of benefit to engineers and the communities they live in",</p> <p>By-Law No. 1 of the Association of Professional Engineers Ontario enables Council to establish from time to time standard rules and procedures governing the operating of chapters and the conduct of their affairs.</p>
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<p>Key Duties and Responsibilities</p>	<p>Regional Councillors shall convene a congress of two delegates from each Chapter in their respective regions three times per year. The objective of the congresses is to:</p> <ol style="list-style-type: none"> 1. consult with the Chapters on matters of concern for PEO Council 2. communicate matters of PEO policy and procedure to the Chapters 3. Administer the business planning and operation of the Chapters <p>The Regional Councillors Committee shall convene a conference of delegates from all Chapters in Ontario at least once per year. The objective of the conference is to:</p> <ol style="list-style-type: none"> 1. provide training for Chapter delegates in operation and administration of Chapter activities 2. provide a forum for sharing of ideas and best practices between all Chapters in Ontario <p>The regional Councillors Committee work to provide the means, resources and policies within PEO for the Chapters to achieve their Mandate, Essential Purposes and Objectives as set out in the Terms of Reference for Chapters.</p> <p>The budget for the operation of the Regional Councillors Committee, including funding for all PEO Chapters based on their annual business plans, regional offices and PEO staff support is prepared by the committee annually and submitted to the Finance Committee for inclusion in PEO budget making process.</p>
<p>Success Measurements of Key Duties and Responsibilities</p>	<p>Success is measured in the extent to which each PEO Chapter has the volunteers, executives, officers, funding and support necessary to fulfill their essential purposes as set out in the Terms of Reference for Chapters.</p> <p>Reporting by the Chapters is at each of the three congresses per year in each region. The committee submits a written report to Council for distribution to PEO members at each Annual General Meeting.</p> <p>RCC is in compliance with Committee and Task Force Policy and the spirit of the PEO Committee Guidelines.</p>
<p>Constituency & Qualifications of Committee Members</p>	<p><u>Council has designated the Regional Councillors Committee as a board committee</u> and, as such, a majority of its members must be Councillors.</p> <p>The committee is composed of 10 elected members of PEO council. Two councillors represent each of the five regions of Ontario. Regional councillors are elected by members at large on an annual basis for a two year term.</p> <p>The definition of regional boundaries of PEO is as set out in the Regulation 941.</p> <p>The Chair is elected by and from members of the Regional Councillors Committee for one-year term. Council shall appoint the Chair selected by the committee for a one-year term.</p> <p>A super majority vote by members of the committee of 75% is required to remove the Chair.</p>

Commented [VA1]: ACV's amendment

Term Limits for Committee Chair and Vice Chair	<p>The Chair and Vice Chair are elected annually for a one-year term, from Annual General Meeting to Annual General Meeting. The Chair and Vice Chair may be re-elected to their positions to serve a maximum of two (2) consecutive years. Chair and Vice Chair must not be from the same region. To ensure continuity, it is desirable that the Vice Chair moves to the Chair's position, once the Chair's term of service is expired. Once the Chair and/or Vice Chair have served for the maximum term for their respective positions, they are not eligible for reappointment to those positions. The Chair, once having served as Chair, may only serve as a general committee member.</p>
Recruitment of New Committee Members	<p>The committee is composed of 10 councillors. One councillor in each of the five regions is elected annually by PEO members in their respective regions and serves a two year term.</p> <p>Each region shall have an Election and Search committee to ensure that there are candidates in each region. The chair of the Election and Search committee in each region is the councillor serving in the first year of their elected term representing that region.</p>
Quorum	<p>6 members (50% of total members plus 1) and with a minimum representation from 4 out of 5 Regions</p>
Reporting Requirements	<p>The Chair shall submit an annual report, not later than January 15th of each year to the Council of the activities of the Committee.</p>
Meeting Frequency & Time Commitment	<p>The Committee expects to meet up to six times during the year. Members are expected to attend at least four meetings per year. Meetings can be held face-to-face and/or via teleconference.</p>
Committee Advisor	<p>Manager, Chapters</p>
Staff Support	<p>Chapter Coordinator</p>

SUCCESSION PLANNING TASK FORCE – TERMS OF REFERENCE

Purpose: To approve the Succession Planning Task Force (SPTF) Terms of Reference

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

That Council approve the Succession Planning Task Force Terms of Reference as presented to the meeting at C-517-2.5, Appendix A.

Prepared by: Ralph Martin, Manager, Secretariat

Moved by: Councillor Bellini, P.Eng.

1. Need for PEO Action

At the June 2017 meeting, Council approved the creation of the Succession Planning Task Force (SPTF) as part of the recommendations (Appendix B) made by the Council Term Limits Task Force (CTLTF). Recommendations 15 in the CTLTF report stated;

The SPTF will develop a comprehensive plan with schedule, future operating expenses of search and training modules, candidate targets, media programme to educate members etc.

Council approved a \$60,000 budget for the SPTF and directed that on completion of its work that the task force would be replaced by the Succession Planning Committee (SPC).

A draft Terms of Reference was presented to the Executive Committee at the October 30, 2017 meeting. The Committee directed staff to amend the Terms of Reference such that the key duties of the SPTF are to provide oversight and coordination with respect to the implementation of the Succession Planning recommendations. The amended SPTF Terms of Reference was peer reviewed by the Advisory Committee on Volunteers (ACV) at its March 8, 2018 meeting. The ACV recommended that the SPTF Terms of Reference be presented to Council

Therefore, Council is being asked to approve the SPTF Terms of Reference (Appendix A)

2. Proposed Action / Recommendation

That Council approve the SPTF Terms of Reference

3. Next Steps (if motion approved)

The SPTF will begin development of a work plan to provide oversight and coordination with respect to the implementation of the Succession Planning recommendations.

4. Policy or Program contribution to the Strategic Plan

The creation of the SPTF is related to Objective 7 in the 2018-2020 Strategic Plan.

5. Financial Impact on PEO Budgets (for five years)

	Operating	Capital	Explanation
Current to Year End	\$60,000	\$	2018 operating budget. (must provide final report within 18 months of being formed, \$60,000 is an upset budget for the task force per Council approved recommendation from the CTL Task Force)
2 nd	\$	\$	
3 rd	\$	\$	
4 th	\$	\$	
5 th	\$	\$	

6. Peer Review & Process Followed

Process Followed	Council approved striking the Succession Planning Task Force at the June 23, 2017 meeting.
Council Identified Review	The SPTF Terms of Reference was peer reviewed by the Executive Committee on October 30, 2017 and the Advisory Committee on Volunteers on March 8, 2018. In its comments, the ACV suggested that section 1 and 2 of the Key Duties and Responsibilities be removed. These sections are fundamental to the coordinating activities of the SPTF Task Force.
Actual Motion Review	Recommendation 15 of the CTLTF report stated; <i>The SPTF will develop a comprehensive implementation plan with schedule, future operating expenses of search and training modules, candidate targets, media programme to educate members etc.</i>

7. Appendices

- Appendix A – Succession Planning Task Force Terms of Reference
- Appendix B – Council Term Limits Task Force Recommendations

**Terms of Reference
Succession Planning Task Force (SPTF)**

Issue Date:
Approved by: Council

Review Date: N/A
Review by: N/A

<p>Legislated and other Mandate approved by Council</p>	<p>To develop an implementation program for the Succession Planning recommendations approved by Council at it's June 23. 2017 meeting. (See recommendations attached)</p>
<p>Key Duties and Responsibilities</p>	<p>Provide oversight and coordination with respect to the implementation of the Succession Planning recommendations as approved by Council. This to include:</p> <ol style="list-style-type: none"> 1. Skills Development <ol style="list-style-type: none"> a. Central Election and Search Committee to: <ol style="list-style-type: none"> i. Identify the skills and experience that the best Councillors would exhibit. ii. Undertake a gap analysis on an annual basis to identify weaknesses in the current Council make-up and identify appropriate criteria for strengthening the team. iii. Develop skills competencies matrix to support candidate search activities by the Committee. iv. Provide the HRC with a skills competency matrix that will be shared with the Public Appointments Secretariat. 2. Education and Training <ol style="list-style-type: none"> a. Public Information Campaign Task Force to: <ol style="list-style-type: none"> i. Educate the engineering public on the importance of Council's role in regulating the profession. b. Human Resources Committee to: <ol style="list-style-type: none"> i. Develop a leadership program and provide training opportunities for interested candidates to upgrade their skill sets in areas that are deemed of value. ii. Develop a mentorship program for new Councillors. iii. Develop a comprehensive implementation plan with schedule, future operating expenses for search and training modules.

	<p>c. Advisory Committee on Volunteers to:</p> <p>i. Develop a Future Leaders Symposium to be held yearly or by-annually to introduce PEO, the organization and leadership possibilities within the organization, to young and new volunteers.</p> <p>3. Barriers</p> <p>a. Succession Planning Task Force to:</p> <p>i. Examine the issues of potential barriers that impede certain volunteers of a specific demographic (specifically age and family status) from serving on Council.</p> <p>ii. Develop a program to work with engineering companies to encourage ways to facilitate their employees to consider service to the profession.</p> <p>iii. Examine the issue of employer compensation for participation on Council.</p> <p>4. Identify Gaps</p> <p>a. Identify gaps in the implementation of the succession planning recommendations approved by Council and coordinate development of programs to fill gaps.</p> <p>5. Consultant Engagement</p> <p>a. Determine scope requirements.</p> <p>b. Develop and conduct RFP.</p> <p>c. Draft contract and engage consultant.</p> <p>d. Consultant to provide services to support:</p> <p>i. Examination of potential barriers</p> <p>ii. Gap analysis</p>
<p>Constituency, Number & Qualifications of Committee/Task Force Members</p>	<p>The task force shall consist of six (6) members including a former PEO President, a member of the CTLTF and a member who has served on the Advisory Committee on Volunteers (ACV). The remaining three members will have served on PEO Council.</p>
<p>Qualifications and election of the Chair</p>	<p>The Chair is to be elected from among the members of the task force in accordance with Wainberg's Society Meetings, By-Law No. 1, section 25(4) and Committee and Task Force Policy</p>

Commented [VA1]: ACV's COMMENT: These two sections need to be:

1. Removed as they conflict with the mandates of CESC, HRC, PIC TF and ACV, or

2. Re-worded, for example: "To work with CESC to identify skills and experience that the best Councillors would exhibit."

Qualifications and election of the Vice Chair(s)	The Vice Chair is to be elected from among the members of the task force in accordance with Wainberg's Society Meetings, By-Law No. 1, section 25(4) and Committee and Task Force Policy
Duties of Vice Chair(s)	To act in the absence of the Chair.
Term Limits for Chair, Vice Chair and Committee members	The task force is to be stood down following the submission of its final report to Council.
Quorum	In accordance with Wainberg's Society Meetings and By-Law No. 1, section 25(1), quorum for the purpose of having the meeting's decisions be considered binding is at least 50 per cent of the task force's membership present at the meeting.
Meeting Frequency & Time Commitment	The SPTF will convene monthly meetings and prepare a final report within 18 months of being formed.
Operational year time frame	The task force will commence its work upon approval of its Terms of Reference and is to be stood down following the submission of its final report to Council.
Budget	\$60,000
Committee advisor	Scott W. Clark, LL.B., Chief Administrative Officer
Committee support	Ralph Martin, Manager, Secretariat

Council Term Limits Task Force (CTLTF) Revised Recommendations for Succession Planning and Term Limits

SUCCESSION PLANNING

1. Council must identify the skills and experience that the best Councillors would exhibit.
2. Council undertakes a gap analysis on an annual basis to identify weaknesses in the current Council make-up, and identifies appropriate criteria for strengthening the team
3. The search committee employs the defined skills list to find suitable candidates in the engineering community and the PEO volunteer community.
4. PEO must develop a leadership program and provide training opportunities for interested candidates to upgrade their skill sets in the areas that are deemed of value.
5. A Future Leaders Symposium should be held yearly or bi-annually to introduce PEO, the organization and leadership possibilities within the organization, to young and new volunteers.
6. The electorate must be educated on the necessary skills and competencies to look for in Council candidates.
7. The engineering public must be educated on the importance of Council's role in regulating the profession. This may increase interest of suitable candidates to aspire for service to their profession.
8. PEO must work with engineering employers to encourage ways to facilitate their employees to consider service to the profession.
9. A determination must be made if it is possible to remove barriers that impede certain volunteers of a specific demographic (specifically age and family status) from serving on Council
10. PEO must set aside money for training and possibly employer compensation.
11. The Council Manual should be updated and be more complete so that it can be used for information and training on the expected roles, responsibilities and time commitments as a councillor.
12. A mentorship program should be set up for new Councillors.
13. HRC must share our skills competencies guideline with the Public Appointments Secretariat. It is hoped that the Lieutenant-Governor Appointed Councillors (if staggered in time) may help fill skills gaps.
14. A new six (6) member Succession Planning Task Force (SPTF) be created to develop a detailed implementation plan to implement the recommendations for

the Succession Planning program to search, train and educate the members. It is too important to assign to an existing committee.

15. The SPTF will develop a comprehensive implementation plan with schedule, future operating expenses of search and training modules, candidate targets, media programme to educate members etc.
16. Upon completion of it's work, the SPTF will be replaced by a Succession Planning Committee (SPC) to maintain the programme and manage its evolution in future years.
17. The composition of the SPTF will include a member who has served as President in the past (and has had experience on the Central Election and Search Committee and the Human Resources Committee), a member of the CTLTF and a member who has served on Advisory Committee on Volunteers. Three additional members with previous Council experience are also recommended.
18. The SPTF will convene monthly meetings and prepare a final report within 18 months of being formed.
19. Upset budget for the SPTF is at least \$60,000: including money for consultants \$25k, travel \$10k, meetings, \$10k, other \$5k, the SPTF is tasked with providing a work plan and detailed budget for the first Council meeting after forming, for Council's review and consideration.
20. Staff support expenses are external to this budget figure.
21. Succession Planning is to be an ongoing programme for PEO to develop Council leadership from this time forward. An annual budget for various components of the Succession Planning strategy is required.

TERM LIMITS

22. A Member in good standing is eligible to serve one term only in the positions of President-Elect, President and Past President. When a member has finished their service as President-elect, President and Past President, they are not eligible to serve in any capacity on Council until the member has not been on Council for at least 6 years.
23. A member is eligible to serve as Vice- President once in any 10-year period subject to the above restriction if the member has also served as President.
24. A general member of Council (Regional Councillor and Councillor at Large) is limited to six years on Council, or seven years if elected in an interim capacity to finish another member's partial term. This limit applies whether the member serves as Regional Councillor, Councillor at Large or Lieutenant Governor Appointee (LGA). Thus, someone may serve for three 2-year terms as a Regional Councillor; or three 2-year terms as a Councillor at Large or six years as an LGA (whether that be two 3-year terms or three 2 year terms) or a

combination thereof. Once a member has reached these limits, whether the service is as a Regional Councillor, Councillor at Large or LGA or combination thereof, the member is not eligible to run for Council as a general member (Regional Councillor or Councillor at Large) until the member has not been on Council for at least 6 years. However, the member is still eligible to serve as Vice President or President in accordance with recommendations 22 and 23.

- 25.** If the member has served for less than the above maximum term limits and has not been on Council for 6 years, the member is eligible to run thereafter for any position on Council subject to the above term limits.
- 26.** For the next election cycle, include in the election material, information on recommended term limits for each position and provide information on all candidates' service on Council to date.
- 27.** Entrench in our governing legislation the recommended term limits as specified above.

GOVERNANCE WORKING GROUP PHASE 1 (GWGP1) TERMS OF REFERENCE

Purpose: To approve the Terms of Reference for the Governance Working Group Phase 1

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

That Council approve the Terms of Reference for the Governance Working Group Phase 1 as presented to the meeting at C-517-2.6, Appendix A.

Prepared by: Ralph Martin – Manager, Secretariat

Moved by: Councillor Bellini, P.Eng.

1. Need for PEO Action

The following motion was passed at the November 17, 2017 Council meeting;

- That Council directs the President to develop terms of reference for the Phase 1 - GWGP1 incorporation elements outlined in Section 3 of this briefing note.

Section 3 stated;

The GWGP1 will examine opportunities for PEO Council & Committees to be more efficient, to save volunteer & staff time and PEO resources, and to be considered a modern regulator in order to ensure PEO remains relevant as the Regulator of Engineers in Ontario.

Therefore, Council is being asked to approve the Terms of Reference for the GWGP1.

2. Proposed Action / Recommendation

That Council approve the Terms of Reference for the Governance Working Group Phase 1.

3. Next Steps (if motion approved)

The GWGP1 will examine opportunities for PEO Council & Committees to be more efficient, to save volunteer & staff time and PEO resources, and to be considered a modern regulator in order to ensure PEO remains relevant as the Regulator of Engineers in Ontario.

4. Policy or Program contribution to the Strategic Plan

The creation of the GWGP1 is related to Objective 7 in the 2018-2020 Strategic Plan.

5. Financial Impact on PEO Budgets (for five years)

	Operating	Capital	Explanation
Current to Year End	\$40,000	\$	Funded from Surplus Fund (Council discretionary funds)
2 nd	\$	\$	
3 rd	\$	\$	
4 th	\$	\$	
5 th	\$	\$	

6. Peer Review & Process Followed

Process Followed	Council approved striking of the Governance Working Group Phase 1 at the November 17, 2017 meeting.
Council Identified Review	The Terms of Reference were peer reviewed by the Advisory Committee on Volunteers on March 8, 2018. In its comments, the ACV suggested changing Section 3 of the Key Duties and Responsibilities to state that the GWGP1 was to provide a progress report to Council prior to the 2019 Annual General Meeting (AGM). The motion passed at the 2017 AGM stated that there was to be a progress report provided to Council by the 2018 AGM. In addition, the terms of reference indicate that the GWGP1 will have a final report by the 2019 AGM, not a progress report.
Actual Motion Review	<p>The following motions were passed at the November 17, 2017 Council meeting.</p> <ol style="list-style-type: none"> That Council directs the Registrar to immediately issue a call for volunteers for appointment to a 7 member Phase 1 Governance Working Group (GWGP1) for Council approval at a future date, comprised of the following: <ul style="list-style-type: none"> 4 current Councillors with at least one lay LGA, plus 3 additional members at large Preference is for members at large who have formalized Governance Education That Council directs the President to develop terms of reference for the Phase 1 - GWGP1 incorporation elements outlined in Section 3 of this briefing note. That Council directs the GWGP1 to provide a progress report to Council prior to the 2018 AGM, or shortly thereafter, which will include timing for delivery of their final report to Council. That Council approves a budget of \$40,000 for the GWGP1 to complete their work and deliver a report to Council before the 2019 AGM, if not earlier.

7. Appendices: Appendix A – Terms of Reference – GWGP1

Terms of Reference

Governance Working Group Phase 1 (GWGP1)

Issue Date:
Approved by Council: March 23, 2018

Review Date: N/A
Review by: N/A

Legislated and other Mandate approved by Council	To deliver a report for Council approval prior to the 2019 AGM to confirm if a governance review is warranted.
Key Duties and Responsibilities	<ol style="list-style-type: none"> 1. Proactively evaluate and understand if there are any risks or problems with the current governance model of PEO. This includes the following: <ul style="list-style-type: none"> • defining a clear and common understanding of the mandate of PEO; • evaluating the risk of PEO losing its self-regulatory status and remaining relevant as a licensed profession; • examining how PEO’s mandate currently manifests itself, where priorities lie and what the mandate might or should look like in the future; • consideration of modern regulator principles; • consideration of the findings of recent governance related task forces, including Council Term Limits Task Force, Succession Planning Task Force and Council Composition Task Force; • completing a jurisdictional scan of governance reviews for other self-regulated professions, including nurses, teachers, health professionals, lawyers, accountants and other jurisdictions that self-regulate engineers; • determining an interview list and conducting interviews which may include current and former council members, council candidates, committee members, current and former chapter executive members, other regulatory bodies, and employers of engineers; and • evaluating if the current governance structure serves the public interest at the level that it needs to. 2. Develop an RFP, with staff support, including input on the desired qualifications and bid evaluation criteria, to engage a Regulatory Governance Subject Matter Expert(s) (SME), and other SME’s as appropriate, to assist with the evaluation and understanding of the risks of the current governance model, and to provide introductory governance education to Council. 3. Provide a Progress Report to Council prior to the 2018 AGM, or shortly thereafter, that includes timing and a work plan for delivery of the Final Report to Council. 4. Communicate findings and results to Council for feedback and direction once the above is complete.

Constituency, Number & Qualifications of Committee/Task Force Members	The working group shall consist of 4 current Councillors with at least one lay LGA, plus 3 additional members at large. Preference is for individuals who have formalized governance education.
Qualifications and election of the Chair	The Chair is to be elected from among the members of the task force in accordance with Wainberg's Society Meetings, By-Law No. 1, section 25(4) and Committee and Task Force Policy
Qualifications and election of the Vice Chair(s)	The Vice Chair is to be elected from among the members of the task force in accordance with Wainberg's Society Meetings, By-Law No. 1, section 25(4) and Committee and Task Force Policy
Duties of Vice Chair(s)	To act in the absence of the Chair.
Term Limits for Chair, Vice Chair and Committee members	The task force is to be stood down following the submission of its final report to Council. The Chair and Vice Chair are elected annually for a one-year term, from January to December. The Chair and Vice Chair may be re-elected to their positions to serve a maximum of three (3) consecutive years. To ensure continuity, it is desirable that the Vice Chair moves to the Chair's position, once the Chair's term of service is expired. Once the Chair and/or Vice Chair have served for the maximum term for their respective positions, they are not eligible for reappointment to those positions. The Chair, once having served as Chair, may only serve as a general task force member thereafter to the maximum ten (10) years of cumulative task force service.
Quorum	In accordance with Wainberg's Society Meetings and By-Law No. 1, section 25(1), quorum for the purpose of having the meeting's decisions be considered binding is at least 50 per cent of the task force's membership present at the meeting.
Meeting Frequency & Time Commitment	The task force will meet at the call of the Chair.
Operational year time frame	The task force will commence its work upon approval of its Terms of Reference and is to be stood down following the submission of its final report to Council.
Budget	\$40,000.

Committee advisor	Scott W. Clark, LL.B., Chief Administrative Officer
Committee support	Ralph Martin, Manager, Secretariat

CHANGES TO THE 2018 COMMITTEES AND TASK FORCES MEMBERSHIP ROSTER

Purpose: To approve changes to Sections 2 (Other Committees Reporting to Council) and 4 (Task Forces) of the *2018 PEO Committees and Task Forces Membership Roster*.

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

That Council approves changes to the *2018 PEO Committees and Task Forces Membership Roster* as presented to the meeting at C-517-2.7, Appendix A.

Prepared by: Viktoria Aleksandrova, Committee Coordinator

Moved by: Councillor Bellini, 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 of committees and task forces in accordance with PEO's insurance policy requirements.

Council approved the *2018 PEO Committees and Task Forces Membership Roster* at the November 17, 2017 meeting. *Appendix A* sets out changes to the Sections 2 (Other Committees reporting to Council) and 4 (Task Forces) of the approved Roster that require Council approval at this time.

2. Proposed Action / Recommendation

Approve the changes to Sections 2 (Other Committees Reporting to Council) and 4 (Task Forces) of the *2018 PEO Committees and Task Forces Membership Roster*.

3. Next Steps (if motion approved)

- The newly appointed and re-appointed members will be notified accordingly.
- The updated *2018 PEO Committee and Task Force Membership Roster* will be posted on PEO's website.

4. Policy or Program contribution to the Strategic Plan

The motion regarding Changes to the *2018 PEO Committees and Task Forces Membership Roster* is related to Objective 9 in the 2018-2020 Strategic Plan.

5. Financial Impact on PEO Budgets (for five years)

Not applicable

6. Peer Review & Process Followed

Process Followed	Committees and Task Forces Policy – Role of Council Item 4: Approve the annual roster of committee members.
Actual Motion Review	The HRC will review the changes to the <i>2018 PEO Committees and Task Forces Membership Roster</i> at its meeting on March 22, 2018 .

7. Appendices

- Appendix A – Changes to Sections 2 (Other Committees Reporting to Council), 4 (Task Forces) and 5 (External Appointments) of the *2018 PEO Committees and Task Forces Membership Roster*.

**Changes to the 2018 PEO Committees and
Task Forces Membership Roster**

<p>C-517-2.7 Appendix A</p>
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517th Council Meeting

New appointments:

First/Last Name	Service Dates	Committee / Task Force
Sandro Perruzza	March 23, 2018 – Task Force term end	30 by 30 Task Force (30/30TF) – Chair of the WEAC or delegate (2017-2018)
Helen Wojcinski, P.Eng.	March 23, 2018 – Task Force term end	30 by 30 Task Force (30/30TF) – Ontario representative from the Engineers Canada Equitable Participation in the Profession Committee (2017-2018)
Christian Bellini, P.Eng.	March 23, 2018 – Task Force term end	30 by 30 Task Force (30/30TF) – member of PEO's Executive Committee
Lola Hidalgo, P.Eng.	March 23, 2018 – Task Force term end	30 by 30 Task Force (30/30TF) – current PEO Councillor
Matthew Xie, P.Eng.	February 21, 2018 – December 31, 2018	Awards Committee (AWC)
Kiran Hirpara, P.Eng.	March 23, 2018 – December 31, 2018	Awards Committee (AWC) – Sterling Award subcommittee
Tyler Ing, P.Eng.	March 6, 2018 – December 31, 2018	Enforcement Committee (ENF)
Gordon Ip, P.Eng.	March 6, 2018 – December 31, 2018	Enforcement Committee (ENF)
Juwairia Obaid, P.Eng.	March 6, 2018 – December 31, 2018	Enforcement Committee (ENF)
Annabelle Lee, P.Eng.	February 21, 2018 – December 31, 2018	Education Committee (EDU)
Arjan Arenja, P.Eng.	March 6, 2018 – December 31, 2018	Government Liaison Committee (GLC) – GLP Chair
Jeffrey Lee, P.Eng.	March 23, 2018 – December 31, 2018	Government Liaison Committee (GLC) – P.Eng. Active in a Riding Association
James Lowe, P.Eng.	March 6, 2018 – December 31, 2018	Professional Standards Committee (PSC)

Changes to the Roster – election of Chairs/Vice Chairs and other:

First/Last Name	Term [per Terms of Reference]	Committee / Task Force
Doug Barker, P.Eng.	1-year term	Consulting Engineer Designation (CEDC) - Chair
Rick Patterson, P.Eng.	1-year term	Consulting Engineer Designation (CEDC) – Vice Chair
Denis Dixon, P.Eng.	1-year term	Consulting Engineer Designation (CEDC) – Toronto subcommittee Chair
Chris Redmond, P.Eng.	1-year term	Consulting Engineer Designation (CEDC) – Northern subcommittee Chair
Greg Allen, P.Eng.	1-year term	Equity and Diversity Committee (EDC) – Chair
Gabe Tse, P.Eng.	1-year term	Government Liaison Committee (GLC) – Vice Chair

**Changes to the 2018 PEO Committees and
Task Forces Membership Roster**

517th Council Meeting

Committee and Task Force Resignations/Retirements:

First/Last Name	Service Dates	Committee / Task Force
Argyrios (Gerry) Margaritis, P.Eng.	2016 – February 13, 2018	Awards Committee (AWC) – Sterling Award subcommittee
Leigh Andrew Lampert, LL.B.	2013 – February 16, 2018	Discipline Committee (DIC)
Wayne Kershaw, P.Eng.	2016 – February 2, 2018	Council Composition Task Force (CCTF)
	2010 – February 2, 2018	Removal of Industrial Exception Task Force (RIETF)
Roger Jones, P.Eng.	2016 – February 2, 2018	Council Composition Task Force (CCTF)
Tim Kirkby, P.Eng.	2016 – February 2, 2018	Council Composition Task Force (CCTF)
Lew Lederman, P.Eng.	2016 – February 2, 2018	Council Composition Task Force (CCTF)
Sabrina Dias, P.Eng.	2016 – February 2, 2018	Council Composition Task Force (CCTF)
Ravi Peri, P.Eng.	2010 – February 8, 2018	Education Committee (EDU)
Behzad Alavi, P.Eng.	2010 – March 23, 2018	Experience Requirements Committee (ERC)
Pregrad Banjanin	2011 – March 23, 2018	Experience Requirements Committee (ERC)
Jian Ming (Jimmy) Chang, P.Eng.	2005 – March 23, 2018	Experience Requirements Committee (ERC)
Ketan Gandhi, P.Eng.	2013 – March 23, 2018	Experience Requirements Committee (ERC)
Dragan Grandic, P.Eng.	2005 – March 23, 2018	Experience Requirements Committee (ERC)
Balaji Kumar, P.Eng.	2016 – March 23, 2018	Experience Requirements Committee (ERC)
Desmond Lau, P.Eng.	2007 – March 23, 2018	Experience Requirements Committee (ERC)
Constantin Mighiu, P.Eng.	2004 – March 23, 2018	Experience Requirements Committee (ERC)
V. Alan Moore, P.Eng.	2001 – March 23, 2018	Experience Requirements Committee (ERC)
Maged Nauib, P.Eng.	2009 – March 23, 2018	Experience Requirements Committee (ERC)
Gheorghe (George) Oprea, P.Eng.	2001 – March 23, 2018	Experience Requirements Committee (ERC)
Paul Seager, P.Eng.	1999 – March 23, 2018	Experience Requirements Committee (ERC)
Ivan Vasiljevic, P.Eng.	2013 – March 23, 2018	Experience Requirements Committee (ERC)
Qi (Sharon) Xue, P.Eng.	2010 – March 23, 2018	Experience Requirements Committee (ERC)
Richard Yoon, P.Eng.	2003 – March 23, 2018	Experience Requirements Committee (ERC)

**Changes to the 2018 PEO Committees and
Task Forces Membership Roster**

517th Council Meeting

First/Last Name	Service Dates	Committee / Task Force
Diane Freeman, P.Eng.	2009 – February 2, 2018	PEO National Framework Task Force (NFTF)
Christian Bellini, P.Eng.	2010 – February 2, 2018	PEO National Framework Task Force (NFTF)
Roydon Fraser, P.Eng.	2010 – February 2, 2018	PEO National Framework Task Force (NFTF)
Ross L. Judd, P.Eng.	2009 – February 2, 2018	PEO National Framework Task Force (NFTF)
Brian Ross, P.Eng.	2017 – February 2, 2018	PEO National Framework Task Force (NFTF)
Vinni Sahni, P.Eng.	2017 – February 2, 2018	PEO National Framework Task Force (NFTF)
Peter Broad, P.Eng.	2010 – February 2, 2018	Removal of Industrial Exception Task Force (RIETF)
Duncan Blachford, P.Eng.	2011 – February 2, 2018	Removal of Industrial Exception Task Force (RIETF)
Dave Adams, P.Eng.	2011 – February 2, 2018	Removal of Industrial Exception Task Force (RIETF)
Thomas Chong, P.Eng.	2011 – February 2, 2018	Removal of Industrial Exception Task Force (RIETF)
Ahmand Khadra, P.Eng.	2011 – February 2, 2018	Removal of Industrial Exception Task Force (RIETF)
Clarence Klassen, P.Eng.	2011 – February 2, 2018	Removal of Industrial Exception Task Force (RIETF)
James Lowe, P.Eng.	2011 – February 2, 2018	Removal of Industrial Exception Task Force (RIETF)
Ranee Mahalingam, P.Eng.	2011 – February 2, 2018	Removal of Industrial Exception Task Force (RIETF)
Tracy McColl, P.Eng.	2011 – February 2, 2018	Removal of Industrial Exception Task Force (RIETF)
Phil Smith, P.Eng.	2012 – February 2, 2018	Removal of Industrial Exception Task Force (RIETF)
Stela Stevandic, P.Eng.	2010 – February 2, 2018	Removal of Industrial Exception Task Force (RIETF)
Kenneth Warden, P.Eng.	2011 – February 2, 2018	Removal of Industrial Exception Task Force (RIETF)
Michael Wesa, .Eng.	2011 – February 2, 2018	Removal of Industrial Exception Task Force (RIETF)

ENGINEERS CANADA ANNUAL GENERAL MEETING

Purpose: To provide direction to the President with respect to matters being addressed at the 2018 Engineers Canada Annual General Meeting.

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

1. That Council approves the ten purposes of Engineers Canada as presented to the meeting at C-517-2.8, Appendix A.
2. That Council approves modifying the Engineers Canada Bylaws to provide for term limits for Engineers Canada Directors of two 3-year terms, unless they are elected President-elect in which case an additional 3-year term is possible.
3. That Council approves the following direction on Engineers Canada Board size << insert option >>

Prepared by: Scott W. Clark, LL.B., Chief Administrative Officer

Moved by: President-elect Brown, P.Eng.

1. Need for PEO Action

The agenda of the May 2018 Engineers Canada Annual General Meeting of Members (the regulators, represented by their President) will present three governance improvements issues.

1. Members will be asked to modify the Articles of Continuance to replace the existing Purpose in Section 6 with the new Ten Purposes (Appendix A). Members can vote to modify, defeat the motion to modify, or they can amend the motion and change the Purposes before approving the modification.
2. Members will be asked to modify the Engineers Canada Bylaws to insert a new clause into Section 4 to introduce term limits for Directors. The modification will provide that Directors shall be limited to two 3-year terms, unless they are elected President-elect in which case an additional 3-year term is possible. Members can accept the motion to introduce term limits, defeat the motion, or modify the motion to introduce different term limits.
3. Regarding Board size, the Engineers Canada Board will submit two plans to the Members via email following the Board's April teleconference. It will then be up to the Members to decide what to do with those plans. Any Member may put a motion on the May 2018 Engineers Canada Annual General Meeting of Members agenda to discuss this, and that motion could say whatever the Member requests.

Council is being asked to provide the President with direction on the three issue above as the President will represent PEO at the May 2018 Engineers Canada Annual General Meeting of Members.

2. Proposed Action / Recommendation

To be determined by Council.

3. Next Steps (if motion approved)

The President will represent PEO at the May 2018 Engineers Canada Annual General Meeting of Members.

4. Policy or Program contribution to the Strategic Plan

This supports Objectives 7 and 9 in the 2018-2020 Strategic Plan.

5. Financial Impact on PEO Budgets (for five years)

	Operating	Capital	Explanation
Current to Year End	\$0	\$0	
2 nd	\$0	\$0	
3 rd	\$0	\$0	
4 th	\$0	\$0	
5 th	\$0	\$0	

6. Peer Review & Process Followed

Process Followed	The Executive Committee met with representatives of Engineers Canada on October 30, 2017, and were consulted on the proposed ten purposes of Engineers Canada, options for Board size and the draft strategic plan. Another consultation is planned for March 29, 2018.
Council Identified Review	N/A
Actual Motion Review	N/A

4. Appendices

- Appendix A – Purpose of Engineers Canada – recommended to the Members by a Board motion on February 28, 2018

Purpose of Engineers Canada – recommended to the Members by a Board motion on February 28, 2018

Preamble

The purpose of Engineers Canada is to serve the collective interests of the regulators, to promote and maintain the interests, honour and integrity of the Canadian engineering profession, and to do all such lawful things as are incidental to or conducive to the attainment of the foregoing, including:

Body

Serve the regulators and strengthen the profession by:

1. Accrediting undergraduate engineering programs.
2. Facilitating and fostering working relationships between and amongst the regulators.
3. Providing services and tools that; enable the assessment of engineering qualifications, foster excellence in engineering practice and regulation, and facilitate mobility of practitioners within Canada.
4. Offering national programs.
5. Advocating to the federal government.
6. Actively monitoring, researching, and advising on changes and advances that impact the Canadian regulatory environment and the engineering profession.
7. Managing risks and opportunities associated with mobility of work and practitioners internationally.
8. Fostering recognition of the value and contribution of the profession to society and sparking interest in the next generation of professionals.
9. Promoting diversity and inclusivity in the profession that reflects Canadian society.
10. Protecting any word(s), mark, design, slogan, or logo, or any literary, or other work, as the case may be, pertaining to the engineering profession or to its objects.

Intended Use

The Purpose of Engineers Canada will define and constrain all activities undertaken by Engineers Canada. The Strategic Plan will be written to align precisely with the Purpose.

ENHANCEMENTS TO COUNCIL ELECTION PROCEDURES

Purpose: Come up with a mechanism and criteria to assess suitability of candidates running for Council by developing a list of minimum requirements for each Council elected position and further enhance PEO's process for nomination and election to Council by ensuring:

1. That potential candidates, nominators and voters are aware of the roles, responsibilities and the desired qualifications for Councillors, and,
2. That members can better assess potential nominees and candidates against them.

Motion to consider: requires a simple majority

1. That PEO Council direct the Central Election & Search Committee (CESC) to develop a list of minimum recommended qualifications for each elected Council positions, that will:
 - a. assist PEO members in deciding whether or not to seek nomination,
 - b. assist PEO members whether or not to support a nomination,
 - c. assist PEO members when voting, and
 - d. be published with Council voting Materials

together with recommended modifications to PEO's nomination and election procedures and forms that will encourage members to assess potential nominees and candidates against these qualifications.

Prepared by: Councillor Takessian, P.Eng., Past President Comrie, P.Eng., Vice-President Spink, P.Eng.

Moved by: Councillor Takessian, P.Eng.

1. Need for PEO Action

- In the past several years some members with limited or no prior PEO volunteer experience and/or leadership experience with other similar organizations, have become candidates for election to Council. A competent governing Council is critical for PEO to fulfill its regulatory mandate to "serve the public interest". Having a system in place to communicate minimum requirements - and how candidates measure up to those minimum requirements - can help nominators with their endorsement decisions, and can help voters to select the most qualified candidates to represent them at the Council table.

2. Proposed Action / Recommendation

- That PEO Council direct CESC to look into this issue and develop a list of minimum qualifications by Council position, together with recommendations as to how these qualifications should be applied, before nominations commence for the 2019 Council election cycle.

3. Next Steps (if motion approved)

- That this motion be communicated to CESC immediately.

4. Policy or Program contribution to the Strategic Plan

- Enhance PEO’s Public Image
- Redefine the Volunteer Leadership Framework
- Enhanced Corporate Culture

5. Financial Impact on PEO Budgets (for five years)

	Operating	Capital	Explanation
Current to Year End	\$1000	\$0	Funded from Surplus Fund (Council discretionary funds)
2 nd	\$1000	\$0	Design preparation to include in electronic Council Materials. Potential inclusion in nominations forms.
3 rd	\$1000	\$0	Design preparation to include in electronic Council Materials. Potential inclusion in nominations forms.
4 th	\$1000	\$0	Design preparation to include in electronic Council Materials. Potential inclusion in nominations forms.
5 th	\$1000	\$0	Design preparation to include in electronic Council Materials. Potential inclusion in nominations forms.

If program is not designated as ending in less than five years (such as creating a Task Force), subsequent years will be assumed to be similar to the fifth year of funding.

6. Peer Review & Process Followed

Process Followed	<ul style="list-style-type: none"> • Reviewed & discussed with a few current Councillors. Feedback incorporated. • Reviewed with a few members of the CESC. Feedback incorporated.
Council Identified Review	<ul style="list-style-type: none"> • The work CESC should come back to Executive for review prior to Exec’s August 2018 meeting. Final recommendations to be brought up to Council in Council’s September meeting for execution.

7. Appendices : N/A

Online Licensing Portal Task Force

Purpose: To create a task force of Regional Councillors Committee (RCC) and other members to operate in parallel to the online licensing portal project execution to address and improve upon specific customer service issues experienced currently by applicants.

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

That Council

- a. Create the online licensing portal task force to operate in parallel to the online licence portal project execution to address and improve upon specific customer service issues.
- b. Direct the Registrar to initiate the formation of this task force including but not limited to establishing a budget for its operation, drafting the terms of reference and proposed work plan.

Prepared by: Matthew Ng, P.Eng., Manager Chapters, revised by Dan Preley, P.Eng. Northern Regional Councillor

Moved by: Councillor Preley, P.Eng. Northern Regional Councillor

1. Need for PEO Action

- At the July 29, 2017 RCC, the councillors were reviewing the chapter open issues and noticed an unusual number of open issues (either newly opened or existing) that is pertaining to PEO licensing process.
- Licensing professional engineers is one of the regulatory functions that PEO must do well on. RCC is very concerned with the number of open issues raised by the different chapters from different regions as a result.
- While the RCC understands this is outside of the scope of the RCC terms of reference, the issues were nevertheless raised by the chapters during regional congresses. Thus RCC needs to provide response to the chapters.
- The online licensing portal project can probably address most of the issues raised as they are experienced by existing EITs seeking licensure, and even covered off some of the improvement suggestions to the overall PEO licensing process, RCC still feel that the perceived poor customer service aspect of our licensing process still requires improvement or it could undermine the potential for success for the online licensing portal project.
- To ensure the online licensing portal project has the best chance of success, and that RCC's concern is addressed, RCC felt that it is necessary to create a task force to oversee the Online Licensing Portal Project.
- RCC, during its discussion on this matter, are in agreement on the following:
 - This task force is NOT to interfere with the execution of the online licensing portal project.
 - The role of this task force is to work in parallel with the Online Licensing Portal project team to make sure that we improve customer service in all steps of the portal so that the online application for licensure is conducive to a fair, timely, professional and customer centric process.
- As such, RCC motioned its chair and staff advisor to draft a briefing note to Council to asking for the creation of this task force.

2. Proposed Action / Recommendation

- To approve the creation of the online licensing portal task force.

3. Next Steps (if motion approved)

- Terms of reference for the online licensing task force will be drafted.
- Work plan of the online licensing task force will be drafted.
- Committee advisor be assigned.
- While this task force is Council's creation, as the idea for the task force and the issues about customer service came from the chapters, RCC is willing to be the responsible authority acting on behalf of Council to oversee the work of this task force.
- Terms of reference and work plan will be reviewed and approved by Regional Councillors Committee on behalf of Council.

4. Peer Review & Process Followed

Process Followed	<ul style="list-style-type: none">• June Regional congresses<ul style="list-style-type: none">○ Issues regarding licensure were brought up by chapter delegates during regional congresses.○ These issues were accepted by majority vote at the congress to be added as open issues for the region.• RCC meeting, July 29, 2017<ul style="list-style-type: none">○ Discussion at the RCC meeting by regional councillors on the open issues raised have collectively led this briefing note.• Northern Regional Congress, September 9, 2017<ul style="list-style-type: none">○ Northern region was the region that has the most concerns regarding licensure.○ During the discussion of regional open issues, the congress is happy with the way RCC is going about address their concerns.• RCC meeting, October 28, 2017<ul style="list-style-type: none">○ All Regional Councillors were extremely concerned with the number of significant open-issues regarding licensure that have not been adequately addressed by Council.
Council Identified Review	N/A
Actual Motion Review	RCC reviewed the actual motion and briefing note.

Briefing Note – Decision

COMMITTEE / TASK FORCE ANNUAL WORK AND HUMAN RESOURCES PLANS

Purpose: To approve committee and task force work plans and human resources plans.

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

That Council approves the Awards Committee (AWC) Human Resources Plan as presented to the meeting at C-517-2.11, Appendix A.

Prepared by: Viktoria Aleksandrova, Committee Coordinator

Moved by: Councillor Bellini, P.Eng.

1. Need for PEO Action

Under the Committees and Task Forces Policy (Committees/Task Forces Operations, Item 3), each committee / task force is to prepare an annual work plan and human resources plan for the following year by September 30 each year.

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 Awards Committee (AWC) has submitted its human resources plan for Council approval.

2. Proposed Action / Recommendation

That Council approve the submitted human resources plan for the Awards Committee (AWC).

3. Next Steps (if motion approved)

The approved document will be posted on the PEO website and the committee will implement its plan.

4. Policy or Program contribution to the Strategic Plan

The motion regarding Committee / Task Force Annual Work and Human Resources Plans is related to Objective 9 in the 2018-2020 Strategic Plan.

5. Financial Impact on PEO Budgets (for five years)

Not applicable

6. Peer Review & Process Followed

Process Followed	Committees and Task Forces Policy – <i>Reference Guide</i> , Section 3 - Committee and Task Force Operations <ul style="list-style-type: none"> Item 3.3 - By September 30 each year, each committee/task force shall prepare an annual Work and Human Resources Plan for the following year.
Council Identified Review	N/a
Actual Motion Review	N/a

7. Appendices

- Appendix A – Awards Committee (AWC)
 - i) 2018 Human Resources Plan (changes are identified with grey highlight)

Human Resources Plan – 2018 (DRAFT)

C-517-2.11

AWARDS COMMITTEE (AWC)

Committee: <i>Awards Committee</i>		Date Developed: <i>September 2017</i>	
Committee Review Date:		Date Council Approved: <i>TBD</i>	
Categories	Target / Ideal (To meet the needs of the Committee)	Currently in Place	Gap [ST = Short-term Goal LT = Long-term Goal]
Core Competencies • Skills/Abilities • Expertise/Knowledge	• Key objectives and core competencies are listed in Appendix A	• See Appendix A	• No gaps
Committee Membership	• 11 members • At least 1 Councillor, 2 OSPE appointees, 1 OOH Companion and at least 3 from the OOH list and from the OPEA	• 9 members (2 OSPE & 1 Councillor) • 1 OPEA and 6 OOH (1 Companion)	• 2 Members
Broad Engagement Career Stage	• At least 1 from every career stage (i.e. early, mid and late)	• 7 senior in career • 2 mid in career • Majority in Class F	• 1 senior • 1 mid
Disciplines & Sectors	• At a minimum: 1 from government, 1 from academia, 6 from a wide variety of disciplines and sectors	• Academia, aerospace, automotive, federal / provincial , municipal, private (energy/power, management consulting, legal) • Biochemical, biotech, nanotech chemical, civil, forensic, electrical, mechanical, metallurgical, environmental, chemical	• Academic • Environmental
Gender / Diversity	• At least 1/3 female members	• 4 female and 5 male members	• No gap
Geographic Representation	• Full geographic representation	• Geographic representation across all regions	• No gap
CEAB / International Engineering Graduates	• A minimum of 3 CEAB & 2 International engineering graduates	• 8 CEAB and 1 IEG	• 1 IEG
Licensed –vs– Non-licensed	• All P.Engs.	• All P.Engs.	• No gap
Volunteer Development Plans • List potential development opportunities [See Appendix B]	• Advancement to Vice Chair / Chair / Past Chair • Lateral move to other committee/task force • Election to Council • Appointment to external agencies	• Vice Chair appointed by AWC with expectation he / she will become Chair and that current Chair will become Past Chair • For the other roles member self-identify future plans	• No gap
Succession Planning • Time on Committee	• At least 2 members with 0 to 5 years on committee • At least 2 members with 5 to 10 years	• Chair – Jan 2017 • 0 to 5 years = 5 • 5 to 10 years = 2 • Over 10 years = 2	• No gap • 2 senior members of the AWC will be retiring at the end of 2018.
Terms of Office: • Chair/Vice Chair • Committee members	• Maximum three (3) years • At least every two (2) years a new member joins the committee		

Human Resource (HR) Plan – Awards Committee (AWC)

APPENDIX A

A. Key objectives and core competencies (per the Work Plan)

<u>List top 3–5 Committee Work Plan Outcomes:</u>	<u>List core competencies for each Work Plan outcome:</u>
1. List of recommended nominees for the OOH, Sterling and OPEA Award submitted to Council (and in the case of OPEA, OSPE board) for approval	- Possess a good knowledge of PEO award criteria and selection process - Facilitation, review and evaluation of nomination submissions for OPEA, OOH and Sterling awards programs; independently and then through participation in a structured committee process
2. A balanced and high caliber pool of nominees for all Awards Programs and External Honours	- Ability to develop relationships with engineering stakeholders to promote awareness of awards programs and solicit increased nominations - Ability to oversee, facilitate and evaluate Awards Program Communication Plan and periodically monitor for effectiveness - Promote and make presentations on the Awards Program at Chapter or PEO events, RCC, other external venues, etc.
3. PEO website that promotes the Awards Program and is user friendly in accessing and completing the nomination processes for the various awards	- Proficient understanding of Awards Program nomination process and best practices used in other programs - Ability to contribute to promotion of Awards Programs, website development and electronic submissions
4. Greater efficiency and easier participation for AWC and PEO members by leveraging technology	- Ability to work with technology such as SharePoint and video teleconferencing

B. Action plan for volunteer recruitment

<u>List top 2 – 3 preferred core competencies (knowledge, skills, abilities)</u>	<u>List specific attributes for each core competency</u>	<u>Briefly state how you will meet your needs</u>	<u>Resources Needed</u>	<u>Target Date for completion</u>
<ul style="list-style-type: none"> • Ability to assess and make recommendations on how service years are to be calculated for OOH recipients. • Ability to review and understand selection criteria used for the OPEA award recipients – especially Citizenship Award and the new Engineering Project or Achievement Award • Ability to determine process for awarding the Engineering Project or Achievement Award during the OPEA gala. 		Facilitated strategic session (no external resources required)		June 2018 Strategic Session
Ability to work with technology such as SharePoint and video teleconferencing		PEO training sessions	PEO IT staff	Ongoing at each meeting

ANNUAL GENERAL MEETING REGIONAL ROTATION PROTOCOL

Purpose: To approve a Regional rotation system for hosting the PEO Annual General Meeting (AGM).

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

That Council approves the proposed Regional Rotation Protocol for the AGM as presented to the meeting at C-517-2.12, section 2.

Prepared by: Susan Wall, Supervisor, Events Management

Moved by: Councillor Hidalgo Salgado, P.Eng.

1. Need for PEO Action

Once every third year, the PEO AGM is held in a non-Central Region area. While this incurs additional expense to PEO, it is done for inclusivity of our outer region volunteers and members. At present, the host city is selected through a bidding process that invites all chapters to submit a bid to host. This system is time- and resource-consuming for our volunteers and staff, and when a chapter is not selected it is very disappointing and the result is wasted time. Cognizant of the value of our volunteers' time to the association, we propose eliminating this bidding process in lieu of a more equitable rotation basis.

2. Proposed Action / Recommendation

- For each of the outer regions, PEO will predetermine venues with adequate capacity to host the OOH gala and the AGM. The size required is finite.
- Every third year, PEO will refer to the hosting schedule and take the AGM out-of-town to the identified region. The hosting schedule will look like the following:

2017 – North
2018 – GTA
2019 – GTA
2020 – East
2021 – GTA
2022 – GTA
2023 – West
2024 – GTA
2025 – GTA

(NOTE: Regional rotation as shown above is dependent upon venue availability for that year. In order to ensure balanced rotation, PEO will enter into contracts approximately 4-5 years prior to the event date.)

This procedural change will not incur additional cost to the PEO event budget. In fact, by entering into multiple contracts, costs may lessen due to increased negotiating power.

3. Next Steps (if motion approved)

- Staff will begin the process of evaluating potential locations for the AGMs.

4. Policy or Program contribution to the Strategic Plan

- This motion is related to Objective 9 in the 2018-2020 Strategic Plan.

5. Financial Impact on PEO Budgets (for five years)

	Operating	Capital	Explanation
Current to Year End	\$0	\$	
2 nd	\$0	\$	
3 rd	\$0	\$	
4 th	\$0	\$	
5 th	\$0	\$	

6. Peer Review & Process Followed

Process Followed	N/A
Council Identified Review	N/A
Actual Motion Review	<p>This proposal was discussed at the October 28, 2017 RCC meeting. The meeting had full attendance. RCC passed the following motion:</p> <p><i>Motion 4: To support changing the current bidding process for out-of-town AGM hosting to a proposed regional rotation schedule (subject to resource limitations) as per PEO Awards Committee. Motion moved by T. Chong. Seconded by: D. Chui. Motion CARRIED.</i></p>

BUILDING CAPACITY FOR RESILIENCY

Purpose: To approve postponing the implementation of the Organizational Resilience and Succession Plan.

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

That Council agrees to postpone the implementation of the Organizational Resilience and Succession Plan, as approved on February 2, 2018, to allow staff to investigate the potential benefits of engaging a senior human resources professional to perform a comprehensive analysis of PEO's current staffing resiliency and to develop a sustainable human resources management plan that aligns with the 2018-2020 Strategic Plan.

Prepared by: Johnny Zuccon, P.Eng., Interim Registrar

Moved by: Councillor Fraser, P.Eng.

1. Need for PEO Action

At its February 2018 meeting, Council passed the following motion:

That Council:

- a) *approve the Proposal for Organizational Resilience and Succession Planning at PEO as presented to the meeting at C-516-2.6, Appendix A;*
- b) *approve a budget of \$350,000 for 2018 (\$300,000 in operations and \$50,000 in capital), and \$600,000 annually thereafter to fund the proposal.*

During the discussion, although Councillors were generally supportive of the initiative in spirit, the following points were raised:

- Difficult to attract talent to Toronto, salary is not high enough to attract high performers
- Would prefer number to be three, not five
- Step in the right direction, suggest an external company come in to look at what is needed to see if the numbers are right
- Have concerns about over staffing. Maybe 2, not 5
- Are there any efficiencies where we can save some money? Is there any slack that can be improved?
- Support in spirit but trying to solve too many problems with just one approach. May create two tiers of employees (fast tracked to management). What about a program for existing employees where there is rotation so not limited to five people.
- Support the motion in spirit, feel it is necessary. We need to build capacity. I like a phased in approach over a couple of years
- Maybe change motion “subject to Management review results”, need a proper review.

In light of the above comments, Management proposes that implementation of the Organizational Resilience and Succession Plan, as approved on February 2, 2018, be postponed in order to allow staff to investigate the potential benefits of engaging a senior human resources professional to perform a comprehensive analysis of PEO's current staffing resiliency and to develop a sustainable human resources management plan that aligns with the 2018-2020 Strategic Plan.

2. Proposed Action / Recommendation

It is recommended that Council postpone implementation of the Organizational Resilience and Succession Plan.

3. Next Steps (if motion approved)

Staff will investigate the potential benefits of engaging a senior human resources professional to perform a comprehensive analysis of PEO’s current staffing resiliency and to develop a sustainable human resources management plan that aligns with the 2018-2020 Strategic Plan.

4. Policy or Program contribution to the Strategic Plan

This program supports Objectives 9 in the 2018-2020 Strategic Plan.

5. Financial Impact on PEO Budgets (for five years)

	Operating	Capital	Explanation
Current to Year End	\$0	\$0	
2 nd	\$0	\$0	
3 rd	\$0	\$0	
4 th	\$0	\$0	
5 th	\$0	\$0	

6. Peer Review & Process Followed

Process Followed	N/A
Council Identified Review	N/A
Actual Motion Review	At its February 2018 meeting, Council passed the following motion: <i>That Council:</i> <i>approve the Proposal for Organizational Resilience and Succession Planning at PEO as presented to the meeting at C-516-2.6, Appendix A;</i> <i>approve a budget of \$350,000 for 2018 (\$300,000 in operations and \$50,000 in capital), and \$600,000 annually thereafter to fund the proposal.</i>

ADDRESSING SAFETY & SECURITY FOR PEO'S OUTREACH ACTIVITIES

Purpose: To do everything, within reason, to provide a safe & secure environment for PEO Volunteers and Participants in PEO outreach activities.

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

1. That Council direct the RCC to develop a process to ensure the safety & security of volunteers and participants who engage with PEO's various outreach activities.

Prepared by: Vice-President Spink, P.Eng.

Moved by: Vice-President Spink, P.Eng.

1. Need for PEO Action

PEO is a people business and our success relies on the work of a large group of enthusiastic volunteers. While many volunteer organizations such as Hockey Canada, Scout's Canada and First Robotics; who have volunteers who work with youth; have established safety and volunteer screening policies, PEO does not. PEO is responsible, by law, to do everything reasonable to provide a safe and secure environment for participants in its programs, activities and events. Implementation of a screening process would help to with the selection of high quality volunteers and ensure the safety of PEO volunteers and participants, especially youth, who engage with PEO outreach activities and help to close this gap.

A potential element of this program, but not limited to, could be to require on-line Vulnerable Sector Screening. The purpose of this type of screening is to identify individuals - wanting to be involved with PEO activities - who may pose a risk to the organization and it's participants.

2. Proposed Action / Recommendation

- That RCC, with staff support and input from other PEO committees as applicable, prepare a process and present to Council by the Sept 2018 Council meeting.

3. Next Steps (if motion approved)

- See above

4. Policy or Program contribution to the Strategic Plan

- #3 Enhance PEO's Public Image
- #7 Redefine the volunteer leadership framework
- #9 Enhanced Corporate Culture

5. Financial Impact on PEO Budgets (for five years)

	Operating	Capital	Explanation
Current to Year End	\$30,000	\$0	Assuming the \$60 per volunteer and 500 volunteers need to be screened.
2 nd	\$6,000	\$0	Staff support of policy and ~75 new volunteers per year.
3 rd	\$6,000	\$0	Staff support of policy and ~75 new volunteers per year.
4 th	\$6,000	\$0	Staff support of policy and ~75 new volunteers per year.
5 th	\$6,000	\$0	Staff support of policy and ~75 new volunteers per year.

If program is not designated as ending in less than five years (such as creating a Task Force), subsequent years will be assumed to be similar to the fifth year of funding.

6. Peer Review & Process Followed

Process Followed	<ul style="list-style-type: none"> Mentioned at the Executive meeting and the last Council meeting. Informal support received.
Council Identified Review	<p>Identify who is to be consulted; how they will be consulted and what kind of response is expected.</p> <ul style="list-style-type: none"> Staff for review of any existing safety policies While RCC should drive this, there is a need to consult with other applicable committees & volunteers who engage in PEO Outreach activities, ex. EDU and PEO Chapter Chairs

Briefing Note – Information

STATUS UPDATE RE: POLICY – REGULATORY COMPLAINTS AGAINST PEO VOLUNTEERS AND PROFESSIONAL STAFF

Purpose: To inform Council of the status of the development of a Policy regarding Regulatory Complaints Against PEO Volunteers and Professional Staff that was tabled for this meeting.

No motion required

Prepared by: Johnny Zuccon, P.Eng., Interim Registrar

1. Status Update

- A proposed policy was first considered by Council at its February 9, 2018 meeting. Council elected to table the item and a revised policy was to be brought to the March 2018 meeting subject to completing an environmental scan of what best practices in this area are currently deployed by other engineering regulators across the country, as well as other provincial regulators.
- It is expected that once input is received from other regulators that a revised policy will be brought to Council for its consideration at the June 2018 Council meeting.

APTIFY UPGRADE

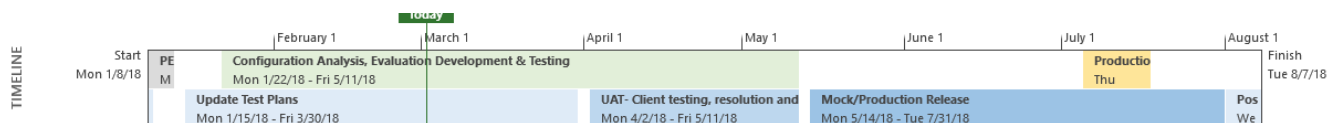
Purpose: Status report on an IT project to upgrade Aptify

No motion required

Prepared by: *Michelle Wehrle, Director, Information Technology*

1. Status Update

The Aptify Upgrade project is on schedule and as of March 1, 2018. Thus far 10% of budget has been spent and no major issues have been uncovered.



APTIFY UPGRADE PROJECT OVERVIEW

MON 1/8/18 - TUE 8/7/18



Next Steps

- Aptify to send completed Review of Web Incompatible Configs
- Adam reviewing test plans with SMEs
- Xidong working on splitting Business Logic

Risks

- Michelle vacation Mar 7 - 23
- Onboarding new developer

MILESTONES

Name	Start	Finish	% Complete	Resource Names
Aptify Cutover Upgrade	Mon 1/8/18	Mon 1/8/18	100%	
SOW Signed	Mon 1/8/18	Mon 1/8/18	100%	PEO
PEO environments Set Up	Mon 1/8/18	Fri 1/12/18	100%	
Centrilogic Work	Mon 1/8/18	Mon 1/8/18	100%	Centrilogic
PEO work	Tue 1/9/18	Fri 1/12/18	100%	Xidong, Marc
Configuration Analysis, Evaluation Development & Testing	Mon 1/22/18	Fri 5/11/18	32%	
IT Configuration Analysis & Evaluation (Manifest)	Mon 1/22/18	Mon 2/19/18	70%	Xidong
Aptify Onsite for Configuration Analysis Review	Wed 2/28/18	Wed 2/28/18	0%	Aptify, Xidong
Configuration Development and IT Testing	Mon 2/19/18	Thu 3/29/18	5%	Aptify, Xidong
Testing	Mon 1/15/18	Fri 5/11/18	36%	
Update Test Plans	Mon 1/15/18	Fri 3/30/18	60%	Adam, SME
UAT- Client testing, resolution and acceptance	Mon 4/2/18	Fri 5/11/18	0%	Xidong, Adam, SME
Mock/Production Release	Mon 5/14/18	Tue 7/31/18	0%	
Mock Upgrade	Mon 5/14/18	Fri 6/22/18	0%	Aptify, Xidong
Validation	Mon 6/25/18	Wed 7/4/18	0%	SME
Production Upgrade	Thu 7/5/18	Tue 7/17/18	0%	Aptify, Xidong
Validation	Wed 7/18/18	Tue 7/31/18	0%	SME
Post Upgrade Support	Wed 8/1/18	Tue 8/7/18	0%	

Background

While preparing the IT 3-Year Strategic Plan during the summer of 2017, it was identified that Aptify would no longer be developing patches or updates for the 2013 version of Aptify PEO currently uses. This presented stability and security risks to the association. In addition, technical issues were not being resolved by Aptify because the application was five versions behind. Lastly, PEO had already identified that Microsoft would no longer support the database that Aptify is built on

as of July 2019. As the primary repository of all member and applicant data, this database needed to be upgraded.

In December of 2017, after conducting a Web Readiness Assessment, PEO initiated a project to upgrade Aptify to the most recent version, including upgrading the database Aptify uses. This web version of Aptify will ensure PEO's key system would not be left behind on the Aptify product roadmap and position PEO to better leverage its investment across the association and for upcoming projects such as Online Licensing. Upgrading Aptify now reduces the risk of requiring a complete rebuild which would be time consuming and expensive.

Budget for the upgrade was included in the 2018 budget cycle and approved by the Finance Committee and Council at the November 2017 council meeting. Funds were allocated from both Capital and Operating budgets. The IT 3-Year Strategic Plan was presented to the Executive Committee for review at the January 16, 2018 meeting.

The total cost of the Aptify SOW is \$150,200 US (~\$189,000 Cdn) for time and materials. This project is estimated to take 8 months to complete. The term of the contract is one year from December 11, 2017.

Next Steps

- a. Prepare test plans and cases. IN PROGRESS
- b. Evaluate and prioritize configuration redevelopment by frequency of use and department usage. IN PROGRESS
- c. Look for opportunities to decouple configurations in PEO Business logic to provide more flexibility to move closer to Aptify stock. IN PROGRESS
- d. Remove all residue of APEGA code from PEO system. IN PROGRESS
- e. Schedule Aptify Web training for departments (PEO-led training) when it's their time to start using Aptify Web.

ON-LINE LICENSING SYSTEM - REQUEST FOR PROPOSALS UPDATE

Purpose: *To advise Council on the status of the Request for Proposals for an On-Line Licensing System*

No motion required

Prepared by: Michael R. Price, MBA. P. Eng, Deputy Registrar, Licensing and Registration

1. **Status Update** – A Request for Proposals (RFP) was issued by the Finance Department on January 4, 2018. The deadline for submissions was February 5, 2018. The proposals were to include all or some of the following components:

- Portal
- Document Management
- Modifications to Aptify
- Message Centre and Mobile Device App
- Contingency
- Project Management

All bids provided some but not all of the components. Vendor meetings were held the weeks of February 26 and March 5 to clarify the specific components and costs with each of the vendors. The vendors will now provide written clarifications to facilitate the evaluation of the proposals. It is expected that this information will be available for the June 2018 Council meeting.

STATUS UPDATE FOR PRACTICE EVALUATION AND KNOWLEDGE PROGRAM

Purpose:

To inform Council of the current status of the PEAK Program.

No motion required

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

1. Status Update

The PEAK program will complete its first year of operation on March 31st, 2018. Highlights of the first year of operation are:

As of February 28th, 24,154 licence holders completed at least the first element of the PEAK program, the practice declaration. According to the declarations 76% of PEO licence holders are practising professional engineering. Complete statistics are provided in Appendix A.

PEO has engaged in an active and continuing communications campaign regarding the program. PEO staff have provided 51 presentations about the PEAK program to Chapters, engineering firms, technical associations and other interested parties. Special messaging has been provided to Chapters (regarding how they can provide and advertise seminars), certificate of authorization holders, and providers of CPD activities. Staff have also responded to approximately 1,000 on-line or phone inquiries about the program.

During the year staff conducted surveys of those who had completed the various elements of the program to get user reactions and identify impediments and concerns that might be reducing the number of program completions. The information obtained has been used to design and implement program upgrades.

Work is progressing on 2nd year refinements of the program. A new ethics module is under development and will be introduced on April 1st. PEO and VocalMeet (the ethics module provider) have developed an integrated platform that will allow single-sign-on for users (previously a separate registration was required when entering the VocalMeet site). The questionnaire for practising licence holders is not changing. A survey will be added for non-practising licence holders to learn why they are not practising and whether they intend to return to practice.

During 2018, staff will focus communication and promotion efforts on firms employing professional engineers. Several large consulting firms reported that they found the PEAK program to be a useful marketing tool since there was a public record of participation by their employees in continuing knowledge activities. Some firms are using printouts of the directory information in their project proposals. PEO efforts to increase member participation in the program will focus on benefits such as these. See Appendix B for a sample of the messaging to C of A firms.

Arden Heerah, P.Eng. joined PEO as PEAK Program Coordinator on July 31, 2018.

At its November 2017 meeting, Council approved a budget that included \$272,750 for operation of the PEAK program through 2018. This amount covers the cost charged by the external vendor (VocalMeet) for server hosting, course development, user fees, technical support and platform upgrades.

A full report on the PEAK program will be provided to Council at its June meeting at which time Council will be asked to decide on continuation of the program into year 3 (2019-2020). Council will also be asked to consider whether work should begin on drafting proposed regulation changes that would be required if the PEAK program is to be made mandatory.

Staff are currently developing a policy on Chapter Event Advertising regarding Technical Sessions. The policy is needed to address concerns that have been raised about certain chapter events being identified as PEAK compliant or PEAK certified. This policy will be sent to Regional Councillors Committee for peer review.

2. Background

Refer to the following material:

- Appendix A – PEAK Program Statistics
- Appendix B – PEAK Flyer for Certificate of Authorization firms

PEAK Program Statistics

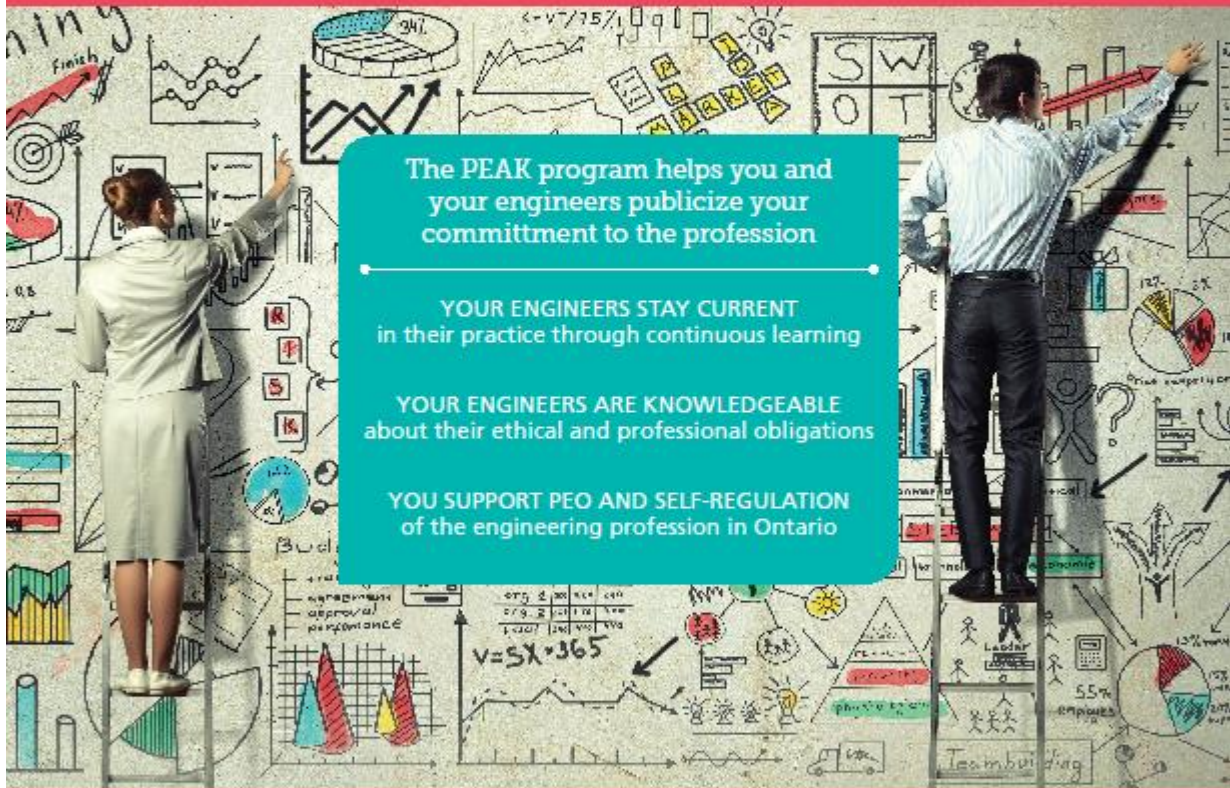
QUERY	February 28, 2018	Percentages
Renewed licences	73,893	-
Declared a Practising Status	24,154	33% of Renewals
Practising	18,402	76% of Declared
Non-practising	5,752	24% of Declared
Completed Questionnaire	17,000	92% of Practising
Completed Ethics Module	14,145	59% of Declared
Reported Continuing Knowledge Activities	3,669	22% of Declared
Reported Activities > Recommended	838	5% of Declared

PEAK Flyer for Certificate of Authorization Firms

CERTIFICATE OF AUTHORIZATION HOLDERS
Let the PEAK program help you!

Your expertise and knowledge is your brand. Having your engineers complete PEO's PEAK program every year shows the public, your colleagues, your customers and potential clients that your organization is committed to competence, professionalism and transparency.

The PEAK program completion status and practising status for all engineers are posted on PEO's online directory of practitioners.



The PEAK program helps you and your engineers publicize your commitment to the profession

YOUR ENGINEERS STAY CURRENT in their practice through continuous learning

YOUR ENGINEERS ARE KNOWLEDGEABLE about their ethical and professional obligations

YOU SUPPORT PEO AND SELF-REGULATION of the engineering profession in Ontario



LEARN MORE: peoPEAK.ca | peoPEAK@peo.on.ca | 416-224-1100 | 800-339-3716

THE PEAK PROGRAM IN 3 STEPS

Emphasize your commitment to competence and professionalism by encouraging your engineers to complete the PEAK program! PEO licence holders can begin the program once they've received their renewal notice by logging in to the member portal on PEO's website.

They can complete the program in 3 steps by:

1

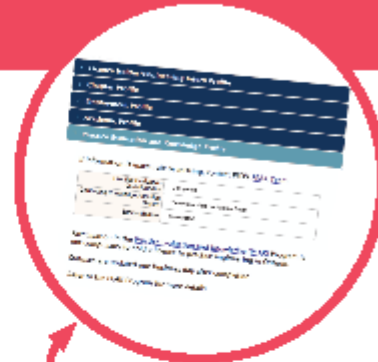
- Declaring their practising status
- Updating their disciplines and scopes of practice
- Completing the short questionnaire
- Receiving their recommended number of continuing knowledge hours (0 to 30 hours)

2

- Watching PEO's video module on their ethical and professional responsibilities

3

- Using the easy online tool during the 12 months of their next licence year to report the continuing knowledge activities they completed
- Visiting peoPEAK.ca to learn more about continuing knowledge activities



The PEAK completion status and practising status for all engineers are posted on PEO's online directory of practitioners.

REMEMBER

Encourage your engineers to complete their PEAK program elements every year when they receive their PEO licence renewal notice.



LEARN MORE: peoPEAK.ca | peoPEAK@peo.on.ca | 416-224-1100 | 800-339-3716

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, extension 1130 or 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 – 516th Council Meeting – February 2, 2018
- 3.2 Approval of CEDC Applications

OPEN SESSION MINUTES – 516th Council Meeting – February 2, 2018

Purpose: To record that the minutes of the open session of the 516th meeting of Council accurately reflect the business transacted at that meeting.

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

That the minutes of the 516th meeting of Council, held February 2, 2018, as presented to the meeting at C-517-3.1, Appendix A, accurately reflect the business transacted at that meeting.

Prepared by: Dale Power, Secretariat Administrator

1. Need for PEO Action

In accordance with 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 – 516th Council open session meeting – February 2, 2018



Minutes

C-517-3.1
Appendix A

The 516th MEETING of the COUNCIL of PROFESSIONAL ENGINEERS ONTARIO (PEO) was held at PEO Offices, 40 Sheppard Avenue West, Toronto, Ontario on Friday, February 2, 2018 at 9:00 a.m.

- Present:
- B. Dony, P.Eng., President and Council Chair
 - G. Comrie, P.Eng., Past President
 - D. Brown, P.Eng., President-Elect
 - N. Hill, P.Eng., Vice President (Elected)
 - M. Spink, P.Eng., Vice President (Appointed)
 - C. Bellini, P.Eng., Councillor at Large
 - I. Bhatia, P.Eng., Eastern Regional Councillor
 - G. Boone, P.Eng., Eastern Regional Councillor
 - M. Chan, P.Eng., Lieutenant Governor-In-Council Appointee
 - T. Chong, P.Eng., East Central Regional Councillor
 - D. Chui, P.Eng., West Central Regional Councillor
 - L. Cutler, P.Eng., Lieutenant Governor-In-Council Appointee
 - R.A. Fraser, P.Eng., Councillor at Large
 - L. Hidalgo, P.Eng., Western Regional Councillor
 - G. Houghton, P.Eng., Western Regional Councillor
 - T. Kirkby, P.Eng., Lieutenant Governor-In-Council Appointee
 - L. Lederman, Q.C., Lieutenant Governor-In-Council Appointee
 - T. Olukiyesi, P.Eng., Lieutenant Governor-In-Council Appointee [via teleconference]
 - K. Reid, P.Eng., Councillor at Large
 - N. Rush, C.E.T., Lieutenant Governor-In-Council Appointee
 - N. Takessian, P.Eng., East Central Regional Councillor
 - W. Turnbull, P.Eng., Western Regional Councillor [minutes 11908 to 11935]
 - M. Wesa, P.Eng., Northern Regional Councillor
- Regrets:
- Q. C. Jackson, Barrister & Solicitor, Lieutenant Governor-In-Council Appointee
 - D. Preley, P.Eng., Northern Regional Councillor
- Staff:
- G. McDonald, P.Eng., Registrar
 - S. Clark, LL.B., Chief Administrative Officer and Corporate Secretary
 - C. Mehta, Director, Finance
 - M. Price, P.Eng., Deputy Registrar, Licensing and Registration
 - D. Smith, Director, Communications
 - M. Wehrle, Director, Information Technology
 - J. Zuccon, P.Eng., Deputy Registrar, Tribunals and Regulatory Affairs
 - R. Martin, Manager, Secretariat
 - D. Power, Secretariat Administrator
 - N. Axworthy, Editor, Engineering Dimensions [minutes 11908 to 11935 only]
 - J. Chau, Manager, Government Liaison [minutes 11908 to 11935 only]
 - J. Max, Manager, Policy [minutes 11908 to 11935 only]
 - B. St. Jean, Executive Assistant [minutes 11908 to 11935 only]

- Guests:
- A. Bergeron, PEO Director, Engineers Canada [minutes 11908 to 11935 only]
 - H. Brown, Brown & Cohen [minutes 11908 to 11935 only]
 - S. Perruzza, Chief Executive Officer, OSPE [minutes 11908 to 11935 only]
 - C. Roney, President, Engineers Canada [minutes 11908 to 11935 only]
 - R. Shreewastav, PEO Director, Engineers Canada [minutes 11908 to 11935 only]

CALL TO ORDER

Notice having been given and a quorum being present, the Chair called the meeting to order.

**11908
APPROVAL OF AGENDA**

Agenda item 2.10 “Approval of Engineers, Architects and Building Officials (EABO) Terms of Reference” was removed at the request of President-elect Brown.

Moved by Councillor Chong, seconded by Councillor Takessian:

That:

- a. the agenda, as presented to the meeting at C-516-1.1, Appendix A be approved as amended; and**
- b. the Chair be authorized to suspend the regular order of business.**

CARRIED

**11909
PRESIDENT/REGISTRAR’S REPORT**

Registrar McDonald provided a licensing update advising that 420 licenses were issued in December 2017, the highest number in at least 15 years. The initial experience assessments outstanding as of the end of January were 220 as compared to a high of 1,085 in August 2017. The experience assessments are now being done in a 4 to 6 week period and are being processed in the month they were received.

President Dony thanked Registrar McDonald for his support of Council during his four year tenure at PEO. He noted Registrar McDonald’s big picture thinking regarding the two Strategic Plans under his leadership as well as his “can do” attitude. This was followed by a round of applause.

President Dony reminded those who had not yet done so to complete the Equity and Diversity learning module.

**11910
BYLAW CHANGES TO SET FEES**

With the Legislature’s recent passage of changes to section 8(3) of the Professional Engineers Act to return the by-law confirmation threshold to its pre-2010 level of majority of the members voting, Council was asked to proclaim changes to the Act it had requested and which were passed in 2010 under the Open for Business Act. These proclamations to revoke section 7(1)25 and to proclaim changes to section 8(1)16 of the Professional Engineers Act transfer Council’s authority to set fees from regulation-making to passing by-laws. They require Council to consequently amend Regulation 941 to remove all prescribed fees and to refer instead to fees as specified in the by-law at the same time as setting all fees and their payment timing in By-Law No.1.

The proposed by-law changes are meant to be made in concert with the Regulation changes removing fees. The by-law changes are a straight clause-for-clause addition of existing fees in Regulation to the by-law, without changing amounts, and do not affect PEO policy concerning fees and processes. The requirement for paying fees for a regulatory purpose remains in Regulation 941. PEO has not increased its fees since 2009, and though it may wish to do so in the future to keep pace with inflation and the costs of administering its regulatory mandate in the Act, PEO has not made plans to raise fees at this time.

The Legislation Committee has reviewed drafts of the By-Law prepared by legal counsel Richard Steinecke. In the course of its work, the Legislation Committee took note of Council's September 2017 approval of changes requested by the Regional Councillors Committee to update the by-law's references to "engineer-in-training", and identified several other outdated titles and terms in the by-law. The Legislation Committee is satisfied with the by-law changes.

Motion required a 2/3 majority of votes cast to carry

Moved by Councillor Bellini, seconded by Vice President Hill:

That Council approve changes to By-Law No. 1 to establish fee amounts currently contained in Regulation 941, and various updated references as presented to the meeting at C-516-2.1, Appendix A, to take effect immediately when passed.

CARRIED

**11911
PLAN TO ADDRESS BUDGET ISSUES**

At the November 2017 meeting, Council approved the following motion:

That Council task the Executive Committee to bring to the next Council meeting a plan to address the budget issues raised at the November 17, 2017 Council meeting.

The Executive Committee (EXE) met on January 16, 2018, to peer review a proposed plan to address budget issues. The EXE is recommending that the Finance Committee (FIC) establish a set of budget priorities and guiding principles to be utilized by Council in developing future PEO budgets. The priorities and principles should take into account PEO's core mandate, strategic plan initiatives and other directives established by Council.

Moved by Councillor Turnbull, seconded by Past President Comrie:

That Council direct the Finance Committee to establish a set of budget priorities and guiding principles to be utilized by Council in developing future PEO budgets by the June 2018 Council meeting so that the set of budget priorities and guiding principles may be incorporated into the

2018 budget cycle.

CARRIED

Councillor Lederman asked about the coordination of the budget priorities and guiding principles with the strategic plan. Councillor Wesa, Finance Committee Chair, advised that this would be a consideration.

**11912
COMMITTEES AND TASK FORCES POLICY –
COUNCIL LIAISON COMMITTEE
MEMBERSHIP RIGHTS**

At its meeting on October 30, 2017, the Human Resources Committee noted that the current *Committees and Task Forces Policy* does not extend full committee membership rights to Council Liaisons unless they are also appointed as members of the committee.

The HRC concluded that this inconsistency in the policy creates two classes of Council Liaison, one that has full voting rights and one that does not.

Council was asked to consider an amendment to the Committees and Task Forces Policy that would eliminate this anomaly by extending full committee membership rights to Council Liaisons at the time of appointment by Council.

Moved by Past President Comrie, seconded by Councillor Chong:

That Council approve the amendment to the Committees and Task Forces Policy as presented to the meeting at C-516-2.3, Appendix A.

CARRIED

**11913
FEE MEDIATION COMMITTEE EXEMPTION
– TERM LIMIT ISSUE**

At the September 2017 meeting, Council approved amendments to the Committee Terms of Reference Template as contained in the *Committees and Task Forces Policy* establishing term limits for committees.

As part of the template, Council granted exemption to certain committees (Academic Requirements Committee (ARC), Complaints Committee (COC), Discipline Committee (DIC), Experience Requirements Committee (ERC) and Registration Committee (REC)) as they have statutory mandates.

At its meeting on October 30, 2017, the Human Resources Committee (HRC) considered whether the Fees Mediation Committee (FMC) should also be exempt from the general committee membership term limit requirements. The HRC noted that the FMC is established under section 32 of the *Professional Engineers Act* and under sections 30 and 31 of *Regulation 941* to receive and resolve complaints regarding fees through mediation and arbitration.

Council was asked to consider whether the FMC should be exempted from the general committee membership term limit requirements.

Moved by Past President Comrie, seconded by Councillor Chong:

That Council exempt the Fees Mediation Committee from general committee membership term limit requirements and amend the Committee Terms of Reference Template as contained in the *Committees and Task Forces Policy* accordingly.

CARRIED

**11914
POLICY – REGULATORY COMPLAINTS
AGAINST PEO VOLUNTEERS AND
PROFESSIONAL STAFF**

Over the last number of years, statutory complaints against volunteers and professional staff at PEO have been filed and investigated as required by the Complaints Committee. Such complaints have caused respondents concern, and there has not been a clear policy communicating the necessity to process statutory complaints, and outlining the proposed handling of such complaints.

Statutory complaints are not limited to professional engineers. Staff and volunteers that are members of other professions (i.e. legal, financial), are also subject to complaints to their regulatory bodies.

Moved by Councillor Bellini, seconded by Councillor Houghton:

That Council approve the Policy: Regulatory Complaints Against PEO Volunteers and Professional Staff, as presented to the meeting at C-516-2.5, Appendix A.

Moved by Councillor Fraser, seconded by Vice President Spink:

That the approval of the Regulatory Complaints Against PEO Volunteers and Professional Staff be tabled to the AGM Council meeting.

DEFEATED

Moved by Vice President Spink, seconded by Councillor Hidalgo:

That the approval of the Regulatory Complaints Against PEO Volunteers and Professional Staff be tabled to the March Council meeting.

CARRIED

Concern was expressed regarding the Registrar having sole administrative and functional responsibility for the maintenance and implementation of the policy, this responsibility should be expanded to a larger body.

The policy should clearly define and articulate that volunteers and staff will be defended in the event of a complaint provided they were representing PEO in “good faith”.

**11915
PLAN FOR ORGANIZATIONAL RESILIENCE
AND SUCCESSION**

It would be helpful to know what best practices other engineering regulators across the country as well as other regulators within the province of Ontario follow regarding regulatory complaints against PEO volunteers and professional staff.

At its 515th meeting in November, 2017, Council discussed the issue of organizational resilience and tasked the Registrar with developing a proposal for an organizational resilience and succession planning program.

The briefing note and proposed program were peer reviewed by the Executive Committee on January 16, 2018.

Organizational resilience refers to an organization's ability to survive and thrive in challenging conditions. Recent experiences at PEO have highlighted the need to examine our organizational resilience. There is concern that the organization does not have enough resilience to effectively deal with unexpected challenges such as long-term absences and volume surges in the application or complaints processes. In addition, the tight staffing situation does not allow sufficient cross-training of individuals to effectively respond to surges as noted above.

An additional concern is the inability of the organization to effectively plan for succession to key management positions.

It was proposed that PEO institute a P.Eng. Officer Development (POD) Program and hire five mid-career level P.Eng.'s with a view to giving them broad organizational exposure in order to address immediate resiliency issues as well as anticipated succession needs.

The program would contribute to three strategic objectives in PEO's 2018-2020 Strategic Plan as follows:

- 2. Heighten delivery and awareness of PEO's enforcement efforts
- 6. Augment the applicant and licence holder experience
- 9. Enhance corporate culture

Moved by Vice President Hill, seconded by Councillor Hidalgo:

That Council:

- a) **approve the Proposal for Organizational Resilience and Succession Planning at PEO as presented to the meeting at C-516-2.6, Appendix A;**
- b) **approve a budget of \$350,000 for 2018 (\$300,000 in operations and \$50,000 in capital), and \$600,000 annually thereafter to**

fund the proposal.

Moved by Councillor Takessian, seconded by Councillor Chui:

That the Plan for Organizational Resilience and Succession be tabled for further refinement.

DEFEATED

Council then voted on the main motion.

That Council:

- a) **approve the Proposal for Organizational Resilience and Succession Planning at PEO as presented to the meeting at C-516-2.6, Appendix A;**
- b) **approve a budget of \$350,000 for 2018 (\$300,000 in operations and \$50,000 in capital), and \$600,000 annually thereafter to fund the proposal.**

CARRIED

[Secretariat Note: While there were other Councillors who were against the above motion, Councillor Fraser specifically requested that his name be noted in the minutes as opposing the motion.]

**11916
COUNCIL COMPOSITION TASK FORCE
REPORT**

The Council Composition Task Force (CCTF) was created by PEO Council at its September 2016 meeting. Per its Terms of Reference, the Task Force was directed to examine the issue of Council size and composition, including analysis of board sizes and compositions at other self-regulatory associations in Ontario and engineering associations across Canada. The CCTF was to present a report to Council no later than its September 2017 meeting, detailing pro's and con's, principles and recommendations regarding Council size and composition.

In fulfilling its mandate, the Task Force reviewed each position on Council as to its roles and responsibilities. In addition, the Task Force surveyed the board composition of other regulators and self-regulatory associations. As a result of their research, the Task Force developed specific recommendations for the size and composition of PEO Council.

The Task Force conducted a series of meetings between October 2016 and December 2017. The CCTF Report was issued in December 2017 to be peer reviewed by Human Resources Committee (HRC) and the Advisory Committee on Volunteers (ACV) before being presented to Council for deliberation.

Moved by Councillor Kirkby, seconded by Councillor Lederman:

That Council:

- a) **Receive the Council Composition Task Force report as presented to the meeting at C-516-2.7, Appendix A and that it be referred to the Governance Working Group.**
- b) **That the Council Composition Task Force be stood down with thanks.**

CARRIED

**11917
2018 ENGINEERING DIMENSIONS –
DIGITAL EDITION DEFAULT SETTING**

At its 502nd meeting, Council approved a return to sending the print edition of Engineering Dimensions to all PEO licence holders and engineering interns, unless they requested the digital edition. The decision was based on reader survey and other statistics that indicated that recipients were not routinely reading the magazine's digital edition. A return to sending the print edition to all, except those who requested otherwise, was seen as a way to increase readership. Council approved adding \$304k to the Engineering Dimensions' 2016 draft budget to accommodate the change, which began with the Jan/Feb 2016 issue.

At its 503rd meeting, Council approved conducting a one-year review of its decision (at the 502nd meeting) to resume sending the print edition of Engineering Dimensions to all licence holders and engineering interns unless the digital edition is requested. As part of the review, Council requested updated statistics. These statistics showed a 48/52 split of individuals who prefer digital to print.

In 2018, PEO budgeted \$596,000 for printing and postage expenses and forecasted \$350,000 in advertising revenue for continuing with the print version of the magazine as the default version. If the digital version was to become the default, expenses would decrease to approximately \$220,000 (based on 2015 figures) with ad revenues of approximately \$150,000. The net effect on the budget would be an estimated \$176,000 increase annually to the bottom line.

Moved by Councillor Reid, seconded by Councillor Turnbull:

That Council enact the digital edition as the default setting for *Engineering Dimensions* magazine and clearly and explicitly ask for confirmation with licence renewal.

CARRIED

Staff confirmed that an eBlast be sent to all members once the digital edition has been set as the default setting advising them of this change and that if the member wants to receive the printed version they would make that request through the PEO portal. It was suggested that the eBlast include the reasoning for this decision, cost savings, etc.

11918

The Professional Standards Committee (PSC) was instructed by Council

NEW GUIDELINE – ASSUMING RESPONSIBILITY AND SUPERVISING ENGINEERING WORK

at its November 17-18, 2016 meeting to proceed with the development of a new Practice Guideline (Assuming Responsibility and Supervising Engineering Work). The PSC developed the Practice Guideline to meet the objectives laid out by Council. Councillor Wesa advised that public consultations were held.

Moved by Councillor Wesa, seconded by Councillor Fraser:

That Council:

- 1. Approve the practice guideline for Assuming Responsibility and Supervising Engineering Work as presented to the meeting at C-516-2.9, Appendix A; and**
- 2. Direct the Registrar to publish the guideline and notify members and the public of its publication through usual PEO communications.**

CARRIED

**11919
APPROVAL OF ENGINEERS, ARCHITECTS AND BUILDING OFFICIALS (EABO) TERMS OF REFERENCE**

This item was removed from the agenda at the request of President-elect Brown.

**11920
COMMITTEE/TASK FORCE TERMS OF REFERENCE**

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.

In accordance with the *Committees and Task Forces Policy – Reference Guide* (Sections 2.5 and 3.2), various committees submitted their respective Terms of Reference to the Advisory Committee on Volunteers (ACV) for review and comment. Predominantly, the Terms of Reference documents were revised to comply with the Council directive that committees implement term limits by the imposed March 31, 2017 deadline.

Moved by Councillor Bellini, seconded by Councillor Kirkby:

That Council approve the revised Terms of Reference for the following committees, as presented at C-516-2.11, Appendices A to D:

- Award Committee (AWC)**
- Complaints Review Councillor (CRC)**
- Enforcement Committee (ENF)**
- Licensing Committee (LIC)**

CARRIED

**11921
COMMITTEE/TASK FORCE WORK AND HR PLANS**

Under the *Committees and Task Forces Policy* (Committees/Task Forces Operations, Item 3), each committee/task force is to prepare an annual work plan and human resources plan for the following year by

September 30 each year.

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.

Vice-President Hill noted that the work plans should align with the Strategic Plan. President Dony advised that letters were sent to certain committees asking them to develop specific measurable strategies regarding the Strategic Plan by June 2018. The request letters to the committees will be shared with Council. Vice-President Spink noted that the committees should also be removing any initiatives that do not align with the Strategic Plan. President-elect Brown advised that staff should communicate this information to the committees.

Vice-President Hill stated that some of the work plans are the same as the previous year and therefore do not fit into the culture of continuous improvement.

Councillor Reid referred to the Equity and Diversity Committee Work Plan regarding the development of new methods to increase the E&D module viewing by Council/all PEO members and asked if the options to be explored would be shared with Council. It was the consensus of Council that these options be shared.

Councillor Reid requested information on how the EDC members plan to encourage members from various demographics to apply on volunteer openings and to run for elected Council positions.

There was a concern expressed regarding the length of time that the Emerging Disciplines Task Force had been in existence which was ten years and why the work was not yet complete. Past President Comrie replied that a motion regarding this would be presented to Council in the near future. The approval of EDTF work plan was therefore removed as an item for approval.

Moved by Councillor Bellini, seconded by Councillor Chan:

That Council approve the committee / task force work plans and human resources plans as presented to the meeting at C-516-2.12, Appendices A, B and E.

CARRIED

There was discussion regarding the mandate of the Human Resources Committee (HRC). Past President Comrie pointed out that the mandate included in the Work Plan was taken from the Terms of Reference and if Council wished to revise the HRC Mandate in the Terms of Reference,

this would automatically change the mandate in the Work Plan.

It was suggested that the first and fifth bullets of the Human Resources Committee Mandate in the Terms of Reference be amended to read:

- To conduct the recruitment process for the position of Registrar, with Council's approval
- To work with the government appointments secretariat regarding LGA appointments as approved by Council or requested by the Attorney General

It was noted that the revised HRC Terms of Reference will be brought forward for approval by Council at its March 2018 meeting.

Councillor Lederman advised that he did not see Council as having any role regarding the LGA appointments. Registrar McDonald advised that PEO meets with the Attorney General's office from time to time to keep them apprised as to what vacancies there may be in the organization with respect to LGA appointments. Councillor Lederman referred to PEO's policy that only minimums should be appointed and asked where this was documented. Registrar McDonald advised that this was a PEO policy that preceded him.

Registrar McDonald was asked to provide an action update of the 2018 HRC tasks/activities (presented to Council for information or approval):

- Develop 2018 goals/objectives for Registrar position for presentation to Council in February 2018 – for approval
- Conduct annual Council assessment survey – for information
- Conduct Engineers Canada Director evaluation survey – for information
- Carry out final assessment of Registrar's annual performance and recommend compensation to Council in February 2018 – for approval
- Review process and decision matrix related to the evaluation of recommendations for Board Committee membership – on agenda for February Council meeting
- Determine volunteer leadership development modules topics for completion in 2018 – for information
- 360-degree Peer Review RFQ for Registrar in 2018 – for information
- Conduct 360-degree review of Registrar – for information
- Provide assistance to the Attorney General's office with respect to government appointments to PEO Council – for information

Councillor Reid inquired about the volunteer leadership modules. Past President Comrie advised that these modules were designed to assist volunteers with leadership development and are located under the Resources tab on the PEO website.

Moved by Past President Comrie, seconded by Councillor Keid:

That Council approve the work plan of the Human Resources Committee as presented to the meeting at C-516-2.12 on condition that the Terms of Reference for the HRC are brought back for review at the March 2018 Council meeting.

**CARRIED
Recorded Vote**

For

C. Bellini
I. Bhatia
G. Boone
D. Brown
M. Chan
T. Chong
D. Chui
G. Comrie
L. Cutler
R. Fraser
L. Hidalgo
N. Hill
G. Houghton
T. Kirkby
T. Olukiyesi
K. Reid
N. Rush
N. Takessian
W. Turnbull
M. Wesa

Against

L. Lederman

Abstain

M. Spink

**11922
30 BY 30 TASK FORCE TERMS OF
REFERENCE**

At the September 2017 meeting, Council approved the creation of the 30 by 30 Task Force as part of formal endorsement of the 30 by 30 initiative.

The draft Terms of Reference was presented to the Executive Committee at the January 16, 2018 meeting. The Executive Committee recommended that the 30 by 30 Terms of Reference be presented to Council.

A revision was recommended and accepted by Council regarding the addition of the words "or a delegate" after "Chair of WEAC" under the Constituency, Number & Qualifications of Committee/Task Force Members heading in the Terms of Reference, Appendix A of C-516-2.13.

Moved by Vice President Hill, seconded by Councillor Reid:

That Council:

- a) approve the 30 by 30 Terms of Reference as presented to the meeting at C-516-2.13, Appendix A, as revised.
- b) approve a \$20,000 annual budget for the two-year term of the Task Force.

CARRIED

Council recessed for lunch.

Upon reconvening, President Dony presented the following Councillors with service pins and certificates in appreciation of their volunteer services to Professional Engineers Ontario:

President-elect Brown – 5 years
Councillor Chan – 10 years FEC
Vice-President Hill – 20 years
Councillor Preley – 15 years
Councillor Turnbull – 10 years FEC

President Dony presented Engineers Canada Director Shreewastav with a 15 year service pin and certificate.

President-elect Brown presented President Dony with a 20 year service pin and certificate in appreciation of his volunteer service to Professional Engineers Ontario.

**11923
PEO RESPONSE TO THE OSPE AND CEO
LETTERS REGARDING THE GLP 2.0
IMPLEMENTATION PLAN**

At the June 2017 meeting, Council approved the “Enhancing PEO’s Government Liaison Program (GLP) – Implementation Plan for the GLP Audit Recommendations” and directed the Government Liaison Committee to implement the Plan.

Response letters regarding the GLP Implementation Plan Report were received from CEO and OSPE after the Council approval.

At the Executive Committee August 2017 meeting, the Executive Committee directed “that the Government Liaison Committee (GLC) review the proposals and make appropriate recommendations to Council on how the report should be changed.”

Several changes to page 2 of C-516-2.14 - Appendix C - GLC recommended responses were suggested and accepted as follows:

Replace the word “exclusively” with “primarily” so that the sentence reads “The GLP will continue to focus primarily on the provincial government, i.e. MPPs, as that is where the Professional Engineering Act resides.”

Add wording “and the Professional Engineers Act (PEA) so that the sentence reads “The scope of work of the GLP will include regulatory issues as related to the public interest and the Professional Engineers Act (PEA).”

Moved by Councillor Turnbull, seconded by Councillor Wesa:

That Council:

- a) **Approve the recommended PEO responses to the OSPE and CEO letters regarding the proposed revisions to the GLP Audit Implementation Plan Report**
- b) **Direct the Registrar to send the revised GLP Implementation Plan Report to OSPE and CEO**

CARRIED

**11924
PEO SYLLABI**

The Academic Requirements Committee (ARC) is mandated to assess non-CEAB applicants' academic preparation to determine if they meet PEO's academic requirements for licensure. It does so by comparing the applicant's transcripts and courses studied to a syllabus of a discipline. Most syllabi are developed and maintained by the Engineers Canada Canadian Engineering Qualifications Board (CEQB) and PEO adopts them for its own examinations. The CEQB has recently revised Computer, Engineering Physics, Industrial and Petroleum Engineering syllabi to 2017 syllabi which were revised and approved by the ARC at its May and October 2017 meetings and will become effective as of the May 2018 technical examinations sitting.

Motion required a 2/3 majority of votes cast to carry

Moved by Councillor Fraser, seconded by Vice President Hill:

That the CEQB revised Computer, Engineering Physics, Industrial and Petroleum Engineering Syllabi presented to the meeting at C-516-2.15, Appendices A, B, C and D, respectively, be approved for use, effective for the May 2018 technical examinations sitting.

CARRIED

**11925
CHANGES TO THE 2018 PEO COMMITTEES
AND TASK FORCES MEMBERSHIP ROSTER**

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 of committees and task forces in accordance with PEO's insurance policy requirements.

Council approved the *2018 PEO Committees and Task Forces Membership Roster* at the November 17, 2017 meeting. Changes to Sections 2 (Other Committees reporting to Council), 4 (Task Forces) and 5 (External Appointments) of the approved Roster requiring Council approval were provided in the agenda package.

Moved by Councillor Bellini, seconded by Past President Comrie:

That Council approve changes to the 2018 PEO Committees and Task Forces Membership Roster as presented to the meeting at C-516-2.16, Appendix A.

CARRIED

**11926
STATUS UPDATE FOR GUIDELINE FOR
PERFORMANCE AUDIT AND RESERVE
FUND STUDIES FOR CONDOMINIUMS**

Both Performance Audit and Reserve Fund Studies requirements will be changed in the new Condominium Act. These changes will affect the proposed PEO guideline. Therefore, the subcommittee will wait for proposed draft regulations to be available before completing this guideline.

**11927
BOARD COMMITTEE APPOINTMENT
PROCESS REVIEW**

At the September 2016 meeting, Council approved a process for the appointment of Councillors to Board Committees. The process tasked the Human Resources Committee (HRC) with reviewing the Board Committee participation preferences submitted by Councillors and making a recommendation to Council. At the Council AGM meeting in April 2017, HRC presented its recommendations for Board Committee appointments. Prior to considering the HRC recommendations, Council amended the appointment process and incorporated the revised process into the Special Rules of Order. Council then received the HRC recommendations, modified by the revised appointment process, and approved appointments to Board Committees.

At the September 2017 meeting, Council directed the HRC to revise its work plan to include a Decision Matrix related to the evaluation of recommendations for membership on the Board Committees for presentation to Council. The HRC met on November 16, 2017, revised its work plan in accordance with Council direction and reviewed the process for the appointment of Councillors to Board Committees. The HRC concluded that it would recommend to Council that the same process be undertaken for the Board Committee appointments in 2018.

It was suggested that a decision matrix be used in recommending Councillors to board committees for submission to Council for approval.

Councillors were encouraged to submit any ideas to improve the Board Committee appointment process to Secretariat, c/o S. Clark.

**11928
CONSENT AGENDA**

Moved by Councillor Takessian, seconded by Councillor Wesa:

That the Consent Agenda be approved as presented.

CARRIED

Included on the consent agenda:

- 3.1 Minutes – 250th Executive Committee meeting – October 30, 2017
- 3.2 Minutes – 515th Council meeting – November 17, 2017
- 3.3 Standing Down the National Framework Task Force
- 3.4 Standing Down the Removal of the Industrial Exception Task Force

[Note: minutes 11928 to 11893 reflect the motions provided in the briefing notes presented to the meeting.]

**11929
MINUTES – 250TH EXECUTIVE COMMITTEE
MEETING**

That the minutes of the 250th meeting of the Executive Committee, held on October 30, 2017, as presented to the meeting at C-516-3.1, Appendix A, be ratified.

CARRIED

**11930
MINUTES – 515TH COUNCIL MEETING**

That the minutes of the 515th meeting of Council, held November 17, 2017, as presented to the meeting at C-516-3.2, Appendix A, accurately reflect the business transacted at that meeting.

CARRIED

**11931
STANDING DOWN THE NATIONAL
FRAMEWORK TASK FORCE**

That Council stand down the National Framework Task Force, with thanks.

CARRIED

**11932
STANDING DOWN THE REMOVAL OF THE
INDUSTRIAL EXCEPTION TASK FORCE**

That Council stand down the Removal of the Industrial Exception Task Force, effective immediately, with thanks to its members.

CARRIED

**11933
ENGINEERS CANADA UPDATE**

C. Roney provided an update regarding the hiring of a new CEO as well as the consultations that have taken place with the engineering regulators to discuss purposes and the guiding principles for Engineers Canada. The revised purposes have been drafted and will come forward shortly. The intent of this work was to ensure that Engineers Canada has captured the combined will of all the regulators, PEO included. The purposes have been carefully re-written with a set of expectations and boundaries for the EC Board. He noted that PEO's President will be voting on the new purposes on behalf of Council at the EC AGM in May and that he will require Council's direction.

C. Roney discussed the formulation of Engineer Canada's three-year Strategic Plan that is currently underway. He noted that it is not a typical Strategic Plan in that it will also include operational imperatives and internal services. This plan will define everything that Engineers Canada will be working on over the next three years. This will allow for as much transparency as possible as well as greater accountability. This plan will be presented to the Presidents at the AGM.

Options to decrease the EC Board size will be presented to the Presidents at the May AGM.

Engineers Canada will be providing input to Global Affairs Canada regarding ongoing NAFTA negotiations as well as other agreements in the works that include trade and professional services. C. Roney will be appearing before the Senate Committee on Transport and

Communications in February to provide recommendations regarding Bill C-49 which is Canada's Transportation Modernization Act. The federal government, including the Senate, is looking to Engineers Canada to provide input on the position of the engineering profession in Canada regarding the design, build and maintenance portions of railway work in Canada.

There has been a great deal of activity regarding accreditation. The Accreditation Improvement Program is focused on making a number of operational improvements to the accreditation system such as developing new data management, high quality training process for volunteers as well as individuals at the institutions that EC accredits. Significant effort has taken place to improve consultation and communication on accreditation matters. The Accreditation Units Task Force, led by President Dony, will be finalizing its report and the recommendation for capturing non-traditional education methods in the current accreditation unit system. This report will be submitted to the full Accreditation Board in February and to the EC Board in late February. Councillor Fraser suggested the development of an explicit quality improvement process for accreditation.

Councillor Fraser serves as a PEO member on the Canadian Engineering Qualifications Board (CEQB.) This Board has been working hard on new guidelines on site remediation, two new revised syllabi on geological engineering and environmental engineering as well as a number of other documents going out for consultation with the regulators.

The next EC Board meeting is scheduled for February 27 and 28, 2018. Further to a query from Councillor Hidalgo regarding the mechanism that is utilized between Engineers Canada and the provincial regulators regarding seamless transition for licensing such as assistance in providing a jurisdictional scan or best practices between the provincial regulators, A. Bergeron suggested a survey as to how provinces handle this since each university handles this differently.

R. Shreewastav advised that Engineers Canada's Hill Day has become one of the organization's most successful government relations events. This year, Engineers Canada has partnered with Summa Strategies, one of Ottawa's leading government relations firms, to help us organize the Hill Day event.

The Hill Day breakfast is scheduled for Tuesday, February 27, 2018 from 7:30 – 9:00 a.m., in the Parliamentary dining room, Centre Block, Parliament Hill. Members of Parliament, Ministers and senators, and their staff, have been invited to attend this event. This is a great opportunity for participants to interact with elected officials and discuss the interests of the regulators and promote the importance of the engineering profession. To celebrate the work of engineers, Engineers

Canada will also be hosting a bridge-building competition that will involve Members of Parliament competing against one another.

The Hill Day meetings on Tuesday, February 27, 2018 will be held from 9:00am – 5:00pm at the Parliamentary precinct.

R. Shreewastav provided an update on the House of Commons HUMA Consultation. The Standing Committee on Human Resources, Skills and Social Development and the Status of Persons with Disabilities has opened a public consultation on “Experiential Learning and Pathways to Employment for Canadian Youth.” Engineers Canada has focused its written consultation on the need for paid engineering co-operative educational placements to be implemented in every post-secondary institution across Canada. Engineers Canada’s submission will be submitted on March 2, 2018, and will be posted on the website at that time.

**11934
RCC UPDATE**

Councillor Turnbull advised that an RCC teleconference was held on November 29th to deal with Canada’s Anti-Spam Legislation (CASL). The Chapters have reported that the imposed limitations on their communications materials has had a negative impact on the success of their events. The RCC tasked staff to explore and implement solutions to this issue.

Chapters are now required to report bank balances to RCC on a monthly basis to ensure that allotments are keeping up with Chapter needs.

A working group has been formed under Councillor Wesa to look at PEO’s licensing process.

The Chapter Leaders Conference was held on November 17-18, 2017. The theme was “PEO 4.0 Moving to the Future.” Feedback from this event was very positive.

The Regional Candidate meetings were scheduled for the last two weeks in January. There were 180 participants.

The Volunteer Leaders Conference (VLC) is well in progress. The speaker for the day will be talking about Succession Planning.

Responding to concerns regarding CASL, Registrar McDonald advised that PEO has received legal opinions. He advised that CASL requires express consent to go to each and every member if an event contains a link for payment. Councillor Turnbull advised that the RCC will be presenting a motion on this to Council in the near future based on RCC feedback.

11935

Councillor Turnbull advised that he was selected as the Government

**GOVERNMENT LIAISON COMMITTEE
UPDATE**

Liaison Committee Chair and that the committee is currently canvassing for two new members. Patrick Sackville is OSPE's interim representative. He will remain as a non-voting advisor. The committee will be asking OSPE to replace Patrick with a non-staff P.Eng.

A special GLP Weekly 2017 review was issued at the beginning of January. The next quarterly GLP newsletter will be issued in late February.

It has been decided to hold a Government Relations Conference rather than Regional GLP academies this year. The tentative date is October 24th.

A GLP Chair engagement call is planned for March 8th.

Recommendations will be presented to Council in March regarding two new members to replace vacancies on the GLC.

The new online GLP training module is live and available on the PEO website.

A new GLP Info Note on Bill 177 has been prepared and will be issued soon.

There were a total of 112 MPP meetings in 2017, 56 with the liberals, 16 with the PCs and 7 with the NDP. There were 11 joint meetings held with OSPE, 15 meetings related to the Repeal of the Industrial Exception and 7 Take Your MPP To Work days.

Councillor Turnbull, responding to a question regarding plans to have more engineers elected to public office, advised that the GLP Weekly newsletter will be publishing profiles of engineers running for office so that people are aware and can support them. OSPE is also encouraging professional engineers to run and is putting together a program regarding election activities.

PEO continues to collect data on industrial accidents from the Ministry of Labour to support the repeal of the Industrial Exception, however, new legislation would be required to bring the Repeal forward again.

Moved by Councillor Boone, seconded by Councillor Chong:

That Council move in-camera.

CARRIED

**11936
IN-CAMERA SESSION**

While in-camera, Council:

- a) ratified the in-camera minutes from the 250th Executive Committee meeting held October 30, 2017 as presented;

- b) verified the in-camera minutes from the 515TH meeting of Council held November 17, 2017 as presented;
- c) approved a regulation amendment regarding Council Term Limits
- d) approved a regulation amendment regarding fees removal and minor housekeeping
- e) approved the Wolfe-Smith Awardees
- f) received the HRC Update
- g) received information regarding an anonymous letter
- h) received decisions and reasons of the Discipline Committee;
- i) received a legal update on legal actions in which PEO is involved;
- j) noted there were no issues reported regarding PEO's Anti-Workplace Violence and Harassment Policy

Council congratulated Johnny Zuccon on his appointment as Interim Registrar.

**11937
RISK REGISTER**

Registrar McDonald advised that Staff Resiliency was added to the Risk Register as requested by Council.

President-elect Brown advised that the Risk Register provides an immediate picture of where the organization is. He noted that it is a valuable document and that its ownership must lie with Council and that it is important to find a mechanism to keep it updated and relevant.

A concern was raised about PEO's volunteer base attending schools without having obtained police checks.

It was suggested that the Risk Register be discussed at an upcoming plenary session so that items could be ranked in order of importance.

**11938
PUBLIC INFORMATION CAMPAIGN (PIC)
TASK FORCE UPDATE**

Councillor Spink advised that she would provide an update via email.

**11939
LEGISLATION COMMITTEE UPDATE**

Councillor Bellini advised that the French Translation of the Regulation will be presented to Council at its March meeting.

**11940
OSPE-PEO JOINT RELATIONS COMMITTEE
(JRC) UPDATE**

President Dony passed the gavel to President-elect Brown.

President Dony advised that the OSPE-PEO Joint Relations Committee endorsed a paper on Math proficiencies some time ago. OSPE would like to take the lead on this but will invite PEO, as a member of that committee, to participate.

President Dony advised that there was some discussion regarding OSPE's feedback concerning possible consideration of PEO to be part of the Affinity Program. OSPE was advised that PEO Council had not discussed this and that OSPE would be consulted since they could be significantly impacted.

The 30 by 30 Initiative will be more of a coordinated plan than a joint one. The EXE Committee will be working on PEO's plan.

President-elect Brown returned the gavel to President Dony.

President-elect Brown advised that, at his request, Engineers Canada has agreed to release the contract with TD Meloche Monnex as well as the revenue generation that the contract provides Engineers Canada for each of its constituent associations so that the data is available to facilitate more informed decisions by Council.

**11941
STATISTICS – COMPLAINTS, DISCIPLINE,
LICENSING AND REGISTRATION UPDATE**

There were no questions or comments.

**11942
PROFESSIONAL STANDARDS COMMITTEE
UPDATE**

Councillor Wesa advised that he would provide Council with an update via email.

**11943
COUNCILLOR ITEMS**

There were no items brought forward.

There being no further business, the meeting concluded.

These minutes consist of twenty-one pages and minutes 11908 to 11943 inclusive.

B. Dony, P.Eng., Chair

S. Clark, LL.B., Chief Administrative Officer and
Corporate Secretary

Briefing Note – Decision

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 presented to the meeting at C-517-3.2, Appendix A, Section 1.
2. That Council approve the applications for re-designation as Consulting Engineer as presented to the meeting at C-517-3.2, Appendix A, Section 2.
3. That Council grant permission to use the title “Consulting Engineers” (or variations thereof) to the firms as presented to the meeting at C-517-3.2, Appendix A, Section 3.

Prepared by: Faris Georgis, P.Eng, Manager, Registration and Imelda Suarez, Staff Support

Moved by: Councillor Bellini, 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

Process Followed	All applications were reviewed by PEO staff, the Regional Subcommittees of CEDC and later approved by CEDC on February 8, 2018.
Council Identified Review	Not applicable. Required by Regulation.
Actual Motion Review	As stated under above process.

5. Appendices

- Appendix A – Report of the Consulting Engineer Designation Committee
- Appendix B – Legal Implications

To the 517th Meeting of the Council of
Professional Engineers Ontario

REPORT OF THE CONSULTING ENGINEER DESIGNATION COMMITTEE

Chair: Doug Barker, P.Eng.

- 1. The Committee has reviewed the following applications for DESIGNATION and recommends to Council that these 9 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	Abrera, Arturo	CDCD Engineering Ltd	303 Cedar St, Sudbury ON, P3B 1M8	115014
1.2	Bath, Honour	HSB Engineering Inc.	12 Tatra Cres, Brampton ON, L6Y 0K5	100126175
1.3	Connor, Ryan	CH2M Hill Canada Ltd.	300-72 Victoria St, Kitchener ON, N2G 4Y9	100051088
1.4	Cynarska, Renata	Electric Stars 1	5395 Thornwood Dr, Mississauga ON, L4Z 3G7	90523127
1.5	Fenwick, Matthew	Williams Engineering Canada	200-10065 Jasper Ave NW, Edmonton AB, T5J 3B1	100508164
1.6	Hughes, Kevin	Tacoma Engineers Inc.	570 Bryne Dr, Unit L, Barrie ON, L4N 9P6	100155576
1.7	Katzenberg, Israel	Wynspec Management Inc.	14-111 Zenway Blvd, Vaughan ON, L4H 3H9	90324401
1.8	Newman, Christopher	A-D Engineering Group Ltd.	200-1201 Nicholson Rd, Newmarket ON, L4Y 9C3	100149701
1.9	Sabrah, Tamer	Master Peers Ltd.	141 Brunel Rd, Suite 200F, Mississauga ON, L4Z 1X3	100154182

2. The Committee has reviewed the following applications for **REDESIGNATION** and recommends to Council that these **47** 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	Aldea, Daniela	Aldea, Daniela Carmen	405-1131 Steeles Ave W, Toronto ON, M2R 3W8	90532284
2.2	Ali, Zakir	Ali, Zakir	18 Chessington St, St Catharines ON, L2S 3R4	604512
2.3	Allan, William	Ramboll Environ Canada Inc.	100-2400 Meadowpine Blvd, Mississauga ON, L5N 6S2	90295551
2.4	Almuina, Alvaro	ElIso Consulting Inc.	19-13085 Yonge St, Richmond Hill ON, L4E 0K2	90323023
2.5	Badek, Wojciech	HSP Consultants Inc.	5715 Warner Dr, Long Sault ON, K0C 1P0	1835750
2.6	Bak, Jerzy	Piotrowski Consultants	1820 Bond St, North Bay ON, P1B 4V6	90335381
2.7	Bell, Bradley	Hammerschlag & Joffe Inc.	69 Lesmill Rd, Toronto ON, M3B 2T8	90221631
2.8	Bell, George	GK Bell & Associates	805 Ridge Rd, Stoney Creek ON, L8J 2Y3	3190501
2.9	Burns, Stephen	B.M. Ross & Associates Ltd.	62 North St, Goderich ON, N7A 2T4	6198014
2.10	Cameracci, Angelo	Urbex Engineering Ltd.	161 Rebecca St, Hamilton ON, L8R 1B9	6531107
2.11	Carter, Hugh	Retrach Engineering Ltd.	825-2 Old Mill Dr, Toronto ON, M6S 0A2	7075013
2.12	Chiu, Ian	Soil Engineers Ltd.	100-90 West Beaver Creek Rd, Richmond Hill ON, L4B 1E7	8113706
2.13	Clarke, Stephen	Stephen B. Clarke & Associates	2675 Wilby Rd, Baden ON, N3T 3M8	8617011
2.14	Cooper, Randall	Evanco Environmental Technologies Ltd.	5-193 Manitoba St, Bracebridge ON, P1L 1S3	9297508
2.15	Davenport, Murray	MJ Davenport & Associates Ltd.	PO Box 2452 Station Main, Peterborough ON, K9J 7Y8	10575017
2.16	Doherty, Paul	Doherty Engineering Inc.	102-6780 Campobello Rd, Mississauga ON, L5N 2L8	11808607
2.17	Furlong, Christine	Triton Engineering Services Ltd.	14-105 Queen St W, Fergus ON, N1M 1S6	90339953
2.18	Gebara, Ajwad	Nadine International Inc.	2325 Skymark Ave, Mississauga ON, L4W 5H9	15736507
2.19	Gidamy, Mohamed Hazem	SS Wilson Associates	211-15 Wertheim Crt, Richmond Hill ON, L4B 3H7	16016016
2.20	Gordon, Robert	Chorley & Bisset Ltd.	369 York St, London ON, N6B 3R4	90224791

2.21	Gravelle, Wayne	Anrep Krieg Desilets Gravelle Ltd.	101 Worthington St E, North Bay ON, P1B 1G5	90326620
2.22	Hamalainen, John	John R. Hamalainen Engineering Ltd.	2166 Armstrong St, Sudbury ON, P3E 5G9	18019018
2.23	Hrycay, James	Hrycay Consulting Engineers Inc.	1725 North Talbot Rd, Windsor ON, N9A 6J3	20666509
2.24	Jones, James	JR Jones Engineering Ltd.	51 John St W, Bradford ON, L3Z 2A9	90134727
2.25	Kantor, David	Thurber Engineering Ltd.	103-2010 Winston Park Dr, Oakville ON, L6H 5R7	90478595
2.26	Kashif, Syed	Candevcon Ltd.	9358 Goreway Dr, Brampton ON, L6P 0M7	100078478
2.27	Kenchin, Oleg	IVT Engineering Corp	116 Rockford Rd, Toronto ON, M2R 3A7	100011407
2.28	Khan, Farid	Engtec Consulting Inc.	12-100 Hanlan Rd, Vaughan ON, L4L 4V8	90541624
2.29	Kozluk, Barry	Kozluk, Barry Peter	84 Marilyn St, Caledon East, ON L7C 1H7	24647406
2.30	Ksander, Richard	Ksander & Associates	103-130 Hunter St, Peterborough ON, K9H 2K0	24839508
2.31	Lehman, David	AD Engineering Group Ltd.	200-1201 Nicholson Rd, Newmarket ON, L3Y 9C3	26361014
2.32	McGarry, Michael	Cowater Sogema International Inc.	1600-275 Slater St, Ottawa ON, K1P 5N9	30369011
2.33	Miller, Walter	Arencon Inc.	206-1551 Caterpillar Rd, Mississauga ON, L4X 2Z6	31827017
2.34	Nassar, Nabeel	Nassar Engineering	25 East 41 Street, Hamilton ON, L8T 2Z4	100072587
2.35	Peric, Marko	Cronnox Inc.	109 Thomas St, PO Box 69513, Oakville ON, L6J 7R4	90191636
2.36	Peters, Rodney	WSP Canada Inc.	101-1450 1st Ave W, Owen Sound ON, N4K 6W2	90334491
2.37	Poirier, Pierre	PBS Engineering Inc.	3200 Electricity Dr, Windsor ON, N8W 5J1	36979011
2.38	Potter, Stephen	Trafalgar Engineering Ltd.	1-481 Morden Rd, Oakville ON, L6K 3W6	37214509
2.39	Richardson, Ian	GHD Limited	651 Colby Dr, Waterloo ON, N2V 1C2	38854709
2.40	Rochon, Vincent	Roar Engineering Inc.	7565 Danbro Cres, Mississauga ON, L5N 6P9	39397708
2.41	Salari, David	DENM Engineering Ltd.	1100 Burloak Dr, Suite 300, Burlington ON, L7L 6B2	40416505
2.42	Semaan, George	Forward Engineering & Associates Inc.	15-244 Brockport Dr, Toronto ON, M9W 6X9	90303454
2.43	Sigal, Gerald	Sigal Engineering Services	804-33 Elmhurst Ave, Toronto ON, M2N 6G8	42331017
2.44	Slocombe, John	GM Blueplan Engineering Ltd.	1-1260 2nd Ave E, Owen Sound ON, N4K 2J3	90360173

2.45	Stark, Nicholas	HH Angus & Associates Ltd.	1127 Leslie St, Toronto ON, M3C 2J6	44125508
2.46	Tozku, Hacik	Schaffer & Associates Ltd.	6 Ronrose Dr, Concord ON, L4K 4R3	46850509
2.47	Usher, Steven	SLR Consulting Canada Ltd.	200-300 Town Centre Blvd, Markham ON, L3R 5Z6	47561501

3. The Committee recommends to Council that the following **10 FIRMS** be granted **PERMISSION TO USE THE TITLE “CONSULTING ENGINEERS”** (or variations thereof), having met the requirements pursuant to Section 68 of O.Reg.941:

#	Company Name	Address	Designated Consulting Engineer (s)
3.1	AECOM Canada Ltd.	300 Water St, Whitby ON, L1N 9J2	Paul Hudspith, Chris Redmond, Paolo Eugeni, Miles Buckrell, Barbara Homonnay
3.2	CCP Engineering Inc.	160 Luella Cres, Brampton ON, L7A 3H8	Hassan (Nino) Balbaa
3.3	Dupuis, Claude	818 Miriam Cres, Burlington ON, L7S 2B9	Claude Dupuis
3.4	Jade Acoustics Inc.	19- 411 Confederation Parkway, Concord ON, L4K 0A8	Dalila Giusti
3.5	J.E. Coulter Associates Limited	211-1210 Sheppard Ave E, North York ON, M2K 1E3	John E. Coulter
3.6	Lanhack Steelcon Inc.	105-73 Ontario St, St Catharines ON, L2R 5J5	Giancarlo Lancia
3.7	MTE Consultants Inc.	520 Bingemans Centre Dr, Kitchener ON, N2B 3X9	Jeff Martens, Dan Finelli, Vincent (Ted) Rowe, Kurt Ruhland, Bill Veitch
3.8	Nassar Engineering	25 East 41st Street, Hamilton ON, L8T 2Z4	Nabeel Nassar
3.9	Poyry (Montreal) Inc.	700-5250 Ferrier St, Montreal QC, H4P 1L4	Antonio Roti
3.10	RTG Systems Inc.	201-3518 Mainway, Burlington ON, L7M 1A8	Stephen Gayowski, Gregory Gayowski

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.

In Camera Session

In-camera sessions are closed to the public

Briefing Note – Information

C-517-5.1

LEGISLATION COMMITTEE UPDATE

Purpose: To inform Council of the recent activities of the Legislation Committee.

Motion(s) to consider:

none required

Councillor Bellini, P.Eng., Chair of the Legislation Committee, will provide a report on activities of the Legislation Committee.

Regional Councillors Committee (RCC) Update

Purpose: To update Council on RCC activities

No motion required

Prepared by: Julie Hamilton, Chapter Coordinator

Councillor Turnbull, P.Eng., 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

<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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Western

57	Sep/2017	Whereas the chapters are finding the PEO's interpretation of the Canadian Anti-Spam Legislation (CASL) policy is too restrictive. WRC supports WCRC open issue 40 and requests RCC to have the current policy reviewed and provide direction that meets the minimum requirements to accept a more reasonable level of risk associated with the CASL requirements.	W Kershaw, G Tse	This issue will remain open until the new Interim Registrar, Johnny Zuccon, has had an opportunity to review the survey results as well as other documentation and report back to the RCC	Western Congress	13-Feb-18	Remain Open	<input type="checkbox"/>	
58	Feb/2018	Motion to task RCC to seek authorization, to fund a pilot project, as per direction from the CLC, to hire EITs or co-op engineering students, to provide support at the chapter level.	A Khan, W Kershaw	New	Western Congress	13-Feb-18		<input type="checkbox"/>	

<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 Closed</i>	<i>Action By</i>
59	Feb/2018	RCC to review the regional funding formula, so that no one chapter is getting more than they've requested if others are getting less.	W Kershaw, A Khan	New	Western Congress	13-Feb-18	<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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West Central

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	This issue will need a follow up in the absence of Matthew Ng. It will remain open for the time being.	West Central Congress	07-Feb-18	Remain Open	<input type="checkbox"/>	
39	Jun/2017	West Central Regional Congress motions RCC to create a joint PEO-OSPE working group to tackle a project on climate change.	J. Chisholm, D. Gomes	Move to close issue	West Central Congress	07-Feb-18		<input checked="" type="checkbox"/>	
40	Jun/2017	WCRC motions RCC to direct a CASL compliance plan review in December 2017.	G. Ayer, D. Gomes	With the departure of the Registrar, Gerard MacDonald, this issue is currently on hold. The issues is currently being worked on and more information will be provided. The RCC Chair will follow up.		07-Feb-18	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

41	Sep/2016	The Northern Regional Congress (NRC) requests that the RCC approach the Experience Requirement Committee for a revamp of the communication process and establish a service standard for responses to applicants to PEO.	L. Keats, D. Jackowski	A new process is in place for communications with applicants however additional improvements are expected. A task force to address these and other licensing issues has been formed through the RCC.	Northern Congress	21-Feb-18	Remain Open	<input type="checkbox"/>	
45	Sep/2017	NRC requests the RCC to provide a time table of completions for the portal to allow P.Eng applicants to track the status of his/her application progress. This portal should track completed steps as well as outstanding application milestones.	L. Keats, D. Jackowski	An RFP to create the new on-line application process has been sent out. The on-line module will be a very large project with a big budget. It will be a two-three year project. However, this will may eventually reduce the communication issues between HQ and applicants as the applicant will be able to see their own progress.	Northern Congress	21-Feb-18	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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Eastern

114	Sep/2017	ERC motions RCC to investigate opportunities to develop a mechanism to assist anyone (applying for their P.Eng. licence) unable to produce appropriate documentations (for instance refugees with foreign based engineering training) to achieve engineering licensure in Ontario, while ensuring PEO's mandate of ensuring public safety.	G Houze, R Radenovic	Documentation is available through the Licensing and Registration department for anyone unable to provide education information when applying for license. The information was distributed to the Eastern Region Chapters. This issue was moved to close.	Eastern Congress	27-Feb-18	Close	<input checked="" 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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East Central

52	Jun/2017	ECRC would like to motion RCC to review the process, timelines and communications (both ways) regarding the EIT licensing application process.	G. Ip, K. Chan	The issue will remain open for now pending news of the new on-line licensing process. Further update will be provided at the June congress.	East Central Congress	06-Feb-18	Remain Open	<input type="checkbox"/>	
53	Sep/2017	ECRC motion RCC to prepare a change to the allotment model that a chapter regulatory event be a requirement as part of the Core Activity for the chapter.	A Sinclair, G Ip	RCC will discuss at its April meeting whether to change the business plan package to identify a regulatory activity under #2 "Core Activities: Mandatory".	East Central Congress	06-Feb-18	Remain Open	<input type="checkbox"/>	

OSPE-PEO JOINT RELATIONS COMMITTEE (JRC) UPDATE

Purpose: To inform Council of the recent activities of the OSPE – PEO Joint Relations Committee.

Motion(s) to consider:

none required

President Dony, P.Eng., will provide an update on behalf of the OSPE-PEO Joint Relations Committee.

Briefing Note – Information

C-517-5.4

ENGINEERS CANADA UPDATE

Purpose: To inform Council of the recent activities of Engineers Canada

Motion(s) to consider:

none required

Chris Roney, P.Eng., EC Past President and one of PEO's Directors on the Engineers Canada board, will provide an oral report.

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
(no update since February 2018)

	2015	2016	2017
COC's Caseload			
Filed Complaints ¹ not disposed of by COC at previous year-end	105	86	75
Complaints Filed (<i>PEAct s. 24. 1(a)</i>) during the Year	62	64	63
Total Caseload in the Year	167	150	138
Total Filed Complaints Disposed of by COC in the Year (for details see <i>COC's Disposition of Complaints</i> below)	81	75	73
Total Filed Complaints Pending for COC Disposition (for details see <i>Status of Active Filed Complaints</i> below)	86	75	65
COC's Disposition of Complaints			
Direct that the matter be referred, in whole or in part, to the Discipline Committee. (<i>PEAct s. 24. 2(a)</i>)	7	6	8
Direct that the matter not be referred. (<i>PEAct s. 24. 2(b)</i>)	56	48	44
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>)	18	21	21
COC's Timeliness Regarding the Disposition of the Complaint²			
Complaint disposed of within 90 days of filing	0	0	0
Complaint disposed of between 91-180 days of filing	6	3	7
Complaint disposed of after more than 180 days of filing	75	72	66
COC Processing Time – Days from Complaint Filed to COC Disposition (12 mo rolling avg.)			
Average # Days	571	456	562
Minimum # Days	91	120	97
Median # Days	308	285	343
Maximum # Days	1686	1901	2327

¹ Signed Complaint Form filed with the Registrar.

² Days from Complaint Filed to date COC Decision is signed by COC Chair.

Status of Active Filed Complaints

Active Filed Complaints - Total		65
<i>Complaints filed more than 180 days ago</i>	31	31
Pending Approval and Reason regarding COC Decision	5	
Complaints under active consideration by COC	9	
Completed Investigation ready for COC consideration	0	
Regulatory Compliance Investigation	17	
<i>Complaints filed between 91-180 days ago</i>	21	21
Pending Approval and Reason regarding COC Decision	3	
Complaints under active consideration by COC	0	
Completed Investigation ready for COC consideration	0	
Regulatory Compliance Investigation	18	
<i>Complaints filed within the past 90 days</i>	13	13
Pending Approval and Reason regarding COC Decision	0	
Complaints under active consideration by COC	0	
Completed Investigation ready for COC consideration	0	
Regulatory Compliance Investigation	13	

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 – Investigation Summary document prepared and complaint file ready for COC consideration

DISCIPLINE STATISTICS – March 2018 Council Meeting Report

Discipline Phase

	2015	2016	2017	2018 (as of Mar 6)
Matters Referred to Discipline	8	6	8	0
Matters Pending (Caseload)	17	17	14	12**
Written Final Decisions Issued	5*	8	10	2
<i>DIC Activity</i>				
Pre-Hearing Conferences Held	6	5	8	4
Hearings Phase commenced (but not completed)	2	2	1	0
Hearings Phase completed (but no D&R issued)	5	6	2	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.

**One matter is currently under appeal (by PEO); and, one matter is under Judicial Review.

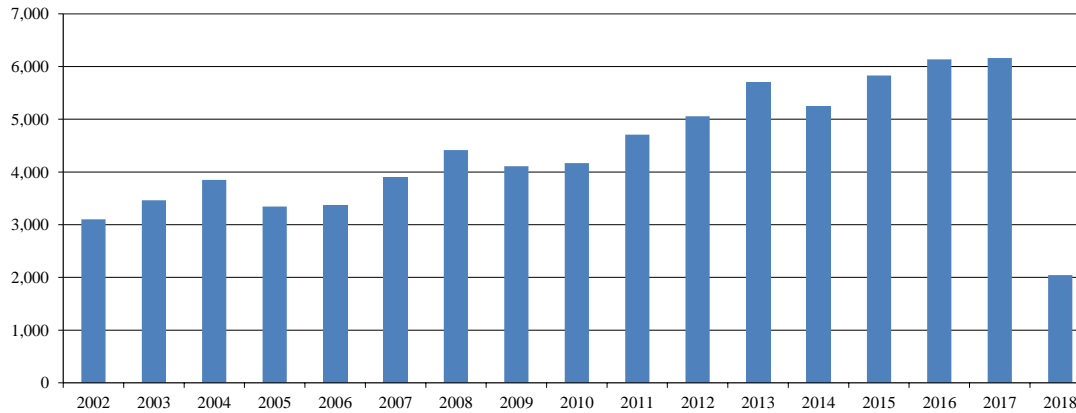
Table “A” – Timeline summary for matters in which written Decisions and Reasons were issued in **2018**

File Number	Hearing date(s)	Date of written Decision	Approx. length of time from the last Hearing date to date of written Decision
L05 14-58	Penalty Hearing in writing: Jan 11, 25; February 1, 2018	February 27, 2018	1 month
L05 15-56	October 23, 24, 25, 2017	January 16, 2018	3 months

**PEO STATISTICS
APPLICATIONS RECEIVED
2002 - 2017**

	2002	2003	2004	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018
JANUARY	341	539	440	364	316	308	372	336	393	414	397	440	530	561	453	565	601
FEBRUARY	222	260	345	259	319	257	234	338	276	278	384	422	380	422	460	403	420
MARCH	234	169	298	340	316	272	345	379	373	453	398	428	395	368	265	435	0
APRIL	277	279	304	269	291	280	381	294	239	338	297	414	361	356	484	383	0
MAY	299	394	425	270	298	293	278	279	303	314	353	394	324	292	450	415	0
JUNE	220	221	337	264	273	279	332	320	306	322	374	388	356	472	421	485	0
JULY	265	200	297	286	254	355	460	395	332	398	482	529	486	555	554	513	0
AUGUST	269	357	272	301	285	367	413	326	358	493	508	505	495	547	638	601	0
SEPTEMBER	352	455	382	254	251	333	415	402	383	451	388	512	542	466	567	586	0
OCTOBER	206	257	253	263	282	396	419	428	372	469	540	646	568	648	566	664	0
NOVEMBER	238	190	236	304	226	505	430	340	497	481	503	525	416	565	754	651	0
DECEMBER	178	140	261	168	260	248	334	270	336	295	432	491	392	576	525	460	1,021
TOTAL	3,101	3,461	3,850	3,342	3,371	3,893	4,413	4,107	4,168	4,706	5,056	5,694	5,245	5,828	6,137	6,161	2,042
MONTHLY AVERAGE	258	288	321	279	281	324	368	342	347	392	421	475	437	486	511	513	170
YEAR TO DATE	3,101	3,461	3,850	3,342	3,371	3,893	4,413	4,107	4,168	4,706	5,056	5,694	5,245	5,828	6,137	6,161	2,042

Applications Received - Year To Date



REGISTRATION STATISTICS – March 2018 Council Meeting Report

Registration Phase

2015 2016 2017 2018
(as of Mar 6)

Requests for Hearing	4	1	3	0
Premature Applications (no Notice of Proposal)	2	6	1	0
Matters Pending (Caseload)	10	4*	6	4**
Written Final Decisions Issued	2	1	5	0
Appeals to the Divisional Court	1	0	0	0
<i>REC Activity</i>				
Pre-Hearing Conferences Held	3	0	2	1
Hearings Phase completed, but no D&R issued	2	1	0	0

*Several matters were closed this year as premature, or withdrawn by the applicants who filed a request for hearing.

** In early 2018 the Registrar granted a license to one of the applicants; no hearing required; closed the file.

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