



# Minutes

The 517<sup>th</sup> MEETING of the COUNCIL of PROFESSIONAL ENGINEERS ONTARIO (PEO) was held at PEO Offices, 40 Sheppard Avenue West, Toronto, Ontario on Friday, March 23, 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
  - 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 [minutes 11948 to 11979 only]
  - G. Houghton, P.Eng., Western Regional Councillor
  - Q. C. Jackson, Barrister & Solicitor, Lieutenant Governor-In-Council Appointee
  - 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
  - D. Preley, P.Eng., Northern Regional Councillor
  - 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
  - M. Wesa, P.Eng., Northern Regional Councillor
- Regrets:
- I. Bhatia, P.Eng., Eastern Regional Councillor
- Staff:
- J. Zuccon, P.Eng., Interim Registrar
  - S. Clark, LL.B., Chief Administrative Officer and Corporate Secretary
  - L. Latham, P.Eng., Deputy Registrar, Regulatory Compliance
  - C. Mehta, Director, Finance
  - M. Price, P.Eng., Deputy Registrar, Licensing and Registration
  - D. Smith, Director, Communications
  - D. Manico-Daka, Manager, Information Technology
  - R. Martin, Manager, Secretariat
  - D. Power, Secretariat Administrator
  - N. Axworthy, Editor, Engineering Dimensions
  - J. Chau, Manager, Government Liaison
  - J. Max, Manager, Policy
  - B. St. Jean, Executive Assistant

- Guests:
- A. Bergeron, PEO Director, Engineers Canada [minutes 11944 to 11974 only]
  - H. Brown, Brown & Cohen [minutes 11944 to 11974 only]
  - L. MacCumber, Incoming West Central Regional Councillor [minutes 11944 to 11974 only]
  - B. Matthews, CEO, Consulting Engineers of Ontario [minutes 11944 to 11974 only]
  - C. Sadr, Engineers Canada Director candidate [minutes 11944 to 11948 only]
  - S. Perruzza, Chief Executive Officer, OSPE [minutes 11944 to 11974 only]
  - C. Roney, President, Engineers Canada [minutes 11944 to 11974 only]
  - R. Shreewastav, PEO Director, Engineers Canada [minutes 11944 to 11974 only]
  - S. Stewart, Auditor, Deloitte LLP [minutes to 11944 to 11947 only]
  - M. Winterburn, Brown & Cohen [minutes 11944 to 11947 only]

On Thursday evening, Council held a plenary session to receive presentations regarding Engineers Canada Annual General Meeting, the Public Information Campaign (PIC) and PEO's Leadership Development Program.

Council convened at 9:00 a.m. Friday, March 23, 2018.

#### **CALL TO ORDER**

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

#### **11944**

##### **APPROVAL OF AGENDA**

Moved by Councillor Chong, seconded by Councillor Takessian:

##### **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.**

**CARRIED**

#### **11945**

##### **PRESIDENT/REGISTRAR'S REPORT**

J. Zuccon advised that the Registrar's Weekly Update was sent on March 22, 2018. He provided a brief update on the work staff have done to date on the 2018-2020 Strategic Plan. The plan was approved by Council in November 2017. Letters to a select number of committees were sent out in mid-January to solicit strategies to achieve one or more of the plan's nine strategic objectives by June 30th. Since then, J. Max, Manager, Policy, has been assigned as the lead resource to assist these committees and staff advisors with responding to the requests for strategy inputs. J. Zuccon advised that it was decided to extend this to include all committees and task forces and as reported in his weekly updates, three webinars were held to provide some background information and guidance to committee chairs and vice chairs. In addition, J. Max has offered to attend any committee meeting as a resource for their strategy inputs.

J. Zuccon reported that several committees have already taken him up on his offer, some in collaboration with other committees. All submitted strategies will be evaluated against the criteria developed by the Senior Management Team (SMT). The plan is to provide an

update on this process to Council at the June workshop, including the evaluation criteria that was used.

In concert with this process, the Finance Committee will be asked to review the budget submissions associated with any strategy and provide its recommendations to Council as part of the 2019 budget approval process. The overall process is on target for meeting the June 30 deadline for strategy inputs.

The Senior Management Team has reviewed the 2015-2017 Strategic Plan and confirmed that 95 have been completed. The remaining strategies were filtered according to whether they could be dealt with operationally or if they should carry over into the 2018-2020 Strategic Plan.

Strategies that would be completed as part of PEO operations include those related to new and revised guidelines, IT upgrades and ERC interview training; strategies that will make their way into the new plan include those associated with the PEAK program, the Public Information Campaign, the online licensing project, the website redesign and enforcement. Budgets have already been approved for a number of these items.

**11946  
2017 AUDITED FINANCIAL STATEMENTS**

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.

It was confirmed that the defined benefit pension plan is separately funded from the assets and separately trustee'd as well. It was also noted that the defined pension plan was closed to any new employees as of May 1, 2006 and that any employees hired after that could participate in a defined contribution pension plan.

Moved by Councillor Preley, seconded by Councillor Chong:

**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.**

**CARRIED**

**11947  
RECOMMENDATION OF AN AUDITOR FOR  
2018**

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

Moved by Councillor Preley, seconded by Councillor Takessian:

**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.**

**CARRIED**

**11948  
APPOINTMENT OF PEO DIRECTOR TO  
ENGINEERS CANADA BOARD**

President Dony passed the gavel to President-elect Brown.

President-elect Brown recognized C. Roney whose term as an Engineers Canada Director will expire as of the Engineers Canada Annual General Meeting in May. He noted that C. Roney has been a strong voice on behalf of PEO and thanked him for his service on behalf of Council.

President Dony read out the names of the seven nominees who were Councillor Bellini, Councillor Chong, Nick Colucci, Past President Comrie, President Dony, Councillor Kirkby and Changiz Sadr. Each candidate was permitted to give a two-minute presentation. President-Elect Brown read a written statement submitted by N. Colucci. C. Sadr and Councillor Kirkby withdrew their nomination. The remaining candidates, C. Bellini, T. Chong. G. Comrie and B. Dony spoke to their candidacy.

Moved by President Dony, seconded by Councillor Chan:

**That Christian Bellini, 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.**

**CARRIED**

Moved by Councillor Kirkby, seconded by Councillor Takessian:

**That the ballots for the appointments of the PEO Directors to the Engineers Canada Board of Directors be destroyed immediately.**

**CARRIED**

President-elect Brown returned the gavel to President Dony.

**11949  
COMMITTEE/TASK FORCES TERMS OF  
REFERENCE – ERC AND RCC**

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 comments which were identified in the appendices.

In response to a comment that the Strategic Plan objectives do not appear to be included in the Terms of Reference it was noted that all committees have been tasked with aligning their workplans with the Strategic Plan and that modifications related to this should be coming forward in the future.

It was noted that the Experience Requirements Committee (ERC) Terms of Reference include succession planning for the Chair and Vice Chair but not the committee itself and that this should be looked at going forward.

Moved by Councillor Bellini, seconded by Councillor Wesa:

**That Council:**

- a. 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).**
- b. Approve the Regional Councillors Committee (RCC) Terms of Reference as presented at C-517-2.4, Appendix B.**

**CARRIED**

**11950  
SUCCESSION PLANNING TASK FORCE –  
TERMS OF REFERENCE**

Council feedback was solicited. It was the general consensus that the Succession Planning Task Force Terms of Reference required greater clarity regarding the purpose and expectations of the task force. There was also concern regarding the prescriptive nature of the terms of reference and task force composition as presented. Another concern related to having solutions without first identifying the problems. Councillors were asked to provide further feedback to S. Clark by March 30th.

President Dony advised that the feedback would be taken into consideration during the re-write of the Successional Planning Task Force Terms of Reference and that the revised document would be presented at the June Council meeting. Councillor Spink and Vice-President Hill offered their assistance.

**11951  
GOVERNANCE WORKING GROUP PHASE 1**

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

**– TERMS OF REFERENCE**

*“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.*

It was confirmed that the \$40,000 allocated for the GWGP1 could be divided into multiple years to reflect when the expenses occurred. The task force could submit a request to Council for additional funds if required.

Further to a query regarding the processes related to how Chapters work with PEO committees and Council, S. Clark referred to item one under Key Duties and Responsibilities wherein it states, “proactively evaluate and understand if here are any risks or problems with the current governance model of PEO” and that this includes Chapters. He advised that the Secretariat will be supporting this working group and will carry this message forward.

Moved by Councillor Bellini, seconded by Vice-President Hill:

**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.**

**CARRIED**

Moved by Councillor Fraser, seconded by Councillor Lederman:

**That the following words be struck from Point 2 “and to provide introductory education to Council.”**

**MOTION WITHDRAWN**

Moved by Councillor Bellini, seconded by Vice-President Hill:

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

**CARRIED**

**11952  
CHANGES TO THE 2018 PEO COMMITTEES  
AND TASK FORCES MEMBERSHIP ROSTER**

Moved by Councillor Bellini, seconded by Councillor Wesa:

**That Council approve changes to the 2018 PEO Committees and Task**

**Forces Membership Roster as presented to the meeting at C-517-2.7,  
Appendix A.**

**CARRIED**

**11953  
ENGINEERS CANADA ANNUAL GENERAL  
MEETING**

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.

C. Roney, responding to a request for confirmation that the regulators will be engaging Engineers Canada regarding national programs as noted as item four under Engineers Canada Purposes, advised that it is part of the guiding principles that Engineers Canada will not do anything without the direction and approval of the regulators. This will be part of the strategic plan which is approved by the members.

B. Dony confirmed that there is no blanket acceptance on CEAB and that while Engineers Canada accredits, it is up to the regulator to agree with that accreditation or not. PEO Council determines acceptance on a yearly basis. It was requested that a footnote be added to this particular purpose for clarity.

Moved by President-elect Brown, seconded by Councillor Takessian:

**That Council supports the ten purposes of Engineers Canada as presented to the meeting at C-517-2.8, Appendix A.**

**CARRIED**

Moved by President-elect Brown, seconded by Councillor Olukiyesi:

**That Council supports 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.**

**CARRIED**

Councillor Fraser opposed

Moved by Past President Comrie, seconded by Councillor Reid:

**That Council does not support Options 1 or 2 with respect to Engineers Canada Board size and that Council supports that the status quo be maintained.**

**CARRIED**

**11954**

**ENHANCEMENTS TO COUNCIL ELECTION PROCEDURES**

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.

It was proposed 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.

Moved by Councillor Takessian, seconded by Past President Comrie:

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

**DEFEATED**

<u>For</u>	<u>Against</u>	<u>Abstain</u>
D. Brown	G. Boone	C. Bellini
D. Chui	M. Chan	T. Chong
G. Comrie	L. Cutler	T. Olukiyesi
Q. Jackson	R. Fraser	D. Preley
M. Spink	L. Hidalgo	
N. Takessian	N. Hill	
W. Turnbull	G. Houghton	
	T. Kirkby	
	L. Lederman	
	K. Reid	
	N. Rush	
	M. Wesa	

**11955  
ON-LINE LICENSING PORTAL TASK FORCE**

At the July 29, 2017 Regional Councillors Committee meeting (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. 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 a 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 to succeed, 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, agreed 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.

It was recommended that the task force include RCC members.

Moved by Councillor Preley, seconded by Councillor Boone:

**That Council:**

- Create the online licensing portal task force to co-operate in conjunction with the online licence portal project execution to address and improve upon specific customer service issues.**
- Direct the Registrar to initiate the formation of this task force including but not limited to establishing a budget of \$15,000 for its operation, drafting the terms of reference and proposed work plan.**

**CARRIED**

<u>For</u>	<u>Against</u>	<u>Abstain</u>
C. Bellini	G. Comrie	D. Brown
G. Boone	T. Olukiyesi	
M. Chan	W. Turnbull	
T. Chong		
D. Chui		
L. Cutler		
R. Fraser		
L. Hidalgo		
N. Hill		
G. Houghton		
Q. Jackson		
T. Kirkby		
L. Lederman		
D. Preley		
K. Reid		
N. Rush		
M. Spink		
N. Takessian		
M. Wesa		

**11956  
COMMITTEE/TASK FORCES ANNUAL  
WORK AND HUMAN RESOURCES PLAN –**

Moved by Councillor Bellini, seconded by Councillor Chong:

**That Council approve the Awards Committee (AWC) Human Resources**

**AWARDS COMMITTEE**

**Plan as presented to the meeting at C-517-2.11, Appendix A.**

**CARRIED**

**11957  
ANNUAL GENERAL MEETING ROTATION  
PROPOSAL**

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 PEO's 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 PEO 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 volunteers' time to the association, it is proposed that this bidding process be eliminated in lieu of a more equitable rotation basis.

Moved by Councillor Hidalgo, seconded by Councillor Chan:

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

**CARRIED**

**11958  
BUILDING CAPACITY FOR RESILIENCY**

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 proposed 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 resource 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.

Moved by Councillor Fraser, seconded by Councillor Hill:

**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 resource 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.**

**CARRIED**

**11959  
ADDRESSING SAFETY & SECURITY FOR  
PEO'S OUTREACH ACTIVITIES**

PEO is a people business and its 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 its participants.

There was consensus that since the motion called for the development of a process to ensure the safety and security of volunteers and participants who engage with PEO's various outreach activities, that a budget amount was not required and should be removed from the briefing note.

Moved by Vice-President Spink, seconded by Councillor Takessian:

**That Council direct the RCC to develop a process to ensure the safety and security of volunteers and participants who engage with PEO's**

**various outreach activities.**

**CARRIED**

**11960  
POLICY – REGULATORY COMPLAINTS  
AGAINST PEO VOLUNTEERS AND  
PROFESSIONAL STAFF**

Council was advised that 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 were 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.

**11961  
APTIFY UPGRADE UPDATE**

M. Wehrle advised that the Aptify software is currently being upgraded to the most recent version since the current version is no longer supported by the manufacturer. This will also facilitate the implementation of an online licensing process.

**11962  
ON-LINE LICENSING UPDATE**

Follow-up meetings with each of the three vendors that bid on the RFP were held. There will be additional meetings and discussion up until the end of April to clarify their proposals and finalize their bids.

The On-Line System RFP consists of three main components which is a portal, a database which is currently Aptify and a Document Management System, followed by the incorporation of the Licensing Business Requirements into the database.

Three significant issues emerged through the RFP process and the discussions with the potential vendors as follows:

1. Is a Document Management System required for the On-Line Licensing System?
2. Should the Licensing Business Requirements be in the database or in the portal?
3. Should the database continue to be Aptify?

M. Price advised that given the above three significant issues that he, as business sponsor, would be recommending at the June Council meeting that a third party external consultant, with expertise in specifying and implementing license holder management systems be engaged to evaluate the proposals and to recommend a preferred overall solution for the Online Licensing System.

M. Price advised that there was a significant variance in the bids that were received. There were no bids submitted for the entire project, just components of the project. Meetings are scheduled in early April with

each of the vendors to clarify their submission. It was suggested that when the third party external consultant evaluates the proposals, one of the options should be to re-issue the RFP due to some of the issues that have been identified.

Moved by Councillor Fraser, seconded by Councillor Boone:

**That the Portal Task Force can advise but not interfere with the on-line licensing on-line licensing RFP process and not interfere with the implementation process.**

**CARRIED**

The On-Line Licensing RFP will be provided to Council as requested.

**11963  
PRACTICE EVALUATION AND KNOWLEDGE  
PROGRAM (PEAK) UPDATE**

B. Ennis provided a status update which included highlights. The Practice Evaluation and Knowledge Program (PEAK) will have completed its first year of operation on March 31, 2018. A full report will be provided to Council at its June 2018 meeting.

B. Ennis advised that the Ethics Module 2 is complete and would be going live on April 2, 2018.

It was noted that the PEO logo was absent on the PEAK advertising provided in the agenda package. D. Smith advised that some of the material provided was designed as internal publications but that the external advertising would be revisited to ensure that it is properly branded.

Vice-President Spink asked if the program was trademarked and if not, whether it should be. B. Ennis replied that this had never been discussed by the CP2 Task Force. This item will be added to the Council Action List.

**11964  
CONSENT AGENDA**

Moved by Councillor Takessian, seconded by Councillor Kirkby:

**That the Consent Agenda be approved as presented.**

**CARRIED**

Included on the consent agenda:

- 3.1 Minutes – 516<sup>TH</sup> Council meeting – February 2, 2018
- 3.2 Approval of CEDC Applications

[Note: minutes 11965 to 11966 reflect the motions provided in the briefing notes presented to the meeting.]

**11965  
MINUTES –516<sup>th</sup> COUNCIL MEETING –**

**That the minutes of the 516th meeting of Council, held February 2, 2018, as presented and amended to the meeting at C-517-3.1,**

**FEBRUARY 2, 2018**

**Appendix A, accurately reflect the business transacted at that meeting.  
CARRIED**

**11966  
APPROVAL OF CEDC APPLICATIONS**

- 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.**

**CARRIED**

**11967  
LEGISLATION COMMITTEE UPDATE**

A written report was provided.

**11968  
REGIONAL COUNCILLORS COMMITTEE  
(RCC) UPDATE**

A written report was provided.

Several issues were brought forward, budget cuts and Canada’s Anti-Spam Legislation (CASL).

Councillor Turnbull, RCC Chair, advised that the budget cuts will be discussed at the April 7, 2018 RCC meeting.

The Interim Registrar will be attending the April 7, 2018 RCC meeting to provide options regarding Canada’s Anti-Spam Legislation (CASL).

**11969  
OSPE-PEO JOINT RELATIONS COMMITTEE  
(JRC) UPDATE**

There was no report since there has not been an OSPE-PEO Joint Relation Committee meeting since the February Council meeting.

**11970  
ENGINEERS CANADA UPDATE**

A written report was provided.

**11971  
GOVERNMENT LIAISON COMMITTEE  
UPDATE**

A written report was provided.

**11972  
STATISTICS – COMPLAINTS, DISCIPLINE,  
LICENSING AND REGISTRATION UPDATE**

Councillor Reid advised that she developed a quad chart to show metrics going forward which she submitted to the Interim Registrar. The purpose is to enhance the statistical information already provided to Council, i.e. maximum discipline time, maximum complaints, etc.

**11973  
PROFESSIONAL STANDARDS COMMITTEE**

A written report was provided.

## UPDATE

### 11974 COUNCILLOR ITEMS

#### a. National Engineering Month

Councillor Boone referred to the special efforts of volunteers during National Engineering Month.

#### b. Public Information Campaign (PIC)

Council Fraser noted that consideration of this campaign should be included into the next budget cycle. Vice President Spink advised that a peer review is pending and the final report will not likely be presented to Council until September.

#### c. Official Endorsement of Engineers' Canada 30 by 30 by PEO

Councillor Hidalgo asked if PEO has officially endorsed 30 by 30. President Dony replied yes. OSPE, who are the champions of this initiative, have created a 30 by 30 action plan. PEO's role in this has yet to be defined.

Vice-President Spink asked if a letter was sent to Engineers Canada advising of PEO's endorsement. This will be looked into.

#### d. Action List

President-elect Brown advised that an Action List will be provided to Council as of the June 2018 Council meeting.

Moved by Councillor Takessian, seconded by Councillor Boone:

**That Council move in-camera.**

**CARRIED**

### 11975 IN-CAMERA SESSION

While in-camera, Council:

- a) Approved the revised in-camera agenda
- b) verified the in-camera minutes from the 516<sup>TH</sup> meeting of Council held February 2, 2018 as presented and amended;
- c) approved the French version of Regulation 941
- d) approved Council vacancies
- e) approved the GLP RFP service provider
- f) discussed the appointment of the Complaint Review Councillor
- g) withdrew the Succession Planning Task Force appointments pending further refinements of the terms of reference
- h) approved the Governance Work Group Phase 1 appointments
- i) received the HRC Update
- j) received the 2018 PEO Engineers Canada Directors Evaluation
- k) received decisions and reasons of the Discipline Committee;
- l) received a legal update on legal actions in which PEO is involved;
- m) noted there were no issues reported regarding PEO's Anti-Workplace and Violence Policy



**11976  
FILLING COUNCILLOR VACANCIES**

The following item was moved from the in-camera agenda into open session:

That Council appoints Ramesh Subramanian, P.Eng., as Northern Regional Councillor to fill the vacancy created by the resignation of Councillor Preley. Such appointment to take effect at the close of business of the 2018 PEO AGM in accordance with section 26(1) of the Professional Engineers Act.

**CARRIED**

That Council appoints Serge Robert, P.Eng., as Northern Regional Councillor to fill the vacancy created by the resignation of Councillor-elect Krawczyk. Such appointment to take effect at the close of business of the 2018 PEO AGM in accordance with section 26(1) of the Professional Engineers Act.

**CARRIED**

**11977  
GLP RFP SERVICE PROVIDER SELECTION**

The following item was moved from the in-camera agenda into open session:

That Council approves the selection of Brown and Cohen Communications and Public Affairs Inc. as the service provider for government relations services and authorize the Registrar and President to engage in their services with an annual contract renewable for a maximum term of three (3) years.

**CARRIED**

**11978  
COMPLAINTS REVIEW COUNCILLOR  
APPOINTMENT(S)**

The following item was moved from the in-camera agenda into open session:

That the Complaints Review Councillor not be a member of the Discipline Committee.

**CARRIED**

**11979  
GOVERNANCE WORKING GROUP PHASE 1  
APPOINTMENTS**

The following items was moved from the in-camera agenda into open session:

That Council approve the appointment of Lew Lederman, Q.C., Roydon Fraser, P.Eng., Katherine Crewe, P.Eng., Marilyn Spink, P.Eng., George Comrie, P.Eng., Jim Grey, P.Eng. and Gillian Julien, P.Eng., to the Governance Working Group Phase 1.

**CARRIED**

There being no further business, the meeting concluded.

These minutes consist of eighteen pages and minutes 11944 to 11979 inclusive.

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B. Dony, P.Eng., Chair

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