



Minutes

The 521st MEETING of the COUNCIL of PROFESSIONAL ENGINEERS ONTARIO (PEO) was held at PEO Offices, 40 Sheppard Avenue West, Toronto, Ontario on Friday, November 16, 2018 at 9:00 a.m.

- Present:
- D. Brown, P.Eng., President and Council Chair
 - B. Dony, P.Eng., Past President
 - N. Hill, P.Eng., President-Elect
 - M. Sterling, P.Eng., Vice-President (Elected)
 - K. Reid, P.Eng., Vice-President (Appointed)
 - 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
 - L. Cutler, P.Eng., Lieutenant Governor-In-Council Appointee
 - R.A. Fraser, P.Eng., Councillor at Large
 - L. Hidalgo, P.Eng., Western Regional Councillor [via teleconference]
 - 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
 - L. MacCumber, P.Eng., West Central Regional Councillor
 - N. Rush, C.E.T., Lieutenant Governor-In-Council Appointee
 - T. Olukiyesi, P.Eng., Lieutenant Governor-In-Council Appointee
 - S. Robert, P.Eng., Northern Regional Councillor
 - M. Spink, P.Eng., Lieutenant Governor-In-Council Appointee
 - R. Subramanian, P.Eng., Northern Regional Councillor
 - K. Torabi, P.Eng., East Central Regional Councillor
 - W. Turnbull, P.Eng., Western Regional Councillor
 - G. P. Wowchuk, P.Eng., Councillor at Large
- 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 [minutes 12045 to 12050 only]
 - M. Price, P.Eng., Deputy Registrar, Licensing and Registration
 - D. Smith, Director, Communications
 - M. Wehrle, Director, Information Technology [via teleconference]
 - R. Martin, Manager, Secretariat
 - D. Power, Secretariat Administrator
 - N. Axworthy, Editor, Engineering Dimensions
 - C. Knox, P.Eng., Manager, Enforcement
 - J. Max, Manager, Policy
 - E. Chor, Research Analyst

- Guests:
- A. English, P.Eng., Engineers and Geoscientists BC (EGBC), CEO & Registrar [minutes 12045 to 12046 only]
 - A. Bergeron, P.Eng., PEO Director, Engineers Canada [minutes 12045 to 12067 only]
 - C. Bellini, P.Eng., PEO Director, Engineers Canada [minutes 12045 to 12067 only]
 - H. Brown, Brown & Cohen [minutes 12045 to 12067 only]
 - D. Chui, P.Eng., PEO Director, Engineers Canada [minutes 12045 to 12067 only]
 - J. Obaid, P.Eng., PEO AGM Member motion [minutes 12045 to 12050 only]
 - S. Perruzza, P.Eng., CEO, Ontario Society of Professional Engineers (OSPE) [minutes 12045 to 12046 only]
 - R. Shreewastav, P.Eng., PEO Director, Engineers Canada [minutes 12045 to 12067 only]
 - M. Wesa, P.Eng., Awards Committee (AWC) Member [minutes 12045 to 12050 only]
 - D. Williams, External Consultant [minutes 12045 to 12067 only]

On Thursday evening, Council held a plenary session receiving an update from Engineers and Geoscientists BC; a presentation regarding the Engineers Canada TD Meloche Monnex Affinity Program. This was followed by a presentation and recommendations from Western Management Consultants (WMC) regarding the Registrar/CEO appointment for which all staff were recused.

Council convened at 9:00 a.m. Friday, November 16, 2018.

CALL TO ORDER

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

**12045
APPROVAL OF AGENDA**

Moved by Councillor Kirkby, seconded by Councillor Boone:

That:

- a. the agenda, as presented to the meeting at C-521-1.1, Appendix A be approved as amended; and**
- b. the Chair be authorized to suspend the regular order of business.**

CARRIED

**12046
2019 OPERATING BUDGET**

The Finance Committee completed its second review of the draft 2019 operating and capital budgets (“2019 budgets”) on October 16, 2018.

Despite the best efforts by management to reduce and control costs wherever possible, the 2019 operating budget is expected to have a deficit of \$2.5m before Council discretionary spend items and deficit of \$5.1m after Council discretionary expenses. These deficits will be funded from the operating reserve which is expected to fall to \$3.3m in 2019.

Some of the main reasons for the deficit in 2019 are:

- a) There have been no membership fee increases since 2008 and revenues from the growth in the number of licence holders, applications, examinations, etc., have not been adequate to keep pace with operating expenditures, which have increased over 17% since 2009 due to inflation.

b) The modest increase in membership revenue over the past several years has not kept pace with costs for operations.

c) In addition to the effects of inflation, there has been an increase in the scope and breadth of PEO's operations. Several new initiatives have become part of regular operations over the course of the past several years, such as the Practice Evaluation and Knowledge (PEAK) program, which was introduced in 2017 but became part of regular operations in 2018. Further, a higher spend is expected on several significant initiatives (if approved), such as the Public Information Campaign and activities related to the 2018-2020 Strategic Plan.

To address this shortfall in 2019, areas for potential cost savings were identified by management after seeking input from the Finance Committee. These cost savings were provided to Council in the agenda package. Council was provided with key highlights of the 2019 draft operating budget, compared to the 2018 forecast.

Council discussed the suggested cost savings which included the suspension or elimination of some events and committees and increasing revenue by raising some fees and introducing a convenience fee for all transactions paid by credit card. The remaining items identified by the Finance Committee will be subject to a ten percent budget reduction. This resulted in a 2019 operating budget consisting of \$26,759,409 in revenues, \$27,616,013 in operating expenses with zero Council discretionary expenses for a net income of (\$856,604) and operating reserve of \$7,060,402.

Council will receive an implementation plan regarding non-membership fees that were agreed on.

Given the budget impact of a number of initiatives, discussion included the final report of the Public Information Campaign Task Force, the Leadership Development Program and the 2018 – 2020 Strategic Plan.

Moved by Councillor Chan, seconded by Vice-President Reid:

That Council approve the draft 2019 operating budget after incorporating the revenue generating and cost saving measures reviewed by the Finance Committee which were presented to the meeting and amended at C-521-2.3 Appendices A and B.

CARRIED

Councillor Fraser advised that he was against having the annual Council workshop in a location other than PEO headquarters.

Councillor Hidalgo advised that she was against a ten percent cut to the

30 by 30 Task Force budget.

**12047
2018 AGM SUBMISSION – LEADERSHIP
DEVELOPMENT PROGRAM**

A Member Submission was passed (82% Yes - 18% No) at the 2018 PEO Annual General Meeting with the following motion;

THEREFORE BE IT SUBMITTED THAT: PEO Council form a task force to develop a comprehensive Leadership Development Program (LDP) to support the Succession Planning and Term Limits provisions adopted by Council, and make this program available for all practitioners with a focus on PEO's current and future volunteers. The LDP should be designed to effectively build high performance leadership capacity as volunteers advance in their volunteer careers with PEO.

J. Obaid, P.Eng., the proponent of the motion brought forward at the 2018 Annual General Meeting, was invited to speak to her motion. She noted that for the future of the self-regulated profession, it is essential that PEO's volunteers be given the opportunities and the tools to develop and train to become visionary, progressive leaders to be able to get PEO moving into the future. This is especially important in the face of term limits.

Moved by Councillor Olukiyesi, seconded by Councillor Boone:

- 1. That Council directs the Interim Registrar to develop terms of reference for the Leadership Development Program Task Force (LDPTF)**
- 2. That Council directs the Interim Registrar to issue a call for volunteers for appointment to a 5 member Leadership Development Program Task Force (LDPTF) for Council approval at a future date, comprised of the following:**
 - 3 current Councillors with at least one lay LGA, plus 2 additional members at large**
- 3. That Council directs the LDPTF to provide a progress report to Council prior to the 2019 AGM.**
- 4. That Council approves a budget of \$60,000 for the LDPTF to complete their work and deliver a report to Council before the 2020 AGM, if not earlier.**

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

That the 2018 Annual General Meeting submission – Leadership Development Program be referred to the June 2019 Council meeting.

CARRIED

**12048
FINAL REPORT OF THE PUBLIC
INFORMATION CAMPAIGN TASK FORCE**

At the Council Retreat in June 2016, Council discussed the possibility of initiating a public information campaign based on the value proposition of professional engineering. Such an initiative would support the fourth additional object under the *Professional Engineers Act*, “To promote public awareness of the role of the Association.”

In September 2016, Council approved a motion to establish a task force “to examine a potential public information campaign based on a value proposition of professional engineering that promotes public awareness of the role of PEO.”

The Public Information Campaign Task Force was subsequently formed in February 2017 with a budget of \$100,000 to engage an agency to assist with messaging and plan development. The output of this work formed the basis of the recommendations of the task force and its subsequent report to Council.

Moved by Councillor Kirkby, seconded by Vice-President Sterling:

That Council receive the final report of the Public Information Campaign Task Force as presented to the meeting at C521-2.1, Appendix B and approve the recommendations therein to initiate an information campaign based on a value proposition of professional engineering that promotes public awareness of the role of PEO.

Moved by Councillor MacCumber, seconded by Vice-President Reid:

That the final report of the Public Information Campaign Task Force be referred to the November 2019 Council meeting.

DEFEATED

Moved by Councillor Boone, seconded by President-elect Hill:

That the final report of the Public Information Campaign Task Force be referred to the June 2019 Council meeting.

CARRIED

**12049
2018 – 2020 STRATEGIC PLAN – 2019
STRATEGY SELECTION**

In July, the Senior Management Team (SMT) reviewed the 61 proposals submitted by committees by June 30th against pre-determined criteria. The top-scoring strategies, one for each of the nine Strategic Objectives, were provided to Council as well as the complete list of all unique submitted proposals and how they were scored against the criteria.

Budget implications were prepared for these and provided to the Finance Committee as a separate line item in the 2019 Draft Operating Budget. The total projected cost in 2019 for the nine projects is \$1.7 Million.

The nine proposed projects were selected by SMT based on objective, pre-determined criteria as the most direct, effective ways to achieve the Strategic Objectives approved by Council last November. Committees were all given the opportunity to submit proposals for as many Strategic Objectives as they wished.

The projected costs in 2019 include 2,470 additional hours of staff time, as well as external consultants. No Council-appointed task forces are required. The vast majority of the projected costs (\$1.16 M) are from the Public Information Campaign initiative.

Moved by Past President Dony, seconded by Councillor Fraser:

That Council receive the 2019 Strategy proposals to implement the 2018-2020 Strategic Plan, at a cost of \$1.7 million, as presented to the meeting at C-521-2.7, Appendix A.

CARRIED

**12050
2019 CAPITAL BUDGET**

The Finance Committee completed its review of the draft 2019 operating and capital budgets (“2019 budgets”) on October 16, 2018.

The key highlights of the draft 2019 capital budget were provided to Council as part of the agenda package.

The key highlights of the 2019 draft capital budget are summarized below. The total capital budget for 2019 is \$1.68m (vs \$2.52m in 2018) and is comprised of the following parts:

- i. Capital improvements to 40 Sheppard - \$1.52m (vs \$2.13m in 2018)
- ii. Information Technology - \$45k (vs \$342k in 2018); and
- iii. Facilities - \$116k (vs \$45k in 2018)

Moved by Councillor Chan, seconded by Councillor Bhatia:

That Council approve the draft 2019 capital budget reviewed by the Finance Committee and presented to the meeting at C-521-2.4 Appendix A.

CARRIED

**12051
BY-LAW CHANGE PROTOCOL**

The Legislation Committee, whose mandate includes the oversight of changes to By-Laws, felt that a protocol was necessary to improve governance by guiding Council and proponents of By-Law changes for consistency and due diligence, identifying the rationale, legal authority, and implementation of the proposed changes, as well as member and committee consultation prior to Council presentation. A proposed By-Law Protocol laying out the process and quality requirements for all

future by-law changes, complementing the Council-approved Act Change Protocol (November 2015) and Regulatory Policy Protocol (September 2012) was presented to Council.

Moved by Councillor Houghton, seconded by Councillor MacCumber:

That Council approves the By-Law Change Protocol as presented to the meeting at C-521-2.10, Appendix A.

CARRIED

**12052
BORROWING RESOLUTION**

PEO's By-Law #1 – Section 47 states that:

“Council may from time to time borrow money upon the credit of the Association by obtaining loans or advances or by way of overdraft or otherwise.”

PEO's Internal Control Banking Policy requires that “the borrowing resolution shall be reviewed and approved by Council on an annual basis”.

To help manage the working capital and provide convenience to senior volunteers and staff, Scotiabank provides PEO two credit facilities:

- a. an operating overdraft up to an amount not to exceed CAD \$250,000 at Prime rate; and
- b. use of corporate credit cards with an aggregate limit not to exceed CAD \$120,000.

These credit facilities expire on January 31, 2019, so this agenda item is being considered now. In order to renew the existing credit arrangement with the bank for another year, Council was asked to approve the borrowing resolution.

PEO has adequate cash flow to meet its business requirement on regular basis. The overdraft facility is only for contingency purposes. Corporate credit cards provide convenience to senior volunteers and senior staff for PEO business expenditures. The credit card balances are paid off every month.

Moved by Councillor Chan, seconded by Councillor Chong:

That Council:

a) approve the borrowing of money upon the credit of the association by way of:

- i. an operating overdraft up to an amount not to exceed CAD\$250,000; and**
- ii. use of corporate credit cards with an aggregate limit not to**

exceed CAD\$120,000.

b) in compliance with PEO's Internal Control Banking Policy, hereby confirms that this Borrowing Resolution is to expire on January 31, 2020.

CARRIED

**12053
NON-BUDGETED SUBSTANTIVE
EXPENDITURES**

PEO for the first time in many years is operating with a budget deficit. The new/additional non-budgeted expenditure items that are being submitted to Council for approval need to be paid out from the remaining cash reserve which is not sustainable over the long term.

To ensure significant expenditures are implemented in best possible manner (i.e., ensuring value for money) it is imperative that Council feedback be incorporated on these items. According to the Government of Canada Not for Profit Corporations website the Board of "Directors and officers are required to exercise at least the level of care, diligence and skill that a reasonably prudent person would exercise in comparable circumstances."

This is an opportunity for PEO Council to add fiducial prudence in approval of these costs. Logically more weight should be provided for substantial expenditures versus small ones.

President Brown confirmed that the proposal would become policy if passed. He further confirmed that adjusting an existing budget by more than \$300,000 would require a super majority.

Moved by Vice-President Reid, seconded by Councillor Hidalgo:

That Council revise PEO's Finance Policy to indicate that "A two-thirds majority vote is required to pass an item that either i) exceeds \$300,000 beyond the approved capital and operating budget for that fiscal year; or ii) causes an item previously approved outside of the approved capital and operating budget in that fiscal year to exceed \$300,000."

CARRIED

**12054
APPROVAL OF 2019 PEO ANNUAL
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.

Additional information regarding new appointments, election of Chairs/Vice Chairs and others as well as committees and task force

retirements was distributed at the meeting.

Vice-President Reid suggested that individuals nearing the end of their term be highlighted in yellow and for those who are over their term limit highlighted in red.

Moved by Councillor Chan, seconded by Councillor Chong:

That Council approve the 2019 PEO Committees and Task Forces Membership Roster as presented to the meeting at C-521-2.8, Appendix A, including addendum distributed at the meeting.

CARRIED

**12055
COMMITTEES AND TASK FORCES HUMAN
RESOURCES AND WORK PLANS**

Moved by Councillor Chan, seconded by Councillor Cutler:

That Council approve the committee/task force work plans and human resources plans as presented to the meeting at C-521-2.9, Appendices A to N.

CARRIED

**12056
ADVERTISING POLICY FOR CHAPTER
PROVIDED CONTINUING KNOWLEDGE
ACTIVITIES**

The following motion was made at the Regional Councillors Committee (RCC) meeting on Saturday, April 7, 2018:

MOTION 8

*To direct Staff to develop a policy detailing the proper usage of the word PEAK for chapter event advertising. Moved by I. Bhatia.
Seconded by L. Hildalgo.*

Motion CARRIED.

Chapters often hold events that provide the type of technical information and training that would qualify as continuing knowledge activities suitable for reporting under the PEAK program.

Chapters should not be discouraged from providing these events. However, for various reasons PEO has decided not to endorse or otherwise identify any continuing knowledge activities as suitable for reporting under the PEAK program. Decisions about suitability of a program need to be made by individual practitioners based on criteria described in the reporting module.

First, a basic principle of the PEAK program is the idea that each practitioner is allowed to decide what continuing knowledge activity is relevant to keeping themselves current. Identifying certain activities as PEAK applicable would indicate that those activities not so identified are not applicable. Second, if PEO did allow providers to identify their offerings as PEAK applicable, this would appear to be an endorsement by

PEO, an endorsement that PEO can't really guarantee without checking out each of the offerings. The work involved in seeing whether these courses were actually applicable would be tremendous.

Since PEO will not endorse any continuing knowledge activities, chapters, being arms of PEO, should not endorse or identify any activities as PEAK applicable.

The proposed policy was reviewed at the Regional Councillors Committee (RCC) meeting on Saturday, July 28, 2018 where the following motion was approved:

Motion 15: To approve the revised policy on chapter advertising for PEAK related events and to send back to Council for final approval. Moved by L. Hidalgo. Seconded by R. Subramanian. Motion **CARRIED**.

Moved by Councillor Turnbull, seconded by Councillor Chong:

That Council approve the Advertising Policy for Chapters as presented to the meeting at C-521-2.11, Appendix A.

CARRIED

**12057
CONSENT AGENDA**

Moved by Councillor Turnbull, seconded by President-elect Hill:

That the Consent Agenda be approved as presented.

CARRIED

Included on the consent agenda:

- 3.1 Minutes – 520th Council meeting – September 21, 2018
- 3.2 Approval of Consulting Engineer Designation (CEDC) Applications
- 3.3 Request from the Canadian Engineering Accreditation Board (CEAB) Nominating Committee
- 3.4 Changes to the 2018 PEO Committees and Task Forces Membership Roster
- 3.5 Committees and Task Forces Terms of Reference for the Volunteers Leadership Conference Planning Committee (VLCPC)

[Note: minutes 12058 to 12062 reflect the motions provided in the briefing notes presented to the meeting.]

**12058
MINUTES – 520th COUNCIL MEETING –
SEPTEMBER 21, 2018**

That the minutes of the 520th meeting of Council, held September 21, 2018, as presented to the meeting at C-521-3.1, Appendix A, accurately reflect the business transacted at that meeting.

CARRIED

**12059
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-521-3.2, Appendix A, Section 1.

2. That Council approve the applications for re-designation as

Consulting Engineer as presented to the meeting at C-521-3.2, 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-521-3.2, Appendix A, Section 3.

CARRIED

**12060
REQUEST FROM THE CANADIAN
ENGINEERING ACCREDITATION BOARD
(CEAB) NOMINATING COMMITTEE**

At C-518 in April, 2018, Council confirmed that Dr. Robert Dony, P.Eng. was a member in good standing with the Association and that PEO had no objections to Engineers Canada recommending that Dr. Robert Dony, P.Eng. be offered to stand for nomination as Vice Chair of the Canadian Accreditation Board (CEAB) for one year in accordance with the CEAB Terms of Reference, Section 5.10:

The Board, based on recommendations from the AB Nominating Committee, appoints the chair and the vice-chair, both for a period of one year. The chair automatically becomes past-chair following the completion of their term. The terms of office may be extended to a maximum of two years. Appointments are effective July 1 of the year of appointment. The vice-chair is normally appointed chair following his or her term as vice-chair.

Under Engineers Canada’s current process, the CEAB Vice Chair position is renewable once for a one-year term.

The CEAB Nominations Committee has recommended seeking an extension of the Vice-Chair’s term to end of June 30, 2020.

Past President Dony recused himself during discussion on this item.

That Council indicate to Engineers Canada that it has no objection to extending Dr. Robert Dony’s term as CEAB Vice-Chair until June 30, 2020.

CARRIED

**12061
CHANGES TO THE 2018 PEO COMMITTEES
AND TASK FORCES MEMBERSHIP ROSTER**

That Council approve changes to the 2018 PEO Committees and Task Forces Membership Roster as presented to the meeting at C-521-3.4, Appendix A.

CARRIED

**12062
COMMITTEES AND TASK FORCES TERMS
OF REFERENCE FOR THE VOLUNTEERS
LEADERSHIP CONFERENCE PLANNING
COMMITTEE (VLCPC)**

That Council approve the revised Terms of Reference for the Volunteer Leadership Conference Planning Committee (VLCPC), as presented to the meeting at C-521-3.5, Appendix A.

CARRIED

12063

A request for information on the indemnification coverage for

INSURANCE INDEMNIFICATION

Councillors was made by Councillor Spink in June 2018. Subsequently, staff reached out to PEO's broker Marsh Canada Limited for additional information in this area.

A detailed overview of PEO's Directors and Officers and Errors and Omissions policies and coverage was provided in the agenda package.

Councillor MacCumber suggested that a representative from Marsh Canada Limited be invited to attend a future plenary session to provide further information and the opportunity to ask questions. President Brown suggested that alternatively, a letter be prepared by Councillor MacCumber with questions to President Brown and Interim Registrar Zucco that can be forwarded to Marsh for response.

Councillor Spink suggested that the orientation session for new Councillors include a section on insurance indemnification and that this session be open to all Councillors. President Brown replied that this would be taken under advisement.

12064 STAFF AND VOLUNTEER TRAINING

At the June 2018 Council meeting, Council passed the following motion:

That the matter regarding risk items referring to compliance of PEO staff and volunteers to the requirements under the Accessibility for Ontarians with Disabilities Act, and associated regulations, the Occupational Health and Safety Act, and associated regulations and the PEO Anti-Workplace Violence and Harassment policy be referred to the Interim Registrar to verify training requirements with a report back to Council at its September 2018 meeting.

CARRIED

The Government of Ontario, and in particular the Ministry of Labour, mandates that employees and volunteers receive training on certain topics. These topics can broadly be divided into three main areas: labour standards, occupational health and safety, and accessibility. This means that PEO staff/volunteers must complete several training courses.

The intention of the training is to educate staff/volunteers on their rights and responsibilities as well as their duties when working, so that they may perform their work safely and in compliance with the law.

A review of training requirements indicated that staff were already undertaking annual training to be compliant with requirements under the Accessibility for Ontarians with Disabilities Act (AODA), the Occupational Health and Safety Act and Anti-Workplace Violence and Harassment legislation. However, no volunteer training in these areas had been undertaken. People Development has arranged for volunteer training in these areas and is initiating training for all 1000 committee and chapter volunteers in Q4 2018.

PEO's compliance training vendor "HRdownloads" will provide the online training for volunteers. The three courses for volunteers include: AODA Customer Service Training (40 minutes); Workplace Violence and Harassment Training for Employees (47 minutes); and Occupational Health and Safety Awareness Training for Workers (36 minutes).

A log will be maintained noting all volunteers who have completed the training.

**12065
COUNCIL ACTION LOG**

In June, 2018 Council tasked staff with developing a Council Action Log. The log is designed to capture action items as well as identify the lead responsibility and the status.

A Council Action Log was prepared in October and was reviewed by PEO's senior management team on October 16, 2018. The Council Action Log was provided in the Council agenda package.

**12066
REGULATORY RISK REGISTER**

The Regulatory Risk Register was provided in the Council agenda package.

**12067
COUNCILLOR ITEMS**

- a. **Renewal Process for Term Limits for Regulatory Committees**
President-elect Hill suggested that the Advisory Committee on Volunteers (ACV) create a process for the regulatory committees acknowledging the need for institutional memory but in line with PEO's term limits for committees to align with. She will bring forward a briefing note with this request.
- b. **Council Orientation**
It was suggested that the budgeting process be explained to new Councillors, including the super majority requirement to adjust an existing budget item by more than \$300,000 and an overview of Wainberg's Rules of Order to provide Councillors with a basic understanding of how meetings are conducted.

Moved by President-elect Hill, seconded by Councillor Chong:

That Council move in-camera.

CARRIED

**12068
IN-CAMERA SESSION**

While in-camera, Council:

- a) verified the in-camera minutes from the 520th meeting of Council held September 21, 2018 as presented;
- b) approved the 2019 Order of Honour Awardees
- c) approved the 2019 Gordon M. Sterling Award
- d) received decisions and reasons of the Discipline Committee
- e) received a legal update on legal actions in which PEO is involved
- f) noted there were no issues reported regarding PEO's Anti-Workplace and Violence Policy
- g) received a presentation and recommendation from Western

Management Consultants (WMC) regarding the Registrar/CEO appointment (staff were recused from this portion of the in-camera meeting)

These minutes consist of fourteen pages and minutes 12045 to 12068 inclusive.

D. Brown, P.Eng., Chair

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