



**Professional Engineers  
Ontario**

# Making the Vision Real



**2001-2002 Annual Report**

# WHO TO CONTACT AT PEO

Association staff can provide information to answer any questions you may have about PEO. Simply phone us at 416-224-1100 or 1-800-339-3716. Frequently called extensions can also be accessed by dialing 416-224-9528 and, when prompted, the extension number listed below.

## CORE BUSINESS

CEO and Registrar – <b>Roger F. Barker, P.Eng.</b> (chief executive officer/general management and strategic planning/discipline process administration)	Ext. 416
Executive Assistant to the CEO and Registrar – <b>Anne Chhangur</b>	Ext. 498
Executive Assistant – <b>Brenda Caplan</b> (assistant to the President and Council)	Ext. 321

## ADMISSIONS

Deputy Registrar, Admissions – <b>Norman Williams, PhD, P.Eng.</b> (admissions operation and policy implementation)	Ext. 485
Manager, Licensure – <b>Richard Furst, P.Eng.</b> (experience assessments, PPE Preparation Assistance)	Ext. 480
Manager, Engineering Internship Training Program – <b>Gerry Meade, P.Eng.</b> (manager EIT program, editor <i>EngineerMENTOR</i> )	Ext. 479
Applications Process Administrator – <b>Moody Farag, P.Eng.</b> (non-CEAB guidelines, Community Groups Liaison)	Ext. 406
Examinations Administrator – <b>Anna Carinci Lio</b> (Professional Practice and Technical Examination programs administration)	Ext. 486

## COMPLAINTS, DISCIPLINE AND ENFORCEMENT

Deputy Registrar, Complaints, Discipline and Enforcement – <b>Ian Eng, P.Eng.</b> (complaints, discipline and enforcement operations and policy implementation)	Ext. 494
Senior Investigator – <b>Doug Crosby, P.Eng.</b>	Ext. 440
Investigator – <b>Bruce Matthews, P.Eng.</b>	Ext. 474
Investigator – <b>Bei Yang, P.Eng.</b>	Ext. 495
Manager, Legal Affairs – <b>Eric Newton</b> (enforcement cases/editor, <i>Gazette</i> /general legal issues)	Ext. 497

## PROFESSIONAL AFFAIRS

Director, Professional Affairs – <b>Johnny Zuccon, P.Eng.</b> (professional practice/Certificates of Authorization/Consulting Engineer Designation/external relations/emerging areas of practice)	Ext. 401
Coordinator, Corporate Licences – <b>Angela Gallant</b> (Certificates of Authorization and Consulting Engineer Designations)	Ext. 491
Manager, Government Relations – <b>Vacant</b> (government relations, policy analysis)	Ext. 461
Manager, Professional Practice – <b>Bernie Ennis, P.Eng.</b>	Ext. 499
Manager, Volunteer Programs – <b>Tom Chessell</b> (student membership program and volunteer management)	Ext. 404
Chapter Manager – <b>Michael Chan, P.Eng.</b> (chapter system administration)	Ext. 442
Chapter Secretary – <b>Sharon Gillam</b>	Ext. 464
Student Membership Liaison – <b>Gaston Doiron, P.Eng.</b>	Ext. 493

## COMMUNICATIONS

Director, Communications – <b>Connie Mucklestone</b> (communications operations and policy implementation)	Ext. 448
Administrative Assistant – <b>Vacant</b>	Ext. 403
Manager, Research and Communications – <b>Gayle Aitken</b> (research and analysis/media relations, advertising, corporate communications/internal communications consulting/ Executive Speaker Program)	Ext. 425
Communications Coordinator – <b>Stephanie Wei</b> (media monitoring and opportunity identification/advertising, corporate communication, executive speakers program implementation)	Ext. 402
Research Assistant – <b>Lisa Korec</b> (issues identification, trend tracking, ongoing and custom research/Policies and Procedures Manual)	Ext. 445
Manager, Programs and Events– <b>Anita Drenfeld</b> (annual conference, awards program, Employers Salary Survey, print production and corporate identity, corporate display, special projects and events)	Ext. 450
Managing Editor – <b>Joan Bailey</b> ( <i>Engineering Dimensions/The Link</i> —management, planning, development, advertising, production, circulation)	Ext. 469
Associate Editor– <b>Dwight Hamilton</b>	Ext. 460
Assistant Editor– <b>Sharon Van Ihinger</b>	Ext. 463
Webmaster– <b>Paula Habas</b>	Ext. 447

## FINANCE

Treasurer – <b>Linda Prince, CA</b> (chief financial officer)	Ext. 426
Manager, Accounting – <b>Ron Sparrow</b> (accounting/membership fees/disbursements)	Ext. 430
Senior Administrative Assistant – <b>Helen Hercun</b> (member insurance programs, member fee remissions)	Ext. 453
Accounts Payable – <b>Oscar Polangco</b> (member insurance programs, member fee remissions)	Ext. 432

## HUMAN RESOURCES

Manager, Human Resources & Administration – <b>Rose Pirone, CHRP</b> (human resources management/building and facilities/member register information/office services)	Ext. 424
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## INFORMATION SYSTEMS

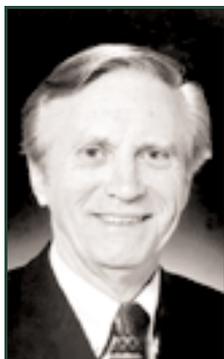
Manager, Information Systems– <b>Ron Bailey, P.Eng.</b> (computer systems/database management)	Ext. 451
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## CONTENTS

President's Report .....	3
Registrar's Report .....	4
Summary of 2001 Activities .....	6
2001 Highlights.....	6

## 2001-2002 PEO Council

<b>President</b> G. Gordon M. Sterling, P.Eng.	Maximus H. Perera, M.A.Sc., M.B.A. P.Eng. W. Laurier Proulx, C.E.T.
<b>Past President</b> Peter M. DeVita, M.A.Sc., M.B.A.	Catherine C. Redden David J.D. Sims, LL.M, QC
<b>President-elect</b> Richard W. Braddock, P.Eng.	Tom Sivalingham, C.Eng. Derek L. Wilson, P.Eng.
<b>Vice President (elected)</b> Kenneth C. McMartin, P.Eng.	<b>Northern Region Councillors</b> Tony Cecutti, P.Eng. Bruce E. Clarida, P.Eng.
<b>Vice President (appointed)</b> Colin S. Cantlie, P.Eng.	<b>Eastern Region Councillors</b> Colin S. Cantlie, P.Eng. Allen K. Lucas, P.Eng.
<b>Councillors-at-Large</b> Denis Dixon, P.Eng. Daniela E. Iliescu, P.Eng. Danny C. Marmora, P.Eng.	<b>East Central Region Councillors</b> R. Anthony Warner, P.Eng. John D. Reid, P.Eng.
<b>Lieutenant Governor-in-Council</b>	<b>West Central Region Councillors</b> George R. Comrie, P.Eng. Richard H. Weldon, P.Eng.
<b>Appointees</b> Michael A. Butt, P.Eng. Peter R. Frise, Ph.D., P.Eng. Nancy E. Hill P.Eng., LLB Kenneth G. Lopez, M.A.Sc., P.Eng. Nicholas Monsour, P.Eng. Gul Nawaz, FCA	<b>Western Region Councillors</b> J. David Adams, P.Eng. Roydon A. Fraser, Ph.D., P.Eng.



This year, PEO has moved forward in many areas that I believe are important to strengthening our profession for the demands of the future. The finalizing of the PEO Strategic Plan, which redefines PEO as the regulator of the profession, will enable PEO staff and volunteers to be more effective in carrying out our obligation to serve the public.

The plan is available on the PEO website and you will be kept apprised of the progress.

In recent years, PEO has been compelled by a vision of the engineering profession where members take pride in belonging to a highly respected profession. We have recognized that it is important for all engineers to show this by actively using the P.Eng. title, supporting their profession and retaining their licence regardless of where their careers take them.

The new Strategic Plan recognizes the need for PEO to be more relevant to today's society, especially to industry and the public. This can be achieved by making the value of the engineering licence more meaningful to companies that hire engineers and carry out engineering work. We also want to make the professional engineer licence more meaningful to graduates of engineering, both from Canadian universities and to those who qualify who are graduates from other countries and have immigrated to Canada. Professional engineering work must be carried out by licensed engineers who take responsibility for their work. With the globalization of many industries, the need for protection of the public interest is even more paramount in engineered work in Canada.

## Student Membership

In order to make the transition from graduate engineer to full licensure, PEO has created the student membership program. All students in accredited engineering programs can become PEO student members. Upon graduation they are encouraged to enter PEO's engineering internship program. This offers a seamless transition from student member to full membership upon completion of the professional experience and licensing requirements.

## Professional Profile

PEO Council has approved a questionnaire that will be going out shortly to the membership with each licence renewal. It will ask basic information about our members' areas of work and specialized expertise. We would also like to know how members keep up to date with their knowledge towards their on-going professional development.

With this kind of demographic information, PEO will be better able to carry out its responsibilities as the regulator of engineering and to respond to government and public initiatives relating to engineering in Ontario. Recent legislation calls for qualified persons to be responsible for certain kinds of work. PEO will be better able to assist government in establishing policy relating to engineering practice with this information.

In order to keep up with the fast changing demand in engineering work, PEO has approved licensing for new engineering disciplines, core bodies of knowledge and scopes of practice. PEO continues to scan the technology environment to look for other ongoing emerging trends.

## CCPE

The Canadian Council of Professional Engineers (CCPE) is the body that represents the 10 provinces and two territories at the national level. As your President, I have served as one of three directors representing Ontario. CCPE plays an important role in fostering consistent standards across Canada in education, admissions, enforcement and discipline. These activities enhance mobility between provinces. CCPE also represents the Canadian engineering profession at the national and international levels. For the benefit of the provincial/territorial associations/order, it carries out valuable research on engineering trends across Canada. Through positive dialogue this year and through the many volunteers from Ontario, PEO has enhanced relationships with all the provinces.

## The Ontario Society of Professional Engineers

With PEO's redefinition as a regulatory body, programs involving advocacy and member services have been transferred to the Ontario Society of Professional Engineers. Plans are rapidly moving forward for the society to provide programs to support the profession and the members. In order for the society to achieve its mandate to enhance our profession, all of us need to support it by becoming full participating members.

It has been an honour to serve you as President, and to work with so many talented engineers who are making significant contributions to our profession. PEO has moved significantly forward this year and I thank all those who have contributed to its success.

G. Gordon M. Sterling P.Eng.



In 2001, PEO embarked on implementation of the new PEO Strategic Plan. The plan was endorsed by PEO Council in June and the action plans received in November. This process is key to redefining PEO's role as the regulator of engineering in Ontario "in order that the public interest may be served and protected". The plan is posted on the PEO website ([www.peo.on.ca](http://www.peo.on.ca)) and includes the detailed strategic goals and initiatives to ensure PEO's stakeholders are aware of its role under the provisions of the *Professional Engineers Act*.

There are also action plans in place to ensure that the mandates of PEO and the Ontario Society of Professional Engineers are clearly differentiated and that the mechanisms of the Act and Regulations clearly and correctly address the public interest.

To ensure PEO's governance policies and processes further its legislated mandate, a Governance Task Force is reviewing the current governance structure for its continued fit with our role. Mechanisms are being developed, through the Regional Councillors Committee and START II, to ensure PEO chapters are engaged in the PEO policy generation process.

## Licensing issues

In 2001, a major review of the C of A program was undertaken by the Certificate of Authorization (C of A) Task Group.

During the year, the responsibility of professional engineers was highlighted in PEO's submission to the Walkerton Part II Inquiry and reinforced with the continuing implementation of changes to the Ministry of the Environment's (MOE) Drinking Water Regulations.

The potential need to certify practice specialties beyond the P.Eng. licence came to the forefront with Royal Assent of MOE's *Brownfields Statute Law Amendment Act*, which will require yet to be defined "qualified persons" (QPs) to sign the Record of Site Condition. A working group of representatives of PEO and the Association of Professional Geoscientists of Ontario is developing criteria to identify and qualify licensed professional engineers and licensed geoscientists as QPs.

Bill 124, introduced by the Ministry of Municipal Affairs and Housing based on recommendations from its Building Regulatory Reform Advisory Group, will require those involved in construction to pass provincial tests of their knowledge of the relevant sections of the Ontario Building Code. As the licensing bodies for self-regulating professions, PEO and the Ontario Association of Architects are being given the opportunity to administer the tests to those among their practitioners who will need this certification. PEO also had input into the Ministry of Labour's Pre-Start Health and Safety legislation and the Ministry of Transportation's Quality Verification Engineer requirement.

Early this year, Council received the *Technologist Licensure Task Group Report*, which recommends creating a class of limited licence to enable qualified technologists to practise professional engineering using a new title, "licensed engineering technologist," under the *Professional Engineers Act*.

Consultation on this report's recommendations is ongoing.

Consultation on the *Report of the International Mobility Task Force* is also ongoing.

## Admissions

Beginning last year, prospective immigrants destined for Ontario began to be able to apply for P.Eng. licensing in Ontario from their place of origin, and to continue the process once in Ontario. PEO worked with the Access to Professions and Trades Unit of the Ministry of Training, Colleges and Universities to develop an "Engineering Fact Sheet" to provide licensing information to prospective and new immigrants.

Council approved recommendations of the Engineering Disciplines Task Group and its Bioengineering Subgroup, which will assist PEO in identifying emerging areas of practice and provide direction for the Admissions department in assessing the qualifications of licence applicants.

Council approved procedures for appeals of determinations of the Academic Requirements and Experience Requirements committees, as

mandated by recommendations of the Admissions, Complaints, Discipline and Enforcement Task Force Report. The necessary Regulation amendments should be proclaimed in the fall of 2002.

## Enforcement

Council approved implementation of the first phase of the Enforcement Committee's communications plan, which includes developing information kits, a hotline, and other materials to explain to engineers and others closely connected to the profession the requirements of the *Professional Engineers Act* and how PEO enforces the Act.

Admissions Activities			
	1999	2000	2001
Licence Applications	1954	2314	3004
Full Registrations	2401	2373	2224*

\* Breakdown of 2001 Full Registrations:

- 1103 graduates of programs accredited by the Canadian Engineering Accreditation Board (CEAB);
- 627 non-CEAB graduates;
- 113 reinstatements;
- 381 transfers.

## Operating results

In 2001, PEO experienced a deficiency of revenue over expenditure before contributions to the Ontario Society of Professional Engineers of \$498,849. The deficiency was a result of lower than anticipated revenues, and resolution of information system problems that had prevented reconciliation of accounts receivable and the general ledger.

## Information systems and the PEO website

The implementation of the licensing database software has continued and significant goals have been reached in key areas relating to finance and admissions.

The first phase of a new PEO website was launched at the end of December 2001. Planning is underway to enhance the website functionality.

## 2002 objectives: making the vision real

PEO is committed to openness and transparency in all its regulatory responsibilities. The outcomes defined in the Strategic Plan include creating a seamless admissions process that flows from engineering student, to engineering intern, to P.Eng. licensee. Other strategic imperatives include efficient and effective policies and procedures that enhance our ability to meet our regulatory objectives.

Roger F. Barker, P.Eng.

## The Register at December 31, 2001

Professional Engineers	66,243	Certificates of Authorization	3,877
Engineering Interns	3,000	Designated Consulting Engineers	1,614
Temporary Licences	102	Limited Licences	24

## PEO CHAPTERS BY REGION

### EAST CENTRAL REGION

Scarborough	Romel Khan, P.Eng.
York	Habib Sambar, P.Eng.
East Toronto	Nick Gurevich, P.Eng.
Willowdale/ Thornhill	Fred Bealle, P.Eng.
Simcoe County	Adam Kavski, P.Eng.
Lake Ontario	Nick Colucci, P.Eng.

### EASTERN REGION

Lake Ontario	Nick Colucci, P.Eng.
Ottawa	Begonia Lojk, P.Eng.
Upper Canada	John St. Marseille, P.Eng.
Thousand Islands	Cliff Knox, P.Eng.
Quinte	Shannon Coolican, P.Eng.
Peterborough	Charles Kidd, P.Eng.
Kingston	Paul Didrikson, P.Eng.
Algonquin	Paul Ballantyne, P.Eng.

### NORTHERN REGION

North Bay	Dave Robinson, P.Eng.
Algoma	Randy Beltramin, P.Eng.
Porcupine/ Kapuskasing	Peter Broad, P.Eng.
Temiskaming	Luc Brazeau, P.Eng.
Sudbury	Peter Richards, P.Eng.

### Lake of the Woods/ Atikokan

Atikokan	Sean Wells, P.Eng.
Lakehead	Jim Foley, P.Eng.
North Superior	Blair Rydberg, P.Eng.

### WEST CENTRAL REGION

Brampton	Solomon Ko, P.Eng.
Toronto Dufferin	Barry Westhead, P.Eng.
Oakville	Art Jain, P.Eng.
North Toronto	Larissa Stefurak, P.Eng.
Etobicoke	Jiri Tichy, P.Eng.
Kingsway	Gerald Harper, P.Eng.
Toronto-Humber	Ryszard Ambrozy, P.Eng.
Mississauga	Phil Maka, P.Eng.

### WESTERN REGION

Niagara	Greg Washuta, P.Eng.
Chatham-Kent	Mike Crutchley, P.Eng.
Windsor-Essex	Stephen Tsui, P.Eng.
London	George Biljan, P.Eng.
Lambton	Phil Lasek, P.Eng.
Hamilton	Steve Ciona, P.Eng.
Grand River	Lars Sterne, P.Eng.
Georgian Bay	Steve Cobean, P.Eng.
Brantford	Philip Webster, P.Eng.

## Complaints Activities (see Complaints, Discipline and Enforcement highlights starting on pg. 8)

	1997	1998	1999	2000	2001
Complaints reviewed	30	25	22	37	32
Referred to Discipline Committee directly	3	4	2	5	11
Referred to Discipline Committee via Stipulated Order	8	4	5	2	8
Interviews conducted	1	4	4	2	2
Letters of Advice	5	9	5	5	5
Preliminary investigation files opened	99	59	89	94	84
Preliminary investigation files reviewed by Complaints Committee	-	-	22	24	7
<b>Complaints Review Councillor (CRC) Activities</b>					
CRC Review requested	2	4	6	6	4
Referred back to Complaints Committee	1	-	-	1	-
Lack of jurisdiction	-	-	1	-	1
<b>Discipline Activities</b>					
Hearings	5	5	6	5	6
Stipulated Orders	1	4	3	3	1
Total hearing and Stipulated Order days	11	11	14	14	15
Hearings appealed	2	4	2	1	1
Number of members and Cs of A involved	5	3	8	11	10

## Admissions Highlights

- Granted 2224 new P.Eng. licences in 2001;
- Granted P.Eng. licence to an additional 52 professional software engineers;
- Effected 1822 Academic Requirements Committee/Deputy Registrar assessments of non-CEAB applications for licence;
- Conducted a record number of Experience Requirements Committee (non-CEAB applicants) interviews;



*PEO Council and chapter representatives welcome a new licensee to the profession at the November 8, 2001 Penta Chapter Certificate Presentation Ceremony.*

- Coordinated, planned and scheduled a total of 886 technical examinations for the National Technical Examinations Program;
- Organized and scheduled the three sittings (spring, summer and fall) of PEO's Professional Practice Examination, written by 1795 candidates;
- Arranged for special sittings of PEO's Technical and Professional Practice examinations in Australia, the U.K., Germany, Sweden, the Middle East, Hong Kong, and seven states in the U.S.A.;
- Developed and conducted the inaugural workshop for PEO general visitors assigned to CEAB Visiting Teams;

## Admissions Highlights

(continued)

- Drafted the proposed changes to the legislation, for the Attorney General's approval, to permit implementation of the remaining Council-approved recommendations of the Admissions, Complaints, Discipline and Enforcement Task Force;



*The Upper Canada Chapter's first Annual Model Bridge Building Competition, held in November 2001 in Cornwall, saw more than 30 teams building their version of the best bridge.*

- Made admission/licensure presentations to graduating classes of engineering students at Ontario universities, industry, learned society and foreign-trained-engineer groups and represented the association at trade shows;
- Provided support and advice to the Evolution of Engineering Admissions, Bioengineering, Software Engineering task forces and the Technologist Licensure and Admissions Appeal Process task groups.
- Formally extended the application for licence process to prospective immigrants destined for Ontario and developed the Engineering Fact Sheet, in conjunction with the Access to the Professions and Trades Unit of the Ministry of Training Colleges and Universities;

(continued)

Professional Engineers Ontario (PEO), as the licensing body for a self-regulating profession, relies on members' voluntary participation to govern and manage its affairs. This is achieved through an organization of committees and ad hoc task forces/task groups.

PEO has 29 committees and two review councillors; one for complaints, the other for admissions. Each committee has a staff advisor.

Legislated and Regulated committees are set out, along with their missions, in the *Professional Engineers Act* or the related Regulation 941/90. Under the legislation, PEO Council is permitted to appoint other committees to address specific needs. Although standing committees are mandated for an indefinite term, committee members are appointed annually by Council.

The following are highlights of PEO's 2001-2002 activities by committee and task force/group. Complete versions of these reports are available on the Committees and Task Groups pages of the PEO website at [www.peo.on.ca](http://www.peo.on.ca)

## LEGISLATED COMMITTEES

### Academic Requirements Committee (ARC)

Chair: Roydon A. Fraser, Ph.D., P.Eng.

MANDATE: Assists the Registrar in assessing the academic qualifications of licence applicants who do not hold an undergraduate degree in engineering from a program accredited by the Canadian Engineering Accreditation Board (CEAB).

HIGHLIGHTS:

In 2001, the ARC/Deputy Registrar, Admissions assessed 1822 licence applications from non-CEAB applicants, compared to 1419 in 2000.

Other activities: submitted revised CCPE geological engineering syllabus to CCPE Canadian Engineering Qualifications Board (CEQB); updated ARC operating procedures manual; and established quality control/quality assurance program to ensure consistency in academic qualification assessments.

The Deputy Registrar, Admissions, kept the ARC apprised of issues including: "software engineering" undergraduate programs; development of an international software engineering body of knowledge; Asia-Pacific Economic Community Engineer Register; The Engineers' Mobility Forum; the CCPE Relevance Report; CCPE's proposal for a national Professional Practice Exam; licensing reciprocity between Michigan and Ontario; a CEQB Software Engineering Assessment Protocol; a proposal that PEO license qualified certified engineering technologists for limited engineering practice; and the development of PEO's Professional Excellence Program.

### Complaints Committee (COC)

Retiring Chair: Donald C. Redmond, P.Eng. Incoming Chair: M. Jane Phillips, Ph.D., P.Eng.

MANDATE: Investigates complaints made by the public or association members regarding the conduct or actions of licensees and holders of Certificates of Authorization.

HIGHLIGHTS:

The committee, currently comprising 16 members, met eight times during 2001 to consider 32 formal complaints and seven preliminary investigation files brought before it.

The committee had an informal meeting with the members of the Professional Practice Committee in early 2002, to discuss items that would be of mutual benefit.

The committee acknowledges the retirement of Donald Redmond, P.Eng. (Chair), and Robert Goodings, P.Eng., from the committee after many years of dedicated service, and extends its thanks and appreciation for their valued contributions.

### Complaints Review Councillor (CRC)

David J.D. Sims, LL.M., QC

MANDATE: Reviews, on request, the processing of complaints by PEO to ensure that the process was correctly followed.

HIGHLIGHTS:

In 2001, the Complaints Review Councillor (CRC) was requested to review the processing of four complaints. In three of the cases, the CRC advised that procedurally the complaints were dealt with properly in accordance with the *Professional Engineers Act*. In one case, the CRC declined to exercise his jurisdiction, since the matter had been referred to the Discipline Committee.

### Discipline Committee (DIC)

Chair: L. Brian Ross, P.Eng.

MANDATE: Hears and determines allegations of professional misconduct or incompetence against association members or holders of Certificates of Authorization, limited licences or temporary licences; hears applications for reinstatement of revoked or suspended licences.

## HIGHLIGHTS:

Matters were considered in Discipline Hearings or in the Stipulated Order process involving:

- providing engineering services without a Certificate of Authorization (C of A);
- submitting inadequate drawings for a building permit application;
- failing to advise an owner of the lack of the minimum required amount of professional liability insurance and to obtain written authorization from the owner to perform professional engineering services without insurance;
- issuing sealed drawings and revisions containing numerous errors;
- soliciting a testing company to provide a false test report;
- altering a test report to falsely show a passing condition;
- specifying devices not in accordance with standards;
- failing to make responsible provisions for complying with applicable statutes, regulations, standards, code and bylaws;
- making statements that are not in accordance with the PEO Guideline on Human Rights in Professional Practice;
- providing unsafe designs; and
- failing to address and/or correct design errors, omissions and deficiencies identified by other engineers and building officials.

An independent recording secretary will be replaced by a court reporter to receive and record exhibits and secretarial assistance from PEO staff unassociated with the complaints and discipline processes.

Regarding the Standard of Proof to be applied at PEO discipline hearings, the Honourable D. Carruthers, chair of the former PEO Admissions, Complaints, Discipline and Enforcement (ACDE) Task Force, clarified that the current standard of proof is correct. He provided a caveat that the more serious the allegations and penalties, the more rigorous and exacting the evidence of guilt must be. (The standard of proof for PEO discipline decisions is the same as that used for civil cases, namely, on a balance of probabilities.)

To assist PEO discipline panels, a handbook of rules and procedures is being drafted by PEO staff with the assistance of legal counsel.

## Executive Committee (EXE)

Chair: G. Gordon M. Sterling, P.Eng.

MANDATE: Acts on behalf of Council on matters arising between regular meetings of Council and reports to Council with respect to such actions.

## HIGHLIGHTS:

There were six Executive Committee meetings during the 2001-2002 Council term.

## Experience Requirements Committee (ERC)

Chair: Ravi K. Gupta, Ph.D., P.Eng.

MANDATE: Assesses the experience of applicants through file review and by personal interview as required to: (a) determine if experience under the Regulation has been met; (b) recommend to the Academic Requirements Committee how experience should be taken into account in assigning examinations; (c) interview applicants where ability to communicate effectively in English is in question.

## HIGHLIGHTS:

The ERC interviewed 525 non-CEAB applicant candidates, of which 301 applicants had their confirmatory exam programs waived while 23 additional applicants had their specific exam programs waived or reduced. With 50 interviews each month, there is a heavy reliance on the committee's 72 members.

## Fees Mediation Committee (FMC)

Chair: Appointed as needed

MANDATE: Reviews and mediates or arbitrates fee disputes between engineers, engineering companies and their clients.

HIGHLIGHTS: The committee did not meet in 2001.

## Joint Practice Board (JPB)

Chair: Vacant

MANDATE: Assists both PEO and the Ontario Association of Architects in the "maintenance of the professional relationships between the two associations".

HIGHLIGHTS: The JPB has not met in the last several years and remains inactive.

## Registration Committee (REC)

Chair: Appointed as required

MANDATE: Holds hearings, when requested by an applicant, concerning refusal by the Registrar to issue a licence (including temporary or limited) or a Certificate of Authorization.

## HIGHLIGHTS:

One hearing was held regarding an applicant who had been previously disciplined and suspended by the

## Admissions Highlights

(continued)

- Liaised with the CCPE/CEAB secretariat and the university deans to facilitate PEO's representation on CEAB-accreditation visits to five Ontario engineering faculties to assess a total of 24 engineering programs, including one in software engineering at Lakehead University;
- Authored/co-authored and presented admissions-related papers at international/national conferences on behalf of the association.



Former PEO Vice President, West Central Region Councillor and Etobicoke Chapter Executive member Ted Wisz, P.Eng., congratulates one of many newly minted P.Engs who received their licence certificates on May 17, 2001.

## Employment Advisory Service (EAS)

This department ceased operation at the end of June 2001, consistent with the PEO-OSPE agreement. During the first half of 2001, the activities of the EAS included: 15 speaking engagements; 50 in-office consulting sessions; 318 posted job advertisements resulting in approximately \$25,000 revenue; 140 walk-in visits; 510 employer inquiries (phone, email, regular mail); 62 inquiries from prospective (foreign-trained) applicants; 310 telephone inquiries for counselling and severance information; and two consultations with organizations working with new Canadians.

## Enforcement Activities

- Letters explaining the requirements for licensure as a professional engineer were sent to engineering recruitment advertisers. Letters explaining the requirements for holding a Certificate of Authorization were provided to 205 companies offering engineering services to the public.



*Brian Whiffin, P.Eng., chair, Environment Committee appeared before the Standing Committee on General Government to present views on the Brownfields Statute Law Amendment Act (Bill 56) on August 31, 2001.*

- PEO, in conjunction with the Canadian Council of Professional Engineers (CCPE) and representatives from the Order of Engineers of Quebec and the Association of Professional Engineers, Geologists and Geophysicists of Alberta, arrived at a resolution with Microsoft Corp. over use of the term "engineer" in its "Microsoft Certified Systems Engineer" certification program. In May 2001, Microsoft committed to advising Canadian holders of its MCSE certification that they should not call themselves engineers or use the full title Microsoft Certified System Engineers.
- Trials held in provincial courts found two people guilty of offences and fined them under the *Professional Engineers Act* for misrepresenting themselves as professional engineers by using the designation "P.Eng."

*(continued)*

Discipline Committee. The applicant withdrew the application in favour of bringing an application for reinstatement before the Discipline Committee.

## REGULATED COMMITTEES

### Consulting Engineer Designation Committee (CEDC)

Chair: Larry E. Pond, P.Eng.

MANDATE: Makes recommendations to Council relating to designation as a Consulting Engineer, and applications from partnerships or corporations for permission to use the title "Consulting Engineer".

HIGHLIGHTS:

- Recommended 35 candidates for designation as Consulting Engineers, 218 for redesignation, and one for rejection.
- Recommended 14 companies for permission to use Consulting Engineers in their title.

The committee provided input to the Certificate of Authorization (C of A) Review Task Force regarding the purpose and benefits of the Consulting Engineer Designation. The CEDC is reviewing current guidelines as they relate to the criteria for assessing applications for designation and redesignation as a Consulting Engineer under Regulation 941, especially relating to practitioners employed in academe, and the phrases "independent practice of professional engineering" and "primarily engaged".

### Fee Schedule Committee (FSC)

Chair: Russ Perrie, P.Eng. (Acting)

MANDATE: Prepares and recommends to Council a *Suggested Schedule of Fees for Professional Engineering Services*, which the association publishes once approved by Council.

HIGHLIGHTS:

- Revised fee schedule published with revised hourly rates incorporating median salary data from the 2000 PEO Salary Survey. For the 2003 edition of the fee schedule, the committee is considering expanding the innovative fee section and including rates for new and emerging disciplines, as well as fees for contract administration.
- Began a qualitative survey of engineering services buyers to measure attitudes towards quality- and valued-based selection processes. The committee is surveying PEO members from various disciplines to determine the fee structure required to support the current level of service provided by engineering firms.

### Nominating Committee - Central (NOC)

Chair: Patrick J. Quinn, P.Eng.

MANDATE: Meetings of the Nominating Committee are convened by the chair for the purpose of nominating individuals to stand for election by PEO members for the positions of President-elect, Vice President and Councillor-at-Large on PEO Council.

HIGHLIGHTS:

The Nominating Committee met on August 27, 2001 to discuss prospective candidates for PEO's 2002 Council elections.

Acting in accordance with the spirit of approved changes to PEO's election procedures, which have not been formalized in Regulation 941, the Nominating Committee conducted an open search for candidates, with a call for candidates appearing in the July/August 2001 issue of *Engineering Dimensions*. The committee accepted as candidates all those coming forward by the deadline who met the candidate requirements in the Regulation.

### Reconsideration Committee (RNC)

Chair: Richard W. Braddock, P.Eng.

MANDATE: Reconsiders applications for designation or redesignation as Consulting Engineers, where designation has been denied or revoked.

HIGHLIGHTS: The RNC is assembled and available on request.

### Regional Nominating Committee (RNC)

Chairs: Junior Regional Councillor (one per region)

MANDATE: Five committees, one in each region, nominate at least one member of the association residing in each region for election to a two-year term on PEO Council as Region Councillor for that region.

HIGHLIGHTS:

Acting in accordance with the spirit of approved changes to PEO's election procedures, which have not been formalized in Regulation 941, the Regional Nominating Committees conducted an open search for candidates, with a call for candidates appearing in the July/August 2001 issue of *Engineering Dimensions*. The five Regional Nominating Committees accepted as candidates all those coming forward by the deadline who met the candidate requirements in the Regulation.

## APPOINTED COMMITTEES

### Admissions Review Councillor (ADC)

W. Laurier Proulx, C.E.T.

**MANDATE:** Conducts periodic reviews of the admissions process to ensure that the process is fair, decisions are consistent, and the process is being properly administered by staff, the Academic Requirements Committee (ARC) and the Experience Requirements Committee (ERC).

Makes recommendations concerning proposed changes to the admissions process, but does not comment on determinations of the ARC or the ERC relating to an applicant's academic or experience qualifications.

### Advisory Committee on Committees (ACC)

Chair: Denis Dixon, P.Eng.

**MANDATE:** Solicits recommendations for membership on all PEO standing committees, and presents an annual slate of committees to Council for approval. The ACC also assists Council in forming individual committees and task forces, and in promoting the efficient operations of the association's 29 committees and two review councillors. The ACC plays an important role in recruiting members to fill vacancies for all committees and task groups.

#### HIGHLIGHTS:

The ACC prepared, and submitted to PEO Council, its annual slate of members for the association's 29 formal committees. The ACC actively recruited members for three legislated committees, one regulated committee, five appointed committees, and subcommittees and task forces.

PEO Council approved an expanded mandate and operating guidelines for the ACC in early 2002 to increase awareness of the effectiveness of committees' work and clarify operating guidelines and reporting structures.

The ACC continued formal discussions with PEO's three professional practice committees to establish a new Professional Practice Steering Committee to liaise with government, agencies and industry, and to establish subgroups to address key practice areas.

The ACC continues work to develop formal guidelines for a Volunteer Management Program.

### Advisory Committee on Salaries (ACS)

Chair: Mike Ford, P.Eng.

**MANDATE:** Oversees and sets policy for conducting the annual *Employers Survey of Engineers' Salaries*; audits results of the survey; maintains the survey as a self-funding operation.

#### HIGHLIGHTS:

For the 2001 survey, 159 organizations provided data on 17,689 professional engineering positions in Ontario. The survey provided information on salaries, bonus payments, and work week, compiled by company size, industry sector, and major metropolitan region. Employers use the ACS publication, *Engineering Benchmarks*, to match engineering jobs to survey classifications. The survey continues to function under PEO for at least the three-year transition phase, rather than being transferred to the Ontario Society of Professional Engineers, in order to continue the impartial survey structure and confidentiality that PEO offers to employer organizations.

### Annual Conference Committee (AGC)

Chair: Tim Kirkby, P.Eng.

**MANDATE:** Plans the program and events for the Annual General Meeting and Conference; liaises with other committees and/or individuals regarding individual conference events; prepares the budget; and secures the approval of the PEO Executive Committee.

#### HIGHLIGHTS:

The current AGC did not meet during 2001-2002, because the 2002 AGM held at the Ottawa Marriott Hotel, April 18-21, was overseen by the Ottawa Chapter. The 2003 AGM will be held at the Delta Meadowdale Hotel in Mississauga, April 24-26, 2003.

### Audit Committee (AUC)

Chair: Denis Dixon, P.Eng.

**MANDATE:** Reviews the results of the external audit of the associations' finances; reports to Council.

#### HIGHLIGHTS:

- Held three meetings plus two teleconferences to address procedural problems outlined in the 2000 Audit;
- Prepared draft "Conflict of Interest" policy and forwarded to Registrar and Finance Committee;
- Requested staff report to PEO Council outlining history of membership database software system;
- Received, with Finance Committee, 2001 auditors report, confirming PEO's financial statements and restating a need for fully functional information systems and control measures;
- Reviewed methodology and additional work requirements for 2002 audit with auditors;

## Enforcement Activities

(continued)

- Several companies were advised on wording for advertisements for engineering positions and 244 inquiries were received on matters including: the use of "engineering" and "engineer" in job titles; the definition of the practice of professional engineering; consent to use of the term "engineering" in company name; licensure of engineers in the armed forces and the federal government; use of designations; and "engineer" titles under the *Operating Engineers Act*.
- PEO enforcement staff participated in: the development of a Memorandum of Understanding to formalize co-operation on interprovincial discipline and enforcement matters at the CCPE National Meeting of Enforcement Officials; meetings with representatives from the Professional Institute of the Public Service of Canada (PIPSC) and the federal Treasury Board regarding the practice of professional engineering and licensure of federal government engineers; (continued)

## Professional Affairs Activities

(December 31, 2001)

Certificates of Authorization in force	3877
Consulting Engineer designations in force	1614
<b>Certificates of Authorization</b>	
New applications approved	261
Reinstatements	7
Deletions	183
<b>Consulting Engineer designations</b>	
New applications approved	38
Redesignations	243
Deletions	0

## Enforcement Activities

(continued)

and made a presentation to the Annual General Meeting of the Ontario Building Officials Association with respect to PEO's regulatory role.



*CCPE President Pierre Boucher, ing.; HRD Minister Jane Stewart; Peter DeVita, P.Eng. Stewart spoke at CCPE's parliamentary reception held in February in Ottawa. DeVita and fellow CCPE board members PEO 2001-2002 President Gordon Sterling, P.Eng., and Walter Bilanski, P.Eng., attended the event. Human Resources Development Canada is taking the lead in addressing the skills side of the government's Innovation Strategy.*



*Engineers and educators spent the day learning about the Engineer-in-Residence Program at an EIR Community Conference held in Waterloo on October 29, 2001, the first in a series.*

- PEO Council approved the Audit Committee recommendations that auditors for 2002 be chosen using a Request for Proposal process to appoint the firm with the lowest fixed-price bid.

## Awards Committee (AWC)

Chair: **Martá Ecsedi, P.Eng.**

MANDATE: Manages, promotes and monitors the Professional Engineers Awards, the Order of Honour, and External Honours nominating activities within Council-approved budget.

HIGHLIGHTS:

- Recommended 17 individuals to be admitted to PEO's Order of Honour;
- Submitted two nominations to the Canadian Council of Professional Engineers (CCPE) National Engineers Awards in the Support of Women in Engineering Award and Gold Medal Student Award categories;
- Nominated successful PEO candidate for NSERC Award of Excellence;
- Recommended and received approval from PEO Council for annual awarding of the Order of Honour and the Awards of Excellence, now renamed the Ontario Professional Engineers Awards to reflect support of PEO and OSPE.

## Communications Committee (EDC)

Chair: **Eric Z. Nejat, Ph.D., P.Eng.**

MANDATE: Provides advice and support in addressing PEO's internal and external communications needs; makes recommendations on target audiences, editorial policy, appropriate communications vehicles and messages.

HIGHLIGHTS:

- Struck Strategic Plan Subcommittee;
- Redesigned website launched in December 2001;
- Approved 2002 editorial calendar for *Engineering Dimensions*, focusing on regulatory issues;
- Approved Members' Forum Subcommittee's draft report for consultation purposes; and
- Obtained Council approval of recommendations of Website Subcommittee Report.

## Education Committee (EDU)

Chair: **Holly Anderson, P.Eng.**

MANDATE: Coordinates PEO volunteer efforts in educational outreach to strengthen elementary and secondary school education in mathematics, sciences and technologies; promotes awareness of the importance of such education among students, parents, educators and the general public; promotes careers in the engineering profession.

HIGHLIGHTS:

Engineer-in-Residence (EIR) volunteers made over 300 visits in 18 schools, reaching 2600 students from grades 1 to OAC, a 37 per cent increase in student participation over the previous year. The program was expanded in September from 18 to 26 schools. EIR program received almost \$300,000 in funding over three to four years from the Ontario government, Wardrop Engineering, GE Canada, Gennum Corporation and Consulting Engineers of Ontario.

Education coordinators from 21 PEO chapters, educators and committee members shared education activities and hands-on experiences at the seventh annual Chapter Education Conference.

## Enforcement Committee (ENF)

Chair: **Kenneth C. McMartin, P.Eng.**

MANDATE: Deliberates and presents solutions and policy proposals to Council through the Executive Committee on the high-level issues relating to enforcement activity;

- Supports staff in carrying out enforcement legal activities by providing advice on the entire scope of professional engineering practices;
- Acts as an advisory body to the Registrar on matters relating to operational aspects of enforcement, if called upon;
- Acts as a sounding board on enforcement issues, and in addition provides a forum for discussion of enforcement issues;
- Liaises with other committees on matters relating to enforcement (including: Government Affairs Committee; Professional Practice Committee); and
- Assembles a plan for enforcement activity and levels of operation with associated budget implications for consideration of Council.

HIGHLIGHTS:

- Approval by PEO Council to implement first phase of the Enforcement Communications Plan, which includes providing information about PEO's enforcement activities by developing an enforcement information kit, telephone hotline and website;
- "Industrial exemption" reviewed for finalization of a brief to PEO Council in 2002.

## Environment Committee (EVC)

Chair: **Brian Whiffin, P.Eng.**

MANDATE: Advises Council on environmental issues; develops practice guidelines for professional

engineers providing professional engineering services in the environmental field.

#### HIGHLIGHTS:

- Reviewed new and revised provincial environmental regulations/policy, specifically Ministry of the Environment (MOE) initiatives involving engineering;
- Developed proposal to define a Qualified Person under *Brownfields Statute Law Amendment Act*, and established working group with the Association of Professional Geoscientists of Ontario. A submission was made to the Standing Committee on General Government in August, and a draft proposal will come forward in 2002 for PEO Council debate; and
- Held sold-out *Sustainability in the Face of Declining Resources* seminar in March 2002.

#### Finance Committee (FC)

Chair: Kenneth C. McMartin, P.Eng.

MANDATE: Reviews income and cost projections to assist Council in determining appropriate financial strategies; reviews PEO's annual budget and suggests policies to permit more effective budgetary control.

#### HIGHLIGHTS:

- PEO 2002 Operating and Capital Budgets approved by Council;
- Five-year forecast presented to Council;
- Internal control procedures and PEO financial policies and procedures under review.

#### Government Affairs Committee

Chair: Kam E. Elguindi, Ph.D., P.Eng.

MANDATE: Provides leadership, guidance and, where necessary, proposes policy to Council on PEO's relationships with the provincial government.

#### HIGHLIGHTS:

- Reviewed proposed changes to the Confined Space Regulations of the *Ontario Occupational Health & Safety Act* and provided comments to government;
- Recommendations of the PEO Working Group considering the report of the government's Building Regulatory Reform Advisory Group approved by Council;
- Amendments to the *Professional Engineers Act* under the *Government Efficiency Act, 2001* received Royal Assent.

#### PEO/OACETT Joint Management Board (JMB)

Co-Chairs: Denis Dixon, P.Eng. (PEO); Stewart Baxter, C.E.T. (OACETT)

MANDATE: Reviews issues of concern common to PEO and the Ontario Association of Certified Engineering Technicians and Technologists (OACETT) and makes recommendations to both Councils with respect to the resolutions of those issues. The JMB undertakes initiatives to strengthen the constructive and beneficial relationships between PEO and OACETT.

#### HIGHLIGHTS:

- Renewed cross appointments to PEO and OACETT Councils;
- Issues discussed: Building Regulatory Reform Advisory Group (BRRAG) recommendations, the Walkerton Inquiry, Technologist Licensure and the original *Blueprint for an Alliance between PEO and OACETT*;
- PEO and OACETT Councils approved Engineering and Technology Forum to be held November 2003;
- Ontario Society of Professional Engineers invited to participate in JMB and representatives attended first meeting in December 2001.

#### Professional Practice Committee (PPC)

Chair: Gina P. Cody, P.Eng.

MANDATE: Reviews, recommends and provides advice to Council and members on matters pertaining to professional practice, including performance guidelines, forms of agreement and standards of practice and issues affecting employee engineers and their employers on matters of professional practice.

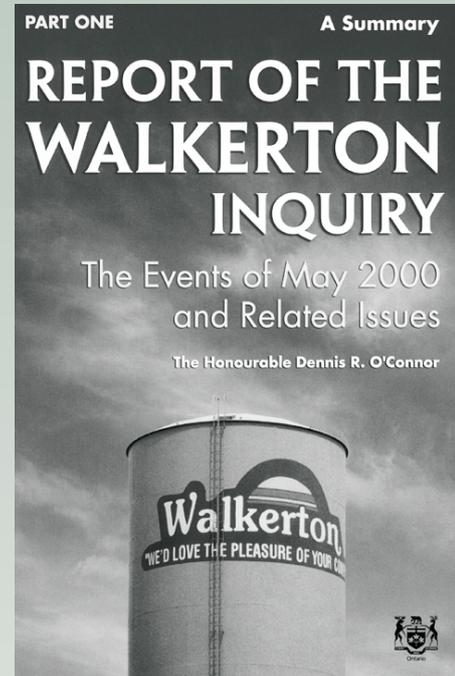
#### HIGHLIGHTS:

- Council approved the following guidelines prepared by the PPC: *Professional Engineers Providing Reports for Pre-Start Health and Safety Reviews*; *Professional Engineers Acting as Contract Employees*; *Professional Engineers Acting as Independent Contractors*;
- Terms of reference approved and subcommittees being formed to review the following guidelines: *Professional Engineers Providing General Review of Construction as Required by the Ontario Building Code*; *Use of Seal*; and *Peer and Technical Review*;
- All existing guidelines under review to ensure they are up to date in regard to regulations, practice and technology changes.

#### Regional Councillors Committee (RCC)

Chair: Tony Cecutti, P.Eng.

MANDATE: Responds to Council on matters of concern to the regions, and responds to regions on matters pertaining to the mandate of the association.



PEO was granted official standing for Part II of the Walkerton Inquiry, which was a broad review of the policy and regulatory regimes surrounding the provision of safe drinking water and the management of water resources in Ontario. The PEO report, prepared by the Environment Committee, entitled *The Roles and Responsibilities of Professional Engineers in the Provision of Safe Drinking Water*, was submitted to the Inquiry on May 17. PEO's recommendations were presented to the Honourable Dennis R. O'Connor, commissioner, Walkerton Inquiry, and justice, Appeal Court of Ontario, by President Gordon Sterling, P.Eng., Councillor Allen Lucas, P.Eng., also a member of PEO's Environment Committee, and then-PEO Government Relations Manager John Gamble, P.Eng., at Public Hearing No. 7 on September 20, 2001. Part II of the Report of the Walkerton Inquiry, containing recommendations, is expected to be released in May, 2002.

## Professional Affairs Highlights

- Legislative change with potential impact on the practice of the profession resulted from PEO initiatives including: the Walkerton Inquiry Part II submission; the Ministry of the Environment's Drinking Water Regulations and *Brownfields Statute Law Amendment Act*; the Ministry of Municipal Affairs and Housing's Building Regulatory Reform Advisory Group (BRRAG) report and proposed legislation; the Ministry of Transportation's Quality Verification Engineer requirement; and the Ministry of Labour's Pre-Start Health and Safety legislation.



*The Future Engineers Initiative, administered by WEAC, provides financial support to projects that promote and explain engineering to girls and women. In 2001, FEI provided \$20,000 in funding to 13 programs.*

- Professional affairs committees and staff have successfully established contacts in government ministries and agencies including: the Ministry of the Attorney General; the Ministry of the Environment; the Ministry of Municipal Affairs and Housing; the Ministry of Labour; the Ministry of Energy, Science and Technology; the Ministry of Consumer and Business Services; and the Electrical Safety Authority.

### HIGHLIGHTS:

- Chapter Leaders Conference, organized by RCC subcommittee, focused on enhancing participation by PEO chapters in regulatory activities;
- Role of chapters discussed by six-member province-wide task force with equal representation from PEO and OSPE;
- PEO AGM Chapter sessions, organized by RCC subcommittee, focused on bridging the gap between university and licensing and START II recommendations;
- Consolidated chapter event calendar by Region posted on PEO website; and
- Renamed Windsor-Essex Chapter (formerly Essex County) approved by PEO Council.

### Women in Engineering Advisory Committee (WEAC)

Chair: Susan Smandych, P.Eng.

MANDATE: Addresses issues and concerns of women in engineering, consistent with the association's mission and strategic goals; advises Council on activities to further the goal of ensuring the profession is welcoming for women.

### HIGHLIGHTS:

- Future Engineers Initiative (FEI) selected from 22 proposals to provide \$20,000 in grant funding to 13 programs, running in the spring and summer 2002, that encourage young women and girls to consider careers in engineering;
- Provided articles for each issue of *The Link* and reviewed and revised the Women in Engineering section of the PEO website;
- Second Annual PEO/WEAC Claudette MacKay-Lassonde Memorial Forum, held at the University of Western Ontario, October 19, 2001, presented key findings of the "Women into Engineering" project, which is investigating developing ways to improve the retention rates and quality of educational experiences for women in engineering at Ontario universities;
- Steering committee of the project sponsored by the Ontario Women's Directorate (OWD), PEO/WEAC and the Natural Sciences and Engineering Research Council (NSERC) Chair for Ontario issued *Where we are and where do we go from Here* and *Women into Engineering Project Summary and Proposed Next Steps*.

## TASK GROUP REPORTS

### Accommodations Task Force

Chair: Nick Monsour, P.Eng.

MANDATE: To investigate the merits of owning versus leasing in regard to PEO offices.

### HIGHLIGHTS:

PEO Council approved the Accommodation Task Force report to support the merits of owning versus leasing and directed the task force to proceed in its deliberations.

### Admissions Appeal Process Mechanism Task Group

MANDATE: To review PEO staff draft proposal to suggest changes, recommend relevant policies and introduce refinements deemed appropriate, in light of the 1999 Council-approved recommendation of the ACDE Task Force.

### HIGHLIGHTS:

- Proposed Admissions Appeal Process mechanism, approved by PEO Council, which provides a formal way by which an applicant can appeal determinations of the ARC and ERC by choosing paper review or full hearing.

### Bioengineering Task Force

Co-Chairs: A. (Gerry) Margaritis, Ph.D., P.Eng., John Runciman, Ph.D., P.Eng.

### MANDATE:

- Define a core body of knowledge for bioengineering, and translate this into a Board Sheet for use by the Academic Requirements Committee for licensing purposes;
- Define the areas of practice that require the skills of a bioengineer; and
- Recommend policy initiatives to recognize and position PEO to respond to issues and changes occurring in the field of bioengineering.

### HIGHLIGHTS:

PEO Council received the final report of the Bioengineering Task Force, which defines a Core Body of Knowledge for the three main areas within the discipline of bioengineering (Biochemical/Food Engineering, Biomedical Engineering and Bioresource Engineering) and translates these into Board Sheets to be used by the ARC for licensing practitioners in these disciplines. The subgroup also prepared definitions of the areas of exclusive practice relating to these branches of bioengineering, to aid in PEO enforcement activities.

### Certificate of Authorization Task Force

Chair: Gina P. Cody, P. Eng.

MANDATE: Initiated to carry out an extensive review of PEO's Certificate of Authorization (C of A) program, including review of the Consulting Engineer designation.

## HIGHLIGHTS:

PEO Council received the Task Force's final report at its February 28, 2002 meeting, and approved many of the recommendations at its March 25, 2002 meeting.

### Changes to the Act Task Force

Co-chairs: Maximus Perera, M.A.Sc., M.B.A., P.Eng., David J.D. Sims, LL.M., QC

MANDATE: To review the *Professional Engineers Act, Regulation 941, and By-law No. 1* to determine the changes required in the interest of the public and the profession and to make recommendations to Council on facilitating these changes.

## HIGHLIGHTS:

Necessary Regulation amendments to permit implementation of the remaining approved recommendations of the Admissions, Complaints, Discipline and Enforcement Task Force should be proclaimed in the fall of 2002.

### Chapter Structure and Revitalization Team (START II)

Chair: Richard H. Weldon, P.Eng.

MANDATE: To define the implementation mechanisms for enhancing the PEO chapter system, as indicated in the START I report.

## HIGHLIGHTS:

- START II Implementation Report received by PEO Council and presented at chapter session at 2002 PEO AGM. The START I and START II reports are available on the PEO website.
- Recommendations include: that PEO maintain a system of geographically-based chapters; that the objectives of a PEO chapter system include: to provide an informed and organized pool of volunteers to hold office in PEO's governance structure, to facilitate two-way communications between PEO Council and the PEO membership at large, to promote public awareness of the engineering profession and the association, to carry out certain regulatory functions, and to foster professional continuing competence; that PEO continue to fund a chapter system; that PEO undertake organizational and administrative changes to improve the effectiveness of chapters; and that PEO support chapters interacting with OSPE where such activities are mutually beneficial.

### Election Procedures Review Task Force

Chair: George Comrie, P.Eng.

MANDATE: To review PEO election procedures.

## HIGHLIGHTS:

PEO Council approved a preliminary report from the Task Force at its June 2001 meeting in time for the 2002 PEO Elections.

### Engineering Disciplines Task Group (EDTG)

Chair: Bruno Di Stefano, P.Eng.

MANDATE: Develop methodology to assist PEO to identify new areas of practice.

## HIGHLIGHTS:

- Recommendations approved by PEO Council, March 1, 2002, that:
  - PEO scan the environment to look for emerging trends at universities, centres of excellence and in industry to identify new engineering disciplines;
  - PEO admissions use the process presented by the EDTG for defining a body of knowledge of new engineering disciplines;
  - Areas of exclusive practice are to be identified for licensed practitioners of any new engineering discipline;
  - PEO work with government to secure appropriate demand-side legislation;
  - PEO implement enforcement processes in relation to new engineering disciplines with legislated exclusive scopes of practice; and
  - PEO examine adopting discipline-specific licensing model.

### Evolution of Engineering Admissions Task Force (EEATF)

Chair: Roydon Fraser, Ph.D., P.Eng.

MANDATE: Initiated to provide PEO Council with a recommendation about the type of admissions process PEO should be embracing; and to present PEO Council with any additional admissions-related recommendations that would improve the existing process, while considering the concerns and observations identified by the Admissions, Complaints, Discipline and Enforcement Task Force in Recommendation 4.4.1, and recognizing the need to allow some reasonable time for PEO Council's approved ACDE admissions-related recommendations to take effect.

## HIGHLIGHTS:

The EEATF is expected to present recommendations to PEO Council which will consider: the implementation of the ACDE recommendation; differences between CEAC and non-CEAB; and the quality control and assurance aspects of the overall PEO admissions process.

- The PEO Student Membership program, now in its second year of operation, had over 5600 students registered from 14 engineering schools, representing a 40 per cent increase from the previous year. Students have access to expanded and upgraded content on the PEO SMP website, including a Q&A section. PEO student outreach activities include presentations to engineering schools, support for the Engineering Student Societies Council of Ontario (ESSCO), PEO staff participation in national initiatives directed at students and development of a new "Ethics Learning Tool" to replace the existing *Trueteel Affair* video.

### PEO Engineering Intern Training (EIT) Program



Aimed to establish a viable linkage with employers, the program had registered approximately 3000 engineering interns (EIs) by the end of 2001. Of 683 new EIs in 2001, there were 453 CEAB graduates and 230 non-CEAB graduates.



2001-2002 PEO President Gordon Sterling, P.Eng., presents a certificate of appreciation to Engineer-in-Residence Program sponsor Wardrop Engineering, which has pledged \$15,000 in funding over three years.

## Volunteering on PEO committees and chapters

Professional Engineers Ontario (PEO), as the licensing body for a self-regulated profession, relies on members' voluntary participation to govern and manage its affairs. This is achieved through an organization of committees and ad hoc task forces/task groups. To get involved with PEO committees, contact the PEO Volunteer Programs manager.

To get involved with your local PEO chapter, contact your local Chapter chair or attend a chapter meeting. Chapters are always looking for members willing to serve on their executives and to organize activities throughout the year. Chapter activities include golf tournaments, hockey, curling, professional development seminars, student outreach programs, student nights, career nights, and science fairs. A list of chapter events is posted on the PEO website.



*Douglas Gordon Champion, P.Eng., (right) takes a visitor around the Trillium, a 91-year-old, steam-powered, side-paddle-wheel ferry that's the only one of its kind in North America. Champion "rehabilitated" the ferry after it was found abandoned in disrepair. PEO's Brampton Chapter celebrated the 25th anniversary of the ship's restoration and Champion's role in putting it back into service with an evening cruise in July.*

## SUMMARY OF 2001 ACTIVITIES

### Governance Task Force

Chair: J. David Adams, P.Eng.

MANDATE: To undertake a review of the structure and procedures of PEO Council, committees and chapter system for functionality and consistency with PEO's mandate.

HIGHLIGHTS:

- Draft workplan and schedule approved by PEO Council to conduct the review via a staged process, make recommendations on a proposed governance structure, and recommend procedures to match the structure.

### International Mobility Task Force (IMTF)

Co-chairs: Norbert K. Becker, Ph.D., P.Eng., Maximus Perera, M.A.Sc., M.B.A., P.Eng.

MANDATE: To develop guiding principles that PEO Council can adopt to help ensure that international agreements negotiated with foreign jurisdictions do not conflict with PEO's legislated/regulatory functions.

HIGHLIGHTS:

PEO Council received final task force report, which is being circulated for comment prior to Council debate of the recommendations.

### Ontario Software Engineering Task Force (OSWET)

Chair: George R. Comrie, P.Eng.

MANDATE: To study the Canadian Council of Professional Engineers (CCPE)/Association of Universities and Colleges of Canada (AUCC) Software Engineering Proposal (SWEP) and develop a position that delineates the rationale for PEO's concerns, and develop alternatives and strategies.

HIGHLIGHTS:

- Continued to look into the CCPE-AUCC SWEP for the creation of an independent accreditation board (SEAB) to accredit undergraduate software engineering programs. OSWET position was endorsed, in principle, by PEO Council and forwarded to CCPE.

### Professional Excellence Program (PEP) Review Task Group

Chair: G. Gordon M. Sterling, P.Eng.

MANDATE: To implement a program for members to report details about their workplace function, areas of practice, specialization and professional development activities.

HIGHLIGHTS:

PEO staff developed a questionnaire under the direction of the President to capture data on job function, specialty, employment sector and professional development activities.

The revised questionnaire, incorporating comments from PEO Council, committees, and chapter chairs, will be included with the membership information update form sent with PEO fee invoices beginning spring 2002.

### Strategic Plan Steering Group

Chair: G. Gordon M. Sterling, P.Eng.

MANDATE: Initiated to consolidate input and draft an updated PEO Strategic Plan in the light of the creation of OSPE.

HIGHLIGHTS:

The PEO Strategic Plan was approved by Council in June 2001. Action plans to implement the Strategic Plan initiatives have been developed. The Strategic Plan is available on the PEO website.

### Technologist Licensure Task Group (TLTG)

Chair: W. Laurier Proulx, C.E.T.

MANDATE: To study the licensing of engineering technologists under the *Professional Engineers Act* to practise professional engineering in a limited area.

HIGHLIGHTS:

- The TLTG's final report was received at the March 25, 2002 meeting of PEO Council.
- Recommendations include: that it would benefit the Ontario public to provide a special designation to suitably qualified certified engineering technologists as a means of encouraging them to seek limited licensure, with OACETT providing the initial screening.
- Report is being circulated for comment prior to PEO Council debate of the recommendations.

# Financial Statements of Association of Professional Engineers of Ontario

## To the Members of the Association of Professional Engineers of Ontario

We have audited the balance sheet of the Association of Professional Engineers of Ontario as at December 31, 2001 and the statements of revenue and expenses, changes in operating reserve and cash flows for the year then ended. These financial statements are the responsibility of the association's management. 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 plan and perform an audit to obtain reasonable assurance whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. In our opinion, these financial statements present fairly, in all material respects, the financial position of the association as at December 31, 2001 and the results of its operations and its cash flows for the year then ended in accordance with Canadian generally accepted accounting principles.

(signed) Deloitte & Touche,  
Chartered Accountants  
Toronto, Ontario, January 23, 2002



## Balance Sheet

December 31, 2001

	2001	2000
<b>ASSETS</b>		
<b>CURRENT</b>		
Cash	\$ 55,879	\$ 91,009
Marketable securities, at cost which approximates market value	3,336,201	4,967,670
Accounts receivable	643,604	1,444,981
Prepaid expenses	216,387	239,420
	<b>4,252,071</b>	<b>6,743,080</b>
PORTFOLIO INVESTMENTS (market value \$8,789,770; 2000-\$6,823,591)	<b>8,509,964</b>	6,795,200
DEFERRED EMPLOYEE FUTURE BENEFITS (Note 3)	<b>45,400</b>	235,700
CAPITAL ASSETS (Note 4)	<b>740,534</b>	850,348
	<b>\$13,547,969</b>	<b>\$14,624,328</b>
<b>LIABILITIES</b>		
<b>CURRENT</b>		
Accounts payable and accrued liabilities	\$ 705,404	\$ 585,089
Fees in advance and deposits	4,767,196	4,073,026
	<b>5,472,600</b>	4,658,115
DEFERRED LEASE INDUCEMENT	<b>245,533</b>	327,533
	<b>5,718,133</b>	4,985,648
<b>OPERATING RESERVE</b>		
INVESTED IN CAPITAL ASSETS	<b>740,534</b>	850,348
UNRESTRICTED	<b>7,089,302</b>	8,788,332
	<b>7,829,836</b>	9,638,680
	<b>\$13,547,969</b>	<b>\$14,624,328</b>

On behalf of the Council

Member—G.G.M. Sterling, P.Eng.  
Member— R.W Braddock, P.Eng.

# Statement of Revenue and Expenses

Year ended December 31, 2001

	2001	2000
<b>REVENUE</b>		
Annual fees	\$ 7,551,704	\$ 7,390,068
Application fees, registration fees, examination fees, other fees and income	2,604,101	2,826,977
Investment income	642,992	758,592
Advertising income	596,380	532,341
	<b>11,395,177</b>	<b>11,507,978</b>
<b>EXPENSES</b>		
Administration	897,629	931,455
Amortization	311,091	470,269
Building occupancy costs, including leasehold amortization of \$13,851 (2000 – \$13,851)	986,330	962,640
Canadian Council of Professional Engineers	561,428	553,157
Chapters and Regions	428,362	423,315
Communications	709,596	592,737
Council and committees	600,424	618,387
Dimensions, sundry publications	663,889	695,450
Examination and registration	103,301	169,590
Professional services	845,748	582,969
Salaries and staff benefits	5,786,230	5,025,033
	<b>11,894,027</b>	<b>11,025,001</b>
EXCESS OF (EXPENSES OVER REVENUE)		
REVENUE OVER EXPENSES BEFORE OTHER ITEM	(498,849)	482,977
CONTRIBUTION TO OSPE AND COMMITMENT (NOTE 9)	1,309,995	933,277
DEFICIENCY OF REVENUE OVER EXPENSES	<b>\$ (1,808,844)</b>	<b>\$ (450,300)</b>

## Statement of Changes in Operating Reserve

Year ended December 31, 2001

	2001			2000
	Invested in Capital Assets	Unrestricted	Total	Total
BALANCE, BEGINNING OF YEAR	\$850,348	\$8,788,332	\$9,638,680	\$10,088,980
DEFICIENCY OF REVENUE OVER EXPENSES	(324,942)	(1,483,902)	(1,808,844)	(450,300)
ADDITIONS TO CAPITAL ASSETS	215,128	(215,128)	-	-
BALANCE, END OF YEAR	\$740,534	\$7,089,302	\$ 7,829,836	\$9,638,680

## Statement of Cash Flows

Year ended December 31, 2001

	2001	2000
<b>NET (OUTFLOW) INFLOW OF CASH RELATED TO THE FOLLOWING ACTIVITIES</b>		
<b>OPERATING</b>		
Deficiency of revenue over expenses	\$(1,808,844)	\$ (450,300)
Items not involving cash or marketable securities:		
Amortization	324,942	484,880
Deferred employee future benefits	190,300	197,716
	(1,293,602)	232,296
Change in non-cash working capital items (Note 8)	1,638,895	(1,042,002)
	345,293	(809,706)
<b>FINANCING</b>		
Amortization in deferred lease inducement	(82,000)	(82,000)
<b>INVESTING</b>		
Additions to capital assets	(215,128)	(579,019)
(Increase) decrease in portfolio investments	(1,714,764)	289,318
	(1,929,892)	(289,701)
<b>DECREASE IN CASH AND MARKETABLE SECURITIES</b>	(1,666,599)	(1,181,408)
<b>CASH AND MARKETABLE SECURITIES, BEGINNING OF YEAR</b>	5,058,679	6,240,087
<b>CASH AND MARKETABLE SECURITIES, END OF YEAR</b>	\$ 3,392,080	\$ 5,058,679
<b>CASH AND MARKETABLE SECURITIES IS COMPRISED OF:</b>		
Cash	\$ 55,879	\$ 91,009
Marketable securities	3,336,201	4,967,670
	\$ 3,392,080	\$5,058,679

# Notes to the Financial Statements

December 31, 2001

## 1. NATURE OF OPERATIONS

The Association of Professional Engineers of Ontario is incorporated by an Act of the Legislature 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. The Association of Professional Engineers of Ontario is incorporated as a non-profit organization under the *Income Tax Act*.

## 2. SIGNIFICANT ACCOUNTING POLICIES

### MARKETABLE SECURITIES AND PORTFOLIO INVESTMENTS

Investments are reported at cost adjusted by the amortization of any discount or premium arising on the purchase of fixed term securities over the period to their maturity. Marketable securities include investments which mature on or before December 31, 2002 whereas portfolio investments include those investments which mature after December 31, 2002.

### 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.

### EMPLOYEE FUTURE BENEFITS

The association prospectively adopted the new Canadian generally accepted accounting principles for employee future benefits effective January 1, 2000. The association accrues its obligations under employee benefit plans and the related costs, net of plan assets. The association has adopted the following policies:

- ◆ The cost of pensions and other retirement benefits earned by employees is actuarially determined using the projected unit credit method prorated on service and management's best estimate of expected plan investment performance, salary escalation, retirement ages of employees and expected health care costs.
- ◆ For the purpose of calculating the expected return on plan assets, those assets are valued at fair value.
- ◆ Past service costs from plan amendments are amortized on a straight-line basis over the average remaining service period of employees active at the date of amendment.
- ◆ The excess of the net actuarial gain (loss) over 10% of the greater of the benefit obligation and the fair value of plan assets is amortized over the average remaining service period of active employees. The average remaining service period of the active employees are 18 and 17 years for the pension plans and 18 years for the retirement benefits plan.
- ◆ When the restructuring of a benefit plan gives rise to both a curtailment and a settlement of obligations, the curtailment is accounted for prior to the settlement.

### CAPITAL ASSETS

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

Furniture, fixtures and microfilm equipment	10% to 20%
Computer equipment	20% to 33%
Leasehold improvements	10%

### DEFERRED LEASE INDUCEMENT

The deferred lease inducement received is being amortized on a straight-line basis over the term of the lease.

### USE OF ESTIMATES

The preparation of financial statements in conformity with generally accepted accounting principles 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.

## 3. DEFERRED EMPLOYEE FUTURE BENEFITS

The association's pension plans, covering substantially all employees, are defined benefit pension plans.

The association has a contributory defined benefit final average pension plan. The pension plan provides pension benefits based on length of service and final average earnings.

Effective January 1, 1997, the association introduced a supplemental pension plan. The plan is a contributory defined benefit final average pension plan. The pension plan provides pension benefits based on length of service and best average earnings.

The association also provides extended health care, hospitalization and dental benefits to substantially all of its employees.

The funded status of the association's pension plans and post-retirement benefit plan using actuarial assumptions as of December 31, 2001 was as follows:

	Pension Plans	Other Benefit Plan	Total 2001
Accrued benefit obligation	\$ 8,040,600	\$ 2,428,600	\$ 10,469,200
Fair value of plan assets	7,759,500	-	7,759,500
Funded status – plan surplus (deficit)	(281,100)	(2,428,600)	(2,709,700)
Unamortized transitional obligation	32,300	1,454,200	1,486,500
Unamortized net actuarial gains	899,300	369,300	1,268,600
Accrued benefit asset (liability)	\$ 650,500	\$ (605,100)	\$ 45,400

The significant actuarial assumptions adopted in measuring the association's accrued benefit obligation are as follows:

	Pension Plans	Other Benefit Plan
Discount rate	6.75%	6.75%
Expected long-term rate of return on plan assets	3.50% to 7.00%	-
Rate of compensation increase	4.50%	-
Medical benefits cost escalation – hospitalization	-	5.00%
Medical benefits cost escalation – extended health care	-	2.50%
Dental benefits cost escalation	-	2.50%

Other information about the association's benefit plans is as follows:

	Pension Plans	Other Benefit Plan	Total 2001
Plan expense	\$ 415,200	\$ 374,600	\$ 789,800
Employer contributions	558,600	40,800	599,400
Employee contributions	178,200	-	178,200
Benefit payments	332,600	40,800	373,400

#### 4. CAPITAL ASSETS

	2001			2000
	Cost	Accumulated Amortization	Net Book Value	Net Book Value
Furniture, fixtures and microfilm equipment	\$ 942,082	\$ 656,730	\$ 285,352	\$ 340,702
Computer equipment	1,254,893	841,265	413,628	454,241
Leasehold improvements	138,515	96,961	41,554	55,405
	<b>\$ 2,335,490</b>	<b>\$1,594,956</b>	<b>\$ 740,534</b>	<b>\$ 850,348</b>

#### 5. TRUST ACCOUNTS

The association maintains separate bank accounts for the Council of Ontario Deans of Engineering and the Millennium Fund. Funds totaling \$23,784 (2000 - \$21,794) are not reported on the association's balance sheet as they are held in trust for these groups.

#### 6. LEASE COMMITMENTS

The association has obligations under long-term non-cancelable operating leases for its premises. The future minimum lease payments for each of the next five years and thereafter are as follows:

2002	\$ 609,000
2003	609,000
2004	746,700

2005	746,700
2006	746,700
Thereafter	2,240,100
	<b>\$ 5,698,200</b>

#### 7. CONTINGENT LIABILITIES

Various claims have been made against the association. According to management some of the claims, once settled, are unlikely to result in a loss to the association while the outcome of the remaining claims cannot be determined at this time. A provision for certain of these claims has been made in these financial statements.

#### 8. CHANGE IN NON-CASH WORKING CAPITAL ITEMS

	2001	2000
Accounts receivable	\$ 801,377	\$ (447,170)
Prepaid expenses	23,033	21,329
Accounts payable and accrued liabilities	120,315	(209,563)
Fees in advance and deposits	694,170	(406,598)
	<b>\$ 1,638,895</b>	<b>\$ (1,042,002)</b>

#### 9. CONTRIBUTION TO OSPE AND COMMITMENT

The Ontario Society of Professional Engineers (OSPE) was incorporated on April 5, 2000 for the purpose of separating member-services and non regulatory functions from PEO's primary regulatory role. Through an amendment to the *Professional Engineers Act* and Regulation 941, PEO is authorized to fund OSPE's start-up costs for a three-year period. The Regulation amendment allowed for a one-time grant to OSPE of \$933,277 (10% of the association's Unrestricted Operating Reserve as at December 31, 1999) and a grant equal to \$30 for each full-fee paying member of the Association, on renewal of membership. The estimated future commitment over the next two years is anticipated to be approximately:

2002	\$ 1,600,000
2003	1,900,000
	<b>\$ 3,500,000</b>

### Notice

Any member with questions on the association's 2001 Financial Statements may direct them to Linda Prince, CA, Treasurer, or Ron Sparrow, CGA, Manager, Accounting, Professional Engineers Ontario. Contact (416) 224-1100 or 1(800) 339-3716, ext. 426 to reach Linda Prince or ext. 430 to reach Ron Sparrow. By email, contact [lprince@peo.on.ca](mailto:lprince@peo.on.ca) or [rsparrow@peo.on.ca](mailto:rsparrow@peo.on.ca), or by mail, write to 25 Sheppard Avenue West, Suite 1000, Toronto, ON M2N 6S9.



**Professional Engineers  
Ontario**

25 Sheppard Avenue West  
Suite 1000  
Toronto, Ontario  
M2N 6S9

Tel: 416 224-1100 or 1-800-339-3716  
Fax: 416 224-8168 or 1-800-268-0496

Website: [www.peo.on.ca](http://www.peo.on.ca)