

**Terms of Reference**

**Repeal of section 12.3(a) Industrial Exception - Implementation Task Force (RIETF)**

**Issue Date: September 24, 2010**  
**Approved by: PEO Council**

**Review Date:**  
**Review by: Council**

<b>Legislated and other Mandate approved by Council</b>	To determine how PEO may best assist industry with the implementation of the removal of the industrial exception.
<b>Key Duties and Responsibilities</b>	Develop an implementation plan for PEO Council approval that identifies how PEO will transition and communicate with those industries and individuals that are primarily impacted by the repeal of section 12.3(a) of the PE Act, also known as “the Industrial Exception”. The implementation plan will identify the industries affected, recommend a transition time period and the suggested means of communication, and create a guideline to explain the scope of the repeal, what is required to attain a license and how to interpret section 12.3(b) also known as the “supervisory exception”. If possible, the task force will try to anticipate the potential impact to PEO’s resources in order to manage the potential increase in new license applications. The task force will be a sub-committee of the Enforcement Committee and will report to PEO Council via the Enforcement Committee.
<b>Constituency &amp; Qualifications of Committee/Task Force Members</b>	Task Force members may include representation from affected industry associations, affected individuals, as well as at least two members of the Enforcement Committee. All members will be licensed engineers with the exception of the affected industry or individual representatives who need not be licensed professional engineers.  Additional members approved by Council are: President-elect Adams; Chris Maltby, P.Eng., Angela Scott, P.Eng., and Wayne Kershaw, P.Eng.
<b>Qualifications and election of the Chair</b>	The chair of the task force will be a PEO licensed engineer and preferably also a member of the Enforcement Committee. Ideally the chair will have work experience within one of the affected industries. The chair of the task force will be appointed by the Enforcement Committee and will remain the chair until the task force is stood down by Council. If the chair resigns, the enforcement committee will appoint a new

	chair immediately for the duration of the term.
<b>Qualifications and election of the Vice Chair(s)</b>	The vice-chair of the task force will be a member of the task force and elected by a majority of the task force members. The vice-chair will hold the position until the task force is stood down by Council. If the vice-chair resigns, the task force members will elect by a majority a new vice-chair immediately for the duration of the term.
<b>Duties of Vice Chair(s)</b>	To chair meetings in the chair's absence
<b>Term Limits for Task Force members</b>	Task Force is expected to deliver their implementation plan to Council within 6 months of being formed. The task force members are expected to serve for the duration of the task force until it is stood down by Council.
<b>Quorum</b>	The task force will compose of a minimum of three members, and quorum for the purpose of having the meeting's decisions be considered binding is at least three members present (either face-to-face or by teleconference) at the meeting.
<b>Meeting Frequency &amp; Time Commitment</b>	The task force will meet at a minimum of once a month over a 6 month period, with each meeting is expected to last a minimum of two hours. Both face-to-face and teleconference meetings will be accommodated.
<b>Operational year time frame</b>	The Task Force will commence after its terms of reference are approved by Council and is expected to meet from October 2010 to April 2011.
<b>Task Force Advisor</b>	Compliance Officer, Regulatory Compliance department Enforcement Officer, Regulatory Compliance department.
<b>Council Liaison</b>	President-elect D. Adams, P.Eng.