

**Terms of Reference
Consulting Engineer Designation Committee (CEDC)**

**Issue Date: April 2010 (revised February 2, 2017)
Approved by Council:**

**Review Date:
Review by: Council**

Legislated and other Mandate approved by Council	<p>To make recommendations to Council respecting all matters relating to applications for designation and redesignation as a consulting engineer, and applications from Certificate of Authorization Holders for permission to use the title "Consulting Engineer" as specified in Regulation 941.</p> <p>The legislated mandate is as follows:</p> <p>56. (1) The Council shall designate as a consulting engineer every applicant for the designation who,</p> <ul style="list-style-type: none">(a) is a Member;(b) is currently engaged, and has been continuously engaged, for not less than two years or such lesser period as may be approved by the Council, in the independent practice of professional engineering in Canada;(c) has, since becoming a Member, had five or more years of professional engineering experience that is satisfactory to the Council;(d) has passed the examinations prescribed by the Council or has been exempted therefrom, pursuant to subsection (2). R.R.O. 1990, Reg. 941, s. 56 (1); O. Reg. 402/07, s. 1. <p>(2) The Council may exempt an applicant from any of the examinations mentioned in clause (1) (d) where the Council is of the opinion that the applicant has appropriate qualifications. R.R.O. 1990, Reg. 941, s. 56 (2).</p> <p>57. (1) Designation as a consulting engineer expires five years from the date of issuance of notice of the designation. R.R.O. 1990, Reg. 941, s. 57 (1).</p> <p>(2) The Council shall redesignate as a consulting engineer every applicant who,</p> <ul style="list-style-type: none">(a) is a Member;(b) is currently engaged in the independent practice of professional engineering in Canada; and(c) has during the five years since the date of issue of the applicant's most recent designation as a consulting engineer had professional engineering experience satisfactory to the Council. R.R.O. 1990, Reg. 941, s. 57 (2); O. Reg. 402/07, s. 2. <p>58. The Registrar, upon the granting or refusing of an application for a designation or redesignation shall mail forthwith to the applicant a notice stating,</p> <ul style="list-style-type: none">(a) that the applicant has or has not been granted a designation or redesignation as a consulting engineer, as the case may be; and(b) in the case of a refusal to grant the designation or redesignation, the reasons therefor. R.R.O. 1990, Reg. 941, s. 58. <p>59. A Member who has been designated or redesignated as a consulting engineer may use the title "consulting engineer" or a variation thereof approved by Council from time to time so long as the Member is in the independent practice of professional engineering and the designation or redesignation is valid. R.R.O. 1990, Reg. 941, s. 59.</p> <p>60. For the purpose of this Regulation, a Member shall be deemed to be in the independent practice of professional engineering if the Member,</p>
---	---

Terms of Reference
Consulting Engineer Designation Committee (CEDC)

(a) holds a certificate of authorization and is primarily engaged in offering or providing services within the practice of professional engineering to the public; or

(b) is a partner in or employee of a holder of a certificate of authorization, is designated in the application for the certificate as a person who will assume responsibility for and supervise the services of the holder that are within the practice of professional engineering and is primarily engaged in offering or providing, on behalf of the holder, services within the practice of professional engineering to the public. R.R.O. 1990, Reg. 941, s. 60.

61. (1) The Consulting Engineer Designation Committee is continued. R.R.O. 1990, Reg. 941, s. 61 (1).

(2) The Consulting Engineer Designation Committee may make recommendations to the Council in respect of all matters relating to applications for designation as a consulting engineer including, without limitation,

(a) the standards to be applied;

(b) procedures for and the form and content of examinations;

(c) the qualifications of applicants;

(d) the exemption of applicants from examinations; and

(e) the length of time engaged in independent practice required. R.R.O. 1990, Reg. 941, s. 61 (2).

62. (1) The Consulting Engineer Designation Committee shall consist of a chair, vice-chair and such other Members as are appointed by the Council. R.R.O. 1990, Reg. 941, s. 62 (1).

(2) A majority of the members of the Consulting Engineer Designation Committee must be designated consulting engineers. R.R.O. 1990, Reg. 941, s. 62 (2).

(3) The Consulting Engineer Designation Committee may, from time to time, appoint one or more subcommittees to assist it in carrying out any of its functions and to make recommendations to it with respect thereto. R.R.O. 1990, Reg. 941, s. 62 (3).

(4) The majority of the members of a subcommittee of the Consulting Engineer Designation Committee must be designated consulting engineers. R.R.O. 1990, Reg. 941, s. 62 (4).

(5) The chair of a subcommittee of the Consulting Engineer Designation Committee must be a member of the Consulting Engineer Designation Committee. R.R.O. 1990, Reg. 941, s. 62 (5).

63. An applicant for designation as a consulting engineer shall, if requested, appear personally before the Council or the Consulting Engineer Designation Committee or a subcommittee thereof. R.R.O. 1990, Reg. 941, s. 63.

64. (1) Where the Council has refused an application for designation as a consulting engineer, the applicant may, within thirty days of the date of receipt of notice of the refusal, request that the Council reconsider the application together with such additional information as is submitted by the applicant. R.R.O. 1990, Reg. 941, s. 64 (1).

(2) Upon receipt of a request from an applicant pursuant to subsection (1), the Council shall reconsider the application, taking into account the additional information, if any, submitted by the applicant with the request. R.R.O. 1990, Reg. 941, s. 64 (2).

**Terms of Reference
Consulting Engineer Designation Committee (CEDC)**

	<p>(3) Upon the reconsideration, the Council may make findings of fact by such standards of proof as are commonly relied upon by reasonable and prudent persons in the conduct of their own affairs and may refer the matter to and accept recommendations from such holders of licences or committee of holders of licences as it considers appropriate in the circumstances. R.R.O. 1990, Reg. 941, s. 64 (3).</p> <p>65. The Registrar upon the granting or refusing of an application for reconsideration of an application for designation or redesignation shall mail forthwith to the applicant a notice stating,</p> <p style="padding-left: 40px;">(a) that the prior refusal of designation or redesignation as a consulting engineer has been confirmed or that the application for designation or redesignation as a consulting engineer has been granted, as the case may be; and</p> <p style="padding-left: 40px;">(b) in the case of a confirmation of a refusal to grant the designation or redesignation, the reasons therefor. R.R.O. 1990, Reg. 941, s. 65.</p> <p>66. An applicant for designation or redesignation as a consulting engineer who has been refused the designation by Council is not entitled to reapply therefor for a period of twelve months after,</p> <p style="padding-left: 40px;">(a) The date of receipt of notice of the refusal of the Council; or</p> <p style="padding-left: 40px;">(b) In the case of reconsideration by Council, the date of receipt of notice of the refusal of the Council upon the reconsideration. R.R.O. 1990, Reg. 941, s. 66.</p> <p>67. Only a Member designated by the Council may use the title "consulting engineer" or a variation thereof approved by the Council from time to time. R.R.O. 1990, Reg. 941, s. 67.</p>
<p>Key Duties and Responsibilities</p>	<p>CEDC is appointed by Council.</p> <p>CEDC reports to Council through the CEO/Registrar and/or Council Liaison.</p> <p>CEDC reports regularly (four times each year) regarding mandate to Council as per Regulation.</p> <p>Type of Committee:</p> <ol style="list-style-type: none"> 1. Policy committee on regulatory matters. 2. Operational committee on regulatory matters (legislated). <p>Success Measurements of Key Duties and Responsibilities:</p> <ol style="list-style-type: none"> 1. Increased recognition of CED by governments, client groups and the public. 2. Interpretative guideline is current and relevant. <p>The Chair shall submit an annual report, not later than January 15th of each year to the CEO/Registrar of the activities of the Committee.</p> <p>By September 30th of each year, CEDC shall prepare an annual work plan for the following year. The work plan will include anticipated outcomes, deliverables, and a continuous improvement component. This will be presented to Council at the following January meeting.</p>

Terms of Reference
Consulting Engineer Designation Committee (CEDC)

Constituency, Number & Qualifications of Committee/Task Force Members	<p>Approximately 10 members, with reasonable geographic representation across Ontario; the majority must be designated consulting engineers. Should have at least 15 years engineering experience after graduation; chair and vice-chair are appointed by Council; at least two-thirds continuity desirable.</p> <p>Recruitment of New Committee Members The committee is to assist People Development in the recruitment of new committee members to ensure wide discipline and reasonable geographic representation based on applications received.</p>
Qualifications and election of the Chair	<p>Should have at least 15 years engineering experience after graduation; be a designated Consulting Engineer; and have been a member of CEDC for at least 2 years. In January of each year, a chair is elected by CEDC and recommended to Council for appointment.</p>
Qualifications and election of the Vice Chair(s)	<p>Should have at least 15 years engineering experience after graduation; be a designated Consulting Engineer; and have been a member of CEDC for at least 2 years. In January of each year, a vice-chair is elected by CEDC and recommended to Council for appointment. The vice-chair is not automatically appointed as Chair.</p>
Duties of Vice Chair(s)	<p>Specific duties of the vice chair(s) are, for example, chairing meetings in the chair's absence.</p>
Term Limits for Committee Chair and Vice Chair	<p>The Chair and Vice Chair are elected annually for a one-year term, from January to December. The Chair and Vice Chair may be re-elected to their positions to serve a maximum of three (3) consecutive years. To ensure continuity, it is desirable that the Vice Chair moves to the Chair's position, once the Chair's term of service is expired. Once the Chair and/or Vice Chair have served for the maximum term for their respective positions, they are not eligible for reappointment to those positions. The Chair, once having served as Chair, may only serve as a general committee member thereafter to the maximum ten (10) years of cumulative committee service.</p>
Term Limits for Committee Members	<p>Committee members are appointed for a one-year term, from January to December. Committee members may be re-appointed, but shall retire from the committee for at least six (6) years after ten (10) years of cumulative committee service.</p>
Succession Planning	<p>Note: All committees must have a succession plan, approved by Council, to ensure the orderly transition of the position of chair and vice chair as well as provide for the renewal of the committee's membership and on-boarding of new committee members.</p>
Quorum	<p>A quorum of at least 3 representatives of the 5 regional subcommittees must be present (including participation by teleconference) to have the meeting's decision(s) recorded as binding.</p>
Meeting Frequency & Time Commitment	<p>The Committee expects to meet four times during the year for a full day meeting during the week at the PEO offices. In addition, members are encouraged to attend four regional sub-committee meetings per year in advance of the Committee meetings.</p>
Operational year time frame	<p>January - December</p>
Committee Advisor	<p>Faris Georgis, P.Eng. – Manager, Registration</p>