

**Terms of Reference  
Enforcement Committee (ENF)**

**Issue Date: November 21, 2017**  
**Approved by: Council**

**Review Date: March 2020**  
**Review by: Council**

<b>Legislated and other Mandate approved by Council</b>	Mandate is to advise Council on matters relating to the enforcement of the provisions of the <i>Professional Engineers Act</i> dealing with unlicensed and unauthorized practice.  Standing committee of Council established by Council on September 24, 1999.
<b>Key Duties and Responsibilities</b>	<ol style="list-style-type: none"> <li>1. To prepare and present policy proposals to Council on issues relating to PEO's enforcement activity.</li> <li>2. To act as an advisory body to the Registrar, PEO committees and task forces and Council on policy matters relating to enforcement.</li> </ol>
<b>Constituency &amp; Qualifications of Committee/Task Force Members</b>	Up to ten (10) professional engineers can be committee members: at least five (5) are practising engineers and at least one (1) is a practising lawyer. It is desirable that a cross-section of emerging engineering disciplines is represented.  Plus one (1) Councillor appointed as Council Liaison, who is not a committee member for the purpose of the quorum requirement.
<b>Qualifications and election of the Chair</b>	The election of the Chair will be conducted at the last meeting of each calendar year for a one-year term to commence the following calendar year. The Chair must be nominated from among the members of the committee by a plurality vote of the regular quorum, with first-past-the-post voting. Any sitting member may be nominated for the Chair position by nomination of any two (2) other members.
<b>Qualifications and election of the Vice Chair</b>	The election of the Vice Chair will be conducted after the election of the chair at the last meeting of each calendar year for a one-year term to commence the following calendar year. The Vice Chair must be nominated from among the members of the committee by a plurality vote of the regular quorum, with first-past-the-post voting. Any sitting member may be nominated for the Vice Chair position by nomination of any one (1) other member.
<b>Duties of the Chair</b>	The Chair will chair all regular meetings of the committee, participate in setting the meeting agendas, and be the signatory to correspondence and reports issued by the committee.
<b>Duties of the Vice Chair</b>	The Vice Chair will chair meetings in the absence of the Chair and will perform such other duties on behalf of the committee as decided by the committee.
<b>Council Liaison</b>	The Council Liaison is appointed in accordance with the process approved by Council.

<b>Term Limits for Committee members</b>	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.
<b>Term Limits for Committee Chair and Vice Chair</b>	<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 respective positions to serve a maximum of three (3) consecutive years.</p> <p>To ensure continuity, it is desirable that the Vice Chair moves to the Chair's position once the Chair's term of service has expired.</p> <p>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.</p> <p>The Chair, once having served as Chair, may only serve as a general committee member thereafter to the maximum ten (10) years of cumulative service on the committee.</p>
<b>Succession Planning</b>	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.
<b>Quorum</b>	The Quorum is the lesser of four members or 50 per cent the members of the committee, but in accordance with Wainberg's Society Meetings Including Rules of Order and section 25(i) of By-Law No. 1, quorum for the purpose of having the meeting's decisions be considered binding is at least 50 per cent of the committee's membership present at the meeting. This threshold applies to all committee decisions. The Chair and Vice-Chair are members and can be counted to obtain the quorum requirement.
<b>Meeting Frequency &amp; Time Commitment</b>	<p>Meetings are held up to six times per year, approximately once every two months. Meetings last 2-3 hours each and meeting preparation time may be between 1-3 hours in advance to review materials. Members may attend by teleconference.</p> <p>If a member misses three consecutive meetings without reason, they will be considered to have resigned from the committee, effective the date of their last meeting attended.</p> <p>In addition, subcommittees will be created for each work plan deliverable and members will be required to sit on at least one subcommittee to complete the annual work plan.</p>
<b>Operational year time frame</b>	The committee's operational year follows the calendar year, from January 1 to December 31.
<b>Committee advisor</b>	Manager, Enforcement, Regulatory Compliance