

OSPE - PEO
Joint Relations Committee
Terms of Reference

1) Purpose

The purpose of the Committee is to:

- a) Build relationships between the leaders of the two organizations to strengthen regulation, service and advocacy for the profession;
- b) Facilitate the exchange of information between the two organizations;
- c) Identify issues and facilitate cooperation between the two organizations in areas of mutual interest / concern; and
- d) Provide a forum for the discussion and informal resolution of potential areas of opportunity or conflict between the two organizations.

2) Guiding Principles

- (i) We will support each other in the interest of advancing the engineering profession.
- (ii) We will work to find synergies, and to avoid competing with one another.

3) Composition

3.1 The Committee will consist of the following members:

- a) The President / Chair plus Vice-Chair, plus two (2) Directors of the Ontario Society of Professional Engineers;
- b) The Chief Executive Officer of the Ontario Society of Professional Engineers;
- c) The President, The President-elect, plus two (2) Councillors member (P.Eng.) Councillors of Professional Engineers Ontario; and
- d) The Registrar of Professional Engineers Ontario.

The above representatives will be appointed to the Committee by their respective organizations from time to time according to their respective organizations' policies for such appointments. It is intended that appointees will be chosen on the basis of their knowledge of the issues facing the profession and of their respective organizations' positions with respect to same, as well their commitment to maintaining an effective working relationship between the two organizations. **Appointees must be members of both organizations.**

It is also recommended that appointees be selected on the basis of maintaining a level of continuity on the committee in order to progress long-term initiatives.

3.2 Term, Substitution of Members

It is intended that members of the Committee be appointed for a term of at least one (1) year in order to facilitate the building of relationships and to provide continuity.

Either organization may, at its discretion, substitute another representative from its Executive Committee or senior staff, for any meeting at which one of its regularly appointed representatives is unavailable to participate.

4) Meetings

- 4.1 **Frequency** - The Committee will hold at least four regular meetings per year. Additional regular or special meetings may be scheduled at any time with the agreement of the members.
- 4.2 **Chair** – The Chair of the meeting will alternate between the President of OSPE and the President of PEO. Should neither of those individuals be available the Committee will appoint a suitable Chair for the meeting in question.
- 4.3 **Agenda** - At least fifteen (15) days prior to each meeting, the recording secretary will circulate to all members a draft agenda for the meeting.
- 4.4 **Minutes / Proceedings** - On an annual basis, a recording secretary will be designated to record minutes of the meeting for the year. The other organization will be expected to record minutes of the meeting for the alternate year. These minutes will be circulated to all participants of the meeting within fifteen (15) days of the meeting for review and comment, with a view to producing a final draft for approval at the next regular meeting.
- 4.5 **Additional Participants** - With the agreement of the Committee, other individuals may be invited to participate in any meeting.

5) Authority, Responsibility

The Committee is an informal body with no power to bind either organization, and no accountability to either organization other than as may be expected by that organization of its appointees. Decisions arising from the Committee may be forwarded to the respective organizations for approval at their upcoming Council/Board meeting.

6) Expenses

- 6.1 Each organization will reimburse the expenses of its appointees to the Committee in accordance with its established policies and procedures.
- 6.2 The two organizations will share the common meeting and operating expenses of the Committee (such as meals / refreshments, duplication and transmission of documents, etc.) This may be accomplished by alternating the hosting of the meeting between the two organizations' premises.