



Professional Engineers
Ontario

VOLUNTEER MANUAL

**Developed by People Development
2016**

Welcome to the Professional Engineers Ontario (PEO) Volunteer Program!
The purpose of this manual is to provide our volunteers a reference source. We encourage all volunteers to become familiar with this manual, as it will lead to a better understanding of PEO, its governance, volunteer policies and procedures.



Contents

1. Registrar’s Message	5
2. Introduction	6
3. About PEO	7
3.1 Self-regulation of the Engineering Profession	7
3.2 Governing Documents	7
3.3 The 2015-2017 Strategic Plan	8
3.4 Vision, Mission and Core Values	8
4. PEO Governance	9
4.1 PEO Council	9
4.2 Executive Committee	9
4.3 PEO President	10
4.4 PEO Committees and Task Forces	10
4.5 PEO Regions and Chapters	11
• Regions	
• Regional Councillors Committee	
• Regional Election and Search Committees	
• Regional Congresses	
5. PEO Volunteer Program Overview	12
6. Volunteer Management – Key Points	13
6.1 Selection, Appointment and Resignation of Committee / Task Force Members	13
6.2 Orientation and Training	13
6.3 Meetings and Events	14
• Meals, hotel, parking, security	
• Access to Internet (Wi-Fi), printers and phones	
• Teleconferencing guidelines	
• Multicultural calendar and statutory holidays	
• Accommodation of people with disabilities	
6.4 Travel and Errors & Omissions (E & O) Insurance	15
6.5 External Appointments	15
6.6 Contact Information	15
7. PEO Chapter Volunteer Program	16
7.1 Chapter Objectives	16
7.2 Chapter Business Planning and Budgeting Process	16
7.3 Staff Support	16

7.4	Chapter Communications	17
7.5	Program Delivery at the Chapter Level	17
7.6	Government Liaison Program – Local Presence	17
8.	PEO Committees and Task Forces	18
8.1	Committee and Task Force Operations	18
8.2	Conflict of Interest	19
8.3	Code of Conduct	19
8.4	Role of Council	20
8.5	Role of Advisory Committee on Volunteers (ACV)	20
8.6	Role of Committee Chair and Election of Chairs	20
8.7	Role of Committee / Task Force Member	21
8.8	Role of Council Liaison	21
8.9	Role of Registrar	21
8.10	Role of Committee Advisor	21
8.11	Annual Membership Roster	22
8.12	Work and Human Resources (HR) Plans	23
9.	Volunteer Policies	24
9.1	Anit-workplace Violence and Harassment Policy	24
9.2	Committees & Task Forces Policy and Reference Guide	24
9.3	Equity and Diversity Policy	25
9.4	Expense Reimbursement Policy	26
9.5	Privacy Policy and Confidentiality Agreement	27
10.	Recognition and Awards	28
10.1	Volunteer Service Recognition Program	28
10.2	PEO Awards	28
	<ul style="list-style-type: none"> • Order of Honour (OOH) • G. Gordon M. Sterling Engineering Intern Award 	
10.3	Ontario Professional Engineers Awards (OPEA)	29
10.4	External Awards	30
	Appendix A: Useful Links	32

1. Registrar's Message

I have had the opportunity to see first-hand the commitment of our many volunteers to determining the future of our association and their dedication to promoting the value of the engineering profession in Ontario.

As a self-regulated profession, engineering relies heavily on the participation and contribution of volunteers to help govern and manage the affairs of PEO, its regulatory body, through service on Council, committees and task forces, and local chapters, just to name a few avenues.

Fortunately, PEO has access to a tremendous pool of talent we can draw on to assist us in fulfilling our mandate of regulating and advancing the practice of engineering in the public interest.

My goal is to create an environment where our volunteers can be very productive. This will help to attract more volunteers and enable us to plan for leadership succession – and help our future leaders prepare.

On behalf of PEO Council, thank you for joining us and, more importantly, for volunteering. Your time, energy and leadership abilities are valued by PEO, which is why you've been asked to participate today. As a volunteer, each of you is a part of achieving our success. I hope you will continue to share your time and expertise serving our profession.

Gerard McDonald, P.Eng., MBA
Registrar

2. Introduction

Thank you for serving the engineering profession and welcome to PEO's Volunteer Program.

As a global leader in self-regulation, PEO relies heavily on its volunteers. More than 1000 professional engineers, engineering interns and non-engineers volunteer their time each year on behalf of the association through participation in governance and operations.

To help our volunteers be productive and to help make their volunteer experience enjoyable, we have developed a Volunteer Manual to support you in your new role as a PEO volunteer. This Volunteer Manual will provide you information about PEO's regulatory role, its governance structure and its volunteer policies and procedures. There is also information on PEO's recognition program and awards.

The manual is divided into clearly identifiable sections to make it easy for you to find information.

We welcome suggestions to improve the manual. Please feel free to submit your comments to Fern Gonçalves, M.Ed., CHRL, Director, People Development, at fgoncalves@peo.on.ca or by phone at 416-840-1106 (direct line).

3. About PEO

- 3.1 Self-regulation of the Engineering Profession
- 3.2 Governing Documents
- 3.3 The 2015-2017 Strategic Plan
- 3.4 Vision, Mission and Core Values

3.1 Self-regulation of the Engineering Profession

Established on June 14, 1922, Professional Engineers Ontario (PEO) is the licensing and regulating body for engineering in the province. It fulfills the same role for engineering as the College of Physicians and Surgeons for medicine or the Law Society of Upper Canada for law.

In granting self-governance to the engineering profession through the *Professional Engineers Act*, the Ontario government has delegated certain regulatory, governance and tribunal functions to PEO, granting it powers to grant licences to practise engineering, set standards and regulate the practice of engineering in Ontario and discipline licence holders who fail to maintain the profession's standards of practice and ethics. PEO also authorizes entities to offer or provide engineering services to the public through the Certificate of Authorization. The primary role of the association is to regulate the practice of professional engineering and to govern its members so that the public interest is served and protected.

PEO protects the public by ensuring all professional engineers have met the qualifications for licensing and that only properly qualified individuals practise engineering or lead others to believe they are qualified to practise. To fulfill its primary role, PEO is authorized under the act to establish standards of knowledge and skill; maintain standards of practice for the profession; develop standards of professional ethics; and promote public awareness of its role.

3.2 Governing Documents (*Professional Engineers Act, Regulations and By-Law*)

The first law related to professional engineering in Ontario came in 1922 to allow the creation of a voluntary association to oversee registration of engineers. In 1937, the *Professional Engineers Act* was amended and licensure was made mandatory for anyone practising professional engineering. The act was amended several times over the years. Each amendment strengthened PEO's ability to regulate professional engineering practice, by, among other things:

- expanding the scope of professional engineering to encompass modern developments, including different classes of licensure;
- enabling PEO to pass regulations related to a Code of Ethics, professional conduct, negligence and incompetence, and detailing sanctions for incompetence and professional misconduct;
- regulating engineering partnerships and corporations;
- enabling the granting of licences to practise in Ontario to those living outside the province; and
- defining a formal complaints procedure.

Regulation 941 of the act, amended to Ontario Regulation 71/15, is a regulation made to provide additional details and guidance for implementing the act. For example, the regulation prescribes the process to be followed when electing professional engineers to Council. With respect to professional practice, the regulation prescribes a Code of Ethics, defines incompetence and professional

misconduct, addresses the requirement for practitioners to report unsafe situations and unethical practices, and states that all licence holders shall have a seal and describes its use.

By-Law No. 1 relates to the administrative and domestic affairs of the Association of Professional Engineers of Ontario.

3.3 The 2015–2017 Strategic Plan

In December 2014, PEO unveiled a blueprint that embraces a new vision for the association through the adoption of a comprehensive and ambitious three-year strategic plan.

The 2015-2017 Strategic Plan was approved by PEO Council at its November meeting and is used to determine the priorities for PEO programs and initiatives, and provide guidance for Council, committees, task forces and staff over its duration.

The plan includes vision and mission statements, core values for the organization and strategic objectives. The strategic objectives are organized into five goal areas that are guiding PEO's work for the duration of the plan, including: Practitioners; Regulatory Framework; Stakeholders; Operations; and Council, Staff and Volunteers. Each strategic objective identified in the main goal areas has strategies attached that will be reviewed annually as part of PEO's budget planning cycle to ensure realization of the plan.



PEO's *2015-2017 Strategic Plan* is posted on the PEO website. The link is available in [Appendix A \(Useful Links\)](#).

3.4 Vision, Mission and Core Values

PEO's vision is to be the trusted leader in professional self-regulation. PEO's mission is to regulate and advance the practice of engineering to protect the public interest.

In 2004, PEO Council developed five operating principles (core values) for organizational behaviour to underpin the activities of PEO's staff and volunteers in fulfilling its mission. Those core values define the culture of the organization and were reconfirmed as part of the 2015-2017 Strategic Plan process. PEO's core values are:

Accountability – PEO protects the public interest by being accountable to the public and to practitioners. PEO staff and volunteers are responsible for their actions and decisions, deliver what they promise to deliver, and their performance is reviewed on this basis. PEO honours its legislated and financial obligations.

Respect – PEO demonstrates respect for its staff, volunteers, applicants, licence holders and external stakeholders through fair practices and timely, informative communications.

Integrity – PEO's processes and practices, including consistency of its policies and their application, are aligned with the *Professional Engineers Act* to maintain the integrity of the licence. PEO firmly and impartially adheres to its legislated requirements in pursuit of regulatory excellence.

Professionalism – PEO operates in a professional manner by demonstrating competence, impartiality and reliability.

Teamwork – PEO achieves its goals through effective teamwork and collaborative partnerships among its staff, between its staff and volunteers, and with other bodies involved in the practice of professional engineering.

4. PEO Governance

- 4.1 PEO Council
- 4.2 Executive Committee
- 4.3 PEO President
- 4.4 PEO Committees and Task Forces
- 4.5 PEO Regions
 - Regions
 - Regional Councillors Committee
 - Regional Election and Search Committees
 - Regional Congresses

4.1 PEO Council

The engineering profession in Ontario is self-regulated. Self-regulation means PEO is governed by elected members of the profession and government appointees, within strict legal parameters. These elected and appointed representatives sit on a governing council that sets policy for licensing practitioners and regulating engineering practice under the *Professional Engineers Act*.

PEO Council comprises up to 29 members, including licensed professional engineers and non-engineers. The non-engineers are government appointed, whereas the licensed engineers may either be elected from the membership or appointed by the government.

Council is responsible for setting policy and for monitoring and overseeing its implementation by staff. It provides the overall direction for the association and the profession. Councillors have a fiduciary duty to act in the best interests of the organization and to practise wise stewardship of its resources.

4.2 Executive Committee

“The Council may delegate to the Executive Committee the authority to exercise any power or perform any duty of the Council other than to make, amend, or revoke a regulation or a by-law.”
[R.S.O. 1990, c. P.28, s. 11]

The Executive Committee is one of the committees required under Regulation 941. It is composed of the President; the President-elect; the immediate Past President; the two Vice Presidents (one of whom is elected by the members, the other appointed by, and from among, the Councillors themselves); and one or more other members appointed by Council, one of whom must be a Lieutenant Governor in Council appointee. Section 29 of the regulation states the Executive Committee:

- a) may act on behalf of Council with respect to urgent matters arising between regular meetings of Council but shall report to Council with respect to such actions;
- b) may consult with other committees of Council;
- c) shall act upon or report upon matters that are referred to it by Council;
- d) may advise the Registrar or any other officer or official of the association on matters of policy;
- e) may make periodic reviews, forecasts, plans and recommendations to Council concerning the future organization and operation of the association;
- f) may advise Council on matters pertaining to Engineers Canada; and
- g) may advise Council on all financial matters, including, without limitation, investments, budgets, capital requirements, income, expenditures, salaries, reserves and contingencies or extraordinary expenses, both for current and future operations.

4.3 PEO President

The President guides Council to carry out its governance and fiduciary responsibility in a collegial manner, building consensus on issues of substance that will advance PEO. The President assures the integrity of Council's process, and represents Council to outside parties and provides leadership to ensure PEO is effectively governed. The President's duties are described in detail in the Council Manual, available upon request from PEO's Secretariat Department.

The President speaks for Council with all orders of government, universities, industry and all external stakeholders, other than in specifically authorized instances. Deriving from the firm principle that Council's role is supervisory, with operations delegated to management; the President has the ultimate formal authority and responsibility for overseeing management. The President may provide guidance to the Registrar on operational matters, and has authority as directed by Council.

4.4 PEO Committees and Task Forces

In keeping with PEO's Guiding Principles of Corporate Governance, PEO committees have been structured to help PEO carry out its mandate. Committees and task forces are instruments to assist Council and the Registrar in the operation of PEO. They operate within mandates and terms of reference approved by Council.

Council has designated several committees as Board Committees. These committees have a fiduciary and/or oversight role and the majority of their members are sitting members of Council. Board committees operate on a Council-year basis (AGM to AGM) and are appointed by Council at its meeting immediately following the annual general meeting (AGM).



Other committees operate on a calendar-year basis. The roster for these committees is approved annually at the November Council meeting. Task forces are established to address a specific problem or task and cannot be adapted to other purposes. All committees and task forces report directly to Council. Each committee or task force is annually required to develop a work plan that briefly describes tasks it will undertake during the year and the deliverables expected upon completion of the tasks. Each committee is also required to develop a human resources plan that identifies the staff and volunteer resource requirements to accomplish its work plan.

Council has approved a Committees and Task Forces Policy that sets out roles of various committees/individuals as they relate to the committee/task force membership selection and support. More information about the Committees and Task Forces Policy and its Reference Guide is provided in Section 9 of this Manual (Volunteer Policies).

The 2016 Committees and Task Forces Chart is available in [Appendix A \(Useful Links\)](#).

4.5 PEO Regions and Chapters

Regions

For PEO Council election purposes, the province is divided into five regions. The boundaries are described in Schedule 1 of Regulation 941 under the *Professional Engineers Act*. The boundaries are based on postal forward sortation designations, municipal boundaries, and fixed geographic features. Copies of the regional maps are available upon request from the Manager, Chapters.

There are 36 chapters in Ontario organized into five regions. The regions are:

- Northern Region (seven chapters comprising approximately 4 per cent of all members);
- Eastern Region (seven chapters comprising approximately 14 per cent of all members);
- Western Region (nine chapters representing 20 per cent of all members);
- East Central Region (six chapters representing 28 per cent of all members); and
- West Central Region (seven chapters representing approximately 23 per cent of all members).

About 11 per cent of PEO's members reside in other provinces and abroad.

PEO members elect one member from their region to be regional councillor on an annual basis. The term for the regional councillor is two years. During the first year of the two-year term, the regional councillor is also called the Junior Regional Councillor. During the second year of the two-year term, the regional councillor becomes the Senior Regional Councillor.

Regional Councillors Committee (RCC)

Regional councillors have dual roles: they are part of PEO Council, and they also sit on PEO's Regional Councillors Committee (RCC), which is responsible for bringing regional and chapter interests to PEO Council and taking Council's perspectives to the chapters. Regional councillors are key to communication between PEO Council, the chapters, and the general membership within their region.

Regional Election and Search Committees (RESC)

The Regional Election and Search Committee (RESC) for each region is responsible for encouraging members residing in that region to stand for election as regional councillor. The RESC is chaired by the Junior Regional Councillor in each region and its members are the serving chairs of each chapter in the region.

Regional Congresses

Through By-law No. 1, a meeting of chapters, known as the Regional Congress, has been established in each region. Three Regional Congresses are held annually in each region, in

February, June and September. The chair of the Regional Congress is the Senior Regional Councillor of the region.

For more information about chapters and Regional Congresses, please visit PEO's website at: www.peo.on.ca, and look under *PEO Chapter and Regional Offices*. The link is provided in [Appendix A \(Useful Links\)](#).

5. PEO Volunteer Program Overview

Volunteers play a significant role at PEO by contributing their time, energy and exceptional talents to a cause they hold dear. Throughout its history, PEO has relied on the participation and contribution of volunteer P.Engs to help govern and manage its affairs.



More than 1000 professional engineers, engineers-in-training and non-engineers volunteer their time each year to work on behalf of PEO, including serving on committees and subcommittees; task forces; chapters; the Engineer-in-Residence program; the Government Liaison Program; and representing PEO on external boards, advisory groups and chapter-sponsored programs.

Traditionally, PEO volunteers begin at the chapter level, proceed to a committee/task force, and then stand for election to PEO Council.

Volunteering with PEO provides volunteers many opportunities, such as:

- serving the engineering profession;
- sharing knowledge, wisdom and experience with others;
- promoting the engineering profession and reaching out to local communities;
- liaising with the provincial government;
- networking with engineers within local communities and across the province;
- learning and developing leadership skills;
- meeting new people, developing new skills and discovering new experiences; and
- Receiving recognition for your services to the profession.

Some of PEO's volunteers summarized their personal volunteering experiences with the association as follows:

"I volunteer because I want to pay-it-forward and share with others what I have learned from the supporters in my life. There really is no greater feeling than knowing that I am reaching out."

Wanda Juricic, P.Eng.

"I find that volunteering with PEO is a very rewarding and worthwhile experience. Not only does it allow me to use my time and skills to help influence how the profession is regulated in Ontario, but the experience also enhances my own career by providing opportunities to meet and work with so many talented engineers."

Christian Bellini, P.Eng.

Many PEO volunteers have shared that their biggest reward comes from helping others. Please visit the volunteer website to read more volunteer stories. The link is provided in [Appendix A \(Useful Links\)](#).

6. Volunteer Management – Key Points

- 6.1 Selection, Appointment and Resignation of Committee / Task Force Members
- 6.2 Orientation and Training
- 6.3 Meetings and Events
 - Meals, hotel, parking, security
 - Access to Internet (Wi-Fi), printers and phones
 - Teleconferencing guidelines
 - Multicultural calendar and statutory holidays
 - Accommodation of people with disabilities
- 6.4 Travel and Errors and Omissions (E & O) Insurance
- 6.5 External appointments

6.1 Selection, Appointment and Resignation of Committee / Task Force Members

The volunteer selection process involves review and assessment of applications and resumes by People Development. A shortlist of the most qualified candidates is then sent for review and approval to the respective committee advisor, committee chair, or whole committee for final selection. Launched in 2012, the volunteer website is an effective tool for recruiting volunteers. The link to the volunteer website is available in [Appendix A \(Useful Links\)](#).

The Committees and Task Forces Policy requires all appointments to PEO committees and task forces be approved by Council. Once approved, new volunteers begin serving on their respective committee or task force. Usually, the committee advisor will contact new members to let them know about the upcoming meeting schedule and training specific for that committee.

Under subsection 5.5 of the Committees and Task Forces Policy – Reference Guide, a committee/task force member may resign if unable to dedicate the required effort. Depending on the reason for their resignation, committee/task force members should give the chair as much notice as possible. Ideally, notice should be given two meetings in advance of the resignation. As much as possible, committee/task force members should complete the work they have been assigned. If committee/task force members have outstanding work they are unable to complete, the work and any relevant background material should be transferred by the chair to another committee/task force member.

The resignation is effective the date identified by the member. The committee advisor is responsible for confirming the receipt of the resignation and forwarding a copy of the resignation letter to People Development.

6.2 Orientation and Training

Once the appointment of a new committee/task force volunteer is confirmed by Council, People Development will arrange for volunteer orientation, which usually takes place at PEO prior to the first meeting of the committee/task force the volunteer attends in person. A Volunteer Orientation web-module, developed in 2015, will be sent to all new volunteers as a part of their initial volunteer training.

PEO offers various on-going training opportunities to its volunteers, including participation in seminars, workshops, conferences and technology-assisted learning through webinars and online modules.

It is recommended that all volunteers complete the Privacy Policy and the Equity and Diversity Awareness web-modules, which are available on PEO's website.

6.3 Meetings and Events

Meetings usually take place at PEO at 40 Sheppard Avenue West in Toronto. These meetings include committee, task force and Council meetings, as well as an annual Committee Chairs Workshop and some chapter events and educational conferences. Chapter meetings and events may take place at various local facilities as arranged by each chapter. As a member of a standing committee or task force, a volunteer may be provided access to meeting spaces and underground parking at PEO, if the meeting is scheduled after regular business hours.



PEO volunteers may park their vehicles in the underground parking at 40 Sheppard Ave West after regular business hours (4:30 p.m.) only in the general spots designated for PEO. Alternatively, a vicinity parking map is available in [Appendix A \(Useful Links\)](#).

Meals, hotel, parking and security

Meals for committee/task force meetings are provided by an external catering company, which has set menus developed by PEO and are served in PEO's dining room. If a volunteer has allergies or other dietary restrictions, the volunteer must notify the committee advisor so a replacement meal can be arranged.

PEO has a centralized procedure for hotel reservations at Novotel – North York. Volunteers requiring hotel accommodation should notify their committee advisor and/or staff support and a hotel reservation number will be sent to them within a short time. In case a hotel reservation needs to be cancelled, the volunteer should notify the committee advisor and/or staff support at least two days in advance of the hotel check-in time.

PEO staff is responsible for providing information to the security company about all visitors attending meetings and events at PEO after regular business hours.

Access to Internet (Wi-Fi), printers and phones

PEO volunteers attending meetings and events at PEO may connect to PEO's Guest Wireless Network. Instructions on how to connect are available upon request. Volunteers requiring access to printers and/or telephones require permission from their committee advisor.

Teleconferencing guidelines

When a volunteer is unable to attend the meeting in person, teleconferencing is available. Committee advisors and/or staff support usually send out dial-in information in advance of the meeting.

All PEO volunteers are encouraged to review the Council-approved Teleconferencing Guidelines, which are available in [Appendix A \(Useful Links\)](#).

Multicultural calendar and statutory holidays

At the beginning of each year, committee chairs and advisors receive a link to a multicultural calendar to ensure that religious holidays are considered when scheduling meetings and events.

The link to the multi-cultural calendar is available in [Appendix A \(Useful Links\)](#).

PEO offices are closed on all statutory holidays.

Accommodation of people with disabilities

PEO staff receive training regarding the *Accessibility for Ontarians with Disabilities Act (AODA)*. PEO is committed to providing reasonable accommodation to people with disabilities.

PEO volunteers requiring such accommodation should contact their committee advisor or People Development at: volunteering@peo.on.ca.

6.4 Travel and Errors and Omissions (E & O) Insurance

PEO provides Errors and Omissions (E & O) Insurance coverage for all committee and task force members. PEO volunteers are also covered by PEO's travel insurance policy when travelling on PEO business. For more details, please contact People Development at: volunteering@peo.on.ca.

6.5 External Appointments

When requested, PEO will recommend nominees to serve on external industry organizations. Candidates for external appointments are selected from the best qualified PEO members.

PEO's representatives now serve on the Engineers Canada Board of Directors, Canadian Engineering Accreditation and Qualifications boards, Greater Toronto Airports Authority (GTAA) Board of Directors, Ontario Association of Certified Engineering Technicians and Technologists (OACETT) Council, Canadian National Exhibition Association (CNEA) and Ontario Society for Professional Engineers (OSPE) Advocacy Committee.

For more information about current volunteer opportunities please visit the volunteer website. The link is provided in [Appendix A \(Useful Links\)](#).

6.6 Contact information

If you have questions about volunteering, please contact:

Committees and Task Forces: volunteering@peo.on.ca

Chapters: chapters@peo.on.ca

Mail: Volunteers and Awards
Professional Engineers Ontario
101 - 40 Sheppard Ave West
Toronto ON M2N 6K9

Phone: 416 224-1100 or Toll free: 800 339-3716

7. PEO Chapter Volunteer Program

- 7.1 Chapter Objectives
- 7.2 Chapter Business Planning and Budgeting Process
- 7.3 Staff Support
- 7.4 Chapter Communications
- 7.5 Program Delivery at the Chapter Level
- 7.6 Government Liaison Program – Local Presence

7.1 Chapter Objectives

Through local presence and activities, PEO chapters:

- facilitate participation and training of licence holders in the governance, succession planning for PEO leadership and statutory duties of the profession;
- work to identify the value of the profession to future licence holders;
- promote and enhance the understanding within society of the self-regulated engineering profession and the importance of licensure; and
- actively participate in policy development for PEO.

7.2 Chapter Business Planning and Budgeting Process

PEO funds the chapter system with an annual overall budget established by Council.

Each chapter prepares a standardized and formal business plan annually, for the approval of the Regional Councillors Committee. Based on the proposed Chapter Business Plans submitted, chapters carry out activities and prepare annual activity reports in January of each year.

A special project fund is included in the overall chapter budget. Requests for special funding during the year are made through the Regional Councillors Committee.

A special Chapter Scholarship Fund has been established and is administered by the Regional Councillors Committee. It is to be used by chapters to promote the engineering profession in their respective communities.

7.3 Staff Support

PEO staff purchase goods, materials, services and supplies in bulk for chapters. They facilitate production of printed chapter communications, such as newsletters, bulletins and fact sheets.

Chapter websites contain information about local chapter news and events, as well as general information on PEO initiatives. PEO promotes the use of electronic communications between chapter members. Chapter reports to PEO (e.g. business plans, activity reports and financial statements) are prepared using standardized electronic forms and templates, and electronic reporting is required. The Chief Administrative Officer reports annually to Council on budgetary and other implications of initiatives/programs/activities proposed by chapters. PEO then determines budget requirements for implementation of recommendations. Such budget allocations must be approved by Council through the budget deliberation process, prior to implementation.



The Chapters Department maintains a current website, www.chapters.peo.on.ca, that serves as the Chapter Executives Manual.

7.4 Chapter Communications

PEO's website provides timely and comprehensive information on PEO Council and committee and task force work in progress, and facilitates issue-based discussion.

The Chapters Department involves chapters in communicating, planning and delivering programs that benefit from local geographic presence and feedback. It employs communication vehicles to raise awareness of chapter activities.

PEO invites chapter leaders to attend Council meetings as observers.

There are two PEO Regional Offices: in Thunder Bay and London. Their mandate includes:

- serving as a permanent central location and acting as a focal point for the activities of chapters in the region;
- facilitating member participation and involvement by maintaining a local presence in the community;
- serving as an administrative and operational centre for chapters within the region; and
- being responsible for planning and delivering multi-chapter events.

The Northern Regional Office in Thunder Bay has been in operation since 2003. It is located on the campus of Lakehead University and is staffed part time by one volunteer. The Western Regional Office in London is located in Western University and is staffed part time by two graduate students.

7.5 Program Delivery at the Chapter Level

PEO produces written materials for local distribution on engineers and engineering, how to become an engineer, PEO's role, and the importance of licensure. PEO endorses the role of chapters in education outreach activities, such as visiting schools to talk to students about professional engineering.

PEO has implemented a searchable, province-wide calendar of all upcoming chapter activities, including meetings, licence certificate ceremonies, presentations, etc., which includes dates, times and contact information. It can be viewed on PEO's website under Licence Holders/EITs, PEO Chapter/Regional Offices/Chapter Events.

PEO staff provide information on the chapter website, accessible to chapters, on obtaining media coverage for local events—how/when to contact the media, who to contact, how to attract greater coverage, etc.

7.6 Government Liaison Program – local presence

Chapters play an important role in connecting, on behalf of PEO, with their local MPPs, and municipal governments.

8. PEO Committees and Task Forces

- 8.1 Committee and Task Force Operations
- 8.2 Conflict of Interest
- 8.3 Code of Conduct
- 8.4 Role of Council
- 8.5 Role of Advisory Committee on Volunteers (ACV)
- 8.6 Role of Committee Chair and Election of Chairs
- 8.7 Role of Committee and Task Force Member
- 8.8 Role of Council Liaison
- 8.9 Role of Registrar
- 8.10 Role of Committee Advisor
- 8.11 Annual Membership Roster
- 8.12 Work and Human Resources (HR) Plans

8.1 Committee and Task Force Operations

Section 3 of the Committees and Task Forces Policy – Reference Guide provides information about committee and task force operations. Below are the main highlights from this section:

- Committees operate on the calendar year. In the case of task forces, they operate with a defined period. Certain committees (Executive, Audit, Finance, Human Resources, Legislation, OSPE-PEO Joint Relations, and Regional Councillors) follow the Council year because membership on these committees is determined by Council elections. The year for these committees begins with the first Council meeting following the PEO Annual General Meeting.
- Committees/task forces determine and operate within their specific Terms of Reference, annual Work Plan, annual Human Resources Plan, and PEO core values. If a committee/task force needs to change its Mandate or any other component of its Terms of Reference, the changes are to be approved by Council before they are adopted.
- By September 30 each year, each committee/task force is to prepare an annual Work and Human Resources Plan for the following year. (Refer to [Section 8.12](#) of this Manual)
- In January of each year, committees are to elect their chairs for approval by Council. Council appoints all task force chairs. (Refer to [Section 8.6](#) of this Manual). Committees/task forces are also to elect vice chairs. As these appointment do not require Council approval, the vice chair takes office upon election.
- Committees, through their Council-approved Terms of Reference, determine the duration and limits on the number of years members of the committee can serve, including any limits on consecutive terms in the same position. Task force members are appointed for the duration of the task force. Term limits for the chair, vice chair and members must be specified in the Terms of Reference and the Human Resources Plan.
- In November of each year, committees/task forces present a roster of members for Council's approval and submit in-year changes to the roster to the Registrar for approval, subject to Council confirmation at the next scheduled meeting. (Refer to [Section 8.11](#) of this Manual).
- Committees/task forces are to conduct an annual review of their performance.

- Committees/task forces are also to ensure their members are adequately trained to undertake their work. Working with the Director, People Development, each committee/task force should determine its training needs and establish its own specific orientation/training program for all members. The training components should be reflected in the annual Work Plan and the Human Resources Plan, and included in the People Development budget.
- Committees/task forces are to work effectively with the liaison assigned by Council. (Refer to [Section 8.8](#) of this Manual).
- Committees/task forces are expected to make suggestions to improve PEO processes, and work/consult with other committees/task forces to identify and address policy issues. Through the annual Work Plan, each committee/task force should consider setting goals for suggesting improvements to PEO processes and working/consulting with other committees and task forces to identify and address policy issues.
- Committees may appoint subcommittees to assist in completing their work. Subcommittees operate to the spirit of the Committees and Task Forces Policy under the guidance of the committee chair.
- During the year, on the recommendation of a two-thirds majority of the committee/task force members, a committee/task force may recommend to Council the replacement of the chair with a new chair. It also requires a two-thirds majority of members for a committee/task force to recommend to Council that a member be removed from the committee/task force during the year.

8.2 Conflict of Interest

The *Professional Engineers Act* avoids potential conflicts of interest by excluding members of the Complaints Committee from also sitting on the Discipline Committee (and vice versa) and by excluding members of the Academic Requirements or Experience Requirements committees from sitting on the Registration Committee (and vice versa). These membership restrictions should also be applied to the Council-appointed liaison for these committees. For example, the liaison for the Discipline Committee should not also be a member of the Complaints Committee.

8.3 Code of Conduct

Council expects of itself and its members ethical, business-like and lawful conduct. This includes fiduciary responsibility, proper use of authority and appropriate decorum when acting as Council members or as external representatives of the association. Council expects its members to treat one another and staff members with respect, cooperation and a willingness to deal openly on all matters.

PEO is committed that its operations and business will be conducted in an ethical and legal manner. Each participant (volunteer) is expected to be familiar with, and to adhere to, this code as a condition of their involvement in PEO business. Each participant shall conduct PEO business with honesty, integrity and fairness and in accordance with the applicable laws. The Code of Conduct is intended to provide the terms and/or spirit upon which acceptable/unacceptable conduct is determined and addressed.

In 2006, Council determined that PEO volunteers should meet the same obligations and standards regarding conduct when engaged in PEO activities as they do when engaged in business activities as professional engineers.

8.4 Role of Council

Section 1 of the Committees and Task Forces Policy - Reference Guide identifies the role of Council with respect to committee and task force operations, as follows:

- Council appoints and provides direct oversight to all committees/task forces.
- Council approves committee/task force Mandates, Terms of Reference, annual Work Plans, and annual Human Resources Plans.
- Council appoints the chairs of task forces and approves the committee-elected chair.
- Council approves the annual roster of committee members. Council delegates authority to make interim appointments to committees during the year to the Registrar, subject to Council confirmation at the next scheduled meeting. (Note: Anyone appointed by PEO is covered by its Errors and Omissions policy.)
- Council assigns a liaison to provide a two-way communications link between a committee/task force and Council.
- Council ensures the provision of appropriate training for committee/task force chairs and members.
- Council conducts an annual review of committee/task force performance.

8.5 Role of Advisory Committee on Volunteers (ACV)

The Advisory Committee on Volunteers (ACV) assists other committees and task forces in the preparation of their Mandates, Terms of Reference, Work and Human Resource (HR) Plans. The committee maintains tools for volunteer training and provides means to recognize volunteers and their employers.

ACV is actively involved in assisting with implementing the PEO Committee and Task Force Policy and its Reference Guide, conducting the Vital Signs Survey of committee members and holding an annual Committee Chairs Workshop. For more information, please refer to the ACV's Terms of Reference posted on the PEO's website. The link is available in [Appendix A \(Useful Links\)](#).

8.6 Role of Committee Chair and Election of Chairs

In accordance with Section 4 of the Committees and Task Forces Policy - Reference Guide, the role of the committee/task force chair is to:

- Lead the committee/task force in completing its duties and responsibilities.
- Make effective use of committee/task force members' knowledge and time.
- Prepare a meeting schedule.
- Arrange for a formal agenda to be sent to committee/task force members in advance of every committee/task force meeting, together with any supporting material, minutes, etc.
- Work with the Director, People Development to carry out the committee's/task force's Human Resources Plan.
- Communicate the committee/task force recommendations to Council in writing.
- Make submissions or presentations to Council as required.
- Work effectively with the committee advisor.
- Make recommendation to Council for the removal of a Committee/Task Force member if the member misses three consecutive scheduled meetings without providing valid reasons to the chair or committee advisor, or misses more than 50 per cent of the committee/task force annual scheduled meetings without providing valid reasons to the chair or committee advisor. Valid reasons include unexpected work commitments; unexpected personal obligations; health reasons; hazardous weather conditions or emergencies.



Election of chairs

Section 3.4 of the Committees and Task Forces Policy - Reference Guide states that each committee will develop a method for electing its chair, which should be recorded in the Terms of Reference. Elections of chairs and vice chairs typically take place in the beginning of the year and the appointment is for a one-year term, unless otherwise stated in the committee's Terms of Reference.

Once a chair has been elected, the committee advisor should advise Council through the Secretariat. The new chair officially takes office immediately upon Council's approval. Task force chairs are appointed directly by Council for the duration of the task force's mandate.

8.7 Role of Committee and Task Force member

The duties and responsibilities of a committee or task force member are outlined in section 5 of the Committee and Task Force Policy - Reference Guide. A member should:

- respect the role of the chair, colleagues, liaison and the committee advisor;
- participate actively;
- come prepared for meetings;
- agree to the expectations of effort and intention of committee/task force membership; and
- resign from the committee/task force if unable to dedicate the required effort.

8.8 Role of Council Liaison

The Committees and Task Forces Policy - Reference Guide states that "one liaison is to be appointed by Council for each committee and task force each year, taking into consideration input from the committees/task forces and the appointees".

The liaison's role is to be a committee's/task force's communication link at Council, to identify potential concerns for the committee/task force and provide feedback to the committee/task force on Council decisions and directions as well as general information as it relates to Council deliberations on the committee/task force's activities.

Section 6 of the Committees and Task Forces Policy - Reference Guide describes the role of a Council-appointed liaison in more details.

8.9 Role of Registrar

According to section 7 of the Committees and Task Forces Policy - Reference Guide, the role of the Registrar is to:

- assign a committee advisor and resources to each committee/task force commensurate with the approved committee/task force Mandate and Work Plan;
- deal with committee advisor performance issues;
- ensure that a link exists between the committee/task force Work Plan, Human Resources Plan and PEO's operations;
- approve the recommended in-year additions/deletions to the committee/task force membership;
- maintain a complete record of committee/task force members;
- provide updates to staff on relevant committee/task forces issues; and
- act as custodian of the Committee and Task Forces Policy and its Reference Guide.

8.10 Role of Committee Advisor

Each committee and task force has a committee advisor and staff support. The role of a committee advisor is multi-functional and includes, as required:

- **Administrative support:** Arranging meetings, including scheduling, project planning and tracking, other resourcing, taking and distributing minutes, agenda, supporting materials, working on content/deliverables as directed, drafting the annual Work Plan and Human Resource plan, reporting and preparing briefing notes to Council, providing administration and continuity for the committee/task force, maintaining the committee/task force website content if required, drafting and monitoring budget, gathering information as directed; and performing other duties as specified in the Work Plan.
- **Advisor/consultant:** Advising the chair and members on policy, processes and practices, providing advice and guidance, organizing orientation and training as required, and endeavouring to stay informed of Council, PEO corporate actions and other related committee/task force activities. Committee advisors should be familiar with this Reference Guide and fulfill the following roles:
 - **Resource:** act as the Registrar's delegate, providing corporate memory and access to PEO policies and practices and the *Professional Engineers Act/Regulations/By-law* as they affect the committee/task force. The committee advisor should seek legal clarification where required.
 - **Communications:** correspond with the chair, committee members, other committees, external stakeholders, etc. in accordance with PEO policies, respecting confidentiality of sensitive matters and in-camera sessions.
 - **Research:** undertake research as directed.

Committee advisors are not members of committees/task forces and do not have any voting rights on decisions. They may participate in discussions where necessary to fulfill their duties to advise the committee/task force. The committee advisor may also arrange for other necessary staff resources (e.g. legal, policy, research, financial, practice advisory) through the Deputy Registrar or Director of the appropriate department.

In addition, committee advisors may advise the committee/task force of related activities within PEO that may affect, conflict with and/or support the activities of the committee/task force, and of the requirements of the *Professional Engineers Act*, Regulation 941, Regulation 280, By-law No. 1, PEO core values and PEO policy.

It is one of the responsibilities of a committee advisor to maintain a web page of each committee's/task force's membership, Terms of Reference, Work Plan, approved meeting minutes, meeting schedule and update the progress on the Work Plan within two weeks after each committee meeting.

8.11 Annual Membership Roster

Each year, the Annual Committees and Task Forces Membership Roster is approved by Council at its November meeting.

The roster prepared by the committee/task force should match both the Human Resources Plan and the annual Work Plan.

After Council has approved the annual roster, committees/task forces may change members. These changes must be approved by the Registrar, who will seek ratification of the change at the next Council meeting.

Once approved by Council, the Annual Committees and Task Forces Membership Roster is posted on PEO's website, under Committees and Task Forces / Annual Reports *and* Membership Rosters. The link is provided in [Appendix A \(Useful Links\)](#).

8.12 Work and Human Resources (HR) Plans

Section 3 of the Committees and Task Forces Policy – Reference Guide requires all committees/task forces to prepare their annual Work and Human Resources plans using standard templates.

The Work Plan is used to assist the committee/task force in meeting its objectives. The Human Resources Plan is used to identify necessary training, skills and experience to successfully carry out the committee's/task force's Work Plan. The Human Resources Plan includes composition of the committee or task force, qualifications and training/development resources to be provided for new members and may assign work to specific volunteers.

Annual Work and Human Resources (HR) plans are submitted for approval to Council at its November meeting. Board Committees may submit their plans in time for the March Council meeting. Once approved by Council, the documents are posted on each committee's/task force's webpage.

The Work and HR plan templates are available on PEO's website under Committees and Task Forces / Policies and Templates. The link is provided in [Appendix A \(Useful Links\)](#).

9. Volunteer Policies

- 9.1 Anti-workplace Violence and Harassment Policy
- 9.2 Committees & Task Forces Policy and Reference Guide
- 9.3 Equity and Diversity Policy
- 9.4 Expense Reimbursement Policy
- 9.5 Privacy Policy and Confidentiality

9.1 Anti-workplace Violence and Harassment Policy

PEO's Anti-workplace Violence and Harassment Policy was approved by Council in 2014. PEO staff and volunteers are subject to the following policy statements and requirements.

Policy Statements

- Professional Engineers Ontario (PEO) believes that all employees, volunteers, licence holders, engineering interns, applicants and visitors deserve to be treated with dignity and respect.
- PEO is committed to providing a safe work environment free from violence for all employees and volunteers.
- PEO is committed to providing a work environment that encourages inclusiveness and will not tolerate harassment and/or discrimination based on race, ancestry, place of origin, colour, religion, ethnic origin, citizenship, creed, sex, sexual orientation, disability, age, marital status, family status, pardoned criminal offenses or any other legally-protected characteristic.



Council has defined all work at PEO as being in a professional engineering relationship. A violation of the policy, in addition to the remedies set out in the policy, may expose staff and volunteer licence holders to professional misconduct, as subsection. 72. 2. of Regulation 941 defines professional misconduct as:

- (d) failure to make responsible provision for complying with applicable statutes, regulations, standards, codes, by-laws and rules in connection with work being undertaken by or under the responsibility of the practitioner,
- (n) harassment, where “harassment” means engaging in a course of vexatious comment or conduct that is known or ought reasonably to be known as unwelcome and that might reasonably be regarded as interfering in a professional engineering relationship;

PEO's Anti-workplace Violence and Harassment Policy is available on the PEO's website at: www.peo.on.ca, under Committees and Task Forces / Policies and Templates. The link is provided in [Appendix A \(Useful Links\)](#).

9.2 Committees and Task Forces Policy and Reference Guide

In 2008, Council approved the Committees and Task Forces Policy. The policy was developed to guide the general operation of each committee, define the committee/Council relationship, and assist Council, the Executive Committee and the Registrar in executing the requirements of the *Professional Engineers Act*.

The policy contains four major objectives:

- **Improving Council/Committee Accountability:** Ensuring that both Council and committees are held directly accountable for outcomes and honour their obligations and expectations to each other, members and the public.

- **Rationalizing Committee Governance:** Ensuring that committees have the flexibility to directly manage their affairs within a framework of accountability.
- **Broadening Volunteer Engagement:** Ensuring that committees facilitate ongoing volunteer learning and leadership development.
- **Improving Council/Committee Communication Links:** Ensuring that there is a direct, two-way communication link between Council and its committees.

The Committees and Task Forces Policy - Reference Guide was developed by the Advisory Committee on Volunteers and approved by Council in 2009. The main objective of the Reference Guide is to provide additional details and clarifications for the respective roles of Council, committees, volunteers and staff as per the policy. The guide is also intended to provide best practices and recommendations for committees and task forces and includes such templates as Work and Human Resources plans, Agenda, Terms of Reference, Meeting Minutes, etc. The Reference Guide has undergone several revisions, each with the goal of improving and streamlining committee and task force operations.

The policy statements are highlighted in the Reference Guide, followed by the accompanying details and explanations, where necessary.

PEO's Committees and Task Forces Policy and its Reference Guide are available on PEO's website at: www.peo.on.ca, under Committees and Task Forces / Policies and Templates. The link is provided in [Appendix A \(Useful Links\)](#).

Suggested amendments to or updates may be sent directly to the Advisory Committee on Volunteers (ACV) at acv@peo.on.ca.

9.3 Equity and Diversity Policy

The main objective of the policy is to ensure that PEO's environment is one in which all stakeholders are treated equitably and where members of diverse groups are recognized, welcomed and valued. The Equity and Diversity Policy was approved by Council in 2011.

This policy applies to all PEO staff, individuals acting on behalf of the association, including, volunteers, licence holders, and applicants.

The policy contains seven statements:

- That PEO Council demonstrate leadership regarding equity and diversity, including review of its own processes and training programs and seek new ways for PEO to strive to be responsible and answerable to its members, staff and stakeholders on these matters.
- That PEO deliver ongoing information, training and resource support to help all staff, volunteers, committee and board members develop capacity to address equity and diversity issues and understand their rights and responsibilities. That such training be a fundamental part of orientation for new volunteers and staff.
- That PEO provide guidance to staff and volunteers about their roles in implementing this policy. That PEO develop ways to support committees and task forces in incorporating specific, measurable equity and diversity provisions into their annual Work and Human Resources plans.

- That plans for outreach to prospective licensees be analyzed for sensitivity to the diversity of Ontario's culture as defined by the Ontario Human Rights Code. That such activities be reported on in annual program reviews.
- That PEO actively solicit viewpoints from diverse groups (as defined by the OHRC) within PEO and in the communities it serves and seeks to serve.
- That PEO's activities in recruitment and retention of staff and volunteers have a focus on achieving equity and increasing diversity within the engineering profession.
- That PEO seek to identify and work to remove barriers that limit access to its services and programs in areas such as information dissemination, human resources, physical space, and cultural difference.

Available on the Equity and Diversity Committee's webpage are the Equity and Diversity Policy Overview and the Equity and Diversity Awareness module. The link is provided in [Appendix A \(Useful Links\)](#). All volunteers are encouraged to review the module and post their action plans.

PEO's Equity and Diversity Policy is available on PEO's website at: www.peo.on.ca, under Committees and Task Forces / Policies and Templates. The links are provided in [Appendix A \(Useful Links\)](#).

9.4 Expense Reimbursement Policy

The main purpose of the policy is to set out rules and principles for the reimbursement of reasonable expenses incurred while conducting PEO business to ensure fair and reasonable practices and to provide a framework of accountability to guide the effective use of PEO resources in the reimbursement of expenses. The current Expense Reimbursement Policy was approved by Council in 2014. This policy sets out the rules for managing travel, accommodation, meals and other miscellaneous expenses for:

- current members of PEO Council and PEO committees/task forces;
- current members of PEO chapter executives, except as otherwise specified in Appendix F; and
- PEO staff.

Details of eligible expenses for reimbursement under this policy are provided in Appendices A – F:

- Appendix A: Travel Expense Reimbursement
- Appendix B: Accommodation Expense Reimbursement
- Appendix C: Meals Expense Reimbursement
- Appendix D: Other / Miscellaneous Expense Reimbursement
- Appendix E: Expense Claims Appeals Procedures
- Appendix F: Chapter Specific Policies

The policy also outlines the procedure for submission and processing of expense reports. All expense claims must be submitted on the PEO Volunteer Expense Claim form and sent to volunteereexpenses@peo.on.ca, along with relevant receipts and supporting documentation within a **three- (3) month period** of incurring the expense. All expenses incurred after October 15 must be submitted no later than January 15th of the following year to meet year-end deadlines. If claims for expenses are submitted after the set deadlines or are exceptions to, or outside of, this policy, they need to be submitted for review and final decision to the Volunteer Expense Claim Appeal Subcommittee of the Audit Committee.

PEO's Expense Reimbursement Policy as well as the Expense Forms in MS Excel and PDF formats are available on PEO's website at: www.peo.on.ca, under Committees and Task Forces / Policies and Templates. The link is provided in [Appendix A \(Useful Links\)](#).

9.5 Privacy Policy and Confidentiality Agreement

The Privacy Policy approved by Council in November 2015 is a statement of the principles and guidelines for the minimum required protection of personal information collected, used or disclosed by PEO.

The objective of PEO's Privacy Policy is responsible and transparent practices in the management of personal information, in accordance with contemporary privacy expectations. PEO's Privacy Policy also provides guidance as to how PEO interprets its ability to disclose information "as may be required in connection with the administration" of the legislation as set out in section 38 of the *Professional Engineers Act*.



PEO Privacy Policy Principles are:

- Principle 1 – Accountability
- Principle 2 – Identifying Purposes for Collection of Personal Information
- Principle 3 – Obtaining Consent for Collection, Use or Disclosure of Personal Information
- Principle 4 – Limiting Collection of Personal Information
- Principle 5 – Limiting Use, Disclosure and Retention of Personal Information
- Principle 6 – Accuracy of Personal Information
- Principle 7 – Safeguards
- Principle 8 – Openness Concerning Privacy Policies and Practices
- Principle 9 – Access to Personal Information
- Principle 10 – Challenging Compliance

The Privacy Subpolicies are:

- No. 1 – Local Chapters Privacy Policy
- No. 2 – PEO Internet Privacy Policy
- No. 3 – Access and Correction Request Procedure
- No. 4 – Privacy Safeguards
- No. 5 – Records Retention Policy
- No. 6 – Privacy Complaints Procedure
- No. 7 – Privacy Brochure
- No. 8 – Commercial Tenant Privacy Policy

Along with the Privacy Policy and its subpolicy on privacy safeguards, all volunteers are required to read and understand the Expanded Public Information Model (EPIM). This model was developed in consultation with various stakeholders and determines what information should be available to the public, as per Council's directive.

PEO's Privacy Policy, Expanded Public Information Model (EPIM), and section 38 of the Act are available on PEO's website at: www.peo.on.ca, under Committees and Task Forces / Policies and Templates. The link is provided in [Appendix A \(Useful Links\)](#).

Available on PEO's website is the Privacy at PEO: What You Need To Know web-module. The link is provided in [Appendix A \(Useful Links\)](#). All volunteers are encouraged to review the module.

Upon reviewing the above documents, a PEO volunteer must sign the Confidentiality Agreement for Committee Members and Chapter Executives and forward the completed agreement to volunteering@peo.on.ca. A blank copy of the Confidentiality Agreement is available on PEO's website. The link is provided in [Appendix A \(Useful Links\)](#).

10. Recognition and Awards

10.1 Volunteer Service Recognition Program

10.2 PEO Awards

- Order of Honour (OOH)
- G. Gordon M. Sterling Engineering Intern Award

10.3 Ontario Professional Engineers Awards (OPEA)

10.4 External Awards

10.1 Volunteer Service Recognition Program

The Volunteer Recognition Service program recognizes volunteers who have served on chapters, committees/task forces, or PEO Council and celebrates achievements of milestone year of service. A recognition pin is awarded to recognize five, 15 and 20 years of service. The Engineers Canada FEC pin recognizes 10 years of service. A special sterling silver pin is awarded when a volunteer has at least 25 years of service.

YEARS OF SERVICE (Accumulated) RECOGNITION	SERVICE PIN DESIGN
0 to < 5 Years	Not Eligible
5 Year Pin (5 to < 10 Years)	
Fellow of Engineers Canada (FEC) (10 to < 15 Years)	
15 Year Pin (15 to < 20 Years)	
20 Year Pin (20 to < 25 Years)	
Sterling Silver Pin (Numberless) (25 Years and Above)	

Eligibility/Criteria:

- To qualify, an individual must be a P.Eng. member in good standing and a current volunteer with PEO who has accumulated the required five, 10, 15, 20 or 25 years of service.
- Eligible volunteers include PEO Council members, committee/task force members and chapter volunteers as identified by each chapter annually.
- The years of service are calculated based on the total years an individual has volunteered. Volunteers can accumulate only one year of service during any given year, even if they served simultaneously on both a chapter and a committee, or served as a chapter or committee chair or a subcommittee member.
- The service does not have to be continuous. Although no service credit is provided for a leave of absence, the service can be interrupted.
- PEO's Volunteer Service Program uses members' official names as provided by the volunteer in PEO's licensing database.

For more information about the Volunteer Service Recognition Program, please refer to the flyer posted on PEO's website, under Volunteer Recognition. The link is provided in [Appendix A \(Useful Links\)](#).

10.2 PEO Awards

Order of Honour (OOH)

The Order of Honour is an honorary society of Professional Engineers Ontario. It honours those professional engineers and others who have rendered conspicuous service to the engineering profession, normally through the association. Candidates should have made a substantial contribution to the operation of the profession, its professional status, or one of the many specialized functions of the professional association.



- **Companion.** The Order of Honour's highest distinction. It is reserved exclusively for individuals whose distinguished service has profoundly influenced the profession. Companions are



presented with the Order of Honour pin mounted above a blue and silver bar, and a medallion on a blue and silver ribbon.

- **Officer.** The rank of Officer is bestowed upon those who have served the engineering profession for many years and whose sustained leadership has contributed greatly to its operation or improvement in its status. In recognition of their contributions, Officers receive the Order of Honour pin mounted above a blue bar, and a medallion on a blue ribbon.
- **Member.** The member designation honours those who have served the engineering profession by contributing substantially to its operation or improvement in its status. Members in the Order of Honour receive the Order of Honour pin featuring the gold- and silver-plated symbol of the Order of Honour mounted above a silver bar, and a medallion on a silver ribbon.
- **Honorary Member.** Individuals who are not professional engineers can be granted honorary membership in the Order of Honour at any level, for extraordinary contribution to the profession. Honorary members receive a silver- and gold-plated Order of Honour pin.

G. Gordon M. Sterling Engineering Intern Award

The G. Gordon M. Sterling Engineering Intern Award funds leadership development of engineering interns who have demonstrated a strong commitment to licensure by involvement in PEO affairs through its Student Membership and Engineering Intern programs. The award is designed to promote licensure among engineering students and interns, encourage leadership among registrants in PEO’s prelicensing programs, and develop future leaders of the profession. The award provides funding of up to \$3,500 to help defray out-of-pocket costs associated with the award recipient pursuing leadership development activities. The award is conferred annually and one or more recipients may be chosen each year.

10.3 Ontario Professional Engineers Awards (OPEA)

The Ontario Professional Engineers Awards recognizes engineering excellence and community service among association members. To be eligible for an award, a candidate must be a professional engineer or limited engineering licensee in good standing, licensed by PEO.



Nominations for an award may be made in either the Professional or Civic divisions. To be considered within the Professional Division, nominations must indicate a significant level of engineering content. Civic Division awards are made to recognize the achievements of professional engineers in fields other than engineering.

The balance between the engineering content and other factors will normally determine the division in which the nomination will be considered. The Awards Committee may move a nomination from one division or category to another, if it considers this to be more appropriate than the original submission.

Professional Engineers Gold Medal. The premier award of the profession, the Professional Engineers Gold Medal is awarded only when there is an outstanding candidate. It is given to an association member who is recognized widely as a distinguished practitioner of the profession and has rendered outstanding public service in other fields on a federal or provincial basis. The recipient should be recognized by the public as a professional engineer and a dedicated public servant who has made significant sacrifices of time and effort to benefit society. The Professional Engineers Gold Medal is presented to no more than one recipient annually.



Engineering Medal. The Engineering Medal is given to association members who have contributed substantially to advancing the engineering profession in any of its branches. Recipients' achievements are significantly above the normally high standards of the profession. The Engineering Medal is awarded in the following categories:



- *Engineering Excellence* – recognizing overall excellence in the practice of engineering, where the innovative application of engineering knowledge and principles has solved a unique problem, led to advanced products, or produced above-average results.
- *Management* – for managing and directing engineering projects or enterprises, where innovative management practice has contributed significantly to the overall excellence of the engineering achievement.
- *Research and Development* – for using new knowledge in developing useful, novel applications, or advancing engineering knowledge or applied science, or discovering or extending any of the engineering or natural sciences.
- *Entrepreneurship* – for applying new technologies to enable new companies to get started, and/or assist established companies to grow in new directions. The engineer should have demonstrated the initiative, energy and spirit it takes to seek out new ideas and taken a leading role in fostering and promoting them.
- *Young Engineer Award* – for outstanding young Ontario engineers, who have made exceptional achievements in their chosen fields. To be eligible for nomination in the Young Engineer Award category, a candidate must:
 - be no older than 35 years of age as of December 31 in the year the nomination is submitted; and
 - have demonstrated excellence, not only in career, but also in community and professional participation.

The presentation of these awards is also aimed at furthering public understanding of the professional engineer's role in society.

Citizenship Award. The Citizenship Award is given to association members who have made substantial contributions to humanity, while maintaining their identities as professional engineers. The contribution may have been made in any milieu, as either a voluntary or paid service. Service in an elected political position is not sufficient for an award, unless it was particularly distinguished or supported by other factors. Two categories of Citizenship Award are open to PEO members for outstanding service to society in:



- civic activities outside an engineering context; and
- civic activities for social betterment within an engineering context, e.g. voluntary work for a professional standards organization.

Award for Engineering Project or Achievement. New to the awards program in 2015, the Ontario Professional Engineers Award for Engineering Project or Achievement pays tribute to an endeavour that has made a significant, positive impact on society, industry, and/or engineering, and that was conceived, designed and executed with significant input by Ontario engineers.



10.4 External Awards

The Professional Engineers Awards Committee endeavours to make nominations of PEO members for the following awards:

Engineers Canada Awards

The Engineers Canada Awards are presented annually to recognize outstanding Canadian engineers, teams of engineers, engineering projects and engineering students. Established in 1972, the awards highlight engineering excellence, as well as the contributions of Canadian engineers to their profession, their community, and to the safety and well-being of Canadians.

Awards are made in the following categories:

- Gold Medal Award;
- Young Engineer Achievement Award;
- Meritorious Service Award for Community Service;
- Meritorious Service Award for Professional Service;
- Medal for Distinction in Engineering Education;
- National Award for Engineering Achievement;
- Award for the Support of Women in the Engineering Profession;
- Gold Medal Student Award; and
- The Award of Journalism Excellence in Engineering.

The link to the Engineers Canada website is provided in [Appendix A \(Useful Links\)](#).

Fellowships

In 2007, Engineers Canada created the Engineers Canada Fellowship to honour individuals who have given noteworthy service to the engineering profession. Fellows are engineers who have (a) assumed office as president of the Engineers Canada Board of Directors; or (b) assumed office as chair of the Canadian Engineering Accreditation Board or the Canadian Engineering Qualifications Board; or (c) assumed office as president of one of Engineers Canada's constituent members; or (d) served the engineering profession in a volunteer capacity for at least 10 years. The total length of service can be a combination of service on Engineers Canada's boards and committees and/or service as a volunteer for an Engineers Canada constituent member;



Fellowships may also be awarded to non-engineers who have met the requirements of criteria (c), and/or (d) mentioned above.

Ontario Volunteer Service Awards

The Ontario Volunteer Service Awards are a way for the government to recognize volunteers for their volunteering contributions. The awards are also a way to thank volunteers for their continuous years of commitment and dedicated service to a group. Youth volunteers (under the age of 24) are recognized for two or more years of continuous service. Adults are recognized for 5, 10, 15, 20, 25, 30, 40 and 50 or more years of continuous service.

The Ontario Volunteer Service Awards are presented to volunteers who contribute consecutive years of service to a group within Ontario, and whose work is characterized by:

- Volunteer time given on an ongoing and active basis to the same group for which no payment has been received;
- Membership alone is not a qualification for recognition;
- Services performed during the normal course of professional or business duties are not eligible for recognition.

The link to the Ontario Volunteer Service Awards website is provided in [Appendix A \(Useful Links\)](#).

Appendix A: Useful Links

[The links are listed in the sequence in which they appear in the document]

PEO website:

www.peo.on.ca

PEO's 2015 – 2017 Strategic Plan:

http://www.peo.on.ca/index.php?ci_id=28289&la_id=1

PEO Committees and Task Forces Chart:

http://www.peo.on.ca/index.php/ci_id/23401/la_id/1.htm

Chapters and Regional Congresses:

http://www.peo.on.ca/index.php/ci_id/2147/la_id/1.htm

Volunteer Website:

<http://forum.peo.on.ca/PEOVAA/Volunteer/VolunteeringHome.aspx>

Alternative Parking Map:

http://www.peo.on.ca/index.php/ci_id/27747/la_id/1.htm

Teleconferencing Guidelines:

http://www.peo.on.ca/index.php/ci_id/29515/la_id/1.htm

Multicultural calendar:

<https://multiculturalcalendar.com/ecal/index.php?lang=en&s=c-proeng&year=2016&showhm=true>

Advisory Committee on Volunteers (ACV) webpage:

http://www.peo.on.ca/index.php/ci_id/27613/la_id/1.htm

Annual Reports and Membership Rosters:

http://www.peo.on.ca/index.php/ci_id/2181/la_id/1.htm

Policies and Templates:

http://www.peo.on.ca/index.php/ci_id/2185/la_id/1.htm

- **Anti-workplace Violence and Harassment Policy:**

http://www.peo.on.ca/index.php/ci_id/27834/la_id/1.htm



- **Committees and Task Forces Policy:**
http://www.peo.on.ca/index.php/ci_id/23402/la_id/1.htm
- **Committees and Task Forces Policy - Reference Guide:**
http://www.peo.on.ca/index.php/ci_id/23403/la_id/1.htm
- **Equity and Diversity (E & D) Policy:**
http://www.peo.on.ca/index.php/ci_id/23255/la_id/1.htm
- **Expense Reimbursement Policy:**
http://www.peo.on.ca/index.php/ci_id/27435/la_id/1.htm
- **PEO's Privacy Policy and Confidentiality Agreement:**
http://www.peo.on.ca/index.php/ci_id/27866/la_id/1.htm

Web-modules:

<https://peo.lts-online.net/home/>

Volunteer Service Recognition Program:

http://www.peo.on.ca/index.php?ci_id=29348&la_id=1

Engineers Canada:

www.engineerscanada.ca

Ontario Volunteer Service Awards:

<http://www.citizenship.gov.on.ca/english/citizenship/honours/vsa.shtml>

Please contact us at: volunteering@peo.on.ca
or: chapters@peo.on.ca

Mail: Volunteers and Awards
Professional Engineers Ontario
101 - 40 Sheppard Ave West
Toronto ON M2N 6K9

Phone: 416 224-1100 or Toll free: 800 339-3716