



Council Meeting

504th Meeting of Council
of Professional Engineers Ontario

to be held on
Thursday, February 4, 2016
5:30 p.m. – reception
6:00 p.m. – dinner
7:00 – plenary session

Friday, February 5, 2016
9:00 a.m. – 4:00 p.m.

PEO Council Chambers
8th Floor
40 Sheppard Avenue West
Toronto, Ontario

Thursday, February 4, 2016

1. Reception – 5:30 p.m. to 6:00 p.m.
Dinner – 6:00 p.m. to 7:00 p.m.
(8th Floor Dining Room)

2. Plenary Session – 7:00 p.m. to 9:00 p.m.
(8th Floor Council Chambers)
 - i. Continuing Professional Competence Program Task Force Terms of Reference and Communication Plan (CP)²
 - ii. Canadian Engineering Accreditation Board Discussion
 - iii. Terms of Reference for Council Term Limits Task Force (CTL)

Report of the Consultation Group on Engineering Instruction and Accreditation

Submitted to: Engineers Canada Board

Date: February 24, 2016

Overview

The Consultation Group was established at the September 2015 EC Board meeting, to finalize the Consultation Document, receive comments from stakeholders, review draft recommendations with stakeholders, and make recommendations to the EC Board in February 2016.

Discussions over the past weeks have reinforced the view of the Consultation Group that the accreditation system has served the profession very well, and that it continues to be a robust common activity on behalf of the Regulators. There is remarkable interest in, commitment to, and investment of volunteer hours into conducting and improving the accreditation system. Simultaneously, there is need for change for both external reasons (keeping pace with international best practices of our Washington Accord colleagues) and internal reasons (process efficiency and flexibility).

The conversation about change has made good progress since September. The Consultation Document represents clarity and improved understanding between AB and NCDEAS. The “clients” of the accreditation system, the Regulators, have stated unequivocally that changes must in no way diminish the quality of engineering graduates applying for registration – and the AB and NCDEAS have unequivocally stated their commitment to that end. Specific concerns have been identified and will be addressed; suggestions have been made and will be assessed.

While the Consultation Group itself reached consensus that the changes proposed are workable and can be implemented without diminishing quality, stakeholder feedback in the webinars continue to raise questions and concerns. It is therefore premature to recommend acceptance of the changes in February. Additional time to respond to questions and concerns, while being open to modifying the recommendations to accommodate good ideas, will yield a more stable decision in the long run. This is the basis of the recommendations below. It is also recommended that the ongoing conversation about change revert to the normal governance processes of EC. The Consultation Group has confidence in the AB and the NCDEAS to lead Engineers Canada and the Regulators into the future.

The Consultation Group is also of the view that pent-up “big picture” questions and concerns about the future of accreditation have added a layer of complexity to discussion of the relatively small changes proposed in the Consultation Document. The Consultation Group has ventured beyond the Terms of Reference to offer a number of “big picture” suggestions, below. It is important to both expeditiously address the workload issues and to establish a vision for the future of accreditation as context for changes proposed from time to time. More effort needs to be invested in change management, and more staff support may be needed to support the operational elements of AB activities plus ongoing dialogue with stakeholders.

Consultation Document

The Consultation Group received and circulated a Consultation Document which represents the joint perspective of AB and NCDEAS (full document available on the [consultation page](#) of the Engineers Canada website)

- Short term issues framed: lack of flexibility for educational innovation, and unsustainable workload due to dual assessment of inputs and outcomes

- Long term issues framed: alternate methodology for counting curriculum content (in combination with outcomes measures), and streamlining of steady-state accreditation workload
- Principles to address short term issues
- Proposed changes to section 3.4.6 of the Accreditation Manual and implementation plan to address the short term issues
- Principles to address long term issues

Webinars

- The Consultation Group held two cross-Canada webinars, each with approximately 70 attendees, in early December and early January (background material for the webinars available on the [consultation page](#))
- There is very high interest in this topic; these are the largest webinars hosted by Engineers Canada
- The main message from attendees at the first webinar was strong concern that the proposed changes would result in “watering down” of engineering programs and “variable quality” of graduates
- Additional information was provided before the second webinar, including explicit assurances from the AB and the NCDEAS that “watering down” and “variable quality” would not occur
- During the second webinar, it was confirmed that the student “minimum path” was unaffected by the proposed changes (i.e. admissions officials could continue to confidently accept applicants from accredited universities)
- The main message from attendees at the second webinar was, notwithstanding the additional information and assurances, their concerns were unabated
- In addition to comments during the webinars, several e-mails and letters were received. Some e-mails/letters posed questions or offered suggestions; some formally stated that admissions officials did not support the proposal in its current form.

Consultation Group Observations

- The Consultation Document is a significant step forward in what has become a protracted discussion; it represents a meeting of the minds of AB and NCDEAS
- The main message from webinar attendees is strong commitment to four-year programs with rigorous content. This is an unequivocal statement of the “desired accreditation outcome” by the end-users of EC’s accreditation services.
- “Big picture” concepts were interjected into the discussion at several points (e.g. program duration of five year versus four years; the need for more technical depth versus more personal rounding of students)
- The present consultation process has been less than satisfactory for all concerned
 - Partially due to short timeline, imprecise framing of the problem and insufficient detail in the proposed changes
 - Partially due to “big picture” concerns about engineering education and the overall accreditation process spilling down to magnify concerns over a relatively small proposed change
 - The present audience is too large to accommodate effective dialogue

Consultation Group Conclusions

- At present, the proposed changes continue to raise questions and concerns
- Stalling at the status quo is not a good option. The workload issues are real and must be addressed as rapidly as possible, to the extent possible through non-policy changes to AB procedures around documentation and visit logistics, and through development by EC (CEO and team) of tools and staff support.
- Other pinch-points identified by NCDEAS, e.g. flexibility for educational innovation, are valid and should be addressed in a timely manner
- Changes to the accreditation process should follow a defined consultation and decision protocol led by the AB in close co-operation with the NCDEAS – with explicit recognition that the strongly-expressed “desired accreditation outcome” will be respected.
- A clear vision of the future of accreditation is needed, so that “short term solutions” are steps along the path and are seen by all stakeholders as progress toward the ultimate goal

Recommendations (per Terms of Reference)

- R-1. That the AB be requested to further develop the Consultation Document, in close cooperation with NCDEAS – revised document to be finalized by July, 2016 for ratification, or decision if necessary, by the EC Board in the fall of 2016. In particular:
- a) Develop a final draft of the Interpretive Statement
 - b) Incorporate suggestions identified in R-2 a) into a revised Consultation Document and/or Interpretive Statement.
 - c) Expand the Consultation Document by adding narrative and analysis on up to two alternatives identified in R-2 b)
 - d) For each approach outlined in the revised Consultation Document, include commentary on the most likely impact on program quality and the “desired accreditation outcome”, plus commentary on checks and balances which preclude unmanaged negative impacts
 - e) Recommend the preferred approach
- R-2. That the AB be requested to consider all suggestions made during the current consultation. In particular:
- a) Identify suggestions which improve the approach outlined in the Consultation Document
 - b) Identify and explore suggestions which provide potentially better alternate approaches
 - c) Provide brief rationale for suggestions not pursued
 - d) Communicate above to workshop attendees and other stakeholders
- R-3. That stewardship of further progress on the Consultation Document revert to normal governance processes of EC
- a) AB has responsibility and accountability for developing this policy alternative, in close cooperation with NCDEAS
 - b) Regulators and other stakeholders should be consulted with respect to the impact on “desired accreditation outcome”, but details of accreditation procedures should be left to AB and NCDEAS
 - c) The EC Board will ratify, modify or reject the recommended approach by normal voting procedures

- d) The Consultation Group will act as a sounding board, upon the request of the AB or NCDEAS, until the revised Consultation Document is finalized in July, then stand down

Suggestions (beyond Terms of Reference)

The engineering profession in Canada is fortunate to have outstanding expertise on engineering education and accreditation, through AB and NCDEAS

- S-1. That the AB, the NCDEAS and Regulators consider working together to expand upon and refine the “desired accreditation outcome” (i.e. graduates who reliably meet the standards of admission). Regular joint discussions could become a forum in which “big picture” issues are put on the table and ramifications explored regarding accreditation, education and registration.
- S-2. That the AB consider giving heightened attention to transparency, effective stakeholder communication, and routine consideration of concerns and suggestions received in order to proactively manage the significant changes coming to the accreditation system (see also S-6)

The shift in emphasis from inputs to outcomes in assessing engineering programs should be recognized as a significant change management challenge.

- S-3. That the EC Board consider maintaining higher awareness of this challenge, particularly the pace of progress and the overall “system cost” (HEI dollars, EC dollars, HEI staff time, AB volunteer time, EC staff time)
- S-4. That the EC Board consider encouraging AB to expeditiously develop policies and procedures to reduce, in the short term, the present workload to sustainable levels, in the joint judgement of AB and NCDEAS; and further, consider requesting the CEO to assist with staff resources.
- S-5. That the EC Board consider requesting the CEO to accelerate development of organizational supports for accreditation processes (e.g. visitor training, electronic document handling, web-based workspaces, logistics for and coordination of visits)
- S-6. That the EC Board consider requesting the CEO to provide change management assistance to AB, either staff expertise if available or consultant expertise

A clearer vision for the long term future of accreditation will facilitate communication and decisions in the short term by establishing context.

- S-7. The EC Board should consider requesting AB to expeditiously develop a white paper outlining the options for the long term solution, respective pros and cons, and recommended principles for evaluating the options; and further, consider requesting the CEO to assist with staff resources.

Respectfully Submitted,

Larry Staples (chair)	Greg Naterer
Gerard Lachiver	Ishwar Puri
Gerard McDonald	Wayne McQuarrie
Grant Koropatnick	Zaki Ghavitian

Briefing Note - Decision

C-504-1.1

APPROVAL OF AGENDA

Purpose: To approve the agenda for the meeting.

Motion(s) to consider: (requires a simple majority of votes cast to carry)

That:

- a) the agenda, as presented to the meeting at C-504-1.1, Appendix A be approved; and*
- b) the Chair be authorized to suspend the regular order of business.*

Prepared by: Dale Power, Secretariat Administrator

Appendices:

- Appendix A – 504th Council meeting agenda

C-504-1.1
Appendix A

Agenda

504th Meeting of the Council Professional Engineers Ontario

Date: Thursday, February 4 and Friday, February 5, 2016
Time: Thursday - 5:30 p.m. – reception; 6:00 p.m. – dinner;
 7:00 p.m. – 9:00 p.m. – meeting
 Friday – 9:00 a.m. – 4:00 p.m.
Place: PEO Offices – 8th Floor Council Chambers **OR** Dial-in: 1-888-866-3653
 40 Sheppard Avenue West Participant Code: 9394319#
 Toronto, Ontario

Thursday, February 4th – 7:00 p.m. – 9:00 p.m.

	Spokesperson
PLENARY SESSION	
i. Continuing Professional Competence Program Task Force Terms of Reference and Communication Plan (CP) ²	Registrar McDonald/Connie Mucklestone
ii. Canadian Engineering Accreditation Board Discussion	Vice-President Dony
iii. Terms of Reference for Council Term Limits Task Force (CTL)	Councillor Brown

Friday, February 5th – 9:00 a.m. – 4:00 p.m.

CALL TO ORDER			
1. APPROVAL OF AGENDA AND LEADERSHIP REPORTS		Spokesperson	Type
1.1	APPROVAL OF AGENDA	Chair	Decision
1.2	PRESIDENT/REGISTRAR'S REPORT	Chair/Registrar	Information
2. PRIORITY ITEMS		Spokesperson/ Mover	Type
2.1	CONTINUING PROFESSIONAL COMPETENCE PROGRAM (CP) ² TASK FORCE TERMS OF REFERENCE	Registrar McDonald/ Councillor Brown	Decision
2.2	CONTINUING PROFESSIONAL COMPETENCE PROGRAM (CP) ² COMMUNICATIONS PLAN	Connie Mucklestone/ Councillor Sadr	Decision
2.3	TERMS OF REFERENCE FOR COUNCIL TERM LIMITS TASK	Councillor Brown	Decision

	FORCE (CTL)		
2.4	ENGINEER OF RECORD – MOTIONS TO RESCIND	Councillor Fraser	Decision
2.5	ENGINEERING DIMENSIONS EDITORIAL OBJECTIVES (from November 2015 Council meeting)	Vice-President Quinn	Decision
2.6	<i>ENGINEERING DIMENSIONS EDITORIAL OBJECTIVES</i>	<i>Vice-President Quinn</i>	<i>Decision</i>
3. <u>CONSENT AGENDA</u>		Spokesperson/ Mover	Type
3.1	OPEN SESSION MINUTES – 241 ST EXECUTIVE COMMITTEE MEETING – NOVEMBER 2, 2015	Chair	Decision
3.2	OPEN SESSION MINUTES – 242 ND EXECUTIVE COMMITTEE MEETING – DECEMBER 3, 2015	Chair	Decision
3.3	OPEN SESSION MINUTES – 503 RD COUNCIL MEETING – NOVEMBER 20, 2015	Chair	Decision
3.4	CHANGES TO COMMITTEES/TASK FORCES ROSTER	Fern Goncalves/ Councillor Colucci	Decision
3.5	AWARDS COMMITTEE (AWC) HR AND WORK PLANS	Fern Goncalves/ Councillor Colucci	Decision
4. <u>IN-CAMERA</u>		Spokesperson/ Mover	Type
4.1	IN-CAMERA MINUTES – 242 ND EXECUTIVE COMMITTEE MEETING – DECEMBER 3, 2015	Chair	Decision
4.2	IN-CAMERA MINUTES – 503 RD COUNCIL MEETING – NOVEMBER 20, 2015	Chair	Decision
4.3	BELANGER RECOMMENDATIONS – PROPOSED ACT CHANGES 4.3a Continuing Professional Development 4.3b Provision of Practitioner Information on PEO's Website 4.3c Lowering of Threshold for By-Law Confirmation by Members 4.3d Addition of Limited License Holders to those Qualified to Design Certain Building Structures 4.3e Suspension of Licenses for Past Conduct 4.3f Update Act Language for Payment of Fines to Minister of Finance 4.3g Provide Public Access to Disciplinary Hearings Exhibits, Evidence and Transcripts 4.3h Allowing Release of Information to Other Regulatory Authorities	Councillor Fraser	Decision
4.4	APPROVAL OF WOLFE-SMITH AWARDEES	Michael Price/	Decision

		Vice-President Dony	
4.5	REPEAL OF INDUSTRIAL EXCEPTION – DATA GATHERING AND ANALYSIS PLAN UPDATE	Linda Latham	Information
4.6	INDUSTRIAL EXCEPTION RESPONSE STRATEGY	Registrar McDonald/ Councillor Bhatia	Decision
4.7	HRC UPDATE	President-elect Comrie	Information
4.8	COUNCIL EVALUATION SURVEY RESULTS	President-elect Comrie	Information
4.9	PEO REPORTING OF PUBLIC SAFETY CONCERNS TO OTHER REGULATORY AUTHORITIES	Linda Latham	Information
4.10	DISCIPLINE COMMITTEE – DECISIONS AND REASONS	Linda Latham	Information
4.11	LEGAL UPDATE	Linda Latham	Information
4.12	COMPLAINTS REVIEW COUNCILLOR REPORT	Councillor Long-Irwin	Information
4.13	PEO'S ANTI-WORKPLACE HARASSMENT AND ANTI-WORKPLACE VIOLENCE POLICIES – COUNCILLOR VIOLATIONS, IF ANY	Chair	Information
5. INFORMATION ITEMS		Spokesperson	Type
ONGOING ITEMS			
5.1	APTIFY UPDATE	Registrar McDonald	Information
5.2	LEGISLATION COMMITTEE UPDATE	Councillor Fraser	Information
5.3	RCC UPDATE	Councillor Sadr	Information
5.4	ENGINEERS CANADA UPDATE	Chris Roney	Information
5.5	STATISTICS - COMPLAINTS, DISCIPLINE, LICENSING AND REGISTRATION UPDATE	Latham/Price/ Zuccon	Information
5.6	CORRESPONDENCE FROM THE ATTORNEY GENERAL REGARDING THE INDUSTRIAL EXCEPTION	Chair	Information
5.7	COUNCILLOR ITEMS	Chair	Information
CONCLUSION			

Councillors 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.

At its September 2006 meeting, Council determined that PEO volunteers should meet the same obligations and standards regarding conduct when engaged in PEO activities as they are when engaged in business activities as professional engineers.

[s. 2.4 of the Council Manual]

Upcoming Events

Friday, April 29, 2016 – Volunteer Leadership Conference, Royal York Hotel, Toronto

Friday, April 29, 2016 – Order of Honour Awards Gala, Royal York Hotel, Toronto, Ontario

Saturday, April 30, 2016 - Annual General Meeting, Royal York Hotel, Toronto, Ontario

2016 Council Committee Meeting/Mailing Schedule

2016 Council Mailing Schedule

Meeting Date	Meeting Type	Initial BN Due Date – Members at Large	Initial BN Due Date – Councillors/Staff	Initial Agenda Mailing Date	Supp. Agenda ¹ Due Date	Supp. Agenda Mailing Date
March 10-11	Council	Feb. 18	Feb. 23	Feb. 26	March 1	March 4
April 30 ²	Council	N/A	April 12	April 15	April 19	April 22

¹ - requires the approval of the Chair or Registrar

² - new Councillors to be invited as soon as information is available

CONTINUING PROFESSIONAL COMPETENCE PROGRAM (CP)² TASK FORCE

Purpose: To approve the Terms of Reference and authorize the creation of the Continuing Professional Competence Program Task Force.

Motion(s) to consider: (requires a simple majority of votes cast to carry)

That Council:

1. *Approve the Terms of Reference for the Continuing Professional Competence Program (CP)² Task Force as presented to the meeting at C-504-2.1, Appendix A;*
2. *Approve a budget of \$10,000.00 for the Continuing Professional Competence Program (CP)² Task Force;*
3. *Approve the roster for the Continuing Professional Competence Program (CP)² Task Force as presented to the meeting at C-504-2.1, Appendix B; and*
4. *Direct the Registrar to arrange an initial meeting of the new Task Force within 30 days.*

Prepared by: Bernard Ennis, P.Eng., Director, Policy and Professional Affairs

Moved by: Councillor David Brown, P.Eng.

1. Need for PEO Action

- A new Task Force is needed in order to expand on the work of the CPDCQA TF and to address the detailed issues of implementation.

2. Proposed Action / Recommendation

- That Council approve the Terms of Reference and approve the creation of the Continuing Professional Competence Implementation Task Force.

3. Next Steps (if motion approved)

- The Task Force will meet within the next thirty days, choose a Chair and Vice-Chair and begin work as described in the Terms of Reference.

4. Peer Review & Process Followed

Process Followed	The draft Terms of Reference was peer reviewed by the Executive Committee at its meeting on January 19th, 2016.
Council Identified Review	Not Applicable
Actual Motion Review	This Briefing Note including the motion were peer reviewed by the Executive Committee at its meeting on January 19th, 2016.

5. Appendices

- Appendix A – Terms of Reference for the Continuing Professional Competence *Program* (CP)² Task Force.
- Appendix B – Roster – Continuing Professional Competence *Program* (CP)² Task Force



Terms of Reference

Continuing Professional Competence Program (CP)² Task Force January 2016

OBJECTIVES

The Continuing Professional Competence Program (CP)² Task Force is directed by PEO Council to establish criteria and details for elements needed to operationalize the program proposed by the Continuing Professional Development, Competency, and Quality Assurance Task Force. The Task Force shall also provide oversight for all activities conducted by the Registrar and staff required to produce a working implementation of the program.

At its meeting of November 20, 2015 Council received and approved the model for a continuing professional development program proposed by the Continuing Professional Development, Competency, and Quality Assurance Task Force (CPDCQA TF). The model established the guiding principles of the program and the framework for its implementation. Specifically the previous task force provided a flowchart describing the process and a risk assessment procedure that would be used to determine the CPD requirements for each individual member. The Task Force also considered and prepared a preliminary list of technical activities acceptable for fulfilling the CPD requirements. Since the CPD requirements are given in hours, a conversion procedure is required for several activities such as publishing a paper and presenting at a seminar or conference.

The Task Force is directed to review the principles and model developed by the CPDCQA TF and develop the details required to implement the program. These details are to be provided to the Registrar and staff that is implementing the operational features such as the required software upgrades and developing the Act and regulation changes. The Task Force shall also provide input to the communications plan prepared by the Registrar and staff prior to its initiation. The Task Force is directed to ensure that the program is implemented as a voluntary system by December 2016. In its voluntary state, licence holders will be able to carry out the risk assessment procedure to determine their CPD requirements and to report their actual CPD activities; however, there will be no compliance requirement.

The Task Force will develop the referendum question and provide to Council by November 2016 a plan for the referendum on the question of mandatory participation in the program developed from the CPDCQA TF recommendations.

BACKGROUND

The Continuing Professional Development, Competency, and Quality Assurance Task Force was established in March 2014 with the direction to “prepare a plan for a comprehensive program of continuing professional development and quality assurance with a strong focus on competency.” The Task Force first met in September 2014 and over the next year developed a program concept. The Task Force provided its final report to Council on November 20, 2015. The report described the guiding principles and the core elements of a continuing professional development program that can be successful given the diversity of situations in which PEO members are engaged.

MANDATE (Specific Tasks)

This task force, with the assistance of staff and external resources (if needed), is expected to provide to Council a plan for a continuing professional development program that can be successfully implemented and is consistent with the aims of the Association.

The task force shall:

- a) provide direction to the Registrar and staff which will be carrying out the implementation tasks at the staff level;
- b) review and revise, if necessary, the questions to be used in the risk assessment table;
- c) establish the following program criteria:
 - when and how often the practice risk review is to be completed
 - how the various parameters in the risk review will be weighed
 - the maximum CPD hours and the effect of the weighing factors
 - how often the ethics refresher is to be taken and when it is to be implemented
 - whether the ethics refresher will involve testing of the licence holder's comprehension of the material
 - requirements for non-practicing licence holders
 - how compliance with the fulfillment of requirements will be verified
- d) determine the criteria and weighting for acceptable technical activities;
- e) identify PEO operational changes needed to implement the programs;
- f) define the criteria for "practising" and "non-practising" classes of licence;
- g) review and approve a guideline to explain the program to members and to assist them with the process of carrying out a practice risk review and reporting their compliance with the requirements;
- h) review and approve a frequently asked questions (FAQ) document;
- i) identify any legislative amendments needed to allow implementation of the program;
- j) review and approve the Continuing Professional Competence internet-based beta site;
- k) Propose a strategy, for the consideration of Council, for the phased implementation of the program from concept to voluntary compliance to mandatory implementation; and
- l) Develop a proposed referendum question and the plan for consultation with PEO licence holders based upon the strategy presented above.

MEMBERSHIP

The Task Force shall be comprised of 8 members including five (5) Councillors. Once appointed, the members remain in office until they either resign or the Task Force is stood down.

CHAIR

In addition to the duties of a task force Chair, the Chair of this TF will be responsible for written updates to Council on a regular basis.

BUDGET

It is anticipated that for the first part of the project the Task Force will require funds for meeting and regular volunteer costs associated with travel, accommodation and meal expenses. The 2016 expenses are estimated to be \$10,000 and should be provided from Council discretionary project funds.

DELIVERABLES

The Task Force will present a report describing the details of the program to be implemented, the guideline that will assist licence holders complete the necessary documentation and the referendum plan to Council no later than November 2016.

Meeting Schedule: At discretion of the Task Force members
Completion Date: November 2016

Roster – Continuing Professional Competence Program (CP)² Task Force

Annette Bergeron	Past CPDCQA chair
Tyler Ing	Past CPDCQA member
Rick Hohendorf	Past CPDCQA member
Changiz Sadr	Elected Councillor
Marilyn Spink	LGA Councillor
Warren Turnbull	Elected Councillor
David Brown	Elected Councillor
Roger Jones	Elected Councillor

Communications Plan – Continuing Professional Competence (CP)² Program

Purpose: To approve a Communications Plan for the Continuing Professional Competence Program

Motion(s) to consider: (requires a simple majority of votes cast to carry)

That Council approve the Communications Plan for the Continuing Professional Competence Program as presented to the meeting at C-504-2.2, Appendix A.

Prepared by: Connie Mucklestone, Director, Communications

Moved by: Changiz Sadr, P.Eng.

1. Need for PEO Action

A Communications Plan is needed to inform PEO members about the Continuing Professional Competence Program to encourage participation in the program's voluntary rollout and in a referendum on making it a mandatory program. At its 503rd meeting, Council directed that the Registrar bring the Communications Plan to Council for approval at Council's next meeting.

2. Proposed Action / Recommendation

It is recommended that Council approve the Communications Plan.

3. Next Steps (if motion approved) Next Steps (if motion approved)

The Communications Plan will be rolled out as indicated.

4. Peer Review & Process Followed

Process Followed	The draft Communications Plan was reviewed by the Executive Committee during the Executive Committee meeting of January 19, 2016.
Council Identified Review	Not Applicable
Actual Motion Review	The motion was reviewed by the Executive Committee on January 19, 2016 as part of its review of this Briefing Note.

5. Appendices

Appendix A – Communications Plan for Continuing Professional Competence Program

Communications Plan

Continuing Professional Competence Program (CP)²

Overview

On November 20, 2015, PEO Council was presented a concept for a PEO continuing professional development (CPD) program in the Final Report of the Task Group on Continuing Professional Development, Competence and Quality Assurance. After considerable discussion, Council approved the program's guiding principles and basic elements, as outlined in the Proposed Implementation section of the task force's report.

Council also directed the Registrar to create terms of reference for a Continuing Professional Development Program Task Force, comprising eight PEO members, the majority of whom would be sitting PEO Councillors. The new task force would be responsible for finalizing the program's risk review form, continuing professional development requirement algorithm and criteria for acceptable technical activities. The task force terms of reference are to come to Council for approval at its February 2016 meeting.

In addition, Council directed the Registrar to develop a communications plan to notify PEO licence holders and other stakeholders about the proposed continuing professional development program. This plan is also to be presented to Council for approval at its February 2016 meeting.

The CPDCQA Task Force was created in March 2014 and tasked with presenting a report describing a recommended CPD program to Council no later than December 2015. The task force met 12 times, conducted extensive research on issues related to CPD, and provided two updates to Council. It also conducted an online survey of members (6,786 responses), and presented its proposed program at six regional town hall meetings (514 attending), Regional Councillors Committee meetings, chapter meetings and other events. Member opinions were also solicited and received through a dedicated email address. This feedback from members was used to develop the proposed CPD program.

At its September 25, 2015 meeting, Council committed to asking members "to ratify in a referendum any mandatory requirement to participate in a continuing professional development, competency and quality assurance program". In advance of the referendum, the targeted audiences will receive continuous and relevant information on the program as details are developed and it is rolled out on a voluntary basis.

Objective

To inform PEO members about the Continuing Professional Competence Program (CP)² to encourage participation in the program's voluntary rollout and in a referendum on making it a mandatory program.

Target Audiences

The identified stakeholders include:

- licence holders;
- EITs;
- engineering students;
- staff;
- government;
- media; and
- general public.

Key Messages

Recent history has shown that mandatory CPD programs can be viewed by their intended participants as onerous, meddlesome and unnecessary. In October 2015, the members of the Association of Professional Engineers and Geoscientists of British Columbia (APEGBC) voted against a proposed Continuing Professional Development Bylaw with 43.96 per cent voting in favour where a two-thirds majority was required for bylaw ratification. APEGBC members had the opportunity to comment on the proposed plan prior to the vote and the majority of concerns raised related to: the required time commitment; reporting process; how non-compliance would be handled; program structure; and CPD opportunities and cost. Some members also questioned the program's inherent value and whether they should be required to demonstrate compliance. APEGBC modified its original CPD proposal based on this feedback but the modified proposal was still defeated. It is possible the differences in the modified proposal were not well enough explained to overcome members' resistance to the initial proposal.

PEO communications will explain the proposed (CP)² fully, clearly and concisely to encourage members to test drive the program themselves, prior to a referendum on making the program mandatory. Questions and answers will be developed and added to as required.

Key messages will include:

- The proposed (CP)² was designed following in-depth research by the task force and significant consultation with members;
- The proposed program is self-directed, starting with a self-assessment of the risk your engineering practice poses to the public and your creation of a professional development plan to mitigate the risk;
- Each engineer will determine his or her own continuing professional development plan, based on his or her own practice;
- The proposed program is based on each member pursuing continuing professional development opportunities that are most relevant to his or her practice and reporting what they have done to PEO;
- Not everyone's practice poses the same risk, so not everyone will need the same amount of continuing professional development to mitigate the risk;
- Members who are not practising professional engineering will have no continuing professional development requirement, beyond a possible online ethics refresher;
- The maximum continuing professional development requirement in the proposed program is 30 hours, which was determined based on feedback from the town halls;
- By October 2016, members will be able to use simple, online forms to do a voluntary self-assessment of their practice risk, determine their continuing professional development requirements, and report continuing professional development achieved;
- A referendum of PEO licence holders will be held on making the (CP)² mandatory;

- PEO's proposed (CP)² is not like the continuing professional development programs in any other province, that you might have participated in or heard about;

As the program details are developed, further messages will be developed that explain these details.

Tactics

PEO will use all of its communications channels to raise awareness of the proposed (CP)², including the period of voluntary reporting and the referendum on making the program mandatory.

Specific tactics will include:

- preparing an easy-to-use guideline to explain the program to members and to assist them with the process of carrying out a practice risk review and reporting their compliance with the requirements;
- creating a dynamic FAQs document on the proposed program and referendum, which will be published on the website and updated as required;
- developing a Fact Sheet on the proposed continuing professional development requirements and referendum for publishing on the website. The Fact Sheet will also be made available at various PEO events and at tradeshow in which PEO participates;
- preparing articles explaining PEO's proposed (CP)² and upcoming referendum for industry publications;
- using PEO's social media accounts on Twitter, Facebook, LinkedIn and YouTube to raise awareness of new information (fact sheets, articles, website updates, etc.) and respond to requests for information or clarification;
- scheduling live tweet chats with PEO's Registrar to answer questions in real time;
- providing ongoing communication and updates to members via e-blast messages as required;
- preparing short "How will this affect me?" videos for posting on PEO's YouTube channel and website to explain the risk assessment process and continuing professional development requirements for various risk assessment categories to provide licence holders a better appreciation of how much time and money they might spend doing a self-assessment and meeting their own continuing professional development requirements;
- developing webinars to walk members through the risk assessment and continuing professional development reporting processes;
- publishing articles/advertisements in *Engineering Dimensions* to drive traffic to the (CP)² webpage on PEO website;
- adding banner images to the PEO website to direct users to the (CP)² webpage;
- promoting a dedicated email address to solicit members' comments or questions related to the program;
- disseminating media releases as required on rollout of the (CP)² and upcoming referendum to major print and broadcast media in Ontario, as well as relevant trade publications. The releases will be published on the PEO website, (CP)² webpage and linked from our social media accounts and Members Forum; and
- populating the PEO (CP)² webpage with all relevant information and communications products.

The Registrar is PEO's designated spokesperson for this communications plan. Other spokespeople may be designated as required for specific communications needs arising as the plan's tactics are implemented.

Measurements of Success

- 5,000 members voluntarily participating in (CP)² over a five-month period
- Average of 1000 site visitors monthly to (CP)² webpage over a five-month period
- Average monthly number of impressions on PEO social media accounts over the five-month period, slightly higher than those received previously during the Repeal of the Industrial Exception and Elliot Lake Commission of Inquiry campaigns:
 - LinkedIn – 50,000 impressions
 - Twitter – 20,000 impressions
 - Facebook – 10,000 impressions
- 200 views of (CP)²-related videos on PEO's YouTube channel over a five-month period
- Five media impressions over a five-month period
- Referendum participation rate of 20 per cent, similar to the percentage who participated in the referendum that established the Ontario Society of Professional Engineers.

Briefing Note – Decision

C-504-2.3

TERMS OF REFERENCE – COUNCIL TERM LIMITS TASK FORCE (CTL)

Purpose: To approve the Terms of Reference for the Council Term Limits Task Force

Motion(s) to consider: (requires a simple majority of votes cast to carry)

That Council approve the Terms of Reference for the Council Term Limits Task Force as presented at C-504 2.3, Appendix A.

That Council approve a budget of \$7,500 for the Council Term Limits Task Force.

That Council approve the appointment of members to the Council Term Limits Task Force as presented at C-504 2.3, Appendix B.

Prepared by: Ralph Martin – Manager, Secretariat

Moved by: David Brown, P. Eng.

1. Need for PEO Action

The following Member Resolutions were passed at the 2015 Annual General Meeting.

- *Therefore be it resolved that, PEO institute term limits for all positions on Council for which an individual has already served and going forward will serve.*
- *Therefore be it submitted that, PEO institute a system for identifying potential candidates for all Council positions well in advance of elections, operating in concert with term limits for all Council positions.*

In response to the Member Resolutions, the following motions were approved by Council at the November 20, 2015 meeting.

1. *Respecting two 2015 Member AGM Motions, Council affirms in principle that term limits and succession planning should be established for all Council positions.*
2. *That Council direct the Registrar to develop the draft terms of reference and proposed list of members for a task force to examine the issues of term limits and succession planning for Council positions for approval by Council at its February 2016 meeting.*
3. *That the terms of reference require the task force to provide a report with recommendations for approval by Council before the 2017 Annual General Meeting.*

As a result of the motions approved by Council at the November 20, 2015 meeting, draft terms of reference for the task force (Appendix A) and a proposed list of members for the task force were prepared for the February, 2016 Council meeting.

2. Proposed Action / Recommendation

Council approve the Terms of Reference for the Council Term Limits Task Force and proposed membership.

3. Next Steps (if motion approved)

The Council Term Limits Task Force will examine the issues of term limits and succession planning for all Council positions and provide a report with recommendations for approval by Council before the 2017 Annual General Meeting.

4. Peer Review & Process Followed

Process Followed	In response to Member Submissions made to the 2015 Annual General Meeting, Council approved motions directing the Registrar to develop Terms of Reference for a Council Term Limits Task Force.
Council Identified Review	The Terms of Reference were peer reviewed by the Executive Committee on January 19, 2016.
Actual Motion Review	<p>In response to the Member Resolutions, the following motions were approved by Council at the November 20, 2015 meeting.</p> <ol style="list-style-type: none"><i>1. Respecting two 2015 Member AGM Motions, Council affirms in principle that term limits and succession planning should be established for all Council positions.</i><i>2. That Council direct the Registrar to develop the draft terms of reference and proposed list of members for a task force to examine the issues of term limits and succession planning for Council positions for approval by Council at its February 2016 meeting.</i><i>3. That the terms of reference require the task force to provide a report with recommendations for approval by Council before the 2017 Annual General Meeting.</i>

- 5. Appendices:** Appendix A – Terms of Reference – Council Term Limits Task Force (CTL)
Appendix B – Proposed membership of the Council Term Limits Task Force (CTL)

Terms of Reference Council Term Limits Task Force (CTL)

Issue Date: February 5, 2016
Approved by: Council

Review Date: N/A
Review by: N/A

<p>Legislated and other Mandate approved by Council</p>	<ol style="list-style-type: none"> 1. Respecting two 2015 Member AGM Motions, Council affirms in principle that term limits and succession planning should be established for all Council positions. 2. That Council direct the Registrar to develop the draft terms of reference and proposed list of members for a task force to examine the issues of term limits and succession planning for Council positions for approval by Council at its February 2016 meeting. 3. That the terms of reference require the task force to provide a report with recommendations for approval by Council before the 2017 Annual General Meeting. <p><i>[APPROVED BY COUNCIL – November 20, 2015]</i></p>
<p>Key Duties and Responsibilities</p>	<ol style="list-style-type: none"> 1. Examine the issue of term limits for all Council positions including an analysis of practices at other self-regulating associations in Ontario and other engineering associations across the country. 2. Examine the issue of succession planning for all Council positions. 3. Develop a clear statement of policy intent for the purposes of Regulation changes respecting term limits and succession planning. 4. Provide a report to Council no later than at its February 2017 meeting, detailing recommendations regarding terms limits and succession planning for all Council positions. 5. Circulate the draft report to the CESC, HRC and LEC for peer review prior to submission to Council.
<p>Constituency, Number & Qualifications of Committee/Task Force Members</p>	<p>The task force shall consist of six (6) members, all of whom shall be either current or former PEO Councillors.</p>
<p>Qualifications and election of the Chair</p>	<p>The Chair is to be elected from among the members of the task force in accordance with Wainberg’s Society Meetings and By-Law No. 1, section 25(4).</p>

Qualifications and election of the Vice Chair(s)	The Vice Chair is to be elected from among the members of the task force in accordance with Wainberg's Society Meetings and By-Law No. 1, section 25(4).
Duties of Vice Chair(s)	To act in the absence of the Chair.
Term Limits for Committee members	The task force is to be stood down following the submission of its final report to Council.
Quorum	In accordance with Wainberg's Society Meetings and By-Law No. 1, section 25(1), quorum for the purpose of having the meeting's decisions be considered binding is at least 50 per cent of the task force's membership present at the meeting.
Meeting Frequency & Time Commitment	The task force will meet at the call of the Chair.
Operational year time frame	The task force will commence its work upon approval of its Terms of Reference and is to be stood down following the submission of its final report to Council.
Committee advisor	Scott W. Clark, LL.B., Chief Administrative Officer
Committee support	Ralph Martin, Manager, Secretariat

Appendix B – Proposed Membership of the Council Term Limits Task Force (CTL)

Paul Ballantyne

Nancy Hill

Len King

Michael Wesa

Rob Willson

Martha Stauch

LEGISLATION COMMITTEE – RESCINDING COUNCIL MOTIONS

Purpose: *To rescind certain Council motions pertaining to motions regarding the Engineer of Record*

Motion(s) to consider: (requires a 2/3 majority of votes cast to carry)

To rescind the following motions previously passed by Council:

C-472, 11013 ENGINEER OF RECORD

That the CEO/Registrar:

- a) in consultation with the Professional Standards Committee, shall undertake to study and to propose amendments to Regulations 941 and 260 under the Professional Engineers Act and PEO Guidelines to incorporate "Engineer of Record and Review Commitment", with proper peer review and consultation, to ensure lines of responsibility are clear for all work related to the practice of professional engineering and that in a multi-disciplined project, each discipline must be signed off by a Professional Engineer; and
- b) report back to Council at March 2012 meeting.

C-476, 11069 ENGINEER OF RECORD

That:

- a) the performance standard on General Review Commitment Regulation 260-08 be revised to provide a clear line of responsibility for the integrity of the design and general review by sealing and signing the drawings; and
- b) the CEO/Registrar be authorized to contact the appropriate authority with responsibility for dealing with stages, bridges, manufacturing processes and engineered products with the purpose of ensuring there is a clear line of responsibility for the engineering component of the work.

Prepared by: Bernard Ennis, P. Eng., Director, Policy and Professional Affairs

Moved by: Roydon Fraser, P.Eng., Chair, Legislation Committee

1. Need for PEO Action

- There are Council motions calling for amendments to Regulations 941 and 260 for the purpose of creating an Engineer of Record. The motions called for proper peer review and consultation. The Regulatory Protocol requires Council to direct any proposed changes to the Regulations to the Legislation Committee for guidance. The Committee has reviewed the proposals and has decided that it was not possible through revision of the Regulations to meet the policy intent of these motions.

2. Proposed Action / Recommendation

- Given that the problems identified in the original briefing note that were intended to be dealt with through the introduction of an Engineer of Record have been or are being dealt with in other ways (see Appendix A) the Legislation committee recommends that Council rescind the motions listed above.

3. Next Steps (if motion approved)

- Listed Council motions will be rescinded. No further policy development is required.

4. Peer Review & Process Followed

<p>Process Followed</p>	<ul style="list-style-type: none"> • At its meeting of July 3, 2014 the Legislation Committee reviewed documentation associated with outstanding motions concerning a proposed Engineer of Record. The committee decided that it was not possible to revise Regulation 260/08 to meet the policy intent suggested by the motions. The Committee decided that further discussion at Council was needed on other solutions to the perceived problems. Consequently the Committee decided to prepare a briefing note requesting Council to rescind the motions. • At subsequent meetings, the Legislation Committee considered the proposed request to Council and the notion of an Engineer of Record in light of the Belanger Inquiry’s recommendation concerning the need to introduce through the Ontario Building Code the requirement for building projects to have a prime consultant. • At its December 4, 2015 meeting Legislation Committee reviewed a summary of all available analysis of the proposed Engineer of Record concept along with information regarding steps taken to deal with the problems identified in the briefing notes provided with the original motions. Given that the problems had been or were being dealt with by other means and that the Engineer of Record concept was shown to be a unviable means of dealing with these and similar problems the Legislation Committee decided to proceed with a this briefing note.
<p>Council Identified Review</p>	<ul style="list-style-type: none"> • In September 2012, through the following motion, Council adopted a Regulatory Protocol, which requires Council to refer all matters that require the use of legislative authority (Act, Regulations and By-laws) to the Legislation Committee for its recommendation; <p style="text-align: center;"><i>Whereas the mandate of the Legislation Committee is to provide oversight and guidance for matters pertaining to the Professional Engineers Act, Regulations and By-Law,</i></p> <p style="text-align: center;"><i>Be it resolved that Council direct the CEO/Registrar to refer to the Legislation Committee all matters that could require Council to invoke its legislative authority from the Professional Engineers Act, Regulations and By-Law for the Legislation Committee’s review and recommendation to Council.</i></p>
<p>Actual Motion Review</p>	<ul style="list-style-type: none"> • The motion to rescind certain Council policy motions was reviewed and approved by the Legislation Committee.

5. Appendices

- Appendix A

Background

At its meeting on September 23, 2011 Council approved the following motion.

That the CEO/Registrar:

- a) in consultation with the Professional Standards Committee, shall undertake to study and to propose amendments to Regulations 941 and 260 under the Professional Engineers Act and PEO Guidelines to incorporate "Engineer of Record and Review Commitment", with proper peer review and consultation, to ensure lines of responsibility are clear for all work related to the practice of professional engineering and that in a multi-disciplined project, each discipline must be signed off by a Professional Engineer; and
- b) report back to Council at March 2012 meeting.

The briefing note presented to Council stated that the "need for this motion comes from a recognition that professional engineers of Ontario do not have a clear approach to this fundamental issue." The fundamental issue seems to be the lack of clear lines of responsibility

Following this meeting the Professional Standards Committee and staff undertook the requested peer review and consultation activities leading to the development of a policy analysis paper. A workshop was held on October 25th, 2011 to discuss the proposed Engineer of Record concept, a review of the British Columbia structural engineer of record regime and analysis of current PEO regulations, standards and guidelines.

Participants included a number of practitioners working in various aspects of the structural engineering of buildings (primary design engineers, structural component engineers, engineers employed by structural fabricators). Following the meeting, the practitioner attendees were asked to complete a survey to determine their positions on the issue of "Engineer of Record". The feedback obtained strongly indicated the following:

1. Participant practitioners believe that the problem that actually needs to be addressed is the lack of consistency in the quality of construction drawings and the lack of coordination between designers.
2. Construction drawings are often incomplete, and lack detail and appropriate information.
3. Though some stated that there was no problem with the current field review process some suggested that each aspect of the building structural system should be reviewed by the engineer responsible for its design.
4. Participant practitioners nearly unanimous agreed that there is no need to have a single engineer take responsibility for the design of the entire building or for conducting a field review of the entire building.
5. There should be a single engineer in each discipline (e.g. the designer of the primary structural system) who is responsible for coordinating information flow between the various other engineers providing designs in that discipline.

The practitioners attending the workshop, the PSC members, and members of the PSC subcommittees noted that as each professional engineer is already responsible for his or her work there is no need to create an Engineer of Record.

Actions being taken by PEO or others

Though the concept of Engineer of Record, even in the restricted sense dealing with buildings under the *Ontario Building Code*, was not considered to be a viable or necessary, PEO has or is involved in taking action on some building and public infrastructure matters including the following:

1. Collapse of theatre stages in Ottawa and Toronto

PEO has a subcommittee that is working on guidelines for engineers designing and reviewing the erection of demountable structures. However, there are no changes needed to the *Professional Engineers Act*. The roles and responsibilities of engineers carrying out this work is adequately defined in the current legislation.

2. Falling glass from newly constructed high rise buildings

The Ministry formed an expert panel with stakeholders from all sides (design engineers, manufacturers, fabricators, developers, architects, insurance companies, standards organizations, and researchers from NRC's building division). The panel made recommendations for changes to the Building Code that provided options for type of glass, type of framework, glass setbacks from edges and other design criteria to eliminate the problem of broken glass falling from high-rise buildings. There is no need for PEO to introduce Act or Regulation changes.

3. Deterioration of Ontario's infrastructure including sewer and water supply, bridges, and the gross inadequacy of the public transportation system.

Engineers are responsible for design of infrastructure and will carry out engineering work related to operation and maintenance. Their actions when doing this work are subject to the authority of PEO. However, professional engineers and PEO do not make decisions about the priorities for allocation of government or private resources. Dealing with deteriorating infrastructure and creating an adequate public transportation system are matters of public policy and not suitable for an Engineer of Record concept

Recommendation

Given that the problems identified in the original briefing note that were intended to be dealt with through the introduction of an Engineer of Record have been or are being dealt with in other ways the Legislation committee recommends that Council rescind the motions listed above, namely those of September 23, 2011 and March 20th, 2012.

ENGINEERING DIMENSIONS EDITORIAL OBJECTIVES

Purpose:

Council should provide direction and renewed policies to staff.

Council should, through an Advisory Communications Board, exercise its responsibility to the membership in the ethos of Engineering Dimensions.

Motion(s) to consider: (requires a simple majority of votes cast to carry)

That

1. Council approves the objectives as presented to the meeting at C-503-2.5, Appendix A;
2. Council approves the establishment of a three person Advisory Communications Board, (the ACB), to act for Council, (with final decision making authority should the Editor require guidance as to content), and report to Council for ratification of its decisions in a timely fashion.
3. The ACB consist of three recent past-presidents willing to serve, who will establish its terms of office and reference for Council approval.
4. Council agrees that the renewal of Engineering Dimensions is a matter where time is of the essence, and that all shall act accordingly.
5. The ACB have an annual expense allowance of \$2,000 from the operations budgets.

Prepared by: Pat Quinn P.Eng., Vice President

Moved by: Pat Quinn P.Eng., Vice President

1. Need for PEO Action

- Engineering Dimensions has immense untapped potential for connecting members to PEO;
- Its present objectives, (policy decisions of the past) require re-examination;
- It is desirable to expand its objectives to allow creativity in its output;

2. Proposed Action / Recommendation

- To update policy objectives for Engineering Dimensions, as laid out in Appendix A. and to provide on-going Council oversight through an Advisory Communications Board.

3. Next Steps (if motion approved)

If Council approves the establishment of a three person Advisory Communications Board, (the ACB consisting of three recent past-presidents willing to serve), to act for Council, appropriate staff will canvas recent past-presidents and brief them on Council's resolution and will assist them in setting up and administering the work, which begins with the ACB establishing its terms of office and reference for Council approval at its February 2016 meeting.

4. Peer Review & Process Followed

<p>Process Followed</p>	<p>Communication Audit Report Professional Engineers Ontario (PEO) June 2015</p> <p><i>“Critically evaluate your communications products for their relevance, timeliness and impact”;</i></p> <p><i>“Engineering Dimensions may be viewed as too conservative, not timely”;</i></p> <p><i>“Engineering Dimensions is the identified official publication of PEO. The magazine is well known but not necessarily well-read.</i></p> <p><i>“When the most recent reader survey data is available, we recommend PEO critically examine Engineering Dimensions for its purpose, frequency, topicality, etc.”.</i></p> <p><i>“The launch of a quarterly Engineering Dimensions could be used as an opportunity to re-fresh the publication with an updated look and feel e.g. more visual, less text dense, more focus on celebrating the achievements/ accomplishments of PEO, the profession and its members”.</i></p> <p>Through discussions with staff a revised editorial objectives is presented.</p>
<p>Council Identified Review</p>	<p>N.A.</p>
<p>Actual Motion Review</p>	<p>N.A.</p>

5. Appendices

- Appendix A – Editorial Objectives: (with original objectives shown and amended)

EDITORIAL OBJECTIVES: (with original objectives shown and amended):

Engineering Dimensions, while focussing ~~focuses mainly~~ on the legal, regulatory and ethical aspects of the profession, ~~(as opposed to member services or furthering the technical body of knowledge)~~ as well as PEO operations and chapter activities, has an objective of publishing an interesting, informative and stimulating periodical.

- To provide information on ~~standards of knowledge, skill, qualification, practice, ethics and conduct relevant to~~ the practice of professional engineering, PEO activities, and appropriate topics of current general interest.
- To showcase the achievements of ~~members in the service of the profession~~ engineers and ~~in illustration of best professional~~ engineering practices.
- To be a forum for the exchange among members of ideas and knowledge, but especially related to the practice of professional engineering and the activities of the association.
- To provide information to members on events, issues and public policy developments ~~in Ontario, and elsewhere~~ especially those relevant to the practice of professional engineering, ~~such as emerging areas of practice or legislative change~~ in Ontario.
- To promote public awareness of the Professional Engineers Act, the role of the association and the responsibilities of professional engineers. ~~including how the public interest is served and protected through the practice of professional engineering.~~

Dimension's Editorial Objectives

Purpose:

To approve revised Editorial Objectives for Engineering Dimensions to provide direction and renewed policies to staff.

Motion(s) to consider: (requires a simple majority of votes cast to carry)

That Council approve the following revised Editorial Objectives for *Engineering Dimensions*:

Engineering Dimensions, while focusing on the legal, regulatory and ethical aspects of the profession, as well as PEO operations and chapter activities, has an objective of publishing an interesting, informative, and stimulating periodical:

- *To provide information on the practice of professional engineering, PEO activities, and appropriate topics of current general interest;*
- *To showcase the achievements of engineers and engineering practices;*
- *To be a forum for the exchange among members of ideas and knowledge, but especially related to the practice of professional engineering and the activities of the association;*
- *To provide information to members on events, issues and public policy developments, especially those relevant to the practice of professional engineering in Ontario;*
- *To promote public awareness of the Professional Engineers Act, the role of the association and the responsibilities of professional engineers.*

Prepared by: Pat Quinn P.Eng.

Moved by: Pat Quinn P.Eng.

1. Need for PEO Action

- PEO's recent Communications Audit recommended that PEO periodically review its communications products for their relevance, timeliness and impact;
- The audit found that Engineering Dimensions is identified as the official publication of PEO and is well-known but not necessarily well-read, giving the magazine immense untapped potential for connecting members to PEO;
- The audit also found that Engineering Dimensions may be viewed as too conservative and not timely in its content;
- Dimensions' Editorial Objectives are what editorial staff use to solicit content for the magazine and to evaluate the fit of proposed content. The present objectives are policy decisions of the past and require re-examination;
- Given the audit report findings and recommendations, it is desirable to revise the objectives to enable staff to develop more engaging content that continues to focus on PEO's mandate.

2. Proposed Action / Recommendation

- That Council approve updated Editorial Objectives for Engineering Dimensions.

3. Next Steps (if motion approved) N.A.

The published Editorial Objectives on PEO’s website and elsewhere will be replaced with the revised Editorial Objectives. Staff will evaluate content for the magazine against the new objectives.

Peer Review & Process Followed

Process Followed	<p>Our report on Communications says:</p> <p><i>“Critically evaluate your communications products for their relevance, timeliness and impact”;</i></p> <p><i>“Engineering Dimensions may be viewed as too conservative, not timely”;</i></p> <p><i>“Engineering Dimensions is the identified official publication of PEO. The magazine is well known but not necessarily well-read.</i></p> <p><i>“When the most recent reader survey data is available, we recommend PEO critically examine Engineering Dimensions for its purpose, frequency, topicality, etc.”.</i></p> <p><i>“The launch of a quarterly Engineering Dimensions could be used as an opportunity to re-fresh the publication with an updated look and feel e.g. more visual, less text dense, more focus on celebrating the achievements/ accomplishments of PEO, the profession and its members”.</i></p> <p>Through discussions with staff a revised editorial objectives is presented.</p>
Council Identified Review	N.A.
Actual Motion Review	N.A.

4. Appendices

Appendix A –Original Editorial Objectives showing amendments

Appendix A. Original Editorial Objectives showing amendments

Engineering Dimensions, *while focusing* focuses mainly on the legal, regulatory and ethical aspects of the profession, ~~as opposed to member services or furthering the technical body of knowledge,~~ as well as PEO operations and chapter activities, *has an objective of publishing an interesting, informative, and stimulating periodical:*

- To provide information on ~~standards of knowledge, skill, qualification, practice, ethics and conduct relevant to~~ the practice of professional engineering, *PEO activities, and appropriate topics of current general interest to PEO members.*
- To showcase the achievements of ~~members in the service of the profession engineers~~ and ~~in illustration of best professional~~ engineering practices.
- To be a forum for the exchange among members of ideas and knowledge, but especially related to the practice of professional engineering and the activities of the association.
- To provide information to members on events, issues and public policy developments ~~in Ontario, and elsewhere,~~ *especially those* relevant to the practice of professional engineering, ~~such as emerging areas of practice or legislative change~~ *in Ontario.*
- To promote public awareness of the Professional Engineers Act, the role of the association and the responsibilities of professional engineers. ~~including how the public interest is served and protected through the practice of professional engineering.~~

CONSENT AGENDA

Purpose: To approve the items contained in the consent agenda

Motion(s) to consider: (requires a simple majority of votes cast to carry)

That the consent agenda be approved.

Prepared by: Dale Power, Secretariat Administrator

Routine agenda items that may be approved without debate are included in a consent agenda and may be moved in a single motion. However, the minutes of the meeting will reflect each item as if it was dealt with separately. Including routine items on a consent agenda expedites the meeting.

Items included on the consent agenda may be removed and dealt with separately if they contain issues or matters that require review.

Please review the minutes ahead of time for errors or omissions and advise Dale Power (416-224-1100, ext. 1130 or dpower@peo.on.ca) if there are any required revisions prior to the meeting so that the minutes, when presented, may be considered within the consent agenda.

The following items are contained in the consent agenda:

- 3.1 Minutes – 241st Executive Committee meeting – November 2, 2015
- 3.2 Minutes – 242nd Executive Committee meeting – December 3, 2015
- 3.3 Minutes – 503rd Council meeting – November 20, 2015
- 3.4 Changes to Committees/Task Forces Roster
- 3.5 Awards Committee (AWC) HR and Work Plans

MINUTES – 241st Executive Committee – November 2, 2015

Purpose – To ratify the minutes of the 241st Executive Committee meeting

Motion(s) to consider: (requires a simple majority of votes cast to carry)

That the minutes of the 241st meeting of the Executive Committee, held on November 2, 2015, as presented to the meeting at C-504-3.1, Appendix A, be ratified.

Prepared by: Dale Power, Secretariat Administrator

1. Need for PEO Action

To practice best business practices, Council should formally record its consent to the actions taken by the Executive Committee.

The Executive Committee, at its meeting held December 3, 2015, confirmed that the attached minutes from the 241st meeting of the Executive Committee, held November 2, 2015, accurately reflect the business transacted at that meeting.

2. Current Policy

It is PEO convention that Council ratify minutes of Executive Committee meetings.

3. Appendices

- Appendix A – Minutes of the 241st Meeting of the Executive Committee



Minutes

C-504.3.1
Appendix A

The 241st Meeting of the EXECUTIVE COMMITTEE of PROFESSIONAL ENGINEERS ONTARIO was held at PEO Offices, 40 Sheppard Avenue West, Toronto, Ontario on Monday, November 2, 2015 at 9:00 a.m. via teleconference.

Present: T. Chong, P.Eng., President and Chair
G. Comrie, P.Eng., President-elect
J. D. Adams, P.Eng., Past President
B. Dony, P.Eng., Vice-President (appointed)
C. Sadr, P.Eng.

Staff: G. McDonald, P.Eng., Registrar
S. W. Clark, LL.B
M. Price, P.Eng.
M. Cellucci
Z. Sarmento
R. Martin
D. Power

Regrets: P. J. Quinn, P.Eng., Vice-President (elected)
R. Huang, LL.B

CALL TO ORDER

Notice having been given and a quorum being present, President Chong, acting as Chair, called the meeting to order.

14-54

APPROVAL OF AGENDA

Moved by Vice-President Dony, seconded by Councillor Sadr:

That:

- a) the agenda, as presented to the meeting at E-241-1.1, Appendix A, be approved, and
- b) the Chair be authorized to suspend the regular order of business.

CARRIED

14-55

CONSULTANT SUPPORT FOR THE FINAL TESTING AND GO LIVE PHASES OF THE APTIFY PROJECT

The Executive Committee was provided with an Aptify Project Plan Update as well as the Project Health Assessment findings conducted by Deloitte. The key findings of this assessment indicate that, while there are some areas of the project where there are no significant concerns, there are others that require some improvement and a couple that require immediate attention (with respect to Quality Management and Organizational Change Management.)

During discussion Registrar McDonald assured the committee that the contract with Deloitte will be set up in phases and that an evaluation

will be conducted at the end of each phase. There is flexibility within the contract to terminate the agreement with Deloitte at the conclusion of any of the phases should this be in the best interest of PEO.

Moved by Vice-President Dony, seconded by President-elect Comrie:

That the Executive Committee authorize the President and Registrar to enter into a contract, not to exceed \$170,000, with Deloitte to provide support for the final testing and go-live phases of the Aptify project, as presented at E-241-2.1, Appendix A.

CARRIED

**14-56
MINUTES – 240TH EXECUTIVE
COMMITTEE MEETING – OCTOBER 27,
2015**

Moved by Vice-President Dony, seconded by President-elect Comrie:

That the minutes of the 240th open session meeting of the Executive Committee, held on October 27, 2015, as presented to the meeting at E-241-3.1, Appendix A, accurately reflect the business transacted at that meeting.

CARRIED

There being no further business, the meeting concluded.

These minutes consist of minutes 14-54 to 14-56 inclusive and two pages.

T. Chong, P.Eng., President and Chair

G. McDonald, P.Eng., Registrar

MINUTES – 242nd Executive Committee – December 3, 2015

Purpose – To ratify the minutes of the 242nd Executive Committee meeting

Motion(s) to consider: (requires a simple majority of votes cast to carry)

That the minutes of the 242nd meeting of the Executive Committee, held on December 3, 2015, as presented to the meeting at C-504-3.2, Appendix A, be ratified.

Prepared by: Dale Power, Secretariat Administrator

1. Need for PEO Action

To practice best business practices, Council should formally record its consent to the actions taken by the Executive Committee.

The Executive Committee, at its meeting held January 19, 2016, confirmed that the attached minutes from the 242nd meeting of the Executive Committee, held December 3, 2015, accurately reflect the business transacted at that meeting.

2. Current Policy

It is PEO convention that Council ratify minutes of Executive Committee meetings.

3. Appendices

- Appendix A – Minutes of the 242nd Meeting of the Executive Committee



Minutes

C-504-3.2
Appendix A

The 242nd Meeting of the EXECUTIVE COMMITTEE of PROFESSIONAL ENGINEERS ONTARIO was held at PEO Offices, 40 Sheppard Avenue West, Toronto, Ontario on Thursday, December 3, 2015 at 9:00 a.m. via teleconference.

Present: T. Chong, P.Eng., President and Chair
G. Comrie, P.Eng., President-elect
J. D. Adams, P.Eng., Past President
P. J. Quinn, P.Eng., Vice-President (elected)
R. Huang, LL.B
C. Sadr, P.Eng.

Staff: G. McDonald, P.Eng., Registrar
S. W. Clark, LL.B
L. Latham, P.Eng.
C. Mucklestone
Z. Sarmento
J. Zuccon, P.Eng.
J. Chau, P.Eng.
R. Martin
D. Power

Regrets: B. Dony, P.Eng., Vice-President (appointed)

CALL TO ORDER

Notice having been given and a quorum being present, President Chong, acting as Chair, called the meeting to order.

14-57 APPROVAL OF AGENDA

Moved by President-elect Comrie, seconded by Vice-President Quinn:

That:

- a) the agenda, as presented to the meeting at E-242-1.1, Appendix A, be approved, and
- b) the Chair be authorized to suspend the regular order of business.

CARRIED

14-58 MINUTES – 241ST EXECUTIVE COMMITTEE MEETING – NOVEMBER 2, 2015

Moved by Councillor Sadr, seconded by President-elect Comrie:

That the minutes of the 241st open session meeting of the Executive Committee, held on November 2, 2015, as presented to the meeting at E-242-2.1, Appendix A, accurately reflect the business transacted at that meeting.

CARRIED

Moved by Councillor Sadr, seconded by Councillor Huang:

That the Executive Committee move in camera.

CARRIED

**14-59
IN-CAMERA SESSION**

While in-camera, the Executive Committee:

- a) Discussed “next steps” regarding the Industrial Exception in light of the recent announcement by the Ontario Government to cancel the repeal of section 12(3)(a) of the *Professional Engineers Act* (PEA).

There being no further business, the meeting concluded.

These minutes consist of minutes 14-57 to 14-59 inclusive and two pages.

T. Chong, P.Eng., President and Chair

G. McDonald, P.Eng., Registrar

DRAFT

OPEN SESSION MINUTES – 503rd Council Meeting – November 20, 2015

Purpose: To record that the minutes of the open session of the 503rd meeting of Council accurately reflect the business transacted at that meeting.

Motion(s) consider: (requires a simple majority of votes cast to carry)

That the minutes of the 503rd meeting of Council, held November 20, 2015, as presented to the meeting C-504-3.3, Appendix A, accurately reflect the business transacted at that meeting.

Prepared by: Dale Power, Secretariat Administrator

1. Need for PEO Action

To practice best business practices, Council should record that minutes of an open session of a meeting of Council accurately reflect the business transacted at a meeting.

2. Current Policy

Section 25(1) of By-Law No. 1 states that meetings of PEO are to be governed by *Wainberg's Society Meetings*. Rule 27.5 of *Wainberg's* states that "There is no legal requirement to have minutes verified, but it is considered good practice. The motion does not by itself ratify or adopt the business transacted; it merely verifies the minutes as being correct [a correct record of the discussions held and decisions made at the meeting]."

3. Appendices

- Appendix A - Minutes – 503rd Council open session meeting – November 20, 2015



Minutes

C-504-3.3
Appendix A

The 503rd MEETING of the COUNCIL of PROFESSIONAL ENGINEERS ONTARIO (PEO) was held at PEO Offices, 40 Sheppard Avenue West, Toronto, Ontario on Friday, November 20, 2015 at 9:00 a.m.

- Present:
- T. Chong, P.Eng., President and Chair
 - J. D. Adams, P.Eng., Past President [minutes 11572 – 11602 only]
 - G. Comrie, P.Eng., President-elect
 - B. Dony, P.Eng., Vice President (Appointed) [minutes 11572 – 11586, 11590 – 11599 a-c only]
 - P. J. Quinn, P.Eng., Vice President (Elected) [minutes 11572 – 11602 only]
 - I. Bhatia, P.Eng.
 - D. Brown, P.Eng.
 - D. Chui, P.Eng.
 - N. Colucci, P.Eng.
 - B. Dony, P.Eng.
 - S. K. Gupta, P.Eng.
 - R. Jones, P.Eng.
 - C.M. Kidd, P.Eng.
 - L. King, P.Eng.
 - B. Kossta
 - E. Kuczera, P.Eng.
 - M. Long-Irwin
 - D. Preley, P.Eng.
 - S. Reid, C.Tech.
 - S. Robert, P.Eng.
 - C. Sadr, P.Eng.
 - R.K. Shreewastav, P.Eng.
 - M. Spink, P.Eng.
 - W. Turnbull, P.Eng.
- Regrets:
- R. A. Fraser, P.Eng.
 - R. J. Hilton, P.Eng.
 - R. Huang, LL.B.
- Staff:
- G. McDonald, P.Eng., Registrar
 - S.W. Clark, LL.B.
 - M. Cellucci
 - C. Mucklestone
 - L. Latham, P.Eng.
 - M. Price, P.Eng. [minutes 11572 – 11589 only]
 - Z. Sarmento
 - J. Zuccon, P.Eng.
 - R. Martin
 - D. Power

- Guests:
- A. Bergeron, PEO Director, Engineers Canada [minutes 11572 – 11606, except minute 11599]
 - D. Freeman, PEO Director, Engineers Canada [minutes 11572 – 11606, except minute 11599]
 - H. Brown, Brown & Cohen [minutes 11572 – 11606 except minute 11599]
 - A. Brownlee, Office of the Fairness Commissioner [minutes 11572 – 11606 except minute 11599]
 - R. Gupta, Finance Committee member [minutes 11572 – 11605, except minute 11599]
 - S. Perruzza, OSPE [minutes 11572 – 11606 except minute 11599]
 - B. Steinberg, CEO [minutes 11572 – 11606 except minute 11599]

On Thursday evening, Council held a plenary session to discuss updates related to the Continuing Professional Development, Competency and Quality Assurance Task Force (CPDCQA TF); the fall regional town halls; Aptify and Communication Audit.

Council convened at 9:00 a.m. Friday, November 20, 2015.

CALL TO ORDER

Notice having been given and a quorum being present, the Chair called the meeting to order.

11572 APPROVAL OF AGENDA

Moved by Councillor Sadr, seconded by Councillor Shreewastav:

That:

- a. the agenda, as presented to the meeting at C-503-1.1, Appendix A be approved, and**
- b. the Chair be authorized to suspend the regular order of business.**

CARRIED

11573 PRESIDENT/REGISTRAR'S REPORT

Registrar McDonald recognized Johnny Zuccon, P.Eng. Deputy Registrar, Tribunals and Regulatory Affairs, for his 20 years of service to PEO.

11574 CONTINUING PROFESSIONAL DEVELOPMENT, COMPETENCY AND QUALITY ASSURANCE TASK FORCE (CPDCQA TF)

Council was provided with the final report of the Continuing Professional Development, Competence and Quality Assurance Task Force.

Moved by Councillor Brown, seconded by Councillor Sadr:

- 1. That Council approve the guiding principles and the basic program elements outlined in the section on Proposed Implementation in the Final Report as presented to the meeting at C-503-2.1, Appendix A.**
- 2. That Council direct the Registrar to create Terms of Reference for a continuing professional development program task force comprised of eight PEO members (a majority of whom are sitting Councillors), who will be responsible for finalizing a risk review form, a continuing professional development requirement algorithm, and criteria for acceptable technical activities, and to provide the Terms of Reference to Council for approval at its February 2016 meeting.**

3. That Council direct the Registrar to develop a communications plan to notify PEO licence holders and other stakeholders about the proposed continuing professional development and quality assurance program and provide that plan to Council for approval at its February 2016 meeting.

CARRIED
Recorded Vote

<u>For</u>	<u>Against</u>	<u>Abstain</u>
I. Bhatia	J. D. Adams	S. Gupta
D. Brown	E. Kuczera	R. Jones
D. Chui	P. Quinn	
N. Colucci		
G. Comrie		
B. Dony		
C. Kidd		
L. King		
B. Kossta		
M. Long-Irwin		
D. Preley		
S. Reid		
S. Robert		
C. Sadr		
R. Shreewastav		
M. Spink		
W. Turnbull		

11575
FUTURE OF ONTARIO CENTRE FOR
ENGINEERING AND PUBLIC POLICY
(OCEPP)

Council, at its Plenary Session on September 24, 2015, conducted a straw vote regarding OCEPP's viability. The result of this vote was that OCEPP be discontinued.

Registrar McDonald advised that the funds allocated to OCEPP will remain in the budget and as such can be re-directed as Council sees fit.

Moved by Councillor Brown, seconded by Councillor Colucci:

1. That Council discontinue the Ontario Centre for Engineering and Public Policy and its operations.
2. That funds associated with OCEPP be removed from the 2016 budget.
3. That the OCEPP Advisory Board be stood down with thanks.

CARRIED

11576
2016 OPERATING BUDGET

Council discussed a \$42,000 increase to the professional development budget to \$250,000. There being no objections, the 2016 operating

budget was amended accordingly.

Moved by Councillor Jones, seconded by Councillor Colucci:

That Council approve the draft 2016 operating budget as recommended by the Finance Committee as presented to the meeting, and as amended, at C-503-2.3, Appendix A.

**CARRIED
Recorded Vote**

For

I. Bhatia
D. Brown
D. Chui
N. Colucci
G. Comrie
B. Dony
S. Gupta
C. Kidd
L. King
B. Kossta
E. Kuczera
M. Long-Irwin
D. Preley
S. Reid
S. Robert
C. Sadr
R. Shreewastav
M. Spink
W. Turnbull

Against

J. D. Adams
R. Jones
P. Quinn

**11577
2016 CAPITAL BUDGET**

Moved by Councillor Jones, seconded by Councillor Colucci:

That Council approve the draft 2016 capital budget as recommended by the Finance Committee as presented to the meeting at C-503-2.4, Appendix A.

**CARRIED UNANIMOUSLY
Recorded Vote**

For

J.D. Adams
I. Bhatia
D. Brown
D. Chui
N. Colucci
G. Comrie
B. Dony
S. Gupta
R. Jones

C. Kidd
L. King
B. Kossta
E. Kuczera
M. Long-Irwin
D. Preley
P. Quinn
S. Reid
S. Robert
C. Sadr
R. Shreewastav
M. Spink
W. Turnbull

**11578
BORROWING RESOLUTION**

To help manage the working capital and provide convenience to senior volunteers and staff, Scotiabank provides PEO two credit facilities in the form of an operating overdraft and corporate credit cards.

Moved by Councillor Jones, seconded by Councillor Bhatia:

That Council:

- a) approve the borrowing of money upon the credit of the association by way of:**
- i. an operating overdraft up to an amount not to exceed CAD\$250,000; and**
 - ii. use of corporate credit cards with an aggregate limit not to exceed CAD\$120,000.**
- b) in compliance with PEO's Internal Control Banking Policy, hereby confirms that this Borrowing Resolution is to expire on January 31, 2017.**

CARRIED

**11579
ENGINEERING DIMENSIONS EDITORIAL
OBJECTIVES**

Engineering Dimensions has immense, untapped potential for connecting members to PEO and as such Council should provide direction and renewed policies to staff.

Moved by Vice-President Quinn, seconded by Past President Adams:

That:

- 1. Council approves the objectives as presented to the meeting at C-503-2.6, Appendix A;**
- 2. Council approves the establishment of a three person Advisory Communications Board, (the ACB), to act for Council, (with final**

decision making authority should the Editor require guidance as to content), and report to Council for ratification of its decisions in a timely fashion.

3. The ACB consist of three recent past-presidents willing to serve, who will establish its terms of office and reference for Council approval.
4. Council agrees that the renewal of Engineering Dimensions is a matter where time is of the essence, and that all shall act accordingly.
5. The ACB have an annual expense allowance of \$2,000 from the operations budgets.

Moved by Councillor Chui, seconded by Councillor Bhatia:

That this item be tabled to the February 2016 Council meeting.

CARRIED

**11580
GUIDELINE – DESIGN EVALUATION OF
DEMOUNTABLE EVENT STRUCTURES
SUBCOMMITTEE**

The Professional Standards Committee (PSC) requested authorization to form a Design Evaluation of Demountable Event Structures Subcommittee to prepare a guideline describing the best practices for engineers involved in this line of work. The present guideline on demountable structures has no specific guidelines on design evaluation.

Moved by Councillor Jones, seconded by Councillor Brown:

That Council direct the Professional Standards Committee to form a Design Evaluation of Demountable Event Structures subcommittee to develop a guideline as described in the Terms of Reference presented to the meeting at C-503-2.7, Appendix A.

CARRIED

**11581
PROFESSIONAL ENGINEERS PROVIDING
FORENSIC ENGINEERING INVESTIGATIONS**

The Professional Standards Committee, as instructed by Council, has developed a guideline to address forensic engineering practice and provide information on how practitioners should carry out forensic engineering activities in an ethical and legal manner.

Moved by Councillor Jones, seconded by Councillor Sadr:

That Council:

1. **Approve the practice guideline for Professional Engineers Providing Forensic Engineering Investigations as presented to the meeting at C-503-2.8, Appendix A;**
2. **Direct the Registrar to publish the guideline and notify**

members and the public of its publication through usual PEO communications; and

3. **Stand down the Guideline for Forensic Engineering Subcommittee with thanks.**

CARRIED

**11582
PROFESSIONAL STANDARDS INDUSTRIAL
SUBCOMMITTEE FINAL REPORT**

The Professional Standards Committee was instructed by Council to establish an Industrial sub-committee with a mandate to address industrial issues, within the practice of professional engineering, related to industrial/product design and manufacturing.

Councillor Jones, seconded by Councillor Colucci:

That Council:

1. **Receive the Professional Standards Industrial Subcommittee Final Report as presented to the meeting at C-503-2.9, Appendix A;**
2. **Direct the Registrar to send the Professional Standards Industrial Subcommittee Final Report to the Enforcement department and external stakeholders for their consideration; and**
3. **Stand down the Professional Standards Industrial Subcommittee with thanks.**

CARRIED

**11583
TERM LIMITS AND SUCCESSION
PLANNING FOR COUNCIL POSITIONS**

At the 2015 Annual General Meeting of the Association, two resolutions dealing with term limits were presented to the members attending, one dealing with the establishment of term limits for Council positions and the second with establishing a system of succession planning to identify candidates for positions on Council, especially given that incumbents have to vacate positions more frequently. Both resolutions passed with large pluralities.

Council considered these two resolutions at the September 2015 Council meeting. The general consensus was favourable, but opinions varied as to how to reach the goals.

During the June 2015 round of regional congresses, the Northern Region established an open issue 37 whereby "NRC requests RCC to establish a task force to consider the AGM Term Limits motion and make recommendations back to RCC. " RCC then recommended that Council appoint as Task Force to review term limits for all PEO Council members.

Moved by Councillor Brown, seconded by Councillor Sadr:

1. **Respecting two 2015 Member AGM Motions, Council affirms in**

principle that term limits and succession planning should be established for all Council positions.

2. That Council direct the Registrar to develop the draft terms of reference and proposed list of members for a task force to examine the issues of term limits and succession planning for Council positions for approval by Council at its February 2016 meeting.
3. That the terms of reference require the task force to provide a report with recommendations for approval by Council before the 2017 Annual General Meeting.

CARRIED

**11584
ACT CHANGE PROTOCOL**

Use of the proposed Act Change Protocol will ensure that future Act change proposals are well developed prior to Council approval and ready for inclusion in future government legislation. The protocol requires that the person proposing any Act change provide answers to the first set of questions on policy intent for Council's initial review, after which time the proposal is referred to the Legislation Committee for further regulatory analysis and recommendation back to Council with a fully-scoped proposal.

Moved by Vice-President Dony, seconded by Councillor Kossta:

That Council adopt the Act Change Protocol for all future proposals to amend the Professional Engineers Act as presented to the meeting at C-503-2.11, Appendix A.

CARRIED

**11585
ANNUAL TECHNOLOGY ALLOWANCE FOR
COUNCILLORS**

A motion was passed at the September 2011 Council meeting to establish a pilot program for the use of technology by Councillors for Council related materials in order to facilitate paperless Council meetings and transmission of other Council related material. In order to formalize this allowance, Council was presented with a policy for approval.

Moved by Councillor Kuczera, seconded by Councillor Jones:

That Council approve the policy for an annual technology allowance of \$300 for Councillors as presented to the meeting at C-503-2.12, Appendix A.

CARRIED

**11586
CHAIN OF OFFICE**

In June 2015, President Chong asked staff to examine the issue of a President's Chain of Office. Organizations such as Professional Engineers and Geoscientists of Saskatchewan, the Ontario Association of Architects and other provincial constituent associations have a President's Chain of Office that is worn by the President at the Annual General Meeting and other special events.

Moved by Councillor Sadr, seconded by Councillor Chui:

That Council approve the use of, design and production of a President's Chain of Office as presented to the meeting at C-503-2.13, Appendix A, at a cost of \$2,399.00.

CARRIED

**11587
ONE YEAR REVIEW OF ENGINEERING
DIMENSIONS' RETURN TO PRINT**

Council, at its September 2015 meeting, approved a return to sending the print edition of *Engineering Dimensions* to all PEO license holders and engineering interns, unless they request the digital edition. The return to print for all comes at a significant cost and it is prudent that Council, as stewards of PEO's finances, determine whether this decision has achieved the desired result.

Moved by Councillor Brown, seconded by Councillor Sadr:

That Council review after one year the decision to resume sending the print edition of Engineering Dimensions to all licence holders and engineering interns to ascertain whether it has increased readership, such review to include an update of the data presented in item C-502-2.4, Appendix A.

CARRIED

A survey will be conducted after one full year of print which is the end of 2016 for Council's decision in early 2017.

**11588
COMMERCIAL TENANT PRIVACY POLICY**

Council, at its March 21, 2014 meeting, passed a motion to direct the Registrar to develop a separate privacy policy to govern the commercial relationship between PEO and its tenants.

Moved by Councillor Preley, seconded by Councillor King:

That Council approve the Commercial Tenant Privacy Policy as presented to the meeting at C-503-2.15, Appendix A.

CARRIED

**11589
MEMBER SURVEY QUESTIONNAIRE**

A strategic objective of the approved 2015-2017 Strategic Plan is that PEO has a sustainable organization-wide continuous-improvement culture. One of the strategies is that PEO conduct a member survey to assess the relevance of PEO to their needs. To achieve the strategy, a Member Satisfaction Survey questionnaire was developed to seek input on how well PEO regulates and advances the practice of engineering from professional engineers practicing in Ontario.

Moved by Councillor Sadr, seconded by Councillor Brown:

That Council approve the implementation of a Member Satisfaction

Survey as presented at C-503-2.16, Appendix A.

CARRIED

**11590
CANADIAN ENGINEERING
ACCREDITATION BOARD (CEAB)**

Vice-President Dony provided an update regarding the ongoing issue of accreditation and licensure wherein the National Council of Deans of Engineering and Applied Science (NCDEAS) are proposing changes to the required academic units required for accreditation. Since this is of primary concern to PEO as a regulator, Vice-President Dony suggested that this item be included as a topic for the February 2016 plenary session so that Council may delve into this matter further.

**11591
CONSENT AGENDA**

Moved by Councillor Kuczera, seconded by Councillor Colucci:

That the Consent Agenda be approved.

CARRIED

Included on the consent agenda:

- 3.1 Minutes – 239th Executive Committee meeting – August 11, 2015
- 3.2 Minutes – 240th Executive Committee meeting – October 27, 2015
- 3.3 Minutes – 502nd Council meeting – September 25, 2015
- 3.4 Approval of CEDC Applications
- 3.5 PEO Annual Committee and Task Forces Membership Roster
- 3.6 Committees and Task Forces Human Resources and Work Plans
- 3.7 Changes to Committee/Task Force Terms of Reference

[Note: minutes 11592 to 11598 reflect the motions provided in the briefing notes presented to the meeting.]

**11592
MINUTES – 239th EXE COMMITTEE
MEETING – AUGUST 11, 2015**

That the minutes of the open session of the 239th meeting of the Executive Committee, held on August 11, 2015 as presented to the meeting at C-503-3.1, Appendix A be ratified.

CARRIED

**11593
MINUTES – 240th EXE COMMITTEE
MEETING – OCTOBER 27, 2015**

That the minutes of the open session of the 240th meeting of the Executive Committee, held on October 27, 2015 as presented to the meeting at C-503-3.2, Appendix A be ratified.

CARRIED

**11594
MINUTES – 502nd COUNCIL MEETING –
SEPTEMBER 25, 2015**

That the minutes of the open session of the 501st meeting of Council, held on September 25, 2015 as presented to the meeting, and as amended, at C-503-3.3, Appendix A accurately reflect the business transacted at that meeting.

CARRIED

**11595
APPROVAL OF CEDC APPLICATIONS**

1. That Council approve the exemption from examinations and the applications for designation as Consulting Engineer as presented to the meeting at C-503-3.4, Appendix A, Section 1.

2. That Council approve the applications for re-designation as

Consulting Engineer as presented to the meeting at C-503-3.4, Appendix A, Section 2.

3. That Council grant permission to use the title "Consulting Engineers" (or variations thereof) to the firms as presented to the meeting at C-503-3.4, Appendix A, Section 3.

CARRIED

**11596
PEO ANNUAL COMMITTEES AND TASK
FORCES MEMBERSHIP ROSTER**

1. That Council approve changes to the 2015 PEO Annual Committees and Task Forces Membership Roster as presented at C-503-3.5, Appendix A.
2. That Council approve the 2016 PEO Annual Committees and Task Forces Membership Roster as presented at C-503-3.5, Appendix B.

CARRIED

**11597
COMMITTEES AND TASK FORCES HUMAN
RESOURCES AND WORK PLANS**

That Council approve the committee/task force work plans and human resources plans as presented at C-503-3.6, Appendices A to Q inclusive.

CARRIED

**11598
CHANGES TO COMMITTEE/TASK FORCE
TERMS OF REFERENCE**

1. That Council approve the Discipline Committee (DIC) Terms of Reference as presented to the meeting at C-503-3.7, Appendix A.
2. That Council approve the Experience Requirements Committee (ERC) Terms of Reference as presented at C-503-3.7, Appendix B.

CARRIED

Councillor Brown commended the Experience Requirements Committee for the implementation of a procedure for term limits for Chair and Vice-Chair positions. He asked Councillor Gupta and President-elect Comrie to work with him in preparing a briefing note to introduce term limits for all other committees at the February 2016 Council meeting.

**11599
IN-CAMERA SESSION**

Moved by Councillor Sadr, seconded by Councillor Colucci:

That Council move in-camera.

CARRIED

While in-camera, Council:

- a) ratified the in-camera minutes of the Executive Committee, held on August 11, 2015, as presented to the meeting at C-503-4.1, Appendix A;
- b) verified the in-camera minutes from the 502nd meeting of Council held September 25, 2015 as amended;
- c) approved a recommendation from the Professional Standards Committee regarding the practice standard for tower cranes;
- d) received the Professional Standards Committee Report on Belanger's

Recommendation 1.21 including approval of a recommendation relating to this item

- e) approved the list of inductees into the Professional Engineers Ontario 2016 Order of Honour;
- f) approved the 2016 awardee of the G. Gordon M. Sterling Engineering Intern Award;
- g) received a report from the HRC Committee;
- h) received an update regarding the repeal of the Industrial Exception;
- i) received decisions and reasons of the Discipline Committee;
- j) received a legal update on legal actions in which PEO is involved;
- k) there were no issues reported regarding PEO's Anti-Workplace Violence and Harassment Policy.

**11600
PROFESSIONAL STANDARDS COMMITTEE
REPORT ON BELANGER'S
RECOMMENDATION 1.21**

While in-camera, Council moved the motion related to Professional Standards Committee report on Belanger's Recommendation 1.21 into the open public session.

Moved by Councillor Jones, seconded by Vice-President Quinn:

That Council directs the Registrar to contact the Ministry of the Attorney General to explain that the Professional Engineers Act is not an appropriate route to implement the intent of recommendation 1.21 as contained in the final report of the Belanger Commission.

CARRIED

**11601
LEGISLATION COMMITTEE UPDATE**

There was no update.

**11602
REGIONAL CONGRESS UPDATE**

Councillor Sadr, referring to the \$51,000 Chapter allotment increase in the 2016 budget, advised that RCC had established a task force in 2014 comprising of five members, one Councillor from each region, to develop a mathematical model for allotment distribution. This model was used as a reference for the 2016 operational budget and will continue to be used going forward. This model takes several different factors into consideration including core Chapter activities, number of members, land size, etc. and was unanimously approved by RCC on July 25, 2015. Councillor Sadr thanked all regional councillors and RCC members for their great work and specifically to Chapter Manager Matt Ng for all of the support he provides to the Chapters and RCC.

**11603
ENGINEERS CANADA UPDATE**

Councillor Shreewastav advised that some of the items discussed at the September Engineers Canada Board meeting included the following:

- National Code of Ethics – Regulating the Profession
- By-law changes and Governance
- Accreditation

There were six engineers elected in the House of Commons in the latest

federal election as well as Minister of Transport Marc Garneau.

A. Bergeron referred to the latest Engineers Canada newsletter. Topics of interest include:

- Engineers PEI to accept Washington Accord degrees as equivalent
- Engineers Canada has released Canadian Engineers for Tomorrow: Trends in Engineering Enrolment and Degrees Awarded 2010-2014. The report finds that between 2010 and 2014, undergraduate enrolment in accredited engineering program increased 23 percent.
- Jeanette Southwood has been appointed as V.P. Strategy and Partnerships

A written report was provided.

**11604
CANADIAN ENGINEERING
QUALIFICATIONS BOARD (CEQB)**

**11605
STATISTICS - COMPLAINTS, DISCIPLINE,
LICENSING AND REGISTRATION**

A question was raised regarding the delay in issuing licenses. Registrar McDonald advised that a Lean consultant was hired to review PEO's licensing system with a view to improve the process. A number of initiatives have been put into place as a result. Additionally, the steps in the process of licensing have been documented to enable PEO to better assess performance in each of those steps which will be linked to the Aptify system once it becomes operational.

**11606
COUNCILLOR ITEMS**

- a) Notice of Item – Term Limits for Committees
Councillor Brown, working with Councillor Gupta and President-elect Comrie, will submit a Briefing Note regarding Term Limits for Committees at the February 2016 Council meeting.
- b) Equity and Diversity Committee
Councillor Shreewastav, Council liaison to the Equity and Diversity Committee, advised that this committee is very much involved with equity and inclusion initiatives related to such things as first nations and women in engineering and that some of these initiatives will be showcased in an upcoming issue of Engineering Dimensions. He encouraged Council members to familiarize themselves with the equity and diversity module posted on PEO's website.
- c) Discipline Committee
Councillor Bhatia advised that the new Chair and Vice Chair of the Discipline Committee are Ravi Gupta and John Vieth. David Wright, The Law Society of Upper Canada, attended the November 4, 2015 meeting to discuss arbitrations.

The Entrepreneurship Program initiated at the Ottawa Chapter is now in the hands of OSPE.

- d) 2016 Election

A. Bergeron, Chair of the Central Election and Search Committee, reminded everyone that the deadline for candidacy submission was Friday, December 4, 2015 at 4:00 p.m.

A. Bergeron noted that if PEO would lend support for some of OSPE's position papers this would provide more leverage when dealing with government. She suggested the presentation of one OSPE position paper at each Plenary Session going forward.

There being no further business, the meeting concluded.

These minutes consist of fourteen pages and minutes 11572 to 11606 inclusive.

T. Chong, M.Sc., P.Eng., FEC, PMP, Chair

G. McDonald, P.Eng., Registrar

CHANGES TO THE 2016 PEO COMMITTEES AND TASK FORCES MEMBERSHIP ROSTER

Purpose: To approve changes to Section 2 (Other Committees reporting to Council) of the *2016 PEO Committees and Task Forces Membership Roster*.

Motion(s) to consider: (requires a simple majority of votes cast to carry)

That Council approve changes to the *2016 PEO Committees and Task Forces Membership Roster* as presented at C-504-3.4, Appendix A.

Prepared by: Fern Gonçalves, CHRP, Director People Development

Moved by: Councillor Colucci, P.Eng.

1. Need for PEO Action

It is the role of Council to approve annual rosters of committee members under the Committees and Task Forces Policy (Role of Council, Item 4) and authorize the membership of those volunteers who formally participate on its behalf through membership on committees and task forces. Furthermore, Council is asked to approve volunteer members of committees and task forces in accordance with PEO's insurance policy requirements.

Council approved the *2016 PEO Committees and Task Forces Membership Roster* at the November 20, 2015 meeting.

Appendix A sets out changes to the Section 2 (Other Committees Reporting to Council) of the approved Roster that require Council approval at this time.

2. Proposed Action / Recommendation

Approve the changes to Section 2 of the *2016 PEO Committees and Task Forces Membership Roster* as per the Committees and Task Forces Policy, Role of Council (Item 4).

3. Next Steps (if motion approved)

- a. If approved, the newly appointed and re-appointed members will be notified accordingly.
- b. Names of newly elected or re-elected Committee Chairs will be posted on the PEO's website.
- c. The updated *2016 PEO Committee and Task Force Membership Roster* will be posted on PEO's website.

4. Peer Review & Process Followed

Process Followed	Committees and Task Forces Policy – Role of Council Item 4: Approve the annual roster of committee members.
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5. Appendices

- Appendix A – Changes to Section 2 (Other Committees reporting to Council) of the *2016 PEO Committees and Task Forces Membership Roster*.

**Changes to the 2016 PEO Committees and
Task Forces Membership Roster**

504th Council Meeting

New appointments:

First/Last Name	Service Dates	Committee / Task Force
Savio De Souza, P.Eng.	Dec 1, 2015 – Dec 31, 2016	Experience Requirements Committee (ERC)
Franz Newland, P.Eng.	Nov 26, 2015 – Dec 31, 2016	Experience Requirements Committee (ERC)
Sat Sharma, P.Eng.	Dec 22, 2015 – Dec 31, 2016	Experience Requirements Committee (ERC)

The above Experience Requirements Committee (ERC) volunteers have completed a formal application process and, in consultation with the Committee Advisor, were evaluated by the Director, People Development and approved by the Registrar to serve on ERC in accordance with the *PEO Committee and Task Force Policy* (Section 7.4). As established by ERC, the members completed the Equity and Diversity Awareness module.

Changes to the Roster – election of Chairs and Vice Chairs:

First/Last Name	Term [per Terms of Reference]	Committee / Task Force
Christopher Kan, P.Eng.	1-year term	Advisory Committee on Volunteers (ACV) Chair (re-elected in 2016)
Christian Bellini, P.Eng.	1-year term	Advisory Committee on Volunteers (ACV) Vice Chair (elected in 2016)
Leila Notash, P.Eng.	2-year term	Academic Requirements Committee (ARC) Chair (elected in 2016)
Ramesh Subramanian, P.Eng.	2-year term	Academic Requirements Committee (ARC) Vice Chair (elected in 2016)
Samer Inchasi, P.Eng.	1-year term	Education Committee (EDU) Chair (re- elected in 2016)
Michael Arthur, P.Eng.	1-year term	Education Committee (EDU) Chair (re- elected in 2016)
Peter Broad, P.Eng.	1-year term	Enforcement Committee (ENF) Chair (elected in 2016)
Roger Barker, P.Eng.	1-year term	Enforcement Committee (ENF) Vice Chair (elected in 2016)
Santosh Gupta, P.Eng.	2-year term	Experience Requirements Committee (ERC) Chair (re-elected in 2016)
David Kiguel, P.Eng.	2-year term	Experience Requirements Committee (ERC) Vice Chair (re-elected in 2016)
Darla Campbell, P.Eng.	2-year term	Government Liaison Committee (GLC) Chair (re-elected in 2016)
Gabe Tse, P.Eng.	2-year term	Government Liaison Committee (GLC) Vice Chair (re-elected in 2016)

**Changes to the 2016 PEO Committees and
Task Forces Membership Roster**

504th Council Meeting

Changes to the Roster – election of Chairs and Vice Chairs - continued:

First/Last Name	Term [per Terms of Reference]	Committee / Task Force
Nicholas Pfeiffer, P.Eng.	2-year term	Professional Standards Committee (PSC) Chair (elected in 2016)
Fanny Wong, P.Eng.	2-year term	Professional Standards Committee (PSC) Vice Chair (re-elected in 2016)

Other changes to the Roster:

First/Last Name	Service Dates	Committee / Task Force
Dave Adams, P.Eng.	Nov 18, 2015 –Sept 2016	Central Election and Search Committee (CESC) Council Liaison

Committee and Task Force Resignations/Retirements:

First/Last Name	Service Dates	Committee / Task Force
Shaun Rose, P.Eng.	2004 – Jan 1, 2016	Equity and Diversity Committee (EDC)
George Mlynsky, P.Eng.	1998 – Dec 14, 2015	Experience Requirements Committee (ERC)
Bernard Ennis, P.Eng.	2011 – Dec 31, 2015	Government Liaison Committee (GLC) – OCEPP Executive Director

AWARDS COMMITTEE (AWC) 2016 WORK PLAN AND HUMAN RESOURCES PLAN

Purpose: To approve committee/task force work plans and human resources plans.

Motion(s) to consider: (requires a simple majority of votes cast to carry)

That Council approve the Awards Committee (AWC) 2016 work plan and human resources plan as presented at C-504-3.5, Appendix A.

Prepared by: Fern Gonçalves, CHRP, Director People Development

Moved by: Councillor Colucci, P.Eng.

1. Need for PEO Action

Under the Committees and Task Forces Policy (Committees/Task Forces Operations, Item 3), each committee/ task force is to prepare an annual work plan and human resources plan for the following year by September 30 each year.

One of the roles of Council under the Committees and Task Forces Policy (Role of Council, Item 2), is to approve committee/task force mandates, Terms of Reference, annual work plans and human resources plans. The following committee has submitted the required documents for Council approval:

Committee	Work plan	HR plan
Awards Committee (AWC)	✓	✓

Note: Changes in HR Plan are identified with grey highlight.

2. Proposed Action / Recommendation

That Council approve the submitted work plan and human resources plan for the respective committee.

3. Next Steps (if motion approved)

The approved work plan and human resources plan will be posted on the PEO website and the committee will implement its plans.

4. Peer Review & Process Followed

Process Followed	Committees and Task Forces Policy – <i>Reference Guide</i> , Section 3 - Committee and Task Force Operations <ul style="list-style-type: none"> Item 3.3 - By September 30 each year, each committee/task force shall prepare an annual Work and Human Resources Plan for the following year.
Council Identified Review	N/A
Actual Motion Review	N/A

5. Appendices

- Appendix A – Awards Committee (AWC)
 - i) 2016 Work Plan
 - ii) 2016 HR Plan

WORK PLAN – 2016 AWARDS COMMITTEE (AWC)

C-504-3.5
Appendix A (i)

Approved by Committee: November 2015	Review Date: September 2016		
Approved by Council: TBD	Approved Budget: [\$15,025.00 – AWC] [\$4,000 – Sterling Award]		
Mandate [as approved by Council]:	To advise and make recommendations to Council on the association's awards program and activities, including the promotion and monitoring of the Ontario Professional Engineers Awards (OPEA) Program, Order of Honour (OOH), Sterling Award and External Honours activities to support achievement of the object of the Act, which states, " <i>Promote awareness of the Profession's contribution to society and the role of the association</i> ".		
Terms of Reference [Key duties]:	<ol style="list-style-type: none"> 1. Assess eligible nominations for the association's Order of Honour, Ontario Professional Engineers Awards, Sterling Award and External Awards programs and make recommendations for potential awardees to PEO Council for approval. 2. Monitor the awards program strategies. 3. Review the documentation, criteria and processes for each OPEA award category and make appropriate recommendations for improvement. 4. Encourage the nomination and celebration of deserving colleagues for recognition through Professional Engineers Awards Programs (OOH, OPEA and Sterling) and External Honours. 5. Monitor and review past award recipients and other award programs to identify persons deserving further recognition through upgrades or external honours. 6. Review and consider/recommend to Council new awards where appropriate. 7. Oversight of the nomination for the Engineers Canada Fellowship program and for the Ontario Volunteer Service Award. 		
Tasks, Outcomes and Success Measures:	Task/Activities:	Outcomes and Success Measures:	Due date:
	1.1 Assess eligible nominations for the association's Order of Honour (OOH)	List of recommended nominees for the OOH, Sterling and OPEA Award submitted to Council (and in the case of OPEA, OSPE board) for approval	Nov 2016
	1.2 Assess nominations for the Sterling Award		Nov 2016
	1.3 Assess eligible nominations for the Ontario Professional Engineers Awards (OPEA)		Apr 2016
	1.4 Identify and facilitate eligible nominations for the various External Honours Programs		Ongoing

HUMAN RESOURCES PLAN – 2016

AWARDS COMMITTEE (AWC)

C-504-3.5
Appendix A (ii)

Committee: <i>Awards Committee</i>	Date Developed: <i>November 2015</i>
Committee Review Date: <i>September 2016</i>	Date Council Approved: <i>TBD</i>

Categories	Target / Ideal (To meet the needs of the Committee)	Currently in Place	Gap [ST = Short-term Goal LT = Long-term Goal]
Core Competencies <ul style="list-style-type: none"> • Skills/Abilities • Expertise/Knowledge 	<ul style="list-style-type: none"> • Key objectives and core competencies are listed in Appendix A 	<ul style="list-style-type: none"> • See Appendix A 	<ul style="list-style-type: none"> • No gaps
Committee Membership	<ul style="list-style-type: none"> • 11 members • At least 1 Councillor, 2 OSPE appointees, 1 OOH Companion and at least 3 from the OOH list and from the OPEA 	<ul style="list-style-type: none"> • 10 members (2 OSPE & 1 Councillor) • 4 OPEA and 6 OOH (2 Companions) 	<ul style="list-style-type: none"> • 1 Member
Broad Engagement Career Stage	<ul style="list-style-type: none"> • At least 1 from every career stage (i.e. early, mid and late) 	<ul style="list-style-type: none"> • 10 senior in career • Majority in Class F 	<ul style="list-style-type: none"> • LT – 1 mid or 1 early (< 10 yrs)
Disciplines & Sectors	<ul style="list-style-type: none"> • At a minimum: 1 from government, 1 from academia, 6 from a wide variety of disciplines and sectors 	<ul style="list-style-type: none"> • Academia, aerospace, automotive, federal / provincial , municipal, private (energy/power, management consulting, legal) • Biochemical, biotech, nanotech chemical, civil, forensic, electrical, mechanical, metallurgical, environmental, chemical 	<ul style="list-style-type: none"> • No gap
Gender / Diversity	<ul style="list-style-type: none"> • At least 1/3 female members 	<ul style="list-style-type: none"> • 3 female and 7 male members 	<ul style="list-style-type: none"> • No gap
Geographic Representation	<ul style="list-style-type: none"> • Full geographic representation 	<ul style="list-style-type: none"> • Geographic representation across all regions 	<ul style="list-style-type: none"> • No gap
CEAB / International Engineering Graduates	<ul style="list-style-type: none"> • A minimum of 3 CEAB & 2 International engineering graduates 	<ul style="list-style-type: none"> • 7 CEAB and 3 IEB 	<ul style="list-style-type: none"> • No gap
Licensed –vs– Non-licensed	<ul style="list-style-type: none"> • All P.Engs. 	<ul style="list-style-type: none"> • All P.Engs. 	<ul style="list-style-type: none"> • No gap
Volunteer Development Plans <ul style="list-style-type: none"> • List potential development opportunities <i>[See Appendix B]</i> 	<ul style="list-style-type: none"> • Advancement to Vice Chair / Chair / Past Chair • Lateral move to other committee/task force • Election to Council • Appointment to external agencies 	<ul style="list-style-type: none"> • Vice Chair appointed by AWC with expectation he / she will become Chair and that current Chair will become Past Chair • For the other roles member self-identify future plans 	<ul style="list-style-type: none"> • No gap
Succession Planning <ul style="list-style-type: none"> • Time on Committee 	<ul style="list-style-type: none"> • At least 2 members with 0 to 5 years on committee • At least 2 members with 5 to 10 years 	<ul style="list-style-type: none"> • New Chair – Jan 2014 • 0 to 5 years = 2 • 5 to 10 years = 4 • Over 10 years = 4 	<ul style="list-style-type: none"> • No gap
Terms of Office: <ul style="list-style-type: none"> • Chair/Vice Chair • Committee members 	<ul style="list-style-type: none"> • Maximum three (3) years • At least every two (2) years a new member joins the committee 		

HUMAN RESOURCES PLAN – 2016

AWARDS COMMITTEE (AWC)

APPENDIX A

A. Key objectives and core competencies (per the Work Plan)

<u>List top 3–5 Committee Work Plan Outcomes:</u>	<u>List core competencies for each Work Plan outcome:</u>
1. List of recommended nominees for the OOH, Sterling and OPEA Award submitted to Council (and in the case of OPEA, OSPE board) for approval	- Possess a good knowledge of PEO award criteria and selection process - Facilitation, review and evaluation of nomination submissions for OPEA, OOH and Sterling awards programs; independently and then through participation in a structured committee process
2. A balanced and high caliber pool of nominees for all Awards Programs and External Honours	- Ability to develop relationships with engineering stakeholders to promote awareness of awards programs and solicit increased nominations - Ability to oversee, facilitate and evaluate Awards Program Communication Plan and periodically monitor for effectiveness - Promote and make presentations on the Awards Program at Chapter or PEO events, RCC, other external venues, etc.
3. PEO website that promotes the Awards Program and is user friendly in accessing and completing the nomination processes for the various awards	- Proficient understanding of Awards Program nomination process and best practices used in other programs - Ability to contribute to promotion of Awards Programs, website development and electronic submissions
4. Greater efficiency and easier participation for AWC and PEO members by leveraging technology	- Ability to work with technology such as SharePoint and video teleconferencing

B. Action plan for volunteer recruitment

<u>List top 2 – 3 preferred core competencies (knowledge, skills, abilities)</u>	<u>List specific attributes for each core competency</u>	<u>Briefly state how you will meet your needs</u>	<u>Resources Needed</u>	<u>Target Date for completion</u>
<ul style="list-style-type: none"> Ability to assess and make recommendations on how service years are to be calculated for OOH recipients. Ability to review and understand selection criteria used for the OPEA award recipients – especially Citizenship Award and the new Engineering Project or Achievement Award Ability to determine process for awarding the Engineering Project or Achievement Award during the OPEA gala. 		Facilitated strategic session (no external resources required)		June 2016 Strategic Session
Ability to work with technology such as SharePoint and video teleconferencing		PEO training sessions	PEO IT staff	Ongoing at each meeting

In Camera Session

In-camera sessions are closed to the public

Briefing Note – Information

C-504-5.1

Aptify - Update

Purpose: To provide Council with a current project status update.

No motion required

Prepared by: Gerard McDonald, P.Eng., Registrar

Gerard McDonald, PEO Registrar, will provide a verbal report.

Briefing Note – Information

C-504-5.2

LEGISLATION COMMITTEE UPDATE

Purpose: To inform Council of the recent activities of the Legislation Committee.

Motion(s) to consider:

none required

Councillor Fraser, Chair of the Legislation Committee, will provide a report on activities of the Legislation Committee.

Regional Councillors Committee (RCC) Update

Purpose: To update Council on RCC activities

No motion required

Prepared by: Matt Ng., P.Eng., Manager, Chapters

Councillor Sadr, Chair of the Regional Councillors Committee (RCC), will provide a report on activities of the RCC.

Briefing Note – Information

C-504-5.4

ENGINEERS CANADA UPDATE

Purpose: To inform Council of the recent activities of Engineers Canada

Motion(s) to consider:

none required

Chris Roney, one of PEO's Directors on the Engineers Canada board, will provide a verbal report.

COMPLAINTS, DISCIPLINE, LICENSING AND REGISTRATION STATISTICS

Purpose: To provide a statistical report to Council regarding Complaints, Discipline, Licensing and Registration.

No motion required

Prepared by: Dale Power, Secretariat Administrator

1. Need for PEO Action

- Standing report was requested at the September 2009 meeting of Council.

2. Appendices

- Appendix A – Complaints Statistics
- Appendix B – Discipline Statistics
- Appendix C – Licensing Statistics
- Appendix D – Registration Statistics

COMPLAINTS & INVESTIGATION STATISTICS

	2013	2014	2015 (Dec. 31)
COC's Caseload			
Filed Complaints ¹ not disposed of by COC at previous year-end	135	127	105
Complaints Filed (<i>PEAct s. 24. 1(a)</i>) during the Year	66	69	62
Total Caseload in the Year	201	196	167
Total Filed Complaints Disposed of by COC in the Year (for details see <i>COC's Disposition of Complaints</i> below)	74	91	81
Total Filed Complaints Pending for COC Disposition (for details see <i>Status of Active Filed Complaints</i> below)	127	105	86
COC's Disposition of Complaints			
Direct that the matter be referred, in whole or in part, to the Discipline Committee. (<i>PEAct s. 24. 2(a)</i>)	3	6	7
Direct that the matter not be referred. (<i>PEAct s. 24. 2(b)</i>)	47	62	56
Take such action as COC considers appropriate in the circumstances and that is not inconsistent with this Act or the regulations or by-laws. (<i>PEAct s. 24. 2(c)</i>)	24	23	18
COC's Timeliness Regarding the Disposition of the Complaint²			
Complaint disposed of within 90 days of filing	0	0	0
Complaint disposed of between 91-180 days of filing	30	17	6
Complaint disposed of after more than 180 days of filing	44	74	75
COC Processing Time – Days from Complaint Filed to COC Disposition			12 mo rolling average
Average # Days	362	655	571
Minimum # Days	105	136	91
Median # Days	183	444	308
Maximum # Days	1408	1601	1686

¹ Signed Complaint Form filed with the Registrar.

² Days from Complaint Filed to date COC Decision is signed by COC Chair.

Status of Active Filed Complaints

Active Filed Complaints - Total		86
Complaints filed more than 180 days ago	45	45
Waiting for Approval and Reason regarding COC Decision	10	
Complaints under active consideration by COC	17	
Completed Investigation ready for COC consideration	0	
Regulatory Compliance Investigation	18	
Complaints filed between 91-180 days ago	24	24
Waiting for Approval and Reason regarding COC Decision	8	
Complaints under active consideration by COC	1	
Completed Investigation ready for COC consideration	0	
Regulatory Compliance Investigation	15	
Complaints filed within the past 90 days	17	17
Waiting for Approval and Reason regarding COC Decision	0	
Complaints under active consideration by COC	0	
Completed Investigation ready for COC consideration	3	
Regulatory Compliance Investigation	14	

Note:

Review by Complaints Review Councillor (PEAct s. 26. (s))

Where a complaint respecting a member of the Association or a holder of a certificate of authorization, a temporary licence, a provisional licence or a limited licence has not been disposed of by the Complaints Committee **within ninety days** after the complaint is filed with the Registrar, upon application by the complainant or on his or her own initiative the Complaints Review Councillor may review the treatment of the complaint by the Complaints Committee.

Glossary of Terms:

Complaint Filed – Signed Complaint Form filed with the Registrar.

Investigation Complete – Investigation Summary document prepared and complaint file ready for COC consideration

DISCIPLINE STATISTICS – February 2016 Council Meeting Report

Discipline Phase

2013 2014 2015 2016

Matters Referred to Discipline	3	7	8	0
Matters Pending (Caseload)	10	12**	17	17
Written Final Decisions Issued	10	6	5*	0
<i>DIC Activity</i>				
Pre-Hearing Conferences Held	4	4	6	0
Hearings Phase commenced (but not completed)	3	1	2	0
Hearings Phase completed	6	3	5	1

*One matter was stayed in 2012, and a motion regarding costs was heard in January 2013. Note: This matter was still counted into the number of “Matters Pending (Caseload)” in 2012, but no longer counted in 2013. Decision on motion (hearing in January 2013) was issued by Panel on May 15, 2015.

** By a decision of the Divisional Court one matter was sent back for re-hearing by a differently constituted panel.

Table “A” – Timeline summary for matters in which Decision and Reasons were issued in 2015

File Number	Hearing date(s)	Date of written Decision	Approx. length of time from the last Hearing date to date of written Decision
L05 08-79	January 21, 2013(Motion)	May 15, 2015	28 months
L05 10-02	July 7, 8, 9, 10, 2014 November 19, 20; 2014; December 1, 2, 4, 2014; January 23, 2015 March 23, 2015	June 15, 2015	2.5 months
L06 09-32	April 20; May 1, 8, 9, 2013	July 1, 2015	25 months
L05 13-21	March 17, 2015; June 16, 2015	July 26, 2015	1.5 months
L04 11-01	April 13, 2015	August 24, 2015	4.5 months

**PROFESSIONAL ENGINEERS ONTARIO
P. ENG. STATISTICS
2015**

C-504-5.5-App C

	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	TOTAL
Members on Register													
Beginning	78,657	78,498	78,746	79,011	79,015	79,304	79,438	79,456	79,638	79,739	79,723	79,977	78,657
New Members	192	285	364	305	346	228	228	252	207	228	233	260	3,126
Reinstatements	93	106	76	89	73	48	88	48	71	85	62	57	896
Resignation - Regular	(86)	(20)	(35)	(48)	(22)	(26)	(28)	(20)	(19)	(37)	(27)	(35)	(403)
- Retirees	(25)	(9)	(9)	(26)	(16)	(12)	(8)	(6)	(11)	(20)	(5)	(16)	(163)
Deceased	(53)	(33)	(36)	(43)	(20)	(15)	(22)	(20)	(64)	(32)	(10)	(13)	(361)
Deletions - Regular	(192)	(79)	(97)	(149)	(73)	(83)	(165)	(70)	(85)	(163)	1	(93)	(1,248)
- Retirees	(88)	(2)	2	(124)	1	(4)	(75)	(2)	2	(77)	0	(3)	(370)
Total Ending	78,498	78,746	79,011	79,015	79,304	79,438	79,456	79,638	79,739	79,723	79,977	80,134	80,134
Members on Register Summary													
Full Fee Members	64,713	65,003	65,173	65,256	65,536	65,579	65,613	65,811	65,855	65,731	65,984	66,016	66,016
Partial Fee Remission - Retired	12,104	12,130	12,207	12,087	12,135	12,195	12,166	12,211	12,255	12,270	12,329	12,397	12,397
Partial Fee Remission - Health	163	168	172	176	175	179	183	184	188	190	193	194	194
Fee Remission - Maternity and/or Parental Leave , Postgraduate Studies and other	1,518	1,445	1,459	1,496	1,458	1,485	1,494	1,432	1,441	1,532	1,471	1,527	1,527
Total Membership	78,498	78,746	79,011	79,015	79,304	79,438	79,456	79,638	79,739	79,723	79,977	80,134	80,134
Membership Licence													
Net Applications Received	314	310	291	301	229	298	281	243	229	334	244	276	3,350
Applications Rec'd FCP	247	112	77	55	63	174	274	304	237	314	321	300	2,478
Female Members on													
Register - Beginning	7,992	8,031	8,061	8,096	8,119	8,151	8,181	8,204	8,237	8,269	8,289	8,327	7,992
New Female Engineers	39	30	35	23	32	30	23	33	32	20	38	24	359
Total Female Engineers	8,031	8,061	8,096	8,119	8,151	8,181	8,204	8,237	8,269	8,289	8,327	8,351	8,351

**PROFESSIONAL ENGINEERS ONTARIO
ENGINEER IN TRAINING - STATISTICS
2015**

	C-504-5.5-App C												
	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	TOTAL
Recorded													
Beginning of Month	11,476	11,462	11,471	11,452	11,396	11,377	11,388	11,478	11,583	11,674	11,882	12,229	11,476
New Recordings	101	74	147	149	173	125	124	125	138	143	131	138	1,568
New Recordings FCP	190	148	148	71	90	46	151	238	306	247	321	335	2,291
Reinstatements	27	43	27	27	32	17	29	15	31	33	14	19	314
P. Eng. Approvals	(86)	(118)	(155)	(138)	(147)	(98)	(100)	(96)	(103)	(99)	(76)	(138)	(1,354)
Resignations/Deletions	(21)	(17)	(7)	(44)	(20)	(9)	(19)	(85)	(169)	(26)	(43)	(75)	(535)
Lapse/Non Payment	(225)	(121)	(179)	(121)	(147)	(70)	(95)	(92)	(107)	(90)	0	(98)	(1,345)
Deceased	0	0	0	0	0	0	0	0	(5)	0	0	0	(5)
Total Ending	11,462	11,471	11,452	11,396	11,377	11,388	11,478	11,583	11,674	11,882	12,229	12,410	12,410
Female Recording on Register													
Beginning	2,233	2,247	2,254	2,266	2,245	2,233	2,239	2,255	2,271	2,312	2,340	2,400	2,233
New Female Recordings	14	7	12	(21)	(12)	6	16	16	41	28	60	42	209
Total Female Recordings	2,247	2,254	2,266	2,245	2,233	2,239	2,255	2,271	2,312	2,340	2,400	2,442	2,442

**PROFESSIONAL ENGINEERS ONTARIO
CERTIFICATE OF AUTHORIZATION - STATISTICS
2015**

C-504-5.5-App C

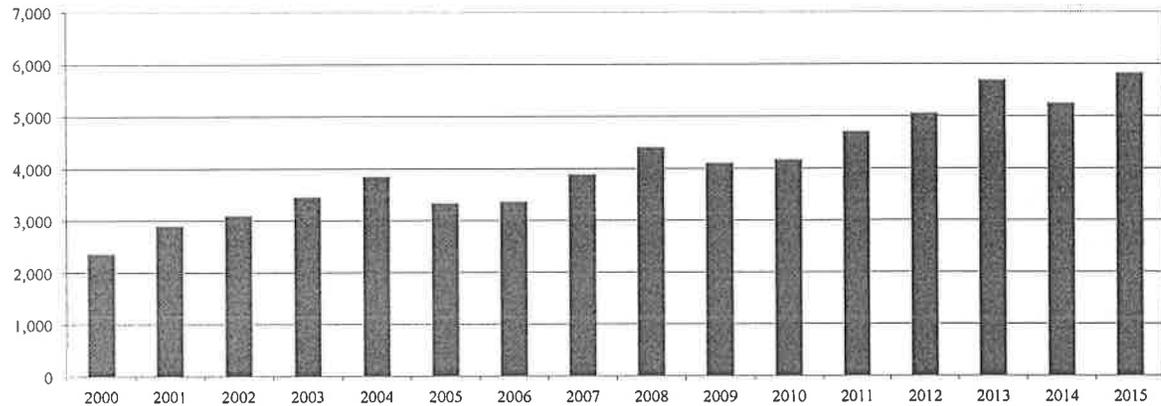
	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	TOTAL
C of A Holders - Beginning													
Regular	5,108	5,110	5,128	5,163	5,176	5,200	5,220	5,210	5,193	5,207	5,225	5,236	5,108
Temporary	43	43	43	45	45	45	45	44	45	44	45	44	43
Sub Total	5,151	5,153	5,171	5,208	5,221	5,245	5,265	5,254	5,238	5,251	5,270	5,280	5,151
New Certificates Issued													
Regular	37	35	50	47	63	60	51	31	34	39	36	42	525
Temporary	0	0	2	0	1	0	1	1	0	3	1	2	11
Sub Total	37	35	52	47	64	60	52	32	34	42	37	44	536
Reinstatements													
Regular	1	1	0	0	0	1	0	3	1	2	3	0	12
Temporary	0	0	0	0	0	0	0	0	0	0	0	0	0
Sub Total	1	1	0	0	0	1	0	3	1	2	3	0	12
Deletions													
Closed	(35)	(18)	(15)	(34)	(39)	(41)	(59)	(51)	(20)	(23)	(28)	(30)	(393)
Suspended, Revoked and other	(1)	0	0	0	0	0	(2)	0	(1)	0	0	0	(4)
Temporary	0	0	0	0	(1)	0	(2)	0	(1)	(2)	(2)	(2)	(10)
Sub Total	(36)	(18)	(15)	(34)	(40)	(41)	(63)	(51)	(22)	(25)	(30)	(32)	(407)
Total Ending													
Regular	5,110	5,128	5,163	5,176	5,200	5,220	5,210	5,193	5,207	5,225	5,236	5,248	5,248
Temporary	43	43	45	45	45	45	44	45	44	45	44	44	44
	5,153	5,171	5,208	5,221	5,245	5,265	5,254	5,238	5,251	5,270	5,280	5,292	5,292

**PEO STATISTICS
APPLICATIONS RECEIVED
2000 - 2015**

	2000	2001	2002	2003	2004	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015
JANUARY	278	328	341	539	440	364	316	308	372	336	393	414	397	440	530	561
FEBRUARY	157	260	222	260	345	259	319	257	234	338	276	278	384	422	380	422
MARCH	165	136	234	169	298	340	316	272	345	379	373	453	398	428	395	368
APRIL	206	225	277	279	304	269	291	280	381	294	239	338	297	414	361	356
MAY	213	403	299	394	425	270	298	293	278	279	303	314	353	394	324	292
JUNE	157	158	220	221	337	264	273	279	332	320	306	322	374	388	356	472
JULY	160	236	265	200	297	286	254	355	460	395	332	398	482	529	486	555
AUGUST	233	248	269	357	272	301	285	367	413	326	358	493	508	505	495	547
SEPTEMBER	248	270	352	455	382	254	251	333	415	402	383	451	388	512	542	466
OCTOBER	195	222	206	257	253	263	282	396	419	428	372	469	540	646	568	648
NOVEMBER	186	232	238	190	236	304	226	505	430	340	497	481	503	525	416	565
DECEMBER	175	184	178	140	261	168	260	248	334	270	336	295	432	491	392	576
TOTAL	2,373	2,902	3,101	3,461	3,850	3,342	3,371	3,893	4,413	4,107	4,168	4,706	5,056	5,694	5,245	5,828
MONTHLY AVERAGE	198	242	258	288	321	279	281	324	368	342	347	392	421	475	437	486
YEAR TO DATE	2,373	2,902	3,101	3,461	3,850	3,342	3,371	3,893	4,413	4,107	4,168	4,706	5,056	5,694	5,245	5,828

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Applications Received - Year To Date



REGISTRATION STATISTICS – February 2016 Council Meeting Report

Registration Phase

	2014	2015	2016
Requests for Hearing	5	4	1
Premature Applications (no Notice of Proposal)	1	2	1
Matters Pending (Caseload)	10	10	10
Written Final Decisions Issued	3	2	0
Appeals to the Divisional Court	1*	1	0
<i>REC Activity</i>			
Pre-Hearing Conferences Held	6	3	0
Hearings Phase completed	2	2	0

*The Divisional Court upheld the decision of the Registration Committee

Table “A” – Timeline summary for matters in which Decision and Reasons were issued in 2015

File Number	Hearing date(s)	Date of written Decision	Approx. length of time from the last Hearing date to date of written Decision
100171936	August 12 and 13, 2014	January 5, 2015	4.5 months
100125295	May 13 and 14, 2015	July 30, 2015	2.5 months

CORRESPONDENCE FROM THE ATTORNEY GENERAL REGARDING THE INDUSTRIAL EXCEPTION

Purpose: To provide Councillors with the Attorney General’s response to President Chong’s email regarding the government’s decision to maintain the industrial exception in the *Professional Engineers Act*.

No motion required

Prepared by: Dale Power, Secretariat Administrator

Appendices

- Appendix A – Letter to President Chong from Madeleine Meilleur, Attorney General, dated January 21, 2016

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C-504-5.6
Appendix A



Our Reference #: MC-2015-7786

January 21, 2016

Mr. Thomas Chong
President
Professional Engineers Ontario
101-40 Sheppard Avenue West
Toronto, ON
M2N 6K9

Email: bstjean@peo.on.ca

Dear Mr. Chong:

Thank you for your email regarding the government's decision to maintain the industrial exception in the *Professional Engineers Act*. Your email was forwarded to me by the Honourable Kathleen Wynne, Premier of Ontario.

In 2013, following extensive stakeholder consultations, including with Professional Engineers Ontario (PEO), the government decided to retain the industrial exception. The government's position on this issue has not changed since that time, and the announcement in the Fall Economic Statement simply formalizes this decision.

The decision to formally retain the provision was made after carefully considering the impacts on worker health and safety and the perspectives of interested stakeholders.

In particular, the government took into account that Ontario's *Occupational Health and Safety Act* and its regulations require that professional engineers conduct reviews and inspections on certain new machinery or modified equipment before it is used by workers.

The government also considered concerns expressed by the manufacturing sector that retaining the provision to repeal the industrial exception created uncertainty for manufacturers.

We acknowledge and appreciate PEO's efforts to educate employers on the importance of professional engineering in the manufacturing sector.

.../2

Thank you again for writing.

Sincerely,

A handwritten signature in black ink, appearing to read "M. Meilleur". The signature is fluid and cursive, with the first letters of the first and last names being capitalized and prominent.

Madeleine Meilleur
Attorney General

c: The Honourable Kathleen Wynne, Premier of Ontario

COUNCILLORS ITEMS

- a) **Notices of Future Agenda Items**
- b) **Councillors' Questions**

Purpose: To provide Councillors with an opportunity to provide notice of items for inclusion on the next Council meeting agenda, and to ask questions.

No motion required

Prepared by: Dale Power, Secretariat Administrator