



Minutes

The 508th MEETING of the COUNCIL of PROFESSIONAL ENGINEERS ONTARIO (PEO) was held at PEO Offices, 40 Sheppard Avenue West, Toronto, Ontario on Friday, September 23, 2016 at 9:00 a.m.

- Present:
- G. Comrie, P.Eng., President and Chair
 - T. Chong, P.Eng., Past President
 - B. Dony, P.Eng., President-elect
 - D. Brown, P.Eng., Vice-President (Appointed)
 - C. Bellini, P.Eng.
 - G. Boone, P.Eng.
 - M. Chan, P.Eng.
 - R. A. Fraser, P.Eng.
 - R. Hilton, P.Eng.
 - G. Houghton, P.Eng.
 - R. Jones, P.Eng.
 - T. Kirkby, P.Eng.
 - B. Kossta
 - E. Kuczera, P.Eng.
 - L. Lederman, Q.C.
 - M. Long-Irwin
 - D. Preley, P.Eng.
 - N. Rush, C.E.T.
 - C. Sadr, P.Eng.
 - R.K. Shreewastav, P.Eng. [via teleconference]
 - M. Spink, P.Eng.
 - N. Takessian, P.Eng.
 - W. Turnbull, P.Eng.
 - M. Wesa, P.Eng.
- Regrets:
- D. Chui, P.Eng.
 - P. J. Quinn, P.Eng., Vice President (Elected)
- Staff:
- G. McDonald, P.Eng., Registrar
 - S.W. Clark, LL.B.
 - L. Latham, P.Eng.
 - C. Mehta [11685 – 11694 only]
 - Z. Sarmiento [11685 – 11694 only]
 - D. Smith
 - J. Zuccon, P.Eng.
 - R. Martin
 - D. Power

Guests: A. Bergeron, PEO Director, Engineers Canada [minutes 11685 -11711]
H. Brown, Brown & Cohen [minutes 11685-11711]
M. Monette, President and Chair, OSPE [minutes 11685 – 11711]
R. Gupta, Vice-Chair, Finance Committee [minutes 11685 – 11711]
L. McCumber, Ministry of Environment & Climate Change [minutes 11708 – 11711]

On Thursday evening, Council held a plenary session to discuss proposed Board Committee and Council Liaison Appointments Processes, Accreditation Update and In-Camera Potential Act Changes.

Council convened at 9:00 a.m. Friday, September 23, 2016.

CALL TO ORDER

Notice having been given and a quorum being present, the Chair called the meeting to order. New Councillors Michael Chan, Tim Kirkby, Lew Lederman and Nadine Rush were invited to provide Council with a brief introduction about themselves.

**11685
APPROVAL OF AGENDA**

Moved by Councillor Takessian, seconded by Councillor Kuczera:

That:

- a. the agenda, as presented to the meeting at C-508-1.1, Appendix A be approved, and**
- b. the Chair be authorized to suspend the regular order of business.**

CARRIED

**11686
PRESIDENT/REGISTRAR'S REPORT**

President Comrie provided an update on his most recent activities.

Registrar McDonald advised that his most recent Registrar's Update had been sent to Council. He responded to a query regarding a recent security incident involving a member.

**11687
2017 OPERATING BUDGET**

Councillor Jones thanked the Finance staff for their diligent preparation of the operating and capital budgets. He also thanked Mr. R. Gupta for his forensic analysis. Councillor Jones advised that the Finance Committee would be revisiting key areas of the budget, including payroll and chapters, prior to presenting the 2017 operating budget to Council for approval in November. He invited Councillors to submit any budget related comments to the Finance Committee.

Councillor Wesa noted that having a representative from the Finance Committee present during RCC budget discussions would be very helpful in clarifying regional expenses, including rationale.

Vice-President Brown referred to the PEO employee defined benefit plan and the need for an investment strategy to improve the annualized return since the plan is currently running a deficit. President Comrie advised that he would look into the steps that are being taken and report back to Council.

In response to a query from Councillor Spink regarding the staffing budget for Regulatory Compliance budget which seems low at just \$437,925 considering PEO's core role, Registrar McDonald explained that the budgeted amount is based on the number of complaints that are received.

Councillor Wesa asked about the approval of additional expenses related to the 2017 Annual General Meeting in Thunder Bay since planning is well underway with the signing of contracts, etc. Registrar McDonald advised that the additional expenses were included in the proposed 2017 budget.

Moved by Councillor Jones, seconded by Past President Chong:

That Council receives the Draft 2017 Operating Budget as presented to the meeting at C-508-2.1, Appendices A, B and C.

CARRIED

**11688
2017 CAPITAL BUDGET**

Councillor Jones commended Mr. Clark and his team for their efforts in the leasing out of office space.

Moved by Councillor Jones, seconded by Past President Chong:

That Council receives the Draft 2017 Capital Budget as presented to the meeting at C-508-2.2, Appendix A.

CARRIED

**11689
PROPOSAL TO CREATE: USE OF THE
PROFESSIONAL ENGINEER'S SEAL
SUBCOMMITTEE**

The current guideline for the "*Use of the Professional Engineer's Seal*" was revised in November 2008 and has not been revised since. In the intervening 8 years there have been numerous changes to the engineering design, modeling, simulation and analysis tools; current engineering practices and the trend towards the elimination of drawings and the adoption of three dimensional models for design, manufacturing and inspection purposes.

Moved by Councillor Jones, seconded by Councillor Fraser:

That Council direct the Professional Standards Committee to form a Use of the Professional Engineer's Seal Subcommittee to revise the existing "*Use of the Professional Engineer's Seal*" guideline as described in the Terms of Reference as presented to the meeting at C-508-2.3, Appendix A.

CARRIED

**11690
COUNCIL RETREAT FOLLOW-UP:**

PEO's current Strategic Plan will terminate at the end of 2017. A new plan is required for the 2018-2020 period and a process to develop and

STRATEGIC PLAN – PROCESS REVIEW

achieve this plan should be approved by Council.

At the Council Retreat on June 3, 2016 Registrar McDonald facilitated a discussion on the process which could be followed to guide the implementation of PEO's next Strategic Plan. Registrar McDonald advised that there is opportunity to amend the Strategic Plan as necessary.

Moved by President-Elect Dony, seconded by Councillor Takessian:

That Council direct the Registrar to undertake a Strategic Planning process as presented to the meeting at C-508-2.5, Appendix A.

CARRIED

**11691
COUNCIL RETREAT FOLLOW-UP: COUNCIL
EVALUATION SURVEY**

A Council self-evaluation was undertaken by the Human Resources Committee (HRC) as a method to measure Council effectiveness. The survey was conducted between November 30, 2015 and December 18, 2015 using SurveyMonkey. Such a survey is an organized process by which the governing body of PEO regulatory re-examines its collective and individual performance and then reaffirms its commitment by identifying areas for improvement.

At the Council Retreat on June 3, 2016, Councillor Spink presented the results of the survey and Council discussed the implication of those results as well as what follow-up action should be undertaken. It was the general consensus that the survey provided valuable data for Council to review and that a follow-up survey be undertaken in 2016.

Moved by Councillor Spink, seconded by Councillor Sadr:

That Council direct the Human Resources Committee to undertake a Council evaluation survey in 2016 and provide a report with recommendations to Council based on the results of that survey.

CARRIED

**11692
COUNCIL RETREAT FOLLOW-UP: PUBLIC
INFORMATION CAMPAIGN**

Registrar McDonald, in response to a query, confirmed that the proposed public information campaign aligns with Strategic Objective 13 which is "Public respect for the role of PEO is increased in accordance with the objects of the *Professional Engineers Act* under the 2015-17 Strategic Plan."

Councillor Spink advised that the proposed budget of \$100,000 would be used to create a Terms of Reference for the development of a plan for the public information campaign.

Moved by Councillor Spink, seconded by Councillor Fraser:

That Council direct the Registrar to develop terms of reference and

propose members for a task force to examine a potential public information campaign based on the value proposition of professional engineering, amend the 2017 draft budget accordingly (by \$100,000) and to engage an agency to assist with plan development.

Moved by Councillor Jones, seconded by Councillor Takessian:

That the main motion be amended to read:

That Council direct the Registrar to develop terms of reference and propose members for a task force to examine a potential public information campaign based on the value proposition of professional engineering.

MAIN MOTION AS AMENDED DEFEATED

Council then considered the original motion.

That Council direct the Registrar to develop terms of reference and propose members for a task force to examine a potential public information campaign based on the value proposition of professional engineering, amend the 2017 draft budget accordingly (by \$100,000) and to engage an agency to assist with plan development.

CARRIED

**11693
COMMITTEE VOLUNTEER TERM LIMITS**

A strategic objective of the approved 2015 – 17 Strategic Plan is the PEO conduct a gap analysis of committee length of service, term limits and turnover rate.

The Advisory Committee on Volunteers (ACV) was requested by the Human Resources Committee (HRC) to undertake the development of guidelines for term limits for PEO's committees and succession plan for the role of committee chair.

Councillor Bellini advised that this matter was reviewed by ACV and that the committee strongly supports succession planning and term limits. The committee is comfortable with the proposal since there is flexibility in setting out the length of service and maximum term limits for chair, vice chair and members so that each committee can meet the roles they serve. He did note, however, that ACV sees itself as having an advisory rather than an enforcement role. President Comrie noted that ultimately it is Council that would deal with non-compliance issues in this regard.

Moved by Vice-President Brown, seconded by President-Elect Dony:

- 1. That Council approve the revised Terms of Reference template**

as presented at the meeting at C-508-2.8, Appendix A, to require committees to indicate the length of service and maximum term limits for chair, vice chair and members.

2. That Council direct all committees to revise their Terms of Reference in accordance with the Terms of Reference template as presented at the meeting at C-508-2.8, Appendix A, requiring committees to indicate the length of service and maximum term limits for chair, vice chair and members by March 31, 2017.
3. That Council direct the Advisory Committee on Volunteers to provide all Committee Chairs and Staff Advisors with information regarding the requirement to incorporate 'term limits' into the Terms of Reference document by March 2017 to facilitate committee succession planning and encourage each committee to consider appropriate term limits for its members to provide for turnover and ensure continuity.
4. That Council direct the Advisory Committee on Volunteers to amend the HR Plan template to include a requirement for succession planning.
5. That Council direct People Development staff to conduct an annual compliance analysis of the implementation process, for review by the Advisory Committee on Volunteers, and forward a report to the Human Resources Committee.

CARRIED

**11694
BOARD COMMITTEE AND COUNCIL
LIAISON – APPOINTMENT PROCESS**

Traditionally the appointment of Councillors to Board Committees had required that Councillors express their preference for serving on a Board Committee at least three weeks prior to the AGM Council meeting and at the meeting. Councillors vote to fill Board Committees positions. Concerns expressed with the current process include being seen as a popularity contest; can result in an uneven workload distribution for Councillors; can disrupt continuity on Board Committees and may leave new Councillors with no role.

Committees and task forces are responsible for determining their own Council Liaison and making a recommendation to Council. At present, not all committees and task forces have a Councillor as a member of the committee/task force. Some committees and task forces encounter difficulties in finding a Council liaison.

Amendments to the Board Committee and Council Liaison Appointment process, to be implemented by the Human Resources Committee, were presented to Council for approval.

Moved by Councillor Spink, seconded by Councillor Takessian:

That Council approve the process for the appointment of Councillors to Board Committees as presented at the meeting at C-508-2.9, Appendix A.

CARRIED
Recorded Vote

For

C. Bellini
D. Brown
M. Chan
T. Chong
B. Dony
R. Hilton
R. Jones
T. Kirkby
L. Lederman
M. Long-Irwin
D. Preley
N. Rush
M. Spink
N. Takessian
W. Turnbull
M. Wesa

Against

G. Boone
R. Fraser
G. Houghton
B. Kossta
E. Kuczera
C. Sadr

Moved by Councillor Spink, seconded by Councillor Takessian:

That Council approve the process for the appointment of Council Liaisons to committees and task forces as presented at the meeting at C-508-2.9, Appendix B.

CARRIED

11695
REVISIONS TO COMMITTEES AND TASK
FORCE POLICY REFERENCE GUIDE

Sections 1.4 (Role of Council) and 7.4 (Role of the Registrar) were amended at the request of PEO's Discipline Committee, on behalf of all regulatory committees, to align the member appointment procedure with the requirements of the Professional Engineers Act.

Sections 3.4, 3.5 (Committees and Task Forces Operations) and 5.5 (Role of Committee/Task Force Members) were revised at the request of several committees to streamline the processes of election of Chairs and Vice Chairs, as well as resignation of members.

The above changes to the Committees and Task Forces Policy – Reference Guide were approved by the Advisory Committee on Volunteers (ACV) at their meeting on December 3, 2015. The proposed

changes were submitted for peer-review to the Human Resources Committee (HRC) and were approved at their meeting on July 21, 2016.

Appendix – Work Plan Template was amended to accommodate the request from the Equity and Diversity Committee (EDC) to include the Equity and Diversity Awareness section in the template. The change was approved by the Advisory Committee on Volunteers (ACV) at their meeting on March 5, 2015.

Councillor Fraser noted a technicality wherein the proposed wording refers to the first meeting of the year and sets a deadline of January 31 to elect a Chair and Vice-Chair. He noted that some committees and task forces may not meet until the second month of the year and the wording therefore should be revised to read “the first meeting in the coming year.” This change was agreed to by consensus.

Councillor Fraser referred to page 5 of Appendix A – Proposed Changes to *Committees & Task Forces Policy – Reference Guide* and requested a change in Section 5: Role of Committee/Task Force Members by replacing “People Development” with “the Registrar” so that the proposed change reads “The resignation is effective the date identified by the member. The Committee Advisor is responsible for confirming the receipt of the resignation and forwarding a copy of the resignation letter to the Registrar.” This change was agreed to by consensus.

Moved by Councillor Bellini, seconded by Councillor Sadr:

That Council approve revisions to Sections 1.4 (Role of Council), Section 3.4 and 3.5 (Committee and Task Force Operations), Section 5.5 (Role of Committee / Task Force Members) and Section 7.4 (Role of the Registrar) of the *Committees and Task Forces Policy - Reference Guide*, as presented to the meeting at C-508-2.10, Appendix A.

CARRIED

**11696
RESCINDING MEMBER IN GOOD
STANDING DEFINITION REGULATION
CHANGE**

At its September 2013 meeting, Council considered the 2013 Annual General Meeting Member Submission. Although there was not a specific motion passed, the Council meeting minutes on this item concluded with the following paragraph:

“As recommended and by consensus, it was agreed that the Legislation Committee be directed to use its regulation-making powers to amend Regulation 941 to include a definition of “member in good standing”.

Following this, and under its mandate, the Legislation Committee reviewed those minutes and determined that without an Act change, Council does not have a regulation-making authority under the Act to define a “member in good standing”, and that moreover, the introduction of a definition of “member in good standing” is not necessary to achieve the objective as it relates to Council members (to

preclude or dismiss due to outstanding amount owed to PEO that are not excused by the Registrar or directed by an Ontario court).

Section 9 of Regulation 941 can only be amended to include conditions for Council election or disqualification, pursuant to the authority provided in section 7(1)2 and 3 under the *Professional Engineers Act*. Other than a fine imposed by the Discipline Committee under its powers in section 28(4)(j), PEO only has authority with regard to fees payable for an annual licence, application, examination, registration, or reinstatement, as prescribed by the regulations or by-laws.

Under section 22(1), the Registrar only has the authority to cancel a licence for non-payment of a fee prescribed by the regulations or by-laws. Since under section 5 of the Act, a member is someone who holds a valid licence, that membership can only be cancelled if their licence is cancelled by the Registrar for non-payment of a fee prescribed by the regulations or by-laws, or subject to a revocation by the Discipline Committee. Membership cannot otherwise be infringed or limited in any way, regardless of cause such as outstanding payments owed to the Association if they have paid their annual licence fees.

In addition, the LEC has determined that a regulation amendment is neither possible nor necessary to deal with suspending members from serving in a fiduciary capacity on any PEO committee or Chapter board. This could be accomplished by amending the Committees and Task Forces Policy, or by amending specific committee Terms of Reference and Chapter by-laws.

[Secretariat Note: Rescinding of the following motion required a two-thirds majority of votes cast to carry.]

Moved by Councillor Kuczera, seconded by President-Elect Dony:

That Council rescind its direction to the Legislation Committee regarding amending Regulation 941 to include a definition of “member in good standing” as indicated in the last paragraph in minute 11291 b) (Submission # 2 – Members Defaulting on Payment of Monies Owing to PEO) in the C-487 meeting minutes of Council.

CARRIED

**11697
CONSENT AGENDA**

Moved by Councillor Jones, seconded by Councillor Kuczera:

That the Consent Agenda be approved.

CARRIED

Included on the consent agenda:

- 3.1 Minutes – 244th EXE Committee meeting – April 5, 2016
- 3.2 Minutes – 507th Council meeting – June 24, 2016

- 3.3 Approval of CEDC Applications
- 3.4 Changes to Committees/Task Forces Roster
- 3.5 Legislative Committee and Human Resources Committee Work Plans
- 3.6 Volunteer Leadership Conference Planning Committee (VLCPC) Terms of Reference

[Note: minutes 11698 to 11703 reflect the motions provided in the briefing notes presented to the meeting.]

**11698
MINUTES – 244th EXECUTIVE COMMITTEE
MEETING – APRIL 5, 2016**

That the minutes of the open session of the 244TH meeting of the Executive Committee, held on April 5, 2016 as presented to the meeting at C-508-3.1, Appendix A be ratified.

CARRIED

**11699
MINUTES – 507th COUNCIL MEETING –
JUNE 24, 2016**

That the minutes of the open session of the 507th meeting of Council, held on June 24, 2016 as presented to the meeting at C-508-3.2, Appendix A, and as amended, accurately reflect the business transacted at that meeting.

CARRIED

**11700
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-508-3.3, Appendix A, Section 1.**
- 2. That Council approve the applications for re-designation as Consulting Engineer as presented to the meeting at C-508-3.3, 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-508-3.3, Appendix A, Section 3.**

CARRIED

**11701
CHANGES TO COMMITTEES/TASK FORCES
ROSTER**

That Council approve changes to the 2016 PEO Committees and Task Forces Membership Roster as presented at C-508-3.4, Appendix A.

CARRIED

**11702
COMMITTEE WORK PLANS – LEGISLATIVE
COMMITTEE (LEC) AND HUMAN
RESOURCES COMMITTEE (HRC)**

That the committee work plans as presented to the meeting at C-508-3.5, Appendices A and B be approved.

CARRIED

**11703
VOLUNTEER LEADERSHIP CONFERENCE**

That Council approve the Volunteer Leadership Conference Planning Committee (VLCPC) Terms of Reference as presented to the meeting at

PLANNING COMMITTEE (VLCPC) TERMS OF REFERENCE

C-508-3.6, Appendix A.

CARRIED

**11704
LEGISLATION COMMITTEE UPDATE**

Councillor Kuczera reported that the Legislation Committee meets on a monthly basis. The committee has provided an updated Table of References for engineers and engineering in other Ontario statutes with live hyperlinks which are now posted on PEO's website page for Act, Regulations and Bylaws. This will assist practitioners in identifying their responsibility and rules relating to their work found in statutes and regulations other than the Professional Engineers Act.

The committee is still awaiting further notice from the Attorney General's policy staff regarding which of PEO's proposals that were passed by Council in February 2016 will be included in future regulation changes related to the Belanger Commission's recommendations and when the regulation changes will take place. The committee is ready to review the draft legislation when the opportunity arises.

The committee, in August, received a presentation from the Chair of the Registration Committee on their proposal to amend the Act to remove the 30 day deadline to schedule hearings. The Legislation Committee discussed the proposal but ultimately decided not to recommend an Act change based on the evidence presented.

**11705
STRATEGIC PLAN UPDATE**

Registrar McDonald advised that, in summary, as of September 9, 2016, of the 116 Strategies identified in the Strategic Plan, 62 have been completed, 54 are in progress and zero have yet to commence.

In terms of activities associated with specific strategies, 80% of these have been completed, another 15% of the activities are in progress and another 6% are yet to commence.

There were no questions or comments.

**11706
REGIONAL CONGRESS UPDATE**

Councillor Sadr advised that, further to earlier discussion regarding the 2017 operating budget as it related to chapters, he wished to clarify that the 13.7% budget increase was for the entire chapter office expenditure, not the chapter allotments. The increase for chapter allotments is 6.7%.

Councillor Sadr advised that one of the open issues that came to RCC was from the Northern Region requesting an increase in scholarship funding. Many chapters advised that the scholarship was generating minimal interest due to the amount which is \$1,000. Northern Region requested an increase to \$2,000. Following discussion it was the decision of RCC to increase the scholarship amount by \$500 and that the new scholarship amount of \$1,500 for each Chapter is included in the 13.7% budget increase noted above.

**11707
(CP)² UPDATE**

The next RCC meeting is scheduled for November 5, 2016 in London.

In addition to the summary of recent task force activities provided in the agenda package an additional update was distributed at the meeting.

Councillor Turnbull advised that two focus group sessions were held in July for the purpose of receiving feedback on the functionality and content of the beta site practice environment questionnaire. The participants provided considerable feedback that was used by the task force and staff to revise not only the website but also the program concept and the communication plan. He further advised that all Council members had received a copy of the questionnaire prior to the Council meeting and were asked to complete it prior to the meeting. He asked for feedback.

Councillor Wesa suggested warm up questions prior to the first question “Are you practicing?” because some engineers feel that if they are not stamping they are not practicing which is wrong. Councillor Preley noted that adding some introductory information would alleviate some confusion regarding the first question. Councillor Turnbull advised that he would pass this on to the (CP)² Task Force. He further advised that the next step is to continue piloting the questionnaire by rolling out the website to more members in the fall. That rollout will be done in conjunction with an enhanced communication program, Practice Environment and Knowledge (“PEAK”), that focuses on explaining the importance of these two core elements of the program.

Councillor Turnbull advised that now that Council has provided feedback on the questionnaire, other groups, such as chapter leaders, etc., will have the opportunity to provide their feedback. President Comrie encouraged Councillors who have not completed the questionnaire to do so as soon as possible.

Ms. Bergeron discussed next steps advising that the (CP)² Task Force would take the comments of Council into consideration when they met in several weeks. Testing will be rolled out to the entire membership for testing purposes prior to November 2016 to solicit further feedback. This will help inform Council in their decision at the November Council meeting.

Councillor Boone suggested that the data collected during the testing period for the entire membership should be retained; otherwise it is a missed opportunity. Ms. Bergeron replied that following the testing phase and depending on the decision of Council, data collection will start in January for the full year. The testing phase will be used as an opportunity to modify questions if necessary. It will be the recommendation of the task force in its final report to Council that the program goes live in January 2017.

Councillor Fraser recommended that the time members spend

**11708
PROPOSAL TO CREATE: EMISSION
SUMMARY AND DISPERSION MODEL
(ESDM) SUBCOMMITTEE**

completing the module be monitored. He also pointed out that the site has been inaccessible at times so diligence is required to ensure reliability.

Currently, Emission Summary and dispersion Model (ESDM) reports are reviewed by engineers at the ministry. The MOECC is also looking to develop regulations that will require the preparation of an ESDM report by an engineer. Due to concerns about the quality of ESDM reports and the potential for no regulatory review process prior to operation, the MOECC has turned to PEO to develop a guideline with best practices and potentially a performance standard prescribing the manner in which these assessments are to be carried out.

President Comrie introduced Lisa McCumber, P.Eng., Senior Engineer, Modernization of Approvals, Ministry of Environment and Climate Change (MOECC) who was invited to provide some background information. He noted that she was a Past Chair of the Mississauga Chapter.

Ms. McCumber provided an overview on the environmental activity and sector registry (EASR) which included a background on the modernization of approvals initiative and approach; what is the Environmental Activity and Sector Registry (EASR); EASR development process; prescribed EASR activities/sections; EASR candidates currently under development and next steps. This was followed by a question and answer period.

Registrar McDonald noted that this initiative is an example of how PEO and government can work together. He applauded Deputy Registrar Zucco, Mr. Vera and Ms. McCumber for moving this forward.

Moved by Councillor Jones, seconded by Past President Chong:

That Council direct the Professional Standards Committee to form the Emission Summary and Dispersion Model (ESDM) Subcommittee to develop a practice guideline and a performance standard as described in the Terms of Reference as presented to the meeting at C-508-2.4, Appendix A.

CARRIED

**11709
ENGINEERS CANADA UPDATE**

Ms. Bergeron advised that the Engineers Canada Board had not met since the June Council meeting. She provided an update regarding the agenda items for the upcoming Engineers Canada Board meeting which included the Infrastructure Resilience Professional Program. The Engineers Canada Board will be spending part of their open forum session discussing this program.

The Board package contains several national position statements on Infrastructure, Diversity and Inclusion and Climate Change. The Qualifications Board has two new guidelines, one on Sustainable Development and Environmental Stewardship and another on Returning to Active Practice which is of interest to PEO since it is about to request license holders to declare whether they are practicing or non-practicing. There will be a briefing on the OIQ trustees. The Strategic Plan is on the agenda for approval and there will be a Notice of Motion regarding Accreditation to clarify the principle objective of Accreditation.

President Comrie discussed the Linkages Task Force which is looking at the relationship between Engineers Canada and its Board of Directors.

Councillor Shreewastav referred to one other agenda item to be discussed which is Big Picture Thinking – Societal Leadership.

There were no questions or comments.

**11710
STATISTICS – COMPLAINTS, DISCIPLINE,
LICENSING AND REGISTRATION UPDATE**

**11711
COUNCILLOR ITEMS**

OSPE Update

Past President Chong invited Mr. Monette, President and Chair, OSPE, to provide an update.

Moved by Councillor Councillor Sadr, seconded by Councillor Turnbull:

That Council move in-camera.

CARRIED

**11712
IN-CAMERA SESSION**

While in-camera, Council:

- a) ratified the in-camera minutes from the 244th Executive Committee meeting – April 5, 2016;
- b) verified the in-camera minutes from the 507TH meeting of Council held June 24, 2016 as presented;
- c) appointed three additional members to the Central Search and Election Committee;
- d) proposed additional Elliot Lake related Act changes;
- e) approved Terms of Reference – Council Composition Task Force;
- f) received the Complaints Review Councillor Report;
- g) received an HRC Update
- h) received decisions and reasons of the Discipline Committee;
- i) received a legal update on legal actions in which PEO is involved;
- j) noted there were no issues reported regarding PEO's Anti-Workplace Violence and Harassment Policy.

**11713
APPOINTMENT OF THREE ADDITIONAL
MEMBERS TO THE CENTRAL ELECTIONS**

The following in-camera resolution from the September 2016 Council meeting was moved into open session:

AND SEARCH COMMITTEE (CESC)

That:

- a) **Nigel Fung, P.Eng., Juwairia Obaid, P.Eng., and Helen Wojcinski, P.Eng be appointed as the additional members to the 2016-2017 Central Election and Search Committee;**
- b) **that the 2015-2016 Central Election and Search Committee be stood down with thanks at the close of this Council meeting;**
- c) **that the 2016-2017 Central Election and Search Committee be constituted at the close of this Council meeting; and**

CARRIED

**11714
TERMS OF REFERENCE – COUNCIL
COMPOSITION TASK FORCE**

The following in-camera resolution from the September 2016 Council meeting was moved into open session:

- 1. **That Council approve the Terms of Reference for the Council Composition Task Force as presented at C-508.4.5, Appendix A.**
- 2. **That Council approve a budget of \$7,500 for the Council Composition Task Force.**
- 3. **That Council appoint the following members to the Council Composition Task Force, Annette Bergeron, P. Eng., Sabrina Dias, P. Eng., Wayne Kershaw, P. Eng., Tim Kirkby, P. Eng., Lew Lederman, QC, and Roger Jones, P. Eng.**

CARRIED

There being no further business, the meeting concluded.

These minutes consist of fifteen pages and minutes 11685 to 11714 inclusive.

G. Comrie, P.Eng., CMC, Chair

G. McDonald, P.Eng., Registrar