



Minutes

The 509th MEETING of the COUNCIL of PROFESSIONAL ENGINEERS ONTARIO (PEO) was held at PEO Offices, 40 Sheppard Avenue West, Toronto, Ontario on Friday, November 18, 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)
- P. J. Quinn, P.Eng., Vice President (Elected) [minutes 11715 – 11732 only]
- C. Bellini, P.Eng.
- G. Boone, P.Eng.
- M. Chan, P.Eng.
- D. Chui, P.Eng.
- R. A. Fraser, P.Eng.
- R. Hilton, P.Eng. [via teleconference]
- G. Houghton, P.Eng.
- Q. C. Jackson Kouakou
- R. Jones, P.Eng.
- T. Kirkby, P.Eng.
- E. Kuczera, P.Eng.
- L. Lederman, Q.C.
- M. Long-Irwin [via teleconference]
- D. Preley, P.Eng.
- N. Rush, C.E.T.
- C. Sadr, P.Eng.
- R.K. Shreewastav, P.Eng.
- M. Spink, P.Eng.
- N. Takessian, P.Eng.
- W. Turnbull, P.Eng.
- M. Wesa, P.Eng.

Staff:

- G. McDonald, P.Eng., Registrar
- S.W. Clark, LL.B.
- L. Latham, P.Eng.
- C. Mehta
- M. Price, P.Eng.
- D. Smith
- J. Zuccon, P.Eng.
- R. Martin
- D. Power

- Guests:
- A. Bergeron, PEO Director, Engineers Canada [minutes 11715 -11742]
 - H. Brown, Brown & Cohen [minutes 11715-11742]
 - D. Campbell, Chair, Government Liaison Committee [minutes 11715 - 11737]
 - S. Dias, Council Composition Task Force Member [minutes 11715 – 11722]
 - D. Dickson, D & B Dickson Management Solutions Inc. [minutes 11715 -11737]
 - M. Monette, President and Chair, OSPE [minutes 11722 – 11737]
 - C. Roney, PEO Director, Engineers Canada [minutes 11715 -11742]
 - B. Steinberg, Consulting Engineers Ontario [minutes 11715 -11722]

On Thursday evening, Council held a plenary session to discuss the (CP)² Implementation Task Force Final Report; Government Liaison Program Audit and Process to Appoint Engineers Canada Directors.

Council convened at 9:00 a.m. Friday, November 18, 2016.

CALL TO ORDER

Notice having been given and a quorum being present, the Chair called the meeting to order. New LGA Councillor Qadira Jackson Kouakou was introduced and welcomed.

11715 APPROVAL OF AGENDA

Moved by Councillor Kuczera, seconded by Councillor Takessian:

That:

- a. the agenda, as presented to the meeting at C-509-1.1, Appendix A be approved, and**
- b. the Chair be authorized to suspend the regular order of business.**

CARRIED

11716 PRESIDENT/REGISTRAR'S REPORT

President Comrie provided an update on his most recent activities. He attended the September 2016 Engineers Canada Board Meeting, including the Engineers Canada Linkages Task Force of which he is a member. While in Ottawa, President Comrie had the opportunity to meet with Bell Canada regarding the rollout of the Communications Infrastructure Engineering discipline (network engineering cybersecurity). In addition to attending regular meetings such as the Human Resources Committee, Executive Committee and the Central Election and Search Committee, President Comrie also attended various other meetings including the Licensing Committee, Legislation Committee, National Framework Task Force, Sterling Award Sub Committee, OSPE/PEO Joint Relations Committee and the (CP)² Task Force. He also attended the annual general meeting of APEGBC. Other events included Queen's Park Day, the TVO Awards Gala, the Committee Chairs Workshop and several school outreach activities.

Registrar McDonald advised that his most recent Registrar's Update had been sent to Council. He discussed the debates currently taking place in the legislature regarding Bill 27 (the Burden Reduction Act) noting that several NDP and PC MPP's spoke in support of PEO's position. It is likely that this matter will be referred to committee following the debates.

11717
GOVERNMENT LIAISON PROGRAM AUDIT

At its meeting on February 5, 2016, Council passed a motion to undertake a review of the Government Liaison Program (GLP). The review was undertaken to determine whether the GLP is operating as designed and whether it is achieving the expected results.

Don Dickson, D & B Dickson Management Solutions Inc., was engaged to conduct the review following an RFP issued May 13, 2016. Don Dickson presented his report and answered questions.

Moved by Councillor Spink, seconded by Councillor Shreewastav:

- 1. That Council receive the *Government Liaison Program Audit* report as presented to the meeting at C-509-2.1, Appendix A.**
- 2. That Council direct the Registrar, in consultation with the Government Liaison Committee, to undertake the development of a plan to implement the recommendations contained in the *Government Liaison Program Audit* report as presented to the meeting at C-509-2.1, Appendix A.**
- 3. That the implementation plan as specified in motion 2 be brought back to Council for approval at the June 2017 Council meeting.**

CARRIED

11718
2017 OPERATING BUDGET

The Finance Committee (FIC) completed its review of the draft 2017 operating and capital budgets on October 25, 2016. A balanced budget which meets the reserve requirements required by Council policy was presented.

Councillor Jones, Finance Committee Chair, provided his comments regarding the surplus budget. He stated that the variances are now presented against prior year forecasts which are “near actuals” as the year passes. Staff head count is now reported by Department with attached payroll costs which is good for transparency

Councillor Jones noted that the head count is up to 108 staff despite automation such as Aptify and online licensing. He is recommending a task force consisting of FIC and HRC representatives be established to determine guidelines for replacing and recruiting staff. He also suggested wrapping all the payroll into the individual project and program line items to better represent true costs of each and enhance transparency.

Councillor Jones thanked FIC Vice-Chair Ravi Gupta for his diligent forensics on the draft budget, particularly on the capital accounts. He also thanked Chetan Mehta, Director, Finance and his staff. Registrar McDonald has agreed to provide a rolling five-year snapshot of

operating budgets. Staff have been directed to do a trend analysis to fine-tune revenue and expenses which has already commenced.

Councillor Jones thanked Councillor Sadr, RCC Chair, for his assistance on the Chapter budget line item, explaining the requested 13.7% increase. He also thanked the FIC members for their work in reviewing the 2017 draft budget. The committee will monitor spending on a quarterly basis over the next twelve months.

Councillor Sadr advised that the RCC, at its November 5th meeting, discussed and approved the gathering of monthly Chapter bank balances starting January 2015 to current, with the assistance of Matt Ng, Manager, Chapters, and his staff. This will provide trending information of spending patterns and understanding of cash flow for all Chapters, which in turn will assist in determining the allotment distribution to the 36 Chapters and the implementation of lowering the Chapter bank balances to 50% by year end is in progress.

A request was made that the Finance Committee review the financial implications of a \$20.00 fee reduction related to the purchase of 40 Sheppard Avenue West and report back to Council by March 2017. Councillor Jones, Chair, Finance Committee, accepted this request.

Further to a query regarding the outstanding mortgage for 40 Sheppard Avenue West Councillor Jones advised that retirement of the mortgage was on track for 2019.

Moved by Councillor Jones, seconded by Councillor Sadr:

That Council approve the draft 2017 operating budget as recommended by the Finance Committee and as presented to the meeting at C-509-2.2, Appendix A.

CARRIED
Recorded Vote

<u>For</u>	<u>Against</u>
C. Bellini	R. Jones
G. Boone	
D. Brown	
M. Chan	
T. Chong	
D. Chui	
B. Dony	
R. Fraser	
R. Hilton	
G. Houghton	
Q. Jackson	
T. Kirkby	

E. Kuczera
L. Lederman
M. Long-Irwin
D. Preley
P. Quinn
N. Rush
C. Sadr
R. Shreewastav
M. Spink
N. Takessian
W. Turnbull
M. Wesa

11719
2017 CAPITAL BUDGET

Moved by Councillor Jones, seconded by Past President Chong:

That Council approve the Draft 2017 Capital Budget as recommended by the Finance Committee as presented to the meeting at C-509-2.3, Appendix A.

CARRIED

11720
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 Takessian:

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, 2018.

CARRIED

11721
INVESTMENT POLICIES

PEO maintains investment portfolios to manage its operating reserve fund and its registered employee pension plan. The minimum cash balance requirement for the operating reserve mandated by Council is \$4.5 million whereas the registered pension plan is required to be in compliance with the Pensions Benefits Act and other relevant legislation. These investment portfolios are separate funds that are managed in

accordance with their individual mandates. The investment policies for both of these funds had not been reviewed or updated since 2009. An Investment Sub-Committee was set up in 2015 to assess the performance of these funds and to investigate whether changes to the respective investment policies were needed. In early February 2016 the Investment Sub-Committee met with Scotia Institutional Asset Management, the investment manager for the operating reserve fund and Mackenzie Investments, the investment manager for the pension plan assets. Both of these investment managers suggested that the asset mix in the investment policies be modified to assist PEO in achieving the risk return objectives in each policy.

After extensive discussions and deliberations, the Investment Sub-Committee agreed to recommend the changes proposed by the investment managers to the Finance Committee. These changes were incorporated in the Investment policy for the operating reserve fund and the pension plan assets and subsequently approved by the Finance Committee and then the Audit Committee.

Councillor Lederman declared that he would abstain from voting due to a possible conflict of interest related to a family member.

A request was made to provide Council with a clean copy, without track changes, of the Investment Policy, Appendix A.

Moved by Vice President Brown, seconded by Past President Chong:

That Council:

- a. Approve the revised investment policy for the operating reserve fund assets (Investment Policy) which incorporates the changes proposed by Scotia Institutional Asset Management (SIAM) as presented to the meeting at C-509-2.5, Appendix A.**
- b. Approve the revised investment policy for the pension plan assets (Pension Plan Statement of Investment Policies and Procedures (SIP&P)) which incorporates the changes proposed by Mackenzie Investments as presented to the meeting at C-509-2.5, Appendix B.**
- c. Task the Registrar to ensure that an Investment Subcommittee is formed every year to review Council's Investment Policy.**

CARRIED

**11722
(CP)² IMPLEMENTATION TASK FORCE
FINAL REPORT**

Council created the Continuing Professional Competence Program Implementation Task Force ((CP)² TF) in order "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 completed its work and provided the requested report for Council approval. In addition to this report, the task force Chair provided Council with updates on the proposed program on three occasions (June 2016, September 2016 and Plenary Session, November 2016).

Councillor Turnbull provided highlights of the Practice Evaluation and Knowledge (PEAK) Program.

Moved by Councillor Turnbull, seconded by Councillor Sadr:

That Council receive the Final Report of the Continuing Professional Competence Program Task Force found in as presented to the meeting at C-509-2.6, Appendix A.

Moved by Councillor Fraser, seconded by Councillor Jones:

That the main motion be amended to read:

That Council receive the Report of the Continuing Professional Competence Program Task Force found in as presented to the meeting at C-509-2.6, Appendix A and the task force bring to Council its recommended constraints and guiding principles to the February Council meeting.

MAIN MOTION AS AMENDED CARRIED

Moved by Councillor Turnbull, seconded by Councillor Sadr:

Direct the Registrar to implement the communications plan and continue development of the program elements and operational activities required to roll-out on March 31, 2017 the PEAK program described in the Report.

Moved by Councillor Fraser, seconded by Vice President Quinn:

That the main motion be amended to read:

Direct the Registrar to implement the communications plan and continue development of the program elements and operational activities required to roll-out on March 31, 2017 the voluntary PEAK program described in the Report.

AMENDMENT WITHDRAWN

Council then considered the original motion.

Direct the Registrar to implement the communications plan and continue development of the program elements and operational

activities required to roll-out on March 31, 2017 the PEAK program described in the Report.

CARRIED

Moved by Councillor Turnbull, seconded by Councillor Sadr:

That Council direct the Registrar to provide a report to Council at its June 2018 meeting providing information on the first-year of operation of the PEAK program and providing recommendations to Council on the next steps.

Moved by Councillor Fraser, seconded by Vice President Quinn:

That the main motion be amended to read:

That Council direct the Registrar to provide a report to Council at its June 2018 meeting providing information on the first-year of operation of the PEAK program with required reporting and voluntary hours and providing recommendations to Council on the next steps.

AMENDMENT WITHDRAWN

In response to a query regarding timelines Registrar McDonald advised that the program that is being approved by Council would continue until June 2018 when the report on the PEAK Program comes back to Council. Council would then decide next steps. Should one of the next steps be to implement mandatory CPD, then based on the motion that Council has approved, Council would have to consider a referendum. If, however, Council decides to continue with the program as it is currently constituted, the program would continue in its present form.

Councillor Spink noted that mandatory CPD will be the decision of Council in 2018. The proposed PEAK Program is a data gathering exercise which will provide information on practitioners who are already doing CPD.

Council then considered the original motion.

That Council direct the Registrar to provide a report to Council at its June 2018 meeting providing information on the first-year of operation of the PEAK program and providing recommendations to Council on the next steps.

CARRIED

Council directed staff to provide a report at its February Council meeting regarding any revisions to the 23 items listed in the Risk Assessment questionnaire as a result of the comments that were received.

Councillor Turnbull noted that the (CP)² Task Force members will take into account all of the comments from the license holders and that necessary modifications will be made.

**11723
PROCESS TO APPOINT ENGINEERS
CANADA DIRECTORS**

At its March 2016 meeting, Council appointed Directors to the Engineers Canada Board of Directors. Subsequent to that meeting, the Human Resources Committee (HRC) reviewed the process and identified some concerns that included: the eligibility criteria to be nominated were too broad resulting in too many applicants; the qualifications of applicants; and the ability to ensure knowledgeable Council representation on the Engineers Canada Board. As a result, the HRC asked Council to consider revising the eligibility criteria and appointment process for PEO Directors on the Engineers Canada Board of Directors.

Councillor Lederman stated that the requirement that any nominee wishing to serve on the Engineers Canada Board as a PEO representative must be a PEO and OSPE member is in direct contravention of PEO's statute. PEO is a statutory body set up by the government and legislature of the Province of Ontario. Lieutenant Governor Appointees are just as much members of PEO Council as any elected engineer. The whole distinction is not only spurious in his view but contrary to public policy and that if this is the choice of Council he believes it will be ultra vires and will call into question the validity of any election that results from its defective structure. It is for this reason that he will cast a dissenting vote.

Vice President Brown noted that Engineers Canada is not representing the interests of the public at large but rather the interests of the constituent associations at a national level.

Moved by Vice President Brown, seconded by Councillor Sadr:

That Council approve the document, *"Terms of Reference, Expectations and Appointment Process for PEO Directors on Engineers Canada Board of Directors"* as presented to the meeting at C-509-2.7, Appendix A.

Moved by Councillor Fraser, seconded by Councillor Jones:

That the main motion be amended to read:

That Council approve the document, *"Terms of Reference, Expectations and Appointment Process for PEO Directors on Engineers Canada Board of Directors"* as presented to the meeting at C-509-2.7, amended Appendix A by inserting the word "normally" under the Eligibility heading so that the sentence reads "To be eligible, a nominee for the position of Engineers Canada Director must normally be a current Councillor...."

AMENDMENT WITHDRAWN

Moved by Councillor Fraser, seconded by Councillor Jones:

That the main motion be amended to read:

That Council approve the document, “Terms of Reference, Expectations and Appointment Process for PEO Directors on Engineers Canada Board of Directors” as presented to the meeting at C-509-2.7, amended Appendix A by inserting a sentence under the Eligibility heading so that the sentence reads “That exceptions to eligibility requirements may be made by Council on a case by case basis.”

AMENDMENT DEFEATED

Moved by Councillor Chui, seconded by Councillor Chan:

That the main motion be amended to read:

That Council approve the document, “Terms of Reference, Expectations and Appointment Process for PEO Directors on Engineers Canada Board of Directors” as presented to the meeting at C-509-2.7, amended Appendix A by deleting the last sentence in the first paragraph under the Eligibility heading “Nominees must also be PEO and OSPE members.”

AMENDMENT DEFEATED

Council then considered the original motion.

That Council approve the document, “Terms of Reference, Expectations and Appointment Process for PEO Directors on Engineers Canada Board of Directors” as presented to the meeting at C-509-2.7, Appendix A.

CARRIED

**11724
NEW GUIDELINE – STRUCTURAL
CONDITION ASSESSMENTS OF EXISTING
BUILDINGS AND DESIGNATED
STRUCTURES**

The Professional Standards Committee (PSC) was instructed by Council to proceed with the development of this guideline as per the following motion:

487th Council meeting on September 26-27, 2013:

That the Professional Standards Committee be instructed to proceed with the development of a Guideline for Structural Engineering Assessments of Existing Buildings and Other Structures, and a performance standard for Structural Engineering Assessments of Existing Buildings described in the Terms of Reference attached in Appendices C-487-4.7, Appendix A.

The purpose of the guideline is to provide engineers who are performing

structural condition assessments of existing buildings and designated structures with the best practices for conducting their work, with special emphasis on their duties to their employers, clients and the public.

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

Moved by Councillor Jones, seconded by Past President Chong:

That Council:

- 1. Approve the practice guideline for Structural Condition Assessments of Existing Buildings and Designated Structures as presented to the meeting at C-509-2.8, Appendix A;**
- 2. Direct the Registrar to publish the guideline and notify members and the public of its publication through usual PEO communications.**

CARRIED

**11725
DISCLOSURE REQUIREMENT TO CLIENTS
IN LIEU OF A STRUCTURAL SPECIALIST
DESIGNATION**

The Professional Standards Committee was directed by Council to provide suggestions regarding alternatives to recommendation 1.5 of the *Report of the Elliot Lake Commission of Inquiry* for a structural specialist designation that may be acceptable to PEO membership:

497 Council Meeting – Open Session – November 21, 2014:
That Council approve the review of the Implementation Plan for the Elliot Lake Commission of Inquiry Recommendations requiring PEO action, as presented to the meeting at C-497-4.1, Appendix A.

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

Moved by Councillor Jones, seconded by Councillor Wesa:

That Council direct the Professional Standards Committee to include disclosure requirements to clients in the Performance Standard for Structural Condition Assessments of Existing Buildings, in lieu of a Structural Specialist Designation.

Moved by Vice President Quinn, seconded by Councillor Chui:

That the main motion be amended to read:

That Council direct the Professional Standards Committee to include disclosure requirements to clients in the Performance Standard for Structural Condition Assessments of Existing Buildings.

AMENDMENT DEFEATED

Council then considered the original motion.

That Council direct the Professional Standards Committee to include disclosure requirements to clients in the Performance Standard for Structural Condition Assessments of Existing Buildings, in lieu of a Structural Specialist Designation.

CARRIED

**11726
FORMING A SUBCOMMITTEE TO REVISE
THE ENVIRONMENTAL SITE ASSESSMENT,
REMEDICATION AND MANAGMENT
GUIDELINE**

The current Guideline for *Professional Engineers Providing Services in Environmental Site Assessment, Remediation and Management* was published in 1996 and has not been revised since then. In the intervening 20 years there have been numerous changes to the standards that affect Environmental Site Assessment and Remediation. As a result, there have been significant changes in the Environmental Site Assessment and Remediation services.

Moved by Councillor Jones, seconded by Councillor Bellini:

That Council direct the Professional Standards Committee to form an Environmental Site Assessment, Remediation and Management Subcommittee to complete the work described in the Terms of Reference as presented to the meeting at C-509-2.10, Appendix A.

CARRIED

**11727
FORMING A SUBCOMMITTEE TO REVISE
THE PROVIDING REPORTS ON MINERAL
PROPERTIES GUIDELINE**

The current Guideline for *Professional Engineers Providing Reports on Mineral Properties* was published in 2002 and has not been revised since then. In the intervening 14 years there have been numerous changes to the technical guidelines and standards in the exploration and mining industry.

Moved by Councillor Jones, seconded by Past President Chong:

That Council direct the Professional Standards Committee to form a Professional Engineers Providing Reports on Mineral Projects Subcommittee to complete the work described in the Terms of Reference as presented to the meeting at C-509-2.11, Appendix A.

CARRIED

**11728
FORMING A JOINT SUBCOMMITTEE WITH
OAA TO PREPARE NEW COORDINATING
LICENSED PROFESSIONAL GUIDELINE**

PEO Council supports in principle a Professional Coordinator mandated in the Building Code as described in the Motion at 494 Council Meeting on June 9, 2014.

Elliot Lake Inquiry Recommendation No. 1.27 recommended either a professional engineer or an architect be designated by the owner or the owner's agent as the prime consultant (Coordinating Licensed Professional) to perform the roles and responsibilities of that position.

PEO's Submission to the Elliot Lake Policy Roundtable indicates that,

“PEO supports amendment of the Ontario Building Code to provide that the owner of a structure must name a prime consultant (Coordinating Licensed Professional) in the application for a building permit”.

Engineers, Architects and Building Officials (EABO) submitted a letter to Ministry of Municipal Affairs and Housing, Ontario Association of Architects, and Professional Engineers Ontario regarding Professional Design and Review Coordination.

The Building Advisory Council recommended the implementation of mandatory professional design coordination roles in their 2012 Report.

Moved by Councillor Jones, seconded by Councillor Turnbull:

That Council direct the Professional Standards Committee to form a Coordinating Licensed Professional Joint Subcommittee to develop a Practice Guideline and Performance Standard as presented to the meeting at C-509-2.12, Appendix A.

CARRIED

**11729
CANADIAN ENGINEERING
ACCREDITATION BOARD (CEAB) –
ACCREDITATION DECISIONS**

At the November 2007 Council meeting, Council passed the following motion regarding the Licensing Process Task Force (LPTF) Implementation Plan:

That the Registrar, in consultation with the Licensing Process Task Force, be authorized to prepare an implementation plan for the above recommendations as approved by Council, and to finalize the necessary amendments to the Regulations, for approval by Council.

Item A1.1 of the LPTF Implementation Plan states as follows:

That Council approve annually, or more often if required, the list of academic programs that are accredited (by CEAB) and that meet the intent of Section 33.(1) 1. i. of the Regulations.

Moved by President-elect Dony, seconded by Councillor Shreewastav:

That Council approve the list of academic programs as presented to the meeting at C-509-2.13, Appendix A, that have been accredited (by CEAB) and that meet the intent of Section 33.(1) 1.i. of the Regulations.

CARRIED

**11730
CANADIAN ENGINEERING
ACCREDITATION BOARD (CEAB) –
GENERAL VISITORS AND CEAB
ACCREDITATION AGENDA
RECONFIRMATION**

PEO Council was requested to reconfirm the authority of the CEAB to act as PEO's accreditation agent for undergraduate engineering programs for the 2016-2017 academic year in accordance with PEO Council's previous motions.

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

That Council:

- a. **receive the Canadian Engineering Accreditation Board (CEAB) General Visitors Status Log Report, as presented to the meeting at C-509-2.14, Appendix B; and**
- b. **reconfirm the authority of CEAB to act as PEO's accreditation agent for undergraduate engineering programs for 2016-2017 based on the CEAB Accreditation Criteria as approved at the September 2016 Engineers Canada Board Meeting.**

Moved by Councillor Fraser, seconded by Vice President Quinn:

That the Canadian Engineering Accreditation Board (CEAB) – General Visitors and CEAB Accreditation agent reconfirmation be referred to Academics Requirements Committee (ARC).

MOTION DEFEATED

Councillor Fraser noted that the Deans want to substitute attributes for the minimum path component of CEAB; however, he contended that they are not understanding accreditation. Councillor Fraser further stated that there are other parts to the CEAB process that are not a direct concern to PEO as a regulator and that he is against the inclusion of attributes as an approved aspect of the CEAB accreditation criteria. Councillor Fraser also noted that Council previously passed a motion supporting a minimum path in the CEAB process. If the attributes happen to involve the minimum path he is not adverse to that but as a regulator PEO should be supporting minimum path standards as the means to meeting the academic standards.

Moved by Councillor Fraser, seconded by Vice President Quinn:

That the main motion be amended to read:

That Council:

- a. **receive the Canadian Engineering Accreditation Board (CEAB) General Visitors Status Log Report, as presented to the meeting at C-509-2.14, Appendix B; and**
- b. **reconfirm the authority of CEAB to act as PEO's accreditation agent for undergraduate engineering programs for 2016-2017 based on the minimum path component of CEAB Accreditation Criteria as approved at the September 2016 Engineers Canada Board Meeting.**

AMENDMENT DEFEATED

Council then considered the original motion.

That Council:

- a. **receive the Canadian Engineering Accreditation Board (CEAB) General Visitors Status Log Report, as presented to the meeting at C-509-2.14, Appendix B; and**
- b. **reconfirm the authority of CEAB to act as PEO's accreditation agent for undergraduate engineering programs for 2016-2017 based on the CEAB Accreditation Criteria as approved at the September 2016 Engineers Canada Board Meeting.**

CARRIED

Council directed the Registrar to communicate to Engineers Canada the decision of Council to reconfirm the authority of the CEAB to act as PEO's accreditation agent for undergraduate engineering programs for the 2016-2017 academic year in accordance with PEO Council's previous motions.

**11731
PEO ANNUAL COMMITTEES AND TASK
FORCES MEMBERSHIP ROSTER**

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.

Appendix A sets out changes to the Sections 2 (Other Committees Reporting to Council), 4 (Task Forces) and 5 (External Appointments) of the current Roster such as election of Chairs/Vice Chairs, resignations, re-appointment, appointments of new members for a one-year term.

Appendix B is the *2017 Committees and Task Forces Membership Roster* that requires Council approval.

President Comrie noted that both of the above documents (Appendix A and B) had been revised and as such were distributed at the meeting. Of particular note were the three P.Eng. members, Paul Ballantyne, Ishwar Bhatia and Rishi Kumar who were already on the Discipline Committee (DIC) but moved to the category "Appointed per 21. (1) 2.ii (not a member of Council and approved by the Attorney General)."

Moved by Councillor Bellini, seconded by Councillor Jones:

That Council:

- a. **approve changes to the 2016 PEO Annual Committees and Task Forces Membership Roster as presented at C-509-2.15, amended Appendix A.**
- b. **approve the 2017 PEO Annual Committees and Task Forces**

**Membership Roster as presented at C-509-2.15, amended
Appendix B.**

CARRIED

President Comrie advised that two committees, the Education Committee (EDU) and Registration Committee (REC), do not currently have an appointed Council liaison. Interested councillors were asked to contact President Comrie or Fern Goncalves.

**11732
CONSENT AGENDA**

Moved by Councillor Kuczera, seconded by Councillor Preley:

Included on the consent agenda:

- 3.1 Minutes – 245th EXE Committee meeting – July 21, 2016
- 3.2 Minutes – 508th Council meeting – September 23, 2016
- 3.3 Approval of CEDC Applications
- 3.4 Committees and Task Forces Human Resources and Work Plans
- 3.5 Revised Term of Reference for the Joint Relations Committee

[Note: minutes 11733 to 11737 reflect the motions provided in the briefing notes presented to the meeting.]

**11733
MINUTES – 245th EXECUTIVE COMMITTEE
MEETING – JULY 21, 2016**

That the minutes of the open session of the 245th meeting of the Executive Committee, held on July 21, 2016 as presented to the meeting at C-509-3.1, Appendix A be ratified.

CARRIED

**11734
MINUTES – 508th COUNCIL MEETING –
SEPTEMBER 23, 2016**

That the minutes of the open session of the 508th meeting of Council, held on September 23, 2016 as presented to the meeting at C-509-3.2, Appendix A, accurately reflect the business transacted at that meeting.

CARRIED

**11735
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-509-3.3, Appendix A, Section 1.**
- 2. That Council approve the applications for re-designation as Consulting Engineer as presented to the meeting at C-509-3.3, 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-509-3.3, Appendix A, Section 3.**

CARRIED

**11736
COMMITTEES AND TASK FORCES HUMAN
RESOURCES AND WORK PLANS**

That the committee/task force work plans and human resources plans as presented to the meeting at C-509-3.4, Appendices A to M inclusive be approved.

CARRIED

**11737
REVISED TERMS OF REFERENCE FOR THE
JOINT RELATIONS COMMITTEE**

That Council approve the revised OSPE-PEO Joint Relations Committee (JRC) Terms of Reference as presented to the meeting at C-509-3.5, Appendix A.

CARRIED

**11738
LEGISLATION COMMITTEE UPDATE**

Councillor Kuczera advised that the Legislation Committee, at its October 14th meeting, reviewed a response from the Complaints Committee regarding a request for comment on three outstanding Council motions that stemmed from the Complaints and Discipline Task Force. The Complaints Committee will be bringing these motions back to Council for rescinding as the original issues have been addressed through operational approaches.

The Legislation Committee has received permission from the Finance Committee to continue drafting bylaw changes that are required in order to move all of the fees in the Regulation to Bylaw 1. Legal counsel has been engaged to prepare that draft. Once this has been reviewed and approved by the Legislation Committee, the bylaw changes will be presented to Council and, subject to approval, will be forwarded to the attention of the Attorney General to begin drafting the Regulation changes and proclamations.

On November 4th the Legislation Committee reviewed a list of references to Engineer and Engineering in other Ontario statutes and regulations to be categorized by their level of potential regulatory conflict with the Act and its Regulations.

A motion was passed to request the Human Resources Committee to appoint a replacement for Bill Kossta whose term as LGA expired recently.

The committee is preparing for a meeting with the Attorney General's policy staff to review PEO's ten Belanger related Act change requests.

**11739
REGIONAL CONGRESS UPDATE**

Councillor Sadr advised that the RCC has approved a welcome package for new volunteers. Every new volunteer who joins the Chapter Board will now receive this package which includes various governance documents describing how PEO operates, structure, etc.

RCC approved a letter to be sent shortly to Chapters encouraging Chapter executives to invite all election candidates to speak at Chapter meetings.

**11740
ENGINEERS CANADA UPDATE**

Chris Roney provided an additional update to the written report that was provided in the Council agenda package. He referred to the

different promising practices happening at the different constituent associations across Canada as well as regulators and other bodies in the United States and elsewhere. He described the work coming out of PEO's (CP)² Task Force as innovative, moving PEO beyond the first version of CPD adopted by other regulators to the next generation which is far more effective.

Chris Roney described an initiative by APEGBC called "Organizational Quality Management" which is directly focussed on what the regulator would have to do to instill, foster and encourage really good practices since the Certificate of Authorization requirement does not exist in British Columbia. This is a voluntary program that firms sign up for to ensure that the engineers working for them are aware of and follow the practice guidelines. There are now 460 different firms in this program including B.C. Hydro and the City of Vancouver.

APEGBC has also developed structured intern programs for EITs who have completed their academics and are seeking licensure. Under this program, employers develop training programs which are accredited by the regulator so the EITs going through this program are known. This allows for streamlining of the applications.

Several provincial regulators have worked together to make it easier for licensees to apply or renew their licences across multiple jurisdictions by enabling the licensee to tick off a box if they want to become licensed or renew their licence in another province or territory. Each jurisdiction continues to do its own screening, etc.

Chris Roney attended a seminar hosted by the National Council of Examiners of Engineering and Surveys (NCEES). They are looking at a way of instilling law and ethics in their exam program and referred to Canada's PPE program as the ideal model to follow.

Engineers Canada, at its September Board meeting, reaffirmed that the primary purpose of accreditation is to support the licensing activities of the regulators.

There were no questions or comments.

11741
STATISTICS – COMPLAINTS, DISCIPLINE,
LICENSING AND REGISTRATION UPDATE

11742
GLP INVOLVEMENT IN THE REPEAL OF THE
INDUSTRIAL EXCEPTION

Council was provided with information regarding the level of the Government Liaison Program involvement in the Repeal of the Industrial Exception.

It was noted that the Repeal Task Force has not been stood down despite being inactive since 2013.

Moved by Councillor Kuczera, seconded by Councillor Turnbull:

That Council move in-camera.

CARRIED

**11743
IN-CAMERA SESSION**

While in-camera, Council:

- a) ratified the in-camera minutes from the 245th Executive Committee meeting – July 21, 2016;
- b) verified the in-camera minutes from the 508TH meeting of Council held September 23, 2016 as presented;
- c) rescinded motion for proposed performance standard and develop practice guideline;
- d) approved inductees for the 2017 Order of Honour Awards;
- e) approved the recipients for the 2017 Gordon M. Sterling Engineering Intern Award;
- f) approved the recipient of the 2017 President’s Award;
- 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.

Moved by Councillor Kirkby, seconded by Councillor Bellini:

That Council return to open session.

CARRIED

**11744
RESCIND MOTION FOR PROPOSED
PERFORMANCE STANDARD AND DEVELOP
PRACTICE GUIDELINE**

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

That Council rescind the following motion previously passed on February 8, 2013:

- 1. That Council accept in principle the following practice standard:
a. Delegating and Supervising Professional Engineering Work (Appendix A):**

CARRIED

- 2. That Council direct the Professional Standards Committee (PSC) to develop a practice guideline, *Assuming Responsibility and Supervising Engineering Services* in consideration of sections 12(3)b, and 17(2) in the *Professional Engineers Act* as presented to the meeting in the Terms of Reference at C-509-4.3, Appendix A.**

CARRIED

11745
COUNCILLOR ITEMS

PEO Forum

Councillor Boone advised that there is concern from the Eastern Region regarding the elimination of the PEO Forum since it is still being utilized. President Comrie advised that the PEO Forum is still operating and that staff are looking at options for a more secure alternative.

There being no further business, the meeting concluded.

These minutes consist of nineteen pages and minutes 11715 to 11745 inclusive.

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

G. McDonald, P.Eng., Registrar