



**Professional Engineers  
Ontario**

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# Council Meeting

512th Meeting of Council  
of Professional Engineers Ontario

to be held on

Saturday, April 22, 2017  
3:00 p.m. – 5:00 p.m.

Valhalla Inn  
Ballroom 1, Main Level  
1 Valhalla Road  
Thunder Bay, Ontario

## 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-512-1, 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 – 512th Council meeting agenda



# Agenda

C-512-1  
Appendix A

## 512<sup>th</sup> Meeting of the Council Professional Engineers Ontario

**Date:** Saturday, April 22, 2017  
**Time:** 3:00 p.m. – 5:00 p.m.  
**Place:** Valhalla Inn,  
Ballroom 1, Main Level  
Thunder Bay

	Description	Type
	<b>PRESIDENT'S OPENING REMARKS AND CALL TO ORDER</b>	
1.	<b>APPROVAL OF THE AGENDA</b>	Decision
2.	<b>SPECIAL RULES OF ORDER</b>	Decision
3.	<b>SPECIAL RULES OF ORDER – AMENDMENT – APPEALS FROM RULINGS OF THE CHAIR</b>	Decision
4.	<b>APPOINTMENT OF COUNCIL MEETING CHAIR</b>	Decision
5.	<b>APPOINTMENT OF CHAIR OF REGIONAL COUNCILLORS COMMITTEE</b>	Decision
6.	<b>APPOINTMENT OF VICE PRESIDENT</b>	Decision
7.	<b>APPOINTMENT OF COUNCILLORS TO EXECUTIVE COMMITTEE</b>	Decision
8.	<b>APPOINTMENT OF COUNCILLORS TO BOARD COMMITTEES FOR 2017-2018</b>	Decision
9.	<b>PEO APPOINTMENT TO OACETT COUNCIL</b>	Decision
10.	<b>NOMINATIONS FOR MEMBERSHIP ON THE QUALIFICATIONS BOARD</b>	Decision
11.	<b>APPOINTMENT OF COUNCIL LIAISONS TO COMMITTEES AND TASK FORCES FOR 2017-2018</b>	Information
12.	<b>COUNCILLOR ITEMS</b>	Information
	<b>CONCLUSION</b>	

### **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**

Thursday, Friday and Saturday, June 1–3, 2017 – Council Retreat  
Blue Mountain Resort, Collingwood, ON

### **Council Meetings**<sup>1</sup>

Thursday and Friday, June 22 – 23, 2017

Thursday and Friday, September 21 - 22, 2017

Thursday and Friday, November 16 – 17, 2017<sup>2</sup>

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<sup>1</sup> Plenary Sessions - Thursdays – reception/dinner 5:30 p.m. – session 7:00 p.m. – 9:00 p.m.;  
Council meetings – Fridays 9:00 a.m. – 4:00 p.m.

<sup>2</sup> Held in conjunction with the Chapter Leaders Conference and OPEA Gala

# Briefing Note – Decision

## SPECIAL RULES OF ORDER

**Purpose:** To consider the *Special Rules of Order* for meeting conduct for 2017-2018.

**Motion to consider:** (requires a two-thirds majority of votes cast to carry)

***That the Special Rules of Order, as presented to the meeting at C-512-2, Appendix A, be approved effective immediately and remain in effect until the close of business at the 2018 Annual General Meeting.***

**Prepared by:** Scott W. Clark, LL.B., Chief Administrative Officer

### 1. Need for PEO Action

Section 25(1) of By-Law No. 1 requires that all meetings of the association are to be governed by *Wainberg's Rules of Order*. These rules may be amended by passing *Special Rules of Order*, which supersede *Wainberg's*, and which remain in effect only until the close of business at the next Annual General Meeting.

Adopting *Special Rules* provides guidance on how to deal with certain situations that arise in meetings where PEO convention varies from the rules contained in its parliamentary authority, *Wainberg's Rules of Order*, or on which *Wainberg's* is silent.

Adopting *Special Rules* also provides consistency on how such matters may be handled at all meetings of the association.

Section 25(3) of By-Law No. 1 requires that, at the first meeting of Council following the Annual General Meeting, all *Special Rules*, which were in force immediately before the close of business at the Annual General Meeting, are to be presented to Council for adoption and/or amendment, if it so wishes. Consequently, Council may approve the *Special Rules* for the next Council year at this time.

Two changes are being proposed to the *Special Rules* that were in effect the previous year to take into account the change in the Board Committee appointment process approved by Council at its September 2016 meeting. The changes are to sections 4 and 5 and are highlighted in grey.

### 2. Recommendation

That the Special Rules be approved.

### 3. Next Steps

If approved by Council, all Committee Chairs and staff will be notified of any approved *Special Rules* for the 2017-2018 Council year.

### 4. Peer Review & Process Followed

<b>Process Followed</b>	Per Section 25.(3) of By-Law No. 1
<b>Council Identified Review</b>	Council is the appropriate peer group.
<b>Actual Motion Review</b>	N/A

### 5. Appendices

- Appendix A –Draft *Special Rules* for the 2017-2018 Council year.
- Appendix B – *Special Rules* for the 2016-2017 Council year.
- Appendix C – Process for Appointment of Councillors to Board Committees Approved by Council, September 23, 2016



**Professional Engineers**  
Ontario

**SPECIAL RULES OF ORDER**

**AT**

**PEO MEETINGS**

**2017-2018**

## **1. INTRODUCTION**

With the adoption of *Wainberg's Society Meetings* as the parliamentary authority to govern how meetings of members, Council and committees are to be conducted, few *Special Rules of Order* are required. *Special Rules* are rules that are adopted to vary *Wainberg's* or to deal with special situations that may arise at meetings but that are not covered in *Wainberg's*. Others are an expansion of the minimum requirements of By-Law No. 1. In any event, the *Special Rules of Order* supersede *Wainberg's*.

All members of Council and committees are required to know and abide by both *Wainberg's Society Meetings* and the *Special Rules*.

## **2. RECONSIDERING AND RESCINDING MOTIONS**

A two-thirds majority vote is required to reconsider or rescind a resolution made during the same Council year.

A motion to reconsider or rescind a resolution made outside the same Council year requires the same majority vote to pass as the resolution which it seeks to have reconsidered or rescinded.

## **3. RECORDING OF ROLL CALL VOTES**

All roll call votes of Council are to be recorded in the minutes of Council meetings in such a way that members can determine how each Councillor voted on a particular motion.

## **4. PROCEDURES FOR COUNCIL MEETING CHAIR, VICE PRESIDENT AND OTHER COUNCIL APPOINTMENTS**

The following procedures are to be used when making Council Meeting Chair, Vice President and other Council appointments:

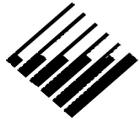
1. At least three weeks prior to the meeting at which such appointments are to be made; the Registrar will request Councillors to express their interest in serving as Council Meeting Chair or Vice President; or their interest in other Council appointments as the case may be.
2. At the meeting, the Chair will ask for additional nominations. If none is received, the Chair will declare the nominations closed. Nominations may be closed by the Chair without the need for a motion. A nomination does not require a seconder.
3. Each candidate will be asked if he/she consents to the nomination.
4. A Councillor who is absent from the Council meeting at which a position is to be filled may be nominated, provided such Councillor has provided at least three days prior written notification to the Chief Administrative Officer that he/she consents to the nomination and agrees to serve in that capacity, if appointed, as well as any comments the candidate might otherwise provide at the meeting in support of his/her nomination.

5. Each nominee will be afforded an opportunity to make a brief (3 minutes) personal introduction should they so wish. The Chair will read any comments received from absent nominees.
6. Councillors will vote for the number of positions available (e.g. – Vice President – select one name), by secret vote, from among the nominees. Voting will be in accordance with By-Law No. 1, s.25(4).
7. Upon completion of the vote, the results will be presented and the Chair will declare the nominee(s) with the most votes elected.
8. Where there is only one nominee for a position, or the number of nominees equals the number of positions available, the Chair shall declare the nominee(s) elected.
9. Where the number of nominees received exceeds the number of positions available, the nominees receiving the greatest number of votes cast for the number of positions available shall be declared elected by the Chair.
10. In the event there is a tie in the last position available, a run-off vote will be conducted in accordance with paragraphs 6 and 7 and the nominee receiving the greatest number of votes cast shall be declared elected by the Chair.
11. If applicable, ballots cast will remain with the Secretariat until a motion to destroy the ballots has been passed by Council.

## **5. PROCEDURES FOR BOARD COMMITTEE APPOINTMENTS**

The following procedures are to be used when making Board Committee appointments:

1. At least three weeks prior to the meeting at which such appointments are to be made; the Registrar will request Councillors to express their interest in serving on Board Committees.
2. Annually, following the Council elections:
  - i. Councillors will be asked to submit Board Committee participation preferences to the outgoing Human Resources Committee (HRC)
  - ii. HRC would match committee needs to Councillor preferences
  - iii. For appointments to HRC, the Executive Leadership Team (President, President-elect and Past President) will review Councillor preferences and make a recommendation to Council to fill the two positions on the Committee
  - iv. HRC presents its recommendations at the AGM Council meeting for approval
  - v. Should the HRC be unable to present a recommendation regarding an appointment, Council will fill the position(s) through a vote utilizing the voting procedure as specified in Section 4, Procedures For Council Meeting Chair, Vice President And Other Council Appointments.



**Professional Engineers**  
Ontario

C-512-2  
Appendix B

**SPECIAL RULES OF ORDER**

**AT**

**PEO MEETINGS**

**2016-2017**

## **1. INTRODUCTION**

With the adoption *Wainberg's Society Meetings* as the parliamentary authority to govern how meetings of members, Council and committees are to be conducted, few *Special Rules of Order* are required. *Special Rules* are rules that are adopted to vary *Wainberg's* or to deal with special situations that may arise at meetings but that are not covered in *Wainberg's*. Others are an expansion of the minimum requirements of By-Law No. 1. In any event, the *Special Rules of Order* supersede *Wainberg's*.

All members of Council and committees are required to know and abide by both *Wainberg's Society Meetings* and the *Special Rules*.

## **2. RECONSIDERING AND RESCINDING MOTIONS**

A two-thirds majority vote is required to reconsider or rescind a resolution made during the same Council year.

A motion to reconsider or rescind a resolution made outside the same Council year requires the same majority vote to pass as the resolution which it seeks to have reconsidered or rescinded.

## **3. RECORDING OF ROLL CALL VOTES**

All roll call votes of Council are to be recorded in the minutes of Council meetings in such a way that members can determine how each Councillor voted on a particular motion.

## **4. PROCEDURES FOR BOARD APPOINTMENTS**

The following procedures are to be used when making board appointments:

1. At least three weeks prior to the meeting at which such appointments are to be made; the Registrar will request Councillors to express their interest in serving as Council Meeting Chair, Vice President and on Board Committees.
2. At the meeting, the Chair will ask for additional nominations. If none is received, the Chair will declare the nominations closed. Nominations may be closed by the Chair without the need for a motion. A nomination does not require a seconder.
3. Each candidate will be asked if he/she consents to the nomination.

4. A Councillor who is absent from the Council meeting at which a position is to be filled may be nominated, provided such Councillor has provided at least three days prior written notification to the Chief Administrative Officer that he/she consents to the nomination and agrees to serve in that capacity, if appointed as well as any comments the candidate might otherwise provide at the meeting in support of his/her nomination.
5. Each nominee will be afforded an opportunity to make a brief (3 minutes) personal introduction should they so wish. The Chair will read any comments received from absent nominees.
6. Councillors will vote for the number of positions available (e.g. – Vice President – select one name; Finance Committee – select five names), by secret vote, from among the nominees. Voting will be in accordance with By-Law No. 1, s.25(4).
7. Upon completion of the vote, the results will be presented and the Chair will declare a nominee(s) with the most votes elected.
8. Where there is only one nominee for a position, or the number of nominees equals the number of positions available, the Chair shall declare the nominee(s) elected.
9. Where the number of nominees received exceeds the number of positions available, the nominees receiving the greatest number of votes cast for the number of positions available shall be declared elected by the Chair.
10. In the event there is a tie in the last position available, a run-off vote will be conducted in accordance with paragraphs 6 and 7 and the nominee receiving the greatest number of votes cast shall be declared elected by the Chair.
11. If applicable, ballots cast will remain with the Secretariat until a motion to destroy the ballots has been passed by Council.

## **Appointment of Councillors to Board Committees**

Annually, following Council elections:

- Councillors will be asked to submit Board Committee participation preferences to the outgoing Human Resources Committee (HRC)
- HRC would match committee needs to Councillor preferences
- For appointments to HRC, the Executive Leadership Team (President, President-elect and Past President) will review Councillor preferences and make a recommendation to Council to fill the two vacant positions on the committee
- HRC presents its recommendations at the AGM Council meeting for approval
- Should HRC be unable to present a recommendation regarding an appointment, Council will fill the position(s) through a vote

# Briefing Note – Decision

C-512-3

## **SPECIAL RULES OF ORDER – AMENDMENT – APPEALS FROM RULINGS OF THE CHAIR**

**Purpose:** To amend the special rules of order to provide for appeals from rulings of the chair.

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

That the Special Rules of Order be amended as follows:

“Rulings of the Chair relating to procedural matters may be appealed to the meeting and reversed or varied by a majority of members of the meeting. The motion shall be put to the meeting in the positive (e.g. That the ruling of the Chair be upheld). The motion to appeal must be made immediately; requires seconding; is debatable; and requires a simple majority of votes cast to carry. The Chair must comply with the decision of the meeting. If the Chair refuses to comply after a negative vote, the Chair may be removed under Wainberg’s Rule 10.5”

**Prepared by: Roydon Fraser**

**Moved by: Roydon Fraser**

### **1. Need for PEO Action**

- At the 511<sup>th</sup> Meeting of Council it was revealed that Wienburg’s Rules do not allow for discussion of a ruling by the Chair when a motion is made to challenge the ruling. Fortunately the Chair allowed discussion prior to a formal request to uphold the ruling of the Chair, but clearly there was procedural awkwardness. It would have been better if the Rules of Order supported a collegial discussion of motions to uphold a ruling of the Chair, hence the need for this motion and the proposed special rule of order.

### **2. Proposed Action / Recommendation**

- Implement the proposed Special Rule of Order.

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

- Operate over the coming year following the Special Rule of Order if needed.
- Re-introduce this Special Rule of Order as a Special Rule of Order for all future Council meetings until such time as it is not accepted.
- If the Special Rule of Order is not accepted in a given year, archive the Special Rule of Order for future reference.

### **4. Peer Review & Process Followed**

<b>Process Followed</b>	<b>Councillor motion.</b>
<b>Council Identified Review</b>	<b>Staff consulted on suggested wording for Special Rule of Order.</b>
<b>Actual Motion Review</b>	<b>Simplicity of motion and timing requirements resulted in there being no peer review of the motion. Council is fully capable of peer reviewing this motion that is specific to the operation of Council meetings.</b>

### **5. Appendices**

- None.

## APPOINTMENT OF COUNCIL MEETING CHAIR

**Purpose:** To appoint a Council Meeting Chair for the 2017-2018 Council year.

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

***That [name to be inserted at the meeting] be appointed the Council Meeting Chair for the 2017-2018 Council year or until his successor is appointed.***

**Prepared by:** Scott W. Clark, LL.B., Chief Administrative Officer

### 1. Need for PEO Action

At its February 2011 meeting, Council approved a process for annually selecting a Council Meeting Chair (Appendix A).

The process requires that Council annually appoint its Meeting Chair at the first Council meeting following the Annual General Meeting.

Those wishing to put their name forward for the position of Council Meeting Chair had until March 31, 2017 to submit their names. A list of nominees is presented at Appendix B. In addition, at the meeting, the Chair will ask for additional nominations.

Voting for the Council Meeting Chair will be done in accordance with the Special Rules.

### 2. Peer Review & Process Followed

<b>Process Followed</b>	As per the February 2011 Council meeting wherein a motion was passed that: <i>Council will annually elect a meeting chair from among the members of Council.</i>
<b>Council Identified Review</b>	Council is the appropriate peer group.
<b>Actual Motion Review</b>	N/A

### 3. Appendices

Appendix A – Role, Responsibilities and Selection Process for a Council Meeting Chair

Appendix B – List of Nominees for Council Meeting Chair

## **Appendix A – Role, Responsibilities and Selection Process for a Council Meeting Chair**

### ***Council Meeting Chair Role and Responsibilities***

In general accordance with *Wainberg's Rules of Order*<sup>1</sup>, the chair will:

1. Preside over meetings of Council “to keep the meeting going in a legal and democratic manner.”<sup>2</sup>
2. Ensure Council discussions are focused on the agenda.
3. Encourage full Councillors’ participation.
4. Be the role model in good governance for the rest of Council.
5. Consult with the President, Registrar and governance staff regarding the agendas and associated background.
6. Have a strong working knowledge of the Council Manual, *Wainberg's Rules of Order* and *PEO's Special Rules*, as they apply to Council meetings.

### ***Section Process***

1. Annually, Council will first select its Meeting Chair at its meeting following the Annual General meeting.
2. The Meeting Chair, who must be a member of Council, will serve at the pleasure of Council for a one-year term; however, the Council Meeting Chair may be removed by two-thirds vote of Council.
3. The Past President will conduct the vote in accordance with PEO procedure.
4. The President may also be appointed by Council to also serve as Meeting Chair.

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<sup>1</sup> Wainberg's Rules of Order, Chapter 10, “The Chair”

<sup>2</sup> Wainberg's Rules of Order – page 55

## Appendix B – List of Nominees for Council Meeting Chair

<b>Councillor Expression of Interest and Comments</b>	
Bob Dony	Traditionally President also serves as Chair. Experience chairing ARC and LEC. Goal – balance efficient & effective meeting time but ensure that all voices are heard.
Lew Lederman	Have the ability, knowledge and willingness to perform role and responsibilities. Well experienced. [See attached CV]

## LEWIS (LEW) MURDOCK THOMPSON LEDERMAN QC

[Lew Lederman GOVERNANCE BIO October 2016]

### OCCUPATION

Lew Lederman is a Lawyer (Lew Lederman QC) and Businessman (Knowledge E\*Volutions).  
[lew.lederman@ledlaw.com](mailto:lew.lederman@ledlaw.com) [lew.lederman@knowledge-evolutions.com](mailto:lew.lederman@knowledge-evolutions.com)

### PROFESSIONAL, BUSINESS & GOVERNANCE ACTIVITIES:

Currently (2016), Lew (among other things) is: acting as a Financial/Payments System Expert in Litigation [www.bankingandfinancialsystem.com](http://www.bankingandfinancialsystem.com); serving on the Council of the Professional Engineers of Ontario (and before that, 9 years on the Council of the Ontario College of Pharmacists; participating as a member of & moderator for Capital Expert Services, LLC of Washington DC [www.CapitalExpertServices.com](http://www.CapitalExpertServices.com).

### CREDENTIALS

Lew has a BA (Economics & Politics) from Queen's University at Kingston (*magna cum laude* & medal) and a Queen's LLB. He attended the Ivey Executive Program. He is a member of the Ontario Bar; holds a Federal QC; and was awarded the Queen's Jubilee Medal.

Lew has worked in most major legal and business sectors – Private Practice (Gowling & Henderson, Fraser & Beatty), Corporate (Canadian Payments Association\*), and Government (Canada Deposit Insurance Corporation\*). (\* General Counsel & Corporate Secretary).

### WHAT LEW BRINGS TO COMPANIES & THEIR BOARDS

- Belief in Capitalism & Free Markets.
- Energy & Enthusiasm. A 'can-do' Attitude. The 'will to win'.
- Understanding things that make Companies successful (and 'not').
- Solid academic & work accomplishments.
- Incorporated Companies & helped run Companies – on the Board & as an Officer.
- Knows Boards & Governance. Taught Governance.
- Writes/Speaks on Governance issues\* & on Company issues\*\*.  
\*Including: 'Golfer's Guide to Governance'; *Forensic Governance*™; 'Shakespeare on Audit Committees'.  
\*\*Including: Encouraging Innovation; Improving Knowledge Management; Winning; Stopping Fraud & Money-Laundering/Terrorist Financing; Recognizing Dangerous Businessmen; Unhealthy Companies.
- Litigated respecting Companies & Boards – both Pro & Con.
- Learned to Listen.
- Learned about Teams.
- Learned more-and-more about People.
- Learned a thing or two about Leadership as well.

### TO ROUND OUT THE PICTURE

Lew is a husband (Margot Panet) and father (Alexander, de Lotbinière, Margot), a left-handed Presbyterian, part Western (Saskatchewan), part Eastern (Cape Breton), part Ontarian (Kingston, some Toronto, Ottawa, and again Toronto), an enthusiastic (but not-so-good) golfer and skier; who wears bow-ties because his wife says it makes him a happier person.

## APPOINTMENT OF CHAIR OF REGIONAL COUNCILLORS COMMITTEE

**Purpose:** To approve the Chair of the Regional Councillors Committee for the 2017-2018 Council year.

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

**That [name to be inserted at the meeting] be appointed as Chair of the Regional Councillors Committee, effective immediately and to hold office until the close of business at the 2018 Annual General meeting.**

**Prepared by:** Scott W. Clark, LL.B., Chief Administrative Officer

### 1. Need for PEO Action

Regional Councillors Committee (RCC) has been designated as a board committee.

The Terms of Reference for the RCC prescribe that the Committee be composed of the ten elected members from each of the five regions. Because of the composition, its membership and operations are aligned to the Council year. Non-board committees are aligned with the calendar year.

The Terms of Reference also require that the chair is to be elected by and from among members of the RCC for a one-year term. The Committees and Task Forces Policy requires that chairs of committees be ratified by Council.

The RCC historically has met immediately following the Annual General Meeting for the purpose of appointing a Chair for the ensuing Council year. The appointment is ratified by Council at the first meeting following the Annual General Meeting prior to the appointment of the appointed Vice President and election of Councillors to the Executive Committee.

Council is being asked to approve the appointment of the Chair of the Regional Councillors Committee at this time.

### 2. Recommendation

That Council approve the appointment of the Chair of the RCC

### 3. Peer Review & Process Followed

<b>Process Followed</b>	Per the RCC Terms of Reference.
<b>Council Identified Review</b>	Council is the appropriate peer group.
<b>Actual Motion Review</b>	N/A

## APPOINTMENT OF VICE PRESIDENT

**Purpose:** To appoint a Vice President for the 2017-2018 Council year.

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

**That [name to be inserted at the meeting] be appointed as Vice President for the 2017-2018 Council year.**

**Prepared by:** Scott W. Clark, LL.B., Chief Administrative Officer

### 1. Need for PEO Action

Section 3(1)2 of Regulation 941 under the *Professional Engineers Act* (Appendix A) requires that Council elect a Vice President from among its Councillors who are members of the Association at a meeting to be held after the close of business and on the day of the Annual Meeting of members or within thirty days thereafter. Non-member Lieutenant Governor-in-Council appointees are excluded from the office of Vice President under this Regulation.

Those wishing to put their name forward for the position of Vice President appointed had until March 31, 2017 to submit their names (Appendix B). In addition, at the meeting, the Chair will ask for additional nominations.

The procedures for appointing Councillors to board positions and committees will be in accordance with the Special Rules.

### 2. Proposed Action / Recommendation

It is recommended that Council elect a Vice President in accordance with Regulation 941.

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

The Voting procedures to appoint a Vice President will be in accordance with the Special Rules.

### 4. Peer Review & Process Followed

<b>Process Followed</b>	Per Section 3.(1) 2 of Regulation 941 under the <i>Professional Engineers Act</i> .
<b>Council Identified Review</b>	Council is the appropriate peer group.
<b>Actual Motion Review</b>	N/A

### 5. Appendices

- Appendix A – Referenced sections of the *Professional Engineers Act* and Regulation 941
- Appendix B – List of Nominees for Vice President

## **Appendix A - Referenced Sections of the *Professional Engineers Act* and Regulation 941**

### Section 3(1)2 of Regulation 941 under the *Professional Engineers Act*

3. (1) There shall be the following additional officers of the Association:
  2. A vice-president, who shall be appointed annually by Council from among its members elected or appointed under clause 3 (2) (a) or 3 (2) (b) of the Act at a meeting of Council to be held after the close of business and on the day of the annual meeting of Members or within thirty days thereafter.

### S.3.(2) of the *Professional Engineers Act*

3. (2)The Council shall be composed of,
  - (a) not fewer than fifteen and not more than twenty persons who are members of the Association and who are elected by the members of the Association as provided by the regulations;
  - (b) not fewer than five and not more than seven persons who are members of the Association and who are appointed by the Lieutenant Governor in Council;

**Appendix B – List of Nominees for Vice President (Appointed)**

<b>Councillor Expression of Interest and Comments</b>	
Ishwar Bhatia	
Marilyn Spink	
Warren Turnbull	
Michael Wesa	Experience as VP-appointed in 1994 and 2014. Experience as RCC and DIC chair. Pragmatic. Career in consulting, industry, utility. Holder of CofA (1987-1994).

## APPOINTMENT OF COUNCILLORS TO EXECUTIVE COMMITTEE

**Purpose:** To appoint additional Councillors to serve on the Executive Committee.

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

**That, as recommended by the Human Resources Committee, the Executive Committee be composed of two additional Council members and that Marilyn Spink, P.Eng. and Christian Bellini, P.Eng. be appointed as members of the Executive Committee for the 2017 – 2018 Council year.**

**Prepared by:** Scott W. Clark, LL.B., Chief Administrative Officer

### 1. Need for PEO Action

Section 28.(1)(e) of Regulation 941 under the *Professional Engineers Act* (Appendix A) requires that Council appoint one or more other members of Council, in addition to the president, president-elect, immediate past president and the two vice presidents, to serve on the Executive Committee.

Section 28.(1.1) of Regulation 941 requires that at least one member appointed by the Lieutenant Governor be appointed to the Executive Committee.

Appointments will be made in accordance with the process approved by Council at its September 2016 meeting for Board Committee appointments (Appendix B) and the Special Rules. The Human Resources Committee met on April 7, 2017 and is recommending the appointments as presented in Appendix C. In determining its recommendations, the HRC reviewed the submitted board committee preferences of Councillors, their respective backgrounds, the need to balance committee continuity with succession planning, Councillor workloads, Councillor involvement with other committees and external appointments as well as committee terms of reference.

Alternatively, the HRC noted that should Council appoint Marilyn Spink Vice President, the Committee's recommendation would be adjusted to include Warren Turnbull.

Those wishing to put their name forward to serve on the Executive Committee had until March 31, 2017 to submit their names.

### 2. Peer Review & Process Followed

<b>Process Followed</b>	Per Section 28.(1)(e) and 28.(1.1) of Regulation 941 under the PEA.
<b>Council Identified Review</b>	Council is the appropriate peer review group.
<b>Actual Motion Review</b>	N/A

### 3. Appendices

- Appendix A – Sections 28.(1) and 28.(1.1) of Regulation 941 under the *Professional Engineers Act*
- Appendix B – Process for Appointment of Councillors to Board Committees Approved by Council, September 23, 2016
- Appendix C – Human Resources Committee Recommendations

## **Regulation 28 under the *Professional Engineers Act***

### ***Executive Committee***

**28.** (1) The Executive Committee shall consist of,

- (a) the president;
- (b) the president-elect;
- (c) the immediate past-president;
- (d) the two vice-presidents; and
- (e) one or more other members of the Council from time to time appointed by the Council. R.R.O. 1990, Reg. 941, s. 28 (1).

(1.1) The Council shall ensure that at least one member appointed to the Council by the Lieutenant Governor in Council is appointed under clause (1) (e) at any given time. O. Reg. 205/09, s. 1.

(2) Three members of the Executive Committee, at least one of whom shall be a person named in clause (1) (a), (b) or (c), constitute a quorum. R.R.O. 1990, Reg. 941, s. 28 (2).

## **Appointment of Councillors to Board Committees**

Annually, following Council elections:

- Councillors will be asked to submit Board Committee participation preferences to the outgoing Human Resources Committee (HRC)
- HRC would match committee needs to Councillor preferences
- For appointments to HRC, the Executive Leadership Team (President, President-elect and Past President) will review Councillor preferences and make a recommendation to Council to fill the two vacant positions on the committee
- HRC presents its recommendations at the AGM Council meeting for approval
- Should HRC be unable to present a recommendation regarding an appointment, Council will fill the position(s) through a vote

HRC Recommendations to Council – Executive Committee

Councillor Expression of Interest and Competencies		HRC Rationale	HRC Recommendation -and- 2017-18 Mandated Appointments <sup>1</sup>
C. Bellini	Interested in serving on the EXE, but only in conjunction with <b>one</b> of the two preferred committees (Finance or Legislation).	<i>Diverse committee experience (FIC, LEC + ACV, ERC, CEDC, LIC, NTFT). As a new EXE member, balances continuity and potentially brings new ideas and fresh perspectives.</i>	<p><b>[To be appointed by Council <sup>2</sup> including at least one LGA]</b></p> <p>1. Christian Bellini 2. Marilyn Spink [alternate = W. Turnbull]</p> <p>3. <b>B. Dony – President</b> 4. <b>D. Brown – Pres-elect</b> 5. <b>G. Comrie – Past Pres</b> 6. <b>N. Hill – VP – Elected</b> 7. <b>VP – Appointed</b></p>
I. Bhatia			
M. Chan [LGA]	Have served on non-profit boards such as Chinese Cultural Centre, Foundation of Chinese Profession, FCCP Education Foundation and Chinese Liaison Committee Toronto Police Services. Attended Council meetings for 8 years as PEO staff member.		
M. Spink [LGA]	On EXE last year (first year served), so have gone through learning curve. Provided over-sight to the crisis response to the recent election hiccups. Outcome was satisfactorily resolved – not escalated. Stepped up to the responsibility as many EXE members had to recuse themselves as they were candidates in the election. Supported and encouraged staff vs kicking them while they were down, demonstrating leadership.	<i>Satisfies LGA appointment requirement. Provides continuity having served one previous term on EXE.</i>	
W. Turnbull		<i>As a new EXE member, balances continuity and potentially brings new ideas and fresh perspectives.</i>	
M. Wesa	EXE member in 2011 and as appointed VP (1994, 2014). Wide experience on numerous other committees and task forces. Pragmatic, years in consulting, industry, utility, holder of CofA for own consulting firm 1987-1994. Involved with local Chapter since 1980; understand northern members' concerns.		

<sup>1</sup> Indicated names are mandated by legislation or Council-approved terms of reference

<sup>2</sup> S.28(1)(e) of Regulation 941 under the *Professional Engineers Act* requires Council to appoint one or more other members of Council and s.28.(1.1) requires that at least one member must be a member appointed by the Lieutenant Governor

## **APPOINTMENT OF COUNCILLORS TO BOARD COMMITTEES FOR 2017-2018**

**Purpose:** To appoint Councillors to Board committees.

**Motions to consider: (requires a simple majority of votes cast to carry)**

- 1. That, as recommended by the Human Resources Committee, the Audit Committee be composed of five Council members and that Ishwar Bhatia, P.Eng., Thomas Chong, P.Eng., Nancy Hill, P.Eng., Dan Preley, P.Eng., and Kelly Reid, P.Eng., be appointed as members to the Audit Committee for the 2017-2018 Council year.**
- 2. That, as recommended by the Human Resources Committee, Michael Chan, P.Eng., Noubar Takessian, P.Eng., Warren Turnbull, P.Eng., and Michael Wesa, P.Eng., be appointed as members to the Finance Committee for the 2017-2018 Council year.**
- 3. That, as recommended by the Executive Leadership Team, Tim Kirkby, P.Eng., and Marilyn Spink, P.Eng., be appointed as members to the Human Resources Committee for the 2017-2018 Council year.**
- 4. That, as recommended by the Human Resources Committee, Christian Bellini, P.Eng., George Comrie, P.Eng., Lola Hidalgo, P.Eng., Gary Houghton, P.Eng., and Qadira Jackson, be appointed as members to the Legislation Committee for the 2017-2018 Council year.**
- 5. That, as recommended by the Human Resources Committee, Guy Boone, P.Eng., and Nancy Hill, P.Eng., be appointed as members to the OSPE-PEO Joint Relations Committee for the 2017-2018 Council year.**

**Prepared by:** Scott W. Clark, LL.B., Chief Administrative Officer

### **1. Need for PEO Action**

Annually, Council appoints the requisite number of Councillors to five Board Committees and a representative to the OSPE Advocacy Committee.

Those wishing to put their name forward for positions on the Board Committees and the OSPE Advocacy Committee had until March 31, 2017 to submit their names for the following committees:

- **Four to Seven (4-7)** Councillors are to be appointed to the **Audit Committee**.
- **Four (4)** Councillors are to be appointed to the **Finance Committee**.
- **Two (2)** additional Councillors to be appointed to the **Human Resources Committee**.
- **Five (5)** Councillors are to be appointed to the **Legislation Committee**.
- **Two (2)** Councillors are to be appointed to the **OSPE-PEO Joint Relations Committee**

Appointments will be made in accordance with the process approved by Council at its September 2016 meeting for Board Committee appointments (Appendix A) and the Special Rules. The Human Resources Committee met on April 7, 2017 and is recommending the appointments as presented in Appendix B. In determining its recommendations, the HRC reviewed the submitted board committee preferences of Councillors, their respective backgrounds, the need to balance committee continuity with succession planning, Councillor workloads, Councillor involvement with other committees and external appointments as well as committee terms of reference.

The HRC is not presenting a recommendation regarding the OSPE Advocacy Committee as it received an update from Michael Monette, OSPE President and Chair, indicating that PEO participation on the Committee is no longer required.

## 2. Peer Review & Process Followed

<b>Process Followed</b>	Section 3.1 of the Committees and Task Forces Reference Guide states that “Most committees and task forces operate on the calendar year [non-board committees]. Certain committees, however, (Executive, Audit, Finance, Human Resources, Legislation, OSPE-PEO Joint Relations, Regional Councillors [board committees]) follow the Council year because membership on these committees is determined by Council elections. The year for these committees begins with the first Council meeting following the PEO Annual General Meeting. ...”
<b>Council Identified Review</b>	Council is the appropriate peer group.
<b>Actual Motion Review</b>	N/A

## 3. Appendices

- Appendix A – Process for Appointment of Councillors to Board Committees Approved by Council, September 23, 2016
- Appendix B – Human Resources Committee Recommendations
- Appendix C – Human Resources Committee Recommendation Matrix
- Appendix D – Email Regarding OSPE Advocacy Committee

## **Appointment of Councillors to Board Committees**

Annually, following Council elections:

- Councillors will be asked to submit Board Committee participation preferences to the outgoing Human Resources Committee (HRC)
- HRC would match committee needs to Councillor preferences
- For appointments to HRC, the Executive Leadership Team (President, President-elect and Past President) will review Councillor preferences and make a recommendation to Council to fill the two vacant positions on the committee
- HRC presents its recommendations at the AGM Council meeting for approval
- Should HRC be unable to present a recommendation regarding an appointment, Council will fill the position(s) through a vote

HRC Recommendations to Council – Audit Committee<sup>2</sup>

Councillor Expression of Interest and Competencies		HRC Rationale	HRC Recommendation -and- 2017-18 Mandated Appointments <sup>1</sup>
I. Bhatia	<i>[Aware of conflict and that he can only serve on Audit OR Finance; not both]</i>	<i>Previous experience on Audit Committee.</i>	<p><b>[Minimum of 4 Councillors and 1 to 3 other Association members]</b></p> <ol style="list-style-type: none"> <li>1. Ishwar Bhatia</li> <li>2. Thomas Chong</li> <li>3. Nancy Hill</li> <li>4. Dan Preley</li> <li>5. Kelly Reid</li> </ol>
T. Chong	President of EANG network (4000 members). Modern controllership in Ontario government. Former Board Executive of Legal Aids Ontario for 5 years. Experience – auditing, financial reporting and internal controls, risk & project management. Member of AUC since 2006.	<i>Provides continuity having served previously on Audit Committee.</i>	
D. Chui	Current chair of Audit Committee. Member of AUC since 2014.	<i>Recently appointed to Engineers Canada Board of Directors.</i>	
L. Mireya-Hidalgo	Experience reviewing budgets, deliverables, and reports. Some experience in the auditing role.	<i>Recommended for appointment to Legislation Committee.</i>	
N. Hill	<i>Third choice.</i> Served on AUC from 2000-2011, as Chair 2008-2009 and Vice Chair 2010-2011. As co-owner of small business, have experience selecting an auditor and reviewing their work.	<i>Previous experience on Audit Committee. Also recommended for appointment to JRC.</i>	
D. Preley	Northern Regional Councillor during 2015-2017 and a member of the PEO Audit Committee during 2016-2017. Skills include completion of many life cycle cost benefit analysis and University accounting courses. Joined the Lakehead Chapter executive in 2004, has served as the chair, past chair, vice chair and treasurer.	<i>Provides continuity having served one previous term on Audit Committee.</i>	
K. Reid	Was responsible for a several hundred million dollar master service agreement which included dealing with internal auditors and contracting external auditors to audit both vendors.	<i>As a new AUC member, balances continuity and potentially brings fresh perspectives.</i>	
N. Takessian		<i>Recommended for appointment to Finance Committee</i>	

<sup>1</sup> Indicated names are mandated by legislation or Council-approved terms of reference

<sup>2</sup> S.30(3) of By-Law No. 1 – *The President and the president-elect shall be ex-officio members of all committees established under this section 30.*

## 2017-2018 Council Appointments to Board Committees

### HRC Recommendations to Council – Finance Committee<sup>2</sup>

Councillor Expression of Interest and Competencies		HRC Rationale	HRC Recommendation -and- 2017-18 Mandated Appointments <sup>1</sup>
C. Bellini	Partner at a mid-sized firm, which we grew from 2 to over 50 staff. Additionally, have served as Treasurer in another non-profit organization and served on PEO's FIC in 2016-2107.	<i>Recommended for appointment to Executive and Legislation Committees.</i>	<p><b>[4 Councillors]</b></p> <ol style="list-style-type: none"> <li>1. Michael Chan</li> <li>2. Noubar Takessian</li> <li>3. Warren Turnbull</li> <li>4. Michael Wesa</li> </ol>
I. Bhatia	<i>[Aware of conflict and that he can only serve on Audit OR Finance; not both]</i>	<i>Recommended for appointment to Audit Committee.</i>	
M. Chan	Over 30 years' experience in finance, budget and management in private sector. At PEO, 8 years as Chapter Manager, responsible for department budget and chapter allotments.	<i>As a new FIC member, balances continuity and potentially brings fresh perspectives.</i>	
D. Preley	Northern Regional Councillor during 2015-2017 and a member of the PEO Audit Committee during 2016-2017. Skills include completion of many life cycle cost benefit analysis and University accounting courses. Joined the Lakehead Chapter executive in 2004, has served as the chair, past chair, vice chair and treasurer.	<i>Recommended for appointment to Audit Committee.</i>	
N. Takessian		<i>As a new FIC member, balances continuity and potentially brings fresh perspectives.</i>	
W. Turnbull	Member of FIC in 2016-2017.	<i>Provides continuity having served one previous term on Finance Committee.</i>	
M. Wesa	Served on AUC in 2011 and FIC 2012 & 2013. Experience in project management through engineering career, understand cash flow is the key to business finance, owned small consulting firm, church treasurer. Won't micro-manage, will allow our competent PEO staff to manage the numbers, FIC sets direction and seeks Council concurrence on direction. Knows Chapter member concerns and Chapter financial concerns.	<i>Previous experience on Finance Committee.</i>	

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<sup>2</sup> S.30(3) of By-Law No. 1 – *The President and the president-elect shall be ex-officio members of all committees established under this section 30.*

## 2017-2018 Council Appointments to Board Committees

### Recommendations to Council – Human Resources Committee<sup>2</sup>

Councillor Expression of Interest and Competencies		Executive Leadership Team	Recommendation -and- 2017-18 Mandated Appointments <sup>1</sup>
T. Chong	Former Board Executive of Legal Aids Ontario for 5 years and President of EANG Network. Experience – Human Rights, HR, recruitment, capacity building, performance measurement / evaluation, compensation and government appointments, diversity, inclusion and anti-racism, immigration, employment law, and landlords and tenants law. Member of HRC since 2014.	<i>Recommended for appointment to Audit Committee.</i>	<p><b>[2 Councillors]</b></p> <ol style="list-style-type: none"> <li>1. Tim Kirkby</li> <li>2. Marilyn Spink</li> <li>3. <b>B. Dony – President</b></li> <li>4. <b>D. Brown – Pres-elect</b></li> <li>5. <b>G. Comrie – Past Pres</b></li> </ol>
N. Hill	<i>First choice.</i> Co-founder and co-owner of successful firm with nine full-time staff as well as regularly employ engineering students. HR experience includes recruitment, performance management, training and compensation. Former member LGA. Has served on PEO's ACV; participated in development of current Committees & Task Forces Policy. Seeks involvement on HRC given interest to take on leadership role within PEO.	<i>Recommended for appointment to Audit and OSPE-PEO Joint Relations Committees.</i>	
T. Kirkby	Have served on HR committees within federal govt (Treasury Board, Parks Canada and Public Works & Govt Services Canada). Selected to serve on Treasury Board to design and apply the Universal Classification System. Active involvement with labour relations (collective bargaining, grievances). Have chaired many staffing committees.	<i>As a new HRC member, balances continuity and potentially brings fresh perspectives.</i>	
K. Reid	As a Section Manager (Acting Manager), was responsible for hiring staff and dealing with all HR issues.	<i>Recommended for appointment to Audit Committee.</i>	
M. Spink	On HRC for 2 years (since 2015), first year was learning curve. There are initiatives we initiated this year to improve HRC effectiveness that I would like to see through as we have some work to do.	<i>Provides continuity having served two previous terms on HRC.</i>	

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<sup>2</sup> S.30(3) of By-Law No. 1 – *The President and the president-elect shall be ex-officio members of all committees established under this section 30.*

## 2017-2018 Council Appointments to Board Committees

### HRC Recommendations to Council – Legislation Committee<sup>2</sup>

Councillor Expression of Interest and Competencies		HRC Rationale	HRC Recommendation -and- 2017-18 Mandated Appointments <sup>1</sup>
C. Bellini	Have worked with licensure at PEO since 2005 through ERC, LIC, and NFTF. Have gained good exposure to legislative affairs. Served on LEC in 2016-2017.	<i>Provides continuity having served one previous term on Legislation Committee.</i>	<p><b>[5 Councillors]</b></p> <ol style="list-style-type: none"> <li>1. Christian Bellini</li> <li>2. George Comrie</li> <li>3. Gary Houghton</li> <li>4. Qadira Jackson</li> <li>5. Lola Mireya-Hidalgo</li> <li>6. <b>B. Dony – President</b></li> <li>7. <b>D. Brown – Pres-elect</b></li> </ol>
G. Comrie	In-depth knowledge of PEO's enabling legislation; familiarity with principles of administrative law.	<i>Previous experience on Legislation Committee.</i>	
R. Fraser	Member of LEC since 2009; served as Chair in 2014.	<i>LEC Terms of Reference: "Committee members can be re-appointed, but under normal circumstances should not serve on a given committee for more than five (5) consecutive years." Currently serves on ARC, DIC, LIC, NFTF and recently recommended for reappointment to CEQB.</i>	
G. Houghton	Member of LEC in 2016-2017.	<i>Provides continuity having served one previous term on Legislation Committee.</i>	
Q. Jackson	Best fit given legal background.	<i>As a new LEC member, balances continuity, brings fresh perspective and has legal background.</i>	
L. Mireya Hidalgo	When worked for federal government, created a guide to summarize regulations, legislations related to the environmental responsibilities of my department. Have policy experience such as delivering a cabinet submission and setting up rules for 4 directives and standards related to engineering work and services. Good communication, stakeholder management and teamwork skills. Experience in conducting jurisdictional scans, research, data analysis and interpretation. Also, in contract law and development of standards.	<i>As a new LEC member, balances continuity and potentially brings fresh perspectives.</i>	
L. Lederman	Over 40 years in the practice of Law. See CV on file.	<i>Maximum of 5 LEC members; member with legal background already recommended for appointment.</i>	

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<sup>2</sup> S.30(3) of By-Law No. 1 – *The President and the president-elect shall be ex-officio members of all committees established under this section 30.*

## 2017-2018 Council Appointments to Board Committees

### HRC Recommendations to Council – OSPE-PEO Joint Relations Committee<sup>2</sup>

Councillor Expression of Interest and Competencies		HRC Rationale	HRC Recommendation -and- 2017-18 Mandated Appointments <sup>1</sup>
G. Boone	OSPE member. Served on JRC 2016-2017. Desire to advance the relationship between PEO & OSPE so that the combined membership can be better served.	<i>Provides continuity having served one previous term on JRC.</i>	<p><b>[2 Councillors]</b></p> <ol style="list-style-type: none"> <li>1. Guy Boone</li> <li>2. Nancy Hill</li> <li>3. <b>B. Dony – President</b></li> <li>4. <b>D. Brown – Pres-elect</b></li> <li>5. <b>G. McDonald – Registrar</b></li> </ol>
T. Chong	OSPE member. Former Board Executive of Legal Aids Ontario for 5 years and President of EANG Network. Experiences – contracts, negotiation, consensus building, conflict resolution.	<i>Recommended for appointment to Audit Committee.</i>	
D. Chui	OSPE member and founding member.	<i>Recently appointed to Engineers Canada Board of Directors.</i>	
L. Mireya Hidalgo	Experience in stakeholder management, relationship/issues management and project management policy development. Member of OSPE and PEO, and would like to contribute to continue the good work that PEO and OSPE developed so far.	<i>Recommended for appointment to Legislation Committee.</i>	
N. Hill	<i>Second choice.</i> OSPE member since inception. Served on OSPE committees. As past chair of Awards Committee has worked closely with OSPE Board and staff. Believe that it is extremely important that PEO and OSPE find ways to work together for the betterment of engineers generally.	<i>As Elected Vice President, provides senior experience and understanding of OPSE issues having served on OSPE committees. Also recommended for appointment to Audit Committee.</i>	
T. Kirkby	Member of OSPE. Have supported the growth of OSPE from creation to present. Seeks to understand and be engaged in further improving the PEO – OSPE relationship and building OPSE’s profile and connection with the complete Chapter network. Competencies – served as Chapter Chair for 7 years, active volunteer on various committees, member of START committee (setting strat plan for the creation of OSPE). Current member of DIC (4 panels), GLC and PIC task force.	<i>Recommended for appointment to Human Resources Committee.</i>	

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<sup>2</sup> S.30(3) of By-Law No. 1 – *The President and the president-elect shall be ex-officio members of all committees established under this section 30.*

## 2017-2018 Council Appointments to Board Committees

### HRC Recommendations to Council – OSPE Advocacy Committee<sup>2</sup>

Councillor Expression of Interest and Competencies		HRC Rationale	HRC Recommendation -and- 2017-18 Mandated Appointments <sup>1</sup>
I. Olukiyesi		<i>Indicated preference for OSPE Advocacy Committee.</i>	<b>No recommendation as OSPE has indicated that PEO participation on the Committee is no longer required.</b>
K. Reid	Part of my election platform was to advocate for engineers including stopping the use of the term engineer in College diplomas and by companies. I am passionate about promoting engineers to the public and re-engaging the membership. I most recently have attended lobbyist training and am part of a consortium lobbying Bill-C27. (Fed: Act to amend Pension Benefits Standards Act, 1985 -or- Prov: First Nations Financial Transparency Act)	<i>Recommended for appointment to Audit Committee.</i>	

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<sup>2</sup> S.30(3) of By-Law No. 1 – *The President and the president-elect shall be ex-officio members of all committees established under this section 30.*

**2017-2018 Council Appointments to Board Committees  
HRC Recommendations Matrix**

<b>Councillors</b>	<b>EXE</b>	<b>Audit</b>	<b>Finance</b>	<b>HRC</b>	<b>Legislation</b>	<b>OSPE-PEO JRC</b>	<b>OSPE Advocacy*</b>
Christian Bellini	P		P		P		
Ishwar Bhatia	P	P	P				
Guy Boone						P	
David Brown	M			M	M	M	
Michael Chan	P		P				
Thomas Chong		P		P		P	
Danny Chui		P				P	
George Comrie	M			M	P		
Bob Dony	M			M	M	M	
Roydon Fraser					P		
Lola Hidalgo		P			P	P	
Nancy Hill	M	P		P		P	
Rick Hilton							
Gary Houghton					P		
Qadira Jackson					P		
Tim Kirkby				P		P	
Lew Lederman					P		
Tomiwa Olukiyesi							P
Dan Preley		P	P				
Kelly Reid		P		P			P
Nadine Rush							
Marilyn Spink	P			P			
Noubar Takessian		P	P				
Warren Turnbull	P - A		P				
Michael Wesa	P		P				

**P = Preference**

**P** = Recommendation

**P - A** = Alternative Recommendation (EXE only)

**M** = Mandated Appointments by legislation or Council-approved terms of reference

\*OSPE has indicated that PEO participation on the Committee is no longer required

**From:** Michael Monette  
**Sent:** Monday, April 10, 2017 2:30 PM  
**To:** George Comrie  
**Cc:** Bob Dony; Gerard A McDonald; Fern Goncalves  
**Subject:** Re: OSPE Advocacy Committee

Hello George.

The Advocacy Committee has recently been refocused and no longer has a PEO seat requirement for attendance or participation, this in favour of a broader approach in which the OSPE Board overall, as well as OSPE Operations, are being charged to reach out to their constituencies to bring in membership priorities.

The view was the committee was just a bit too insular and not getting at the broader needs of the community. The Board agreed that it needs to be more involved in discussing and setting the advocacy and priorities.

We do have an advocacy committee remaining but it is very small, few members of OSPE, with the intent to ensure the conveyance of the Board activities with respect to advocacy and OSPE priorities; and that OSPE Operations is addressing the intake of advocacy matters, supporting decisions at the Board level as well as providing broad membership inputs from surveys and other outreach mechanisms.

We would view JRC as being an important element of outreach to PEO in particular to ensure we have a strong PEO connection, and of course our membership, one would wish, comprises P.Engs in Ontario so there is intended a direct linkage.

Pardon for not advising on this committee change as it occurred. It came up at the last OSPE Board meeting and we would have done well to have advised at the last JRC. It might actually be the mechanics of committee adjustments is occurring at our OSPE Board meeting following the AGM, so I might even be getting ahead a little here. Outcome is the same however as expressed.

On Mon, Apr 10, 2017 at 11:16 AM, George Comrie <[g.r.comrie@sympatico.ca](mailto:g.r.comrie@sympatico.ca)> wrote:

Hi, Michael.

PEO's Human Resources Committee met recently to develop its proposals for population of our "Board" committees that are appointed at the Council meeting immediately following the AGM on April 22nd. One of the committees on that list is the OSPE Advocacy Committee, to which PEO was asked to appoint a representative for the past couple of years.

I am writing to you to inquire as to the status of this committee and PEO's representation on it, as I am advised by Roger Jones, whom we appointed to it last April, that it has not met since, and may have been stood down.

Please get back to me at your earliest convenience so we know whether or not we should be making an appointment again this year. (Needless to say, we don't want to appoint someone to a committee that is not meeting.)

Thanks,

George

P.S.: I may misunderstand the mandate of the Advocacy Committee; but if it is non-existent or non-functioning, it begs the question what governance mechanism exists to determine how OSPE's advocacy efforts are focused. As an OSPE member I would be interested in the answer to that question.

George Comrie, P.Eng., CMC, FEC  
President, Professional Engineers Ontario  
Director, Engineers Canada

## APPOINTMENT OF PEO REPRESENTATIVE TO OACETT COUNCIL

**Purpose:** To appoint a PEO representative to the Council of the Ontario Association of Certified Engineering Technicians and Technologists (OACETT).

**Motions to approve: (requires a simple majority of votes cast to carry)**

**That Council approve the HRC recommendation that David Brown, C.E.T., P.Eng. be appointed as a PEO representative on the Council of the Ontario Association of Certified Engineering Technicians and Technologists, from the OACETT June 2017 AGM to the OACETT June 2019 AGM.**

**Prepared by:** Fern Goncalves – Director, People Development

### 1. Need for PEO Action

The governance structure of the Ontario Association of Certified Engineering Technicians and Technologists (OACETT) provides one position for a professional engineer on its Council.

PEO has received a formal request from OACETT for a PEO Councillor to serve on its Council for a two-year term from June 2017 to June 2019. Changiz Sadr, P.Eng., FEC has served on the Council of OACETT since June 2013. His second two-year term expires on June 1, 2017.

Therefore, Council is being asked to appoint a PEO representative to the Council of the OACETT. The names of Councillors who expressed their interest in serving as a PEO representative are detailed in Appendix A.

### 2. Proposed Action / Recommendation

That Council appoint a Councillor to serve on the OACETT Council for a two-year term.

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

OACETT will be advised of Council's decision.

### 4. Peer Review & Process Followed

<b>Process Followed</b>	A memorandum was emailed to all eligible Councillors on March 26, 2017, requesting members to submit their names by April 6, 2017. The list of nominees was presented to the Human Resources Committee (HRC). The HRC met on April 7, 2017, and is recommending the appointment as indicated in the motion and presented in Appendix A.
<b>Council Identified Review</b>	Council is the appropriate peer group.
<b>Actual Motion Review</b>	N/A

### 5. Appendices

- Appendix A – HRC recommendation of nominee for appointment as PEO's representative to OACETT Council
- Appendix B – Email from OACETT requesting PEO to appoint a representative to its Council

**Appendix A – Motion and Recommendation from the Human Resources Committee (HRC) for the Appointment of a PEO Representative on the OACETT Council**

The Human Resources Committee met on April 7, 2017, reviewed the list of Council members who submitted their nomination for the posted external appointment, and passed the following motion:

Moved by Bob Dony, seconded by Marilyn Spink:

**That Council approve the HRC recommendation that David Brown, C.E.T., P.Eng. be appointed as a PEO’s representative on the Council of the Ontario Association of Certified Engineering Technicians and Technologists, from the OACETT June 2017 AGM to the OACETT June 2019 AGM.**

<b>List of Nominees for Appointment as PEO’s Representative on the OACETT Council</b>	
David Brown, P.Eng. President-elect	Very interested in serving as PEO’s representative on the OACETT Council. A found partner of TaskForce. Holds a diploma in civil engineering technology from St. Clair College of Applied Arts and Technology and a bachelor of applied science in civil engineering from Queen’s University. As a certified C.E.T., am a member OACETT as well PEO, OSPE and the Canadian Society for Civil Engineering.
Thomas Chong East Central Regional Councillor	I am very much interested in the nomination for the appointment as a PEO representative on the Ontario Association of Certified Engineering Technicians and Technologists (OACETT) Council for a two year term, from June 2017 to June 2019. Please count me in.  Note: withdrew his expression of interest at the HRC meeting on April 7, 2017.
Tim Kirkby, P.Eng. Member LGA	Prior to graduating from recognized engineering school, had graduated with a three year technology diploma (civil engineering) from St. Lawrence College, Kingston Campus. Experience includes being honoured and confirmed as a member of the Board of Governors of St. Lawrence College; later awarded a Certificate of Appreciation from the Student Association for “valuable contributions made...as a member of the Board of Governors”. Work history as a professional engineers within Ontario often included direct contact, mentoring and employment of engineering technicians and technologists. Possesses an understanding of the strengths of technicians and technologists.

## Appendix B – Request from OACETT

**From:** David Thomson [<mailto:dthomson@oacett.org>]  
**Sent:** Monday, March 27, 2017 12:14 PM  
**To:** Gerard A McDonald <[gamcdonald@peo.on.ca](mailto:gamcdonald@peo.on.ca)>  
**Cc:** Debbie Marrocco <[dmarrocco@oacett.org](mailto:dmarrocco@oacett.org)>  
**Subject:** PEO rep on OACETT council

Gerard, as you know we very much value a sitting member of your council on the OACETT Council. With Changiz leaving the board, we are asking that your Board give consideration to appointing another member. We offer a two-year term with an option to renew.

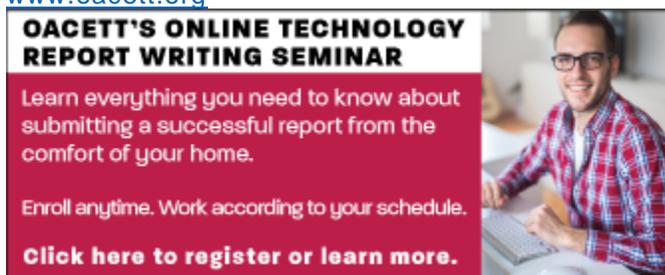
We typically meet four times a year – September, November, February, June. Meetings start at Noon on the Friday and typically we finish up by end of day, 5 pm. Sometime we run into Saturday am. We have a dinner and hospitality on the Friday nite with members permitted to stay over at our expense. We are family friendly and provide accommodation and meals for spouses and children. The position is voluntary but we do provide travel costs, and an ipad that the members can keep.

Committee work is dependent on the interest of the member.

In a perfect world, we have an incoming council meeting on Thursday, June 1<sup>st</sup> in Blue Mountain. Should you have an appointment by then, the individual would be invited to attend the full AGM running from Thursday, June 1<sup>st</sup> to Saturday, June 3<sup>rd</sup>.

Please contact me if you have any questions.

*David Thomson*  
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## NOMINATION TO THE CANADIAN ENGINEERING QUALIFICATIONS BOARD

**Purpose:** To approve the nomination of a PEO representative on the Canadian Engineering Qualifications Board (CEQB).

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

**That Council nominate Roydon Fraser, PhD, P.Eng., FEC to serve on the Canadian Engineering Qualifications Board (CEQB) as a member representing Ontario, for a second three-year term starting July 1, 2017.**

**Prepared by:** Scott W. Clark, LL.B., Chief Administrative Officer

### 1. Need for PEO Action

In accordance with the Engineers Canada's process to appoint members to the Canadian Engineering Qualifications Board (CEQB), the chair of the CEQB Nominating Committee informed PEO that the current term for Roydon Fraser, PhD, P.Eng., FEC will expire on June 30, 2017. The chair would like to renew Roydon Fraser, PhD, P.Eng., FEC for a second three-year term and is seeking PEO's approval for this renewal.

Roydon Fraser, PhD, P.Eng., FEC is a PEO member in good standing. He is a Councillor-at-large of PEO Council, member of the Academic Requirements Committee (ARC), Licensing Committee (LIC) and PEO National Framework Task Force (NFTF).

### 2. Proposed Action / Recommendation

Approve the nomination of Roydon Fraser, PhD, P.Eng., FEC to serve second three-year term on the CEQB as a member representing Ontario, starting July 1, 2017.

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

Engineers Canada will be formally advised of the approved nomination of PEO's representative to the Canadian Engineering Qualifications Board (CEQB).

### 4. Peer Review & Process Followed

<b>Process Followed</b>	• Engineers Canada process
<b>Council Identified Review</b>	N/a
<b>Actual Motion Review</b>	N/a

## APPOINTMENT OF COUNCIL LIAISONS

**Purpose:** To update Council regarding appointments of Committee and Task Force Council Liaisons.

**No motion required**

**Prepared by:** Fern Goncalves – Director, People Development

### 1. Status Update

At its November 2008 meeting, Council approved a revised Committees and Task Forces Policy under which Council is to approve Council Liaisons. Further, at its April 2009 meeting, Council directed each committee/task force to designate a member of Council as Council Liaison.

More recently, at its September 23, 2016 meeting, Council approved a revised process for the appointment of Council Liaisons to Committees and Task Forces (Appendix A), which directs the Human Resources Committee (HRC) to review the Committees and Task Forces Member Roster to ensure committees have at least one Councillor to act as a Council Liaison.

The HRC met on April 7, 2017 and is not recommending the appointment of Council Liaisons at this time. The Committee determined that it would be more appropriate to canvass Councillors following the Board Committee appointments at the AGM Council meeting and make its recommendations for appointments for Council Liaison at the June Council meeting.

The committees and task force that require a Council Liaison are:

- Awards Committee
- Education Committee
- Equity and Diversity Committee
- Professional Standards Committee
- Registrarion Committee
- Emerging Disciplines Task Force

### 2. Appendices

- Appendix A – Process for Appointment of Council Liaisons to Committees and Task Forces

## **Appendix A – Process for the Appointment of Council Liaisons to Committees and Task Forces**

Annually, following Council elections:

- The Human Resources Committee (HRC) reviews the Committees and Task Forces Membership Roster to ensure committees have at least one Councillor to act as a Council Liaison
  - For those committees/task forces where a Councillor(s) is a member of the committee or task force, HRC will designate the Council Liaison
  - For Board committees, there is no need to designate a Council Liaison as the committee is composed mainly of Councillors
  - For those committees with no Councillor, Councillors will be asked to submit a Liaison participation preference and HRC will assign a Council Liaison
- HRC will present its recommendations at the AGM Council meeting for approval

[Approved – September 23, 2016 Council Meeting]

## **COUNCILLOR ITEMS**

- a) **Notice of Future Council 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