



# Minutes

A MEETING of the CENTRAL ELECTION AND SEARCH COMMITTEE was held on Wednesday, May 9, 2018 at 6:00 p.m.

Present: T. Chong, P.Eng.  
B. Dony, P.Eng., Past President [via teleconference]  
G. Comrie, P.Eng.  
N. Fung, P.Eng. [via teleconference]  
J. Obaid, P.Eng.  
H. Wojcinski, P.Eng. [via teleconference]

Staff: R. Martin, Manager, Secretariat  
D. Smith, Director, Communications  
D. Manico-Daka, Manager, Information Technology  
D. Power, Secretariat Administrator  
J. Max, Manager, Policy Tribunals & Regulatory Affairs Division [part of meeting]

**CALL TO ORDER** Notice having been given and a quorum being present, T. Chong, Chair, called the meeting to order.

**APPROVAL OF AGENDA** Item 7. Re-instituting the Council experience requirement for VP and President-Elect was moved to follow item 4. Matters Arising from the Minutes.

Moved by J. Obaid, seconded by G. Comrie:

**That the agenda be approved as amended.**

**CARRIED**

**APPROVAL OF MINUTES FROM THE APRIL 10, 2018 MEETING** Moved by J. Obaid, seconded by H. Wojcinski:

**To approve the April 10, 2018 minutes as presented.**

**CARRIED**

**MATTERS ARISING FROM THE MINUTES** There were no matters arising from the April 10, 2018 meeting.

**RE-INSTITUTING THE COUNCIL EXPERIENCE REQUIREMENT FOR VP AND PRESIDENT-ELECT** J. Max reviewed the Preliminary Regulatory Impact Assessment (PRIA) regarding prior Council experience requirements that was included as Appendix Ci. in the May 9, 2018 agenda package. He explained that a policy intent briefing note would be presented to Council and, if approved, would then go to the Legislation Committee to work with the Attorney General on changes to Regulation 941. These changes would then be presented to Council for final approval.

G. Comrie suggested that the committee review the Council Experience Requirements for Elected PEO Officer Positions Briefing Note. The following changes were discussed and agreed to:

Remove the second, third, and fourth paragraphs under item **1. Need for PEO Action** and replace with the following paragraph which is found on page 5 of the Preliminary Regulator Impact Assessment, Appendix Ci.

“On January 19, 2007, as part of a package of governance reforms concerning PEO Council elections, Council approved regulation changes to remove the prior Council experience requirement with the intent of opening up President-elect and Vice-President opportunities to those without prior Council experience.”

It was noted that the above briefing note, when submitted to Council at its June 2018 meeting, include Appendix A – Section 7 of O. Reg. 941 as it existed prior to the 2008 Amendments.

Councillor Chong agreed to be the mover of the briefing note.

It was noted that there are some inconsistencies with the briefing note and the PRIA document, for example, PRIA refers to “Councillor” experience whereas the briefing note refers to “Council” experience.

It was agreed that G. Comrie would work with J. Max to revise the briefing note and the PRIA document which would then be distributed to all CESC members. J. Max recommended that the Preliminary Regulatory Impact Assessment not be included with the briefing note to Council since it was not necessary at this time.

J. Obaid thanked G. Comrie and J. Max for their work on the prior Council experience requirements.

J. Max left the meeting.

#### **ELECTRONIC SIGNATURE REVIEW**

It was agreed that Adobe Signature would be used for the Nomination form. There was discussion regarding the possible altering of the forms.

Moved by Past President Dony, seconded by J. Obaid:

**That fillable PDF forms be made available to PEO election candidates to download.**

**CARRIED**

**Action:** It will be noted on the PEO website that “any modification of the form(s) will render it invalid.”

#### **MODIFICATON OF THE NOMINATION PROCESSS**

The committee reviewed and discussed a revised Nomination Acceptance Form and a revised Nomination Petition Form sent previously by G. Comrie.

Changes discussed and agreed to as follows:

### **Nomination Acceptance Form**

It was agreed that the fourth paragraph would be amended to read “I declare that I have familiarized myself with the roles and responsibilities of the office of President-elect, and that I am adequately prepared to serve in that capacity.”

Remove sentence “This form must be e-mailed to ([elections@peo.on.ca](mailto:elections@peo.on.ca))”

Expand wording in the third paragraph to refer to Section 1 in the Council Manual, particularly Section 1.4 PEO’s Core Values.

Moved by N. Fung, seconded by J. Obaid:

**That the Nomination Acceptance Form, Appendix C, be approved as amended.**

**CARRIED**

**Action: Insert hyperlinks within the Nomination Acceptance form whenever possible for quick access when referring to documents. R. Martin and D. Smith will work together on this.**

### **Nomination Petition Form**

- Rename the form “Nomination Form” by removing the word Petition
- Remove sentence “This form must be e-mailed to ([elections@peo.on.ca](mailto:elections@peo.on.ca))”
- Revise (ii) so that it reads “I have reviewed the roles and responsibilities for the position of <Council office> as published on PEO’s website”
- Revise (iii) so that it reads “On the basis of personal experience of the candidate, I believe he/she possesses the desired attributes of a PEO Councillor in the position of <Council position>”
- The form be fillable

Moved by Past President Dony, seconded by N. Fung:

**That the Nomination Form, Appendix D, be approved as amended.**

**CARRIED**

**Action: G. Comrie will provide revised versions of the Nomination Acceptance Form and the Nomination Form to CESC members via email.**

A revision was made to the Automation of Nomination Process for Election

to PEO Council document. The last line of the fourth paragraph on page one was amended to read “PEO elections staff will accept multiple *Nomination Petition Forms* for a single candidate with at least one nominator on each.”

**OTHER BUSINESS**

There was no other business brought forward for discussion.

**CONCLUSION**

R. Martin thanked committee members for their hard work during the 2018 election year.

There being no further business, the meeting concluded.

These minutes consist of four pages.

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T. Chong, P.Eng., Chair

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R. Martin, Manager, Secretariat