



Professional Engineers
Ontario

2019 Committee and Task Force Reports

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Introduction

From the PEO's beginning in 1922, committees have aided in accomplishing the regulator's work. Several hundred members are active participants on PEO's standing committees, while others are active on additional task forces. These reports cover the period from January 2019 to December 2019.

PEO committees can be legislated, regulated or appointed. Legislated and regulated committees are set out, along with their missions, in the *Professional Engineers Act*, R.S.O. 1990, Chapter P.28, or Regulation 941/90. Under the act, PEO Council is also permitted to appoint committees to address specific needs. These standing committees are mandated for an indefinite term, but their membership is appointed periodically by Council. Council also creates task forces to undertake specific tasks. Task forces exist only as long as necessary to finish their task.

Several of PEO's committees have also been designated as PEO board committees. These committees have a fiduciary and/or oversight role; operate on a Council-year basis from annual general meeting to the next annual general meeting; and have the majority of their members as sitting members of Council, selected either by position, election or appointment at the Council meeting immediately following the annual general meeting.

The following are committee and task force reports submitted for 2019.

Board Committees

Legislation Committee

(LEC)

Mandate

The Legislation Committee's mandate is to provide oversight and guidance on matters pertaining to PEO's act, regulation and bylaws. This includes: (i) acting as custodian for PEO's legislation, identifying PEO policies, rules and operational issues that touch on or affect PEO's legislation and providing guidance as to which of these should be put into legislation; (ii) overseeing draft changes to PEO's legislation; (iii) keeping Council apprised of relevant external legislative initiatives and changes that may affect PEO's legislation; iv) in accordance with the Council-approved Regulatory Policy Protocol, reviewing all referred policy proposals that involve authority from the Act, regulation and bylaws and providing regulatory impact analysis and recommendations to Council; and v) reviewing Ontario legislation that conflicts with the authority or provisions of the *Professional Engineers Act* (PEA) or its regulations and making recommendations for corrective actions.

Activities

The Legislation Committee, a board committee comprising five councillors, met nine times this past year. As a board committee, its term matches the Council year, from the first Council meeting following the annual general meeting to the next annual general meeting. This report covers the period between January and December 2019.

Act changes

In September 2019, the committee received a proposal from regulatory compliance that stated when section 19(1) of the *Professional Engineers Act* was modified in 2017 to allow for the registrar to issue a notice of proposal to refuse or revoke a licence based on past conduct, the act was inadvertently modified so that it was no longer possible for the registrar to issue a notice of proposal for 'normal course' refusals. (Note: The registrar has continued to issue notices of proposal where required). The committee asked staff to gather more information, and in October 2019 approved a briefing note advising Council to modify the act to correct this oversight. Council approved the act change at their meeting on November 19, 2019 and directed staff to oversee drafting the changes with oversight from the committee.

Regulation changes

At its January 2019 meeting, the LEC discussed changing Regulation 941 to bring it in line with changes to the *Professional Engineers Act* resulting from the proclamation of several sections of Schedule 2 of the *Open for Business Act*, including that Council remove the registrar's discretion in issuing provisional licences to applicants who had met all criteria save for the 12 months of Canadian experience.

In March 2019, the committee discussed commentary they had received from the Ontario Fairness Commissioner and other regulators regarding a proposed change to Regulation 941 that related to restrictions on writing the Professional Practice Exam. The committee decided to bundle this change with the previous regulatory amendment and any future changes that might result from the then-pending External Regulatory Performance Review. In April 2019, the committee discussed the timing of upcoming regulation change proposals, and decided to send

the “medium” priority regulatory changes (including accredited engineering programs from community colleges and replacing the term “thesis” with the term “engineering report”) as well as several ‘housekeeping’ regulatory changes to the Ministry of the Attorney General for drafting. We have not yet received the drafted legislation from the Ministry on the provisional licence and the “housekeeping” changes.

Bylaw changes

In March 2019, following Council’s November 2018 decision to increase all fees by 20 per cent and its February 2019 removal of section 59 of By-Law No. 1 (which had stated that all membership fee increases were subject to licence holder approval but had later been determined to be invalid), the committee submitted a briefing note to Council recommending that Council amend By-Law No. 1 to give effect to the fee changes. The fees were increased, and two new fees were added: the exam remarking fee and the fee for examinations held outside Canada. The bylaw changes were approved by Council on March 22, 2019, and they came into effect on May 1, 2019.

In May 2019, the committee recommended that Council add eight more fees to By-Law No. 1. These were fees that had been charged by PEO but were not currently included in PEO legislation. Council accepted these changes at their meeting on June 19, 2019.

In July 2019, the committee discussed the proposed draft of By-Law No. 1 based on the previous Council decision that had been prepared by Richard Steinecke. He had identified three fees that were either not supported by legislation (the fee remission given to EITs and the administrative fee charged to applicants taking approved courses instead of technical exams) or that were not regulatory in nature (the fee for *Engineering Dimensions* subscription renewal). In August 2019, the committee drafted a briefing note for Council recommending that it implement the majority of the proposed draft changes to By-Law No. 1 but that it not include the *Engineering Dimensions* renewal fee and that it rescind its EIT fee remission policy. The note also recommended referring the in-lieu fee to the Finance Committee for review, and replacing the title of “registrar” with the current “CEO/registrar” (which had been approved by Council at the June 2019 meeting). The Council accepted these changes at its meeting on September 19, 2019, and upon review decided not to include the in-lieu fee in By-Law No. 1 at its meeting on November 19, 2019.

Regulatory conflicts

The Committee was also updated on staff efforts to reduce conflicts between the *Professional Engineers Act* and other external statutes.

Committee chair: Lisa MacCumber, P.Eng.

Members: Lisa MacCumber, P.Eng. (chair), Leila Notash, P.Eng. (vice chair), Sandra Ausma P.Eng., Gary Houghton, P.Eng., Arthur Sinclair, P.Eng., Marisa Sterling, P.Eng. (president-elect, ex-officio), Nancy Hill P.Eng. (president, ex-officio)

Staff advisor: Jordan Max, Manager, Policy, Tribunals and Regulatory Affairs

Mandate

The mandate of the Regional Councillors Committee (RCC) is to act on behalf of Council in matters concerning PEO's 36 chapters in the five regions. The RCC has the authority from PEO Council to respond to matters pertaining to the mandate of the regulator in the context of chapters and chapter volunteers.

Activities

The following summarizes the responsibilities and business of the RCC:

- Meet as a committee on a regular basis to discuss/resolve relevant chapter issues;
- Recommend budget allocations for activities of the RCC, and the chapter system;
- Host Regional Congresses and meet with chapters on a regular basis; and
- Facilitate reports and studies related to regional and chapter business.

Terms of Reference

In 2017, following direction from Council, the RCC updated the RCC terms of reference. Specifically, the committee agreed that the RCC chair and vice chair may be re-elected to serve a maximum of two consecutive years, subject to election results, and that the chair and vice chair may not be from the same region. The direction from Council still stands and is being respected by the current RCC roster.

Meetings

RCC face-to-face meetings generally take place following a set of regional congresses in order to address newly raised chapter related issues including congress open issues, budgets, allotments, special project requests, and policy issues. When necessary, the RCC also meets via teleconference to resolve issues of a more timely nature.

2020 Regional Councillor Committee meeting schedule:

Date	Location	Details
April 4, 2020	PEO Office	Face-to-face meeting
April 25, 2020	Ottawa (AGM)	Chair election meeting
July xx, 2020	PEO Office	Face-to-face meeting
October xx, 2020	PEO Office	Face-to-face meeting
November xx, 2020	N/A	If necessary

Financial

The RCC suspended the Chapter Scholarship Program as well as sponsoring National Engineering Month Chapters events. PEO continues to be engaged with the National Engineering Month Organizational Steering Committee (NEMOSC) and its contractual obligations, as chapters continue to include NEM-related events to their business plans, they are no longer able to apply for separate funding.

The RCC ceased with the Western and Northern regional offices operations as of January 1, 2020. After consultation with the chapters in the use of the regional offices it was decided that it was no longer feasible to continue with their operations.

Centralized Banking

Chapter finances were centralized as of January 1, 2020. As part of the centralization process, chapter office staff is working closely with chapter boards (typically the chair or the treasurer) to facilitate the transfer of all funds currently held in individual chapter bank accounts to a centralized PEO account. Work is being carried out in a way that minimizes inconvenience and allows for continued access by chapters to funds currently in their possession and allocated or acquired going forward. Management will also take necessary steps to ensure that all chapter activities, including those that generate revenue, remain fully in compliance with PEO's fiscal and legal obligations.

Canada's Anti-Spam Legislation (CASL)

After extensive consultation with the chapters, the RCC made a decision about chapter communications regarding CASL compliance. The decision was to seek members' express consent to receive chapter communications through registration process of new licence holder and via renewal process for existing licence holder in the period from November 2018 to November 2019. Ended the transition period, or as of December 2019, chapters can only e-mail members who have given their consent to receive electronic communication from the chapters, including those discussing events requiring a free to attend.

2019 Chapter Leader Conference (November 16, 2019)

The theme for CLC 2019 was *Paving the way to a stronger regulator*. Former Ontario College of Pharmacists Registrar Deanna L. Williams, who worked closely with Harry Cayton on PEO's external regulatory performance review, spoke as guest on the topic of *Effective Professional Regulation in the Public Interest*, and PEO's CEO/Registrar Johnny Zuccon presented the action plan to implement the recommendations from the review.

Chapters

PEO's five regions are further divided into 36 chapters. PEO has over 500 volunteers in the chapter system and thousands of licence holders and EITs that connect with their regulatory body through their local chapter.

There are five essential purposes of a PEO chapter:

- **Presence:** Enhance public awareness for the engineering profession in the local community;
- **Communication:** Facilitate two-way communication with the licence holders and PEO Council, and report non-compliance issues;
- **Grassroots Participation:** Promote participation of licence holders in chapter and other PEO activities, encourage licence holders to take an interest and participate in PEO governance;
- **Recognition:** Recognition of, individuals for their support of chapters and the profession, of firms for their support of the profession, and of chapters for exceptional leadership and programming;
- **Governance:** Encourage professional engineers to participate in regulatory roles, and in enforcement and discipline activities at PEO.

PEO membership: 36 chapters

Region and Chapter	PEngs	EITs	Total
East Central - East Toronto	3790	785	4575
East Central - Lake Ontario	3010	573	3583
East Central - Scarborough	2437	816	3253
East Central - Simcoe-Muskoka	1618	240	1858
East Central - Willowdale-Thornhill	3815	875	4690
East Central - York	8290	1363	9656
Eastern - Algonquin	394	56	450
Eastern - Kingston	1219	151	1370
Eastern - Ottawa	8101	1218	9319
Eastern - Peterborough	1039	102	1141
Eastern - Quinte	462	56	518
Eastern - Thousand Islands	443	47	490
Eastern - Upper Canada	251	29	280
Northern - Algoma	237	52	289
Northern - Lake of the Woods	99	28	127
Northern - Lakehead	633	179	812
Northern - North Bay District	414	53	467
Northern - Porcupine/Kapuskasing	194	38	232
Northern - Sudbury	1108	207	1315
Northern - Temiskaming	91	17	108
West Central - Brampton Area	3014	929	3943
West Central - Etobicoke	1097	147	1244
West Central - Kingsway	994	126	1120
West Central - Mississauga	5604	1314	6918
West Central - Oakville Area	3705	502	4207
West Central - Toronto-Humber	1273	429	1705
West Central - West Toronto	3285	675	3960
Western - Brantford	647	128	775
Western - Chatham Kent	262	32	294
Western - Georgian Bay	874	124	998
Western - Grand River	4641	953	5594
Western - Hamilton-Burlington	4066	626	4692
Western - Lambton	969	89	1058
Western - London	2464	535	2999
Western - Niagara	1609	166	1775
Western - Windsor-Essex	1485	343	1828

Membership

The RCC consists of 10 P.Engs, all current members of PEO Council and elected as regional councillors (two-year terms) to the five regions. As at the 2017 AGM, members of the 2018-19 RCC were as follows:

Region	Senior Regional Councillor (term expires at 2020 AGM)	Junior Regional Councillor (term expires at 2021 AGM)
East Central	Keivan Torabi, P.Eng.	Arthur Sinclair, P.Eng.
Eastern	Guy Boone, P.Eng.	Randy Walker, P.Eng.
Northern	Serge Robert, P.Eng.	Ramesh Subramanian, P.Eng.
West Central	Lisa MacCumber, P.Eng.	Warren Turnbull, P.Eng.
Western	Gary Houghton, P.Eng.	Wayne Kershaw, P.Eng.

The chair and vice chair of the RCC are elected annually. On May 3, 2019, at a special RCC meeting following the AGM, Councillor Serge Robert, P.Eng., was elected as RCC chair and Councillor Guy Boone, P.Eng., was elected as RCC vice chair.

Legislated Committees

Academic Requirements Committee

(ARC)

Mandate

To assess the academic qualifications of applicants referred to the Academic Requirements Committee (ARC) by the registrar or who have requested the ARC to review their qualifications, advise Professional Engineers Ontario (PEO) on academic matters relating to PEO admission procedures and policies, and oversee the professional practice exam.

Activities

In 2019, a total of 3,327 new applications for applicants graduating from Canadian Engineering Accreditation Board (CEAB)-accredited programs and 2,982 new applications for non-CEAB applicants were received. A total of 3,131 academic assessments were completed for non-CEAB applicants. Of the academic assessments completed for non-CEAB applicants, 1,074 applicants were deemed to have met PEO's academic requirements for licensure, and 1,668 applicants were assigned an examination program. Of the 627 interviews conducted by the Experience Requirements Committee (ERC) on behalf of the ARC, 310 applicants (49%) had their examination programs waived by the ARC. The ARC also reviewed the examination performance of 375 applicants who sat for technical examinations prepared by PEO examiners. In 2019, 5,014 professional practice exams were written by applicants, of which 3,798 (76%) passed.

The ARC continues to accommodate emerging engineering disciplines in order to recognize the diversity of academic credentials of internationally trained applicants.

The ARC Distance Education Subcommittee, which was formed in 2018, is continuing with its mandate to define (and refine) a process for assessing the applications with a substantial distance/e-learning component in their program. These include, a PEO application addendum to list the required info/documents from those applicants, prospect of a competency-based assessment, and so on. As it is noted by the CEAB: "In future, engineering education in Canada may evolve such that students follow a program that is based predominantly on distance learning."

PEO undertook an external review of its regulatory performance in 2019 and the report was submitted to Council in April 2019. The report was made publicly available in June 2019. At the September 2019 meeting, Council approved an action plan developed by the registrar to implement the review's recommendations. The plan serves as the first crucial step on the journey to transform PEO into a professional, modern regulator that delivers on its statutory mandate and is supported by a governance culture that consistently makes decisions that serve and protect the public interest.

Of the 15 recommendations listed in the review, the ARC has started to address recommendation #5. *(The process for application for a professional engineering licence should be simplified and speeded up, the discriminatory aspects of written examinations, a Canadian year of experience and face to face interviews should be discarded. Appeals against refusal of licence should be made available on request of the applicant, who should be provided with legal*

support in the event of an appeal hearing.) The review found that the ARC reviews and its determinations of academic equivalency and qualifications are subjective in nature. Notwithstanding evidence of training that has been offered to members of the ARC, they were unable to determine at the time of their review, how potential risks associated with personal biases amongst decision-makers are mitigated or addressed. The ARC formed a sub-committee in November 2019 to look into implementation of an objective and psychometrically valid technical examination and professional practice examination.

The ARC continues to work with Ryerson University on its initiative to integrate international engineering graduates (IEGs) into Ontario's engineering workforce. The Internationally Educated Engineers Qualification Bridging (IEEQB) program is a bridging program that provides IEGs with an alternative path to licensure by taking a combination of engineering courses to fulfill their academic requirements for licensure. During 2019-2020, the ARC's role has been to improve existing procedures, review the academic results of program graduates, and determine new course equivalencies with respect to the PEO's revised syllabi of examinations.

The revised syllabi of geological, environmental, mining and geomatics engineering were approved by the Canadian Engineering Qualifications Board (CEQB) in 2019 after receiving feedback from the ARC in 2018, which adopted them as the PEO board sheets (a.k.a. Board Sheet of the Academic Requirements Committee) with some revisions.

Minor revisions of the ARC procedure manual (referred to as the "Red Book"), which was updated in 2015, continued in 2019.

The ARC was pleased to recommend the 2019 V. G. Smith Award for the best average of the top three technical examinations to Yuanpeng Li, P.Eng., and the S. E. Wolfe Award for the best engineering report to Bhavin Shukla, P.Eng.

The ARC closely follows the discussion on the future of the Canadian engineering accreditation and the pertinent communications and developments with regards to the Engineers Canada (EC), the Canadian Engineering Accreditation Board (CEAB), the Canadian Engineering Qualifications Board (CEQB), the National Council of Deans of Engineering and Applied Science (NCDEAS), and the Council of Ontario Deans of Engineering (CODE).

Throughout the year, the ARC continued advising ERC and staff on interview areas related to the proposed scope of practice for the limited licence (LEL) and limited engineering technologist (LET) designations. The ERC chair and vice chair continue to participate/report at the ARC discussions/meetings. The ARC and ERC have had a close collaboration on pertinent issues.

One member of ARC serves on the Canadian Engineering Qualifications Board (CEQB), which is responsible for recommending nation-wide, standardized syllabi of examinations for all engineering disciplines (or one of its discipline subcommittees); and the four members of ARC serve on the Canadian Engineering Accreditation Board (CEAB), which is responsible for the national accreditation of all engineering programs in Canadian universities. During 2019-2020, the past president of PEO, one councillor-at-large and one regional councillor are members of the ARC. Several ARC members are actively involved in PEO committees and/or at chapter level. In summary, ARC members continue to play a very active and enthusiastic volunteer role in the profession.

Committee chair: Ramesh Subramanian, PhD, P.Eng., FEC
Staff advisor: Moody Samuel Farag, MEng, P.Eng., Manager, Admissions

Mandate

The Complaints Committee (COC) is mandated under section 24(1) of the *Professional Engineers Act* to investigate and consider complaints made by members of the public or PEO licence holders regarding the conduct or actions of licence holders and certificate of authorization holders. The committee must consider all complaints that have been filed with the registrar and must make every reasonable effort to examine all records and other documents relating to the complaint prior to taking any action allowed under section 24(2) of the act. PEO staff, acting on behalf of the committee, carry out the investigation of the complaints and gather the relevant information and documentation for the committee’s consideration.

As stated in the act, the Complaints Committee, in accordance with the information it receives, may:

- a) Direct that the matter be referred, in whole or in part, to the Discipline Committee;
- b) direct that the matter not be referred under clause (a); or
- c) Take such action as it considers appropriate in the circumstances and that is not inconsistent with this act or the regulations or bylaws.

Neither PEO staff nor the committee have the authority to prevent a person from filing a complaint nor does the committee have the discretion to refuse to consider any complaint that has been duly filed. Thus, all complaints must be investigated by staff and then considered by the committee, regardless of their apparent merit.

Activities

In 2019, the committee was composed of 15 members including the chair. It met seven times during the year and formally disposed of 90 complaints that had been filed and investigated. The disposition of the complaints and the statistics from the previous five years are as follows:

Activity	2015	2016	2017	2018	2019
Complaints examined and decisions rendered by COC	81	75	73	53	90
Matters referred to Discipline	7	6	8	5	7
Matters <i>not</i> referred with no further action	56	48	44	28	66
Matters <i>not</i> referred but with a decision to send a letter of advice or hold an interview	10	20	16	16	16
Matters <i>not</i> referred but with a voluntary undertaking which was signed and accepted	8	1	5	4	1

Of the 90 complaints that the COC examined and acted on in 2019, approximately eight per cent resulted in a referral to the Discipline Committee. The remaining 73 per cent of the complaints were dismissed with no referral to the Discipline Committee and no other further action. This leaves approximately 19 per cent of the complaints filed where the Complaints Committee decided that it was in the public interest to exercise its authority under section 24.(2)(c) of the *Professional Engineers Act* to take such action as the committee considered appropriate in the circumstances.

These statistics are largely comparable to those of most previous years after a significant drop in the number of complaints filed in 2018 (58 versus approximately 70-81 in prior years).

The type of actions taken under the authority of Section 24.(2)(c) have included:

- Issuance of a letter of advice to the complained-against practitioner, or asking that the practitioner attend an interview with the committee to identify to the practitioner alleged actions or conduct on their part that, while not sufficiently serious to warrant a referral to Discipline, are still of concern to the COC because they may signal a pattern of behaviour that, if continued, may lead to future disciplinary action; or
- Seeking a voluntary undertaking from the practitioner to undertake steps to prevent future difficulties with their professional engineering practice.

Voluntary undertakings

The Complaints Committee may request a voluntary undertaking (VU) by the practitioner (or certificate of authorization holder) in cases that involve issues of concern that relate to practice, conduct or expectations of the public. The objective would be to ensure that the practitioner or C of A holder recognizes that there is a potential problem that must be addressed to avoid future problems and is shown to voluntarily be taking remedial action to address them. Before it is implemented, the terms of the VU are approved by the committee. These undertakings are intended to address the public interest matters arising from the complaint using a mechanism that achieves an outcome that serves the public interest.

This past year the Complaints Committee has published notices of certain voluntary undertakings negotiated between the committee and complaint respondents, as part of the disposition of a complaint file, in PEO's Gazette in *Engineering Dimensions* magazine. The first publication of a VU was in the Gazette in late 2018. Publication of VUs helps to educate other licence holders to encourage them to improve their own practices. These publications also demonstrate to the public that PEO is acting responsibly and in the public interest in carrying out its duty to respond to complaints about its licence holders and certificate of authorization holders.

Key 2019 initiatives

Improved Complaints Committee Resources and Member Training

Early in 2018, the Complaints Committee and PEO staff undertook a project to assemble and organize a committee resources file, both in hard copy and electronically, to serve as an up-to-date and ongoing reference for COC members. The file consists of more than 40 documents comprising approximately 500 pages of legal advice and opinions (solicited and adopted by the committee over the years), COC process documents, communications and presentations issued by the committee, as well as other reference and guidance documents and tools.

At the committee's annual training meeting held in July, senior committee members presented many of the opinions and guidance documents as training for new members and to serve as a refresher for more experienced members.

Continuous Improvement

In addition to ongoing training, the Complaints Committee and PEO staff are continuously working to align their processes with the best practices of similar investigative and screening bodies in other Canadian regulators, with the objective of enhancing the efficiency, effectiveness and public interest focus of the committee and the complaints process.

As has been the case for many years, the Complaints Committee and its supportive PEO staff are fully committed to continuous improvement in all of their work.

Strategic Planning

In 2018, PEO President Bob Dony and President-elect David Brown wrote to all PEO committees to share PEO's new 2018-2020 strategic plan. The Complaints Committee was specifically asked to develop, for the consideration of Council, one or more measurable strategies to be undertaken during the plan period to contribute to one of the objectives within the plan: "Heighten delivery and awareness of PEO's enforcement efforts."

Even though the Complaints Committee's statutory mandate does not touch upon enforcement activities in any way, the COC embraced the spirit of the request which was to develop ways in which the Complaints Committee could assist in the achievement of any of the strategic objectives in the PEO strategic plan.

Ultimately, the Complaints Committee devised a comprehensive plan to assist PEO in achieving the following strategic objectives:

- Objective 1. Refine the delivery of the PEAK program
- Objective 2. Heighten delivery and awareness of PEO's enforcement efforts
- Objective 3. Enhance PEO's public image
- Objective 5. Increase influence in matters regarding the regulation of the profession

The Complaints Committee also expressed its willingness to assist in engaging chapters as potential regulatory resources (Strategic Objective #4) through presentations at the chapter level to further inform licence holders, and perhaps invited business leaders and other stakeholders, about PEO's Complaints process and its role in PEO's core regulatory mandate.

Furthermore, the Complaints Committee is known as a highly functional and hard-working committee that has a well-earned reputation for productivity, effectiveness and continuous improvement. The committee's operating practices could serve as a model to assist in the achievement of PEO's strategic objective #7 to redefine the volunteer leadership framework.

The Complaints Committee holds a unique position within PEO. As the recipient of all complaints that arise in connection with the work and conduct of PEO licence and certificate of authorization holders, the COC is privy to a great deal of data regarding the practice of professional engineering in Ontario and problems that arise from it.

Though at the complaints stage the actual details of complaints are strictly confidential, the committee strongly believes that there is the potential to identify trends in engineering practice (including recurring problems), lessons learned and gaps in the regulations that could be used to enhance the effectiveness of PEO's oversight of the profession and thereby contribute to the achievement of the desired outcomes set-out in the PEO strategic plan.

In 2019, the committee began tracking PEO complaints statistics. The data collected includes the fields of practice that attract the most complaints, the nature of the work performed, and the type of issues that result in a complaint being filed. This valuable data may be used to assist PEO in identifying areas where practice guidelines and standards may be required, where gaps in the regulations exist, and where regulatory resources should be focused for greatest effect. This data will help PEO in its quest to be a more effective regulator.

However, despite the fact that the work of the Complaints Committee is at the very core of PEO's public protection mandate, the committee has determined that it does not currently have sufficient staff and volunteer resources to undertake the additional work that would be required to carry out the plan that Council has requested of us.

The committee has identified this need to Council but has not, at the time of this report, been provided with the additional resources necessary.

Resource limitations

The Complaints Committee and PEO staff have been highly successful over the past year in efficiently and expeditiously receiving, processing, investigating and acting on complaints that are filed with the registrar. In our respectful submission, we are thus successfully fulfilling our regulatory responsibilities. We have identified, however, that we have very little resilience at both the committee and staff level, and this has become a matter of serious concern to the committee.

In effect, the operations of COC depend on a few key individuals and if one of those people became ill or left the organization, a major downturn in overall effectiveness would ensue.

The work of the Complaints Committee is interesting and highly rewarding; however, the current workload on volunteers is extremely high. Committee meetings typically lasting three to six hours each are held at least seven times per year, and each meeting requires the volunteers to spend between six to 12 hours in preparation. This high workload has directly resulted in the loss of a number of valuable and experienced committee members over the past year. Consequently, the Complaints Committee's 2018-2019 human resources plan requests the addition of two more members in specific technical areas. The purpose of this requested increase to the committee is to allow the work to be distributed over a greater number of committee members to avoid burn out.

Similarly, the Complaints Committee feels that while the current PEO staff resources have been adequate (thanks to their hard work, professionalism and dedication) to keep up with the current caseload, these duties consume all of the presently available staff resources. Consequently, there is no capacity for PEO staff to take on the additional tasks necessary to initiate and support any new programs, including those identified as being necessary to assist in the achievement of the objectives of PEO's strategic plan.

Furthermore, the committee is deeply concerned that the loss of even one investigative staff member could jeopardize PEO's ability to carry out its core regulatory responsibilities investigating complaints from the public or from PEO licence holders.

We believe very strongly that PEO Council must devote additional staff resources to support this core regulatory responsibility, which is, in fact, the *raison d'être* of Professional Engineers Ontario itself.

Conclusion

The Complaints Committee understands how important this statutory committee is to the core regulatory functions of PEO, to securing and maintaining public confidence of Ontarians and the government in our ability to self-regulate the engineering profession and to the confidence of PEO licence holders in a fair and responsive complaints process.

The success of the committee has largely been achieved through the dedicated work of PEO staff and the committee would like to express its sincere appreciation to the deputy registrar, manager, complaints and investigations and administrative staff within the regulatory compliance department. This group of PEO staff has consistently demonstrated a sincere appreciation and keen understanding of the importance of this regulatory committee, and a commitment to continued high quality and performance in the service of the public.

Committee chair: Chris D. Roney, P.Eng.

Complaints Review Councillor

(CRC)

Mandate

The Complaints Review Councillor (CRC) is an administrative tribunal but does not conduct hearings. Therefore, the CRC draws its jurisdictional powers under the *Professional Engineers Act*. The *Statutory Powers Procedure Act* does not apply to the CRC. The tribunals office provides administrative support to the Complaints Review Councillor. In June 2019, PEO Council appointed an additional CRC, Yufei (Fiona) Wang, LLB, to the CRC role.

The decision of the Complaints Committee to refer, or not to refer, a complaint to the Discipline Committee is final. No statutory appeal lies from the decisions of the Complaints Committee.

However, section 26 of the *Professional Engineers Act* provides that a complainant may apply to the CRC for a review of the treatment of the complaint after a decision has been made by the Complaints Committee. In addition, the act allows a complainant to apply for a CRC review should a complaint not be disposed of by the Complaints Committee within 90 days after the complaint is filed with the registrar.

The procedure to request a CRC review is by way of application. It should be noted that the CRC is not under any statutory obligation to undertake such a review and may, in certain circumstances, issue a decision not to make a review or a decision not to continue a review of a particular complaint.

Beyond the handling of individual complainant applications, the CRC has separate powers under section 26(1) of the act, and the CRC may on her or his initiative, undertake examinations of the procedures for the treatments of Complaints by the Complaints Committee. The CRC may send a copy of a report of such examinations directly to the Minister of the Attorney General

CRC activity

Year of Activity	2018	2019
Applications for Review	4	2
Notices to Conduct a Review	0	1
Dismissals without a Review (Dismissal Report)	0	4
CRC Review Reports Issued	0	0
Caseload	10	8
Examinations under section 26(1)	0	1

Prepared by Tribunal staff on behalf of:

Qadira Jackson Kouakou, LLB, Complaints Review Councillor
Yufei (Fiona) Wang, LLB, Complaints Review Councillor

Discipline Committee

(DIC)

Mandate

The Discipline Committee, established under the *Professional Engineers Act*, hears and determines allegations of professional misconduct or incompetence against PEO licence and/or certificate of authorization holders that are referred to it by the Complaints Committee, Council or the Executive Committee. The Discipline Committee also hears and decides applications, referred by the registrar, for the removal of a suspension order, or for the reinstatement of a licence.

The committee is an independent, administrative tribunal, that acts and conducts its hearings like a court. The committee's duties and powers are set out in the *Professional Engineers Act* and Regulations. It also complies with and exercises powers under the *Statutory Powers Procedure Act*. The Committee determines matters on the evidence admitted by panels acting on behalf of the whole committee. The chair of the committee appoints panels to hear matters. In 2019, panels were mostly composed of five members and were provided with an independent legal counsel. Administrative staff from the tribunals office in the tribunals and regulatory affairs department provide administrative and operational support to the committee.

Activities

The committee welcomed five new members appointed by Council and held mandatory in-house training and two meetings. At its meeting of November 11, 2019, the committee elected a new chair, Stella Ball, LLB, and vice chair, Robert Willson, P.Eng., for a two-year term. The committee's two-day mandatory in-house training, designed by the Discipline Committee Training Task Group, was developed by the law firm Watson Jacobs McCreary LLP and delivered by them in June and November. The Discipline Committee Evaluation Task Group developed a panel member participation feedback form. Finally, the committee provided its updated annual work plan and human resources plan to Council.

Year of Activity	2018	2019
Matters Referred to Discipline	5	7
Pre-Hearing Conferences Held	7	5
Matters Pending (Caseload)	8	10
Written Final Decisions Issued	11	7

Membership

As of January 1, 2020, there are 34 committee members: one elected member to PEO Council; one lieutenant governor-in-Council appointee who is a PEO licence holder; seven Attorney General appointees who are members of the public; three Attorney General appointees who are PEO licence holders; and 22 members appointed by Council from the general membership.

Committee chair: Stella Ball, LLB

Experience Requirements Committee

(ERC)

Mandate

The Experience Requirements Committee (ERC) assists the registrar, as necessary, in determining if an applicant's work experience is acceptable for licensure, leading to a P.Eng., licence, a limited licence or a provisional licence or for the purpose of reinstatement under section 51.1.4 of Regulation 941/90. The ERC also advises on whether the experientially gained knowledge of an applicant who has not graduated from engineering program accredited by the Canadian Engineering Accreditation Board (CEAB) provides sufficient basis to recommend that the Academic Requirements Committee (ARC) waives some or all of the applicant's assigned technical exams.

Activities

The ERC had a busy year, conducting 810 interviews to assess the experience of applicants for licensure. This number represents a decrease of 9.8 per cent from the previous year. The ERC interviewed 597 applicants for confirmatory (and directed confirmatory) examination programs (down from 636 in 2018) resulting in approximately 51 per cent of candidates having their exam programs waived.

The ERC also conducted 142 staff referral interviews (for assessment of work experience for licensure purposes) with approximately 46 per cent of the applicants demonstrating the requirements for licensure. The number of staff referral interviews decreased by 15 per cent from the previous year.

There were 33 interviews for limited licence during 2019 (up from 32 the previous year) with 24 applicants demonstrating sufficient experience and knowledge to grant them a limited licence within their limited scope of practice.

Interviews were also conducted for five licence reinstatement applicants (down from 11 the previous year) and three provisional licence applicants (down from six the previous year).

ERC efforts facilitated PEO in issuing P.Eng. licences to 3130 applicants in 2019, of which 2074 were from CEAB programs. This represents an increase of 15 per cent in total P.Eng. licences and 17 per cent in licences to CEAB-program graduates.

In addition, the ERC participated in the following activities:

- ◆ Representatives of the ERC participated as members of the Licensing Committee. The chair and vice chair of the ERC regularly attended the Academic Requirements Committee business meetings with a standing agenda item to report on ERC activities.
- ◆ ERC members were involved in registration hearings as witnesses and expert witnesses as required by PEO Council.
- ◆ The ERC subcommittee is responsible for the implementation of recommendations from the interview improvement plan. In 2019, the recommendations involving improving communications to applicants awaiting interviews for confirmatory exams programs and staff referrals were completed. As well, a new interview project form was implemented to help applicants prepare for these interviews.
- ◆ The ERC subcommittee worked towards developing a quality review board to review randomly selected interviews for quality purposes and to help direct training for ERC members.

Committee chair:	David Kiguel, P.Eng.
Committee vice chair:	Changiz Sadr, P.Eng.
Staff advisors:	TBD, Deputy Registrar, Licensing and Registration Pauline Lebel, P.Eng., Manager, Licensure

Fees Mediation Committee

(FMC)

Mandate

The Fees Mediation Committee (FMC) is a statutory committee established under section 32 of the *Professional Engineers Act*. It is an independent tribunal with powers under various provisions of the act as well as the *Commercial Mediation Act, 2010*, S.O. 2010, chapter 16, to the extent that these provisions do not conflict with the act.

There are currently six members on the committee. Committee members are designated by Council. The Complaints Review Councillor and members of the Complaints or Discipline committees are not eligible for membership on the FMC. From this roster of committee members, the chair of the committee assigns members to conduct mediations and arbitrations of fee disputes that are within the jurisdiction of the committee. Administrative and operational support is provided by staff from the tribunals office in the department of tribunals and regulatory affairs.

The FMC reviews and mediates or arbitrates fee disputes between engineers, engineering companies and their clients in accordance with the act and regulations. The fees mediation and arbitration processes are available to clients of engineering companies who wish to dispute fees

charged for professional engineering services. The committee may either mediate or arbitrate fee disputes between professional engineering companies and their clients as an alternative to legal action taken through the court system.

Information about the FMC is available on the PEO website at:
<https://www.peo.on.ca/index.php/public-protection/tribunals-and-hearings/fees-mediation>.

Application forms for mediation and arbitration can also be found on the website to assist the parties who voluntarily choose to participate in the process.

The Fees Mediation Committee did not meet as a whole in 2019.

Caseload activity

Year of Activity	2018	2019
Applications for Mediation received	2	0
Applications for Arbitration received	0	0
Mediations Conducted	2	0
Arbitrations Conducted	1	0
Files Pending (Caseload)	1	0
Requests for Mediation/Incomplete applications	0	0

Committee chair: Kathryn G. Sutherland, P.Eng.

Registration Committee

(REC)

Mandate

The Registration Committee's mandate is to conduct hearings at the request of an applicant, in respect of registrar's proposals under section 19 of the *Professional Engineers Act*. The Committee has powers to make orders directing the registrar to grant or refuse licences. The committee conducts hearings under the provisions of the act and the *Statutory Powers Procedure Act*. The applicant and the registrar are both parties to proceedings before the Registration Committee. A party to proceedings before the Registration Committee may appeal to the Divisional Court from a decision or order of the committee.

The committee's mandate to hold hearings is triggered only after a registrar's "Notice of Proposal to refuse a Licence" (NOP) is issued to an applicant and the applicant has filed a request for a hearing within the time limits set out under the act. The number of hearings by the committee varies in a given year according to the number of applicants who, in response to the registrar's proposal, request a hearing.

The hearings of the Registration Committee provide applicants an opportunity to demonstrate before this independent tribunal that the applicant meets the licensing requirements, or to seek exemptions from any requirements under the act or regulations made under the act.

In order to promote greater public awareness of its role, the Registration Committee has a web page on the PEO website at the following link:

www.peo.on.ca/index.php/about-peo/committees-and-task-forces/registration-committee.

Message from the chair

The Registration Committee is a statutory committee established under section 19 of the *Professional Engineers Act*. It is an independent tribunal with powers under various provisions of the *Professional Engineers Act* and the *Statutory Powers Procedure Act* (“SPPA”).

There are currently nine committee members, comprised of one Attorney General LLB appointee and eight members appointed by Council from PEO licence holders. Currently, the committee does not include any elected members of PEO Council.

From this roster of committee members, the chair of the Registration Committee assigns panels to hear motions and conduct hearings related to matters that are within the jurisdiction of the committee. Administrative and operational support is provided by staff from the tribunals office in the department of tribunals and regulatory affairs.

Activities

The Registration Committee as a whole met twice in 2019, in June and October.

At the October 2019 meeting, the committee re-confirmed the chair, Bogdan Damjanovic, P.Eng., and the vice chair, Simon Sukstorf, P.Eng., to hold these positions for another year.

The committee updated its annual work plan and human resources plan, which were approved by Council.

The Registration Handbook Subcommittee completed their work on updating the handbook.

Some members also took part in the Discipline Committee mandatory training conducted by Watson Jacobs McCreary LLP.

In 2019, the committee received eight requests for hearings; completed two hearings and issued two written decisions. There was one matter pending at the end of 2018. This is a significant reduction relative to the 2017 caseload.

Year of Activity	2018	2019
Requests for Hearings	0	8
Pre-Hearing Conferences Held	1	5
Matters Pending (Caseload)	1	6
Hearings Completed	2	1
Written Final Decisions Issued	2	1

Committee chair: Bogdan Damjanovic, P.Eng.

Regulated Committees

Central Election and Search Committee

(CESC)

Mandate

The Central Election and Search Committee (CESC) is a committee whose membership and mandate are set out in section 12 of Ontario Regulation 941/90.

Activities

The CESC is responsible for encouraging professional engineers to seek nomination for election to Council for the three at-large positions on Council (president-elect, vice president and councillor-at-large) for which all PEO members are eligible to vote. At the close of nominations on December 6, 2019 at 4:00 p.m., there were two nominations received for the position of president-elect, three for vice president, councillor-at-large was acclaimed, three for Eastern Region councillor, three for East Central Region councillor, two for Northern Region councillor, two for West Central Region councillor and two for Western Region councillor.

Under section 12(3) of the regulation, CESC is also responsible for assisting the Chief Elections Officer as may be required, and for receiving and responding to complaints regarding the procedures for nominating, electing and voting for members to Council in accordance with the regulation.

The duties and responsibilities of the Chief Elections Officer were again outsourced to a third party so as not to place staff in any untenable position during the election period. For the 2019-2020 Council elections, Allison Elliott was appointed by Council to act in this capacity.

The RESC chairs were invited to attend the CESC meetings and worked well with the committee in coordinating candidate search and encouraging voter participation. The CESC will present an Issues Report to Council at the June 2020 meeting.

2018-2019 membership: Bob Dony, P.Eng., chair (penultimate past president), Dave Brown, P.Eng., (past president), Nancy Hill, P.Eng., (president), P.Eng., Daryoush Mortazavi, P.Eng., Sonia Nagrare, P.Eng.

Committee chair: Bob Dony, P.Eng.

Committee advisor: Ralph Martin, Manager, Secretariat

Committee support: Dale Power, Secretariat Administrator

Mandate

The Consulting Engineer Designation Committee (CEDC) reviews applications for designation or redesignation as a consulting engineer, provides peer review of the candidates with respect to the regulations and makes recommendations to Council with respect to acceptance of the applications. The CEDC also reviews requests for permission to use the phrase “Consulting Engineers” in a company’s corporate name and makes recommendations to Council as to the appropriateness of the usage.

Activities

The committee met four times in 2019. From those meetings, 45 candidates were recommended for designation, and 152 candidates were recommended for redesignation.

The committee also recommended that an additional 31 companies be given permission to use “consulting engineers” in their title.

Staff briefed the CEDC on matters relating to PEO’s external regulatory performance review report. This was discussed and captured in the minutes.

Bruce Matthews, chief executive officer of Consulting Engineers Ontario (CEO), became the CEO representative to the committee.

Christian Bellini participated on behalf of the board of Engineers Canada in several meetings.

Committee membership

Doug Barker, P.Eng. (past chair), Gordon Debbert, P.Eng., Ross Eddie, P.Eng., Shawn Gibbons, P.Eng., Richard Kamo, P.Eng., Andrew Lawton, P.Eng., Adrian Pierorazio, P.Eng., Donald Plenderleith, P.Eng., Chris Redmond, P.Eng., John Rosenthal, P.Eng., Steve van der Woerd, P.Eng., Christian Bellini, P.Eng. (observer) and Bruce Matthews, P.Eng. (CEO representative).

Additional members of the regional subcommittees

Denis Dixon, P.Eng., Levente Diosady, P.Eng., Ross Eddie, P.Eng., Santosh Gupta, P.Eng., Eric Nejat, P.Eng., Rick Patterson, P.Eng., Edward Poon, P.Eng., Robert Pula, P.Eng., Andy Robinson, P.Eng., Michael Rosenblitt, P.Eng., Terry Sedore, P.Eng., P.Eng., Matt Weaver, P.Eng., Tom Woolhouse, P.Eng. and Joseph Yeremian, P.Eng.

Committee chair: Shawn Gibbons, P.Eng. (Steve van der Woerd, P.Eng., elected Feb. 2020)

Staff advisor: Faris Georgis, P.Eng., Manager, Registration

Appointed Committees

Advisory Committee on Volunteers

(ACV)

Mandate

The mandate of the Advisory Committee on Volunteers (ACV) is to assist and advise committees in fulfilling their operational requirements under the Committees and Task Forces Policy as well as to assist Council by reviewing proposed revisions to committees and task forces: mandates, terms of reference, work plans and human resources plans.

Activities

Annual Committee Chairs Workshop

The ACV facilitated the 11th annual Committee Chairs Workshop, held on November 1, 2019 at the PEO offices, attended by 11 councilors, 25 committee and task force representatives and 10 staff. The theme of the 2019 workshop was *leading change*. Change management specialist Lee-Anne McAlear facilitated the workshop, providing strategies for making change happen and delivering tools for implementing change. This presentation was provided at a critical time for PEO, due to the many changes being considered, developed and implemented by Council and staff.

Succession Planning subcommittee

The Succession Planning subcommittee, which was formed in 2017 to identify the committee's volunteer needs and prepare its succession plan, developed a draft training guideline for new ACV members to be implemented in 2020. It also conducted recruitment of three new members as a part of its succession plan.

Committee operations

Each member of the committee has taken on one or more projects that contribute towards the overall program plan of the Advisory Committee. One ACV member is appointed to Government Liaison Committee (GLC) and two ACV members are appointed to Volunteer Leadership Conference Planning Committee (VLCPC). To accomplish its work, the committee met six times during 2019 (January 17, March 7, June 6, August 15, October 3, and December 12) and had numerous teleconference subcommittee meetings in between.

Committee membership

Sean McCann, P.Eng. (chair); Lisa Lavery, P.Eng. (vice chair); Sola Abolade, P.Eng. (joined in 2019), Michael Chan, P.Eng.; Christian Bellini, P.Eng.; Nick Colucci, P.Eng.; Márta Ecsedi, P.Eng.; Eric Nejat, P.Eng., Saif Rehman, P.Eng. and Michael Wesa, P.Eng. (joined in 2019).

Two new members were recruited in 2019 to join the Advisory Committee on Volunteers in the coming year: Victoria Hilborn, P.Eng., and Nick Shelton, P.Eng.

Committee advisor: Margaret Braun, MEd, CHRE, (Acting) Director, People Development

Staff support: Viktoria Aleksandrova, Committee Coordinator

Mandate

The Enforcement Committee was established to advise Council on matters relating to the enforcement of the provisions of the *Professional Engineers Act* dealing with unlicensed and unauthorized practice and illegal use of engineering titles. Its key duties and responsibilities are:

- To prepare and present policy proposals to Council on issues relating to PEO's enforcement activity; and
- To act as an advisory body to the registrar, Council and PEO committees and task forces on policy matters relating to enforcement.

Activities

Two new members joined the committee in 2019 to fill vacancies created under the term limits policy for committees.

The committee met five times in 2019 to conduct its ongoing business, and its respective subcommittees met as required to address their corresponding work plan items. The specific activities included:

- After completion of its original mandate, the enforcement outreach subcommittee shifted its focus to look at developing new content for the PEO website and to explore opportunities for outreach using social media. Deployment of new materials will be done with the involvement of PEO's communications department.
- Subcommittees looking at a proposed performance standard for pre-start health and safety reviews and enhanced enforcement for industry were stood down based on limited involvement for the committee to follow up on next steps.
- A subcommittee was formed to develop examples of engineering practice to help stakeholders to understand the practice of professional engineering as defined in the *Professional Engineers Act*. The subcommittee has made significant progress on an example of structural engineering as it applies to bridge design and is working on a similar example for software engineering pertaining to adaptive cruise control. There are plans to develop a third example for environmental engineering. The intent is to make these examples available on the PEO website and as part of presentation materials for new applicants, licence holders, users of engineering services and the general public.
- The Regulatory Gaps subcommittee met by teleconference a number of times during the year and prepared a memo regarding the accountability of employers for unlawful acts committed by employees in relation to their employment. The memo will be sent to Council as an information item in early 2020.
- Another subcommittee looked at the pros and cons of providing a split registration for right to practice and right to title, with an emphasis on how such a split registration might affect enforcement matters. The subcommittee has prepared a position paper that will also be sent to Council as an information item.
- The committee spent some time reviewing the report from PEO's external regulatory performance review and specifically how the committee can assist in responding to the recommendations made in the report.

For 2020, the committee will continue its work on developing practice examples and new materials for enforcement outreach. It will also look to take on new work plan items assigned as part of the response to the external regulatory review.

Committee chair: Stephen Georgas, P.Eng.
Committee vice chair: Joe Adams, P.Eng.
Council liaison: Iretomiwa Olukiyesi, P.Eng.
Staff advisor: Cliff Knox, P.Eng., Manager Enforcement, Regulatory Compliance

Equity and Diversity Committee

(EDC)

Mandate

The mandate of the Equity and Diversity Committee (EDC) is to recommend an action plan to integrate equity and diversity values and principles into the general policy and business operations of PEO.

Activities

Equity and Diversity policy

One of EDC's roles is to create ways to ensure there is equity and diversity training for PEO licence holders and staff. The Equity & Diversity online learning module (*Engineers Make a Difference for Equity and Diversity*) was originally introduced by the EDC in October 2013 and, as of November 30, 2019, a total of 1061 chapter and committee volunteers have completed the module. The new policy requiring new volunteers to complete the module resulted in 50 per cent compliance in 2019.

The committee shrunk to six members after the resignation of the past chair, leaving the committee with only two members with more than 1.5 years of service. This had a significant impact on the work of the committee during the year. Further significant influence on this committee's work was the PEO's external regulatory performance review report and its consequences on PEO's operations including directions to its committees.

In order to increase the EDC membership, the committee requested a call for volunteers. The response was overwhelming, and the chair and vice chair reviewed 26 applicants and interviewed seven candidates. The selected new EDC members were welcomed at the June 25th meeting.

This year brought a closure to the EDC initiative about a Chapter E&D Award. The final package of a Chapter E&D Award was submitted to the Council's March 21-22 meeting. Council referred this award to the AWC and the EDC. The AWC proposed to include an E&D component into the criteria for the Ontario Professional Engineers Awards (OPEA) in the Citizenship category. The EDC would like to encourage inclusion of E&D activities submission for other awards and communicated this to the AWC.

Much time has been spent discussing the EDC presentation and the online learning module, their currency from the point of view of content as well as the mode of presentation. Hopefully, the EDC will come up with a proposal for their updates in the new year.

The EDC terms of reference were discussed and there was a general feeling that the EDC needs to work on them, include the outcomes of the external regulatory performance review report and seek Council approval.

The committee has discussed the scheduling, timing and mode of meetings as we have been having a problem with quorum. All suggestions will be considered and implemented.

Committee membership

Vera Straka, P.Eng. (chair); Greg Allen, P.Eng. (past chair) – resigned on Feb. 6; Nima Eslaminasab, P.Eng.; Georgia Fotopoulos, P.Eng., Vicki Hilborn, P.Eng. – joined June 25, Manasi Koushik, P.Eng.; Nermen Maximous, P.Eng. – joined June 25; Juwairia Obaid, P.Eng. – joined June 25; Ramesh Subramanian, P.Eng. (Council Liaison); and Ryan Zizzo, P.Eng.

Committee chair: Vera Straka, P.Eng.

Staff advisor: Margaret Braun, Acting Director, People Development

Staff support: Rob Dmochewicz, Recognition Coordinator

Government Liaison Committee

(GLC)

Mandate

The Government Liaison Committee (GLC) provides oversight and guidance for the PEO Government Liaison Program (GLP). Key duties and responsibilities are outlined in the terms of reference.

Activities

2019 was an interesting year for the PEO Government Liaison Program (GLP) in its work with MPPs to help regulate the practice of professional engineering in Ontario.

The GLP plays an important role in ensuring the voice of the professional engineer related to regulatory issues is heard in the government.

Here are some of the highlights:

PEO hosted four Take Your MPP to Work days

PEO's innovative "Take Your MPP to Work Day" program continues to be popular with both chapter members and MPPs with four held in 2019.

Since 2013, individual MPPs have been invited by local chapters to visit companies who employ professional engineers.

Through facility tours and discussions, the MPP learns more about the work professional engineers do in their communities, and about PEO as a regulator and their impact on protecting public safety.

PEO hosted four events in 2019:

- March 15, 2019—Sudbury Chapter hosted MPP France G linas and Jamie West at SNOLAB in Sudbury
- September 23, 2019—Hamilton-Burlington Chapter hosted MPP Jane McKenna at Joseph Brant Hospital in Burlington
- September 26, 2019—Kingsway Chapter hosted MPP Christine Hogarth at Cana Datum in Etobicoke
- November 29, 2019—Oakville Chapter hosted MPP Effie Triantafilopoulos at Rockwool production plant in Oakville

Successful GLP Academies and Congresses held in North Bay, Chatham, Toronto and Kingston

Four GLP Academies and Congresses were held in 2019 with the participation of two ministers and seven other MPPs. They were held in:

- North Bay—The Northern GLP Academy was held in North Bay on January 26, 2019 with then Finance Minister Vic Fedeli, MPP (Nipissing) and now Minister of Economic Development, Job Creation and Trade and Deputy NDP Leader John Vanthof, MPP (Timiskaming-Cochrane). The chapter representatives spent two hours with Minister Fedeli and three hours with MPP Vanthof. Both MPPs encouraged PEO to keep up their visibility, both at the chapter level and at Queen’s Park.
- Chatham—The Western Region GLP Academy was held in Chatham on May 30 with Deputy Speaker Rick Nicholls, MPP (Chatham-Kent-Leamington). MPP Nicholls encouraged attendees to continue hosting Take Your MPP to Work Days. This academy had a number of young professional engineers. There was much participation from engineers who work in the public service, including a representative from the Ministry of the Environment.
- Toronto—The East and West Central GLP Academy was held in Toronto on October 5 with NDP Attorney General Critic Gurratan Singh, MPP (Brampton East), Sara Singh, MPP (Brampton Centre) and Sheref Sabawy, MPP (Mississauga – Erin Mills). This academy was the first time an Attorney General Critic was taking notes and getting to know the profession better. MPP Gurratan Singh took on the role of a ‘curious MPP’ and ensured he understood what mattered to the PEO representatives in the room.
- Kingston—The Eastern Region GLP Academy was held in Kingston on November 23 with Minister of Municipal Affairs and Housing Steve Clark, MPP (Leeds- Grenville- Thousand Islands and Rideau Lakes), Ian Arthur, MPP (NDP – Kingston and the Islands) and Randy Hillier, MPP (Independent – Lanark – Frontenac- Kingston). The feedback from MPPs was great. Minister Clark thought that “PEO had the best government relations set up of any group in government, bar none.”

GLP representatives received training about how to speak with their MPPs, discussed PEO’s role as a regulator and increased their understanding of who’s who in government. GLP academies and congresses are important because they help chapters increase their knowledge every year, share progress to date and build their relationships with MPPs and ministers in attendance.

Meeting with the Attorney General

PEO President Nancy Hill, P.Eng., met with Attorney General Doug Downey, MPP (Barrie – Springwater – Oro Medonte) on October 29, 2019. Also in attendance were PEO's CEO/Registrar Johnny Zuccon, P.Eng., and Manager, Government Liaison Programs Jeannette Chau, P.Eng.

The delegation briefed Attorney General Downey on the recent findings of PEO's external regulatory performance review, as well as the work of PEO as the regulator of professional engineering in the province.

Queen's Park event

The same delegation was joined on November 20 at Queen's Park by GLC Chair and PEO West Central Region Councillor Warren Turnbull, P.Eng., GLC vice chair and PEO Councillor Arjan Arenja, P.Eng., and PEO Government Relations Consultant Howard Brown.

The delegation was introduced in the Legislature by Attorney General Downey.

Meetings were held with Lindsey Park, MPP (PC -Durham), Parliamentary Assistant to the Attorney General, Gurratan Singh, MPP (NDP - Brampton East), Opposition Attorney General Critic and John Fraser, MPP (Ottawa South), Attorney General Critic and Interim Liberal Party Leader.

The delegation provided an overview of PEO's role as a regulator and information about the external regulatory performance review to each MPP with which they hosted a meeting.

Establishing Relationships with Local MPPs

PEO and its chapters continued to work hard to develop and maintain relationships with all 124 MPPs, particularly the 74 that were newly elected in the last provincial election and had little or no knowledge of PEO. The chapters do this by inviting MPPs to chapter licensing ceremonies and events and attending MPP events. PEO is non-partisan, and the chapters work with all political parties.

Government Liaison Committee (GLC)

The Government Liaison Committee (GLC) had a very active year overseeing the GLP activities of the chapters, including, holding quarterly hour-long conference calls with all GLP chairs across the province.

The GLC continues to meet monthly to discuss GLP activities, regulatory issues, MPP outreach, and communications.

It is one of the few PEO committees with both student and EIT representation and is the only PEO committee with representation from Consulting Engineers of Ontario, Christine Hill, P.Eng.

Professional Engineers elected in 2019 Federal Election

There were two Ontario professional engineers elected in the 2019 Federal Election.

They were Omar Alghabra, P.Eng., (Liberal – Mississauga Centre) and Marilyn Gladu, P.Eng., (PC – Sarnia – Lambton).

Publications to keep informed

The GLP Weekly e-newsletter was sent to MPPs across Ontario, along with some of their key staff members to keep MPPs and PEO members informed on government relations activities.

Each issue covers chapter meetings and events with MPPs and important PEO news such as Council updates, GLC meeting recaps, the Cayton Report and regulatory news.

The GLP also has a regular column published in *Engineering Dimensions* with information on the program.

A quarterly GLP chair newsletter was produced and sent to all GLP chairs with information on items such as; ways to organize a Take Your MPP to Work Day, seasonal talking points that help GLP chairs speak with MPPs, links to helpful information, and a parliamentary calendar to show when the legislature is sitting.

Committee Meetings

To accomplish its work, the committee met nine times during 2019 (face to face: January 16, June 24, August 6, November 20; via teleconference February 13, March 20, May 15, September 25, and October 16).

2019 Committee Membership

Chair and Council Liaison: Warren Turnbull, P.Eng., PEO Councillor, Regional Councillors Committee

Vice chair: Arjan Arenja, P.Eng., Chapter member experienced in Government Liaison

2019 committee membership:

Nick Colluci, P.Eng., Advisory Committee on Volunteers

Gabe Tse, P.Eng. Chapter member experienced in Government Liaison

Jeffrey Lee, P.Eng., active in a Riding Association

Rakesh Shreewastav, P.Eng., Engineers Canada's Bridging Government and Engineers (until April 2019)

Christine Hill, P.Eng. Consulting Engineers of Ontario (CEO)

Tim Kirkby, P.Eng., PEO LGA Councillor (until April 2019)

Lorne Cutler, P.Eng. PEO LGA Councillor (from Sept 2019)

Jerome James, P.Eng. Ontario Society of Professional Engineers (OSPE) – until June 2019

Daniel King, EIT, EIT representative

Shawn Yanni, Student representative

Ex-officio: Dave Brown, P.Eng. (president until April 2019)

Nancy Hill, P.Eng. (president from April 2019)

Johnny Zuccon, P.Eng., CEO/registrar

Howard Brown, PEO Government Relations Consultant, Brown & Cohen

Staff advisor: Jeannette Chau, P.Eng. PEO Manager, Government Liaison Programs

2020 membership

The following is the Council-approved GLC roster for 2020: Warren Turnbull, P.Eng. (chair and Council liaison), Arjan Arenja, P.Eng. (vice chair), Lorne Cutler, P.Eng., Gabe Tse, P.Eng., Jeffrey Lee, P.Eng., Christine Hill, P.Eng., Shawn Yanni; Ex-officio: Nancy Hill, P.Eng. (to April 2019), Marisa Sterling, P.Eng. (incoming president effective April 2020), CEO/registrar Johnny Zuccon, P.Eng., Howard Brown, Jeannette Chau, P.Eng. (staff advisor).

Mandate

To coordinate and integrate the ongoing development of PEO's licensing requirements and processes, including the inputs of other PEO committees and external stakeholders involved in the licensing process.

Activities

Unfortunately, the Internal Review of Assessments when applicants dispute the notice of assessment worked out in the last session was bogged down by internal bureaucratic barriers. It is rather disconcerting that these very important proposals have never reached Council. Hundreds of hours of volunteer work are wasted, and it puts a big damper on the enthusiasm of the committee members.

The Committee worked on the following projects:

1. Define what the "good character" requirement stated in the *Professional Engineers Act* and regulations means. We considered changing it to the concept of "suitability to practice professional engineering." The consensus was that this was not a major problem at the time and was put on the back-burner for the moment, awaiting Council's instruction within the review that is taking place.
2. Review consistency of inter-provincial EIT requirements programs and strengthen the P.Eng. referee process which will help both the applicant and PEO to assess the experience requirement. This work is still in progress for 2020 and we have formulated several possible scenarios to be consolidated.

We would welcome input from licence holders on these topics, and everyone is invited to send in their ideas by emailing the chair (szabados@mcmaster.ca).

Committee membership

Barna Szabados (chair), Santosh Gupta (vice chair), George Comrie (past chair), Roydon Fraser (ARC), Mohinder Grover (ERC), David Kiguel (ERC), Greg Wowchuk (LEC), Guy Boone (RCC), Lola Hidalgo (member at large), Christian Bellini (member at large).

Committee chair: Barna Szabados, PhD, P.Eng., FEC

Staff advisor: Bernard Ennis, Director, P.Eng., Policy and Professional Affairs

Mandate

The mandate of the Awards Committee (AWC) is to coordinate, manage, promote and monitor the Professional Engineers Ontario (PEO) Ontario Professional Engineers Awards (OPEA) program, the Order of Honour (OH) program, and external honours activities to support achievement of one of the objects of the act, which states, "To promote public awareness of the role of the Association."

Activities

Internal Honours

Order of Honour Ceremony, 2019

The following 13 exceptional professional engineers were selected and recommended by the AWC and approved without modification by Council for investiture into the Order of Honour on Friday, May 3, 2019. The Order of Honour ceremony was held during PEO's Annual General Meeting weekend at the Hilton Toronto Hotel.

- Companion:** David Robinson, P.Eng., FEC
- Officer:** Peter John Broad, P.Eng., FEC, C.Eng., MIMMM; John Douglas Glover, P.Eng., FEC; Gordon Ip, P.Eng., FEC; William Elliot (Bill) Jackson, P.Eng., FEC; Roger Jones, P.Eng., LSMIEEE, FEC; Donald Lewis (Don) Marston, JD, P.Eng., FEC, FCIARB
- Member:** Narayana Pillai Asogan, P.Eng., FEC; Rabiz N. Foda, P.Eng., FEC, ICD.D; Wayne Peter Kershaw, P.Eng., FEC; Sardar Asif Ayyub Khan, P.Eng., MSc, MBA, FEC, PMP; Luc Roberge, P.Eng., FEC

Ontario Professional Engineers Awards (OPEA), 2019

The OPEA are jointly awarded by PEO and the Ontario Society of Professional Engineers (OSPE). From the 26 nominations received, the following exceptional professional engineers and project were selected and recommended by the AWC and approved without modification by Council and the OSPE Board. The OPEA Awards Gala was held on Saturday, November 16, 2019 at The International Centre, Mississauga.

- Gold Medal:** Brian J. Bonnick, P.Eng., BESC
- Engineering Medal:** John McPhee, Ph.D., P.Eng., FEIC, FCAE, FASME, FCSME; Milos Popovic, Ph.D., FAIMBE, FCAE, P.Eng.; Shoshanna Saxe, Ph.D., P.Eng.; Irene Sterian, P.Eng.; Milica Radisic, Ph.D., P.Eng., FCAE, FRSC, FTERM, FAIMBE; Zheng Hong Zhu, Ph.D., P.Eng., FEIC, FCSME, FASME, AFAIAA, SMIEEE
- Citizenship Award:** Jaime A. Libaque-Esaine, P.Eng., MBA; Ronald Sidon, P.Eng., MBA
- Engineering Project or Achievement:** Bombardier Global 7500 Business Jet

G. Gordon M. Sterling Engineering Intern Award, 2019

This award recognizes exemplary leadership by a PEO applicant currently enrolled in the regulator's Engineering Intern program and is named for the late G. Gordon M. Sterling, P.Eng., a past president of PEO, a Companion of the Order of Honour and a long-time volunteer. From the 14 self-nominations received, the Sterling Subcommittee selected Kaela Shea, EIT, who was subsequently recommended by the AWC and approved by Council. The award was presented during the Order of Honour ceremony held on May 3, 2019 during PEO's Annual General Meeting weekend.

External Honours

Engineering Fellowship Award (FEC), 2019

Engineers Canada recognized 36 Ontario volunteers who were recommended by PEO for having completed 10 years of noteworthy volunteer service to the engineering profession. Engineers upon whom this honour is bestowed are awarded the privilege of the use of the designation "Fellow of Engineers Canada", or FEC.

Ontario Volunteer Service Awards

In 2019, 83 successful nominations were submitted for the Ontario Volunteer Service Awards (OVSA), representing 23 PEO chapters and 10 PEO Council/committee/task forces.

The Sovereign's Medal for Volunteers

The Sovereign's Medal for Volunteers recognized seven PEO volunteers in 2019 for contributions to their communities. Five more nominations are pending approval. Administered by the Office of the Governor General, this medal is part of the Canadian Honours System and celebrates exceptional volunteer achievements in a wide range of fields.

Committee activity

To recognize the contributions of generations of engineers in helping to advance society and helping to launch Canada into its exciting future, the theme of the 2019 OPEA gala was Canadian Engineering Trailblazers.

The Awards Committee welcomed three new members in 2019. The committee continues to work on process improvements, optimizing internal resources and broadening its network to improve the quality and diversity of the nominations for internal and external recognition of PEO licence holders. The AWC undertook a review of the requirements for the OPEA nominations process. This included investigating other nomination requirements for Engineering Awards in other provinces across Canada as well as other professional recognition awards in Ontario. Through the review, the AWC recommended to Council modifications to the OPEA nomination requirements. These recommendations will be implemented for the 2021 OPEA nomination cycle. In addition, the AWC placed added emphasis on promoting the Project of the Year with the objective of increasing nominations. The Sterling Subcommittee continued its review of its application process with the objective of streamlining it. The quality and number of nominations received following the implementation of the updated Awards Committee communications plans for each award program continued to improve in 2019. The 2020 AWC Work Plan will continue to focus on building on the recent successes, to continue to broaden and promote the awards.

In 2019, the Awards Committee, with significant assistance from staff, continued to review its external honours program targeted to recognize and celebrate outstanding volunteer efforts of PEO licence holders.

The Awards Committee would like to recognize the significant PEO staff support and efforts provided to complete the initiatives described above as well as supporting the AWC's continuous improvement efforts.

2019 Committee Membership

John Severino, P.Eng. (chair); Réjeanne Aimey, P.Eng. (OSPE representative); Paul Henshaw, P.Eng.; Lola Mireya Hidalgo, P.Eng. (Council liaison); Kiran Hirpara, P.Eng.; Ken McMartin, P.Eng. (vice chair); Manraj Pannu, P.Eng. (OSPE representative); Rakesh Shreewastav, P.Eng.; Michael Wesa, P.Eng.; Matthew Xie, P.Eng.

Committee chair: John Severino, P.Eng.

Staff advisor: Margaret Braun, Acting Director, People Development

Staff support: Rob Dmochewicz, Recognition Coordinator

Professional Standards Committee

(PSC)

The Professional Standards Committee (PSC) met 10 times in 2019. Currently, the committee has nine members and one Council liaison.

Practice guidelines and performance standards

Structural Condition Assessments of Existing Buildings and Designated Structures—The subcommittee is waiting for the changes to the associated *Building Code Act* regulations, which spell out the details of how mandatory assessments are conducted, to be made available before finalizing the performance standard for Council approval.

Performance Audits and Reserve Fund Studies in Condominiums Guideline—The subcommittee is finalizing this guideline for Council approval.

Record Documents (formerly Review of Completed Works) Guideline—This guideline was approved by Council for publication and should be available in Spring 2020.

Environmental Site Assessment, Remediation and Management—The subcommittee is finalizing this guideline for approval from the Professional Standards Committee.

Providing Reports on Mineral Projects—The subcommittee is finalizing this guideline for Council approval.

Coordinating Licensed Professional—The subcommittee is finalizing this guideline for public consultation.

Emission Summary and Dispersion Model (ESDM) and Acoustic Assessment Reports (AAR)—The subcommittee submitted this guideline for legal review.

Design Evaluations of Demountable Event Structures—This guideline was approved by Council for publication and should be available in Spring 2020.

Use of Seal—The subcommittee is finalizing this performance standard for Council approval.

Committee chair: Fanny Wong, P.Eng.

Staff advisor: José Vera, P.Eng., Manager, Standards and Practice

Mandate

The Volunteer Leadership Conference Planning Committee (VLCPC) is responsible for organizing an annual conference to be held in conjunction with PEO's Annual General Meeting, that involves both chapter and committee volunteer leaders and includes topics related to PEO policy, governance issues, regulatory process and subjects such as term limits, succession planning and capacity building.

Activities**Volunteer Leadership Conference (VLC)**

The VLCPC facilitated the 5th annual VLC on May 3rd, 2019. It was attended by 22 councillors, 24 committee/task force, 63 chapter delegates and six staff. The theme was "evolving with the times." The speakers and their topics included:

- Importance of 30 by 30—Helen Wojcinski, P.Eng., FEC, chair, 30 by 30 Task Force
- Networking Activity Introduction—Mark Abbott, P.Eng., MBA, Executive Director, Engineering Change Lab
- Exploring Ethics and Equity—Emily Moore, P.Eng., PhD, Director, Troost Institute for Leadership Education in Engineering

Committee operations

The committee met once face-to-face in August to start the planning process and then for a weekly conference calls from November to April. Potential themes and speakers are discussed in the fall with the intent to engage a speaker and/or facilitator by January. Work continues fine-tuning the day's agenda and logistical details such as the program booklet, room usage until two weeks before the conference

Committee membership

Márta Ecsedi, P.Eng., FEC (chair), member, Advisory Committee on Volunteers; Nancy Hill, P.Eng., LLB, FEC, president-elect, member, Executive Committee; Nick Colucci, P.Eng., FEC, member, Advisory Committee on Volunteers; Warren Turnbull, P.Eng., FEC (past chair), member, Regional Councillors Committee; Guy Boone, P.Eng., FEC (vice chair), member, Regional Councillors Committee; Margaret Braun, MEd, CHRE, (acting) director, People Development; Adeilton Ribeiro, P.Eng., (acting) manager, chapters.

Committee chair: Márta Ecsedi, P.Eng., FEC

Staff support: Viktoria Aleksandrova, Committee Coordinator
Julie Hamilton, Coordinator, Chapters

Task Forces and Working Groups

30 by 30 Task Force

Mandate

For PEO to show visible leadership in addressing the underrepresentation of women licensed in the profession by formally endorsing the 30 by 30 initiative with Engineers Canada and committing to undertaking an action plan to resolve this inequity.

Activities

In 2019, the task force continued to fulfill its mandate of launching the PEO's 30 by 30 action plan by hosting 30 by 30 awareness and action planning sessions with key stakeholders – universities, PEO, employers, and, of course, women engineering graduates, both domestic and international – along the pathway to licensure.

Awareness Sessions with PEO's Academic, Experience Requirements and Licensing Committees

To kick start the year, Task Force Chair Helen Wojcinski, P.Eng., provided an update on the launch to PEO Council at the February 7, 2019 Plenary Session. Following the update, the task force focused on internal operations and held 30 by 30 awareness sessions with PEO's Academic Requirements, Experience Requirements and Licensing committees.

Awareness Session with Women-in-Engineering Groups

The first external stakeholder awareness session was then held on March 7, 2019 for women-in-engineering groups to inform them of the 30 by 30 initiative and PEO's formal endorsement and action plan, and to hear their experiences firsthand in pursuing licensure and participating more fully in the profession. Both internationally and domestically educated women were invited to the session. PEO President David Brown, P.Eng., and Registrar Johnny Zuccon, P.Eng., were also in attendance. The women's valuable input from this event helped shape the sessions that followed.

Awareness and Action Planning Sessions with PEO Chapters

In April 2019, the task force turned its attention to PEO chapters, starting with the April 6, 2019 RCC meeting to discuss how chapters could play an important role in facilitating women engineering graduates' pathway to licensure, especially through the Licensing Assistance Program. This message was further re-enforced at the May 3, 2019 Volunteer Leadership Conference and at the November 16, 2019 Chapter Leaders Conference. PEO's 30 by 30 Awareness Session for Chapters was also held on April 11, 2019 to more formally educate the chapter leadership on the initiative and a list of potential activities their chapters could pursue. PEO President Nancy Hill, P.Eng., and Regional Councillors Guy Boone, P.Eng., Thomas Chong, P.Eng., and Ramesh Subramanian, P.Eng., were in attendance. On October 17, 2019, a follow up action planning session was held to discuss how chapters could move forward with actioning their activities and, more specifically, how they could host their own sessions within their regions to bolster awareness of the 30 by 30 across Ontario. Regional Councillors Ramesh Subramanian, P.Eng., and Warren Turnbull, P.Eng., participated in this meeting. These chapter-led sessions are currently being planned for 2020.

Awareness and Action Planning Sessions with Universities

Next, the Task Force engaged universities in PEO's 30 by 30 initiative, starting on June 9, 2019 with an awareness session that had cross-provincial representation of Engineers Canada 30 by 30 university champions. President-elect Marisa Sterling, P.Eng., also participated in the meeting. Following this session, Task Force Chair Helen Wojcinski, P.Eng., and task force member and former PEO president Bob Dony, P.Eng., presented PEO's 30 by 30 awareness session to the Council of Ontario Deans of Engineering (CODE) at their June 24, 2019 meeting. The presentation was well received with the deans agreeing to formally endorse the 30 by 30 at their next meeting and provide the task force with 30 by 30 administrative leaders at their universities. Subsequent to that meeting, CODE formally endorsed the 30 by 30 at their November 8, 2019 meeting. On December 5, 2019, a follow up action planning session was held with both academic and administrative leadership from the universities and Engineering Students' Societies Council of Ontario (ESSCO). Regional Councillor Ramesh Subramanian, P.Eng., also attended the event. The outcome from that session will be presented to CODE at their June 5, 2020 meeting for their consideration in implementing the proposed actions.

Awareness and Action Planning Sessions with Employers of Engineers

A key stakeholder in the success of women graduates pursuit of licensure are employers of engineers. In 2019, the task force cultivated relationships with over 20 firms across various sectors: mining, hydro, automotive, consulting engineering, government, defence, biomedical, transportation, and energy. The first awareness session was held on May 11, 2019 when Jennifer Graham-Harkness, P.Eng., Executive Director and Chief Engineer, Ministry of Transportation Ontario (MTO) and former chair, MTO Engineering Development Program (EDP) delivered a presentation on MTO's best practices. MTO's engineering development program is attracting 50 per cent women engineering graduate applications and recruitment, and almost 100 per cent attainment of engineering licensure at the end of the four-year program. PEO President Nancy Hill, P.Eng., Regional Councillor Arthur Sinclair, P.Eng., and LGA Councillor Marilyn Spink, P.Eng., attended the session. On November 28, 2019, a follow up action planning session was held that featured Dr. Sonia Kang, Associate Professor of Organizational Behaviour and HR Management and Canada Research Chair in Identity, Diversity, and Inclusion at the University of Toronto as a keynote speaker. Dr. Kang provided insights from her research on the business case for gender diversity and recommendations on what employers could do to strive for gender inclusion in their engineering recruitment and retention efforts. Regional Councillor Arthur Sinclair, P.Eng., and PEO LGA Councillor Marilyn Spink, P.Eng., attended the session.

Task force speaking engagements

In addition to the formal awareness and action planning sessions hosted by the task force for the key stakeholder groups along the pathway to licensure, the task force also raised awareness of PEO's 30 by 30 action plan through various speaking engagements with employers, women-in-engineering groups, engineering student societies, and chapters. Task Force Chair Helen Wojcinski, P.Eng., in her role as PEO's Engineers Canada 30 by 30 Champion also liaised with the Engineers Canada staff on Ontario's 30 by 30 endeavours and attended a champions' face-to-face meeting in Ottawa on February 2, 2019. Of particular importance was sharing of the manifesto on why the 30 by 30 is a licensing initiative developed by Task Force member and former PEO president Bob Dony, P.Eng. Engineers Canada requested a copy of the manifesto for extrapolation across Canada.

In 2019, several articles were also published in *Engineering Dimensions* on PEO's 30 by 30 initiative.

Metrics to measure progress with the 30 by 30

Since the 30 by 30 initiative is premised on a metric – that 30 per cent of newly licensed engineers nationally are women by 2030 – it was imperative that the task force initiate the baseline metrics that both PEO and other key stakeholder groups would agree to and measure annually for the next 10 years to monitor the profession’s progress towards achieving the 30 per cent goal. The inaugural, baseline metrics of PEO’s internal licensing process, including the percentage of newly licensed engineers in Ontario who were women, 17.8 per cent in 2018, were presented to Council at its November 15, 2019 meeting. It is anticipated that these metrics will be expanded in the future to include those of employers of engineers and universities supportive of the 30 by 30 and reported annually to PEO Council at its November meeting until 2030.

Committee meetings

To accomplish its work, the committee met ten times during 2019 (face to face: Jan 21, Feb 22, Jun 13, Aug 15; and via teleconference Mar 4, Apr 3, Apr 23, Sept 6, Oct 10, and Nov 18).

2019 task force membership

Chair: Helen Wojcinski, P.Eng.
Vice chair: Christian Bellini, P.Eng.
Council liaison: Christian Bellini, P.Eng.
Member: Bob Dony, P.Eng.
Member: Lola Hidalgo, P.Eng.
Staff Advisor: Jeannette Chau, P.Eng.
Staff Support: Sylvia Millstein

2020 task force membership (same as 2019)

The following is the Council-approved 30x30 Task Force roster for 2020:

Chair: Helen Wojcinski, P.Eng.
Vice chair: Christian Bellini, P.Eng.
Council Liaison: Christian Bellini, P.Eng.
Member: Bob Dony, P.Eng.
Member: Lola Hidalgo, P.Eng.
Staff Advisor: Jeannette Chau, P.Eng.
Staff Support: Sylvia Millstein

Succession Planning Task Force

(SPTF)

Mandate

On June 23, 2017, PEO Council passed a resolution to establish the Succession Planning Task Force (SPTF). Council approved its terms of reference in June 2018, and its membership in September 2018. The TF first met 2018 December 5.

The mandate of the SPTF as set by Council is:

To develop terms of reference and a comprehensive implementation plan for the Succession Planning Committee, based on succession planning recommendations approved by Council at its June 23, 2017 meeting.

The terms of reference for the SPTF, as approved by Council, are based on the recommendations developed by the Council Term Limit Task Force (CTLTF) that were approved by Council in 2017. The SPTF’s terms are as follows:

1. Develop an implementation plan for succession planning, based on Council-approved succession planning recommendations 1 to 13.
2. Prepare terms of reference for the Succession Planning Committee that will implement succession planning as per Council approved recommendation 16.
3. Task force deliverables include the above terms of reference and implementation plan for the proposed Succession Planning Committee. The implementation plan shall include key recommendations, a schedule, a maintenance and oversight process and potential operating expenses.
4. Engage key stakeholders through meetings and the peer review process in the development of the plan. Stakeholders shall include, at a minimum, the Central Election and Search Committee (CESC), the Human Resources Committee (HRC), the Advisory Committee on Volunteers (ACV) and the Equity and Diversity Committee (EDC).

The terms also instructed the task force to utilize the services of a governance consultant to assist the task force in determining best practice for Council succession planning at PEO. The consultant supported the task force in drafting its report and will provide expert opinion to Council during presentation of the report.

Activities

1. Developed an RFP for selection of a governance consultant and a list of potential bidders, worked with PEO procurement officer to solicit proposals, and evaluated responses. PEO awarded a contract in April to Laridae Management Consulting based in Peterborough.
2. The task force worked with Laridae to assist them in understanding PEO and Council's operation including relationships with committees, chapters and the relationship with the provincial government.
3. The task force reviewed the results of Laridae's "best practice" research that focused on regulatory bodies in Ontario while also looking at organizations across the country. These results were presented to four peer review committees to solicit feedback on the initial findings.
4. Laridae prepared a draft report and recommendations that were reviewed by the task force. This included developing an implementation plan for succession planning. The report will be issued to the SPTF in January 2020.

Future work for 2020 will include the preparation of the SPTF's covering report and recommendations, peer review with identified committees, and finalization of all deliverables. Presentations to Council are planned as follows: preliminary in February and final in March. The task force is expected to be stood down following the Council meeting in March 2020.

Task force membership

Paul Ballantyne*, P.Eng. (chair), Rob Willson*, P.Eng. (vice chair). The other members of the TF are: Cassie Frengopoulos, P.Eng., Ken McMartin, P.Eng., and Michael Wesa*, P.Eng.

(*Members of the SPTF who were previously on the Council Term Limits Task Force (CTLTF) and provide continuity with the CTLTF effort.)

Chair: Paul Ballantyne, P.Eng.

Staff Advisor: Ralph Martin, Manager, Secretariat

Staff support: Sylvia Millstein

Mission

Regulate and advance the practice of engineering to protect the public interest

Vision

The trusted leader in professional self-regulation

PEO Core Values

Accountability

Integrity

Professionalism

Respect

Teamwork



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