

**Work Plan - 2021**  
**CONSULTING ENGINEER DESIGNATION COMMITTEE (CEDC)**

<b>Approved by Committee:</b> August 2020	<b>Review Date:</b> August 2021
<b>Approved by Council:</b> November 20, 2020	<b>Approved Budget:</b> -
<b>Mandate</b> <b>[as approved by Council]:</b>	<p>To make recommendations to Council respecting all matters relating to applications for designation and re-designation as a consulting engineer, and applications from Certificate of Authorization Holders for permission to use the title "Consulting Engineer" as specified in Regulation 941. The legislated mandate is as follows:</p> <p><b>56.</b> (1) The Council shall designate as a consulting engineer every applicant for the designation who,</p> <ul style="list-style-type: none"> <li>(a) is a Member;</li> <li>(b) is currently engaged, and has been continuously engaged, for not less than two years or such lesser period as may be approved by the Council, in the independent practice of professional engineering in Canada;</li> <li>(c) has, since becoming a Member, had five or more years of professional engineering experience that is satisfactory to the Council;</li> <li>(d) has passed the examinations prescribed by the Council or has been exempted therefrom, pursuant to subsection (2). R.R.O. 1990, Reg. 941, s. 56 (1); O. Reg. 402/07, s. 1.</li> </ul> <p>(2) The Council may exempt an applicant from any of the examinations mentioned in clause (1) (d) where the Council is of the opinion that the applicant has appropriate qualifications. R.R.O. 1990, Reg. 941, s. 56 (2).</p> <p><b>57.</b> (1) Designation as a consulting engineer expires five years from the date of issuance of notice of the designation. R.R.O. 1990, Reg. 941, s. 57 (1).</p> <p>(2) The Council shall redesignate as a consulting engineer every applicant who,</p> <ul style="list-style-type: none"> <li>(a) is a Member;</li> <li>(b) is currently engaged in the independent practice of professional engineering in Canada; and</li> <li>(c) has during the five years since the date of issue of the applicant's most recent designation as a consulting engineer had professional engineering experience satisfactory to the Council. R.R.O. 1990, Reg. 941, s. 57 (2); O. Reg. 402/07, s. 2.</li> </ul> <p><b>58.</b> The Registrar, upon the granting or refusing of an application for a designation or redesignation shall mail forthwith to the applicant a notice stating,</p> <ul style="list-style-type: none"> <li>(a) that the applicant has or has not been granted a designation or redesignation as a consulting engineer, as the case may be; and</li> <li>(b) in the case of a refusal to grant the designation or redesignation, the reasons therefor. R.R.O. 1990, Reg. 941, s. 58.</li> </ul> <p><b>59.</b> A Member who has been designated or redesignated as a consulting engineer may use the title "consulting engineer" or a variation thereof approved by Council from time to time so long as the Member is in the independent practice of professional engineering and the designation or redesignation is valid. R.R.O. 1990, Reg. 941, s. 59.</p>

**60.** For the purpose of this Regulation, a Member shall be deemed to be in the independent practice of professional engineering if the Member,

- (a) holds a certificate of authorization and is primarily engaged in offering or providing services within the practice of professional engineering to the public; or
- (b) is a partner in or employee of a holder of a certificate of authorization, is designated in the application for the certificate as a person who will assume responsibility for and supervise the services of the holder that are within the practice of professional engineering and is primarily engaged in offering or providing, on behalf of the holder, services within the practice of professional engineering to the public. R.R.O. 1990, Reg. 941, s. 60.

**61.** (1) The Consulting Engineer Designation Committee is continued. R.R.O. 1990, Reg. 941, s. 61 (1).

(2) The Consulting Engineer Designation Committee may make recommendations to the Council in respect of all matters relating to applications for designation as a consulting engineer including, without limitation,

- (a) the standards to be applied;
- (b) procedures for and the form and content of examinations;
- (c) the qualifications of applicants;
- (d) the exemption of applicants from examinations; and
- (e) the length of time engaged in independent practice required. R.R.O. 1990, Reg. 941, s. 61 (2).

**62.** (1) The Consulting Engineer Designation Committee shall consist of a chair, vice-chair and such other Members as are appointed by the Council. R.R.O. 1990, Reg. 941, s. 62 (1).

(2) A majority of the members of the Consulting Engineer Designation Committee must be designated consulting engineers. R.R.O. 1990, Reg. 941, s. 62 (2).

(3) The Consulting Engineer Designation Committee may, from time to time, appoint one or more subcommittees to assist it in carrying out any of its functions and to make recommendations to it with respect thereto. R.R.O. 1990, Reg. 941, s. 62 (3).

(4) The majority of the members of a subcommittee of the Consulting Engineer Designation Committee must be designated consulting engineers. R.R.O. 1990, Reg. 941, s. 62 (4).

(5) The chair of a subcommittee of the Consulting Engineer Designation Committee must be a member of the Consulting Engineer Designation Committee. R.R.O. 1990, Reg. 941, s. 62 (5).

**63.** An applicant for designation as a consulting engineer shall, if requested, appear personally before the Council or the Consulting Engineer Designation Committee or a subcommittee thereof. R.R.O. 1990, Reg. 941, s. 63.

**64.** (1) Where the Council has refused an application for designation as a consulting engineer, the applicant may, within thirty days of the date of receipt of notice of the refusal, request that the Council reconsider the application together with such additional information as is submitted by the applicant. R.R.O. 1990, Reg. 941, s. 64 (1).

	<p>(2) Upon receipt of a request from an applicant pursuant to subsection (1), the Council shall reconsider the application, taking into account the additional information, if any, submitted by the applicant with the request. R.R.O. 1990, Reg. 941, s. 64 (2).</p> <p>(3) Upon the reconsideration, the Council may make findings of fact by such standards of proof as are commonly relied upon by reasonable and prudent persons in the conduct of their own affairs and may refer the matter to and accept recommendations from such holders of licences or committee of holders of licences as it considers appropriate in the circumstances. R.R.O. 1990, Reg. 941, s. 64 (3).</p> <p><b>65.</b> The Registrar upon the granting or refusing of an application for reconsideration of an application for designation or redesignation shall mail forthwith to the applicant a notice stating,</p> <p>(a) that the prior refusal of designation or redesignation as a consulting engineer has been confirmed or that the application for designation or redesignation as a consulting engineer has been granted, as the case may be; and</p> <p>(b) in the case of a confirmation of a refusal to grant the designation or redesignation, the reasons therefor. R.R.O. 1990, Reg. 941, s. 65.</p> <p><b>66.</b> An applicant for designation or redesignation as a consulting engineer who has been refused the designation by Council is not entitled to reapply therefor for a period of twelve months after,</p> <p>(a) the date of receipt of notice of the refusal of the Council; or</p> <p>(b) in the case of a reconsideration by the Council, the date of receipt of notice of the refusal of the Council upon the reconsideration. R.R.O. 1990, Reg. 941, s. 66.</p> <p><b>67.</b> Only a Member designated by the Council may use the title "consulting engineer" or a variation thereof approved by the Council from time to time. R.R.O. 1990, Reg. 941, s. 67.</p>
<p><b>Terms of Reference [Key duties]:</b></p>	<p><b>CEDC is appointed by Council.</b></p> <p><b>CEDC reports to Council through the CEO/Registrar and/or Council Liaison.</b></p> <p>CEDC reports regularly (four times each year) regarding mandate to Council as per Regulation.</p> <p><b>Type of Committee:</b></p> <ol style="list-style-type: none"> <li>1. Policy committee on regulatory matters.</li> <li>2. Operational committee on regulatory matters (legislated).</li> </ol> <p><b>Key Duties and Responsibilities:</b></p> <ol style="list-style-type: none"> <li>1. Make recommendations to Council respecting all matters relating to applications for designation and re-designation as a consulting engineer, and applications from Certificate of Authorization Holders for permission to use the title "Consulting Engineer" as specified in Regulation 941 (particularly s. 56, 57 and 58).</li> <li>2. May make recommendations to the Council in respect of all matters relating to applications for designation as a consulting engineer including, without limitation, <ol style="list-style-type: none"> <li>(a) the standards to be applied;</li> </ol> </li> </ol>

	<p>(b) procedures for and the form and content of examinations;</p> <p>(c) the qualifications of applicants;</p> <p>(d) the exemption of applicants from examinations; and</p> <p>(e) the length of time engaged in independent practice required (s. 61).</p> <ol style="list-style-type: none"> <li>3. Peer review of applicants by subcommittee with overview by Committee consensus.</li> <li>4. Reference report on applicant's performance by referees, including a designated Consulting Engineer.</li> <li>5. When required, a special examination of the candidate by comprehensive interview and candidate follow-up response.</li> <li>6. Provide Council information on the role of CEDC and newly implemented voluntary PEAK program.</li> </ol> <p><b>Success Measurements of Key Duties and Responsibilities:</b></p> <ol style="list-style-type: none"> <li>1. Increased recognition of CED by governments, client groups and the public.</li> <li>2. Interpretative guideline is current and relevant.</li> <li>3. Re-structure committee to meet demand for recognition of emerging engineering disciplines.</li> </ol> <p>The Chair shall submit an annual report, not later than January 15<sup>th</sup> of each year to the CEO/Registrar of the activities of the Committee.</p> <p>By September 30<sup>th</sup> of each year, CEDC shall prepare an annual work plan for the following year. The work plan will include anticipated outcomes, deliverables, and a continuous improvement component. This will be presented to Council at the following January meeting.</p>
<p><b>Equity and Diversity Awareness</b></p>	<ol style="list-style-type: none"> <li>1. <i>Was the E&amp; D module reviewed in order to have tasks and activities align with the E&amp;D Policies? YES.</i></li> <li>2. <i>Is each task/activity being done in an equitable manner and engaging diverse groups? YES.</i></li> <li>3. <i>Are there any barriers to information dissemination, human resources, physical space, and cultural differences? NO.</i></li> </ol>

Tasks, Outcomes and Success Measures:	Task/Activities:	Outcomes Success measures	Due date:
	<p><b>Consulting Engineer Designation Applications:</b></p> <p>Under Section 61(2) of Regulation 941 under the <i>Professional Engineers Act</i>, the Consulting Engineer Designation Committee (CEDC) may make recommendations to Council in respect of all matters relating to application for designation as a consulting engineer. The CEDC may recommend that Council approve the following typical motions:</p> <ul style="list-style-type: none"> <li>• Exemption from examinations and the applications for <b>designation</b> as Consulting Engineer.</li> <li>• Applications for <b>re-designation</b> as Consulting Engineer.</li> <li>• <b>Permission to use</b> the title “Consulting Engineers” to specific firms.</li> </ul>	<p><b>Outcomes:</b></p> <p><b><u>Legal Implications/Authority</u></b></p> <ol style="list-style-type: none"> <li>1. Pursuant to Section 56(2), Council has the authority to exempt an applicant from any of the examinations required by section 56(1) to be taken by an applicant for a Consulting Engineer Designation if Council is satisfied that the applicant has appropriate qualifications.</li> <li>2. Pursuant to Section 56(1) Council <b>shall</b> designate as a Consulting Engineer every applicant for the Designation who meet the requirements set out in Section 56(1)(a-d).As a result there does not appear to be any discretion for Council to refuse applicants who meet the requirements.</li> <li>3. Pursuant to Section 57(2) Council <b>shall</b> redesignate as a consulting engineer every applicant who meets the requirements of section 57(2) (a-c). As a result there does not appear to be any discretion for Council to refuse applicants who meet the requirements.</li> <li>4. Pursuant to section 67, Council has the authority to approve a firm’s use of the title “consulting engineers” approved</li> </ol>	<p>CEDC reports regularly (four times each year) regarding mandate to Council as per Regulation.</p>

		<p>by Council provided the applicant meets the requirements set out in section 67.</p> <p><b>Success measures:</b>  <b>General:</b> Increased recognition of CED by governments, client groups and the public through increased liaison with PEO's Government Liaison Committee (GLC) and Consulting Engineers of Ontario.</p> <p>See Appendix A for annual statistics.</p>	
	Maintain the Interpretive Guideline	Interpretative Guideline is current and relevant. Last updated on October 2014.	As needed.
<b>Inter-committee collaboration:</b>	Will be established when necessary.		
<b>Stakeholders:</b>	Consulting Engineers Ontario (CEO)	CEO to be represented with an appointed member.	

### Appendix A: Annual Statistics

Year	Total Number of CEDs	CEDs as a % of the number of P.Engs. listed in section F on the applications for CofAs.	CEDs as a % of the TOTAL number of P.Engs.
2013	-	8.4	1.5
2014	1138	8.6	1.7
2015	1087	7.0	1.4
2016	1059	6.7	1.3
2017	1013	6.1	1.2
2018	988	6.1	1.2
2019	975	5.9	1.1
2020	966	5.7	1.1