

Briefing Note – Confirmation

C-548-1.1

CONFIRMATION OF NOTICE AND QUORUM

Purpose: Secretariat to confirm notice and quorum of the meeting.

Prepared by: Dale Power, Secretariat Administrator

Briefing Note - Decision

APPROVAL OF OPEN AGENDA

Purpose: To approve the open agenda for the meeting.

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

That:

- a) the open agenda, as presented to the meeting at C-548-1.2, Appendix A be approved;
and***
- b) the Chair be authorized to suspend the regular order of business.***

Prepared by: Dale Power – Secretariat Administrator

Appendices:

- Appendix A – 548th Council meeting open agenda

**C-548-1.2
Appendix A**

Draft AGENDA

548th Meeting of the Council of Professional Engineers Ontario
Friday, June 24, 2022 / 8:30 am – 2:30 pm / Lunch 12:45 – 1:30 pm
Virtual Delivery

Friday, June 24 – 8:30 am to 4:30 pm				
10:00 am	CALL TO ORDER – Formal Public Meeting Begins – Crown Room			
	ACKNOWLEDGEMENT OF ATTENDEES (COUNCIL, STAFF AND GUESTS)			
1. <u>OPENING</u>		Spokesperson/ Moved by	Type	Time
1.1	CONFIRMATION OF NOTICE AND QUORUM	Secretariat	Confirmation	10:00
1.2	APPROVAL OF AGENDA (OPEN SESSION)	Chair	Confirmation	10:02
1.3	DECLARATION OF CONFLICTS OF INTEREST: Do any Councillors have a conflict to disclose	Chair	Exception	10:07
2. <u>EXECUTIVE REPORTS</u>		Spokesperson/ Moved by	Type	Time
2.1	PRESIDENT'S REPORT	Chair	Information	10:10
2.2	CEO/REGISTRAR'S REPORT	Executive Leadership Team (on behalf of CEO/Registrar Zuccon)	Information	10:25
<u>STANDING ITEMS</u>		Spokesperson/ Moved by	Type	Time
	No items.			
<u>REGULATORY AND GOVERNANCE ITEMS</u>		Spokesperson/ Moved by	Type	Time
2.3	SIGNING AUTHORITY: POLICY DIRECTION REGARDING BY-LAW AMENDMENT - RECOMMENDATION FROM AUDIT AND FINANCE COMMITTEE (AFC)	Councillor Cutler (AFC Chair)	Decision	10:40
2.4	2023 ELECTIONS – RECOMMENDATION FROM GOVERNANCE AND NOMINATING COMMITTEE (GNC)	Past President Bellini (on behalf of GNC Chair)	Decision	11:00
BREAK: 11:10 – 11:20				
2.5	STRATEGIC PLANNING GOALS	S. Tanchak (Consultant)	Decision	11:20

2.6	CEO/REGISTRAR GOALS FOR 2022-2023 - RECOMMENDATION FROM HUMAN RESOURCES AND COMPENSATION COMMITTEE (HRCC)	Councillor Roberge (HRCC Chair)	Decision	12:20
LUNCH (12:45 – 1:30)				
2.7	CEO REGISTRAR SEARCH COMMITTEE UPDATE	Councillor Roberge (HRCC Chair)	Information	1:30
2.8	GOVERNANCE COMMITTEE REPORTS AND 2022-2023 WORKPLANS <ul style="list-style-type: none"> • Audit and Finance Committee (AFC) • Governance and Nominating Committee (GNC) • Human Resources and Compensation Committee (HRCC) • Regulatory Policy and Legislation Committee (RPLC) 	Committee Chairs	Information	1:35
2.9	ENGINEERS CANADA DIRECTORS REPORT	EC Directors	Information	2:00
3. <u>CONSENT AGENDA</u>		Spokesperson/ Moved by	Type	Time
	Council members may request that an item be removed from the consent agenda for discussion.			2:10
3.1	MINUTES – 546 and 547 COUNCIL MEETINGS	Chair	Decision	
Regulatory Items				
3.2	CONSULTING ENGINEER DESIGNATION APPLICATIONS	Past President Bellini	Decision	
Governance Items				
3.3	CENTRAL ELECTION AND SEARCH COMMITTEE <ul style="list-style-type: none"> ○ 2021-2022 to 2022-2023 Transition ○ Appointment of Additional Members 	Past President Bellini	Decision	
3.4	STATUTORY COMMITTEES – RE- APPOINTMENTS SUBJECT TO APPROVAL BY THE ATTORNEY GENERAL	Past President Bellini	Decision	
3.5	CHANGES TO THE 2022 STATUTORY AND REGULATORY COMMITTEES' MEMBERSHIP LISTS	Past President Bellini	Information	
Formal Public Meeting Ends BREAK (2:15 – 2:20)				

4. <u>IN-CAMERA</u>		Spokesperson/ Moved by	Type	Time
4.1	APPROVAL OF AGENDA (IN-CAMERA)	Chair	Confirmation	2:20
4.2	DECLARATION OF CONFLICTS OF INTEREST	Chair	Exception	2:23
Consent Agenda				
4.3	IN-CAMERA MINUTES – 546 COUNCIL MEETING	Chair	Decision	2:25
Regulatory Items				
4.4	DECISIONS AND REASONS	L. Latham - VP Regulatory Operations/ Deputy Registrar	Information	2:30
4.5	LEGAL UPDATE	L. Latham - VP Regulatory Operations/ Deputy Registrar	Information	2:40
Governance Items				
4.6	PEO'S ANTI-WORKPLACE VIOLENCE AND HARASSMENT POLICY: Council to receive any violations they are aware of, if any	Chair	Exception	2:50
4.7	COUNCILLOR ITEMS Generative discussion		Discussion	2:55
BREAK: 3:20-3:30				
4.8	In-Camera Dialogue with Executive Leadership Team (on behalf of CEO/Registrar)		Discussion	3:30
4.9	In-Camera Dialogue without Executive Leadership Team		Discussion	4:00
4:30 pm	ADJOURNMENT - Formal Council Meeting Ends			
5.	NEXT MEETINGS			
	<ul style="list-style-type: none"> • Board Meetings <ul style="list-style-type: none"> ○ September 23, 2022 ○ November 25, 2022 ○ February 24, 2023 ○ April 5, 2023 • Plenaries <ul style="list-style-type: none"> ○ August 24, 2022 ○ October 28, 2022 ○ January 27, 2023 			
	2022-2023 Committee meetings			

- **Audit and Finance Committee (AFC)- TBD**
- **Governance and Nominating Committee (GNC) - TBD**
- **Human Resources and Compensation Committee (HRCC) - TBD**
- **Regulatory Policy and Legislation Committee (RPLC) - TBD**

Please note that in order to streamline the agenda, additional material for each Council meeting is provided in the Reports document. The additional material includes committee reports, statistics, governance committee minutes, and the Council Decision Log; and can be discussed at the meeting if a Councillor asks to address a specific item. Material submitted as of June 10 were as follows:

- Audit and Finance Committee (AFC) Approved minutes
 - March 8, 2022
 - April 26, 2022
- Governance and Nominating Committee (GNC) Approved minutes
 - March 24, 2022
 - April 25, 2022
- Regulatory Policy and Legislation Committee (RPLC) Approved minutes
 - March 7, 2022
 - April 26, 2022
- Stats
- Council Decision Log

Councillors Code of Conduct

Council expects of itself and its members ethical, business-like and lawful conduct. This includes fiduciary responsibility, proper use of authority and appropriate decorum when acting as Council members or as external representatives of the association. Council expects its members to treat one another and staff members with respect, cooperation and a willingness to deal openly on all matters.

PEO is committed that its operations and business will be conducted in an ethical and legal manner. Each participant (volunteer) is expected to be familiar with, and to adhere to, this code as a condition of their involvement in PEO business. Each participant shall conduct PEO business with honesty, integrity and fairness and in accordance with the applicable laws. The Code of Conduct is intended to provide the terms and/or spirit upon which acceptable/unacceptable conduct is determined and addressed.

At its September 2006 meeting, Council determined that PEO volunteers should meet the same obligations and standards regarding conduct when engaged in PEO activities as they are when engaged in business activities as professional engineers.

[s. 2.4 of the Council Manual]

Briefing Note – Exception

C-548-1.3

CONFLICTS OF INTEREST

Purpose: Councillors are required to identify any real or perceived conflicts of interest that exist or may exist related to the open Council agenda.

No motion required

Prepared by: Dale Power, Secretariat Administrator

Councillors are to declare and refrain from participating in any Council matters where they might have a real or perceived conflict of interest

The Council Chair is responsible for ruling on whether a conflict exists if there is a dispute.

The Councillor with a conflict of interest will be required to leave the Council meeting for the duration of the agenda item, including for any respective votes.

If a Councillor wishes guidance on how to identify any conflicts of interest, the following 9-minute video can be referred to:

https://www.youtube.com/watch?v=fjebnky_j6M

Attached is the link to the “Eliminating Bias in the Registration Process Policy” which references Conflict of Interest.

<https://www.peo.on.ca/sites/default/files/2021-03/policy-eliminating-bias.pdf>

Briefing Note – Discussion

C-548-2.1

PRESIDENT'S REPORT

Purpose: To inform Council of the recent activities of the President.

Motion(s) to consider:

none required

President Colucci will provide a report on his recent PEO activities, followed by discussion.

Briefing Note – Discussion

C-548-2.2

CEO/REGISTRAR'S REPORT

Purpose: To present the CEO/Registrar's Report.

No motion required.

Prepared by: Dale Power, Secretariat Administrator

The CEO/Registrar's report is attached.

CEO/Registrar Update

C-548-2.2
Appendix A

Johnny Zuccon, P.Eng., FEC, CEO/Registrar
Prepared for PEO Council, June 24, 2022

Action Plan

Progress Report

Mandatory Continuing Professional Development

Beginning in January 2023, continuing professional development (CPD) will become a required component for professional engineers and limited licence holders on a calendar basis to maintain their licence. The new CPD requirement, established in Ontario Regulation 353/22 under the *Professional Engineers Act*, reflects PEO's dedication to promoting and increasing the knowledge, skill, and proficiency of its licence holders, and administering the *Professional Engineers Act* to serve and protect the public interest.

The mandatory CPD requirement will be delivered through the Practice Evaluation and Knowledge (PEAK) program, which has been piloted voluntarily since March 2017. The key elements of the annual mandatory program include:

- **Practice Evaluation**—This consists of a practice status declaration as well as a practice evaluation questionnaire (for persons with a "permitted to practise" licence status) that determines personalized CPD targets of up to 30 hours for that year. Persons with a "not permitted to practise" licence status that year will complete a non-practising survey instead of a questionnaire.
- **Professional Practice Module**—A learning module for licence holders that covers regulatory topics such as professional practice, engineering ethics and regulatory knowledge processes. This module may also provide an opportunity to update practitioner skill and knowledge on other relevant topics, such as the need to promote equity, diversion and inclusion within the profession, and the role played by engineers in the safeguarding of the public welfare or the environment.
- **Continuing Professional Development Report**—A reporting mechanism for persons with a "permitted to practise" licence status to respond to their personalized CPD targets for that year.

Communication of the impending program to stakeholders has been ongoing since January 2022 and continues through *Engineering Dimensions* magazine, PEO website, eblasts to licence holders, PEO portal, social media and licence renewal notices.

Between April 12 and May 6, PEO conducted an online public survey to promote awareness of the impending mandatory program and generate a benchmark on how the program is perceived by key stakeholders, including licence holders, those in the greater engineering community and the public. The survey was completed by nearly 8800 respondents. Notable highlights included:

- 92% identified as PEO licence holders;
- 76% indicated that a custom approach that establishes a personalized amount of CPD hours proportional to a licence holder's practice risk to the public would be more practical than a one-size-fits-all approach that assigns a fixed amount of CPD hours to all licence holders regardless of individual practice risk to the public;
- 81% thought that those who identify as a non-practising licence holder should be assigned less CPD hours than a practising licence holder or no CPD hours at all;

- 45% thought it is important or very important to include a refresher module on professional practice and ethics as part of the mandatory CPD program; and
- 66% indicated it is important or very important to have PEO accept CPD hours for activities that may not be verifiable (e.g., self-study of a technical journal).

Further consultations about CPD will be developed over the coming months and will continue to be implemented once the program becomes mandatory in 2023. This will help ensure that the program is continuously improved and is responsive to input from a variety of sources, to meet the needs of licence holders while serving the public interest.

Operations

Licensing

FARPACTA project

As Council is aware, the passage of the *Working for Workers Act, 2021*, with associated Act and regulation changes involving the *Fair Access to Regulated Professions and Controlled Trades Act* (FARPACTA) will significantly impact PEO's licensing processes. As a result, and consistent with the 2019 PEO Action Plan (which instructed the CEO/Registrar to streamline licensing), staff have been under instructions to review and analyze all licensing processes that fall under the Registrar's statutory authority. The immediate imperative is to identify options, within the existing legislative framework, which will enable PEO to address its current caseload and, more crucially, comply with the new strictly prescribed licensing timeline requirements for all new applications received after July 2023. In April, the licensing team was enhanced by the appointment of two managers and a director into full-time roles, permitting the more effective allocation of resources to the project. In May, Stephanie Rose joined PEO as its new Director, Program Management, and Stephanie is tasked with managing the delivery of the overall FARPACTA compliance project.

The project has formally kicked off with a cross-divisional PEO project team, including working groups focused on various administrative and operational elements of the project. The team is examining a parallel admissions process and how to facilitate continued processing of existing applicants alongside new ones once the FARPACTA process is implemented. The team will also ensure that any new processes are specifically designed to include principles of equity and inclusivity. Additionally, the team has begun the analysis of historic ARC data which is expected to provide insights into possible approaches with respect to academic assessment. As analysis of this data, and other critical components continues over the summer, Council can expect periodic updates through RPLC and a fulsome project update and presentation at its September meeting.

Information Discovery and Digitization Capacity Project

By early June, more than 13,500 of the 21,000 paper-based in-process P.Eng. licence application files had been fully digitized, and the target of completing the digitization of the 21,000 application files by October appears achievable. Other paper-based application inventory and other PEO documents are currently being assessed for suitability for digitization upon completion of the P.Eng. file digitization.

ARC Reviews

In September, the COVID-related accumulation of applications from graduates of a non-Canadian Engineering Accreditation Board engineering program requiring Academic Requirements Committee (ARC) review and assessment was approximately 2700 files. By the end of April, through the efforts of the ARC and staff, the accumulation had been eliminated as planned. At the time of writing of this report, 4 files from the COVID accumulation remain active as they require a 2nd review/opinion from ARC. Elimination of the accumulation has represented a significant, sustained, and focussed work effort on the part of staff and many ARC members.

ERC Reviews

Over the past three months, an average of 59 ERC interviews were held per month, as compared to an average of 43 interviews/month reported in April. The pre-COVID average number of interviews held per month was 80. Since March 2020, approximately 67% of the ERC roster (94 members) have participated in at least one interview, however, only 8 members have averaged 3 or more interviews total in the past four months. Based on the current ERC backlog, if the ERC can achieve its pre-COVID rate of 80 interviews per month, it will take approximately 8 months to work through the COVID-related accumulation of files and keep up with the typical incoming volume of monthly referred files. Staff continue to work with the chairs of ERC to manage the accumulation, and have implemented several operational improvements, which are expected to have an impact on file throughput over the next months. In addition, when ERC members resume in-person interviews, it is expected that the number of interviews scheduled per month may increase.

Figure 1. Breakdown of P.Eng. licence applications received (including transfers and reinstatements) January-May 2021 and 2022

Year	P. Eng. Applications Received Jan-May 2021					P. Eng. Applications Received Jan-May 2022						% Change
Gender	Female		Male		Totals	Female		Male		Unspecified	Totals	Totals
	(#)	(%)	(#)	(%)	(#)	(#)	(%)	(#)	(%)	(#)	(%)	(#)
CEAB	317	20%	1292	80%	1609	359	22%	1198	75%	41	3%	1598
Non-CEAB	251	15%	1400	85%	1651	450	16%	2170	75%	253	9%	2873
Totals	568	17%	2692	83%	3260	809	18%	3368	75%	294	7%	4471

Figure 2. Breakdown of P.Eng. licence applications approved (including transfers and reinstatements) January-May 2021 and 2022

Year	P.Eng. Licences Approved Jan-May 2021					P.Eng. Licences Approved Jan-May 2022					% Change
Gender	Female		Male		Totals	Female		Male		Totals	Totals
	(#)	(%)	(#)	(%)	(#)	(#)	(%)	(#)	(%)	(#)	
CEAB	201	20%	825	80%	1026	244	19%	1056	81%	1300	27%
Non-CEAB	96	17%	467	83%	563	78	16%	411	84%	489	-13%
Totals	297	19%	1292	81%	1589	322	18%	1467	82%	1789	13%

Figure 3. Average process times for P.Eng. licence approvals, January-May 2021 and 2022

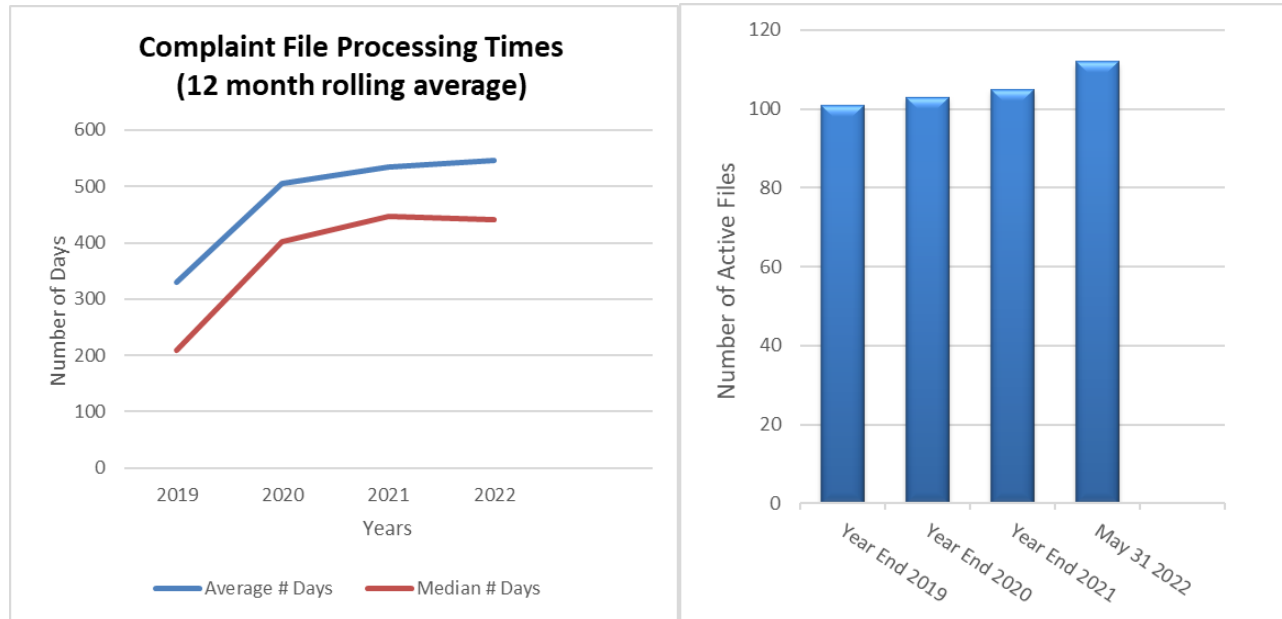
	P.Eng. Licences Approved Jan-May 2021	P.Eng. Licences Approved Jan-May 2022	% Change	P.Eng. Licences Approved Jan-Dec 2021	% Change
CEAB applicants	1303 days	1237 days	-5.1%	1282 days	-3.5%
Non-CEAB – No Exams	1086 days	1320 days	21.5%	1160 days	13.8%
Non-CEAB - Confirmatory exam program	1616 days	2147 days	32.9%	1699 days	26.4%
Non-CEAB -Specific exam program	2330 days	2474 days	6.2%	2410 days	2.7%
Interprovincial Transfers	120 days	164 days	36.7%	120 days	36.7%
Reinstatements	101 days	109 days	7.9%	77 days	42.6%

Regulatory Compliance

Complaints

Average complaint file processing times have trended upwards since COVID mainly due to the related shutdowns that have increased the time for complainants, respondents and third parties to gather documents and respond to information requests, as well as because of the nature of active files over the last three years.

Figure 4. Complaints and Investigation Statistics (as at May 31, 2022)



Enforcement

The enforcement case load has experienced minimal change overall in comparison to the same period for 2021.

Figure 5. Enforcement case load comparison 2021 vs. 2022

2022 Case Load	Jan	Feb	Mar	Apr	May
Open Backlog	435				
Files Opened	28	21	15	24	50
Files Closed	35	11	23	48	16
Net Active Files	428	438	430	406	440

2021 Case Load	Jan	Feb	Mar	Apr	May
Open Backlog	426				
Files Opened	28	17	27	32	16
Files Closed	20	32	22	18	31
Net Active Files	434	419	424	430	423

Finance

Update

For the four months ending April 30, 2022, revenues earned were \$9.6M and expenses incurred were \$8.5M, resulting in an excess of revenue over expenses of \$1.1M, as shown in Figure 6. The decrease in revenues in comparison to the prior year actuals for the same period by \$1,096k is largely attributable to lower-than-expected investment income due to unfavourable market conditions. This reduction in revenue was partially offset by an increase in P.Eng. application revenue, EIT fees and other revenues.

On the expense side, there were \$8.5M in total expenses for the four months ending April 30, 2022, versus a spend of \$7.9M during the same period in the prior year, resulting in an unfavourable variance of \$615k. Operations expenses remain similar to the previous year due primarily to continuing pandemic-related restrictions on in-person events. However, this trend is expected to change as the various pandemic related restrictions on in-person meetings and events are gradually relaxed in the upcoming months. Special project spending has increased due to various initiatives in the areas of IT, governance, and the Anti-Racism & Anti-Discrimination Exploratory Working Group (AREWG). As shown in Figure 7, PEO has cash reserves of \$5.8M and an investment portfolio of \$26.8M as of April 30, 2022, in comparison to cash reserves of \$ \$7.5m and an investment portfolio of \$19.4m, respectively as of April 30, 2021.

Figure 6. Revenues and expenses as of April 30, 2022

	2022 Actual	2021 Actual	Variance (Fav / Unfav)
TOTAL REVENUES	\$9,602,280	\$10,697,967	-\$1,095,687
Operations expenses	\$7,772,485	\$7,836,726	\$64,241
Special project exp	\$760,343	\$81,118	-\$679,225
TOTAL EXPENSES	\$8,532,828	\$7,917,844	-\$614,984
Excess of Rev over Exp	\$1,069,452	\$2,780,123	-\$1,710,671

Figure 7. Assets and liabilities as of April 30, 2022

	2022 Actual	2021 Actual	Variance (Fav / Unfav)
Cash	\$5,758,697	\$7,452,674	-\$1,693,977
Other current assets	\$589,268	\$1,030,440	-\$441,172
Marketable securities	\$26,821,592	\$19,409,335	\$7,412,257
Capital assets	\$29,261,807	\$30,693,063	-\$1,431,256
Total assets	\$62,431,364	\$58,585,512	\$3,845,852
Current liabilities	\$14,696,257	\$14,450,931	-\$245,326
Long term debt	\$1,088,768	\$2,177,564	\$1,088,796
Employee future benefits	\$11,089,167	\$13,596,032	\$2,506,865
Net assets	\$35,557,172	\$28,360,984	\$7,196,188
Total liabilities & net assets	\$62,431,364	\$58,585,512	\$3,845,852

Remissions and Resignations

The data in Figures 8 and 9 show the monthly breakdown of the number of members seeking fee remission in 2022 and 2021, respectively. In 2022, the average monthly number of members seeking remission as April 30, 2022, is 250 in comparison to 245 for 2021.

As can be seen in Figures 8 and 9, there was an average of 90 monthly resignations in 2022 versus 73 resignations in 2021. However, overall, the number of P.Engs as of April 30, 2022, increased by 810 to 86,469 members in comparison to 85,659 members as of April 30, 2021. Since the impact of the pandemic appears to have largely subsided, this trend of a growth in membership is expected to continue.

Figure 8. Remissions stats for 2022

Remission Type	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	Total	Monthly Ave.
Parental leave	14	10	20	13									57	14
Post graduate	7	8	5	12									32	8
Unemployment	161	106	146	142									555	139
Temporary health	7	4	3	5									19	5
Permanent health	2	1	9	4									16	4
Retired	84	99	88	51									322	81
Total	275	228	271	227									1001	250
Cumm. Total	275	503	774	1001										
Resignations													359	90

Figure 9. Remissions stats for 2021

Remission Type	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	Total	Monthly Ave.
Parental leave	18	20	19	11	11	14	15	19	18	16	25	13	199	17
Post graduate	9	10	10	8	4	5	3	5	7	8	6	4	79	7
Unemployment	220	135	158	140	144	106	124	130	140	125	127	94	1643	137
Temporary health	3	4	6	4	4	3	4	3	1	2	4	1	39	3
Permanent health	4	4	3	3	6	2	4	3	2	2	7	3	43	4
Retired	105	99	74	73	95	64	53	79	68	77	96	53	936	78
Total	359	272	270	239	264	194	203	239	236	230	265	168	2939	245
Cumm. Total	359	631	901	1140	1404	1598	1801	2040	2276	2506	2771	2939		
Resignations													876	73

Program Management

New Director

Stephanie Rose joined PEO in the newly created role of Director, Program Management.

As Director, Program Management, Stephanie reports directly to the VP, Organizational Effectiveness, and will help guide large scale changes to the functions within shared services and will work closely with key stakeholders within PEO to govern and deliver evolving programs and related projects. In addition, Stephanie will be managing the overall delivery of the FARPACTA compliance project.

Disconnecting from Work Policy

PEO has implemented a Disconnecting from Work policy to demonstrate our commitment to increasing overall employee health and wellness and providing employees with a better work-life balance. The policy recognizes the right of the employees to disconnect from work outside their normal working hours and enjoy their free time. As an employer with 25 or more employees, implementing such a policy meets PEO's new obligation under Ontario's recently amended Employers Standards Act, which was revised as part of the *Working for Workers Act, 2021*.

Workplace Violence & Harassment Policy

Although PEO has a current policy that pertains to both employees, volunteers and councillors, it has effective enforcement mechanisms to deal with situations involving employees but lacks both authority and effective mechanisms to deal with the conduct of Council members or volunteers. The HRCC has directed Human Resources to revise the current policy to address the identified gaps. This new version will be presented to the HRCC for review and recommendations to Council.

Learning Hub

In our continued efforts to support the success of our Council members, we were excited to launch an online course entitled "PEO Councillor Board Basics Onboarding." This module provided a high-level overview of PEO, Council and the role that members play and covers key topics including:

- Understanding the regulatory role at PEO
- Relevant acts, regulations and by-laws
- Code of conduct
- Administration basics
- Committee design
- Respecting diversity

Digital-based licence certificates

As part of ongoing modernization and digitization efforts, PEO is planning to replace all paper licence certificates with a digital format and is currently communicating with two potential vendors for this project. A digital licence certificate will be implemented this fall, bringing many benefits to PEO members and the public. Digital licence certificates have already been introduced by Professional Engineers and Geoscientists Newfoundland & Labrador, and Engineers & Geoscientists New Brunswick is currently testing a digital licence format.

Centennial Celebrations

PEO celebrated its 100th birthday on June 14. This year marks a century of PEO serving the public interest through regulation of the practice of professional engineering in Ontario. Among the centenary celebrations so far, PEO:

- Held a celebratory in-person dinner on May 13, during which 130 guests, including past and current Council members, chapter chairs and representatives of other regulatory bodies, gathered to listen to PEO President Nick Colucci, P.Eng., FEC, CEO/Registrar Johnny Zuccon, P.Eng., FEC, and keynote speaker award-winning journalist Peter Mansbridge; and
- Published the May/June issue of *Engineering Dimensions*, which presented two historical features on the history of engineering and engineering regulation in Ontario, "[PEO turns 100](#)" and "[An Engineering Legacy](#)."

Throughout 2022, PEO will continue its centennial celebrations, including:

- An Ontario-wide, regulatory-focused social media campaign beginning this month that will highlight PEO's role as a modern, effective regulator, targeting 4.8 million people—including 2.6 million impressions and 2600 clicks from people aged 35 to 65—via Facebook and Instagram, with an aim to raise public awareness of professional engineering, initially with a regional focus on the cities of Ottawa, Toronto, Windsor and Hamilton. A secondary social media audience campaign targeted at 160,000 social media audience users on LinkedIn and Twitter will follow;
- Funds for all 36 chapters to host virtual, in-person or hybrid centennial events in their communities, with the chapters having the discretion of what kind of events they would like to host—from a centennial BBQ to centennial certificate ceremony. PEO is providing them with guidance through an organizer toolkit, media kit, a PEO video and promotional items designed to celebrate PEO's centenary;
- The Centennial Media Kit, hosted on a private page of PEO's website to be shared with select recipients, including PEO staff and chapters. The media kit contains PEO's centennial video, speeches, photographs and presentations from PEO's centennial dinner; and
- A PEO all-staff celebration on September 15, with details still being finalized.

Briefing Note – Decision

C-548-2.3

SIGNING AUTHORITY AND LIMITS – POLICY DIRECTION REGARDING BY-LAW AMENDMENT

Purpose: To direct changes to modernize PEO's approach to signing authority for contracts, deeds, and other instruments.

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

That Council approves the recommendation by the Audit and Finance Committee to update the signing authority for deeds, transfers, contracts, and other instruments requiring the signature of the Association, and that Council directs that an appropriate by-law amendment be prepared for its consideration as soon as practicable.

Prepared by: Chetan Mehta – Director, Finance

Moved by: Lorne Cutler, P.Eng. – Chair, Audit and Finance Committee

1. Need for PEO Action

Background

No person is authorized to sign or approve any deed, contract or any other instrument that creates an obligation or undertaking on behalf of PEO unless the individual has signing authority authorized by PEO's bylaws. Currently, section 45 of By-Law 1 (provided below) sets out the signing authorities and limits for contracts and other instruments requiring the signature of the Association:

- *Deeds, transfers, contracts and other instruments requiring the signature of the association, and which have an aggregate expenditure there under of less than \$20,000 may be signed by any two of the registrar; director, finance; deputy registrar, licensing and registration; deputy registrar, standards and tribunals; deputy registrar, regulatory compliance; director, communications; chief administrative officer; or director, information and technology services*
- *Deeds, transfers, contracts and other instruments requiring the signature of the association may be signed by one of the president, president-elect, or the past president and either the registrar or the director, finance.*

Proposed recommendations

The Audit and Finance Committee (AFC) discussed this item at its March 8, 2022 meeting. After a thorough discussion, the committee members agreed unanimously to recommend the following proposed changes to Council for approval.

Limits	Signatories
Up to \$25k	designated department Director ¹
Up to \$50k	designated VP

¹ In PEO's structure, managers typically report to Directors who report to one of three VPs. The VPs in turn report to the CEO/Registrar, who is directly accountable to Council.

Up to \$100k	CEO/Registrar OR designated VP
Over \$100k and up to Council approved annual budget	CEO/Registrar OR designated VP AND any one of the President, President-Elect or Past-President

The following key considerations were made by the committee members in recommending these changes:

1. The proposed recommendations have been validated by the PEO's Auditor.
2. The proposal reflects the PEO's current organizational structure. The current by-law is outdated. Some of the position titles mentioned in section 45 of the by-law do not exist. Similarly, none of the senior staff leadership positions created in recent years are mentioned in the bylaw.
3. The proposal must ensure that there are adequate controls in place for the proper authorization of contracts while at the same time enabling operational effectiveness and timely management of the PEO's contracts and other instruments. The current limit of \$20k has not been updated for over a decade and is not representative of current contracts the majority of which are over \$20K.
4. The proposal follows recommended best practices for regulators and other organizations. Inputs were sought from provincial associations and other sources on the policies followed and based on the feedback received, the basic approach adopted by many organizations is that department heads can sign contracts for their respective departments and the CEO has the authority to sign on all contracts on behalf of the organization. In some cases, the CEO can sign contracts up to a certain percentage over than the approved budget. In PEO's case, a blended approach is being proposed wherein Directors, VPs and the CEO/Registrar are given the authority to sign contracts up to a dollar limit after which two signatures are required to ensure appropriate checks and balances.
5. The by-law provision on signing authority constitutes only one element in PEO's system of internal control. The risk management processes that are currently in place support effective and informed decision-making and provide consistent accountability and reporting throughout the organization. In addition, in accordance with PEO's internal policies, all contracts must be reviewed and approved by PEO's legal counsel before signing.

2. Proposed Action / Recommendation

That Council approve the recommendations by the AFC and direct staff to develop a by-law amendment for consideration by the AFC and then by Council, as soon as practicable.

3. Next Steps (if motion approved)

On receiving Council approval, staff will develop a by-law for consideration by AFC. When the AFC is satisfied that the by-law matches Council's intent, it will be returned to Council for formal approval. Every reasonable effort will be made to complete this process in time for the September 2022 Council meeting.

4. Financial Impact on PEO Budgets (for five years)

None anticipated

	Operating	Capital	Explanation
Current to Year End	\$	\$	Funded from Surplus Fund (Council discretionary funds)
2 nd	\$	\$	
3 rd	\$	\$	
4 th	\$	\$	
5 th	\$	\$	

5. Peer Review

As noted above, inputs were sought from provincial associations and other organizations with a similar governance structure. In addition, the proposed recommendations were reviewed by the auditor.

6. Appendices

None

Briefing Note – Decision

C-548-2.4

2023 COUNCIL ELECTION MATTERS

Purpose: To approve the 2023 Voting Procedures and the 2023 Election Publicity Procedures, nomination form, nomination acceptance forms, and to make appointments in accordance with S. 13(1) and (2) of Regulation 941.

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

That Council, with respect to the 2023 Council election:

- a) approve the 2023 Voting Procedures, as presented to the meeting at C-548-2.4, Appendix A;
- b) approve the 2023 Election Publicity Procedures, as presented to the meeting at C-548-2.4, Appendix B
- c) approve the 2023 Nomination Form as presented to the meeting at C-548-2.4, Appendix C;
- d) approve the 2023 Nomination Acceptance Forms for President-Elect, Vice President, Councillor-at-Large, and Regional Councillor as presented to the meeting at C-548-2.4, Appendix D;
- e) appoint the Regional Election and Search Committees (RESC) for each Region;
- f) appoint the Junior Regional Councillor in each Region (Dana Montgomery, P.Eng., Tim Kirkby, P.Eng., David Kiguel, P.Eng., Vicki Hilborn, P.Eng., Pappur Shankar P.Eng.) as Chair of the RESC for their Region.

Prepared by: Meg Feres – Supervisor, Council Operations, Secretariat

Moved by: Christian Bellini, P. Eng., Past President

1. Background

Members of Council are to be elected annually in accordance with sections 2 through 26 of Regulation 941 under the *Professional Engineers Act*.

PEO convention requires that Council approve Voting Procedures and Election Publicity Procedures, which form part of the voting procedures, as well as various other documents for its annual elections at its June meeting.

In accordance with the Protocol for Annual Review of Election Procedures, the Central Election and Search Committees (CESC) for 2020-2021 and 2021-2022 both undertook reviews of the procedures for the conduct of the 2021 and 2022 Council Elections, respectively. At its meeting of June 25, 2021, Council referred the 2021 CESC issues report and recommendations to the Governance and Nominating Committee (GNC) for consideration; and on March 2, 2022, the CESC prepared its 2022 Elections Issues Report for discussion by the GNC at its next meeting. Both reports were provided to Council as information items at its April 8, 2022 meeting.

At its meeting on March 7, 2022, the GNC discussed some of the specific issues on the 2021 Report and referenced, more generally, aspects of the 2022 Report and directed staff to:

- Propose operational changes to the two procedures documents for the 2023 elections to be approved by Council in June

- Conduct a holistic, phased best practice review aimed at reforming and modernizing the elections system, taking into consideration:
 - the issues and associated recommendations in 2021 and 2022 Elections Issues Reports; and
 - the broader context of existing policies and procedures that comprise PEO's current elections system.

2. Need for PEO Action

At its meeting of May 24, 2022, the GNC reviewed draft versions of the 2023 Voting Procedures (Appendix A) and the 2023 Election Publicity Procedures (Appendix B) and made the following revisions of an operational nature based on some of the recommendations in the CESC's Council Elections Issues Report and the decision by PEO to become fully digital as of April 27, 2022.

1. To disallow requests for fundraising in election material and to disallow links to any non-PEO websites or social media accounts in election material. This change will address complaints from members that were received about a candidate including fundraising requests to their PEO election publicity material.
2. To reduce the number of days a candidate has to remedy any inconsistencies to their election material from three days to two business days (excluding the date of the notice). The additional day to remedy any inconsistencies with material-prescribed requirements will allow sufficient time for PEO's Communications department to prepare the submissions to meet the *Engineering Dimensions* publication deadline. Should a candidate fail to re-submit material within two business days, the candidate's material will be published with a notation explaining any necessary amendments made by staff (e.g. – photo not included because it was either too small or too large; only material that will fit within the border would be included and the remainder excluded).
3. To encourage election candidates to attend their respective All Candidates' Meetings at PEO's head office, either in person or virtually. From time to time, no candidates are in attendance for their respective election.

All recommendations have been incorporated into the Voting and Election Publicity Procedures for Council's review.

In addition, Council is asked to review and approve the Nomination and Nomination Acceptance Forms included at Appendices C & D.

Further, S. 13(1) and 13(2) of Regulation 941 requires Council to appoint a Regional Election and Search Committee (RESC) for each Region composed of the Chair of each Chapter in the Region; and appoint the Junior Regional Councillor in each Region as the Chair of the RESC for that Region.

3. Proposed Action / Recommendation

That Council approve the motions noted above.

4. Next Steps (if motion approved)

The approved 2023 Voting Procedures and 2023 Election Publicity Procedures will be published on PEO's website and in the September/October issue of *Engineering Dimensions*. The 2023 Council Elections Guide will be updated reflecting the Council approved changes to the Voting and Election Publicity procedures.

The GNC will consider any longer-term recommendations aimed at reforming and modernizing the elections system, as noted above, in Q1 2023. Any recommendations will be brought to Council for consideration as needed.

5. Peer Review

Comments were collected from stakeholders such as the Chief Elections Officer, Returning Officers, the Official Elections Agent, voters, and staff during the Council elections and are reflected in the Issues Reports.

6. Appendices

- Appendix Ai – Draft 2023 Voting Procedures (with tracked changes)
- Appendix B – Draft 2023 Election Publicity Procedures
- Appendix C – Nomination Form
- Appendix D – i) – Nomination Acceptance Form – President-Elect
ii) – Nomination Acceptance Form – Vice President
iii) – Nomination Acceptance Form – Councillor-at-Large
iv) – Nomination Acceptance Form – Regional Councillor



C-548-2.4 Appendix Ai

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Enforcement Hotline: 416 224-9529, ext. 1444

APPENDIX A

2023 Voting Procedures for Election to the 2023-2024 Council of the Association of Professional Engineers Ontario (PEO)

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The 2023 voting and election publicity procedures were approved by the Council of PEO on June 24, 2022. Candidates are responsible for familiarizing themselves with these procedures. Any deviation could result in a nomination being considered invalid. Candidates are urged to submit nominations and election material well in advance of published deadlines so that any irregularities may be corrected before the established deadlines. Nominees' names are made available on PEO's website as received; all other election material is considered confidential until published by PEO.

1. The schedule for the elections to the 2023–2024 Council is as follows:

Date nominations open	October 17, 2022
Date nominations close	4 p.m., November 25, 2022
Date PEO's membership roster will be closed for the purposes of members eligible to automatically receive election material ¹	January 6, 2023
Date a list of candidates and voting instructions will be sent to members	no later than January 9, 2023
Date voting will commence	on the date that the voting packages are sent to members, no later than January 13, 2023
Date voting closes	4 p.m., February 17, 2023

All times noted in these procedures are Eastern Time.

2. Candidates' names will be listed in alphabetical sequence by position on the list of candidates sent to members and on PEO's website. However, the order of their names will be randomized when voters sign in to the voting site to vote.
3. A person may be nominated for only one position.
4. A nomination, once withdrawn, may not be re-instated.

¹ Members licensed after this date may call in and request that election information be provided via telephone mailed to them by regular mail, or, upon prior written consent by the member for use of his/her email address, via email, or via telephone

5. Nomination papers are to be submitted only by email (elections@peo.on.ca) for tracking purposes. Forms will not be accepted by any other format (e.g. personal delivery, courier, fax). If you have a need for accommodation because of a disability that limits your ability to access electronic communications tools, please contact elections@peo.on.ca
6. Only nomination acceptance and nomination petition forms completed in all respects, without amendment in any way whatsoever, will be accepted.
7. Signatures on nomination forms may be hand-signed or electronic.
8. Signatures on nomination petition forms do not serve as confirmation that a member is formally endorsing a candidate.
9. In the event a candidate changes their mind on a position and decides to run for a different position after submitting nomination forms, a newly-completed nomination petition form, in addition to a new nomination acceptance form, will be required.
10. Candidates should allow sufficient time for their emails to go through the system to ensure that the completed papers are, in fact, received by the chief elections officer by 4 p.m. on November 25, 2022. In the event of a dispute as to when the forms were sent vs received, a candidate can provide the chief elections officer with a copy of his or her email to PEO that would indicate the time the nomination forms were sent from their computer.
11. Council has appointed a Central Election and Search Committee to:
 - encourage members to seek nomination for election to the Council as president-elect, vice president or a councillor-at-large;
 - assist the chief elections officer as may be required;
 - receive and respond to complaints regarding the procedures for nominating, electing and voting for members to the Council;
 - conduct an annual review of the elections process and report to the June 2023 Council meeting.
12. Candidates will be advised when a member of the Central Election and Search Committee has declared a conflict of interest should an issue arise that requires the consideration of the committee.
13. Council has appointed a Regional Election and Search Committee for each region to encourage members residing in each region to seek nomination for election to the Council as a regional councillor.
14. Council has appointed an independent chief elections officer to oversee the election process and to ensure that the nomination, election and voting are conducted in accordance with the procedures approved by Council.
15. The chief elections officer will be available to answer questions and complaints regarding the procedures for nominating, electing and voting for members to the Council. Any such complaints or matters that the chief elections officer cannot resolve will be forwarded by the chief elections officer to the Central Election and Search Committee for final resolution. Staff is explicitly prohibited from handling and resolving complaints and questions, other than for administrative purposes (e.g. forwarding a received complaint or question to the chief elections officer).

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16. Voting will be by electronic means only (internet and telephone). Voting by electronic means will be open at the same time the electronic election packages are sent out.
17. An independent agency has been appointed by Council to receive, control, process and report on all cast ballots. This "official elections agent" will be identified to the members with the voting material.
18. If a candidate withdraws their nomination for election to PEO Council prior to the preparation of the voting site, the chief elections officer shall not place the candidate's name on the voting site of the official elections agent or on the list of candidates sent to members and shall communicate to members that the candidate has withdrawn from the election. If the candidate withdraws from the election after the electronic voting site has been prepared, the chief elections officer will instruct the official elections agent to adjust the voting site to reflect the candidate's withdrawal.
19. All voting instructions, a list of candidates and their election publicity material will be sent to members by the official elections agent. All voters will be provided with detailed voting instructions on how to vote electronically. Control numbers or other access control systems will be sent to members by email after the election package has been sent out. The official elections agent will send out an eblast with the control numbers (PINs) every Monday during the election period.
20. Election material sent to members electronically ~~or by mail~~ will contain information related to the All Candidates Meetings.
21. If the official elections agent is notified that an elector has not received a complete election information package, the official elections agent shall verify the identity of the elector and may either provide a complete duplicate election information package to the elector, which is to be marked "duplicate," by ~~regular mail or~~ email or provide the voter's unique control number to the voter and offer assistance via telephone. In order to receive such information via email, the elector must provide prior written consent to the use of his or her email address for this purpose.
22. Elections staff shall respond to any requests for new packages as usual - i.e., if the member advises that they have moved and have not received a package, the member is to be directed to the appropriate section on the PEO website where the member may update their information with Document Management Centre (DMC).
23. DMC staff shall advise elections staff when the member information has been updated; only then shall the elections staff request the official elections agent to issue a replacement package with the same control number.
24. Verification of eligibility, validity or entitlement of all votes received will be required by the official elections agent. Verification by the official elections agent will be by unique control number to be provided to voters with detailed instructions on how to vote by internet and by telephone.
25. Voters need not vote in each category to make the vote valid.
26. PEO will post total votes cast in the election on the PEO website on each Friday of the voting period and will post final vote totals by candidate after voting has closed. No other information related to vote totals will be made available.

27. The official elections agent shall not disclose individual voter preferences.
28. The official elections agent shall keep a running total of the electronic ballot count and shall report the unofficial results to the chief elections officer, who will provide the candidates with the unofficial results as soon as practically possible.
29. There shall be an automatic recount of the ballots for a given candidate category for election to Council or bylaw confirmation where the vote total on any candidate category for election to Council between the candidate receiving the highest number of votes cast and the candidate receiving the next highest number of votes cast is 25 votes or less for that candidate category or where the votes cast between confirming the bylaw and rejecting the bylaw is 25 votes or less.
30. Certification of all data will be done by the official elections agent.
31. On or before the close of nominations on November 25, 2022, the president will appoint three members or councillors, who are not running in the election, as returning officers to:
- approve the final count of ballots;
 - make any investigation and inquiry as they consider necessary or desirable for the purpose of ensuring the integrity of the counting of the vote and report the results of the vote to the registrar not later than March 10, 2023.
32. Returning officers shall receive a per diem of \$250, plus reasonable expenses to exercise the duties outlined above.
33. Reporting of the final vote counts, including ballots cast for candidates that may have withdrawn their candidacy after the opening of voting to PEO, will be done by the returning officers to the registrar, who will advise the candidates and Council in writing at the earliest opportunity.
34. Upon the direction of the Council following receipt of the election results, the official elections agent will be instructed to remove the electronic voting sites from its records.
- ~~— Election envelopes that are returned to PEO as undeliverable are to remain unopened and stored in a locked cabinet in the Document Management Centre (DMC) without contacting the member until such time as the election results are finalized and no longer in dispute.~~
- ~~35. Elections staff are not to have access to, or control of, returned envelopes.~~
- ~~35. After the election results are finalized and no longer in dispute, the chief elections officer shall authorize the DMC to unlock the cabinet containing the unopened returned ballot envelopes so that it may contact members in an effort to obtain current information.~~
- ~~35. After the DMC has determined that it has contacted as many members whose envelopes were returned as possible to obtain current information or determine that no further action can be taken to obtain this information, it shall notify the elections staff accordingly and destroy the returned elections envelopes.~~
36. 35. In the event a chapter holds an All Candidates Meeting, the chapter must invite to the meeting all candidates for whom voters in that region are eligible to vote.

37.36. Candidates for PEO Council may submit expense claims. The travel allowance to enable candidates to travel to chapter events during the period from the close of nominations to the close of voting will be based on the distance between chapters and the number of chapters in each region. Such travel expenses are reimbursed only in accordance with PEO's expense policy.

38.37. These procedures may only be amended if approved by the current Council.

39.38. All questions from, and replies to, candidates are to be addressed to the chief elections officer:

By email: elections@peo.on.ca

By letter mail: Chief elections officer
c/o Professional Engineers Ontario
101-40 Sheppard Avenue West
Toronto, ON M2N 6K9

The Election Publicity Procedures form part of these Voting Procedures.

2023 Voting Procedures for Election to the 2023-2024 Council of the Association of Professional Engineers Ontario (PEO)

The 2023 voting and election publicity procedures were approved by the Council of PEO on June 24, 2022. Candidates are responsible for familiarizing themselves with these procedures. Any deviation could result in a nomination being considered invalid. Candidates are urged to submit nominations and election material well in advance of published deadlines so that any irregularities may be corrected before the established deadlines. Nominees' names are made available on PEO's website as received; all other election material is considered confidential until published by PEO.

1. The schedule for the elections to the 2023–2024 Council is as follows:

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Date voting closes	4 p.m., February 17, 2023

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2. Candidates' names will be listed in alphabetical sequence by position on the list of candidates sent to members and on PEO's website. However, the order of their names will be randomized when voters sign into the voting site to vote.
3. A person may be nominated for only one position.
4. A nomination, once withdrawn, may not be re-instated.
5. Nomination papers are to be submitted only by email (elections@peo.on.ca) for tracking purposes. Forms will not be accepted by any other format (e.g. personal delivery, courier, fax). If you have a

¹ Members licensed after this date may call in and request that election information be provided via telephone or, upon prior written consent by the member for use of his/her email address, via email.

need for accommodation because of a disability that limits your ability to access electronic communications tools, please contact elections@peo.on.ca

6. Only nomination acceptance and nomination petition forms completed in all respects, without amendment in any way whatsoever, will be accepted.
7. Signatures on nomination forms may be hand-signed or electronic.
8. Signatures on nomination petition forms do not serve as confirmation that a member is formally endorsing a candidate.
9. In the event a candidate changes their mind on a position and decides to run for a different position after submitting nomination forms, a newly-completed nomination petition form, in addition to a new nomination acceptance form, will be required.
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 - encourage members to seek nomination for election to the Council as president-elect, vice president or a councillor-at-large;
 - assist the chief elections officer as may be required;
 - receive and respond to complaints regarding the procedures for nominating, electing and voting for members to the Council;
 - conduct an annual review of the elections process and report to the June 2023 Council meeting.
12. Candidates will be advised when a member of the Central Election and Search Committee has declared a conflict of interest should an issue arise that requires the consideration of the committee.
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20. Election material sent to members electronically will contain information related to the All Candidates Meetings.
21. If the official elections agent is notified that an elector has not received a complete election information package, the official elections agent shall verify the identity of the elector and may either provide a complete duplicate election information package to the elector, which is to be marked "duplicate," by email or provide the voter's unique control number to the voter and offer assistance via telephone. In order to receive such information via email, the elector must provide prior written consent to the use of his or her email address for this purpose.
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25. Voters need not vote in each category to make the vote valid.
26. PEO will post total votes cast in the election on the PEO website on each Friday of the voting period and will post final vote totals by candidate after voting has closed. No other information related to vote totals will be made available.
27. The official elections agent shall not disclose individual voter preferences.

28. The official elections agent shall keep a running total of the electronic ballot count and shall report the unofficial results to the chief elections officer, who will provide the candidates with the unofficial results as soon as practically possible.
29. There shall be an automatic recount of the ballots for a given candidate category for election to Council or bylaw confirmation where the vote total on any candidate category for election to Council between the candidate receiving the highest number of votes cast and the candidate receiving the next highest number of votes cast is 25 votes or less for that candidate category or where the votes cast between confirming the bylaw and rejecting the bylaw is 25 votes or less.
30. Certification of all data will be done by the official elections agent.
31. On or before the close of nominations on November 25, 2022, the president will appoint three members or councillors, who are not running in the election, as returning officers to:
 - approve the final count of ballots;
 - make any investigation and inquiry as they consider necessary or desirable for the purpose of ensuring the integrity of the counting of the vote and report the results of the vote to the registrar not later than March 10, 2023.
32. Returning officers shall receive a per diem of \$250, plus reasonable expenses to exercise the duties outlined above.
33. Reporting of the final vote counts, including ballots cast for candidates that may have withdrawn their candidacy after the opening of voting to PEO, will be done by the returning officers to the registrar, who will advise the candidates and Council in writing at the earliest opportunity.
34. Upon the direction of the Council following receipt of the election results, the official elections agent will be instructed to remove the electronic voting sites from its records.
35. In the event a chapter holds an All Candidates Meeting, the chapter must invite to the meeting all candidates for whom voters in that region are eligible to vote.
36. Candidates for PEO Council may submit expense claims. The travel allowance to enable candidates to travel to chapter events during the period from the close of nominations to the close of voting will be based on the distance between chapters and the number of chapters in each region. Such travel expenses are reimbursed only in accordance with PEO's expense policy.
37. These procedures may only be amended if approved by the current Council.
38. All questions from, and replies to, candidates are to be addressed to the chief elections officer:

By email: elections@peo.on.ca

The Election Publicity Procedures form part of these Voting Procedures.



C-548-2.4 Appendix Bi

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APPENDIX B 2023 Election Publicity Procedures for Election to the 2023-2024 Council of the Association of Professional Engineers Ontario (PEO)

Important Dates to Remember

Deadline for receipt of publicity materials for publication in <i>Engineering Dimensions</i> and on the PEO website, including URLs to candidates' own websites	4 p.m., December 9, 2022
Deadline for submission of candidate material to eblast to members	1. January 9, 2023—1st eblast 2. January 23, 2023—2nd eblast 3. February 6, 2023—3rd eblast
Dates of ebasts to members	1. January 16, 2023 2. January 30, 2023 3. February 13, 2023
Date of posting period	January 13, 2023 to February 17, 2023
Dates of voting period	12 p.m., January 13, 2023 to 4 p.m., February 17, 2023
Dates of All Candidates Meetings	The week of January 2, 2023

Note: All times indicated in these procedures are Eastern Time.

- Names of nominated candidates will be published on PEO's website as soon as their nomination is verified.
- Names of all nominated candidates will be forwarded to members of Council, chapter chairs and committee chairs and published on PEO's website by November 28, 2022.
- Should a candidate wish to withdraw from the election, their name will remain on the website and the word "withdrawn" will appear beside their name on the PEO website.
- Candidates will have complete control over the content of all their campaign material, including material for publication in *Engineering Dimensions*, on their additional material on PEO's website, and on their own websites.
- Candidate material is readily available to the public and should be in keeping with the dignity of the profession at all times. Material will be published with a disclaimer. The chief elections officer may seek a legal opinion prior to publishing/posting of any material if the chief elections

officer believes campaign material could be deemed libelous. The chief elections officer has the authority to reject the campaign material if so advised by legal counsel.

6. Candidate material may contain personal endorsements provided there is a clear disclaimer indicating that the endorsements are personal and do not reflect or represent the endorsement of PEO Council, a PEO chapter or committee or any organization with which an individual providing an endorsement is affiliated.
7. Candidate material for publication in *Engineering Dimensions* and any additional material they wish to publish on the website must be forwarded to the chief elections officer via email at elections@peo.on.ca no later than 4 p.m. on December 9, 2022, and **must be in accordance with these procedures and Schedule A attached.**
8. Candidates have the option of using one of two templates to present their election material in *Engineering Dimensions*. Both templates are included in Schedule A of these procedures. The size of both templates is the equivalent of one-half page, including border, in *Engineering Dimensions*.
 - a. **Option 1:** Candidates using the blank template will have discretion over the presentation of their material, including but not limited to font style, size and effects. Candidates using the blank template will be permitted to include their portrait within the template.
 - b. **Option 2:** Candidates using the fillable template must provide responses to the questions provided in the allotted space. The presentation of the fillable template is fixed and no modifications will be permitted. Candidates using the fillable template must submit their portrait separately for insertion into the designated location by PEO staff.
9. Candidates shall not use the PEO logo in their election material.
- 10.** Candidates may include links to PEO publications but *not* a URL link to a third party in their material on PEO's website. Links to PEO publications are not considered to be to a third party. For clarity, besides links to PEO publications, the only URL link that may be included in a candidate's material on PEO's website is a URL link to the candidate's own website. URL links to other websites are not permitted.
- 10.11.** Fundraising requests are not permitted in a candidate's material.
- 11.12.** If campaign material is submitted by a candidate without identifying information, PEO staff are authorized to contact the candidate and ask if they wish to resubmit material. If campaign material is received by the chief elections officer and returned to the candidate for amendment to comply with the Election Publicity Procedures, and the amended material is not returned within the prescribed time, staff will publish the material with a notation explaining any necessary amendments by staff.
- 12.13.** The chief elections officer is responsible for ensuring that all candidate material (whether for *Engineering Dimensions*, PEO's website or eblasts) complies with these procedures. Where it is deemed the material does not satisfy these procedures, the chief elections officer will, within three full business days from receipt of the material by the chief elections officer, notify the candidate, who is expected to be available during this period by telephone or email. The candidate will have a further ~~three~~**two** full business days to advise the chief elections officer of the amendment. Candidates are responsible for meeting this deadline. Should a candidate fail to

re-submit material within the ~~three~~two-business-day period, the candidate's material will be published with a notation explaining any necessary amendments by staff.

13.14. Candidate publicity material will be published as a separate insert in the January/February 2023 issue of *Engineering Dimensions* and to PEO's website in January 2023
. Links to candidate material on PEO's website will be included in any electronic mailing to eligible voters.

14.15. Candidate material will be considered confidential and will be restricted to staff members required to arrange for publication until published on PEO's website. All candidates' material will be published to PEO's website at the same time.

15.16. Candidates may submit updates to their material on PEO's website once during the posting period. Any amendments to a candidate's name/designations are to be considered part of the one-time update permitted to their material during the posting period.

16.17. Candidates may post more comprehensive material on their own websites, which will be linked from PEO's website during the posting period. Candidates may include active links to their social media accounts (Facebook, Twitter, LinkedIn, etc.) in material appearing in *Engineering Dimensions*, published on PEO's election site (i.e. the 1000-word additional information candidates may submit), or included in an eblast of candidate material. Active links to social media accounts other than the candidate's is not permitted.

17.18. PEO will provide three group email distributions to members of candidate publicity material beyond the material published in *Engineering Dimensions*. Material to be included in an eblast must be submitted to the chief elections officer at elections@peo.on.ca in accordance with Schedule A. In the event of a dispute as to when the material was sent vs received, the material will be accepted only if a candidate can provide the chief elections officer with a copy of their email to PEO sent from from their computer indicating a sent time before the deadline.

18.19. All material for the eblast messages must be submitted in a Word document only and must not be included as part of the message in the transmission email. Where the email message is received in a font size or style that is different from the specifications, but otherwise meets all the requirements, the chief elections officer may authorize staff to change only the size and font of the material so it conforms to specifications. Staff are prohibited from amending material in any way except with the written permission of the candidate.

19.20. Candidates are responsible for responding to replies or questions generated by their email message.

20.21. PEO will provide candidates the opportunity to participate in All Candidates Meetings, which will be held at PEO offices during the week of January 2, 2023. Candidates are encouraged to participate. The All Candidates Meetings will be video recorded for posting on PEO's website. On the day of the first All Candidates Meeting, an eblast will be sent to members announcing that these video recordings will be posted on the PEO website within two business days.

21.22. Candidate materials from previous elections will remain on PEO's database as part of the record of the election.

- | 22.23. Caution is to be exercised in determining the content of issues of membership publications published during the voting period, including chapter newsletters. Editors are to ensure that no candidate is given additional publicity or opportunities to express viewpoints in issues of membership publications distributed during the voting period from January 13, 2023 until the close of voting on February 17, 2023, beyond their candidate material published in the January/February issue of *Engineering Dimensions*, and on the PEO website. This includes photos (with or without captions), references to, or quotes or commentary by, candidates in articles, letters to the editor and opinion pieces. PEO's communications vehicles should be, and should be seen to be, non-partisan. The above does not prevent a PEO publication from including photos of candidates taken during normal PEO activities (e.g. licensing ceremonies, school activities, GLP events, etc.) provided there is no expression of viewpoints. For greater clarity, no election-specific or election-related articles, including Letters to the Editor and President's Message, are to be included in *Engineering Dimensions* during the voting period. *Engineering Dimensions* or other PEO publications may contain articles on why voting is important.
- | 23.24. Chapters may not endorse candidates, or expressly *not* endorse candidates, in print, on their websites or through their list servers, or at their membership meetings or activities during the voting period. Where published material does not comply with these procedures, the chief elections officer will cause the offending material to be removed if agreement cannot be reached with the chapter within the time available.
- | 24.25. Councillors may use their positions to encourage candidates to stand for PEO office and members to participate in the election process but may not endorse candidates for PEO election.
- | 25.26. Candidates may attend chapter annual general meetings and network during the informal portion of the meeting. Candidates are permitted to attend chapter functions in their current official capacity but are prohibited from campaigning while operating in their official capacity.
- | 26.27. The Central Election and Search Committee is authorized to interpret the voting and election publicity guidelines and procedures and to rule on candidates' questions and concerns relating to them.

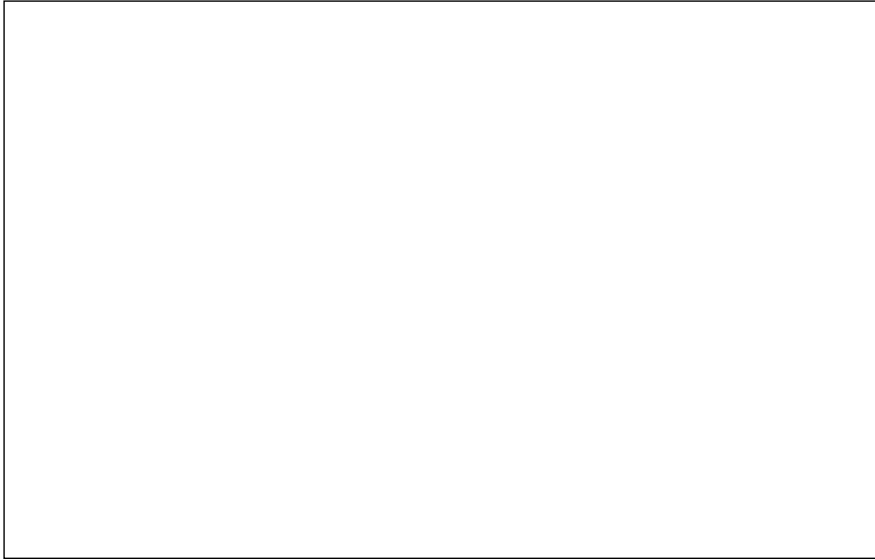
These Election Publicity Procedures form part of the Voting Procedures.

Schedule A - 2023 Elections Publicity Procedures**Specifications for Candidate Materials**

<p>Format for Candidate statements in <i>Engineering Dimensions</i></p>	<p>All submissions will be published with a border. If submissions are received without a border, one will be added as shown on the templates. If submissions do not fit within the chosen template, they will be mechanically reduced to fit.</p> <p>Option 1: Blank template</p> <p>Candidates using the blank template to present their material for publication in <i>Engineering Dimensions</i> must ensure the content fits in the bordered template provided at the end of these specifications. The template dimensions are 6.531 inches wide and 4.125 inches in height</p> <p>All material for publication must be submitted as a PDF document, with images in place for reference, <u>and</u> in Word format only, showing where images are to be placed. No other formats will be accepted.</p> <p>Portraits must also be submitted as specified in the next section.</p> <p>The publications staff needs both a PDF file and Word file of candidate material so they will know how candidates intend their material to look. If there are no difficulties with the material, the PDF file will be used. The Word file is required in case something isn't correct with the submission (just a bit off on measurement, for example), as it will enable publications staff to fix the problem, if possible. A hard and/or digital copy of a candidate's portrait is required for the same reason and for use on the PEO election website.</p> <p>Option 2: Fillable template</p> <p>Candidates using the fillable template must provide responses to the questions provided in the allotted space. The completed template must be submitted as a PDF document.</p> <p>Portraits must be submitted separately, as specified in the portraits section below, and will be added to the template by PEO staff.</p> <p>The presentation of the fillable template is fixed and no modifications will be permitted.</p>
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	<p>The profile template will be available on PEO's elections website, www.peovote.ca</p> <p>A hard and/or digital copy of a candidate's portrait is also required for use on the PEO Elections website.</p>
Portraits/Photographs	<p>Photographs must be at least 5" x 7" in size if submitted in hard copy form so that they are suitable for scanning ("snapshots" or passport photographs are not suitable).</p> <p>Only pictures taken in the last five years will be accepted.</p> <p>If submitted in digital form, photographs must be JPEG-format files of at least 300 KB but no more than 2MB.</p> <p>Candidates can submit a digital photo at the specifications noted, or hard copy as noted, and preferably both. In case the digital file is corrupted or not saved at a sufficiently high resolution, publications staff can rescan the photo (hard copy) to ensure it prints correctly, as indicated on the PDF.</p>
PEO Website (candidates' additional information)	<p>Candidates may publish additional information on PEO's website by submitting a Word or Word-compatible file of no more than 1,000 words, and no more than three non-animated graphics in JPEG or GIF format. Graphics may not contain embedded material.</p> <p>Candidates may post additional material on their own websites. No link will be provided to candidates' own websites. URLs for candidates' websites must be active by December 9, 2022.</p> <p>Candidates may include links to PEO publications but <i>not</i> a URL link to a third party in their material that is to be posted on PEO's website. Links to PEO publications are not considered to be to a third party. For clarity, the only URL link that may be included in a candidate's material on PEO's website is the URL to the candidate's own website. Candidates may include active links to their social media accounts (Facebook, Twitter, LinkedIn, etc.)</p>
Eblast material	<p>Candidates are permitted a maximum of 300 words for email messages. Messages are to be provided in 11 pt. Arial font; graphics are not permitted. For clarity, a "graphic" is an image that is either drawn or captured by a camera.</p>
Help	<p>Candidates should contact the chief elections officer (elections@peo.on.ca) if they have questions about requirements for publicity materials.</p>

Option 1: Blank template



Option 2: Fillable template

	Name:	Candidate statement:
	Employer and position:	
	Degree(s), school(s) attended, year(s) of graduation:	
	Employment history:	
	Participation on PEO Council, committee/task forces, chapters:	
	Other professional affiliations and community service:	
Years of registration in Ontario:		



**C-548-2.4
Appendix Bii**

101-40 Sheppard Ave. W., Toronto, ON M2N 6K9
T: 416 224-1100 800 339-3716 www.peo.on.ca
Enforcement Hotline: 416 224-9528, ext. 1444

**2023 Election Publicity Procedures
for Election to the 2023-2024 Council of the
Association of Professional Engineers Ontario (PEO)**

Important Dates to Remember

Deadline for receipt of publicity materials for publication in <i>Engineering Dimensions</i> and on the PEO website, including URLs to candidates' own websites	4 p.m., December 9, 2022
Deadline for submission of candidate material to eblast to members	1. January 9, 2023—1st eblast 2. January 23, 2023—2nd eblast 3. February 6, 2023—3rd eblast
Dates of ebasts to members	1. January 16, 2023 2. January 30, 2023 3. February 13, 2023
Date of posting period	January 13, 2023 to February 17, 2023
Dates of voting period	12 p.m., January 13, 2023 to 4 p.m., February 17, 2023
Dates of All Candidates Meetings	The week of January 2, 2023

Note: All times indicated in these procedures are Eastern Time.

1. Names of nominated candidates will be published on PEO's website as soon as their nomination is verified.
2. Names of all nominated candidates will be forwarded to members of Council, chapter chairs and committee chairs and published on PEO's website by November 28, 2022.
3. Should a candidate wish to withdraw from the election, their name will remain on the website and the word "withdrawn" will appear beside their name on the PEO website.
4. Candidates will have complete control over the content of all their campaign material, including material for publication in *Engineering Dimensions*, on their additional material on PEO's website, and on their own websites.
5. Candidate material is readily available to the public and should be in keeping with the dignity of the profession at all times. Material will be published with a disclaimer. The chief elections officer may seek a legal opinion prior to publishing/posting of any material if the chief elections

officer believes campaign material could be deemed libelous. The chief elections officer has the authority to reject the campaign material if so advised by legal counsel.

6. Candidate material may contain personal endorsements provided there is a clear disclaimer indicating that the endorsements are personal and do not reflect or represent the endorsement of PEO Council, a PEO chapter or committee or any organization with which an individual providing an endorsement is affiliated.
7. Candidate material for publication in *Engineering Dimensions* and any additional material they wish to publish on the website must be forwarded to the chief elections officer via email at elections@peo.on.ca no later than 4 p.m. on December 9, 2022, and **must be in accordance with these procedures and Schedule A attached.**
8. Candidates have the option of using one of two templates to present their election material in *Engineering Dimensions*. Both templates are included in Schedule A of these procedures. The size of both templates is the equivalent of one-half page, including border, in *Engineering Dimensions*.
 - a. Option 1: Candidates using the blank template will have discretion over the presentation of their material, including but not limited to font style, size and effects. Candidates using the blank template will be permitted to include their portrait within the template.
 - b. Option 2: Candidates using the fillable template must provide responses to the questions provided in the allotted space. The presentation of the fillable template is fixed and no modifications will be permitted. Candidates using the fillable template must submit their portrait separately for insertion into the designated location by PEO staff.
9. Candidates shall not use the PEO logo in their election material.
10. Candidates may include links to PEO publications but *not* a URL link to a third party in their material on PEO's website. Links to PEO publications are not considered to be to a third party. For clarity, besides links to PEO publications, the only URL link that may be included in a candidate's material on PEO's website is a URL link to the candidate's own website. URL links to other websites are not permitted.
11. Fundraising requests are not permitted in a candidate's material.
12. If campaign material is submitted by a candidate without identifying information, PEO staff are authorized to contact the candidate and ask if they wish to resubmit material. If campaign material is received by the chief elections officer and returned to the candidate for amendment to comply with the Election Publicity Procedures, and the amended material is not returned within the prescribed time, staff will publish the material with a notation explaining any necessary amendments by staff.
13. The chief elections officer is responsible for ensuring that all candidate material (whether for *Engineering Dimensions*, PEO's website or eblasts) complies with these procedures. Where it is deemed the material does not satisfy these procedures, the chief elections officer will, within three full business days from receipt of the material by the chief elections officer, notify the candidate, who is expected to be available during this period by telephone or email. The candidate will have a further two full business days to advise the chief elections officer of the amendment. Candidates are responsible for meeting this deadline. Should a candidate fail to re-

submit material within the two-business-day period, the candidate's material will be published with a notation explaining any necessary amendments by staff.

14. Candidate publicity material will be published as a separate insert in the January/February 2023 issue of *Engineering Dimensions* and to PEO's website in January 2023. Links to candidate material on PEO's website will be included in any electronic mailing to eligible voters.
15. Candidate material will be considered confidential and will be restricted to staff members required to arrange for publication until published on PEO's website. All candidates' material will be published to PEO's website at the same time.
16. Candidates may submit updates to their material on PEO's website once during the posting period. Any amendments to a candidate's name/designations are to be considered part of the one-time update permitted to their material during the posting period.
17. Candidates may post more comprehensive material on their own websites, which will be linked from PEO's website during the posting period. Candidates may include active links to their social media accounts (Facebook, Twitter, LinkedIn, etc.) in material appearing in *Engineering Dimensions*, published on PEO's election site (i.e. the 1000-word additional information candidates may submit), or included in an eblast of candidate material. Active links to social media accounts other than the candidate's is not permitted.
18. PEO will provide three group email distributions to members of candidate publicity material beyond the material published in *Engineering Dimensions*. Material to be included in an eblast must be submitted to the chief elections officer at elections@peo.on.ca in accordance with Schedule A. In the event of a dispute as to when the material was sent vs received, the material will be accepted only if a candidate can provide the chief elections officer with a copy of their email to PEO sent from their computer indicating a sent time before the deadline.
19. All material for the eblast messages must be submitted in a Word document only and must not be included as part of the message in the transmission email. Where the email message is received in a font size or style that is different from the specifications, but otherwise meets all the requirements, the chief elections officer may authorize staff to change only the size and font of the material so it conforms to specifications. Staff are prohibited from amending material in any way except with the written permission of the candidate.
20. Candidates are responsible for responding to replies or questions generated by their email message.
21. PEO will provide candidates the opportunity to participate in All Candidates Meetings, which will be held at PEO offices during the week of January 2, 2023. Candidates are encouraged to participate. The All Candidates Meetings will be video recorded for posting on PEO's website. On the day of the first All Candidates Meeting, an eblast will be sent to members announcing that these video recordings will be posted on the PEO website within two business days.
22. Candidate materials from previous elections will remain on PEO's database as part of the record of the election.

23. Caution is to be exercised in determining the content of issues of membership publications published during the voting period, including chapter newsletters. Editors are to ensure that no candidate is given additional publicity or opportunities to express viewpoints in issues of membership publications distributed during the voting period from January 13, 2023 until the close of voting on February 17, 2023, beyond their candidate material published in the January/February issue of *Engineering Dimensions*, and on the PEO website. This includes photos (with or without captions), references to, or quotes or commentary by, candidates in articles, letters to the editor and opinion pieces. PEO's communications vehicles should be, and should be seen to be, non-partisan. The above does not prevent a PEO publication from including photos of candidates taken during normal PEO activities (e.g. licensing ceremonies, school activities, GLP events, etc.) provided there is no expression of viewpoints. For greater clarity, no election-specific or election-related articles, including Letters to the Editor and President's Message, are to be included in *Engineering Dimensions* during the voting period. *Engineering Dimensions* or other PEO publications may contain articles on why voting is important.
24. Chapters may not endorse candidates, or expressly *not* endorse candidates, in print, on their websites or through their list servers, or at their membership meetings or activities during the voting period. Where published material does not comply with these procedures, the chief elections officer will cause the offending material to be removed if agreement cannot be reached with the chapter within the time available.
25. Councillors may use their positions to encourage candidates to stand for PEO office and members to participate in the election process but may not endorse candidates for PEO election.
26. Candidates may attend chapter annual general meetings and network during the informal portion of the meeting. Candidates are permitted to attend chapter functions in their current official capacity but are prohibited from campaigning while operating in their official capacity.
27. The Central Election and Search Committee is authorized to interpret the voting and election publicity guidelines and procedures and to rule on candidates' questions and concerns relating to them.

These Election Publicity Procedures form part of the Voting Procedures.

Schedule A - 2023 Elections Publicity Procedures

Specifications for Candidate Materials

<p>Format for Candidate statements in <i>Engineering Dimensions</i></p>	<p>All submissions will be published with a border. If submissions are received without a border, one will be added as shown on the templates. If submissions do not fit within the chosen template, they will be mechanically reduced to fit.</p> <p>Option 1: Blank template</p> <p>Candidates using the blank template to present their material for publication in <i>Engineering Dimensions</i> must ensure the content fits in the bordered template provided at the end of these specifications. The template dimensions are 6.531 inches wide and 4.125 inches in height</p> <p>All material for publication must be submitted as a PDF document, with images in place for reference, <u>and</u> in Word format only, showing where images are to be placed. No other formats will be accepted.</p> <p>Portraits must also be submitted as specified in the next section.</p> <p>The publications staff needs both a PDF file and Word file of candidate material so they will know how candidates intend their material to look. If there are no difficulties with the material, the PDF file will be used. The Word file is required in case something isn't correct with the submission (just a bit off on measurement, for example), as it will enable publications staff to fix the problem, if possible. A hard and/or digital copy of a candidate's portrait is required for the same reason and for use on the PEO election website.</p> <p>Option 2: Fillable template</p> <p>Candidates using the fillable template must provide responses to the questions provided in the allotted space. The completed template must be submitted as a PDF document.</p> <p>Portraits must be submitted separately, as specified in the portraits section below, and will be added to the template by PEO staff.</p> <p>The presentation of the fillable template is fixed and no modifications will be permitted.</p>
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	<p>The profile template will be available on PEO's elections website, www.peovote.ca</p> <p>A hard and/or digital copy of a candidate's portrait is also required for use on the PEO Elections website.</p>
Portraits/Photographs	<p>Photographs must be at least 5" x 7" in size if submitted in hard copy form so that they are suitable for scanning ("snapshots" or passport photographs are not suitable).</p> <p>Only pictures taken in the last five years will be accepted.</p> <p>If submitted in digital form, photographs must be JPEG-format files of at least 300 KB but no more than 2MB.</p> <p>Candidates can submit a digital photo at the specifications noted, or hard copy as noted, and preferably both. In case the digital file is corrupted or not saved at a sufficiently high resolution, publications staff can rescan the photo (hard copy) to ensure it prints correctly, as indicated on the PDF.</p>
PEO Website (candidates' additional information)	<p>Candidates may publish additional information on PEO's website by submitting a Word or Word-compatible file of no more than 1,000 words, and no more than three non-animated graphics in JPEG or GIF format. Graphics may not contain embedded material.</p> <p>Candidates may post additional material on their own websites. No link will be provided to candidates' own websites. URLs for candidates' websites must be active by December 9, 2022.</p> <p>Candidates may include links to PEO publications but <i>not</i> a URL link to a third party in their material that is to be posted on PEO's website. Links to PEO publications are not considered to be to a third party. For clarity, the only URL link that may be included in a candidate's material on PEO's website is the URL to the candidate's own website. Candidates may include active links to their social media accounts (Facebook, Twitter, LinkedIn, etc.)</p>
Eblast material	<p>Candidates are permitted a maximum of 300 words for email messages. Messages are to be provided in 11 pt. Arial font; graphics are not permitted. For clarity, a "graphic" is an image that is either drawn or captured by a camera.</p>
Help	<p>Candidates should contact the chief elections officer (elections@peo.on.ca) if they have questions about requirements for publicity materials.</p>

Option 1: Blank template



Option 2: Fillable template

	Name:	Candidate statement:
	Employer and position:	
	Degree(s), school(s) attended, year(s) of graduation:	
	Employment history:	
	Participation on PEO Council, committee/task forces, chapters:	
	Other professional affiliations and community service:	
Years of registration in Ontario:		



Professional Engineers
Ontario

**C-548-2.4
Appendix C**

101-40 Sheppard Ave. W.,
Toronto, ON M2N 6K9
T: 416 224-1100 800 339-3716
www.peo.on.ca

NOMINATION FORM

I, the undersigned, being a member of Professional Engineers Ontario (PEO), do hereby nominate <name of candidate> as a candidate for the position of <Council office> in the 2023 PEO Council elections.

It is my understanding that the candidate I am nominating is a Canadian citizen or has the status of a permanent resident of Canada, is currently living in Ontario, and in the case of nomination for the position of Regional Councillor also resides in the region in which he/she is being nominated, and is willing to serve if elected.

I further attest that:

- (i) I have reviewed the roles and responsibilities for the position of <Council office> as published on PEO's website;
- (ii) On the basis of personal experience of the candidate, I believe he/she possesses the desired attributes of a PEO Councillor in the position of <Council position>.

Name of Nominator _____
(as it appears in PEO's Register)

Nominator's PEO Licence Number _____

Nominator's Address _____

Nominator's Region _____

Nominator's Signature _____

Submit completed form to elections@peo.on.ca



**C-548-2.4
Appendix D.i**

101-40 Sheppard Ave. W.,
Toronto, ON M2N 6K9
T: 416 224-1100 800 339-3716
www.peo.on.ca

NOMINATION ACCEPTANCE FORM

President-Elect

This form must be completed and submitted to elections@peo.on.ca by November 25, 2022 at 4:00 pm (Eastern Time)

I, _____, hereby agree to stand as a candidate for election as **President-Elect** in the 2023 elections for Council of Professional Engineers Ontario (PEO), and not to withdraw my candidacy except under exceptional circumstances. If elected, I further agree to serve on Council for a three-year term (2023-2026). I am a Canadian citizen or have the status of a permanent resident of Canada, and am currently residing in Ontario.

I declare that the information in this nomination acceptance form and in all other information provided to PEO in support of my nomination and election to PEO Council is true and complete to the best of my knowledge. I understand that a false statement or misrepresentation could result in disciplinary action under the *Professional Engineers Act*.

I declare that I have read and understand sections of the *Council Manual*, as published on PEO's website ([Professional Engineers Ontario Council Manual](#)), relating to PEO's Core Values, Duties and Responsibilities of Councillors at Law; Duties Under By-Law No. 1; and Councillors' Code of Conduct, and agree to act in accordance with these sections in carrying out my duties as a Councillor if elected to PEO Council.

I declare that I have familiarized myself with the roles and responsibilities of the office of President-Elect, and that I am adequately prepared to serve in that capacity.

I hereby agree to accept the results of the election as verified by PEO's Returning Officers.

Signature: _____ Date: _____

PLEASE PRINT OR TYPE YOUR NAME AND DESIGNATIONS AS YOU WISH THEM TO APPEAR ON PEO'S WEBSITE AND IN PRINT

NAME AND DESIGNATIONS: _____

PEO LICENCE NO. _____

PREFERRED MAILING ADDRESS: _____

TELEPHONE: BUS: _____ HOME: _____

FAX: BUS: _____ HOME: _____

PUBLIC E-MAIL ADDRESS: _____

Candidates are required to provide an e-mail address to be used and made public for election purposes only.



**C-548-2.4
Appendix D.ii**

101-40 Sheppard Ave. W.,
Toronto, ON M2N 6K9
T: 416 224-1100 800 339-3716
www.peo.on.ca

NOMINATION ACCEPTANCE FORM

Vice President

This form must be completed and submitted to elections@peo.on.ca by November 25, 2022 at 4:00 pm (Eastern Time)

I, _____, hereby agree to stand as a candidate for election as **Vice President** in the 2023 elections for Council of Professional Engineers Ontario (PEO), and not to withdraw my candidacy except under exceptional circumstances. If elected, I further agree to serve on Council for a one-year term (2023-2024). I am a Canadian citizen or have the status of a permanent resident of Canada, and am currently residing in Ontario.

I declare that the information in this nomination acceptance form and in all other information provided to PEO in support of my nomination and election to PEO Council is true and complete to the best of my knowledge. I understand that a false statement or misrepresentation could result in disciplinary action under the *Professional Engineers Act*.

I declare that I have read and understand sections of the *Council Manual*, as published on PEO's website ([Professional Engineers Ontario Council Manual](#)), relating to PEO's Core Values, Duties and Responsibilities of Councillors at Law; Duties Under By-Law No. 1; and Councillors' Code of Conduct, and agree to act in accordance with these sections in carrying out my duties as a Councillor if elected to PEO Council.

I declare that I have familiarized myself with the roles and responsibilities of the office of Vice President, and that I am adequately prepared to serve in that capacity.

I hereby agree to accept the results of the election as verified by PEO's Returning Officers.

Signature: _____ Date: _____

PLEASE PRINT OR TYPE YOUR NAME AND DESIGNATIONS AS YOU WISH THEM TO APPEAR ON PEO'S WEBSITE AND IN PRINT

NAME AND DESIGNATIONS: _____

PEO LICENCE NO. _____

PREFERRED MAILING ADDRESS: _____

TELEPHONE: BUS: _____ HOME: _____

FAX: BUS: _____ HOME: _____

PUBLIC E-MAIL ADDRESS: _____

Candidates are required to provide an e-mail address to be used and made public for election purposes only.



C-548-2.4
Appendix D.iii

101-40 Sheppard Ave. W.,
 Toronto, ON M2N 6K9
 T: 416 224-1100 800 339-3716
www.peo.on.ca

NOMINATION ACCEPTANCE FORM

Councillor at Large

This form must be completed and submitted to elections@peo.on.ca by November 25, 2022 at 4:00 pm (Eastern Time)

I, _____, hereby agree to stand as a candidate for election as **Councillor at Large** in the 2023 elections for Council of Professional Engineers Ontario (PEO), and not to withdraw my candidacy except under exceptional circumstances. If elected, I further agree to serve on Council for a two-year term (2023-2025). I am a Canadian citizen or have the status of a permanent resident of Canada, and am currently residing in Ontario.

I declare that the information in this nomination acceptance form and in all other information provided to PEO in support of my nomination and election to PEO Council is true and complete to the best of my knowledge. I understand that a false statement or misrepresentation could result in disciplinary action under the *Professional Engineers Act*.

I declare that I have read and understand sections of the *Council Manual*, as published on PEO's website ([Professional Engineers Ontario Council Manual](#)), relating to PEO's Core Values, Duties and Responsibilities of Councillors at Law; Duties Under By-Law No. 1; and Councillors' Code of Conduct, and agree to act in accordance with these sections in carrying out my duties as a Councillor if elected to PEO Council.

I declare that I have familiarized myself with the roles and responsibilities of the office of Councillor at Large, and that I am adequately prepared to serve in that capacity.

I hereby agree to accept the results of the election as verified by PEO's Returning Officers.

Signature: _____ Date: _____

PLEASE PRINT OR TYPE YOUR NAME AND DESIGNATIONS AS YOU WISH THEM TO APPEAR ON PEO'S WEBSITE AND IN PRINT

NAME AND DESIGNATIONS: _____

PEO LICENCE NO. _____

PREFERRED MAILING ADDRESS: _____

TELEPHONE: BUS: _____ HOME: _____

FAX: BUS: _____ HOME: _____

PUBLIC E-MAIL ADDRESS: _____

Candidates are required to provide an e-mail address to be used and made public for election purposes only.



C-548-2.4
Appendix D.iv

101-40 Sheppard Ave. W.,
 Toronto, ON M2N 6K9
 T: 416 224-1100 800 339-3716
www.peo.on.ca

NOMINATION ACCEPTANCE FORM

Regional Councillor

This form must be completed and submitted to elections@peo.on.ca by November 25, 2022 at 4:00 pm (Eastern Time)

I, _____, hereby agree to stand as a candidate for election as _____ **Regional Councillor** in the 2023 elections for Council of Professional Engineers Ontario (PEO), and not to withdraw my candidacy except under exceptional circumstances. If elected, I further agree to serve on Council for a two-year term (2023-2025). I am a Canadian citizen or have the status of a permanent resident of Canada, and am currently residing in Ontario in the region in which I stand for election.

I declare that the information in this nomination acceptance form and in all other information provided to PEO in support of my nomination and election to PEO Council is true and complete to the best of my knowledge. I understand that a false statement or misrepresentation could result in disciplinary action under the *Professional Engineers Act*.

I declare that I have read and understand sections of the *Council Manual*, as published on PEO's website ([Professional Engineers Ontario Council Manual](#)), relating to PEO's Core Values, Duties and Responsibilities of Councillors at Law; Duties Under By-Law No. 1; and Councillors' Code of Conduct, and agree to act in accordance with these sections in carrying out my duties as a Councillor if elected to PEO Council.

I declare that I have familiarized myself with the roles and responsibilities of the office of Regional Councillor, and that I am adequately prepared to serve in that capacity.

I hereby agree to accept the results of the election as verified by PEO's Returning Officers.

Signature: _____ Date: _____

PLEASE PRINT OR TYPE YOUR NAME AND DESIGNATIONS AS YOU WISH THEM TO APPEAR ON PEO'S WEBSITE AND IN PRINT

NAME AND DESIGNATIONS: _____

PEO LICENCE NO. _____

PREFERRED MAILING ADDRESS: _____

TELEPHONE: BUS: _____ HOME: _____

FAX: BUS: _____ HOME: _____

PUBLIC E-MAIL ADDRESS: _____

Candidates are required to provide an e-mail address to be used and made public for election purposes only.

Association of Professional Engineers of Ontario

Briefing Note – Decision

APPROVAL OF 2023-2025 STRATEGIC PLAN

Purpose: To approve PEO's 2023-25 Strategic Plan

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

Whereas Council, informed by the best available feedback and evidence from stakeholders, the public, and other jurisdictions, met on May 12-13 and agreed upon the key elements of a Strategic Plan; and

Had the opportunity to confirm these elements by survey,

Therefore, the following elements will form PEO's 2023-25 Strategic Plan:

Goal 1: Improve PEO's licensing processes, without compromising public safety.

We will do this by:

- Creating a fair, transparent, accessible and efficient application process that maintains competency and complies with FARPACTA by July 1, 2023
- Reviewing licensing business processes and implementing changes to improve efficiency without sacrificing public safety or information security by January 1, 2025
- Ensuring all licensing activities reflect the values of equity, diversity and inclusion

Goal 2: Optimize organizational performance.

We will initiate this by:

- Updating and developing standards and practice guidelines
- Ensuring adequate IT infrastructure, improving our capacity to collect and manage data
- Reviewing and improving communication and business processes, including ensuring they reflect the values of equity, diversity and inclusion

Goal 3: Implement a continuous governance improvement program.

We will do this by:

- Ensuring orientation for Councillors and PEO's Executive Leadership Team
- Ensuring Committees and Council have the necessary evidence to support quality decision-making
- Establishing metrics for governance performance, which include principles of equity, diversity and inclusion by spring 2023 and implementing an annual review

Goal 4: Refresh PEO's vision to ensure all stakeholders see relevance and value in PEO.

We will do this by:

- facilitating meaningful dialogue with members and other stakeholders
- undertaking required research
- developing a proposed vision for consultation

Prepared by: Magnetic North Consulting

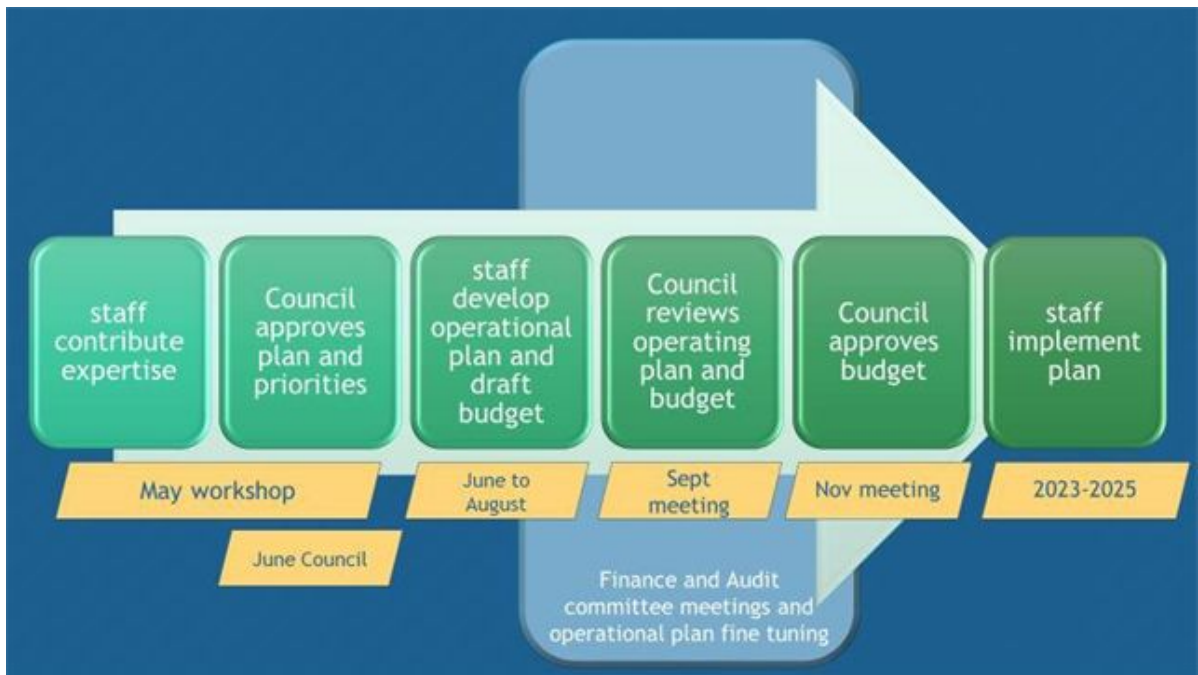
Moved by: Past President Bellini

1. Need for PEO Action

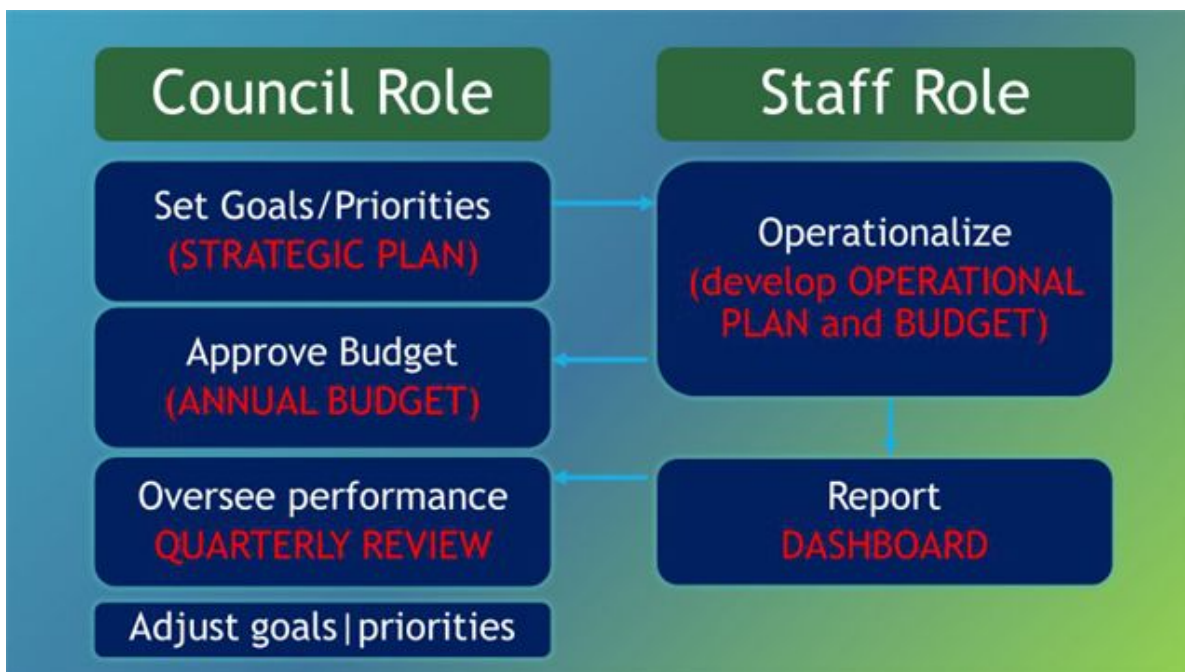
(a) Introduction

As PEO is reaching the end of the term of its current (2020-22) Strategic Plan, a new plan is required to set the course for PEO over the next three years. The goals and the areas of focus, or priorities, that will lead to their achievement (expressed in the “we will do this by...” section of each goal) were developed and voted on by Council at a 2-day workshop in May 2022, and along with PEO’s mission, are the “key elements” of PEO’s 2023-25 Strategic Plan. Formal approval of the plan at the June Council meeting is required, so that staff (with oversight by the Finance and Audit Committee) can develop the operational plan and budget in advance of the September and November Council meetings. This step-wise approvals process (as outlined at the workshop and in Figure 1 below, consisting of Strategic Plan approval in June, followed by budget approval in November), is required to ensure that PEO has the approvals required to begin immediate implementation of the 2023-25 Strategic Plan in January 2023.

Figure 1: Process and timelines for Strategic Plan development and implementation



As noted in the workshop and in Figure 2 below, Council is responsible for approving the Strategic Plan and Budget. Once the Strategic Plan is approved by Council, staff can then use this direction to form the operating plan and budget. Council will review the draft operating plan and budget at the September Council meeting, and formal approval of the budget will be sought at the November Council meeting.

Figure 2: Roles of Council and Staff in Strategic Plan development and implementation(b) Background

The May workshop was the culmination of several months of development of the 2023-25 Strategic Plan. The process is outlined in Appendix 1.

2. Proposed action/recommendationMission and Vision:

At the workshop in May, much discussion was had regarding the mission and vision for the 2023-25 Strategic Plan. An organization's **Mission** defines the purpose of the organization: what you do and who you do it for. PEO's current mission is, "Regulate and advance the practice of engineering to protect the public interest." At the workshop, there was discussion about whether the current mission continues to be relevant and whether it should be revised to be more consistent with PEO's mandate and the *Professional Engineers Act*. As a result, a new mission is being proposed for PEO, as outlined below (see Appendix 1 for an analysis of survey results):

PEO's Mission:

Regulate the practice of professional engineering in Ontario to safeguard life, health, property, economic interests, the public welfare and the environment

(May 2022)

An organization's **Vision** describes the clear and inspirational long-term desired change resulting from the organization's work. Vision statements are not compulsory, and many organizations do not have them. Because one of the goals in the 2023-25 strategic plan is to refresh PEO's vision, it is recommended that PEO forgo the optional vision at this time (see Appendix 1 for survey results).

PEO's Strategic Goals

Over the course of two days, after considering the background research, its legislative mandate, current capacity, gaps, and opportunities, PEO Council identified four goals to form its strategic plan. Following the workshop, a survey was conducted to confirm the decisions made at the session. Based on survey results and follow-up discussions with the President, past-President, and President-elect, minor changes to the goals were made. These changes were editorial in nature and do not change the results agreed to during the workshop. The goals (and corresponding priorities) are outlined below (see Appendix for a summary of how these goals were developed, including survey results):

Goal 1: Improve PEO's licensing processes, without compromising public safety.

We will do this by:

- Creating a fair, transparent, accessible and efficient application process that maintains competency and complies with FARPACTA by July 1, 2023
- Reviewing licensing business processes and implementing changes to improve efficiency without sacrificing public safety or information security by January 1, 2025
- Ensuring all licensing activities reflect the values of equity, diversity and inclusion

Goal 2: Optimize organizational performance.

We will initiate this by:

- Updating and developing standards and practice guidelines
- Ensuring adequate IT infrastructure, improving our capacity to collect and manage data
- Reviewing and improving communication and business processes, including ensuring they reflect the values of equity, diversity and inclusion

Goal 3: Implement a continuous governance improvement program.

We will do this by:

- Ensuring orientation for Councillors and PEO's Executive Leadership Team
- Ensuring Committees and Council have the necessary evidence to support quality decision-making
- Establishing metrics for governance performance, which include principles of equity, diversity and inclusion by spring 2023 and implementing an annual review

Goal 4: Refresh PEO's vision to ensure all stakeholders see relevance and value in PEO.

We will do this by

- facilitating meaningful dialogue with members and other stakeholders
- undertaking required research
- developing a proposed vision for consultation

3. Next steps (if approved)

If approved, the 2023-25 Strategic Plan will provide the required direction to allow for staff (with input from the Finance and Audit Committee) to develop an operating plan and draft budget. The following timelines have been established (as agreed to at the May 12-13 workshop and outlined in Figure 1 above):

- **July to November:** Finance and Audit committee meetings and operational plan fine tuning
- **September Council meeting:** Council reviews operating plan and budget
- **November Council meeting:** Council approves budget
- **January 2023 – December 2025:** Staff implement plan, with oversight by Council

4. Peer Review and Process Followed

The process used to develop the 2023-25 Strategic Plan is outlined in Appendix 1.

5. Appendix

- Appendix A: Strategic Plan Development Process

Appendix A: Strategic Plan Development

PEO's Council embarked on a planning process to develop a strategic plan for the organization and guide decisions over the next three years. The planning process took place over several months, as follows:

January 2022: Context setting

Council considered the purpose of strategic planning, how strategic planning for a regulator is unique, and the importance of defining SMART goals (those that are specific, measurable, attainable, reasonable, and time-bound goals in keeping with mandate).

March and April 2022: Information Gathering

Several information gathering activities were undertaken, to ensure that PEO's new strategic plan was developed based on the best available feedback and evidence from stakeholders, the public, and other jurisdictions. The following is a summary of the information gathered and presented to Council as part of the planning process:

- Stakeholder consultations, including interviews with key informants within and outside Ontario;
- Internal capacity analysis and information-gathering, to determine activities remaining in the current action plan;
- Public focus group, to determine expectations of regulators and provide input regarding PEO;
- License-holder survey, to identify key priorities and views on PEO;
- Environmental scan (in key Canadian, American, and European jurisdictions) of other regulators' strategic plans, both engineering and other professions, and to determine their priorities;
- Review of documents related to the future of engineering, to identify potential future regulatory demands

The findings from this information gathering phase were consolidated and provided to PEO Council, to identify the capacity, gaps, and opportunities that PEO should consider in its strategic planning process.

May 2022: Strategic Planning

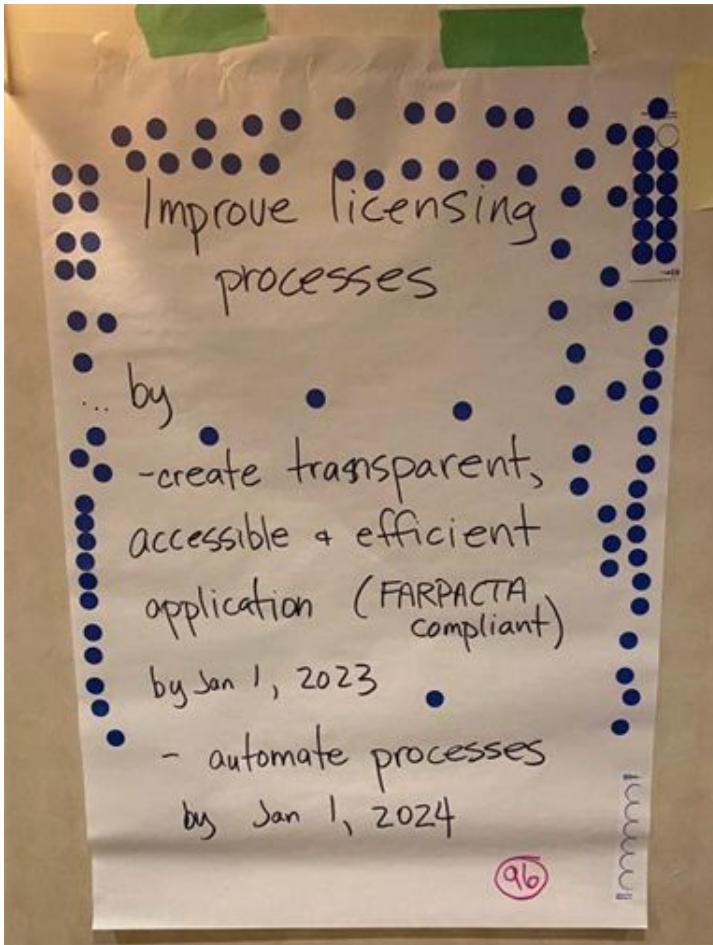
Council participated in a two-day facilitated workshop to establish the key elements of the 2023-25 strategic plan. The workshop included:

- Reviewing and discussing the report of gathered information described above
- Considering PEO's Mission, Vision, and Values to ensure consistency with its legislative mandate
- Discussion and affirmation that the goals of the strategic plan need to be SMART (specific, measurable, attainable, reasonable, and time-bound goals in keeping with mandate)
- Establishing a list of goals, then refining this list
- Clarifying the intended outcomes of goals, and brainstorming potential areas of focus (or priorities) to contribute to their achievement
- Prioritizing identified goals in the context of organizational capacity

Prioritization Process

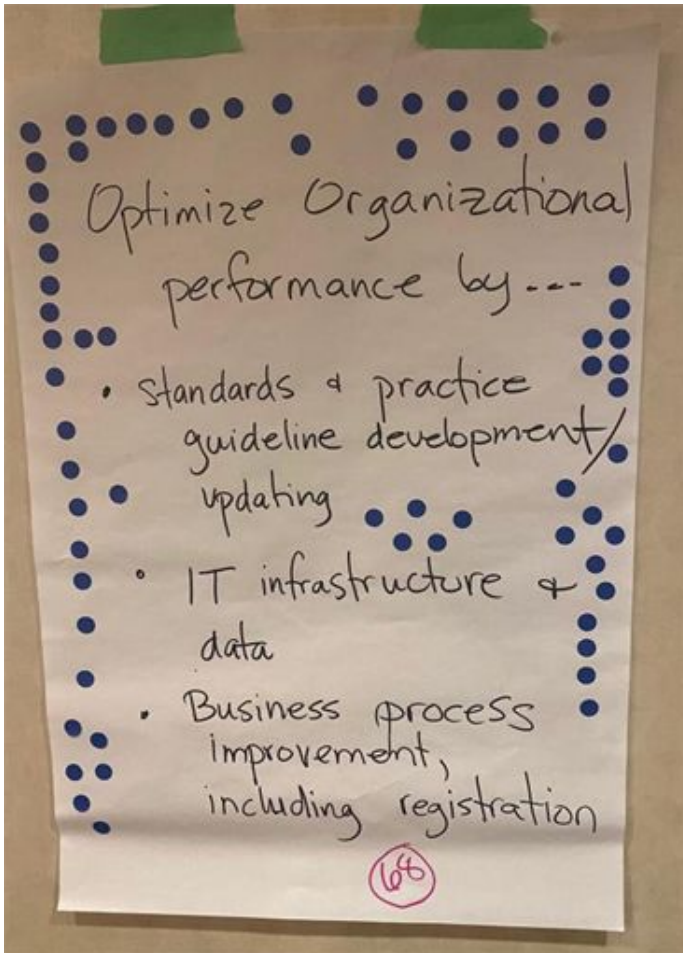
At the workshop, a number of goals and priorities were raised, and a prioritization process was required to identify the most important areas of focus, given the current capacity and organizational context. Council and members of the Executive Leadership Team participated in a “dotmocracy” voting process, whereby each participant was given 12 “votes” (dots), which they could assign to the goals of their choosing. The votes were added up to determine a prioritized list. Pictures of the end product of the “dotmocracy” are provided below.

Goal 1: Improve PEO’s licensing processes.



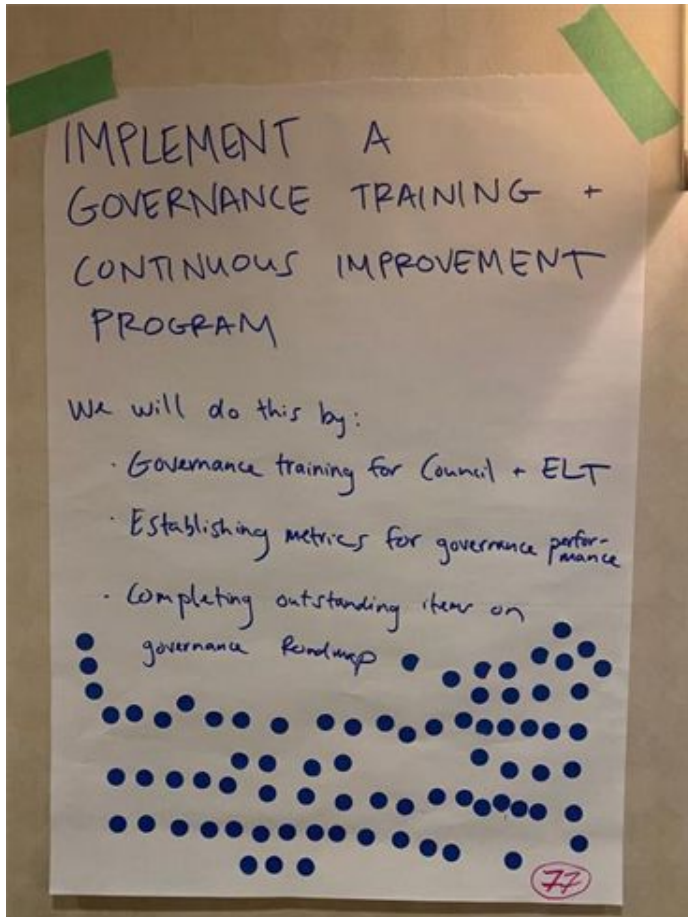
This goal received 96 votes.

Goal 2: Optimize organizational performance



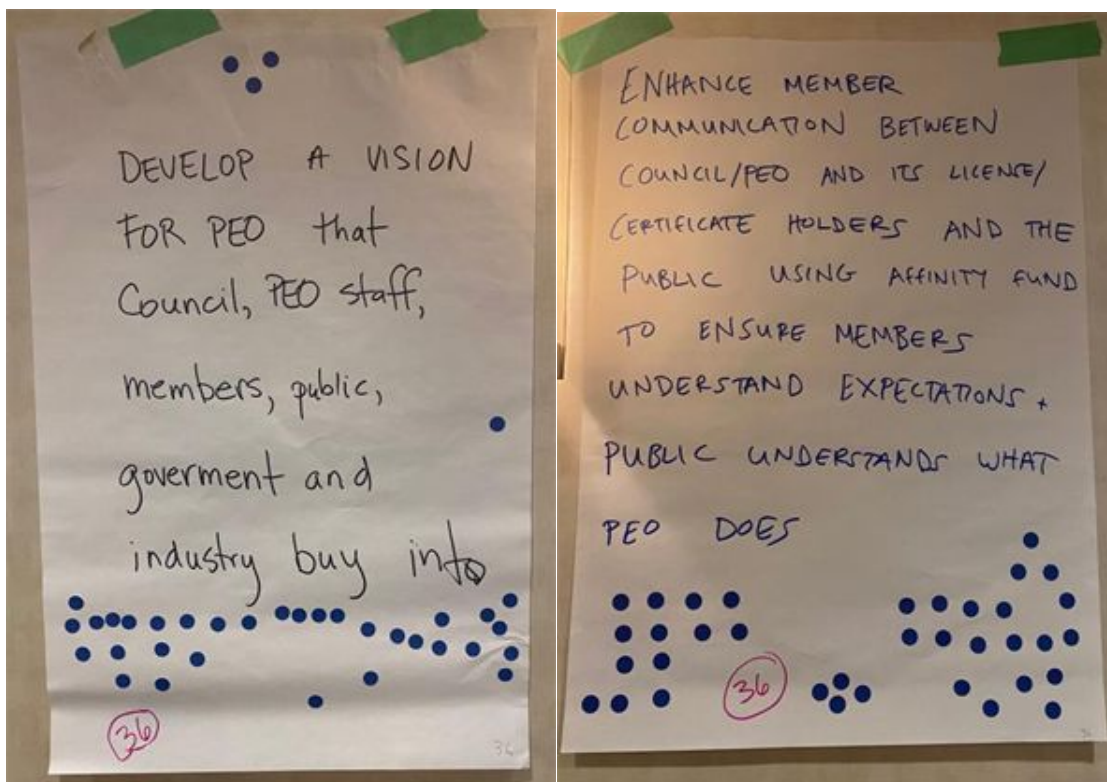
This goal received 68 votes.

Goal 3: Implement a governance training and continuous governance improvement program



This goal received 77 votes.

Goal 4: Refresh PEO's vision to ensure satisfaction and understanding across membership and all stakeholders*



These goals each received 36 votes.

**Note that Goal 4 was originally described as 2 separate goals. At the May 12-13 workshop, it was agreed that these would be merged and integrated.*

At the end of this process, Council members reflected that none of the goals reflected PEO's focus on equity, diversity, and inclusion (EDI). It was agreed that the goals and priorities would be edited to reflect PEO's commitment to EDI in all its areas of endeavour.

Survey

After the workshop, a survey of Council members was conducted to confirm the decisions made at the session, including the minor changes to reflect the discussion that took place after the voting. Two separate surveys were conducted, to confirm whether Council members supported the mission/vision and goals respectively. Participation was not full and some Council members expressed reservations about the nature of the survey. The results below informed the final editing of the goals and priorities, as set out above, but did not change the results agreed to during the workshop.

Mission/Vision:

- There were 13 responses to this survey.
- Mission:
 - o 11/13 noted that they would support this proposed mission
 - o Those who noted they would not support the mission had editorial feedback. One suggestion, to change the order of the words, "in Ontario," has been addressed and the mission has been updated to reflect this change.

- Vision:
 - o 11/13 support forgoing the vision at this time.

Goals/Priorities:

- There were 10 responses to this survey.
- Goal 1: Improve PEO's licensing processes: All 10 supported
- Goal 2: Optimize organizational performance: Support from 9. One felt the wording was too imprecise.
- Goal 3: Implement a governance training and continuous governance improvement program: All 10 supported
- Goal 4: Refresh PEO's vision to ensure satisfaction and understanding across membership and all stakeholders: Support from 8. Two felt it was beyond PEO's mandate and resource potential.

Briefing Note – Decision

C-548-2.6

2022-2023 Goals for the CEO/Registrar

Purpose: To consider and approve the CEO/Registrar goals, as determined in consultation with Council's Human Resources and Compensation Committee (HRCC).

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

That Council approve the CEO/Registrar goals as presented at C-548-2.6, Appendix A (Performance Review Form).

Prepared by: Pauline Gavilanez, Interim HR Director

Moved by: Luc Roberge, Chair of the HRCC

1. Need for PEO Action

Under the Act, Council has one, critical employee, the Registrar (or CEO/Registrar). Particularly at this most senior staff level, human capital is a vital component in the successful transformation of PEO as it strives to become a more modern regulator. Setting and monitoring goals and objectives for the CEO/Registrar is an important component of Council's role in moving the organization forward. Any goals that are assigned are expected to reflect an overall vision which corresponds to the enhancements required within the organization.

The document appended to this briefing note has been reviewed in conjunction with the incumbent. It provides SMART (Specific, Measurable, Achievable, Realistic, Timely) goals which further define timelines, what is to be accomplished and how it is to be measured. The goals will be reviewed, and meetings will take place as required with the HRCC.

2. Proposed Action / Recommendation

HRCC recommends that Council adopt the proposed goals for the CEO/Registrar in Appendix A (Performance Review Form).

3. Next Steps (if motion approved)

Once approved, the HRCC, will work with the CEO/Registrar to review performance in working towards the specified goals and objectives. The HRCC will provide regular feedback to the CEO/Registrar subject to any input from Council. Any changes or updates to the CEO/Registrar goals will be brought forward to Council for review and approval.

4. Policy or Program contribution to the Strategic Plan

Not Applicable.

5. Financial Impact on PEO Budgets

None.

6. Peer Review & Process Followed

Process Followed	Outline the Policy Development Process followed. <ul style="list-style-type: none"> Human Resources Committee and Compensation in collaboration with the CEO/Registrar with the assistance of HR prepared the strategic goals and objectives.
Council Identified Review	Identify who is to be consulted; how they will be consulted and what kind of response is expected. <ul style="list-style-type: none"> Briefing note is brought to Council on June 24, 2022.
Actual Motion Review	Detail peer review and relevant stakeholder review undertaken <ul style="list-style-type: none"> N/A

7. Appendices

- Appendix A – Performance Review Form
- Appendix B – Establishing, Monitoring, Evaluating Goals-Process



C-548-2.6
Appendix A

2022 - 2023 CEO/Registrar Goals & Objectives (May 2022 to April 2023)

Note: Goals subject to revision based on the hiring and start of a new CEO

	Area of Focus	Goal (What - Desired Result)	Objective (How)	Status
1	GOVERNANCE PILLAR (Direction and Control Approach)	<i>Produce a strategic plan document for the 2023-2025 Strategic priorities 3 months after councils' approval of the strategic goals and associated priorities.</i> <i>Develop the associated operational plan and budget for any initiatives emanating from the strategic plan.</i>	<ul style="list-style-type: none"> The ongoing planning process outputs will be used to produce the strategic plan document, through collaboration across the staff organization. Staff will lead the development of the operational plan and budget required for any new initiatives and associated timelines. 	
2	REGULATORY OPERATIONS PILLAR (Modernization)	<i>Deliver mandatory CPD on-line by January 2023.</i> <i>FARPACTA: Define the front-end process and document submission requirements for a complete application by September 2022.</i>	<ul style="list-style-type: none"> Ensure that business processes and technology requirements have been addressed. We are communicating changes and expectations to licence holders Develop and implement a project plan to ensure compliance with FARPACTA requirements and resource the project to ensure timely implementation. 	
3	ORGANIZATIONAL PILLAR (Capacity and Capability)	<i>Build organizational capacity and capabilities by continuing to implement the organizational design throughout 2022.</i> <i>Continue to foster a positive work culture and strive to be a high-functioning organization by engaging employees,</i>	<ul style="list-style-type: none"> Complete the organizational structure changes to ensure management-level roles are defined and in place. Hire new talent as needed, and deploy existing staff resources in the right roles. Ensure effective new-hire onboarding is completed for all management hires to create understanding of roles, culture, and effective ways to manage teams. 	



		<i>demonstrating values, and enabling performance.</i>	<ul style="list-style-type: none"> • Continue to ensure what we build reflects PEO core values, EDI & Inclusivity. • Align staff with the current priorities and establish performance measures criteria. • Complete annual performance review process against performance measures. 	
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C-548-2.6-Appendix B

Establishing, Monitoring, Evaluating Goals – Process

The HRCC in collaboration with Council is responsible for managing the deliverables of the CEO/REGISTRAR. They are responsible for approving the goals, conducting evaluation of the CEO/REGISTRAR as well as regular reviewing of the policies and processes to ensure it contributes to the achievement of the organization's mission, vision and goals.

Step 1

- For the purposes of continuity, the feedback based on the review received from the former HRCC will provide the CEO/REGISTRAR with agreed upon goals. The SMART goals may be further refined based on any further input from the incoming HRCC. This will be established at the beginning of the Council year.
- The draft Goals and Objectives will be outlined and presented to the HRCC for review and approval.
- While in draft, the Goals will remain unapproved. Both sides (the HRCC and the CEO/REGISTRAR) will continue to meet and discuss the Goals until they are comfortable with the content.
- Once approved, the Goals and Objectives will be considered final.

Step 2

- The Goals and progress will be reviewed quarterly and or as required via regular HRCC meetings.
- The CEO/REGISTRAR will be responsible for providing written and or verbal updates to present at the meetings.
- If a Goal is no longer applicable (due to external factors), it may be replaced by a new or more relevant Goal. In this instance, the HRCC and the CEO/REGISTRAR will need to agree on the change/revision.
- Once agreed upon the revised Goals will be considered final.

Step 3

- Towards the end of the Council year, HR will work with the HRCC to start the review process for the CEO/REGISTRAR. This process for review is outlined in the **Performance Appraisal – Guide**.
- The purpose of the CEO/REGISTRAR evaluation is to provide timely, clear and focused input to the CEO/ REGISTRAR about how well he or she is performing in the key performance areas identified as most critical by Council in achieving the PEO's strategic objectives.
- The CEO/REGISTRAR should be evaluated against the approved Goals and Objectives and using criteria specified in the CEO/REGISTRAR compensation policy established by the HRCC in collaboration with Council and agreed to by the CEO/REGISTRAR. The criteria used to evaluate the CEO AND REGISTRAR and determine incentive payment should be based on a variety of factors that support the organization's mission, vision and goals.
- When mutually agreed-upon, the CEO AND REGISTRAR evaluation may include a "360-degree" approach that seeks feedback on performance from Council, external stakeholders, staff leaders, senior management and the CEO/REGISTRAR. The designed assessment form provides an opportunity to evaluate the CEO/REGISTRAR's performance across specific dimensions: essential CEO/REGISTRAR accountabilities, and CEO/REGISTRAR goals and objectives.

Briefing Note – Information

C-548-2.7

CEO / REGISTRAR RECRUITMENT

Purpose: To keep Council informed of the activities that took place since Council was last updated.

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

No motion required

Councilor Roberge, HRCC Chair, will provide an update at the meeting.

Briefing Note – Information

C-548-2.8

GOVERNANCE COMMITTEE REPORTS AND 2022–2023 WORKPLANS

Purpose: To inform Council of the recent activities of the four governance committees.

Motion(s) to consider:

none required

The reports submitted by the governance committees chairs are included as appendices to this briefing note.

Appendices:

App A – Chair’s Report and 2022-23 Workplan - Audit and Finance Committee (AFC) – attached

App B – Chair’s Report and 2022-23 Workplan - Governance and Nominating Committee (GNC) - attached

App C – Chair’s Report and 2022-23 Workplan - Human Resources and Compensation Committee (HRCC) – attached

App D – Chair’s Report - Regulatory Policy and Legislation Committee (RPLC) – attached. 2022-23 Workplan is in progress and pending approval by RPLC.

C-548-2.8 – Appendix A

AFC Summary Report to Council – June 24, 2022

#	WHAT	Items discussed	WHO (Assigned to)	WHEN (Next Steps)	Status
1	Update on outcomes of May 2022 Council retreat	<ul style="list-style-type: none"> An update was provided by the Chair to Staff on the key outcomes of the May 2022 Council retreat 	AFC	Completed	Green
2	2022 – 2023 Workplan	<ul style="list-style-type: none"> The annual workplan was reviewed and approved by the committee 	AFC	Completed	Green
3	Training requirements for Councillors	<ul style="list-style-type: none"> An update was provided to staff that the topic of setting up a budget for providing training to Councillors for discharging their roles on various committees was discussed at the retreat 	Staff	Training budget for Councillors to be provided in the draft 2023 budget which will be presented to the AFC for input.	In progress
4	Financial impact of strategic plan initiatives	<ul style="list-style-type: none"> Staff was asked to factor in the costs for strategic plan projects in the budget 	Staff	Costs for strategic plan projects to be included in the budget for AFC input / feedback once information on project specifics are available.	In progress
5	Update on new governance structure between Secretariat and the committees	<ul style="list-style-type: none"> An overview was presented by the Director of Governance to the committee members on the new support structure where Secretariat will be playing a key role in supporting the Council and the various governance committees 	Staff	Completed	Green

Committee Name: **Audit and Finance Committee (AFC)**

WHEN:
05/26/2022

NEXT MEETING:
TBD



Audit & Finance Committee Workplan

The Council of the Professional Engineers of Ontario (PEO) has established an Audit and Finance Committee (the “Committee”) to assist Council in fulfilling its oversight responsibilities by:

- Gaining reasonable assurance regarding the integrity of PEO’s financial reporting and financial management, including audits and controls
- Reviewing the financial information which will be provided to stakeholders
- Having principal oversight responsibility with respect to financial matters that are material to PEO’s activities, furthering and aligning with PEO’s strategic plan and priorities

Audit & Finance Committee	Q3 2022			Q4 2022			Q1 2023			Q2 2023			Actions/Comments
	J	A	S	O	N	D	J	F	M	A	M	J	
Regular Meetings will be held quarterly, about two to three weeks before the PEO Council, so that Committee Reports and recommendations will be ready and circulated in enough time prior to each Council meeting.													
	September			November			April			June			
Committee Responsibilities & Duties Related to Financial Reporting													
Recommend approval to the Council of PEO’s annual audited financial statements, after reviewing these with management and the external auditors to gain reasonable							April						



C-548-2.8
Appendix A

Audit & Finance Committee	Q3 2022			Q4 2022			Q1 2023			Q2 2023			Actions/Comments
	J	A	S	O	N	D	J	F	M	A	M	J	
Gain reasonable assurance that the Corporation complies with all applicable laws, regulations, rules, policies and other requirements of governments, and regulatory agencies relating to financial reporting and disclosure.									April				
Committee Responsibilities & Duties Related to Accounting Policies													
Review with management and external auditors the appropriateness of PEO's accounting policies, reserves, key estimates and judgments, including changes or variations thereto and obtain reasonable									April				



C-548-2.8
Appendix A

Audit & Finance Committee	Q3 2022			Q4 2022			Q1 2023			Q2 2023			Actions/Comments
	J	A	S	O	N	D	J	F	M	A	M	J	
assurance that they are presented fairly in accordance with generally accepted accounting principles and report thereon to the Council.													
Committee Responsibilities & Duties Related to Controls													
Gain reasonable assurance as to the effectiveness of internal controls as these relate to financial reporting and integrity.							April and as needed						
Review the plans of the external auditors to gain reasonable assurance that the combined evaluation and testing of controls is comprehensive,													



C-548-2.8
Appendix A

Audit & Finance Committee	Q3 2022			Q4 2022			Q1 2023			Q2 2023			Actions/Comments
	J	A	S	O	N	D	J	F	M	A	M	J	
coordinated and cost-effective.													
Review the expenses of the CEO / Registrar annually for reasonableness									April				[From Council-approved Expense Policy]
Receive regular reports from management, the external auditors and its legal department on all significant indications/ detection of fraud and the corrective activity undertaken in respect thereto.									April				Ongoing: auditor's report in April
	Committee Responsibilities & Duties Related to Relationship with External Auditors												
Recommend to the Council the nomination of the external auditors.											June (AGM)		
Approve the remuneration and the terms of													



C-548-2.8
Appendix A

Audit & Finance Committee	Q3 2022			Q4 2022			Q1 2023			Q2 2023			Actions/Comments
	J	A	S	O	N	D	J	F	M	A	M	J	
engagement of the external auditors.													
Review any unresolved significant issues between management and the external auditor that could affect the financial reporting or internal controls of the Corporation.													
Oversee the work of the external auditors and the resolution of disagreements between management and the external auditors with respect to financial reporting.													
Committee Responsibilities & Duties Related to the Internal Audit Function													
On an annual basis the Committee will													



C-548-2.8
Appendix A

Audit & Finance Committee	Q3 2022			Q4 2022			Q1 2023			Q2 2023			Actions/Comments
	J	A	S	O	N	D	J	F	M	A	M	J	
satisfy itself that there are adequate internal controls in place and audits or tests of their effectiveness and that a reasonable process is in place to review or audit processes on a periodic basis.													
Annually the committee will discuss with PEO's senior financial officer and the external auditor about the adequacy of PEO's internal audit plans and ascertain whether additional resources are required to fulfill the necessary internal audit functions.													



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Audit & Finance Committee	Q3 2022			Q4 2022			Q1 2023			Q2 2023			Actions/Comments
	J	A	S	O	N	D	J	F	M	A	M	J	
Consult with other Governance Committees on their needs to draw on internal audit resources each year review and prioritize these and ensure priority areas are integrated into the internal audit plan.	September												
	Committee Responsibilities & Duties Related to the Risk Oversight												
The committee will gain reasonable assurance that financial risk is being effectively managed. “Financial” risks include those that materially affect financial reporting and financial health of PEO, including litigation and pension plan risks.	September			November			April			June			Ongoing: November is main meeting for risk review



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Appendix A

Audit & Finance Committee	Q3 2022			Q4 2022			Q1 2023			Q2 2023			Actions/Comments
	J	A	S	O	N	D	J	F	M	A	M	J	
Committee Responsibilities & Duties Related to Finance and Investments													
Annually, review PEO’s budget to gain reasonable confidence that there is sufficient funding to resource PEO’s expected outputs, and that resource allocation aligns with agreed strategic priorities and goals, recommending the budget to Council for approval.	September: assumptions & preliminary			November: final									
Oversee PEO’s investments, including real estate, gaining reasonable assurance that risk tolerances and policies are reasonable, consistent with	September			November			April			June			Ongoing; appointments as needed



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Audit & Finance Committee	Q3 2022			Q4 2022			Q1 2023			Q2 2023			Actions/Comments
	J	A	S	O	N	D	J	F	M	A	M	J	
PEO's strategic plan, and being followed, confirming or reviewing appointments of investment managers for PEO based on staff's evaluations of performance against objectives.													
Oversee PEO's pension fund to gain reasonable assurance that the pension promise will be kept to beneficiaries on a sustainable basis.													Ongoing: schedule Actuarial review as needed (every three years?)
OVERALL: Report after each meeting to the next Council meeting, including a written summary report of key issues,													



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Audit & Finance Committee	Q3 2022			Q4 2022			Q1 2023			Q2 2023			Actions/Comments
	J	A	S	O	N	D	J	F	M	A	M	J	
deliberations and recommendations, and a verbal report delivered by the Chair.													
The Committee will review the sufficiency of this mandate annually, or sooner if deemed necessary, and propose changes to the Governance & Nominating Committee for their review and onward recommendation to Council for approval.							April						

C-548-2.8 – Appendix B

Committee
Name:
Governance &
Nominating
(GNC)

GNC Summary Report to Council – June 24, 2022

WHEN: 4/25/2022;
5/24/2022

WHAT:

1. Filling Vacancies on Council
2. GC and EXE Recs for Appointment
3. Governance Roadmap (Phase 4): Risk Assessment – Non-Chapter “Neither” Activities
4. GNC Work Plan
5. 2023 Elections
6. Councillor Training

NEXT MEETING:

TBD (Mid-Aug)

#	WHAT	Items discussed	WHO (Assigned to)	WHEN (Next Steps)	Status ¹
1	Appointment Recommendations to Fill Vacancies on Council	<ul style="list-style-type: none"> In accordance with the approach adopted by Council on April 8, 2022, agreed to recommend that Council appoint Chantal Chiddle and Luc Roberge to fill two vacancies on Council following resignations which will take effect on April 30, 2022. 	PEO Staff <ul style="list-style-type: none"> Prepared a Briefing Note for Council 	Council approved at meeting on 5/4/2022	Green and Complete
2	Appointment Recommendations to 4 GCs and EXE	<ul style="list-style-type: none"> Following an Expressions of Interest process, agreed on recommendations for appointments to 4 governance committees and the Executive Committee. 	PEO Staff <ul style="list-style-type: none"> Prepared Briefing Notes for Council 	Council approved at meeting on 5/4/2022	Green and Complete
3	Governance Roadmap (Phase 4): Risk Assessment for Non-Chapter “Neither” Activities	<ul style="list-style-type: none"> Agreed that the risk assessment for non-Chapter activities categorized as “neither regulatory nor governance” will be undertaken by staff. 	PEO Staff <ul style="list-style-type: none"> Prepare Work Plan and Timeline 	Status update at next GNC meeting	Green
4	GNC Work Plan for 2022-23	<ul style="list-style-type: none"> Motion passed to approve the GNC work plan for 2022-23, which outlines its priorities by quarter according to the responsibilities and obligations outlined in its Charter. 	PEO Staff <ul style="list-style-type: none"> Include Work Plan in Council Package for June 24 meeting 	For Council’s information at 6/24/2022 meeting	Green
5	2023 Elections	<ul style="list-style-type: none"> Motion passed to recommend that Council approve various procedures and documents related to the conduct of the 2023 Council Elections. 	PEO Staff <ul style="list-style-type: none"> Prepare a Briefing Note for Council 	Council to approve at meeting on 6/24/2022	Green
6	Councillor Training	<ul style="list-style-type: none"> Agreement that Councillors should be offered governance training focused on key accountabilities and responsibilities for Board Directors. 	PEO Staff <ul style="list-style-type: none"> Provide information on the enrolment process 	Course enrolment (Fall/Winter)	Green

¹ Green = Continue; Yellow = Modify; Red = Discontinue



Governance and Nominating Committee Workplan: 2022-2023

The Council of the Professional Engineers of Ontario (PEO) has established a Governance and Nominating Committee (the “Committee”) responsible to assist the Council in fulfilling its oversight responsibilities and gaining reasonable assurance as to the effectiveness of corporate governance, Council, committee and Council member effectiveness, Council renewal, nominations, and elections, and both Governance and Regulatory Committee appointments.

Governance and Nominating Committee		Q2 & Q3 2022			Q4 2022			Q1 2023			Q2 2023			Current Status ¹
		May - Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr			
#	Regular Meetings will be held four times a year, before each Council meeting, and about a week before the Council's Plenary sessions when recommendations or other Committee matters are on that agenda, so that Committee Reports and recommendations will be ready and circulated in enough time prior to each Council meeting.													
1	Gain reasonable assurance regarding corporate governance processes, policies and principles of Council to assist Council in delivering effective governance practices.	Development of a work plan for 2022/2023 Council term (May 24 kickoff meeting) Comprehensive bylaw review to address Council's directions to develop by-law amendments: <ul style="list-style-type: none"> to govern the roles and functions of the 			Annual General Meeting: review and make recommendations re structure and format (e.g., member submissions) Governance Roadmap: Ph 4 - Chapter and Non-Chapter “neither”			Framework for Council remuneration: review research findings and set direction for further action						

¹ Complete; Discontinued; In Progress; Pending Start



Governance and Nominating Committee		Q2 & Q3 2022			Q4 2022			Q1 2023			Q2 2023			Current Status ¹
		May - Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr			
		governance committees <ul style="list-style-type: none"> to adopt the approach to agendas and minutes as presented to Council on Nov 19, 2021 to adopt the process for filling Councillor vacancies as approved by Council on April 18, 2022 All recommendations will be brought to Council in September for consideration and approval (August 2022 meeting)			outputs – final report from RCC and staff with recommendations									
2	Co-ordinate and oversee Council-level policy development, including the maintenance of the				Comprehensive review of the Council Manual to incorporate the five									



Governance and Nominating Committee		Q2 & Q3 2022			Q4 2022			Q1 2023			Q2 2023			Current Status ¹
		May - Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr			
	Governance Manual, evaluate the effectiveness of, and monitor compliance with Council-level policies not otherwise assigned to another Committee.				Charters approved (in principle) by Council in March 2021: initial review and recommendations. <i>More than one meeting may be required to finalize this work</i>									
3	Review at least annually the Charters of the Council and Council Committees, and recommend to the Council any amendments (e.g., to duties, responsibilities, reporting) deemed necessary or advisable.				Please see #2 above									
4	Evaluate and report at least annually to the Council on the overall performance of the Council, its committees, and its members, and the performance of the Council Chair and Committee Chairs													



Governance and Nominating Committee		Q2 & Q3 2022			Q4 2022			Q1 2023			Q2 2023			Current Status ¹
		May - Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr			
	responsible for each committee.													
5	Oversee the development and implementation of an orientation plan specific to PEO for new Council and Committee members, and ongoing training/education plan for Council and Committee members.													Orientation and onboarding for 2023/2024 Council: consider any updates required to the onboarding tool.
6	Implement a Council-approved process that is structured, transparent, and objective for actively recruiting, evaluating, and selecting qualified, diverse candidates for appointment to Committees.									Council Elections: review best practices & recommendations made in the final report of the Succession Planning Task Force & set direction for further action.				
7	Independently recruit, vet and recommend nominees to the Regulatory Committees, driven by needed competencies and attributes.													
8	Recommend to the Council candidates for appointment												Committee appointments to	



Governance and Nominating Committee		Q2 & Q3 2022			Q4 2022			Q1 2023			Q2 2023			Current Status ¹
		May - Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr			
	or re-appointment to Governance and any other applicable Committees and Council Positions.										Council for the 2023/2024 term			
9	Review the nomination processes on a regular basis and recommend improvements to the Council.							Engineers Canada Directors Nominations Process: bring draft recommendations to Council for approval						
10	On a transitional basis, coordinate and steward the work of the CESC and the RESC.	Voting Procedures and Publicity Procedures for the 2023 Elections: review operational changes proposed by the Central Election and Search Committee and bring recommendations to the June Council meeting for approval.												
11	Encourage people to run for Council.				October – via CESC									
12	Support Council in the selection of the Chief Elections Officer.				October – via CESC									



Governance and Nominating Committee		Q2 & Q3 2022			Q4 2022			Q1 2023			Q2 2023			Current Status ¹
		May - Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr			
13	Assist the Chief Elections Officer as required.							January – via CESC						
14	Declare election results and receive and respond to complaints regarding the procedures for nominating, electing and voting for members to the Council in accordance with PEO's regulations.							January and February (via CESC)						
15	Review and monitor PEO's risks related to governance, the nomination and election process and the steps taken by management to mitigate those risks.							Please refer to #6 above						
16	OVERALL: Report after each meeting to the next Council meeting, including a written summary report of key issues, deliberations and recommendations, and a verbal report delivered by the Chair.	Chair's Report			Chair's Report			Chair's Report						



Governance and Nominating Committee		Q2 & Q3 2022			Q4 2022			Q1 2023			Q2 2023			Current Status ¹
		May - Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr			
17	The Committee will review the sufficiency of this mandate annually, or sooner if deemed necessary, and recommend changes to Council for approval.				Please refer to #2 above									

C-548-2.8 – Appendix C

Committee
Name: Human
Resources &
Compensation
(HRCC)

WHEN:
05/19/2022;
06/09/2022

WHAT:

1. CEO/
Registrar
2. PEO Policies
&
Procedures

NEXT 3
MEETINGS:

1. 7/21/2022
2. Doodle poll
being
prepared by
Secretariat
for the
whole
council year
3. TBD

HRCC Summary Report to Council – June 24, 2022

#	WHAT	Items discussed	WHO (Assigned to)	WHEN (Next Steps)	Status ¹
1	CEO/Registrar	<ul style="list-style-type: none"> Final step of the year-end review took place as scheduled in May. CEO/Registrar goals for 2022-23 CEO/Registrar recruitment planning activities. 	PEO Staff	Update at Council meeting on 6/24/2022	Green
2	PEO Policies & Procedures	<ul style="list-style-type: none"> Anti-Workplace Violence and Harassment Policy. HR has done an audit of what PEO has and what the gaps are. HRCC have instructed HR to revise the current policy based on the gaps. HRCC will review and make recommendations to Council. The committee agreed that a Whistleblower policy is required to be developed along with applicable processes. 	PEO Staff	Present at Council meeting in 2022-Q4	Green
3	Committee Work Plan	<ul style="list-style-type: none"> Reviewed the 2022 plan and started to be revised for 2023 – to follow similar format as last year 	HRCC	HRCC July meeting	Green
4	PEO Policies & Procedures	<ul style="list-style-type: none"> One pager for PEO employees for options if they feel they are placed in an uncomfortable position 	PEO Staff	HRCC July meeting	Green

¹ Green = Continue; Yellow = Modify; Red = Discontinue



Human Resources and Compensation Committee Workplan

The Council of the Professional Engineers of Ontario (PEO) has established a Human Resources and Compensation Committee (the "Committee") to assist Council in fulfilling its oversight responsibilities by providing effective oversight on behalf of Council on PEO's relationship with the CEO/Registrar, human resources policies and plans, including its compensation, benefits plans and Code of Conduct and making recommendations to Council.

HUMAN RESOURCES AND COMPENSATION COMMITTEE	Q3 2022			Q4 2022			Q1 2023			Q2 2023			Actions/Comments
	J	A	S	O	N	D	J	F	M	A	M	J	
Regular Meetings will be held (amount TBD), about two to three weeks before the Council, so that Committee Reports and recommendations will be ready and circulated in enough time prior to each Council meeting.													
	September			November			February			June			
Committee Responsibilities & Duties Related to the CEO/Registrar’s Employment Relationship													
Annually review and recommend to Council for approval PEO’s goals and objectives relevant to the performance and compensation of the CEO/Registrar.	June												



**Professional Engineers
Ontario**

HUMAN RESOURCES AND COMPENSATION COMMITTEE	Q3 2022			Q4 2022			Q1 2023			Q2 2023			Actions/Comments
	J	A	S	O	N	D	J	F	M	A	M	J	
Annually evaluate the performance of the CEO/Registrar in light of those goals and objectives.				Interim in Nov			End of year March						
Recruitment of New CEO/Registrar. Members of the sub-committee will work in conjunction with the search committee to recruit a new CEO. Regular updates will be provided to the HRCC.				June, Sept									
Annually review and recommend to Council for approval the remuneration, benefits, and perquisites for the CEO/Registrar.							March			April			



Professional Engineers Ontario

HUMAN RESOURCES AND COMPENSATION COMMITTEE	Q3 2022			Q4 2022			Q1 2023			Q2 2023			Actions/Comments
	J	A	S	O	N	D	J	F	M	A	M	J	
Annually and on a continuing basis, review and recommend to Council: terms of reference, development and succession plans for the CEO/Registrar.									February				
Committee Responsibilities & Duties Related to the Human Resources Beyond the CEO/Registrar													
In conjunction with the CEO/Registrar and the Director of Human Resources, review, report and recommend to the Council: policies for employee compensation, benefits and perquisites, significant human resource issues and ethics codes.									February				Anti-Racism and Anti-Discrimination Exploratory Working Group ("AREWG") As needed: November is main meeting for policy review
Committee Responsibilities & Duties Related to Risk Oversight													



Professional Engineers
Ontario

HUMAN RESOURCES AND COMPENSATION COMMITTEE	Q3 2022			Q4 2022			Q1 2023			Q2 2023			Actions/Comments
	J	A	S	O	N	D	J	F	M	A	M	J	
Review and monitor PEO's major human resource risks and the steps taken by management to mitigate those risks.	September			November			February			June			As needed: November is main meeting for risk review
Oversee the effective implementation and use of a Safe Disclosure ("Whistleblower") Protocol for staff members and others to safely report potential breaches of conduct of senior management to designated trusted third parties, protecting the anonymity of disclosers.				November									



**Professional Engineers
Ontario**

HUMAN RESOURCES AND COMPENSATION COMMITTEE	Q3 2022			Q4 2022			Q1 2023			Q2 2023			Actions/Comments
	J	A	S	O	N	D	J	F	M	A	M	J	
OVERALL: Report after each meeting to the next Council meeting, including a written summary report of key issues, deliberations and recommendations, and a verbal report delivered by the Chair.	September			November			February			June			
The Committee will review the sufficiency of this mandate annually, or sooner if deemed necessary, and propose changes to the Governance & Nominating Committee for their review and onward recommendation to Council for approval.							February						

C-548-2.8 – Appendix D

RPLC Summary Report to Council – June 24, 2022

Committee Name:
Regulatory Policy and Legislation Committee (RPLC)

WHEN:

04/26/2022

and

05/26/2022 – kick off meeting

WHAT:

1. By-Law Amendments

2. Report on Regulatory Projects

3. Workplan for 2022/2023

NEXT MEETING:

TBD (early July)

#	WHAT	Items discussed	WHO (Assigned to)	WHEN (Next Steps)	Status
1	By-Law Amendments – Procedural Enhancements	The Committee discussed amendments to By-Law Number 1 proposed to replace the current practice of passing new Special Rules each year with permanent by-law amendments which would incorporate the key components of the 2021-22 Special Rules and related procedures that have emerged as a result of the Governance Roadmap (2020-2022). The same proposal was reviewed and accepted by the Governance and Nominating Committee (GNC) as presented. The proposal was not accepted by the RPLC as presented.	Staff to present the amended proposal to the GNC.	Present to the GNC as soon as practicable	Green
2	Report on Regulatory Projects Status – Continued	Chairs of the following committees provided updates on the regulatory projects status and answered questions: <ul style="list-style-type: none"> ○ PSC ○ LIC ○ ARC ○ ERC ○ ENF 	Staff to update the project list with the correct dates for PSC's projects and confirm with the committee chairs what to include in the final project list to be brought back to the RPLC.	Next RPLC meeting (after the kick-off meeting)	Green
3	RPLC's work plan for 2022/2023	The Committee reviewed the proposed RPLC work plan for 2022/23, which outlines its priorities by quarter according to the responsibilities and obligations outlined in its Charter. The Committee requested that a detailed FARPACTA work plan be provided to the committee before the proposed RPLC work plan for 2022/2023 can be approved.	Staff to schedule a meeting as soon as possible to present a detailed FARPACTA work plan to the Committee	Next RPLC meeting	Green

Briefing Note – Information

C-548-2.9

ENGINEERS CANADA DIRECTORS REPORT

Purpose: To provide an update on the activities of Engineers Canada.

An update on the Engineers Canada activities that would be of interest to the mandate of PEO will be provided at the meeting.

Appendices:

Appendix A – May 2022 Update – English and French Versions



Engineers Canada directors update May 2022

Engineers Canada Board

At the April Board meeting, the Engineers Canada Board approved the 2021 audited financial statements, reviewed the Corporate Risk Profile, and considered whether to rescind the Board's In-person meeting guideline. The agenda book is available through the [meeting microsite](#), with Board members having access to the materials within the OnBoard platform.

Following the April Board meeting, the Engineers Canada presidents met to finalize the spring Board and Members' meeting agendas, which have since been circulated via email to all invited guests. Shortly afterwards, an email was distributed detailing important information about the Engineers Canada spring meetings, which will be held in Toronto, ON from May 25 – 28, with the option for participants to attend some of the meetings virtually. Please refer to the [meeting microsite](#) for travel and accommodation information, to view the full schedule of events, and to register for the meetings.

In March, the Governance Committee and the HR Committee both convened their final meetings of the 2021-2022 committee year. The work completed during those meetings (i.e. policy reviews, HR Committee nominee recommendations and the review of the Board self-assessment report) will be presented for Board approval /information at the May Board meeting. The Board policy manual has been updated following the winter Board meeting approvals and is now available for [download/viewing here](#).

Strategic Priority 1.1: Investigate and Validate the Purpose and Scope of Accreditation

Over the last few months, the Project Task Forces convened for meetings and completing a number of key project activities detailed below.

The Engineering Education Task Force completed the research report on the current reality and future possibilities in engineering education. The Task Force's Summary report of key considerations from this research for future stages of the project was also developed and will be distributed in May. The Task Force presents on both the research and the key considerations on April 29th.

The Benchmarking Accreditation Task Force finalized the research report on this topic for SP1.1. The report benchmarks our engineering accreditation system to three other professions in Canada (nursing, social work and IT) and to four other engineering organisations (Australia, France, Malaysia and Poland). The Task Force's Summary report of key considerations from this research for future stages of the project was also developed and will be distributed in May. The Task Force presents on both the research and the key considerations on May 4th.

Strategic Priority 1.2: Strengthen Collaboration and Harmonization

The project team consulted with the National Officials Group on April 12th to document their perspectives on collaboration and harmonization and lessons learned from past attempts. Consultations with other officials groups continue in May and June.

Strategic Priority 2.1: Accelerating 30 by 30

On March 8, Engineers Canada celebrated [International Women's Day \(IWD\)](#). This year's

theme was Break the Bias. Engineers Canada staff gathered for a Zoom group photo, as well as shared selfies pertaining to the theme, posted through our social media channels. Here is a link to resources on [building inclusive workplaces rooted in inclusivity and belonging](#).

Engineers Canada moderated a virtual World Federation of Engineering Organizations (WFEO) Women in Engineering (WiE) Committee panel on “Creating Gender Inclusive Engineering & Technology to Address Climate Change” for a session of the United Nations’ Commission on the Status of Women (CSW) meetings. The themes of this year’s CSW meetings were: women’s economic empowerment in the changing world of work; and achieving gender equality and the empowerment of all women and girls in the context of climate change, environmental and disaster risk reduction policies and programmes. Panelists included WFEO WiE Committee members from: Belgium; Brazil; Switzerland; and the United Kingdom.

Engineers Canada participated in a virtual meeting with the University of Toronto (UofT) Troost Institute for Leadership Education in Engineering (ILead) research team that is working on the Social Sciences and Humanities Research Council (SSHRC) funded project on engineering career paths. The research focuses on tracking inequity in the workplace experiences of Canadian engineering graduates, including mobility patterns, the nature of workplace environments, and career stratification by gender or race. The work builds upon previous ILead research: <https://tspace.library.utoronto.ca/handle/1807/96023>.

The 2022 30 by 30 virtual conference kicked off in collaboration with APEGA who first conceived the 30 by 30 goal in 2010. The conference took place over three days in April (April 13, 20 and 27) from 12:00 pm to 2:00 pm ET. The first day featured a keynote from the Federal Pay Equity Commissioner, Karen Jensen, and APEGA’s

WAGE grant research as well as a panel on workplace equity for women. The second session was an interactive learning and capacity building session focused on understanding the concept of intersectionality and was led by: Natural Sciences and Engineering Research Council of Canada (NSERC) Chair for Women in Science and Engineering - Prairies, Dr. Laleh Behjat, P.Eng.; and EDI specialist and EIT, Meghana Valupadas, CCIP. In the last of the three conference sessions, EDI champions from workplaces who are changing the culture of their workplaces were nominated to join us for a panel discussion on the challenges, triumphs, and best practices of EDI champions. Check out the full program [here](#).

Engineers Canada’s [Equity, diversity, and inclusion \(EDI\) for engineers and geoscientists](#) online course launched on EGBC’s new [Knowledge Centre](#). This self-paced 1-hour online course was produced by Engineers Canada with guidance from Engineers Canada’s Equity, Diversity and Inclusion Training Task Force, made up of representatives from: the 30 by 30 Champions network; the National Society of Black Engineers (NSBE) Canadian Chapters; Natural Sciences and Engineering Research Council (NSERC) Chairs for Women in Engineering; EngiQueers Canada; and in partnership with EGBC and Geoscientists Canada. This course is a foundational training on EDI to support individuals to develop competencies in inclusive behaviours and emotional intelligence and is free to all engineers and geoscientists across Canada. If you are not an EGBC registrant, and you do not already have an existing account, please proceed to [creating a new account](#) to create a profile before completing the checkout process. The course is eligible for 1 Continuing Education Hour of Ethical Learning. Upon successful completion, you will receive a certificate of completion. Feel free to reach out to cassandra.polyzou@engineerscanada.ca if you have any questions.

Strategic Priority 2.2: Reinforce Trust and the Value of Licensure

The Regulator advisory committee for Strategic Priority 2.2: Reinforce Trust and Value of Licensure completed its strategic communications workshop to develop marketing campaign objectives and identify initial target audiences. In addition, the vendor procurement process is underway.

Accreditation Board

The Canadian Engineering Accreditation Board (CEAB) held a special Spring web meeting where they approved the revised Terms of Reference for the Policies and Procedures (P&P) Committee. They also approved an optional addendum to the 2022/2023 visit cycle Questionnaire that will allow HEIs to provide a summary of the conditions under which data was collected in their snapshot year which will allow them to describe the impact of the COVID-19 pandemic on their programs. At the meeting, the CEAB also discussed the first draft of a proposed alternative to the current input measurement (AU) system, based on learning units (LUs).

The CEAB Executive Committee reviewed the June 2022 meeting agenda, discussed the current status of accreditation visits, and explored opportunities to improve the tools CEAB members use to make accreditation decisions.

In addition, the CEAB Nominating Subcommittee reviewed the nominations for a CEAB member-at-large. The full slate of CEAB nominations will be presented to the Board for approval in May.

Qualifications Board

On March 5, the Canadian Engineering Qualifications Board (CEQB) Executive Committee held its first in-person meeting since October 2020. Some key focus areas for the

meeting were the development of the CEQB's April 9 meeting agenda, a review of CEQB's 2022 work progress, a review of several CEQB policies, and discussion of issues relating to the 2023 work plan development.

Additionally, the CEQB Syllabus Committee approved the revised Agricultural /Biosystems /Bioresource /Food engineering syllabus, and discussed strategies to improve regulator communication around the committee's work. Following approval by the CEQB at the April 9 meeting, the revised syllabus is scheduled for regulator consultation.

Over the past few months, the CEQB posted consultations on the:

- o Draft guideline for engineers and engineering firms on workplace equity for women (Deadline April 1)
- o General direction for the new public guideline for engineers and engineering firms on Indigenous consultation and engagement (Deadline March 11)

Post-consultation, the CEQB Practice Committee reviewed and finalized the draft General direction for a guideline on Indigenous consultation and engagement. Interestingly, regulators required no changes to the document, noting in several cases that it had been developed through a robust, inclusive process. Given this, the document was submitted to the CEQB for final approval. Drafting of the guideline is planned for completion over the summer, with consultation taking place in the fall.

At their meeting, the CEQB Task Force on Alternative Methods of Academic Assessment for Non-CEAB Candidates discussed outlines and planning for the feasibility on methods of academic assessment being conducted by the group. A draft of the study is planned for CEQB approval in July, following which it will be sent to regulators for consultation.

The CEQB held its 118th meeting on Saturday April 9 in Ottawa, its first meeting with an in-person component since September 2019. The meeting's hybrid format allowed members and guests to connect and explore many of the pressing issues affecting engineering qualifications and practice at the national level. There were several highlights coming out of the meeting:

- The CEQB approved the General direction on Indigenous consultation and engagement, paving the way for committee work to begin on the guideline this summer. Overall, the general direction was well received, with some commenting on the fact that the five regional and national gatherings that led to the document's creation constituted a robust and inclusive process.
- The CEQB discussed and voted on its 2023 priority work plan items, selecting two topics that will be sent to officials groups and CEOs for consultation in the coming months: A guideline on the assessment and performance of engineering teams, and an Engineers Canada paper on regulation of emerging disciplines.
- The CEQB also approved the reviewed 2004 Agricultural /Biosystems /Bioresource /Food engineering syllabus for consultation.

Finally, the CEQB gathered for a workshop on trends in Canadian regulation. Gregory Sim, Partner & Practice Group Leader for Field Law, presented on emerging trends such as co-regulation, systems-based regulation, umbrella legislation, fitness to practice, and duty to report. Following the presentation, the CEQB discussed these topics in relation to its work.

Equity, Diversity, and Inclusion

Engineers Canada participated in the meeting of the Canadian Indigenous Advisory Council (CIAC) to the American Indian Science and Engineering Society (AISES), where the next co-Chair, Jessica Vandenberghe was confirmed and members received updates on the development of the Canadian Chapters. Jessica is a professor and Assistant Dean for Engineering Community and Culture with the Faculty of Engineering at the University of Alberta.

Engineers Canada also hosted the monthly meeting of the Decolonizing and Indigenizing Engineering Education Network (DIEEN). The presentation featured recent findings and recommendations from our research with Big River Analytics on Indigenous engineers. The research was conducted in partnership with EGBC, APEGS, and Engineers Geoscientists Manitoba.

Engineers Canada was featured in a front-page article in a special National Post supplement about National Engineering Month; see the article at this [link](#).

Outreach and Engagement

Engineers Canada participated in the national Canadian Federation of Engineering Students (CFES) Canadian Engineering Competition (CEC) hosted virtually this year by the University of New Brunswick, Fredericton. Pre-recorded welcome remarks were provided by our President Danny Chui. The CFES is one of Engineers Canada's strategic partners.

Throughout the month of March, Engineers Canada celebrated National Engineering Month (NEM). More information about this year's NEM activities is available [here](#).

National Practice Officials Group

The National Practice Officials Group (NPOG) met to discuss the following CEQB guideline consultations: the draft CEQB Guideline on workplace equity for women; and the draft general direction on a CEQB guideline for engineers and engineering firms on Indigenous consultation and engagement. The group also discussed electronic facsimiles of digital signatures and other items in the regular roundtables.

National Admissions Officials Group

At their virtual April meetings, the National Admissions Officials Group (NAOG) discussed their regular roundtables and heard updates from several Engineers Canada groups and initiatives such as the CEAB's P&P committee, the CEQB, Engineers Canada's Strategic Plan items on "Strengthen collaboration and harmonization" and "investigate and validate the purpose and scope of accreditation". The group also received updates on the NMDB renewal project as well as a live demo of the new system. Finally, the group discussed time-based experience requirements (including changes to Canadian experience requirements), electronic document storage/validation and an update on EGBC's technical exam pilot.

National Membership Database

The first round of internal User Acceptance Testing of the new National membership database (NMDB) was completed, followed by testing by our external regulator advisory group. The NMDB is a tool used by regulators to verify the status of applicants for licensure who are already licensed in another Canadian jurisdiction. We are upgrading the tool to improve its functionality, data security and infrastructure. The regulator advisory group began their testing in April, and the solution will launch in June.

Government Relations

Engineers Canada's Government Relations and Public Affairs team consulted on two National Position Statements:

- o Role of Engineers in Building a Safe and Resilient Canada
- o Procurement

Information and documents for consultation can always be found on our [members-only webpage](#) (log-in required).

A letter was submitted to the Honourable Joyce Murray, Minister of Fisheries, Oceans and the Canadian Coast Guard, as well as the Honourable Omar Alghabra, Minister of Transport regarding the federal regulations of small fishing vessel design. This letter has also been posted on our public website at the following [link](#). The letter was a result of Engineers Canada's [issue statement](#), published on March 1, which also garnered media interest from Saltwire, who published an [article](#) on the topic.

Engineers Canada participated in the Round 1 debrief of the Canada-Indonesia Comprehensive Economic Partnership Agreement (CEPA) negotiations led by Canada's Chief Negotiator. Topics covered included: cross-border trade in services; environment; and inclusive trade.

The House of Commons Finance Committee tabled its Pre-Budget Consultations report entitled [Considering the Path Forward](#). The report contains 222 recommendations across several different sectors. Engineers Canada is mentioned as a contributor to the sections of the report relating to Environment and Climate Change, Equity, Diversity and Inclusion, Indigenous Peoples and Infrastructure. This is a result of Engineers Canada's submission to the Standing Committee on Finance regarding [Pre-Budget Consultations in Advance of the 2022 Budget](#).

Engineers Canada had meetings with the American Society for Testing and Materials (ASTM) International about ASTM International's proposed change to the definition of "engineer" in ASTM F2783-20, "Standard Practice for Design, Manufacture, Operation, Maintenance, and Inspection of Amusement Rides and Devices, in Canada". ASTM was represented by their staff as well as participants from organizations including Disney, ProSlide, Whitewater West Industries, and the Technical Standards and Safety Authority.

Deputy Prime Minister and Finance Minister Chrystia Freeland delivered [Budget 2022: A Plan to Grow Our Economy and Make Life More Affordable](#). Engineers Canada published a media release available on our public website at the following [link](#). We will release a detailed analysis of the budget and its implications to the engineering profession in the following weeks.

Finally, Engineers Canada participated on a teleconference call with Global Affairs Canada's Chief Negotiator regarding the round 1 debrief of the Canada-United Kingdom free trade agreement (FTA) negotiations. Engineers Canada's comments to Global Affairs Canada regarding the FTA negotiations with the United Kingdom and its possible accession to the Comprehensive and Progressive Agreement for Trans-Pacific Partnerships are available at this [link](#).

International Mobility

Engineers Canada signed a contract with Run Straight Solutions to help with the development and implementation of a new system for the international mobility register. Maintaining a mobility register is a condition of our membership in the APE-Engineers Agreement and the International Professional Engineers Agreement. This new system will improve our security and efficiency in processing applicants and maintaining the register.

Engineering Deans Canada Relations

Engineers Canada hosted a thematic discussion between the CEO Group and the senior leadership of Engineering Deans Canada on the topic of *licensure for young professors and/or should it be a prerequisite for accreditation*. The purpose of the discussion was for the group to share information about this issue including regulators' processes for and experiences in licensing professors; higher educators' challenges in finding licensed professors or professors who qualify for licensure and supporting professors in their licensure journey; and perspectives on the value and role of licensure within accredited programs. These deliberations will help inform how we might address these issues either within or outside of the accreditation rubric.

Special

Engineers Canada's own, Jeanette Southwood, Vice President, Corporate Affairs and Strategic Partnerships, has been awarded the Ontario Professional Engineer Citizenship Award, by the Ontario Society of Professional Engineers. This award recognizes those who have made substantial contributions to humanity, while maintaining their identities as professional engineers. The award will be formally presented to Jeanette at the OPEA Gala in November. Congratulations, Jeanette, a truly impressive achievement!

Engineers Canada learned that OIQ's proposal to host the World Engineers Convention (WEC) in Montreal in 2027 was successful. In February 2021, Engineers Canada's Board endorsed a resolution to submit the proposal to the World Federation of Engineering Organizations (WFEO), on behalf of OIQ, to host WEC 2027. WEC is held every four years and attended by approximately 3,000 participants from over 70 countries. This will be the first WEC to take place in North America.



Compte rendu à l'intention des administrateurs et administratrices d'Ingénieurs Canada - mai 2022

Conseil d'Ingénieurs Canada

Au cours de sa réunion en avril, le conseil d'Ingénieurs Canada a approuvé les états financiers vérifiés de 2021, examiné le profil de risque de l'organisation et étudié la possibilité d'annuler la ligne directrice du conseil concernant les réunions en personne pendant la COVID-19. Le cahier de travail est accessible dans le [microsite des réunions](#) du conseil, et les membres du conseil ont accès aux documents de réunion sur la plateforme OnBoard.

Après la réunion du conseil d'avril, les présidents d'Ingénieurs Canada se sont réunis pour mettre la dernière main aux ordres du jour de la réunion du conseil et de l'assemblée annuelle des membres de mai; ces ordres du jour ont été envoyés par courriel à tous les participants. Peu après, Ingénieurs Canada a envoyé un courriel contenant d'importants détails sur les réunions de printemps d'Ingénieurs Canada, qui se tiendront à Toronto du 25 au 28 mai. Les participants auront le choix d'assister virtuellement à certaines réunions. Veuillez consulter le [microsite des réunions](#) du conseil pour obtenir plus de détails sur les déplacements et l'hébergement, consulter l'horaire complet des événements, et vous inscrire aux réunions.

En mars, le Comité sur la gouvernance et le Comité RH ont tous les deux organisé leurs dernières réunions de 2021-2022. Les travaux réalisés au cours de ces réunions (c.-à-d., l'examen des politiques, les recommandations de candidatures du Comité RH et l'examen du rapport d'autoévaluation du conseil) seront présentés pour information et approbation du conseil lors de la réunion du conseil en mai. Le manuel des politiques du conseil a été actualisé

à la suite des approbations obtenues aux réunions d'hiver et peut maintenant être téléchargé ou consulté [ici](#).

Priorité stratégique 1.1 Examiner et valider le but et la portée de l'agrément

Au cours des derniers mois, les groupes de travail sur le projet se sont réunis, ce qui leur a permis entre autres de réaliser un certain nombre d'activités principales de projet, décrites ci-dessous.

Le Groupe de travail sur la formation en génie a terminé le rapport de recherche sur la réalité actuelle et les possibilités futures de la formation en génie. Le rapport sommaire du Groupe de travail sur les principales considérations tirées de ces recherches pour les étapes à venir du projet a également été rédigé et sera distribué en mai. Le Groupe de travail présentera à la fois les recherches et les considérations principales le 29 avril.

Le Groupe de travail sur l'analyse comparative - Agrément a finalisé le rapport de recherche sur ce sujet dans le cadre de la Priorité stratégique 1.1 : Examiner et valider le but et la portée de l'agrément. Le rapport compare notre système d'agrément à ceux de trois autres professions au Canada (soins infirmiers, travail social et technologies de l'information) et à ceux de quatre autres organisations d'ingénieurs (Australie, France, Malaisie et Pologne). Le rapport sommaire du Groupe de travail concernant les principales considérations tirées de cette recherche pour les étapes à venir du projet a également été rédigé et sera distribué en mai. Le Groupe de travail présentera à la fois les recherches et les considérations principales le 4 mai.

Priorité stratégique 1.2 : Renforcer la collaboration et l'harmonisation

L'équipe de projet a consulté le Groupe national des responsables de l'admission le 12 avril afin de documenter leurs idées sur la collaboration et l'harmonisation et les leçons apprises des tentatives passées. Les consultations avec d'autres groupes de responsables se poursuivront en mai et en juin.

Priorité stratégique 2.1 : Accélérer 30 en 30

Le 8 mars, Ingénieurs Canada a célébré la [Journée internationale des femmes](#), qui avait cette année pour thème Mettons fin aux préjugés. Des membres du personnel d'Ingénieurs Canada se sont réunis pour une photo de groupe sur Zoom et ont publié sur nos réseaux sociaux des autoportraits sur le thème de cette année. Voici un lien vers des ressources sur la [création de milieux de travail inclusifs ancrés dans l'égalité et le sentiment d'appartenance](#).

Ingénieurs Canada a animé un groupe de discussion virtuel du Comité sur les femmes en génie (WiE) de la Fédération mondiale des organisations d'ingénieur (FMOI). Le débat, qui avait pour thème « Creating Gender Inclusive Engineering & Technology to Address Climate Change » (Création d'une technologie inclusive en génie pour lutter contre les changements climatiques), s'est tenu dans le cadre d'une réunion de la Commission de la condition de la femme (CCF) des Nations Unies. Les sujets qui ont été abordés au cours des réunions de la CCF sont l'autonomisation économique des femmes dans un monde du travail en pleine mutation, la réalisation de l'égalité des genres et l'autonomisation des femmes et des filles dans le contexte des politiques et des programmes relatifs aux changements climatiques, à l'environnement et à la réduction des risques de catastrophes. Les panélistes comprenaient des membres du Comité WiE de la FMOI provenant de la Belgique, du Brésil, de la Suisse et du Royaume-Uni.

Ingénieurs Canada a participé à une réunion virtuelle avec l'équipe de recherche du Troost Institute for Leadership Education in

Engineering (ILead) de l'Université de Toronto (UofT) qui travaille à une étude sur les cheminements de carrière en génie subventionnée par le Conseil de recherches en sciences humaines du Canada (CRSH). La recherche est axée sur les expériences d'iniquité en milieu de travail des diplômés canadiens en génie, notamment les schémas de mobilité, la nature des environnements de travail et la stratification des carrières par genre ou par sexe. Ce travail s'appuie sur des recherches antérieures de l'institut ILead : <https://tspace.library.utoronto.ca/handle/1807/96023>

La Conférence virtuelle 30 en 30 de 2022 a été lancée en collaboration avec l'APEGA, qui a été la première à concevoir l'objectif de 30 en 30 en 2010. La conférence s'est déroulée pendant trois jours en avril (les 13, 20 et 27), de 12 h à 14 h (HE). La première séance comprenait le discours d'ouverture donné par Karen Jensen, Commissaire à l'équité salariale du Canada, une présentation sur le projet de recherche de l'APEGA subventionné par Femmes et Égalité des genres Canada (WAGE), ainsi qu'un groupe de discussion sur l'équité pour les femmes dans les milieux de travail. La deuxième était une séance interactive d'apprentissage et de renforcement des capacités axée sur la compréhension du concept de l'intersectionnalité, qui était dirigée par Mme Laleh Behjat, P.Eng., titulaire de la Chaire de recherche du Conseil de recherches en sciences naturelles et en génie (CRSNG) pour les femmes en sciences et en génie - Prairies, et par Mme Meghana Valupadas, spécialiste de l'EDI, ingénieure stagiaire et spécialiste en inclusion agréée Canada (SIAC). Des champions et des championnes de l'EDI, provenant de milieux de travail qui modifient la culture de leur milieu de travail, ont été nommé.e.s pour se joindre à nous lors de la dernière des trois conférences pour une discussion de groupe sur les défis, les victoires et les pratiques exemplaires des champions et championnes de l'EDI. Cliquez [ici](#) pour consulter tout le programme.

Le webinaire d'Ingénieurs Canada sur [l'équité, la diversité et l'inclusion \(EDI\) en génie](#) et en géosciences a été lancé sur le nouveau site [Knowledge Centre](#) d'Engineers and Geoscientists British Columbia (EGBC). Ce cours d'une heure offert en ligne, que l'on peut suivre à son propre rythme, a été produit par Ingénieurs Canada, avec les conseils du Groupe de travail sur la formation en matière d'équité, de diversité et d'inclusion, composé de représentants du réseau des champions et championnes 30 en 30, de la National Society of Black Engineers (sections canadiennes), des chaires pour les femmes en génie du Conseil de recherches en sciences naturelles et en génie (CRSNG) et d'EngiQueers Canada. Le tout a été réalisé en partenariat avec EGBC et Géoscientifiques Canada. Ce cours est une formation de base sur l'équité, la diversité et l'inclusion (EDI) et il a pour but d'aider les participants à développer les comportements inclusifs et l'intelligence émotionnelle et il est offert gratuitement aux ingénieur.e.s et aux géoscientifiques de tout le Canada. Si vous n'êtes pas membre d'Engineers and Geoscientists BC et que vous n'avez pas de compte, veuillez [en créer un](#). Vous disposerez d'un profil vous permettant de vous inscrire. Il s'agit d'un apprentissage éthique d'une heure pouvant être déclaré dans le cadre de la formation continue. Les personnes ayant suivi le cours avec succès recevront un certificat. Si vous avez des questions, n'hésitez pas à communiquer avec cassandra.polyzou@engineerscanada.ca.

Priorité stratégique 2.2 : Renforcer la confiance et la valeur du permis d'exercice

Le comité consultatif pour la Priorité stratégique 2.2 : Renforcer la confiance et la valeur du permis d'exercice a terminé son atelier sur la communication stratégique visant à élaborer des objectifs pour la campagne de marketing et déterminer le public cible initial. En outre, le processus d'approvisionnement de fournisseurs est en cours.

Bureau d'agrément

Le Bureau d'agrément a tenu une réunion spéciale en ligne au cours de laquelle il a approuvé le mandat révisé du Comité des politiques et des procédures (P&P). Les membres ont également approuvé un addenda facultatif au Questionnaire pour le cycle de visites 2022-2023 qui permettra aux EES de fournir un résumé des conditions dans lesquelles ont été recueillies les données pour la vue d'ensemble de l'année et de décrire l'impact de la pandémie de COVID-19 sur leurs programmes. Le Bureau d'agrément a également discuté de la première ébauche d'une solution de rechange proposée au système existant de mesure des intrants (UA), fondé sur les unités d'apprentissage (UAP).

Le comité exécutif du BCAPG a examiné l'ordre du jour de la réunion de juin, discuté de la situation actuelle des visites d'agrément, et exploré les possibilités d'améliorer les outils utilisés par les membres du BCAPG pour prendre des décisions d'agrément.

De plus, le Sous-comité des candidatures du Bureau d'agrément a examiné les candidatures au poste de membre hors cadre. La liste complète des candidats sera soumise à l'approbation du conseil en mai.

Bureau des conditions d'admission

Le 5 mars, le comité exécutif du BCCAG a tenu sa première réunion en personne depuis octobre 2020. La réunion a surtout porté sur l'élaboration de l'ordre du jour de la prochaine réunion du BCCAG (le 9 avril), l'état d'avancement des travaux prévus en 2022, l'examen de plusieurs politiques du BCCAG et les enjeux liés à l'établissement du plan de travail 2023 du BCCAG.

De plus, le Comité des programmes d'examens du BCCAG a approuvé la révision du programme d'examens de génie agricole/des biosystèmes/des bioressources/alimentaire et discuté des stratégies permettant d'améliorer les communications destinées aux organismes de réglementation sur les travaux du comité. Après avoir été approuvé par le BCCAG à sa réunion du 9 avril, le programme d'examens révisé sera soumis à la consultation des organismes de réglementation.

Au cours des derniers mois, le Bureau des conditions d'admission (BCCAG) a publié des consultations concernant :

- o L'ébauche du Guide sur l'équité pour les femmes dans les milieux de travail à l'intention des ingénieurs et des firmes d'ingénierie (commentaires à soumettre d'ici le 1^{er} avril)
- o L'orientation générale d'un guide sur la consultation et la mobilisation des Autochtones à l'intention des ingénieurs et des firmes d'ingénierie (commentaires à soumettre d'ici le 11 mars)

Le Comité sur l'exercice de la profession du BCCAG a examiné les commentaires émanant de la consultation et parachevé l'ébauche d'Orientation générale d'un guide sur la consultation et la mobilisation des Autochtones. Fait intéressant à noter, les organismes de réglementation n'ont exigé aucun changement au document, soulignant dans plusieurs cas qu'il avait été élaboré dans le cadre d'un processus robuste et inclusif. Par conséquent, le document a été soumis à l'approbation finale du BCCAG. La rédaction du guide devrait être terminée au cours de l'été, et la consultation aura lieu à l'automne.

Lors de sa réunion, le Groupe de travail du BCCAG sur d'autres méthodes d'évaluation des candidats issus de programmes non agréés par le BCAPG a discuté des grandes lignes et de la planification de l'étude de faisabilité d'autres méthodes d'évaluation de la formation en génie

dirigée par le groupe. Une ébauche de l'étude devrait être soumise au BCCAG en juillet pour approbation, puis aux organismes de réglementation pour consultation.

Le Bureau canadien des conditions d'admission en génie a tenu sa 118^e réunion le 9 avril à Ottawa, sa première rencontre comportant un volet présentiel depuis septembre 2019. Le format hybride de l'événement a permis aux membres et aux invités de reprendre contact et d'explorer bon nombre des questions urgentes touchant les qualifications en génie et l'exercice de la profession à l'échelle nationale. Voici quelques points saillants de cette réunion :

- Le BCCAG a approuvé l'orientation générale d'un guide sur la consultation et la mobilisation des Autochtones, ce qui permet au comité responsable d'entreprendre l'élaboration du guide au cours de l'été. Dans l'ensemble, l'orientation générale a été bien reçue, certains membres ayant indiqué que les cinq rassemblements régionaux et nationaux qui ont mené à la création du document ont constitué un processus robuste et inclusif.
- Après discussion, les membres du BCCAG ont voté sur les éléments prioritaires de leur plan de travail pour 2023, et sélectionné deux sujets qui seront soumis à la consultation des groupes de responsables et des chefs de direction au cours des prochains mois, soit un guide sur l'évaluation et le rendement des équipes d'ingénierie, et un document d'Ingénieurs Canada sur la réglementation des disciplines émergentes.
- Le BCCAG a également approuvé la révision du Programme d'examens de génie agricole/des biosystèmes/des bioressources/alimentaire (2004) pour fins de consultation.

Enfin, le BCCAG s'est réuni dans le cadre d'un atelier sur les tendances canadiennes en matière de réglementation. Gregory Sim, associé et chef de groupe de pratique au

cabinet d'avocats Field Law, a donné une présentation sur les tendances émergentes telles que la coréglementation, la réglementation fondée sur des systèmes, la loi générale, l'aptitude à l'exercice et le devoir de dénoncer. Après la présentation, le BCCAG a discuté de ces sujets en relation avec son travail.

Équité, diversité et inclusion

Ingénieurs Canada a participé à la réunion du Conseil consultatif autochtone canadien (CCAC) auprès de l'American Indian Science and Engineering Society (AISES), au cours de laquelle la prochaine coprésidente, Jessica Vandenberghe, a été confirmée et des comptes rendus sur le développement des sections canadiennes ont été présentés. Jessica Vandenberghe est professeure et vice-doyenne, Engineering Community and Culture, à la Faculté de génie de l'Université de l'Alberta.

Ingénieurs Canada a également accueilli la réunion mensuelle du Réseau pour la décolonisation et l'autochtonisation de la formation en génie (RDAGF), au cours de laquelle il a présenté les récentes conclusions et recommandations de sa recherche menée avec Big River Analytics sur les ingénieurs autochtones. Cette recherche a été réalisée en partenariat avec EGBC, l'APEGS et Engineers and Geoscientists Manitoba.

Ingénieurs Canada a fait l'objet d'un article en première page d'un supplément spécial du National Post sur le Mois national du génie; voir l'article [ici](#).

Rayonnement

Ingénieurs Canada a participé à la Compétition canadienne d'ingénierie (CCI) de la Fédération canadienne étudiante de génie (FCEG) qui est organisée virtuellement cette année par l'Université du Nouveau-Brunswick. Les

participants pourront entendre un mot de bienvenue enregistré par notre président Danny Chui. La FCEG fait partie de nos partenaires stratégiques.

Ingénieurs Canada a célébré le Mois national du génie (MNG) en mars. Vous trouverez de plus amples renseignements sur les activités du MNG de cette année [ici](#).

Groupe national des responsables de l'exercice

Le Groupe national des responsables de l'exercice (GNRE) s'est réuni pour discuter des consultations sur les guides suivants du BCCAG : l'ébauche du Guide sur l'équité pour les femmes dans les milieux de travail et l'ébauche d'orientation générale d'un guide sur la consultation et la mobilisation des Autochtones à l'intention des ingénieurs et des firmes d'ingénierie. Le groupe a également discuté des reproductions électroniques de signatures numériques et d'autres points habituellement abordés lors des tables rondes régulières.

Groupe national des responsables de l'admission

Lors de ses réunions virtuelles d'avril, le Groupe national des responsables de l'admission (GNRA) a discuté de ses tables rondes régulières et reçu un compte rendu d'Ingénieurs Canada sur plusieurs groupes et initiatives, notamment le Comité des politiques et des procédures du Bureau d'agrément, le Bureau des conditions d'admission, et les priorités « Renforcer la collaboration et l'harmonisation » et « Examiner et valider le but et la portée de l'agrément » du plan stratégique d'Ingénieurs Canada. Le groupe a également reçu un rapport de situation sur le projet de restructuration de la BDNE et assisté à une démonstration en direct du nouveau système. Enfin, le GNRA a discuté

des exigences en matière d'expérience basée sur la durée (dont les changements apportés aux exigences d'expérience dans un contexte canadien), du stockage et de la validation des documents électroniques, et du projet pilote d'examen(s) technique(s) d'EGBC.

Base de données nationale sur les effectifs

La première série d'essais d'acceptation par les utilisateurs de la nouvelle Base de données sur les effectifs (BDNE) a été réalisée, suivie d'une série d'essais effectués par notre Groupe consultatif externe des organismes de réglementation. La BDNE est un outil utilisé par les organismes de réglementation pour vérifier le statut des demandeurs de permis d'exercice qui sont déjà titulaires d'un permis dans une autre zone de compétence canadienne. La mise à niveau de cet outil vise à améliorer les fonctionnalités, la sécurité des données et l'infrastructure. Le groupe consultatif d'organismes de réglementation a commencé ses essais en avril, et la solution sera lancée en juin.

Relations gouvernementales

L'équipe des Relations gouvernementales et des Affaires publiques d'Ingénieurs Canada a participé à des consultations sur deux énoncés de principe nationaux, à savoir :

- o Le rôle des Ingénieurs dans la construction d'un Canada sécuritaire et résilient
- o L'approvisionnement

De plus amples informations et les documents soumis à la consultation se trouvent dans la [page Consultations de la zone membres](#) (connexion requise).

Ingénieurs Canada a fait parvenir une [lettre](#) à l'honorable Joyce Murray, ministre des Pêches, des Océans et de la Garde côtière canadienne, ainsi qu'à l'honorable Omar Alghabra, ministre des Transports, au sujet de la réglementation

fédérale sur la conception des petits bateaux de pêche. Cette lettre, qui a aussi été publiée dans [notre site Web public](#), fait suite à l'énoncé d'enjeu d'Ingénieurs Canada publié le 1^{er} mars, qui a également suscité l'intérêt des médias, notamment Saltwire, qui a publié un [article](#) à ce sujet.

Ingénieurs Canada a participé au débriefage de la première série des négociations de l'Accord de partenariat économique global (APEG) entre le Canada et l'Indonésie dirigées par le Négociateur en chef pour le Canada. Les sujets abordés comprenaient le commerce transfrontalier des services, l'environnement et le commerce inclusif.

Le Comité permanent des Finances de la Chambre des communes a déposé son rapport sur les consultations prébudgétaires intitulé [La voie à suivre](#). Le rapport comprend 222 recommandations visant plusieurs secteurs différents. Ingénieurs Canada est cité dans la liste des organismes ayant collaboré aux sections du rapport Environnement et changement climatique; Équité, diversité et inclusion; Infrastructure et Peuples autochtones, et cela est attribuable au fait que nous avons soumis au Comité permanent notre [Mémoire pour les consultations prébudgétaires en vue du budget de 2022](#), dans le cadre de notre travail en lien avec l'Impératif opérationnel 5 (OP5) : Faire valoir les intérêts de la profession auprès du gouvernement. Ingénieurs Canada a participé à des réunions de l'American Society for Testing and Materials (ASTM) International portant sur la modification proposée par ASTM International du terme « engineer » figurant dans la norme *ASTM F2783-20, Standard Practice for Design, Manufacture, Operation, Maintenance, and Inspection of Amusement Rides and Devices, in Canada*. L'ASTM était représentée par des membres de son personnel, et les participants comprenaient des représentants d'entreprises telles que Disney, ProSlide et Whitewater West Industries, ainsi que de la Technical Standards and Safety Authority de l'Ontario.

La vice-première ministre et ministre des Finances Chrystia Freeland a déposé le budget fédéral 2022, intitulé [*Un Plan pour faire croître notre économie et rendre la vie plus abordable*](#). Ingénieurs Canada a publié un communiqué de presse au sujet de ce budget, qui se trouve dans notre site Web public [ici](#). Une analyse détaillée du budget et de ses conséquences pour la profession d'ingénieur sera publiée dans les prochaines semaines.

Enfin, Ingénieurs Canada a participé à une téléconférence avec le Négociateur en chef d'Affaires mondiales Canada au sujet du débriefage de la première série de négociations d'un accord de libre-échange avec le Royaume-Uni. Les commentaires d'Ingénieurs Canada au sujet des négociations sur l'accord de libre-échange avec le Royaume-Uni et son éventuelle adhésion à l'Accord de partenariat transpacifique global et progressiste sont accessibles [ici](#).

Mobilité internationale

Ingénieurs Canada a signé un contrat avec Run Straight Solutions pour l'élaboration et la mise en œuvre d'un nouveau système pour le répertoire de la mobilité internationale. Le maintien d'un répertoire est une condition à respecter pour l'adhésion aux ententes International Professional Engineers et APEC. Ce nouveau système améliorera la sécurité et l'efficacité du traitement des demandeurs et la tenue à jour du répertoire.

Relations avec Doyennes et doyens d'ingénierie Canada

Ingénieurs Canada a organisé une discussion thématique entre le Groupe des chefs de direction et l'équipe de direction de Doyennes et doyens d'ingénierie Canada au sujet de la *détention du permis d'exercice par les jeunes professeurs et la possibilité que cela soit une condition préalable à l'agrément*. Cette discussion visait à permettre au groupe

d'échanger des informations sur cette question, notamment sur les processus et les expériences des organismes de réglementation en matière d'octroi de permis aux professeurs, sur les défis que doivent relever les établissements d'enseignement supérieur pour recruter des professeurs titulaires de permis ou qui remplissent les conditions requises pour l'obtention d'un permis, et pour soutenir les professeurs dans leur cheminement vers l'obtention d'un permis. Les participants ont également échangé leurs points de vue sur la valeur et le rôle du permis d'exercice dans les programmes agréés. Ces délibérations contribueront à éclairer la façon dont nous pourrions aborder ces questions, que ce soit dans le cadre de la rubrique agrément ou en dehors.

Nouvelles particulières

Mme Jeanette Southwood, vice-présidente, Affaires générales et Partenariats stratégiques d'Ingénieurs Canada, a obtenu le Prix de la citoyenneté d'Ontario Professional Engineers, qui lui a été décerné par l'Ontario Society of Professional Engineers. Il s'agit d'un prix de reconnaissance à l'intention des personnes qui ont apporté des contributions appréciables à l'humanité tout en préservant leur identité en tant que professionnels du génie. Le prix sera remis officiellement à Mme Southwood lors du gala de l'Ontario Professional Engineers Awards (OPEA) en novembre. Toutes nos félicitations pour cette réalisation fort impressionnante!

Ingénieurs Canada a appris que la proposition de l'OIQ de recevoir le Congrès mondial des ingénieurs (CMI) de 2027 à Montréal a été accueillie favorablement. Rappelons qu'en février 2021, le conseil d'Ingénieurs Canada a approuvé une résolution visant à soumettre la proposition de l'OIQ à la Fédération mondiale des organisations d'ingénieurs (FMOI). Le congrès a lieu tous les quatre ans et réunit environ 3 000 participants de plus de 70 pays. Ce sera le premier CMI à se dérouler en Amérique du Nord.

Briefing Note – Decision

C-548-3.0

CONSENT AGENDA

Purpose: To approve the items contained in the consent agenda

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

That the consent agenda be approved.

Prepared by: Dale Power, Secretariat Administrator

Routine agenda items that may be approved without debate are included in a consent agenda and may be moved in a single motion. However, the minutes of the meeting will reflect each item as if it was dealt with separately. Including routine items on a consent agenda expedites the meeting.

Items included on the consent agenda may be removed and dealt with separately if they contain issues or matters that require review.

Please review the minutes ahead of time for errors or omissions and advise Dale Power (416-224-1100, extension 1130 or dpower@peo.on.ca) if there are any required revisions prior to the meeting so that the minutes, when presented, may be considered within the consent agenda.

The following items are contained in the consent agenda:

- 3.1 Minutes – 546th and 547th Council meetings – April 8 and May 4, 2022
- 3.2 Consulting Engineers Designation Applications
- 3.3 Central Election and Search Committee
 - 2021-2022 to 2022-2023 Transition
 - Appointment of Additional Members
- 3.4 Statutory Committee – Re-Appointments Subject to Approval by the Attorney General
- 3.5 Changes to the 2022 Statutory and Regulatory Committees' Membership Lists

Briefing Note - Decision

C-548-3.1

OPEN SESSION MINUTES – 546th and 547th Council Meetings – April 8 and May 4, 2022

Purpose: To record that the minutes of the open session of the 546th and 547th meetings of Council accurately reflects the business transacted at those meetings.

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

That the minutes of the 546th meeting of Council, held April 8, 2022 and the 547th meeting of Council, held May 4, 2022, as presented to the meeting at C-548-3.1, Appendix A and B, accurately reflect the business transacted at that meeting.

Prepared by: Dale Power, Secretariat Administrator

1. Need for PEO Action

In accordance with best business practices, Council should record that minutes of an open session of a meeting of Council accurately reflect the business transacted at a meeting.

2. Current Policy

Chapter X Minutes, Section 211 Approval of minutes of previous meeting, of Nathan and Goldfarb's Company Meetings states under Comment that, "There does not appear to be any obligation to have minutes signed to be valid or approved, but it is considered good practice. The motion does not by itself ratify or adopt the business transacted; it merely approves the minutes."

3. Appendices

- Appendix A - Minutes – 546th Council open session meeting – April 8, 2022
- Appendix B – Minutes – 547th Council open session meeting – May 4, 2022

MINUTES

The 546th MEETING of the COUNCIL of PROFESSIONAL ENGINEERS ONTARIO (PEO) was held at the Novotel, 3 Park Home Avenue, Toronto, on Friday, April 8, 2022, at 10:00 a.m.

Present:

- C. Bellini, P.Eng., President and Council Chair
- M. Sterling, P.Eng., Past President
- N. Colucci, P.Eng., President-Elect
- M. Spink, P.Eng., Vice President Elected
- C. Chiddle, P.Eng., Eastern Region Councillor/Vice President Appointed
- A. Arenja, P.Eng., Lieutenant Governor-in-Council Appointee
- P. Broad, P.Eng., Western Region Councillor (virtual)
- R. Brunet, P.Eng., Lieutenant Governor-in-Council Appointee
- C. Chahine, P.Eng., East Central Region Councillor
- M. Chan, P.Eng., Councillor-at-Large
- J. Chisholm, P.Eng., West Central Region Councillor
- L. Cutler, P.Eng., Lieutenant Governor-in-Council Appointee
- A. Dryland, CET, Lieutenant Governor-in-Council Appointee
- L. MacCumber, P.Eng., West Central Region Councillor
- S. MacFarlane, P.Eng., Western Region Councillor (virtual)
- P. Mandel, Lieutenant Governor-in-Council Appointee
- G. Nikolov, P.Eng., Lieutenant Governor-in-Council Appointee
- L. Notash, P.Eng., Councillor-at-Large
- P. Quinn, P.Eng., Councillor-at-Large (virtual)
- L. Roberge, P.Eng., North Region Councillor
- S. Schelske, P.Eng., Lieutenant Governor-in-Council Appointee
- R. Subramanian, P.Eng., Northern Region Councillor
- S. Sung, Lieutenant Governor-in-Council Appointee
- R. Walker, P.Eng., Eastern Region Councillor

Staff:

- J. Zuccon, P.Eng., CEO and Registrar
- D. Abrahams, VP Legislation and Policy
- L. Latham, VP Regulatory Operations/Deputy Registrar
- L. Maier, VP Organizational Effectiveness
- C. Mehta, Director, Finance
- P. Gavilanez, Acting Director, Human Resources
- D. Smith, Director, External Relations
- M. Wehrle, Director, Information Technology
- J. Max, Manager, Policy
- M. Soepiter, Controller, Finance
- E. Chor, Research Analyst, Secretariat
- M. Feres, Supervisor, Council Operations
- D. Power, Secretariat Administrator
- B. St. Jean, Senior Executive Assistant
- N. Axworthy, Editor, Engineering Dimensions

Guests:

- V. Banday, P.Eng., Incoming Councillor
- M. Barzallo, Compliance Analyst, Office of the Fairness Commissioner
- D.A. Brown, Governance Solutions Inc.
- D.L. Brown, Governance Solutions Inc.
- H. Brown, CEO, Brown & Cohen
- S. Clacken, Carpe Novo (CN) Consultant (AREWG)
- T. Ferguson, Auditor, Deloitte (minute 12442 only)
- R. Fraser, Incoming Councillor
- V. Hilborn, P.Eng., Incoming Councillor
- N. Hill, P.Eng., PEO Director, Engineers Canada
- Q. C. Jackson Kouakou, Barrister and Solicitor, AREWG member
- W. Kershaw, AREWG member
- D. Kiguel, P.Eng., Incoming Councillor
- T. Kirkby, P.Eng., Incoming Councillor
- L. Lukinuk, Parliamentary Services
- D. Montgomery, Incoming Councillor
- D. McComiskey, Governance Solutions Inc.
- K. Reid, P.Eng., PEO Director, Engineers Canada
- P. Shankar, Incoming Councillor
- G. Wowchuk, Incoming Councillor

Council convened at 10:00 a.m. on Friday, April 8, 2022.

CALL TO ORDER

Notice having been given and a quorum being present, President Bellini called the meeting to order at 10:00 a.m.

12416 – APPROVAL OF AGENDA

Past President Sterling requested the addition of an agenda item titled “Gender Neutral Language and Gender Pronouns”.

Moved by Vice President Spink, seconded by Councillor Arenja:

That:

- a) The open agenda, as presented to the meeting at C-546-1.2, Appendix A be approved as amended; and**
- b) the Chair be authorized to suspend the regular order of business.**

CARRIED

12417 – DECLARATION OF CONFLICTS OF INTEREST

There were no conflicts of interest declared.

12418 – PRESIDENT'S REPORT

President Bellini provided a summary of his activities since the February Council meeting which included attendance at two Engineers Canada board meetings as well as a meeting with the Presidents of the 12 regulators across Canada. On March 1st at a National Engineering Month kick-off event President Bellini participated in a round table discussion on the future of P.Eng. licence alongside fellow regulators and advocates from Alberta, British Columbia, Engineers Canada and OSPE. This discussion, which was broadcast live, was organized by OSPE and moderated by TVO's Steve Paiken. The group discussed and debated important topics like the differences in regulation and legislation across the country; diversity and inclusion within the profession; and public awareness around the engineering licence. A recording of the discussion is available on the OSPE website.

On March 7th President Bellini, with CEO/Registrar Zuccon, met with the Ontario Human Rights Commission at their request to discuss PEO's draft Anti-racism and Anti-discrimination Working Group's initiative and generally find that the draft code reflects a commitment to anti-racism and equity and is consistent with the Commission's Guide to developing human rights policies and procedures.

President Bellini also attended several AGM's as well as two Joint Relations Committee meetings.

President Bellini then provided a summary of Council's accomplishments on the following topics:

- The focus of the May 20, 2021-2022 Kick-Off Meeting was on the Council schedule and governance roadmap milestones for the term
- Councillors participated in a series of Governance workshops held in spring 2021 focusing on important issues including why governance change is needed, understanding the roles of governors vs. staff, critical inquiry and decision making skills at the board level, distinguishing between operational and policy decisions relevant to PEO, identifying the types of decisions PEO committees will make and the role of staff in providing the relevant information, identifying skill sets and background best suited to those decision making responsibilities for those committees and using generative decision making processes
- Held individual committee meetings under the theme "Identifying the knowledge and skills required for committee decision-making and roadblocks to appointing competency-based committees". The objective of these committee workshops was to build trust and assure that council members' concerns are being taken into account; and identifying reasons for hesitancy about moving to a competency-based board. There was also discussion around the outputs of their committees and the types of skills/background that would qualify a person to make those decisions
- ICD National Online Conference June 3rd Regarding Next Level Governance (offered to all Councillors)
- Generative thinking sessions
- At the June Council meeting Council formally accepted the Anti-Racism & Anti-Discrimination "A Bridge to PEO's More Successful Future" created by independent consultants under the direction of PEO's Anti-Racism and Anti-Discrimination Exploratory Working Group (AREWG). This report is available on PEO's website. Council also decided to make the report public. It is available on the PEO website. The report did reveal some vulnerabilities. The working group is now examining recommendations to address these gaps.
- A gender audit was approved at the June 2021 Council meeting to examine PEO's licensing process and internal operations as part of recommendations by the 30 by 30 Task Force. The audit is being conducted by experts from the University of Toronto's Rotman School of Management
- The 2021-2022 Strategic Plan captures the work Council has been focusing on since 2020 and serves as an official document to communicate PEO's transformation to stakeholders
- PEO is creating a mandatory CPD program based on the existing PEAK program. This will be a mandatory annual component of licensure for all PEO licenced engineers beginning January 1, 2023

- Operational and procedural amendments to the *Professional Engineers Act* were approved by Council including supporting the mandatory annual reporting and audits, providing electronic delivery of PEO notices and communications and streamlining complaints timelines
- Council approved a motion related to Phase 4 of the Governance Roadmap that will see PEO chapters continue as currently referenced in the regulations and bylaws. Council also endorsed a process recommendation by the Governance and Nominating Committee (GNC) to deal with the activities and outputs of chapters along with all other activities and outputs that are in the “neither” category, not considered to be governance or regulatory in the activity filter. As part of this motion GNC directed the Regional Councillors Committee (RCC) to oversee a risk assessment in consultation with chapters to eliminate high risk activities and operationalize others so that volunteering engagement is maintained and more effective organizational control is ensured. GNC will bring those recommendations to future Council meetings for decision.

The Chair thanked Council members for all their hard work throughout the year. Past President Sterling, on behalf of Council, thanked President Bellini for his leadership during a very challenging time.

12419 – CEO/REGISTRAR'S REPORT

CEO/Registrar Zuccon noted that his report was in the agenda package. He extended his appreciation to the Academic Requirements Committee (ARC), the Experience Requirements Committee (ERC) and licensing staff for their efforts. He reported that the COVID induced backlog for applications is under control. He also noted that the information discovery and digitization capacity project is on track to fully digitize the 21,000 inventory of paper based in-process P.Eng., licence application files by fall 2022.

CEO/Registrar Zuccon responded to questions.

12420 – STRATEGIC PLAN UPDATE

Council received an update on the 2023-25 strategic planning process which began at a session in January 2022. Council was reminded of the progress that had been made to date regarding the three strategic pillars of Enhanced Governance, Modernized Operations, and Superior Organization.

Stakeholder consultations, an internal inventory, and an environmental scan about regulatory and engineering trends are underway. Discussion will continue at a two-day workshop planned for May 12 and 13. Council will be asked to reaffirm PEO's mission, vision and values at the May workshop. It is anticipated the 2023-23 Strategic Plan will be considered for approval at Council's November 2022 meeting.

12421 – CENTENNIAL UPDATE

L. Maier advised that PEO will be hosting a dinner on May 13th to acknowledge its centennial year and providing Council members with the opportunity to take part in the reveal of PEO's refreshed brand narrative and potentially a new image. The centennial is a milestone, a point in time and perfect opportunity to reaffirm and clearly define the role with the stakeholders, including the public, the licence holders and the government.

In 2018 PEO engaged a research firm to look into the perception of the PEO brand and found that it was relatively unknown and that work needs to be done to increase awareness of the organization and explain and reinforce the benefits of the professional engineer's licence. The strategic plan will include the development of a three-year communication strategy. This strategy will re-position PEO in the eyes of its audiences to move away from

the current perception of an association type body to a modern regulator that is forward looking, building a safer, better Ontario and ensuring each professional engineer is accountable and works to the highest standard.

Council was provided with some details regarding the May workshop and centennial dinner.

12422 – 2021 AUDITED FINANCIAL STATEMENTS

PEO's governing legislation and its By-laws require that Council approve the audited financial statements of the Association for presentation to members at PEO's Annual General Meeting and that these statements be published on PEO's website for access to all members.

Staff, responding to a question regarding a review of the current Investment Policy, advised that this would be discussed at an upcoming Audit and Finance Committee meeting.

There was some discussion regarding the surplus which several members of the Audit and Finance Committee addressed.

Moved by Councillor Cutler, seconded by Councillor Schelske:

That Council:

- a) approve the audited financial statements for the year ended December 31, 2021, and the auditor's report thereon, as presented to the meeting at C-546-2.5, Appendix A; and**
- b) authorize the President and President-elect to sign the audited financial statements on Council's behalf.**

CARRIED

12423 – RECOMMENDATION OF THE APPOINTMENT OF AUDITORS FOR 2022

It is necessary for Council to recommend the appointment of an auditor for 2022 to the members, for their approval at the April 30, 2022 Annual General Meeting.

Section 52 of By-Law 1 states:

The members of each annual meeting shall appoint one or more auditors who shall be chartered accountants to hold office until the next annual meeting and if an appointment is not so made, the auditor in office shall continue in office until a successor is appointed.

Moved by Councillor Cutler, seconded by Councillor Chiddle:

That Council recommend to members at the April 2022 Annual General Meeting that Deloitte LLP be appointed as PEO's auditor for 2022 and hold office until the next annual general meeting or until a successor is appointed.

CARRIED

12424 – ENGINEERS CANADA DIRECTORS REPORT

The March 2022 update was included in the meeting package.

It was noted that the report does not include any mention of Engineer Canada's involvement in climate change. Council was advised that this is being considered for the next update.

12425 – ENGINEERS CANADA ANNUAL MEETING OF MEMBERS: DIRECTION TO PEO MEMBER REPRESENTATIVE

At its February 25, 2022 meeting, the Engineers Canada Board voted in favour of recommending one item to the Members for their approval at the 2022 Annual Meeting of Members (AMM).

Members will be asked to vote on the following motion:

THAT section 1.1 of the Bylaw be amended as follows:

"Registrant" means an individual registered with a Member at December 31, with the exception of applicants, ~~and students,~~ and those registered solely as a geoscientist or geoscientist in training.

Assessment Fee Recommendation

At its December 13, 2021 meeting, the Engineers Canada (EC) Board agreed to recommend to the Members that the **2024 Per Capita Assessment Fee would be reduced to \$8 per registrant**. As a result, this recommendation will be going to the EC's AMM for their approval on May 28, 2022.

Board Size Recommendation

It is anticipated that at the May 28, 2022 EC AMM, Engineers Nova Scotia will seek to obtain Member support for the plan to reduce the size of the Engineers Canada Board from 23 directors to 16 directors over a three-year period, ending 2023, as presented in the EC Governance Committee's Report on Board Size from May 2020.

Moved by Councillor Arenja, seconded by Councillor Chahine:

- 1. That Council direct PEO's Member Representative at the 2022 Engineers Canada Annual Meeting of Members to support the approval of the Engineers Canada Bylaw amendment, as outlined in C-546-2.8, Appendix A and approved by the Engineers Canada Board on February 25, 2022.**
- 2. That Council direct PEO's Member Representative at the 2022 Engineers Canada Annual Meeting of Members to support the approval of the 2024 Per Capita Assessment Fee reduction, as outlined in C-546-2.8, Appendix B and approved by the Engineers Canada Board on December 13, 2021.**
- 3. That Council direct PEO's Member Representative to vote against the motion "THAT the Engineers Canada Board of Directors be reduced in size to 16 members, in the manner proposed in the Governance Committee's May 2020 Report on Board Size, with the reduction taking effect by May 2025" as outlined in C-546-2.8, Appendix C.**

CARRIED

12426 – ENGINEERS CANADA – CANDIDATE FOR PRESIDENT-ELECT

PEO is a Member of Engineers Canada. As such it nominates individuals to serve on the Board of Directors of Engineers Canada. Nancy Hill, P.Eng., who was President of PEO in 2019-20, is currently serving as an Ontario Director on the Engineers Canada board. Her term expires at the EC Annual Meeting of Members in 2023. As one of the larger engineering regulators and contributors to the budget of Engineers Canada, PEO derives value from having a member of PEO serve from time to time as EC's President.

At the May 2022 Engineers Canada Board of Directors Meeting, held in conjunction with the Annual Meeting of Members, an election will be held for the position of President-Elect of Engineers Canada. Ms. Hill has indicated that she is interested in seeking the position for 2022-23. In order for her to be eligible, she must also be an Engineers Canada Director and hence eligible to serve as Engineers Canada's President in 2023-24 and Past President in 2024-25.

It was proposed that Council agree that it will nominate Ms. Hill for a further two-year term as one of Ontario's five Directors after her current term expires at the 2023 Engineers Canada AMM, conditional on her being selected as President-Elect at the May 2022 EC Board Meeting held in conjunction with the EC AMM. This commitment on Council's part will allow Ms. Hill to stand as a candidate in the upcoming election for the position of President-Elect of Engineers Canada. It is a requirement for the position.

Moved by Councillor Arenja, seconded by Councillor Schelske:

That Council agrees to re-nominate Nancy Hill, P.Eng., to serve a further two-year term as an Engineers Canada director from Ontario commencing at the 2023 Engineers Canada Annual Meeting of Members, conditional on her being chosen as President-Elect at the May 2022 EC Board Meeting held in conjunction with the EC AMM.

**CARRIED
2 abstained**

12427 – GUIDELINE – PRE-START HEALTH AND SAFETY REVIEW

The Professional Standards Committee (PSC) was instructed by Council to revise the existing Pre-Start Health and Safety Review guideline as per the following motion passed at the June 21, 2019 Council meeting.

That the Professional Standards Committee is instructed to form a Pre-Start Health and Safety Review subcommittee to complete the work described in the Terms of Reference as presented to the meeting at C-528-2.9, Appendix A.

The PSC recommended that Council approve the *Pre-Start Health and Safety Review* (PSR) for publication, since it meets the objectives laid out in its approved Terms of Reference.

Moved by Councillor MacCumber, seconded by President-elect Colucci:

That Council:

1. **Approve the publication of the Pre-Start Health and Safety Review guideline as presented to the meeting at C-546-2.10; and**
2. **Direct the Registrar to publish the guideline and notify members and the public of its publication through usual PEO communications; and**
3. **Stand down the subcommittee which prepared the *Pre-Start Health and Safety Review guideline*.**

CARRIED

12428 – ANTI-RACISM AND ANTI-DISCRIMINATION EXPLORATORY WORKING GROUP (AREWG) UPDATE

Councillor MacCumber, Acting Chair for the Anti-Racism and Anti-Discrimination Exploratory Working Group (AREWG), thanked all PEO leaders for the support that has enabled the AREWG to do this important work. AREWG is grateful for all the time and effort that all Councillors and stakeholder have invested. The ARE

Code is a key deliverable that Council requested for Phase 3 of the AREWG's work. It is anticipated by Ontario's Attorney General, whom PEO's President and CEO/Registrar briefed in November 2021 about PEO's plans. In expressing support for the ARE initiative, the Attorney General indicated that he looks forward to the outcome of PEO's work to establish its ARE Code. It is anticipated by Ontario's Fairness Commission who strongly supports its contents and see it as furthering statutory fairness obligations. Other oversight bodies and public interest organizations such as the Ontario Human Rights Commission; the Canadian Centre for Diversity and Inclusion; and key umbrella engineering organization are also pleased with this code.

Councillor MacCumber acknowledged the contributions of President Bellini and former Councillors Peter Cushman, Qadira Jackson and Wayne Kershaw as well as those who submitted comments to the consultants.

It was identified that language should be included as a major equity issue for AREWG to consider moving forward in terms of communication methods used by PEO and how this impacts members who are deaf or hard of hearing.

Moved by Councillor MacCumber, seconded by Councillor Walker:

1. **That Council approves the Anti-racism & Equity (ARE) Code v.1.1. – included in the Council package –and commits PEO to abide by it and ensure that: (i) its final form is prominently posted as an official PEO policy on PEO's website, and easily accessible by the public and PEO's licence holders; and (ii) PEO prominently announces to the public before the 2022 AGM that Council has approved the ARE Code.**
2. **That Council tasks the AREWG to: (i) collaborate with PEO's staff, committees, initiatives, and/or people resources to deal appropriately with the supplementary feedback obtained in the February-March 2022 consultations; and (ii) ensure that it focuses on public policy in Ontario, with a prioritized focus on viewing policy through racial context lenses, and a subsequent focus on viewing policy through gender lenses.**
3. **That Council tasks the AREWG, with the allocation of appropriate people and financial resources, to complete the remaining AREWG Phase 3 steps that Council approved in November 2021 and report the related progress and any recommendations to Council.**
4. **That Council – recognizing Indigenous Peoples' constitutionally protected right of self-determination – tasks the AREWG with the allocation of appropriate people, finances, resources and time to evaluate PEO's role in Truth and Reconciliation and accountabilities to answer the Calls to Action through meaningful engagement with Indigenous Peoples, members, and Communities in Ontario; to work towards developing policy approaches led by Indigenous Peoples; and to regularly provide updates to Council throughout the year and to the membership at every AGM.**

CARRIED

The vote was followed by a round of applause.

12429 – PROCESS FOR FILLING COUNCILLOR VACANCIES

From time to time between elections, a vacancy may arise in an elected Council position, because of a Councillor's resignation or for any other reason. Council is aware that there are pending resignations to take effect after the upcoming Annual General Meeting. Council is asked to establish a consistent and transparent process for appointing candidates to vacant positions. Council is also asked to refer the matter to Regulatory Policy and Legislation Committee (RPLC) to determine if this process should be included in a regulation or by-law.

Subsection 3(10) of the *Professional Engineers Act* states that Council shall fill vacancies *as soon as practicable*.

The Governance and Nominating Committee (GNC) is the appropriate governance committee to propose a method for filling vacancies and to implement it if approved. The RPLC is the committee that would consider whether such a process should be included in a regulation or by-law, pursuant to Council's authority under sections 7 and 8 of the *Professional Engineers Act*.

Moved by Councillor Notash, seconded by Councillor Chahine:

That the process for filling Councillor vacancies be deferred to the next meeting of Council in order to provide a more detailed briefing note that would include issues related to the amount of time remaining in a term.

**DEFEATED
2 abstained**

Moved by Councillor Arenja, seconded by Vice President Spink:

That Council instruct the Governance and Nominating Committee to adopt the following process for recruiting potential candidates for vacant elected positions:

- **Contact the first runner-up from the most recent Council election for the position where the vacancy has arisen to determine if they are interested in serving the unexpired portion of the Council member's term and if so recommend that Council appoint that person at the earliest opportunity; or**
- **In the event the first runner-up for a position declines, contact the next runner-up in the most recent election and, if that person is willing, recommend them for appointment as above; and if that runner-up declines, continue this process in sequence with additional runners-up, as applicable; or**
- **In the event that all runners-up decline, or where there were no runners-up because of an acclamation at the time of the last election, invite expressions of interest from those PEO Members eligible to fill the vacancy, consider candidates and make a recommendation to Council at an appropriate time.**

and

That Council further instruct the Regulatory Policy and Legislation Committee to consider and make appropriate recommendations to Council with respect to setting out the above process in a regulation or by-law.

CARRIED

12430 – GOVERNANCE ROADMAP – PHASE 4: RISK ASSESSMENT PROCESS

Councillor Arenja advised that one of the key issues coming from various GNC meetings was the issue of chapters and how deal with risk for items that fall under the "neither" category in the Activity Filter and how to mitigate that risk. He advised that Councillor Roberge is taking the lead on this with the assistance of a few other councillors. The identification of high-risk activities will be done in consultation with the chapters. The data will be collected and presented to GNC and then to Council.

12431 – 2021 AND 2022 ELECTIONS ISSUES REPORTS

Councillor Arenja noted that there was a very robust discussion on the Issues Report at the last GNC meeting. He stated that the 2021 and 2022 Election Issues Reports contain a number of common themes, some operational in nature. Staff have been tasked with providing recommendations for best practices to deal with

these items. There are also items that require bylaw and regulation changes in order to implement. The work will start with a holistic best practices review, getting recommendations from staff for GNC's consideration, and then to Council with recommendations on how to proceed.

12432 – GOVERNANCE COMMITTEE UPDATE

The four governance committees provided transition reports which covered topics such as committee functioning and composition, meeting frequency, work in progress, mandate, 2022/23 focus, and membership and attendance.

There was a query about the significance of keeping track of member attendance, a quantitative data point and whether qualitative feedback should be included in future reports. It was noted that this was a first step and that future reports could include peer assessments to determine how well committee members are performing their duties as governors. Some boards also ask members to self-assess.

12433 – GOVERNANCE ROADMAP: TWO-YEAR REPORT

David Brown, GSI, provided a summary of the two-year governance roadmap. He provided background information and an overview of the 4 phases of the governance roadmap.

He noted that Governance is a journey, not a destination, and as the end of Council's two-year Roadmap draws near, PEO and its Council can take stock in how far they have come:

Of the 49 governance areas evaluated in the 2022 self-assessment survey, Councillors rated 47 of these as improved since 2020, many of them significantly. In fact, the only two that dropped were CEO succession (facing imminent change) and respectful engagement with management (a small number of instances; this too has actually improved based on GSI's observations at meetings.)

Further, Council meetings are more positive, high-level, and focused on regulatory and governance matters; and much less on operational requests of staff, debate and citing rules of order to block or delay change.

Council is functioning at a higher, governance direction and control level, and has begun to effectively use its 4 Governance Committees to undertake governance supervision in significant and relevant delegated areas.

Recommendations from GSI to Council:

- Stay the course: during the two-year roadmap, Council approved key governance directions, including clarify the governing role of Council, the distinct roles and composition of its 4 Governance Committees and PEO's Regulatory Committees, and a process to de-risk activities that are neither regulatory nor governance while engaging volunteers
- As the RPLC gains momentum in implementing its workplan, Council should encourage and facilitate work on real, substantive regulatory matters (public interest)
- Complete the Strategic Plan with measurable outcomes and an accountability framework for management to report to Council, and Council to oversee
- Revisit the unfinished steps in the Governance Roadmap: (1) complete the risk assessment of the "neither" activities, including Chapters; (2) embed the governance directions in PEO's Regulations, Bylaws and/or Policies; and (3) revisit Council composition and selection approach

12434 – GENDER NEUTRAL LANGUAGE AND GENDER PRONOUNS

Past President Sterling advised that on June 19, 2020, a Councillor requested that all Council documents use gender-neutral language. In the absence of a Council motion/direction, no action has been taken and she was therefore bringing forward a motion to help direct this work.

PEO has committed in its 2020-2022 Strategic Plan to become a more inclusive organization and provide a more welcoming environment for people of all diverse identities. Gender identity or expression is an identifiable group protected from discrimination in the *Canadian Human Rights Act*.

Moved by Past President Sterling, seconded by Vice President Chiddle:

That Council directs the CEO/Registrar to develop – for Council’s approval – a policy regarding gender-neutral and gender inclusive language, in alignment with current best practices in the public interest and directs the RPLC to help ensure the most current gender-neutral language is used in all PEO documents.

CARRIED
1 abstained

12435 – CONSENT AGENDA

Moved by Councillor Arenja, seconded by Councillor Roberge:

That the consent agenda be approved, consisting of:

- 3.1 Minutes – 545th Council meeting – February 18, 2022**
- 3.2 Consulting Engineer Designation Applications**
- 3.3 Changes to the 2022 Statutory and Regulatory Committees’ Membership Lists**

CARRIED
1 abstained

12436 – C-545 MEETING MINUTES

That the minutes of the 545th meeting of Council, held February 18, 2022, as presented to the meeting at C-546-3.1, Appendix A, accurately reflect the business transacted at that meeting.

CARRIED

12437 – CONSULTING ENGINEER DESIGNATION APPLICATIONS

- 1. That Council approve the exemption from examinations and the applications for designation as Consulting Engineer as set out in C-546-3.2, Appendix A, Section 1.**
- 2. That Council approve the applications for redesignation as Consulting Engineer as set out in C-546-3.2, Appendix A, Section 2.**
- 3. That Council grant permission to use the title “Consulting Engineers” (or variations thereof) to the firms as set out in C-546-3.2 Appendix A, Section 3.**

CARRIED

12438 – CHANGES TO THE 2022 STATUTORY AND REGULATORY COMMITTEES' MEMBERSHIP LISTS

That Council appoint members to the Academic Requirements Committee (ARC), Consulting Engineer Designation Committee (CEDC) and Complaints Committee (COC) as presented to the meeting at C-546-3.3,

Appendix A, and a chair and vice chair to the Consulting Engineer Designation Committee (CEDC) as presented to the meeting at C-546-3.3, Appendix B.

CARRIED

Moved by Vice President Chiddle, seconded by Councillor Chahine:

That Council move in-camera.

CARRIED

The item below was moved out of in-camera for the limited purpose of notifying the government that the regulation was ready for Cabinet consideration.

REGULATION AMENDMENTS TO CREATE A MANDATORY CONTINUING PROFESSIONAL DEVELOPMENT PROGRAM AND REQUIREMENTS

Subject to the approval of the Lieutenant Governor in Council, PEO Council approved the sealed amendments to Regulatory 941 to create a mandatory Continuing Professional Development (CPD) program based on PEAK.

C. Bellini, P.Eng., Chair

M. Feres, Supervisor, Council Operations

MINUTES

The 547th MEETING of the COUNCIL of PROFESSIONAL ENGINEERS ONTARIO (PEO) was held virtually on Wednesday, May 4, 2022, at 10:00 a.m.

Present:

- N. Colucci, P.Eng., President and Council Chair
- C. Bellini, P.Eng., Past President
- R. Fraser, P.Eng., President-elect
- G. Wowchuk, P.Eng., Vice President Elected
- L. Cutler, P.Eng., Vice President Appointed/Lieutenant Governor-in-Council Appointee
- A. Arenja, P.Eng., Lieutenant Governor-in-Council Appointee
- V. Banday, P.Eng., Councillor-at-Large
- C. Chahine, P.Eng., East Central Region Councillor
- C. Chiddle, P.Eng. Councillor-at-Large (following minute 12445)
- J. Chisholm, P.Eng., West Central Region Councillor
- D. Kiguel, P.Eng., East Central Region Councillor
- S. MacFarlane, P.Eng., Western Region Councillor
- P. Mandel, P.Eng., Lieutenant Governor-in-Council Appointee
- D. Montgomery, P.Eng., Northern Region Councillor
- G. Nikolov, P.Eng., Lieutenant Governor-in-Council Appointee
- L. Notash, P.Eng., Councillor-at-Large
- L. Roberge, P.Eng., North Region Councillor (following minute 12445)
- S. Schelske, P.Eng., Lieutenant Governor-in-Council Appointee
- P. Shankar, P.Eng., West Central Region Councillor
- S. Sung, Lieutenant Governor-in-Council Appointee
- R. Walker, P.Eng., Eastern Region Councillor

Regrets:

- R. Brunet, P.Eng., Lieutenant Governor-in-Council Appointee
- A. Dryland, CET, Lieutenant Governor-in-Council Appointee
- V. Hilborn, P.Eng., Western Region Councillor
- T. Kirkby, P.Eng., Eastern Region Councillor

Staff:

- J. Zuccon, P.Eng., CEO and Registrar
- D. Abrahams, VP Legislation and Policy
- L. Latham, VP Regulatory Operations/Deputy Registrar
- L. Maier, VP Organizational Effectiveness
- P. Buffone, Director, Human Resources
- P. Gavilanez, Human Resources Consultant
- C. Mehta, Director, Finance
- M. Solakhyan, Director, Governance
- D. Smith, Director, Communications
- M. Wehrle, Director, Information Technology
- J. Max, Manager, Policy
- V. Aleksandrova, Committee Coordinator
- E. Chor, Research Analyst, Secretariat
- M. Feres, Supervisor, Council Operations
- D. Power, Secretariat Administrator
- B. St. Jean, Senior Executive Assistant
- N. Axworthy, Editor, Engineering Dimensions

Guests: M. Barzallo, Compliance Analyst, Office of the Fairness Commissioner
D.A. Brown, Governance Solutions Inc.
H. Brown, CEO, Brown & Cohen
D. Chui, PEO Director, Engineers Canada
R. DeRooy, Governance Solutions Inc.
N. Hill, P.Eng., PEO Director, Engineers Canada
L. Lukinuk, Parliamentary Services
D. McComiskey, Governance Solutions Inc.
M. Orchard, Magnetic North
S. Perruzza, Ontario Society for Professional Engineers
K. Reid, P.Eng., PEO Director, Engineers Canada
S. Tanchak, Magnetic North

Council convened at 10:00 a.m. on Wednesday, May 4, 2022.

CALL TO ORDER

Notice having been given and a quorum being present, Past President Bellini called the meeting to order at 10:00 a.m.

12440 – APPROVAL OF AGENDA (OPEN SESSION)

Moved by President Colucci, seconded by Councillor Arenja:

That:

- a) The open agenda, as presented to the meeting at C-547-1.2, Appendix A be approved as presented; and
- b) the Chair be authorized to suspend the regular order of business.

CARRIED
1 abstained

12441 – DECLARATION OF CONFLICTS OF INTEREST

There were no conflicts of interest declared.

12442 – SPECIAL RULES OF ORDER

Special Rules are rules that are adopted to modify or supplement an organization's adopted parliamentary authority. Pursuant to By-Law No. 1, the adopted parliamentary authority for the Association of Professional Engineers of Ontario is *Nathan & Goldfarb's Company Meetings, 12th Edition*.

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

The proposed *Special Rules* are essentially the same as the Special Rules from 2021-22, but with an acknowledgement of the role now played by the Governance and Nominating Committee in assisting Council with governance committee and other Council appointments.

Moved by President Colucci, seconded by Councillor Schelske:

That the proposed Special Rules of Order, as presented to the meeting at C-547-4, Appendix A, be approved effective immediately and remain in effect until the close of business at the 2023 Annual General Meeting.

Moved by Vice-President Wowchuk, seconded by Councillor Notash:

2/3 majority of votes cast required to carry

That the Special Rules be amended to include the following:

7. MEETING DETAILS AND AGENDAS

7.1 Details of meeting format, location, and time shall be finalized and sent to members of Council not later than two weeks before the meeting. These meeting details may be amended only in case of emergency.

7.2 The agenda--along with supporting materials and appendices--shall be finalized and sent to members of Council not later than one week before the meeting. During the week prior to the meeting, only amendments or additions either of a very minor nature or which are the result of an emergency, may be added, and the members shall be notified.

7.3 For the purposes of this section, an emergency is defined as an event or sequence of events which:
(i) Was unexpected,
(ii) Will result in harm to the organization or to the public if not acted on, or will get worse, and
(iii) Cannot wait to be addressed at a subsequent meeting of Council.

7.4 A member of Council may add an item to the meeting agenda by submitting it to the Secretariat not later than two weeks prior to the meeting.

**AMENDMENT CARRIED
1 abstained**

The main motion, as amended, was then voted on.

That the proposed Special Rules of Order, as presented to the meeting at C-547-4, Appendix A, amended to include 7. Meeting Details and Agendas, be approved effective immediately and remain in effect until the close of business at the 2022 Annual General Meeting.

CARRIED

12443 – APPOINTMENT OF COUNCIL MEETING CHAIR

Since 2011, Council has had some form of process for selecting a Council Meeting Chair, a role separate from that of President. The current role of the Chair is described in one of the Charters approved in principle by Council at its March 2021 meeting. The core responsibility of the Chair is to propose the agenda for, and preside over, Council meetings.

Those wishing to put their name forward for the position of Council Meeting Chair for the 2022-2023 term submitted their names prior to the meeting. The Governance and Nominating Committee did not make a recommendation for this position.

Past President Bellini advised that one name was submitted. President Colucci indicated his willingness to serve as Council meeting Chair. There were no nominations from the floor.

Moved by Councillor Arenja, seconded by Councillor MacFarlane:

That President Colucci be appointed the Council Meeting Chair for the 2022-2023 Council year or until their successor is appointed.

CARRIED

Past President Bellini turned the gavel over to President Colucci, the newly elected Council meeting Chair.

President Colucci welcomed PEO Councillors, both new and returning, to the 2022-23 Council term's kick-off meeting. He congratulated and thanked past president Bellini on a successful year and annual meeting that was held on Saturday April 30, 2022

Council was advised that there were two Councillor resignations that were received by Past President Bellini. They are former Councillor at Large Pat Quinn and former Northern Region Councillor Ramesh Subramanian. President Colucci, on behalf of Council, thanked them both for their service on Council and to the profession.

President Colucci then reviewed some priority items that Council will need to address over its term, including:

- Licensing renewal and meeting new requirements set out under amendments to the Fair Access to Regulated Professions and Compulsory Trades Act
- 2020-2022 strategic plan: Overseeing completion of outstanding elements of the current strategic plan, and ushering in a new plan for 2023 and beyond
- Council remuneration: Exploring whether we should pay stipends to Councillors to compensate them for their time serving on Council
- Stakeholder engagement: Developing a strategic approach to stakeholder relations where engagement is maintained with partners
- CEO/Registrar search

President Colucci noted that much has changed since 1922, including the expectations of professional regulators by the public and that today, PEO is transforming to meet these evolving expectations while continuing to hold its licence and certificate holders accountable to all Ontarians. PEO's centennial provides the perfect opportunity to reaffirm and clearly define its role with stakeholders, including the public, licence-holders and government. As PEO's centennial milestone approaches, it will share an evolution to PEO's corporate identity that aims to move away from current perceptions of PEO as a member association, to a modern, forward-looking regulator intent on building a better, safer Ontario by ensuring each professional engineer is accountable and working to the highest standards.

In closing President Colucci affirmed that this Council would continue operating as a direction and control board, providing strategic direction and high-level control while leaving operations to PEO staff. Council will maintain its role as an effective, focused regulatory governance board as set out in the governance roadmap and Council's approval of governance tenets and directions. He thanked past President Christian Bellini and previous Councils

for working through the roadmap steps and milestones which have led to a regulatory governance model that is fully consistent with that of a modern, enlightened and responsive self-regulator.

12444 – IN-PERSON COUNCIL MEETING PROTOCOL

As various COVID-19 health and other restrictions are lifted by the province of Ontario, PEO has resumed a “hybrid” model of operations, with a mixture of both in-person and virtual activities.

The health and safety of PEO staff, council, volunteers and guests is of the utmost importance as PEO transitions out of the pandemic. With the return to the office for Council, volunteers and guests, the organization is committed to ensuring that safety measures are in place, communicated and followed for the protection of everyone while on the premises.

Moved by Councillor Chahine, seconded by Councillor Arenja:

That Council approve the safety measures, as outlined in Appendix A to C-547-6, in support of the resumption of in-person Council meetings at PEO’s premises at 40 Sheppard Avenue West, Toronto.

Moved by Vice President Wowchuk, seconded by Councillor Bandy:

That the safety measures be amended to remove point 1: “Council visiting the PEO office will be required to provide proof of vaccination prior to entering the premises, proof must be sent via email to hr@peo.on.ca”

DEFEATED

Staff confirmed that policies approved by Council can be amended or rescinded by Council when circumstances change and so this would apply to the proof of vaccination requirement depending on the future trajectory of the pandemic. Staff are currently working on retrofits to facilitate a hybrid model for those who cannot attend meetings in person.

The main motion was then voted on.

That Council approve the safety measures, as outlined in Appendix A to C-547-6, in support of the resumption of in-person Council meetings at PEO’s premises at 40 Sheppard Avenue West, Toronto.

CARRIED

12445 – APPOINTMENTS TO COUNCIL TO FILL TWO VACANCIES

On December 6, 2021, the CEO/Registrar was notified by Councillor Ramesh Subramanian of his intention to resign from Council effective at the 2022 PEO Annual General meeting on April 30, 2022. Councillor Subramanian’s term of office would otherwise expire at the close of the 2023 PEO Annual General Meeting.

On March 17, 2022, President Bellini was notified by Councillor Pat Quinn of his intention to resign from Council effective at the 2022 PEO Annual General meeting on April 30, 2022. Councillor Quinn’s term of office would otherwise expire at the close of the 2023 PEO Annual General Meeting.

On April 12, 2022 staff, on behalf of the GNC, initiated the first step of the Council-approved process to contact Chantal Chiddle and Luc Roberge, the first runners-up from the most recent Council elections in the regions where the vacancies have arisen, to determine if they are interested in serving the unexpired portion of the respective terms. Both responded and indicated their interest.

On April 30, 2022 at PEO's Annual General Meeting, the resignations of Councillors Quinn and Subramanian took effect.

Subsection 3(10) of the *Professional Engineers Act* states that Council shall fill vacancies *as soon as practicable*.

Since the vacancies have arisen in the Councillor-at-Large role and in the Northern Region, in accordance with the approach adopted by Council on April 8, 2022, the GNC recommended that Council appoint the first runners-up from the most recent Council elections for the respective positions.

Moved by Councillor Arenja, seconded by Councillor Schelske:

WHEREAS on April 8, 2022 Council passed a motion instructing the Governance and Nominating Committee (GNC) to adopt a process for recruiting potential candidates for vacant Council positions; and

WHEREAS Pat Quinn, serving as a Councillor-at-Large, and Ramesh Subramanian, serving as a Northern Region Councillor, resigned from Council effective at the 2022 PEO Annual General meeting on April 30, 2022;

THEREFORE, BE IT RESOLVED:

That Council appoint Chantal Chiddle as a Councillor-at-Large and Luc Roberge as a Northern Region Councillor, each to serve the remaining time in the offices vacated by Pat Quinn and Ramesh Subramanian, that is, to the end of the 2023 Annual General Meeting.

**CARRIED
2 against
1 abstained**

The Chair, on behalf of Council, congratulated Councillors Chiddle and Roberge on their appointments and confirmed that they would now be participating in the meeting as councillors

12446 – APPOINTMENT OF CHAIR TO REGIONAL COUNCILLORS COMMITTEE

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

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

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

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

Moved by Councillor Banday, seconded by Councillor Chisholm:

That Christopher Chahine, P.Eng., be appointed as Chair of the Regional Councillors Committee, effective immediately and to hold office until the close of business at the 2023 Annual General meeting.

CARRIED

12447 – APPOINTMENT OF VICE PRESIDENT

Clause 3(1)2 of Regulation 941 under the Professional Engineers Act requires that Council appoint a Vice President from among the Councillors who are members of the Association - that is either elected by the members under s.3(2)(a) of the Act or appointed by the Lieutenant Governor in Council under s.3(2)(b) of the Act.

Those wishing to be considered for the position of Vice President (appointed) submitted their names prior to the meeting. On April 25, 2022 the Governance and Nominating Committee (GNC) met to consider expressions of interest but made no recommendations.

The Chair advised that one name was submitted. Councillor Cutler indicated his willingness to serve as Council meeting Chair. The Chair asked for further nominations. None being received he declared nominations closed.

Moved by Councillor Arenja, seconded by Councillor Chahine:

That Councillor Cutler be appointed as Vice President for the 2022-2023 Council year.

CARRIED

12448 – APPOINTMENT OF COUNCILLORS TO GOVERNANCE COMMITTEES FOR 2022-2023

At its meeting on April 30, 2021, Council formally approved the establishment and initial mandates of four (4) new governance committees as specified above. Each Councillor is expected to serve on one such committee, optimally for the duration of their term on Council. The mandates for the four committees were provided in the agenda package. Councillors were invited to specify preferences for serving on governance committees.

On April 25, 2022 the Governance and Nominating Committee (GNC) met to consider expressions of interest and agreed on recommendations to each committee. Individual preferences were accommodated to the extent possible. Where no preference was expressed, efforts were made to ensure a reasonable (though not precisely even) distribution of Councillors on each committee. Councillors were provided with the opportunity to revise their preferences before Council finalized the appointments.

Councillor Banday advised that he had indicated interest in serving on both the Audit and Finance Committee and the Human Resources Committee. He requested that his name be withdrawn from the list of candidates for the Human Resources Committee but remain on the Audit and Finance Committee.

Moved by Councillor Arenja, seconded by Councillor Notash:

That the Audit and Finance Committee be composed of Council members Vajahat Banday, P.Eng., Robert Brunet, P.Eng., Nick Colucci, P.Eng., Lorne Cutler, P.Eng., Roydon Fraser, P.Eng., Paul Mandel, Pappur Shankar, P.Eng., Sherlock Sung, and Randy Walker, P.Eng., appointed for the 2022-2023 Council year.

CARRIED

Moved by Councillor Arenja, seconded by Councillor Chiddle:

That the Governance and Nominating Committee be composed of Council members Arjan Arenja, P.Eng., Christian Bellini, P.Eng., Nick Colucci, P.Eng., Roydon Fraser, P.Eng., Tim Kirkby, P.Eng., Susan MacFarlane, P.Eng., George Nikolov, P.Eng., and Gregory Wowchuk, P.Eng., appointed for the 2022-2023 Council year.

CARRIED

Moved by Councillor Arenja, seconded by Councillor MacFarlane:

That the Human Resources and Compensation Committee be composed of Council members Christian Bellini, P.Eng., Nick Colucci, P.Eng., Andy Dryland, Roydon Fraser, P.Eng., Luc Roberge, P.Eng., and Scott Schelske, P.Eng., appointed for the 2022-2023 Council year.

CARRIED

Moved by Councillor Arenja, seconded by Councillor Chahine:

That the Regulatory Policy and Legislation Committee be composed of Council members Christopher Chahine, P.Eng., Chantal Chiddle, P.Eng., James Chisholm, P.Eng., Nick Colucci, P.Eng., Roydon Fraser, P.Eng., Vicki Hilborn, P.Eng., David Kiguel, P.Eng., Dana Montgomery, P.Eng., and Leila Notash, P.Eng., appointed for the 2022-2023 Council year.

CARRIED

12449 – APPOINTMENT OF GOVERNANCE COMMITTEE CHAIRS

At its meeting on April 30, 2021, Council formally approved the establishment and initial mandates of four (4) new governance committees as specified above. As set out in each committee's mandate, and as specified in the governance directions approved by Council in March 2021, Council appoints the Chairs for each of the four governance committees.

Those wishing to put their name forward for the Committee Chair positions for the 2022-2023 term had indicated their interest. On April 25, 2022 the Governance and Nominating Committee (GNC) met to discuss expressions of interest and made no recommendations.

Councillor Cutler had submitted his name for consideration. The Chair asked if there were any self-nominations from the floor for the position of Audit and Finance Committee Chair. Councillor Banday expressed his interest. Councillors Banday and Cutler spoke to their candidacy. The Election Runner platform was then used to conduct the secret vote.

Moved by Councillor Arenja, seconded by Councillor Schelske:

That Councillor Cutler be appointed Chair of the Audit and Finance Committee for the 2022-2023 Council year or until their successor is appointed.

CARRIED

Councillors Arenja and Kirkby had submitted their names for consideration. The Chair asked if there were any self-nominations from the floor for the position of Governance and Nominating Committee Chair. There were none. Councillor Arenja spoke to his candidacy. Councillor Kirkby was not in attendance and therefore did not address Council. The Election Runner platform was then used to conduct the secret vote.

Moved by Councillor Roberge, seconded by Councillor Nikolov:

That Councillor Arenja be appointed Chair of the Governance and Nominating Committee for the 2022-2023 Council year or until their successor is appointed.

**CARRIED
1 abstained**

Councillor Roberge had submitted his name for consideration. The Chair asked if there were any self-nominations from the floor for the position of Human Resources & Compensation Committee Chair. There were none. Councillor Roberge was declared Chair of the Human Resources & Compensation Committee by acclamation.

Moved by Councillor Arenja, seconded by Councillor Schelske:

That Councillor Roberge be appointed Chair of the Human Resources & Compensation Committee for the 2022-2023 Council year or until their successor is appointed.

CARRIED

Councillors Chiddle, Kiguel and Notash submitted their names for consideration. The Chair asked if there were any self-nominations from the floor for the position of Regulatory Policy and Legislation Committee Chair. There were none. Councillor Notash requested that her name be withdrawn from the slate. Councillors Chiddle and Kiguel spoke to their candidacy. The Election Runner platform was then used to conduct the secret vote.

Moved by Councillor Mandel, seconded by Councillor Cutler:

That Councillor Chiddle be appointed Chair of the Regulatory Policy and Legislation Committee for the 2022-2023 Council year or until their successor is appointed.

CARRIED

12450 – APPOINTMENT(S) TO THE EXECUTIVE COMMITTEE

Council was asked to confirm that only one (1) additional member be appointed to the Executive Committee in order to satisfy the legal requirement.

The Executive Committee is required by sections 10 and 11 of the Professional Engineers Act. It has the powers and duties set out in section 11 of the Act and section 29 of Regulation 941 under the Act. In essence, the Executive performs those duties which Council assigns. If no duties are assigned, the Executive will not need to meet, apart from in cases of urgency when Council itself is unable to meet.

The composition of the Executive Committee is set out in section 28 of the Act. It includes the president, the president-elect, the immediate past-president, the two vice-presidents and one or more members of Council which Council appoints from time to time. Pursuant to s.28(1.1), if only one additional member of Executive Committee is appointed, that person must be a member of Council appointed by the Lieutenant Governor in Council (LGA). That person may be either a member or a non-member of the Association. If more than one member is to be appointed, at least one must be an LGA.

Based on the governance decisions made in April 2021, matters previously assigned to the Executive Committee are now transferred to one or more of the four new governance committees. For 2021-22 Council agreed to limit the size of the Executive Committee to the minimum legislated requirement, which is one additional member, who must be an LGA.

Council did not assign any matters to the Executive Committee in 2021-22, and the committee did not meet.

Moved by Councillor Arenja, seconded by Councillor MacFarlane:

That the number of Executive positions to be appointed from amongst the members of Council under s.28(1)(e) of Regulation 941 be fixed at one (1), who for greater clarity must be a member of Council appointed by the Lieutenant Governor in Council.

CARRIED

In light of his recent appointment to the Vice President appointed position, Councillor Cutler requested that his name be withdrawn from the list of candidates as he is now an ex officio member of the Executive Committee.

The Chair asked if there were any self-nominations from the floor from eligible LGA's for the appointment to the Executive Committee. There were none.

Moved by Councillor Arenja, seconded by Councillor Walker:

That Councillor Schelske be appointed as a member of the Executive Committee for the 2022-2023 Council year, in accordance with ss.28(1)(e) and 28(1.1) of Regulation 941.

CARRIED

12451 – APPOINTMENT OF ELECTED COUNCILLOR TO THE DISCIPLINE COMMITTEE

The Discipline Committee exercises a core regulatory function defined under the *Professional Engineers Act* and must do so in accordance with the Act, the *Statutory Powers and Procedures Act* and the general requirements of administrative law. Its required membership is set out in the *Professional Engineers Act*. Council is responsible for appointing members of the committee, in some categories subject to the approval of the Attorney General.

As a result of PEO's 2022 elections, and as of the 2022 AGM, the Discipline Committee would no longer be fully constituted. This is because s.27(1)1 of the *Professional Engineers Act* requires that the committee include, among others, "[a]t least one elected member of the Council."

The requirement for Council to appoint an elected Councillor to the Discipline Committee to comply with the Act is the sole exception to Council's 2021 direction that, as of the 2022 AGM, Councillors would no longer serve on non-governance committees.

As previously communicated, Council will be mindful of the role played by DIC as an adjudicative body and the specific skills required of those who serve on this committee. These include, in particular:

- An aptitude for adjudication and optimally some previous adjudicative experience
- A good understanding of fundamental principles of administrative law as well as the specific requirements of the *Professional Engineers Act* and Regulations
- Availability and willingness to serve on discipline hearings that could take up significant amounts of time, including extensive pre- and post-hearing review of complex legal and evidentiary materials, as well as attendance at hearings that may become protracted and involve multiple sitting days

On April 25, 2022 the Governance and Nominating Committee (GNC) met to discuss expressions of interest from elected councillors and made no recommendations.

Moved by Councillor Notash, seconded by Councillor Wowchuk:

That the number of positions to be appointed from amongst the members of Council to the Discipline Committee be fixed at two (2).

DEFEATED
Recorded Vote

For: 7

V. Banday
C. Chahine
J. Chisholm
R. Fraser
D. Kiguel
L. Notash
G. Wowchuk

Against: 12

C. Bellini
C. Chiddle
L. Cutler
S. MacFarlane
P. Mandel
D. Montgomery
G. Nikolov
L. Roberge
S. Schelske
P. Sankar
S. Sung
R. Walker

Abstain: 1

A. Arenja

Councillors Banday, Colucci, Hilborn, Kirkby and Wowchuk submitted their names for consideration as a member of the Discipline Committee. Councillor Banday asked that his name be removed from the slate. The Chair asked if there were any self-nominations from the floor. There were none.

In response to a concern expressed about President Colucci putting his name forward as a member of the Discipline Committee the President advised that he had consulted with staff and was advised that there was no conflict of interest.

The Chair turned the gavel to Past President Bellini.

Councillors Colucci and Wowchuk spoke to their candidacy. Councillors Hilborn and Kirkby were not present and therefore did not address Council. The Election Runner platform was then used to conduct the secret vote.

Moved by Councillor Chisholm, seconded by Councillor MacFarlane:

That President Colucci be appointed as a member of the Discipline Committee for the 2022-2023 Council year, in accordance with s.27(1)1 of the Professional Engineers Act.

CARRIED
Recorded Vote

For: 15

A. Arenja
 V. Banday
 C. Chahine
 C. Chiddle
 J. Chisholm
 L. Cutler
 D. Kiguel
 S. MacFarlane
 D. Montgomery
 G. Nikolov
 L. Roberge
 S. Schelske
 P. Shankar
 S. Sung
 R. Walker

Against: 0**Abstain: 3**

P. Mandel
 L. Notash
 G. Wowchuk

Past President Bellini returned the gavel to President Colucci.

12452 – COUNCILLOR WORKSHOP AND STRATEGIC PLAN UPDATE

Shenda Tanchak and Margo Orchard, Magnetic North, provided an update on the PEO Strategic Planning session scheduled for March 12-13, 2022. Magnetic North has been asked to kick off strategic planning which will be evidence based. S. Tanchak discussed the process which was to first obtain meaningful input and consultation which Magnetic North has been working on for the past couple of months. She noted that the job of Council will be to analyze and identify themes. This analysis will be used to identify goals at the workshop.

Information sources included a license holders' survey where all members were invited to participate; key stakeholder interviews with government, associations and other regulators; convening a public focus group via Zoom and performed an internal inventory by meeting with a good group of staff to go through operational areas to identify what was working and what was not, where resources were abundant and where there were concerns. T. Tanchak summarized the feedback of these various consultations. She also discussed the capacity, gaps and opportunities table which identify areas that PEO should focus on.

T. Tanchak responded to questions and advised that Council pre-reading materials would be provided prior to the May 12-13, 2022 workshop. These materials and other related information can be found on the PEO website by following the link below.

[2023-25 Strategic Plan webpage](#)

The Chair thanked S. Tanchak and M. Orchard for their presentation.

Moved by Councillor Notash, seconded by Councillor Arenja:

That Council move in-camera.

CARRIED

N. Colucci, P.Eng., Chair

M. Solakhyan, Director, Governance

Briefing Note – Decision

CONSULTING ENGINEER DESIGNATION APPLICATIONS

Purpose: Pursuant to subsection 61(2) of Regulation 941 under the *Professional Engineers Act*, 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 makes the following recommendations.

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

1. That Council approve the exemption from examinations and the applications for designation as Consulting Engineer as set out in C-548-3.2, Appendix A, Section 1.
2. That Council approve the applications for redesignation as Consulting Engineer as set out in C-548-3.2, Appendix A, Section 2.
3. That Council grant permission to use the title “Consulting Engineers” (or variations thereof) to the firms as set out in C-548-3.2, Appendix A, Section 3.

Prepared by: Cliff Knox, P.Eng, Manager, Applications & Academic Assessment; and Imelda Suarez, Staff Support

Moved by: Christian Bellini, P.Eng, Past President

1. Need for PEO Action

Pursuant to subsection 61(2) of Regulation 941, the Consulting Engineers Designation Committee may make recommendations to Council on all matters related to the designation, as described in the Regulation. Decisions are made by Council itself.

Council is asked to accept the recommendations of the Consulting Engineer Designation Committee (CEDC) as set out above.

Examinations

With respect to initial applications for designation, clause 56(1)(d) of the Regulation refers to a requirement for applicants to pass examinations prescribed by Council or to have been exempted from such exams. There are currently no examinations set for this purpose. The request to exempt from examinations is hence a formality required by the wording of the Regulation.

The Regulation does not reference any examination requirement for redesignation as a consulting engineer.

Designation Requirements

Subsection 56(1) of the Regulation sets out the criteria for an applicant’s initial designation as a consulting engineer. Failure to meet one or more of these criteria are grounds for denying the application.

The designation or redesignation expires five years from the date it is issued and the criteria for redesignation are set out in subsection 57(2) of the Regulation. Failure to

meet one or more of the criteria are grounds for denying the application for redesignation.

Permission to Use the Title

Section 68 of the Regulation sets out the conditions for granting permission for a holder of a certificate of authorization to use the title “consulting engineer” or an approved variation in its business style. Failure to meet the conditions is a basis for denying a request for permission to use the title in connection with the applicant’s Certificate of Authorization.

2. Next Steps (if motion approved)

The applicants will be informed by the CEO/Registrar of Council's decision, in accordance with section 58 of the Regulation.

3. Peer Review & Process Followed

Process Followed	All applications were reviewed by PEO staff, the Regional Subcommittees of CEDC and later approved by CEDC on May 26, 2022.
Council Identified Review	Not applicable. Required by Regulation.
Actual Motion Review	As stated under above process.

4. Appendices

- Appendix A – Report of the Consulting Engineer Designation Committee
- Appendix B – Legal Implications

C-548-3.2
Appendix A

To the 548th Meeting of the Council of
Professional Engineers Ontario

REPORT OF THE CONSULTING ENGINEER DESIGNATION COMMITTEE

Chair: Steve van der Woerd, P.Eng.

- 1. The Committee has reviewed the following applications for DESIGNATION and recommends to Council that these 8 applicants be exempted from examinations pursuant to Section 56(2) of O.Reg.941 and that they be considered for DESIGNATION AS CONSULTING ENGINEER, having met the requirements pursuant to Section 56(1) of O.Reg.941:**

#	P.Eng.	Company Name	Address	Licence #
1.1	Chad, Andrew	Aspect Structural Engineers Canada Ltd	101 - 190 West 3rd Ave, Vancouver BC V5Y 1E9	100213785
1.2	Chudaev, Andrey	Planview Utility Services Limited	201- 7270 Woodbine Ave, Markham ON, L3R 4B9	100149899
1.3	Folk, Brian	Labora Technologies Inc.	29 Meyer Cir, Markham ON, L3P 4C3	100182863
1.4	Hall, Craig	Knight Piesold Ltd	1650 Main Street W, North Bay ON, P1B 8G5	100075047
1.5	Stelzer, Steven	Stelzer, Steven Howard	691 Wolseley Ave, Cote St Luc QC, H4X 1W7	90189671
1.6	Wang, Hai	ETO Solutions Corp.	300-9030 Leslie St, Richmond Hill ON, L4B 1G2	100097902
1.7	Wong, David	Terrapex Environmental Ltd.	90 Scarsdale Rd, North York ON, M3B 2R7	100121045
1.8	Xavier, Daniela	InGeo Design Ltd.	204-18 Wynford Dr, Toronto ON, M3C 3S2	100046722

- 2. The Committee has reviewed the following applications for REDESIGNATION and recommends to Council that these 42 applicants be granted REDESIGNATION AS CONSULTING ENGINEER, having met the requirements pursuant to Section 57(2) of O.Reg.941:**

#	P.Eng.	Company Name	Address	Licence #
2.1	Balbaa, Hassan (Nino)	CCP Engineering Inc.	9-50 Steeles Ave E, Milton ON, L9T 4W9	90383407
2.2	Balendran, Ponnudurai	MNA Engineering Ltd	54 Howden Rd, Unit E, Scarborough ON, M1R 3E4	90365214
2.3	Barban, David	Nor Mech Engineering Inc.	1141 Old Garden River Rd, Sault Ste Marie ON, P6A 6J8	90405952
2.4	Botros, George	360 Engineering Inc	17 Burnet St, Oakville ON, L6K 1B5	100076215
2.5	Chapnik, Brian	HGC Engineering	203-2000 Argentia Rd Plaza 1, Mississauga ON, L5N 1P7	90293390
2.6	Coulter, John	J.E. Coulter Associates Limited	211-1210 Sheppard Ave E, Toronto ON, M2K 1E3	9503012
2.7	Cruikshank, Donald	Cruikshank, Donald Ernest	6150 Mountaingate Dr, Niagara Falls ON, L2J 4H8	10026011
2.8	Eamon, Joshua	EVb Engineering	800 Second St W, Cornwall ON, K6J 1H6	100013241
2.9	Ellis, Brian	Ellis Engineering Inc.	201 - 214 Martindale Rd, St Catharines ON, L2S 0B2	13165402
2.10	Gan, Tyrone	HDR Corporation	300-100 York Blvd, Richmond Hill ON, L4B 1J8	15477011
2.11	Gorber, Donald	SEN-X Environmental Consultants Inc.	221-582 St Clair Ave W, Toronto ON, M6C 1A6	16611014
2.12	Henry, Sean	Tacoma Engineers Inc.	176 Speedvale Ave W, Guelph ON, N1H 1C3	100101640
2.13	Hopper, David	BluMetric Environmental Inc.	825 Milner Ave, Scarborough ON, M1B 3C3	20371506
2.14	Jackson, Jeremy	DEI & Associates Inc.	55 Northland Rd, Waterloo ON, N2E 4C2	100011324
2.15	Jardine, Colin	Eastern Engineering Group Inc.	207 -100 Strowger Blvd, Brockville ON, K6V 5J9	100085569
2.16	Joseph, Sidney	AIMS Environmental	111-1020 Denison St, Markham ON, L3R 3W5	22596506
2.17	Lefebvre, Robert	Goodkey, Weedmark & Associates Limited	1688 Woodward Dr, Ottawa ON, K2C 3R8	90455866
2.18	Magditsch, Alexander	Comcor Environmental Limited	12-320 Pinebush Rd, Cambridge ON, N1T 1Z6	28555506
2.19	Mann, John	Power Engineering Services Limited	215 - 305 Milner Ave, Scarborough ON, M1B 3V4	28915015
2.20	Martin, Barry	2777073 Ontario Ltd.	1499 Kraft Creek Rd, Timmins ON, P4N 7C3	29306016

2.21	Mass, Luigi	Bramcon Engineering Limited	123-2 Automatic Rd, Brampton ON, L6S 6K8	29514015
2.22	Meyer, Eduard	L. P.Meyer & Associates (Windsor) Ltd	7931 Riverside Drive E, Windsor ON, N8S 1E3	31517501
2.23	Milner, Mark	Pario Engineering & Environmental Sciences LP	553B Basaltic Rd, Concord ON, L4K 4W8	90369018
2.24	Mitchell, Bruce	Infratec Engineering Group Ltd.	2 David Gohn Cir, Markham ON, L6E 1A7	90227315
2.25	Riddell, John	Novatech Engineering Consultants Ltd.	200 - 240 Michael Cowpland Dr, Kanata ON, K2M 1P6	38908018
2.26	Ropret, Michael	Roar Engineering Inc	7565 Danbro Cres, Mississauga ON, L5N 6P9	90275140
2.27	Rottmann, Andrew	Rottmann Associates Ltd.	101 Northdale Rd, North York ON, M2L 2L9	39841010
2.28	Ruiulescu, Marian	Algal Engineering Ltd.	100-515 Consumers Rd, North York ON, M2J 4Z2	100050242
2.29	Shahbikian, Koryun	Schaeffer & Associates Ltd	6 Ronrose Dr, Concord ON, L4K 4R3	100090411
2.30	Shelestynsky, Stephen	1964868 Ontario Inc.	1066 Sheffield Rd, Cambridge ON, N1R 5S2	90384074
2.31	Smith, Douglas	Smith and Andersen Consulting Engineering	1100-100 Sheppard Ave E, North York ON, M2N 6N5	43143700
2.32	Tou, Benjamin	Tou & Associates Limited	48-90 Nolan Crt, Markham ON, L3R 4L9	46798500
2.33	Vakilian, Hassan	Hava Engineering Ltd.	132 Rosedale Valley Rd, Toronto ON, M4W 1P7	90515362
2.34	Van Ee, Derek	Van Ee Engineering Inc.	2782 Tottenham Rd, Beeton ON, L0G 1A0	100011000
2.35	Wang, Jun	H.H. Angus & Associates Ltd.	1127 Leslie St, Toronto ON, M3C 2J6	100053856
2.36	Wells, Andrew	KJA Consultants Inc.	1020-120 Adelaide St W, Toronto ON, M5H 1T1	90439860
2.37	White, John (JE Calvin)	JEC White Consulting	914 Glenwood Ave, Burlington ON, L7T 2J9	49701014
2.38	Wood, Victor	V.A. Wood Associates Limited	330 Byron St S, Whitby ON, L1N 4P8	51000016
2.39	Wray, Howard	Triton Engineering Services Limited	1-229 Broadway, Orangeville ON, L9W 1K4	51167708
2.40	Yamson, Harley	Trace Engineering Ltd.	904-505 Consumer Rd, North York ON, M2J 4V8	100056891
2.41	Zegerius, Gerard	Tacoma Engineers Inc.	176 Speedvale Ave W, Guelph ON, N1H 1C3	100135688
2.42	Zourntos, Peter	Valdor Engineering Inc.	571 Chrislea Rd, Woodbridge ON, L4L 8A2	90214156

3. The Committee recommends to Council that the following **7 FIRMS** be granted **PERMISSION TO USE THE TITLE “CONSULTING ENGINEERS”** (or variations thereof), having met the requirements pursuant to Section 68 of O.Reg.941:

#	Company Name	Address	Designated Consulting Engineer(s)
3.1	2790997 Ontario Incorporated	34 Woodcreek Dr, Brampton ON, L6Z 4V5	Jericho Tumanguil, P.Eng.
3.2	Element Forensic Engineering Inc.	5420 Mainway Unit 2D, Burlington ON, L7L 6A4	Jeffrey Martin, P.Eng.
3.3	EMC Group Limited	200-7577 Keele St, Vaughan ON, L4K 4S3	Marco Zuccaro, P.Eng.
3.4	HOMES Water Inc.	570 Wingrove Cres, Oakville ON, L6L 4R6	Darian Petrisca, P.Eng.
3.5	Mikolajewski, Arnold Allen	190 Wall Rd, Niagara-on-the-Lake ON, L0S 1J0	Arnold Mikolajewski, P.Eng.
3.6	Moffatt & Nichol	4225 E. Conant St, Suite 101, Long Beach CA, 90808	Shaun McFarlane, P.Eng.
3.7	North Engineering Inc.	6-1040 Lorne St, Sudbury ON, P3C 4R9	Stephane Chiasson, P.Eng.

CONSULTING ENGINEER DESIGNATION APPLICATIONS

Legal Implications/Authority

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.

Pursuant to Section 56(1) Council **shall** designate as a Consulting Engineer every applicant for the Designation who meets 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.

2. Pursuant to Section 57(2) Council **shall** 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.

Briefing Note – Decision

CENTRAL ELECTION AND SEARCH COMMITTEE (CESC): APPOINTMENTS AND TRANSITION

Purpose: To appoint two additional members to the 2022-2023 CESC; and to transition CESC from the 2021-22 Council term to the 2022-23 Council term

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

That:

- a) Michael Chan, P.Eng., and Dave Estrella, P.Eng. be appointed as the the additional members to the 2022-2023 Central Election and Search Committee;
- b) that the 2021-2022 Central Election and Search Committee be stood down with thanks at the close of this Council meeting; and
- c) that the 2022-2023 Central Election and Search Committee be constituted at the close of this Council meeting.

Prepared by: Meg Feres – Supervisor, Council Operations

Moved by: Christian Bellini, P.Eng., Past-President

1. Need for PEO Action

Section 12(1) of Regulation 941 requires that Council appoint a Central Election and Search Committee (CESC) each year, to be composed of (a) the penultimate past-president; (b) the immediate past-president; (c) the president; and (d) two or more other Members.

On April 18, 2022, a notice for the additional positions was posted PEO's website and an eblast calling for applications to the 2022-2023 CESC was sent out with a deadline for applications set for May 2, 2022. Nine applications were received.

The Penultimate Past-President, Immediate Past-President and President Members of the CESC – Marisa Sterling (Chair), Christian Bellini, and Nick Colucci – met on May 30, 2022 to vet the applications. With consensus, the reviewers are recommending that Michael Chan, P.Eng. and Dave Estrella, P.Eng. be appointed as two additional members of the 2022-2023 CESC.

2. Proposed Action / Recommendation

It is being recommended that Council approve the recommendations made by the Penultimate Past- President, Immediate Past-President and President.

3. Next Steps

The CESC will encourage members to seek nomination for election to Council for the President-Elect, Vice-President and the Councillor at-large positions.

4. Peer Review & Process Followed

Process Followed	<ul style="list-style-type: none"> A notice calling for applications for positions on the CESC was posted on the PEO website and an eblast calling for applications was sent on April 18, 2022 with a closing date of May 2, 2022. Nine applications were received and reviewed by the Penultimate Past-President, Immediate Past President and President.
Council Identified Review	<ul style="list-style-type: none"> Section 12(1) of Regulation 941 requires that Council appoint the CESC each year, to be composed of (a) the penultimate past-president; (b) the immediate past-president;

	(c) the president; and (d) two or more other Members.
Actual Motion Review	<ul style="list-style-type: none">• PEO Council appoints additional members of the CESC each year (at the June meeting) as part of setting direction for the upcoming Council Elections.

Appendices: Appendix A – Summary of Candidate Applications

2022 CESC Candidates – Summary of Applications

Name / PEO# / Engineering Discipline	Current Employment	Applicant's Statements		
		Skills / competencies related to the position	Nature of contribution	Volunteer Experience
Iad Abdul- Rahman, P.Eng. 100103793 Aerospace Engineering	Canadian Air-Force Aviation instructor	<i>I have excellent people skills, good knowledge in building teams, right knowledge of Canadian environment and I speak French, English, Russian and Arabic fluently. I hold many professional designations including Ph.D. P.Eng. PMP. PLP. AME. AMI.AMT. Aircraft Certifications and many other certificates from recognized organizations. Will be happy to help people.</i>	<i>I am available to help people, remotely or on site.</i>	<i>I have been volunteering at many organizations including PEO at the mentorship program. I have been with TRIEC since 2008 where I helped over 50 mentees to get into the market. Also I am volunteering at Rotary International, Toastmasters International, International Society of Air Safety Investigators, Aircraft Maintenance Engineers of Ontario and Canadian Council for Aviation and Aerospace (steering Committee for Quality Managers and Auditors).</i>
Leila Azimian, P.Eng. 100190037 Chemical/ Environmental Engineering	University of Toronto Research Engineer	<i>Worked in different Canadian universities, Experience in manufacturing and research knowledge of PMP, Team player Problem Solver, 10 years' experience as a Material & quality Engineer, continuous improvement, in an unionized car manufacturing environment, Worked in Environmental assessment analysis division of Terraprobe Inc, 4 years researched within chemical & biological laboratory instrumentation with Petroleum refinery Imperial Oil, teach engineering course in college and university.</i>	<i>Reading the complains and share my idea, Update the procedures for election Help team members</i>	<i>- Members Of Central Election and Search Committee- (2021-2022) Professional Engineering Ontario, ON, Canada - Graduate engineering student's counselor - (2017 –2018) Western University, London, ON, Canada -President of Chemical & Biochemical Engineering Graduate Students (CBEGS)- (2017- 2018) Western University, London, ON, Canada</i>
Michael Chan, P.Eng. 7494016	Retired	<i>- 8 years as staff advisor to the Chapter Regional Search Committee - 12 years on ACV managing Volunteers. 3 years as Chair</i>	<i>With my over 20 years of experience in managing volunteers in getting volunteers for Chapter, Committee and</i>	<i>- Lieutenant Governor-in-Council Appointee (2016-2019), Councillor -at-Large (2021-2022), EXE 2018-2019,</i>

2022 CESC Candidates – Summary of Applications

Name / PEO# / Engineering Discipline	Current Employment	Applicant's Statements		
		Skills / competencies related to the position	Nature of contribution	Volunteer Experience
Mechanical Engineering		<ul style="list-style-type: none"> - 6 years on Council - one year on GNC committee 	<p><i>Council, I can certainly help in getting volunteers for the position of President, Vice-President and Councillor at large to Council.</i></p>	<p>2020), FIC (Vice-Chair, Chair), AUC (Vice -Chair)</p> <ul style="list-style-type: none"> - Member, Advisory Committee on Volunteers (ACV), since 2007 (3 years as Chair), Chair, Willowdale/Thornhill chapter Government Liaison Program, Government Liaison Committee (GLP), Discipline Committee, • Registration Committee, Governance and Nomination Committee - Other
Raju Chander, P.Eng. 90527862 Mechanical / Nuclear Engineering	Ontario Power Generation Manager, Nuclear Engineering	<ul style="list-style-type: none"> - Chair of PEO Scarborough Chapter for three terms and conducted chapter elections successfully - Participated in many PEO AGMs, know the requirements of AGM and PEO elections - As manager at Ontario Power Generation, I am responsible for following all the legal requirements for nuclear license for the utility, this include the requirements of PEO Act. 	<ul style="list-style-type: none"> - Conduct elections as per the PEO regulations - Encourage members to participate in the elections, through direct contact - Use the available tools effectively or create a new tool - Fair elections is the mantle of democratic process, uphold it. 	<ul style="list-style-type: none"> - Chair of PEO Scarborough Chapter for three terms - Active volunteer of PEO Scarborough chapter for over 5 years - Member of PEO ERC for more than 10 years - Conducted many activities for PEO Scarborough, Mississauga, Brampton, Lake Ontario, York, Willowdale, Grand River, etc. - Encouraged many members to participate in PEO elections as Councillors.
Dave Estrella, P.Eng. 100109768 Civil / Structural Engineering	Buttcon Limited Procurement Coordinator	<p><i>The following are my skills and competencies that are relevant for this position:</i></p> <ol style="list-style-type: none"> 1. Planning and organizing – I am able to achieve results using my time management skills by sorting out priorities. 	<p><i>As a committee member, I will ask members at large and tap specifically previous members with volunteer experience to send their volunteer application. I will make sure the candidate knows exactly what is expected of them based on the volunteer</i></p>	<p><i>A volunteer experience similar to this position with the Canadian Institute of Quantity Surveyors (CIQS) in 2020 when I sit as a member of the Nominations Committee where the Committee selected applicants for a volunteer position in the national level.</i></p>

2022 CESC Candidates – Summary of Applications

Name / PEO# / Engineering Discipline	Current Employment	Applicant's Statements		
		Skills / competencies related to the position	Nature of contribution	Volunteer Experience
		<p>2. <i>Decision making – As part of my work in Procurement, I need to take a balance approach between price and the credibility of a contractor. In the same way, I will take a balance approach on all my decision as part of the committee.</i></p> <p>3. <i>Teamwork – I actively collaborate whenever possible with other members of a project team making sure that I work for the team priorities, rather than my own.</i></p>	<i>qualifications. Lastly and without prejudice, I will make sure that the rightful candidate will take the position.</i>	
Carmen Filimon, P.Eng. 100042010 Electrical / Civil Engineering	Toronto Hydro Supervisor, Design & Construction	<i>27 years of experience in electrical engineering, project management, quality management, contract management in aerospace, light railway, utility industries. Lead a 12 people team of engineers, project analysts, design technologists, contractors and manage a yearly budget of \$15M.</i>	<i>Manage tasks, coordinate team to perform tasks, coaching, knowledge sharing, schedule project, manage budget.</i>	<i>Volunteer work supporting the York engineering graduates with their thesis project, coaching students to prepare their final project for graduation</i>
Dariush Firouzi, P.Eng. 100211715 Mechanical / Metallurgical Engineering	RONCO Director of Manufacturing	<i>Having extensive experience in both industrial and academic environments and working with people of different backgrounds, expertise, and knowledge, makes me an ideal choice for this position to network and communicate with the members. During my time as an Assistant Professor, I gained some experience contracting with the peers and colleagues in an election to appoint a new chair of department and president of the university. Experienced in developing proposals and initiating R&D</i>	<i>I commit to continue working with the PEO as a member of CESC and dedicate my time as needed to fulfill the requirements of this role.</i>	<i>I volunteered in joining the External Stakeholder Committee for the Integrated Biomedical Engineering and Health Science (iBioMed) program at McMaster University. As one of the representatives from industry in the External Stakeholder committee, I provide input and feedback on the program as it relates to graduate attributes and continuous improvement as part of accreditation processes for the Canadian Engineering Accreditation Board.</i>

2022 CESC Candidates – Summary of Applications

Name / PEO# / Engineering Discipline	Current Employment	Applicant's Statements		
		Skills / competencies related to the position	Nature of contribution	Volunteer Experience
		<i>and industrial projects (co-funded by the Provincial and Federal governments), I developed the soft skills needed to study, understand, and adhere to regulations, policies, guidelines, and corporate governance. As a mentor, coach, professor, manager, and director, I demonstrated the highest standards of ethical conduct, professional integrity, confidentiality, and impartiality.</i>		
Nadiya Poylova, P.Eng. 100168214 Mechanical Engineering	Unemployed	<ul style="list-style-type: none"> <i>* Coordination of document control activities for junior staff.</i> <i>* Provide guidance and mentorship to staff as to document format, quality, accuracy and timelines.</i> <i>* Coordinate and work with other document controllers to ensure consistency of process and enforcement of document control procedures.</i> <i>* Liaise with the project teams to understand work plans and associated service requirements from document control.</i> <i>* Liaise with contractors, suppliers and internal personnel to ensure that documentation complies with company procedures, and data requirements.</i> <i>* Client liaison for all external drawing requests and general drawing control inquiries.</i> <i>* Maintain electronic records for the status of all client drawings.</i> 	<i>I believe controls and audits serve a vital role in the organization, and can best be managed with regular evaluation. I am service and result-oriented and have ability to produce deliverables according to specifications. My strong computer skills, proficiency with Microsoft Office suite, and previous experience document control can make a positive contribution to PEO success.</i>	N/a

2022 CESC Candidates – Summary of Applications

Name / PEO# / Engineering Discipline	Current Employment	Applicant's Statements		
		<i>Skills / competencies related to the position</i>	<i>Nature of contribution</i>	<i>Volunteer Experience</i>
		<i>* Quality control checkpoint for all drawing issue stages.</i>		
Gregory Wowchuk, P.Eng. 51154508 Electrical Engineering	Wheatfield Instrument Corporation Ltd. <i>President</i>	<i>Extensive training and experience in theory and conduct of elections. See resume for details.</i>	<i>I have experience on PEO Committees (Communications, Legislation, Licensing). I am familiar with the rules of order. I am aware of the issues which have been challenging the CESC for years.</i>	<p><i>Previous experience – see resume. Former president and editor of its acclaimed newsletter – Etobicoke Historical Society.</i></p> <p><i>From the resume:</i> <i>Professional Engineers Ontario Councillor; Vice President 1997-2000, 2018-2020, 2022-2023</i> <i>• Experience at PEO Council</i> <i>• Chair, Communications Committee (1997-1999)</i></p> <p><i>Professional Engineers Ontario Executive Analyst 2011-2012</i> <i>• Political advisor and analyst reporting directly to the president</i> <i>• Interface between president and PEO staff</i></p> <p><i>Elections Ontario Returning Officer 1997-2006</i> <i>• Top official conducting the 1999 general election in riding of Etobicoke- Lakeshore</i></p>

2022 CESC Candidates – Summary of Applications

Name / PEO# / Engineering Discipline	Current Employment	Applicant's Statements		
		<i>Skills / competencies related to the position</i>	<i>Nature of contribution</i>	<i>Volunteer Experience</i>
				<ul style="list-style-type: none"> • Hiring and management of approximately 400 employees; management of large budget • Extensive training in conduct of robust, fair, and transparent elections Elections Canada, Elections Ontario, Toronto Elections (various supervisory roles) 1971-present • Management and troubleshooting of almost all federal, provincial, and municipal elections in my area during this period • Client interface

Briefing Note – Decision

C-548-3.4

RE-APPOINTMENTS TO STATUTORY COMMITTEES SUBJECT TO APPROVAL BY THE ATTORNEY GENERAL

Purpose: To re-appoint members to the statutory committees pursuant to the *Act* and subject to the approval of the Attorney General.

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

To re-appoint members, who are not members of the Council nor members of the Association, as specified in C-548-3.4, Appendix A, to their respective committees for three (3) year terms subject to and effective as of the date of approval by the Attorney-General as required pursuant to sections 19.1(1)1ii, 25.(1)(b) and 27(1)3ii of the *Professional Engineers Act*.

Prepared by: Viktoria Aleksandrova – Committee Coordinator

Moved by: Past President Bellini, P.Eng.

1. Need for PEO Action

The term of appointment of four members approved by the Attorney General (AG) pursuant to sections 19.1(1)1ii, 25.(1)(b) and 27(1)3ii of the *Professional Engineers Act* expired on May 31, 2021. We have been advised by the Chairs of the respective committees that the committees require re-appointments of these members, pending their agreement to continue their service on the committees, to satisfy the requirements as set out in sections 19.1(2) and 27(5)(a) of the *Act*.

The four (4) individuals were contacted by staff and have agreed to continue their service on their respective committees. The members proposed for re-appointment are named in Appendix A, and their resumes are attached in Appendix B. All are capable members of the committees who have continuously served since 2019. The committee chairs are satisfied with the performance of the proposed individuals.

Under sections 19.1, 25 and 27 of the *Act*, all appointments are made by Council, but some are subject to the approval of the Attorney General. That is the case for any appointment made pursuant to sections 19.1(1)1ii, 25.(1)(b) and 27(1)3ii (“a person who is neither a member of the Council nor a member of the Association, and approved by the Attorney General”), whereas appointments made by Council are conditional on the AG’s approving them.

Following the conditional re-appointments by Council of the proposed four members, a request will be sent on behalf of the Council Chair to the AG seeking the required approval.

2. Proposed Action / Recommendation

Council is asked to re-appoint the four individuals listed in Appendix A for three-year terms, effective as of the date on which the AG’s approval is obtained, and to authorize the Council Chair or designate to seek the Attorney General’s approval.

3. Next Steps (if motion approved)

The Attorney General will be approached forthwith by the Council Chair or designate and asked to approve the re-appointments that Council has made, conditional on the AG’s approval.

4. Peer Review & Process Followed

Process Followed	Outline the Policy Development Process followed. <ul style="list-style-type: none">• The change in process was proposed in March 2021 by the CEO/Registrar and legal counsel on the basis of how the <i>Act</i> is written and was supported by Council at that time. The new process, as described above, has been followed for all statutory committees.
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7. Appendices

- Appendix A – Names of Members Proposed for Re-appointment
- Appendix B – CVs of Proposed Appointees

C-548-3.4 Appendix A

Names of Members Proposed for Re-appointment
(Pursuant to sections 19.1(1)1ii, 25.(1)(b) and 27(1)3ii of the *Professional Engineers Act*)

NAME	CITY	Year of 1 st appointment	Proposed Term	Committee
Eric Bruce, JD	Toronto, ON	2019	3 years from date of AG approval	Discipline Committee
Alisa Chaplick, LL.B, LL.M	Toronto, ON	2019	3 years from date of AG approval	Discipline Committee Registration Committee
Reena Goyal, JD	Toronto, ON	2019	3 years from date of AG approval	Discipline Committee
Fiona Wang, LL.B, M.A., LL.M.	Toronto, ON	2019	3 years from date of AG approval	Complaints Review Councillor

ERIC A. BRUCE

C-548-3.4
Appendix B

SELECTED WORK EXPERIENCE

Director, Professional Conduct, College of Dental Hygienists of Ontario

October 2020 – Present

- Headed registration and professional conduct portfolios for a provincial regulatory body governing approximately 14,000 healthcare professionals
- Led a combined team of eight responsible for completing over 50 investigations and processing over 400 new applications per year
- Managed an annual investigations and disciplinary budget of approximately \$350,000
- Oversaw an average of four professional misconduct prosecutions before the College's disciplinary tribunal per year
- Created and delivered orientation and training programs for committee and staff members on the College's legislative mandate, powers, and procedures
- Provided legal advice and support to CEO, governing committees, and College departments

Director, Professional Conduct, College of Kinesiologists of Ontario

February 2018 – February 2020

- Headed professional conduct portfolio for a provincial regulatory body governing approximately 3,000 health professionals
- Conducted and oversaw investigations of alleged breaches of professional standards from initiation to final disposition, with an average of ten concurrent open cases
- Drafted reports of investigation and reasons for decision on behalf of the Inquiries, Complaints and Reports Committee

Director, Regulatory Compliance, Dental Corporation of Canada Inc.

January 2016 – February 2018

- Inaugurated a national compliance program for Canada's largest dental network, representing over 200 dental clinics in eleven Canadian jurisdictions
- Originated and spearheaded the implementation of compliance policies and internal audit practices to achieve alignment with local regulatory requirements
- Managed a team including a compliance analyst and external consultants
- Advised on legal and compliance matters affecting diverse business units, including marketing, human resources, acquisitions, and operations
- Analysed compliance metrics to identify trends and allocate resources based on areas of opportunity
- Presented on compliance topics at a national clinic conference and on monthly network-wide collaboration calls to support excellence in practice

Decision Writer, Royal College of Dental Surgeons of Ontario

August 2010 – January 2011 (contract); August 2012 – January 2015

- Drafted reasons for decisions, allegations of professional misconduct, undertakings and written correspondence for four panels of the Inquiries, Complaints and Reports Committee, each of which reviewed approximately twenty files per month
- Successfully negotiated with government representatives on behalf of the College to achieve consensus on two regulation proposals
- Conducted legal and policy research and provided oral and written opinions regarding varied College business, from complaint investigations to registration matters

Eric A. Bruce – Page 2 of 2

VOLUNTEER EXPERIENCE

Member, Conference Committee, Society of Ontario Adjudicators and Regulators

March 2020 – Present

- Served on the organizing committee for an annual professional development conference attended by representatives of over 50 adjudicative and regulatory bodies
- Participated in monthly meetings to develop conference agenda, engage speakers, and plan workshops to provide engaging and informative content for attendees

Member, Discipline Committee, Professional Engineers Ontario

July 2019 – May 2022

- Served as a lay member of the independent tribunal hearing formal allegations of professional misconduct and incompetence against professional engineers
- Appointed as part of panels to conduct hearings, make findings of fact and law, and issue reasons for decision

EDUCATION AND PROFESSIONAL MEMBERSHIPS

Law Society of Ontario, 2008 call to the bar

- Member in good standing

University of Oxford, Balliol College, Bachelor of Civil Law with Distinction, 2010

- Completed graduate (master's level) degree in common law
- Focused on health law and comparative human rights

University of Toronto, Faculty of Law, Juris Doctor with Honours, 2007

- *Justice M.J. Moldaver/Carswell Prize* for highest academic standing in third year
- *Tibor Prince Integrity Award* for moral outlook reflective of "hard work, honesty, integrity... and an unfailing sense of justice"
- Prizes for achievement in tort, health, labour, civil liberties, and feminist analysis of law

University of Toronto, New College, Honours Bachelor of Science with High Distinction, 2003

- Concentration in computer science and mathematics, minor in women's studies

OTHER SKILLS

- Working knowledge of French
- Highly computer proficient (MS Office, database applications)
- Adept researcher in law and social science disciplines (former academic research assistant)
- Effective presenter, facilitator and instructor (former in-house IT trainer, university teaching assistant)

Alisa Chaplick, LL.B, LL.M

Education

Society of Ontario Adjudicators and Regulators (SOAR) and Osgoode Professional Development, Certificate in Adjudication for Administrative Agencies, Boards & Tribunals, 2019

Called to the Ontario Bar, 2004

New York University School of Law, New York, New York, LL.M, 2003

Osgoode Hall Law School, Toronto, Ontario, LL.B, 2002

Legal Experience

Home Construction Regulatory Authority, Toronto, Ontario (June 2021-present)

Vice-Chair – Discipline Committee

Selected as Vice-Chair of Discipline Committee of newly formed regulatory authority; responsibilities include beginning work of Discipline Committee such as reviewing, editing and approving new Rules of Practice; chairing Discipline Committee hearings as they arise

Professional Engineers Ontario, Toronto, Ontario (June 2019 – present)

Discipline Committee Member & Registration Committee Member

Responsibilities include adjudicating and writing well-reasoned decisions as a panel member; acting as Chair of three member panels when selected; reviewing evidence and balancing competing interests; ensuring that decisions are rendered fairly, expeditiously and with transparency; weighing the relevant facts and law to arrive at independent, fair and impartial decisions and reasons; adjudicating and deliberating remotely which requires strong computer skills and the ability to work electronically

College of Immigration and Citizenship Consultants, Toronto, Ontario (June 2019 – present)

Tribunal Committee Member

Responsibilities include adjudicating matters involving both represented and unrepresented parties in both written and oral hearing formats; acting as Chair when selected and writing decisions; adjudicating at hearings remotely which requires strong computer literacy and the ability to work in a digital setting; reviewing evidence; interpreting and applying relevant laws, policies and guidelines; building consensus with panel members

Dangerous Dog Review Tribunal, Toronto, Ontario (April 2019 – present)

Tribunal Member

Responsibilities include reviewing hearing materials and adjudicating at hearings; formulating decisions and communicating them clearly to parties and witnesses; handling issues in an environment where individuals are frequently self-represented; posing relevant questions to parties and witnesses; writing and editing decisions; applying a strong understanding of legislative requirements, administrative law, natural justice and fairness during hearing process; ensuring access to justice and high quality decision making; dealing with competing interests and managing public pressure

College of Psychologists of Ontario

Consultant – Case Manager (July 2021 – October 2021)

Responsibilities included managing a significant number of cases involving complaints about members; drafting decisions and reasons of the Inquiries, Complaints and Reports Committee (ICRC); drafting correspondence including requests for submissions from members on various topics; drafting Complaint Summaries which included the delineation of relevant issues, legislation and standards; drafting memoranda to Registrar and outside counsel on various issues; monitoring compliance with Undertakings and working with Coaches to facilitate completion of Undertakings

Law Society of Ontario, Toronto, Ontario (August 2012 -April 2019)

Investigation Counsel

Responsibilities included conducting timely, fair, consistent and thorough investigations; drafting investigation reports; dealing with a range of issues involving licensees and complainants; gathering and analyzing evidence; assessing allegations regarding breaches of the Law Society's Rules of Professional Conduct, By-laws and regulatory requirements; managing a significant caseload; conducting interviews of lawyers, complainants and other witnesses; making recommendations on case outcomes; supervising law clerks and assistants which required strong leadership skills; working with Discipline Counsel on hearing strategy

Insurance Bureau of Canada, Toronto, Ontario (April 2012 – August 2012)

Legal Counsel

Responsibilities included reviewing, drafting and negotiating agreements relevant to the Insurance Bureau of Canada's business; reviewing marketing materials and brochures; preparing legal bulletins and case summaries of issues relevant to the organization and its members

Ontario Realty Corporation, Toronto, Ontario (October 2008 – June 2011)

Legal Counsel

Responsibilities included reviewing, drafting and negotiating agreements; ensuring compliance with laws and policies; conducting seminars and oral presentations for senior executives regarding their rights and obligations; at any given time, handling a portfolio of approximately 75 files, which required organizing, analyzing, prioritizing and meeting deadlines, both internally and externally imposed; reviewing and editing agreements of colleagues including junior lawyers; working independently and as part of a team of lawyers, law clerks and operations people which required sound judgment and tact, as well as strong interpersonal skills

Goldman Sloan Nash & Haber LLP, Toronto, Ontario (October 2005 – October 2008)

Associate Lawyer

Responsibilities included reviewing, drafting and negotiating contracts; advising clients on rights and obligations under agreements and on diverse legal matters relating to their businesses; ensuring compliance with laws and policies; handling files from a number of partners with competing priorities in diverse areas which required effective time management, organizational skills and people skills; advising clients on disputes and transactions including purchases and sales of franchise businesses; consulting with clients; drafting pleadings; assessing files; attending pre-trial conferences and court motions; legal research and writing

Law Clerk, Federal Court of Canada, Ottawa, Ontario (May 2003 - September 2004)

Clerk to The Honourable Mr. Justice O'Reilly

Responsibilities included reviewing files for upcoming hearings; writing "bench memoranda" briefing judge on facts and relevant law; analyzing legal issues; commenting on submissions by counsel; making recommendations on possible dispositions; researching points of law; attending hearings and discussing issues with judge and discussing issues with judge which required integrity, sound judgement and impartiality

Ms Reena Goyal

EDUCATION

2012-2013	Masters in Energy and Infrastructure Law , Osgoode Hall Law School Degree conferred in June 2014
March 2005	Called to the Bar of Ontario
2000-2003	Juris Doctor , University of Toronto, Faculty of Law Degree conferred in June 2004
1996-2000	Bachelor of Arts, Honors University of Toronto, Trinity College Specialist: Philosophy Major: Ethics, Society and Law

RELATED EXPERIENCE

Jan 2020 - Present	McCarthy Tétrault LLP , Counsel, Litigation and Power Groups <ul style="list-style-type: none"> • Providing advocacy and advisory services to private and public energy sector clients, with an emphasis in electricity markets and transmission • Representing clients in litigation and energy regulatory disputes • Preparing and filing transmission and distribution service rate applications with the Ontario Energy Board
June 2011 - Dec 2019	Independent Electricity System Operator (IESO) , Senior Counsel – Senior Manager, Market Rules & Dispute Resolution <ul style="list-style-type: none"> • Advocating for client interests in electricity regulatory disputes • Managing market rule amendments and participating in related stakeholder engagements including Technical Panel • Completing internal secondments in the Market Assessment and Compliance Division (MACD), Regulatory Affairs, and CEO's office
April 2007 - June 2011	Fraser Milner Casgrain LLP (now Dentons) , Associate, Litigation <ul style="list-style-type: none"> • Advocating before various levels of provincial courts and tribunals • Performing detailed legal research and drafting legal submissions • Conducting examinations-in-chief and cross-examinations
March 2005 - March 2007	Lax O'Sullivan Scott LLP , Associate, Litigation <ul style="list-style-type: none"> • Appearing on contested motions, arbitrations and mediations before various levels of courts, tribunals and commissions • Drafting pleadings and materials for appeals, motions and applications • Critically analyzing legal issues and preparing written opinions
2003 – 2004	Fasken Martineau DuMoulin LLP , Articling and Summer Student

- Drafting pleadings and materials for appeals, motions and applications
- Conducting case law and legislative research
- Critically analyzing legal issues and preparing written opinions
- Appearing on uncontested motions
- Seconded to the Dispute Resolution Office at the Ministry of Attorney General

May-Nov. 2002 **Commonwealth Legal Inc.**, Litigation Document Consultant

- Drafting federal standards in association with the Canadian Judicial Council for the admission of *e*-evidence
- Preparing and delivering presentations on *e*-appeal books to law firm litigation departments
- Creating Ontario's first full-scale civil *e*-appeal book

OTHER PROFESSIONAL AFFILIATIONS

- Electricity Transmission Dispute Resolution Panel, Roster Adjudicator, Canadian Free Trade Agreement
- Discipline Committee Member, Roster Adjudicator, Association of Professional Engineers of Ontario
- Discipline Review Panel Roster Member, Roster Adjudicator, Electrical Safety Authority
- Co-instructor, "The Law and Economics of Electricity Markets", Osgoode Hall, Energy Law and Infrastructure LLM Program
- Women in Energy Canada (WIECan), Steering Committee Member

RECENT PUBLICATIONS

- "Keeping the Lights on: Ontario Ministry of Energy weighs in on IESO's resource adequacy plans", McCarthy Tétrault LLP, Canadian Energy Perspectives (online), 15 November 2021, co-authored with William Horne.
- "The IESO has released its Draft Medium-Term RFP: Here are the key points", McCarthy Tétrault LLP, Canadian Energy Perspectives (online), 8 November 2021 co-authored with Will Horne.
- "Canadian Power – Energy Storage: a Key to Energy Transition", McCarthy Tétrault LLP, Canadian Energy Perspectives (online), 1 April 2021, co-authored with Kimberly Howard, et al.
- "Canadian Power – Ontario Regional Overview", McCarthy Tétrault LLP, Canadian Energy Perspectives (online), 8 March 2021, co-authored with Karen Luu et al.
- "IESO Secures 992.1 Megawatts in new Capacity Auction: Here's What You Need to Know", McCarthy Tétrault LLP, Canadian Energy Perspectives (online), 14 December 2020, co-authored with William Horne.
- "Wanna Buy a Slightly Used Feed-in-Tariff Contract?", McCarthy Tétrault LLP, Canadian Energy Perspectives (online), 2 September 2020, co-authored with Sean C. O'Neill.
- "The IESO's New Market Power Mitigation "MPM" Framework", McCarthy Tétrault LLP, Canadian Energy Perspectives (online), 16 July 2020.

- “Nation Rise Wind Farm: Ontario Court Quashes the Minister’s Decision to Revoke a Key Approval”, McCarthy Tétrault LLP, Canadian Energy Perspectives (online), 19 May 2020, co-authored with Joanna Rosengarten and William Horne.
- “What Recent FERC Decisions Could Mean for Capacity Markets and Energy Storage in Ontario”, McCarthy Tétrault LLP, Canadian Energy Perspectives (online), 6 March 2020, co-authored with Christopher Zawadski.
- “The Ontario Energy Board Has Denied AMPCO’s Application to Revoke the Transitional Capacity Auction Market Rule Amendments” McCarthy Tétrault LLP, Canadian Energy Perspectives (online), 26 January 2020, co-authored with Zachary Masoud.

SPEAKING ENGAGEMENTS

- Panelist, Association of Power Producers of Ontario (APPrO), 33rd Annual Canadian Power Conference: The Electric Future, “Market Renewal, Resource Adequacy and Beyond” November 29, 2021
- Panelist, AESO University, Legal Excellence Conference, “Green Transition and Regulators”, November 25, 2021
- Panelist, Canadian Electricity Association, Legal Committee Panel meeting, “Regulatory Reform and its Impact on Electricity Utilities and their Business Models” September 16, 2021
- Panelist, Ontario Bar Association webinar, “Divine Discoveries: Building a Great Case” March 24, 2021
- Panelist, Ontario Electricity Association, Women in Energy webinar, “Step Into Challenge” March 4, 2021
- Panelist, Association of Power Producers of Ontario (APPrO), 32nd Annual Canadian Power Conference and Networking Centre, “Powering Resilient Recovery” December 1, 2020
- Presenter, McCarthy Tétrault LLP client webinar, “Energy Storage: Fundamentals for Developers and Lenders”, November 12, 2020
- Moderator, EUCI, Leadership Conference for Women in Energy – Canada, July 9, 2020
- Panelist, Women in Renewable Energy (WiRE), Networking Meetup November 13, 2019
- Panelist, Association of Power Producers of Ontario (APPrO), 30th Annual Canadian Power Conference & Networking Centre, “Solving for X” November 13, 2018
- Keynote, Women in Renewable Energy (WiRE), Networking Meetup June 20, 2018,
- Moderator, EUCI, Leadership Conference for Women in Energy – Canada, April 12, 2018
- Moderator, Association of Power Producers of Ontario (APPrO), 29th Annual Canadian Power Conference & Networking Centre, “Future + Focus” November 21, 2017
- Moderator, EUCI, Leadership Conference for Women in Energy – Canada, “Seizing Opportunities in the Evolving Energy Industry” April 12, 2017
- Moderator, Association of Power Producers of Ontario (APPrO), 28th Annual Canadian Power Conference & Networking Centre, “The Culture of Change” November 15, 2016

TRAINING AND DEVELOPMENT

- Litigation Skills Bootcamp (Osler, Hoskin, Harcourt LLP)

- Strategies for Effectively Leading Through Change (TidalShift Inc)
- Emotional Intelligence (EITC)
- Managing Project Risk (TidalShift Inc.)
- Facilitating Forward: Guiding Others Toward Results (TidalShift Inc.)
- Building Connectivity (Lee Hecht Harrison Knightsbridge)
- Communicating with Impact (Lee Hecht Harrison Knightsbridge)
- Building a Culture of Trust and Negotiating with Success (Rotman School of Management)
- Project Management for In-House Counsel (Boston University)

COMMUNITY INVOLVEMENT

- February 2010 - **Pro Bono Law Ontario, Court of Appeal Project**, Volunteer Duty Counsel
June 2011
- Appearing as *amicus curiae* in the Ontario Court of Appeal
 - Providing clients with substantive and procedural advice for civil appeals before various levels of court and administrative tribunals
- Aug. 2010 - **Women Against Rape**, Volunteer Legal Advisor
Sept. 2010
- Acting as assistant legal advisor to female victims of gender based violence in Botswana, Africa
 - Delivering 2-day legal workshop to community professionals
- May 2005 - **The Advocates Society, Young Advocates' Committee**, Chair
May 2010
- Former Vice-Chair and Secretary
 - Successfully lobbying for the Young Advocates' Committee to become a formal standing committee of The Advocates' Society
- 2000-2002 **South Asian Legal Clinic of Ontario**, Executive Secretary
- Formal lobbying for the establishment of a specialty legal clinic for low-income South Asian Canadians (e.g. meeting with Legal Aid of Ontario, organizing public fundraisers, etc.)

PERSONAL INTERESTS

- Award-winning fiction and non-fiction
- International travel
- Downhill skiing
- Cycling, running and yoga

Yufei (Fiona) Wang, LL.B, M.A., LL.M.

HIGHLIGHTS:

- Member of the Law Society of Ontario in Good Standing (75753P)
- Ten years of regulatory experience including: prosecution, ADR, negotiation, legal research, legal advice, enforcement, decision writing, investigation, policy, compliance and reporting
- Ability to work under stress and in a fast-paced environment
- Highly organized, motivated, self-starter, and a goal oriented

PROFESSIONAL EXPERIENCE:

Professional Engineers Ontario (PEO)

Toronto, ON

Complaints Review Councillor

Jun. 2019 – Present

- Assess applications for review of the Complaints Committee's treatment of complaints
- Collect information from the Committee, PEO, and the parties to conduct reviews
- Make reports and provide recommendations regarding the procedures of the Committee
- Review and approve human resources and work plan and annual report

Ontario College of Teachers

Toronto, ON

Legal Counsel/Complaints Resolution Officer

Apr. 2021 – Present

Investigator

Apr. 2018 – Mar. 2019

Student-at-Law

Aug. 2017 – Jun. 2018

Law Clerk

Sep. 2016 – Aug. 2017

- Worked in all aspects of complaints disposition
- Regularly attend Discipline Committee (DC) hearings as College Counsel to present agreements, make submissions on legal issues and conduct contested hearings
- Regularly attend Investigation Committee (IC) meetings to present Complaint Resolution cases
- Assess complaints and prepare memoranda with proposing resolutions
- Negotiate appropriate outcomes of various agreements on behalf of the College
- Update templates, policies and procedures, and public documents regarding Investigations, Hearings and the CR program
- Prepare a wide variety of investigation/legal documents
- Provide training on college process and administrative law principles
- Provided administrative support to DC and Fitness to Practice Committee panel
- Liaise with external counsel, opposing parties, law enforcement agencies, the tribunals office, witnesses, and experts for investigations and hearings

College of Massage Therapists of Ontario

Toronto, ON

Investigations Specialist – Professional Conduct

Apr. 2019 – Apr. 2021

- Oversaw investigation files from intake to disposition to ensure compliance with relevant legislation
- Prepared memoranda to recommend appropriate regulatory action
- Negotiated undertakings with members and opposing counsel
- Monitored and enforced compliance of undertakings, interim orders, and decisions
- Conducted investigations by interviewing witnesses, undertaking site visits, collecting and reviewing various documents, and preparing investigation reports
- Assisted Inquiries, Complaints and Reports Committee by preparing case summaries, attending panel meetings, and responding to questions from the panel
- Provided feedback and suggestions regarding internal policies, procedures, and workflow

Office of the Integrity Commissioner of Ontario

Toronto, ON

Inquiries Officer – Disclosure of Wrongdoing

Jan. 2015 – May 2016

- Drafted decisions and correspondences on the Commissioner's behalf
- Prepared memoranda to assess incoming files
- Informed stakeholders about legislation and policies and directed them to appropriate processes
- Tracked and update status and progress of files

Responsible Gambling Council

Toronto, ON

RG Checker & Team Lead, Standards and Accreditation

May 2012 – Dec. 2014

- Reviewed regulations, policies, and strategies regarding responsible gambling
- Conducted staff interviews and on-site inspections across Canada
- Administered surveys and inputted, coded, and visualized data for reports
- Prepared program evaluation reports and provided recommendations
- Managed the accreditation schedule; adjusted the program timeline to improve efficiency

EDUCATION:

Osgoode Hall Law School, York University

Toronto, ON

LL.M. Canadian Common Law

Jul. 2016 – Aug. 2017

Department of Political Science, University of Toronto

Toronto, ON

M.A Political Science

Sep. 2010 – Nov. 2011

Department of International Law, China Foreign Affairs University

Beijing, China

LL.B. International Law

Sep. 2006 – Jul. 2010

- Duty Counsel at the University Legal Aid Centre from 2007 to 2010

CONFERENCES & TRAINING:

Ontario Regulatory Authorities' Annual Continuing Professional Development

Online, ON

Speaker on *Complaint Resolution at the Ontario College of Teachers*

Oct. 2021

Osgoode Hall Law School Professional Development

Toronto, ON

Annual National Forum Administrative Law and Practice

Nov. 2020

Certificate in Health Law

Jun. 2020

Certificate in Negotiation

Nov. 2019

Prosecuting and Defending Professional Discipline Cases training

Apr. 2019

Crown Counsel Summer School, Ministry of the Attorney General

London, ON

Trial Advocacy

Aug. 2019

CLEAR National Certified Investigator/Inspector Training

Toronto, ON

Completion of Specialized Program

Apr. 2021

Completion of Basic Program

Nov. 2018

University of Toronto Continuing Education

Toronto, ON

Certificate in Communication for Professionals

Sep. 2013 – Sep. 2016

Briefing Note – Information

C-548-3.5

CHANGES TO COMMITTEES' MEMBERSHIP LISTS

Purpose: To inform Council of the in-year changes to the *2022 Committees Membership Lists*.

No motion required

Prepared by: Viktoria Aleksandrova – Committee Coordinator

1. Status Update

This is to inform Council that the following changes to the *2022 Committees Membership Lists*:

New Chair/Vice Chair (elected by the committee):

First/Last Name	Term of Service	Committee / Task Force
Santosh Gupta, P.Eng.	1 st one-year term	Licensing Committee (LIC) Chair
Wayne Kershaw, P.Eng.	1 st one-year term	Licensing Committee (LIC) Vice Chair

Resignations/Retirements:

First/Last Name	Service Dates	Committee / Task Force
Roydon Fraser, P.Eng.	1998 – AGM 2022	Academic Requirements Committee (ARC) member
	2014 – AGM 2022	Licensing Committee (LIC) member
Tim Kirkby, P.Eng.	2016 – AGM 2022	Discipline Committee (DIC) member
Mokhtar Aboelezz, P.Eng.	2018 – June 2022	Experience Requirements Committee (ERC) member
Ali Afshar, P.Eng.	2006 – June 2022	Experience Requirements Committee (ERC) member
Afshin Azadmanesh Samimi, P.Eng.	2013 – June 2022	Experience Requirements Committee (ERC) member
Duncan Blachford, P.Eng.	2012 – June 2022	Experience Requirements Committee (ERC) member
Spiridon Bot, P.Eng.	2006 – June 2022	Experience Requirements Committee (ERC) member
Pellegrino V. Castaldo, P.Eng.	2013 – June 2022	Experience Requirements Committee (ERC) member
George Chelvanayagam, P.Eng.	2004 – June 2022	Experience Requirements Committee (ERC) member
Witold Kellerman, P.Eng.	2016 – June 2022	Experience Requirements Committee (ERC) member
David Kiguel, P.Eng.	2004 – AGM 2022	Experience Requirements Committee (ERC) member
	2017 – AGM 2022	Licensing Committee (LIC) Chair

Changes to the 2022 Committees Membership Lists**546th Council Meeting**

First/Last Name	Service Dates	Committee / Task Force
Galen Li, P.Eng.	2006 – June 2022	Experience Requirements Committee (ERC) member
Julia Rakocevic, P.Eng.	2013 – June 2022	Experience Requirements Committee (ERC) member
Magdy Samaan, P.Eng.	2008 – June 2022	Experience Requirements Committee (ERC) member
Sat Sharma, P.Eng.	2015 – June 2022	Experience Requirements Committee (ERC) member
Julio Vilar, P.Eng.	2016 – June 2022	Experience Requirements Committee (ERC) member
Iris Wang, P.Eng.	2016 – June 2022	Experience Requirements Committee (ERC) member
Christine Hill, P.Eng.	2018 – May 2022	Government Liaison Committee (GLC) - ACEC-Ontario representative
Luc Roberge, P.Eng.	2020 – AGM 2022	Licensing Committee (LIC) member
Asif Rashid, P.Eng.	2020 – June 2022	Registration Committee (REC) member

2. Next steps

The 2022 *Committees Membership Lists* will be updated accordingly. Resigned members will receive digital *Certificates of Appreciation* in accordance with the protocol.