



# Minutes

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## **2022/2023 AFC Meeting No. 3 on May 26, 2022**

### **Meeting Minutes issued:**

Minutes of a meeting of the AFC held via Zoom on May 26, 2022, commencing at 6:34 pm.

### **In attendance:**

#### **AFC Members:**

**Chair:** Lorne Cutler, P.Eng., MBA, Vice President, (Lieutenant Governor-in-Council Appointee)

#### **Committee Members:**

Vajahat H. Banday, P.Eng., MSEE, MSCE, PE (Michigan), FEC –  
(Councillor-at-Large)  
Robert A.H. Brunet, P.Eng., B.E.Sc., M.E.Sc., (Lieutenant Governor-in-Council Appointee)  
Roydon A. Fraser, Ph.D., P.Eng., FEC, President-Elect (ex-officio)  
Pappur N. Shankar, P.Eng., FEC (West Central Region Councillor)  
Sherlock Sung, B.A.Sc., (Lieutenant Governor-in-Council Appointee)  
Randy Walker, P.Eng., FEC (Eastern Region Councillor)

#### **Staff:**

Marina Solakhyan, Director, Governance  
Chetan Mehta, MS, MBA, Director, Finance  
Meilisa Soepiter, CPA, CGA, Controller, Finance  
Peter Cowherd, CPA, CMA, Manager, Financial Services & Procurement  
Lucy Capriotti, Administrative Assistant

**Guests:** Rob DeRooy, GSI

**Regrets:** Paul Mandel, MBA, CPA, CA, CV, CFF (Lieutenant Governor-in-Council  
Appointee)  
Johnny Zuccon, P.Eng., CEO/Registrar  
Nick Colucci, P.Eng., B.A.Sc., MBA, FEC, President (ex-officio)

## **AFC Items**

### **1.0 Call to order/Confirmation of quorum**

The meeting was called to order by the Committee Chair at 6:34 pm and the agenda was presented to the members for feedback.

### **1.1 Conflicts of Interest**

There were no conflicts of interest declared.

### **1.2 Approval of Agenda**

A change was requested in the numbering of the agenda items. It was proposed that Item no. 4 – Outcomes from the PEO May Council Retreat (along with its sub items) be moved before agenda item 3 – Review of the annual Workplan.

The members unanimously agreed that the revised agenda be approved, and a motion was passed to that effect.

## **MOTION**

That the agenda for the May 26, 2022, meeting be approved as revised.

Moved by Sherlock Sung and seconded by Rob Brunet.

**MOTION CARRIED**

### **2.0 Approval of the Minutes held April 26, 2022**

A typo was pointed out on Page 4 of 5 of the draft minutes in item 8. Other Business. The words "...with any further delay" in this section needed to be read

as "...without any further delay". There was no further feedback and the members unanimously agreed that the draft minutes be approved as amended.

#### **MOTION**

That the minutes for the April 26, 2022, meeting as amended be approved.

Moved by Rob Brunet and seconded by Sherlock Sung.

#### **MOTION CARRIED**

### **3.0 Outcomes from PEO May Council Retreat**

The Chair provided an update on the key highlights of the discussions at the May Council and mentioned that the topic of setting up a budget for providing training to Councillors to better help them discharge their roles on various committees was discussed at the retreat. Staff confirmed that funding for such training will be provided for in the 2023 draft budget for additional input and review by the AFC and Council.

### **4.0 Review of the Annual Workplan**

It was requested by the Chair to have a resource section included in Diligent Boards portal where the Workplan and other such documents could be posted for easy access for the committee. Staff responded that they would be reaching out to Diligent Boards for the setting up of this functionality and advise the committee once done.

After extensive discussions, the AFC unanimously agreed to approve the annual Workplan with amendments to change the dates and change the order to 3<sup>rd</sup> quarter 2022, 4<sup>th</sup> quarter 2022, 1<sup>st</sup> quarter 2023, 2<sup>nd</sup> quarter 2023.

A request was made by the Chair to have the presentation from PEO's broker, Marsh to be sent to members of the AFC.

#### **MOTION**

That the 2022-2023 Annual Workplan as amended be approved.

Moved by Randy Walker and seconded by Pappur Shankar.

**MOTION CARRIED**

#### **4.1 AFC Members Training Requirements**

Since this was addressed under item 3.0, no further discussion on this item was held.

#### **4.2 Understanding Cost of Strategic Initiatives**

The Chair mentioned that a discussion on budgeting for strategic initiatives was held at May 2022 Council retreat. It was also pointed that the impact of all such initiatives on PEO's finances would need to be captured in the budget. In addition, the impact of various other initiatives on PEO's finances such as mandatory CPD, FARPACTA, would also need to be considered.

Once additional information on specific projects/initiatives are available, staff confirmed that the impact of all strategic plan projects and various other initiatives such as mandatory CPD and FARPACTA on the draft 2023 budget would be factored in.

Prior to starting 2023 budgeting process, a high-level budget assumptions document will be presented to the AFC for its feedback and approval sometime by the end of June. This document will contain basic assumptions for operating and capital budgets for sustaining core operations in 2023 and other strategic initiatives and projects.

#### **5.0 Other Business**

The Director of Governance provided an overview to the committee members via a PowerPoint presentation on the transition to a new governance support structure for Council and committees.

It was pointed out to the committee members that the new support structure is intended to help move away from the prior set-up where staff in each department individually supported the respective committees they dealt with.

The presentation highlighted some of the key aspects of what the new structure was expected to achieve and how going forward, the secretariat group would provide governance and operational support to the committees and Council.

The committee members had several questions which were answered comprehensively to the satisfaction of the committee members by the Director of Governance.

## **6.0 Next Meeting Date**

The next meeting date to take place the second week in June and a Doodle Poll will be sent to confirm a mutually convenient date.

### **AFC Action Items – as of May 26, 2022**

No	Action Item	Responsible Staff	Status Update
1	Contact Diligent Boards to include resource section in Diligent Boards	Staff	Completed
2	Send a copy of Marsh presentation to committee members	Staff	Completed

### **AFC Action Items – as of April 26, 2022**

No	Action Item	Responsible Staff	Status Update
1	Review SIPP (Statement of Investment Policy & Purpose)	AFC	Completed
2	A draft of the briefing note on signatories to be shared with the AFC Chair before the next Council meeting	Staff	Completed
3	Chair of Pension Committee to provide written report on their meeting with pension advisor and to attend the next AFC meeting in person.	HR	Completed



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## **2022/2023 AFC Meeting No. 4 on June 29, 2022**

Enforcement Hotline:  
416 224-9528 Ext. 1444

### **Meeting Minutes issued:**

Minutes of a meeting of the AFC held via Zoom on June 29, 2022, commencing at 5:00 pm.

### **In attendance:**

### **AFC Members:**

**Chair:** Lorne Cutler, P.Eng., MBA, Vice President, (Lieutenant Governor-in-Council Appointee)

### **Committee Members:**

Vajahat H. Banday, P.Eng., MSEE, MSCE, PE (Michigan), FEC –  
(Councillor at Large)

Robert A.H. Brunet, P.Eng., B.E.Sc., M.E.Sc., (Lieutenant Governor-in-Council Appointee)

Pappur N. Shankar, P.Eng., FEC (West Central Region Councillor)

Randy Walker, P.Eng., FEC (Eastern Region Councillor)

Paul Mandel, MBA, CPA, CA, CV, CFF (Lieutenant Governor-in-Council Appointee)

### **Staff:**

Marina Solakhyan, Director, Governance

Patricia Buffone, HR Director

Chetan Mehta, MS, MBA, Director, Finance

Meilisa Soepiter, CPA, CGA, Controller, Finance

Peter Cowherd, CPA, CMA, Manager, Financial Services & Procurement

Lucy Capriotti, Administrative Assistant

**Guests:**

**Regrets:** Johnny Zuccon, P.Eng., CEO/Registrar  
Nick Colucci, P.Eng., B.A.Sc., MBA, FEC, President (ex-officio)  
Roydon A. Fraser, Ph.D., P.Eng., FEC, President-Elect (ex-officio)  
Sherlock Sung, B.A.Sc., (Lieutenant Governor-in-Council Appointee)

**AFC Items**

**1.0 Call to order/Confirmation of quorum**

The meeting was called to order by the Committee Chair at 5:02 pm and the agenda was presented to the members for feedback.

**1.1 Conflicts of Interest**

There were no conflicts of interest declared.

**1.2 Approval of Agenda**

A change was requested in agenda Item no.3. It was proposed that Item no. 3 be changed to "Review and Discussion of 2023 Budget Assumptions".

The members unanimously agreed that the revised agenda be approved, and a motion was passed to that effect.

**MOTION**

That the agenda for the June 29, 2022, meeting be approved as revised.

Moved by Randy Walker and seconded by Paul Mandel.

**MOTION CARRIED**

**2.0 Approval of the Minutes held May 26, 2022**

A correction was made on Page 1 of 5 under Committee Members by adding (Councillor at Large) after Councillor Banday's name. A typo was identified on Page 4 of 5 of the draft minutes in item 4.2 Understanding Cost of Strategic

Initiatives second paragraph, whereby the word “initiates” in this section needed to be revised to “initiatives”. There was no further feedback and the members unanimously agreed that the draft minutes be approved as amended.

#### **MOTION**

That the minutes for the May 26, 2022, meeting as amended be approved.

Moved by Randy Walker and seconded by Vajahat Banday.

**MOTION CARRIED**

### **3.0 Review and Discussion of 2023 Budget Assumptions**

Management provided a high-level overview of the 2023 Budget Assumptions and answered questions by the committee members.

The main areas of dialogue regarding the budget assumptions were:

**Q.** Are we looking at a hybrid working model regardless of health considerations.

**A.** Budgeting will be based on how the situation with the pandemic evolves and on most recent inputs from the health authorities. However, as things stand, we plan on budgeting based on the assumption that the hybrid model will continue.

**Q.** When discussing building improvements some Councillors asked if there were any initiatives for building improvements planned for reducing the carbon footprint, addressing climate change, etc.

**A.** Yes, in addition to taking all measures necessary to ensure the health and safety of all tenants and that of the building, the required expenditures to help reduce the environmental impact of the building will be considered. We are in the process of preparing an RFP where we are soliciting inputs from the experts in the field to provide recommendations on additional initiatives which could be taken to improve the environmental impact of the building; reduce the carbon footprint, etc.



A request was made for a specific reference in the building improvements section of the budget assumptions document that funds be made available for environmental initiatives.

The committee recommended that the expected rate of inflation for FY 2023 be revised from 3 per cent to 5 percent for both regular operations as well as the expenses for 40 Sheppard Expenses. Staff confirmed that these recommendations would be incorporated in the budget.

A request was made to get a copy of the 2022 Board approved budget which was approved by Council. Management will be sending a copy to the committee.

#### **4.0 Review of Financial Statements for the Five Months Ended May 31, 2022**

Management provided an overview of the Financial Statements for the five months ended May 31, 2022 and answered questions by the committee members.

#### **5.0 Update on Financial Risks that could Materially Affect Financial Reporting & Financial Health of PEO, Including Litigation and Pension Plan Risks, For Future Regular Reporting**

For litigation risks, Management referred to the legal update provided to the Board at the last Council meeting and updated the committee that there were no subsequent updates on legal risks.

Management also reported that the pension fund portfolio was doing reasonably well and there are no other major issues or events of fraud or misstatements that they were aware of and which needed to be reported to the committee.

#### **6.0 Update on PEO's Investments, Including Real Estate and PEO's Pension Fund**

Management provided an overview to the committee members and answered questions by the committee members.

## 7.0 Other Business

There was no other business to discuss.

## 8.0 Next Meeting Date

Secretariat has sent out a Doodle Poll for the next meeting.

### AFC Action Items – as of June 29, 2022

No	Action Item	Responsible Staff	Status Update
1	Send a copy of 2022 Board approved budget which was approved by Council to committee members	Staff	Completed



# Minutes

The 12<sup>th</sup> Meeting of the GOVERNANCE AND NOMINATING COMMITTEE (GNC) of PROFESSIONAL ENGINEERS ONTARIO was held via ZOOM Videoconference on Tuesday, May 24, 2022 at 9:30 a.m.

- Present:** Arjan Arenja, P.Eng., Chair and Lieutenant Governor-in-Council Appointee  
Christian Bellini, P.Eng., Past-President  
Nick Colucci, P.Eng., President (ex officio)  
Tim Kirkby, P.Eng., Eastern Regional Councillor  
George Nikolov, P.Eng., Lieutenant Governor-in-Council Appointee
- Regrets:** Roydon Fraser, P.Eng., President-Elect (ex officio)  
Susan MacFarlane, P. Eng., Western Region Councillor  
Greg Wowchuk, P.Eng., Vice President (elected)
- Staff:** Dan Abrahams, Vice-President (VP), Policy & Governance and Chief Legal Officer  
Liz Maier, VP, Organizational Effectiveness  
Marina Solakhyan, Director, Governance  
Meg Feres, Supervisor, Council Operations
- Guests:** David Brown, Governance Solutions Inc. (GSI)  
Debra Brown, GSI

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## Call to Order

Notice having been given and a quorum being present, the Chair called the meeting to order.

## Approval of Agenda

The Chair reviewed the agenda. There was a discussion regarding the benefit of reviewing the Committee's mandate in light of the appointment of several new members for the 2022-2023 term. The Chair noted that the GNC's responsibilities will be reviewed in the context of the 2022-2023 work plan, which is an item on the agenda proposed for this meeting.

Moved by President Colucci, seconded by Past-President Bellini:

**That the agenda for the May 24, 2022 meeting be approved as presented.**

**CARRIED**

## Conflicts of Interest

No conflicts were declared.

## Consent Agenda: Previous Minutes

The previous minutes were removed from the consent agenda for discussion.

## Previous Minutes

There was a discussion regarding the item *“Recommended Appointments to Council to Fill Vacancies”* with respect to the development of a process for recruiting potential candidates for vacant Council positions. The Chair clarified that the motion passed by the GNC at its April 25, 2022 meeting was in compliance with a process approved by Council at its April 8, 2022 meeting.

Moved by Past-President Bellini, seconded by President Colucci:

**That the minutes of the 11<sup>th</sup> open session meeting of the Governance and Nominating Committee, held on April 25, 2022, accurately reflect the business transacted at that meeting.**

**CARRIED**

## New Governance Committee Support Structure

M. Solakhyan provided an overview of the transition to a new support structure for governance committees (GC's) to replace the practice used in the initial transition year 2021-2022 whereby four different functional teams supported the GC's. The new support structure positions the Secretariat department as a central and single point-of-contact providing overall governance and operations support, and the functional areas of PEO providing subject matter expertise.

It is anticipated that the new structure will enhance facilitation of Council's direction and control function through proper maintenance of document and records; a consistent approach to agenda setting, minute-taking, and briefing materials; and coordination of outputs to the Council agenda. More information is forthcoming that will describe how the new structure will work in practice.

## GNC Work Plan for 2022-2023

The Committee reviewed a proposed 2022-2023 Work Plan, organized in relation to its mandated responsibilities pertaining to governance, nominations, elections, and risk oversight starting in May 2022 through to April 2023. It was noted that some of the items reflect the ongoing transition to the governance structure adopted by Council in 2021; and the GNC will oversee the work to formalize and enshrine into the by-law or policies decisions Council has already made as part of the governance transformation project. Further, some of the activities are already in progress and will build upon the work of previous PEO committees and task forces.

The Committee recognized the importance of tracking the progress of its work from meeting to meeting and agreed that a “current status” column should be added to the Work Plan.

With respect to scheduling, it was noted that 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.

Moved by Councillor Nikolov, seconded by President Colucci:

**That the Governance and Nominating Committee approves its 2022-2023 Work Plan as presented, with the addition of a “Current Status” column.**

**CARRIED**

## Election Cycle 2022-2023

The GNC reviewed various procedures and documents related to the conduct of the 2023 Council Elections, including proposed Voting Procedures, Publicity Procedures, and nomination forms. The Committee was advised that the two

Procedures documents are based on those approved by Council in June 2021 for the 2022 elections and include proposed revisions of an operational nature based on some of the recommendations in the CESC's 2021 Council Elections Issues Report.

In response to a question, the Committee was informed that recommendations from the 2022 Council Elections Issues Report were also reviewed. Since many of the matters contained therein are recommended to remain status quo or require continued and deeper analysis as part of the best practices review of PEO elections scheduled on the GNC's 2022-2023 work plan, the proposed revisions to the Procedures documents do not contain recommendations from the 2022 report.

Moved by Past-President Bellini, seconded by Councillor Nikolov:

**That the Governance and Nominating Committee (GNC) recommends that the following motion be presented to Council at its meeting on June 24, 2022:**

**That Council, with respect to the 2023 Council election:**

- a) approve the 2023 Voting Procedures, as presented to the meeting at C-548-2.x, Appendix A;
- b) approve the 2023 Election Publicity Procedures, as presented to the meeting at C-548-2.x, Appendix B
- c) approve the 2023 Nomination Form as presented to the meeting at C-548-2.x, Appendix D;
- 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.x, Appendix E;
- 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.

**CARRIED**

### **Councillor Training**

The Chair proposed that Councillors be offered the opportunity to voluntarily complete an industry-recognized governance development program. Committee members provided feedback and there was agreement that Councillors should be offered governance training focused on key accountabilities and responsibilities for Board Directors. Staff will provide information regarding opportunities for training and facilitate the approval and enrolment process, as requested.

### **Actions Summary**

1. Add a "Current status" column to the 2022-2023 Work Plan.
2. Recommend that at its June 24, 2022 meeting, Council approve the procedures and documents related to the conduct of the 2023 Council Elections.
3. Staff to provide information about voluntary governance training for Councillors, as requested.

President Colucci signed off at 10:55 a.m. The guests signed off at 11:00 a.m.

### **Motion to Move In-Camera**

Moved by Past-President Bellini, seconded by Councillor Nikolov:

**That the Committee move in-camera.**

Staff signed off at 11:05 a.m.

**In-Camera**

The Committee met in camera.

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There being no further business, the meeting concluded at 11:30 a.m.

These minutes consist of 4 pages.

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A. Arenja, P.Eng., Committee Chair

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M. Solakhyan, Director, Governance



# Minutes

The 13<sup>th</sup> Meeting of the GOVERNANCE AND NOMINATING COMMITTEE (GNC) of PROFESSIONAL ENGINEERS ONTARIO was held via ZOOM Videoconference on Monday, August 15, 2022 at 1:00 p.m.

- Present:** Arjan Arenja, P.Eng., Chair and Lieutenant Governor-in-Council Appointee  
Christian Bellini, P.Eng., Past-President  
Roydon Fraser, P.Eng., President-Elect (ex officio)  
Susan MacFarlane, P. Eng., Western Region Councillor  
Tim Kirkby, P.Eng., Eastern Regional Councillor  
George Nikolov, P.Eng., Lieutenant Governor-in-Council Appointee  
Greg Wowchuk, P.Eng., Vice President (elected)
- Regrets:** Nick Colucci, P.Eng., President (ex officio)
- Guests:** David Kiguel, P.Eng., East Central Region Councillor  
Luc Roberge, P.Eng., Northern Regional Councillor (part of the meeting)  
Rob Dmochewicz, Recognition Coordinator (part of the meeting)
- Staff:** Johnny Zuccon, CEO/Registrar  
Dan Abrahams, Vice-President (VP), Policy & Governance and Chief Legal Officer  
Liz Maier, VP, Organizational Effectiveness  
Marina Solakhyan, Director, Governance  
Nedra Brown, Legal Counsel and Manager Tribunals  
Meg Feres, Supervisor, Council Operations  
Dale Power, Secretariat Administrator

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## Call to Order

Notice having been given and a quorum being present, the Chair called the meeting to order.

## Approval of Agenda

A request was made to remove agenda item 5, *Proposed By-Law Amendments to Implement Directions Previously Approved by Council* and item 6, *Councillor Submissions: Proposed Process*. It was noted that the briefing notes as presented required further discussion such as stakeholder consultation before presentation to Council in September. The committee discussed the proposed amendment and proceeded to the vote to approve the agenda as presented.

Moved by Past President Bellini, seconded by Councillor Nikolov:

**That the agenda for the August 15, 2022 meeting be approved as presented.**

**CARRIED**

## Conflicts of Interest

No conflicts were declared.

## Consent Agenda: Previous Minutes

The May 24, 2022 minutes were removed from the Consent Agenda for discussion.

## Previous Minutes

Moved by Councillor MacFarlane, seconded by Councillor Nikolov:

**That the minutes of the 12<sup>th</sup> open session meeting of the Governance and Nominating Committee, held on May 24, 2022, accurately reflect the business transacted at that meeting.**

**CARRIED**

2 abstained

President-elect Fraser and Vice President Wowchuk

Further to a query regarding the 2022-23 GNC workplan, staff will send a copy to all GNC members. It was noted that this work plan is also on Diligent Boards in the Resource Centre.

## Proposed By-Law Amendments to Implement Directions Previously Approved by Council

N. Brown highlighted the proposed by-law amendments related to the governance committees, agendas and minutes approach, and the process for filling Councillor vacancies.

It was noted that the proposed amendments were developed in the context of work done during the Governance Roadmap (2020-22) and the directions already approved by Council on April 30, 2021, November 19, 2021, and April 8, 2022. The approach to agendas and minutes is currently in practice and it is anticipated that it will eventually apply to other committees as well.

Moved by Councillor MacFarlane, seconded by Councillor Nikolov:

**That Council be asked to approve the amendments to By-Law No. 1 as set out in the appendices.**

The Committee posed questions and discussed the information provided in the briefing package and the update. The primary discussion points, by area and in general, include the following:

### Governance Committees

- Section 15(3) regarding improper Conduct at a meeting, states *“The Chair of any meeting may expel any person or improper conduct at a meeting”*. More clarity is needed to indicate that “any person” should include the Chair.

### Agendas and Minutes

- The minutes must include sufficient details for due diligence to protect directors.

### Process for Filling Councillor Vacancies

- The runner up should be selected from the previous year’s election rather than the most recent.

### General



- Proposed amendments were developed in the context of work done during the Governance Roadmap (2020-22) and the directions already approved by Council
- Processes underway for proposed changes and updates to policies and documents such as the By-law should be flexible and subject to change to recognize that Council and committees operate in a dynamic way; elections are held annually and new Councillors bring in new perspectives and new ideas.
- Additional input is needed through the conduct of peer review and stakeholder consultations for sufficient information to be provided to Council for effective evidence-based decision-making.
- The term “best practices” as used for rationale to make the proposed by-law amendments is questionable and requires additional expert opinions and advice to confirm that the proposed amendments are the best way to proceed.

Moved by President-elect Fraser, seconded by Vice President Wowchuk:

**That this item be referred back for the purpose of peer review and stakeholders’ consultation by chapter executives and the entire PEO membership through a feedback mechanism within six months.**

**DEFEATED  
Recorded Vote**

**For: 3**

R. Fraser  
T. Kirkby  
G. Wowchuk

**Against: 4**

A. Arenja  
C. Bellini  
S. MacFarlane  
G. Nikolov

The committee then voted on the main motion.

**That Council be asked to approve the amendments to By-Law No. 1 as set out in the appendices.**

**CARRIED  
Recorded Vote**

**For: 4**

A. Arenja  
C. Bellini  
S. MacFarlane  
G. Nikolov

**Against: 3**

R. Fraser  
T. Kirkby  
G. Wowchuk

## **Councillor Submissions: Proposed Process**

M. Solakhyan provided an overview of the proposed process for Councillor submissions to further enhance and outline a clear process aligned with the *Councillor Submissions Protocol* approved-in-principle by Council in March 2021, subject to finalization and incorporation in the updated Council Manual. The briefing note included a four-step process which was designed to implement Council directions set during the course of the 2-year governance roadmap project

Discussion points included the following:

- The proposed process is contrary to the Nathan & Goldfarb’s Company Meetings, Chapter 1, item 8, “*Right to be Heard*” which states, “Every person having the right to vote has the right to speak and be heard.”
- The proposed protocol does not appear to be in alignment with the Special Rules of Order approved by Council on May 4, 2022 which stipulates that 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

- The significance of the “Notice of Motion” item, added to the agenda and discussed at the June 24, 2022 Council, was highlighted. It was noted that several topics were raised by Councillors in a preliminary fashion with the understanding that questions posed and issues highlighted would typically require responses and fuller evidentiary/analytical foundation at a later meeting and prior to the formulation of recommendations for decision by Council.
- If a matter is presented to Council in accordance with the 2022-2023 Special Rules of Order or Notice of Motion at a Council meeting and it is deemed not ready or unsatisfactory, it can be referred to a committee for further work; or rejected via Council vote.

There was consensus that the current process as presented was not ready for Council review. GNC therefore referred this item back to staff for further consideration on how an enhanced Councillor Submissions Protocol, and ultimately the updated Council Manual, will align with the current Councillor practice of providing Notices of Motion as well as the Special Rules of Order for 2022-2023. It is anticipated that the GNC will reconsider this item at its October 17, 2022 meeting.

L. Roberge and R. Dmochewicz joined the meeting at 2:30 p.m.

### **Governance Roadmap – Phase 4 Update: Risk Assessment Process**

Following direction received from Council in a motion at its February 18, 2022 meeting, the GNC initiated a risk assessment process concerning Chapter and non-Chapter activities that are neither regulatory nor governance as outlined in the Activity Filter developed following the 2019 External Regulatory Review and subsequent Action Plan approved by Council in September 2019. Council’s motion affirmed the continuation of Chapters as referenced in the regulations and by-laws of PEO and stipulated that the risk assessment include consultation with the Chapters.

Upon request by the GNC, the Regional Councillors Committee (RCC) agreed to assist with the risk assessment process concerning Chapter activities. The RCC formed a Working Group/Sub-committee (SC) whose members are: Christopher Chahine, Chantal Chiddle, Jim Chisholm, Luc Roberge, and Randy Walker. PEO staff from the Chapter Office is providing technical/administrative support. With respect to non-Chapter neither activities, the GNC directed that the risk assessment process for this area be undertaken by staff and follow the same workplan and timelines as the RCC portion of the project.

It is anticipated that a report with recommendations resulting from the risk assessment process will be brought to the GNC in November 2022, with final recommendations made to Council for decision by February 2023.

#### **a) Chapter Activities in “Neither” Category**

##### **Summary**

L. Roberge noted that the project is on schedule and provided an update on the risk assessment process underway regarding Chapter activities. A first consultation with Chapters took place during the June Regional Congresses and will be completed in August. This consultation included an assessment of possible risks for chapter “Neither” activities. There were concerns and many questions from chapter volunteers, specifically pertaining to the purpose of the risk assessment consultation. Some were of the view that the “Neither” categorization of all chapter activities does not fully acknowledge the value of the chapter system, and that the Filter was not representative of their activities. Volunteers were concerned that some chapter activities would be eliminated.

##### **Background**

Council supported GNC’s risk-based policy recommendation to:

- a) evaluate existing neither activities and associated outputs for risk and adapt or eliminate as required; and
- b) operationalize remaining activities and outputs while maintaining volunteer engagement but ensuring more effective organizational control

The series of risk-related questions posed were:

- What are the risk(s) the “neither” activities pose to PEO?
- What risk(s) is Council willing to accept?
- How are these risk(s) mitigated or eliminated?

### **Risk Assessment Process**

- Using the “Neither Category” document, the sub-committee (SC) created a risk registry
- The SC performed a trial session prior to sharing at the Regional Congresses to identify any potential problems with what was being proposed
- The Risk Register details all identified risks, including description, category of risk, probability of occurrence, impact, responses, ratings and mitigation plans
- A risk matrix was developed to ensure a common use of definitions
- The risk assessment performed at each of the 5 Regional Congresses was moderated by a member of the SC

### **Notes and Observations**

During the Regional Congresses participants established a “risk level” and “impact” for the activities listed in the risk registry. The “mitigation measures” are presently being worked on by the 36 Chapters for a September completion date. A special RCC meeting is planned for early Fall to:

- Share the results of Phase I
- Provide guidelines for the Phase II consultation

PEO’s Chapter Office was commended for its excellent support thus far in the process.

### **Next Steps**

1. First Consultation
  - Results to be shared with all the Chapters
  - Results will be compiled and presented to RCC
2. Second Consultation
  - Chapter Leaders Conference (CLC) is being planned for October 22, 2022
  - The conference will be used as a vehicle for a second consultation
3. Draft Report
  - Prepared by the SC and provided to the RCC and the Chapters for peer review.
4. Final Report
  - Prepared by the SC and presented to the GNC.

L. Roberge responded to a query about consultation prior to the preparation of the sub-committee final report and presentation to GNC. He advised that it was the intent that RCC and chapters be part of the peer review process prior to issuance of the final report to GNC, and that the presentation will be updated with this reference.

L. Roberge was thanked for his presentation and left the meeting at 2:50 p.m.

There was a brief discussion regarding the Activity Filter for chapter activities that are neither governance nor regulatory including that many chapter activities are referenced in the Professional Engineers Act, for example “promoting the role of the association”. It was noted that additional detail regarding the criteria and rationale for categorizing PEO activities as governance, regulatory, or neither can be found in the Activity Filter report.

A request was noted for the GNC to review the draft report prior to the second consultation of RCC and chapters.

#### **b) Non-Chapter Activities in “Neither” Category**

R. Dmochewicz provided an update on the risk assessment process underway regarding non-Chapter activities, focusing on the committees with work and consultations in progress. These committees include the Advisory Committee on Volunteers (ACV), Volunteer Leadership Conference Planning Committee (VLCPC), Awards Committee (AWC), Executive Committee (EXE), Education Committee (EDU), Education Conference Planning Sub-Committee, Governance Liaison Committee (GLC), PEO-OAA Joint Liaison Committee (PEO-OAA JLC) and the PEO-OSPE Joint Relations Committee (PEO-OSPE-JRC). The report included information related to responsibility, activity and outputs, remarks, risk level/recommendations and next steps.

#### **Comments/Observations:**

- Sterling Awards – Engineers in Training (EIT) may not exist with FARPACTA
- Potential standing down of the Government Liaison Committee (GLC) requires further deliberation
- Education Committee – has there been an historical review of involvement of this committee with matters that were regulatory?
- Awards – *The Professional Engineers Act 2(4).4* states “to promote the public awareness of the role of the Association”
- Caution is needed in the consideration of standing down committees. In the case of the GLC, for example, there could be unintended consequences related to how PEO engages government
- Potential standing down the PEO-OSPE Joint Relations Committee and operationalizing via external relations and how the lines of communication will remain strong
- Suggest GLC and the Government Liaison Program (GLP) be a discussion item for Council
- The committees included in the risk analysis report should be given the opportunity to review the recommendations included in the report

Staff noted the risk assessment is still a work-in-progress and that further recommendations and options will be considered based on the feedback received.

The committee was advised that D. Abrahams is working with the Director of External Relations to ensure that the work of the GLC and GLP continue until a decision is made by Council.

R. Dmochewicz was thanked for his presentation and left the meeting at 3:30 p.m.

#### **Audio Recordings of Council Meetings – Public Availability**

M. Solakhyan provided an overview. At the June 2022 Council meeting, it was noted that audio (and video) recordings of Council meetings are no longer available on the PEO website. An operational decision was made in 2021 to stop posting the recordings to PEO’s website. This decision accounted for the following key considerations:

- costs associated with bandwidth and technology requirements for hosting council recordings; and
- historically low engagement with the recordings once posted.

The committee was advised that Council recordings from 2015 to 2020 remain on PEO's website. A decision was made to stop this practice in 2021 when the recordings were being posted via YouTube and consent had not been obtained by those being viewed on this platform.

There was a query regarding availability of recordings if requested and staff will follow up on whether the audio recordings are permanently archived in the context of the records retention policy.

A question was raised about the origins of the practice of posting audio recording to the website. Staff advised that the decision appears to have been an operational since, after examination PEO records, there is no documentation of a Council decision in this regard.

### **Observers Protocol: Council and Governance Committee Meetings**

Due to an increased number of requests to observe committee meetings, the need has been identified for a written protocol to outline the processes and rules which support the inclusion of observers at PEO's Council and committee meetings. The Committee reviewed information regarding the unwritten protocol currently used to manage the observation of Council and committee meetings.

It was noted that at its August 12, 2022 meeting, the RPLC discussed matters related to the confidentiality of committee material. Questions and comments provided by the RPLC Chair several minutes before the GNC meeting were shared. In summary, the RPLC's consensus view was that, subject to confidentiality considerations, subject matter experts or other stakeholders should receive all relevant, non-confidential material in advance of the meeting so that there is an opportunity to review and prepare questions and comments for the benefit of the committee to make evidence-based recommendations to Council.

It was noted that an "observer" is a person who is not a member of Council, the applicable governance committee, or designated staff assigned to provide support. There was discussion regarding the role of observers in a meeting, i.e. whether strictly observation only or the allowance for participation in some form. It was noted that the purpose of committees such as GNC is to provide quality products to Council which requires informed decision making and input from experts. Thus, it was recommended that the term "subject matter experts" be included in the proposed written protocol. Further, it was recommended that terms such as "observer", "subject matter expert" (or "SME") be clearly and consistently defined.

The Committee directed staff to draft a written protocol for consideration at its next meeting. Committee members were asked to email any further ideas to Secretariat.

### **Format of Future GNC Meetings: In-Person or Virtual**

The three other governance committees (Audit and Finance, Human Resources and Regulatory, Policy and Legislation) have made the decision to meet virtually for the time being. There was discussion regarding the merits of meeting in-person rather than virtual. It was agreed that the GNC Chair will work with staff and committee members to schedule, as a minimum, one in person meeting in 2022 and one in 2023.

## Actions Summary

Responsible	Action	Date Assigned	Status/Due Date
Staff	Updated GNC Workplan to all Committee members.	Aug 15, 2022	Sep 9, 2022
GNC & Staff	Proposed by-law amendment: Recommendation to Council.	Aug 15, 2022	Sep 23, 2022
Staff	Councillor Submissions Process: Referred for further consideration on how an enhanced Councillor Submissions Protocol, and ultimately the updated Council Manual, will align with the current Councillor practice of providing Notices of Motion as well as the Special Rules of Order for 2022-2023.	Aug 15, 2022	Oct 17, 2022
RCC	Governance Roadmap - Risk Assessment Process Update: Suggestion that GNC review the draft report related to Chapter activities in the “neither” category prior to the second consultation of RCC and Chapters.	Aug 15, 2022	October 2022
Staff	Audio Recordings of Council Meetings: Follow up regarding the archival status of audio recordings in context of the records retention policy.	Aug 15, 2022	Sep 9, 2022
Staff	Draft a written Observers Protocol applying to Council and committee meetings.	Aug 15, 2022	Sep 9, 2022
Staff	Follow-up regarding scheduling at least one in-person meeting in 2022 and one in 2023.	Aug 15, 2022	Mid-Sep 2022

### Motion to Move In-Camera

Moved by Councillor Nikolov, seconded by Councillor MacFarlane:

**That the Committee move in-camera.**

**CARRIED**

Staff signed off at 4:15 p.m.

### In-Camera

The Committee met in camera.

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There being no further business, the meeting concluded at 4:30 p.m.

These minutes consist of 8 pages.

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A. Arenja, P.Eng., Committee Chair

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M. Solakhyan, Director, Governance

# Minutes

C-549-Reports

The 10<sup>th</sup> Meeting of the REGULATORY POLICY AND LEGISLATION COMMITTEE of PROFESSIONAL ENGINEERS ONTARIO was held on Thursday, May 26, 2022 at 5:00 pm.

**Present:** C. Chiddle, P.Eng., Chair and Councillor-at-Large  
C. Chahine, P.Eng., East Central Region Councillor  
J. Chisholm, P.Eng., West Central Region Councillor  
R. Fraser, P.Eng., President-elect (ex-officio)  
V. Hilborn, P.Eng., Western Region Councillor  
D. Kiguel, P.Eng., East Central Region Councillor  
D. Montgomery, P.Eng., Northern Region Councillor

**Regrets:** N. Colucci, P.Eng., President (ex-officio)  
L. Notash, P.Eng., Councillor-at-Large

**Staff:** D. Abrahams, B.A., LL.B, Vice President, Legislation and Policy  
M. Solakhyan, Director, Governance  
J. Max, Manager, Policy  
V. Aleksandrova, Committee Coordinator

**Consultant:** R. DeRooy, Governance Solutions Inc. (GSI)

<b>1.0 CHAIR'S REMARKS</b>	Notice having been given and a quorum being present, C. Chiddle, acting as Chair, called the meeting to order at 5:05 p.m. and welcomed everyone.
<b>2.0 APPROVAL OF AGENDA</b>	Moved by D. Kiguel, seconded by C. Chahine:  <b>That the agenda for the May 26<sup>th</sup> meeting be approved as presented. CARRIED.</b>  <u><b>Action:</b></u> - Staff to add "conflict of interest" to the agenda.  No conflicts were declared.
<b>3.0 APPROVAL OF APRIL 26<sup>th</sup>, 2022 MEETING MINUTES</b>	Moved by C. Chahine, seconded by J. Chisholm:  <b>That the Minutes of the April 26<sup>th</sup>, 2022 meeting be approved as presented. CARRIED.</b>
<b>4.0 ACTION ITEMS FROM THE APRIL 26<sup>th</sup>, 2022 MINUTES</b>	This item was not discussed.
<b>5.0 RPLC MANDATE</b>	The Chair provided an overview of the RPLC's Mandate.

<b>6.0 GOVERNANCE COMMITTEES' SUPPORT STRUCTURE</b>	M. Solakhyan provided an overview of the transition to a new support structure for governance committees that positions the Secretariat department as a central and single point-of-contact providing overall governance and operations support, and the functional areas of PEO providing subject matter expertise. It is anticipated that the new structure will enhance facilitation of Council's direction and control function through proper maintenance of documents and records; a consistent approach to agenda setting, minute-taking, and briefing materials; and coordination of outputs to the Council agenda.
<b>7.0 PROPOSED 2022-2023 WORK PLAN PRIORITIES</b>	<p>Staff presented the proposed 2022-2023 RPLC Work Plan and responded to the questions from the committee members. It was agreed to move this item to the next meeting's agenda. It was requested that a FARPACTA operational compliance project plan be provided to the committee, outlining the necessary steps and timeframes that will enable PEO to meet key requirements set out in the amended FARPACTA along with a more detailed RPLC annual work plan. A meeting will be scheduled in July to review and finalize the RPLC work plan.</p> <p><b>Action:</b></p> <ul style="list-style-type: none"> <li>- Staff to provide a FARPACTA compliance project plan to the RPLC at its next meeting.</li> <li>- Staff to provide a detailed RPLC work plan to the committee at its next meeting.</li> <li>- Staff to schedule an RPLC meeting in July.</li> </ul>
<b>8.0 PROPOSED MEETING SCHEDULE</b>	It was noted that Secretariat would reach out to the committee members with the proposed dates/times.
<b>FUTURE MEETING DATES</b>	Date/time to be confirmed

There being no further business, the meeting concluded at 6:32 p.m.

These Minutes consist of 3 pages.

"Chantal Chiddle"

C. Chiddle, P.Eng., Committee Chair

"Marina Solakhyan"

M. Solakhyan, Director, Governance





# Minutes

The 11<sup>th</sup> Meeting of the REGULATORY POLICY AND LEGISLATION COMMITTEE (RPLC) of PROFESSIONAL ENGINEERS ONTARIO was held via ZOOM Videoconference on Thursday, July 7, 2022 at 5:00 p.m.

- Present:** Chantal Chiddle, P.Eng., Chair and Councillor-at-Large  
Christopher Chahine, P.Eng., East Central Region Councillor  
Roydon Fraser, P.Eng., President-Elect (ex officio)  
Vicki Hilborn, P.Eng., Western Regional Councillor  
David Kiguel, P.Eng., East Central Region Councillor  
Dana Montgomery, P.Eng., Northern Region Councillor  
Leila Notash, P.Eng., Councillor-at-Large
- Regrets:** Nick Colucci, P.Eng., President (ex officio)  
Jim Chisholm, P. Eng., West Central Region Councillor
- Staff:** Dan Abrahams, Vice-President (VP), Policy & Governance and Chief Legal Officer  
Marina Solakhyan, Director, Governance  
Stephanie Rose, Director, Program Management  
Jordan Max, Manager, Policy  
Meg Feres, Supervisor, Council Operations
- Guests:** Andrew Cornel, P.Eng., Chair, Experience Requirements Committee  
Santosh Gupta, P.Eng., Chair, Licensing Committee  
Wayne Kershaw, P.Eng., Vice-Chair, Licensing Committee  
Lionel Ryan, P.Eng., Vice-Chair, Experience Requirements Committee  
J. Allen Stewart, P.Eng., Vice-Chair, Academic Requirements Committee

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## Call to Order

Notice having been given and a quorum being present, the Chair called the meeting to order, and welcomed the Committee, staff, and guests. Stephanie Rose was introduced as PEO's Director, Program Management.

## Conflicts of Interest

No conflicts were declared.

## Approval of Agenda

The Chair reviewed the agenda.

Moved by Councillor Chahine, seconded by Councillor Montgomery:

**That the agenda for the July 7, 2022 meeting be approved as presented.**

**CARRIED**

### **Previous Minutes**

Staff provided clarification regarding the item “*Governance Committees’ Support Structure*”, specifically that Secretariat staff will provide governance and operations support; and that subject matter expertise will be provided by the functional areas of PEO or other sources, as needed. It was also noted that more details will be provided in a forthcoming memo.

Moved by Councillor Kiguel, seconded by Councillor Montgomery:

**That the minutes of the 10<sup>th</sup> open session meeting of the Regulatory Policy and Legislation Committee, held on May 26, 2022, accurately reflect the business transacted at that meeting.**

**CARRIED**

### **Action Items from Previous Meeting**

Action items noted in the previous meeting’s minutes were reviewed. No discussion of these items took place.

### **FARPACTA Compliance Project Plan**

The Committee received information about the *Fair Access to Regulated Professions and Compulsory Trades Act* (“FARPACTA”) project in the context of other PEO initiatives stemming from the *2019 External Regulatory Review* as well as the passage of the *Working for Workers Act, 2021 (WWA)*, enacted by the Ontario government on December 2, 2021. Included were details related to: project objective; project scope; project design constraints; key elements of the business case; key deliverables; who or which entities provide the different types of approval required; and project deliverables and due dates.

The Committee was advised that the WWA mandated all non-health regulated professions to comply with four changes to FARPACTA outlined in the business case relating to: timelines for certain licensing process activities for internationally trained applicants; prohibition or replacement of Canadian experience requirement; English language proficiency testing; and introduction of registration processes during emergencies.

Within this broader context, S. Rose presented the FARPACTA compliance project plan to:

- outline the necessary steps and timeframes that will enable PEO to meet key requirements set out in the amended FARPACTA and its regulations; and
- update the Committee on plans to engage RPLC and Council in policy decisions and regulation changes as required.

The key components of the update were provided using a 2-year project timeline outlining: i) the three policy directions for RPLC recommendation and Council approval (*Academic Equivalent Qualification Criteria, Canadian Experience Requirement, and Regulatory Impact Assessment*); ii) the overarching project milestones and related activities; and, iii) the operational areas involved in the activities.

### **Discussion Points**

The Committee posed questions and discussed the information provided in the briefing package and the presentation. The primary themes/discussion points include those outlined below.

**Communication and Consultation:** It was noted that to date communications to key stakeholders about the FARPACTA project have been insufficient, and that there needs to be an increase in the amount and substance going forward. Further, increased communication and stakeholder consultation with volunteers (particularly the three committees most impacted -- Academic Requirements, Experience Requirements, and Licensing); members; the Ontario Fairness Commissioner; and industry and academic stakeholders will be critically important to the success of the FARPACTA project. Discussion on this topic also highlighted the views of the RPLC that the key characteristics of effective communications and consultation involve openness, clarity, consistency, relevance, and time-sensitivity.

Staff noted that the comments and feedback provided on this topic will be shared and implemented with the project team with an aim to meet the project milestones and objectives more effectively.

**Project Design:** There was discussion related to the project design including the importance of an iterative approach in which various ideas/options for the policy direction areas are examined against the criteria constraints for meeting the timelines. Staff noted that, though not shown in the high-level timeline presented, the iterative approach is outlined and used in the detailed project planning documents and work already underway.

**Continuous Improvement:** It was highlighted that a key activity across the full spectrum of the project will be continuous improvement of both people and processes, particularly training and development for staff to learn and enhance skills and competencies required for the new applications process.

**Ministry of the Attorney General:** It was noted that officials at the Ministry of the Attorney General who work regularly with PEO's policy and legal teams are aware of the timelines related to potential regulatory changes resulting from the FARPACTA project and it is anticipated that PEO will be able to work with its government partner to meet project deadlines.

## **RPLC 2022-2023 Work Plan**

In follow-up to its May 26, 2022 meeting, the Committee reviewed a revised proposed 2022-2023 Work Plan, organized in relation to its mandated responsibilities pertaining to legislation and regulatory policy, risk oversight, and compliance starting in May 2022 through to April 2023.

The Committee discussed and agreed to the following amendments to the Work Plan:

1. A footnote that, while respecting the firm deadlines imposed by applicable legislative proposals, it is understood that deadlines and deliverables require some leeway and flexibility to allow for committee feedback which may necessitate revisions at a later meeting.
2. An additional topic called "FARPACTA 3" to allow for additional review of FARPACTA Parts 1 and 2 which may occur once parts 1 and 2 have been finalized by the committee.
3. An amendment to the April 2023 section of the "At a Glance" page to change "last meeting" to "close-out" meeting.
4. The addition of a "Status" column to show the progress of the Committee's work from meeting to meeting.

Moved by Councillor Hilborn, seconded by Councillor Montgomery:

**That the Regulatory Policy and Legislation Committee approves its 2022-2023 Work Plan, subject to the amendments outlined above.**

**CARRIED**

### **Questions Regarding Regulatory Policy & Policymaking**

Reference material was provided for the Committee in a separate briefing package available on the Diligent Boards portal. It was noted that there are legacy references to the Legislation Committee and updates will be made where applicable.

### **Format of Future Meetings**

The Chair invited feedback from the Committee regarding the format of future meetings. Taking into consideration factors including the benefits of cost and time savings, it was agreed that the RPLC will continue to meet in a virtual/online format for the time being. The Committee will revisit this issue in the Fall.

With respect to scheduling, it was noted that polling of all governance committee members is currently underway to determine the dates and times of meetings for the remainder of the Council term. It is anticipated that meetings will be held a few weeks before each Council meeting, and about a week before the Council's Plenary sessions.

### **Actions Summary**

Staff to update the 2022-2023 Work Plan in four areas, as amended.

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There being no further business, the meeting concluded at 7:10 p.m.

These minutes consist of 4 pages.

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C. Chiddle, P.Eng., Committee Chair

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M. Solakhyan, Director, Governance

## COMPLAINTS &amp; INVESTIGATION STATISTICS

	2020	2021	2022 (Aug. 31)
<b>COC's Caseload</b>			
Filed Complaints <sup>1</sup> not disposed of by COC at previous year-end	101	103	105
Complaints Filed ( <i>PEAct s. 24. 1(a)</i> ) during the Year	60	72	64
Total Caseload in the Year	161	175	169
Total Filed Complaints Disposed of by COC in the Year (for details see <i>COC's Disposition of Complaints</i> below)	58	70	37
<b>Total Filed Complaints Pending for COC Disposition</b> (for details see <i>Status of Active Filed Complaints</i> below)	<b>103</b>	<b>105</b>	<b>132</b>
<b>COC's Disposition of Complaints</b>			
Direct that the matter be referred, in whole or in part, to the Discipline Committee. ( <i>PEAct s. 24. 2(a)</i> )	7	7	9
Direct that the matter not be referred. ( <i>PEAct s. 24. 2(b)</i> )	66	36	9
Take such action as COC considers appropriate in the circumstances and that is not inconsistent with this Act or the regulations or by-laws. ( <i>PEAct s. 24. 2(c)</i> )	17	15	19
<b>COC's Timeliness Regarding the Disposition of the Complaint<sup>2</sup></b>			
Complaint disposed of within 90 days of filing	1	1	0
Complaint disposed of between 91-180 days of filing	7	5	0
Complaint disposed of after more than 180 days of filing	82	52	37
<b>COC Processing Time – Days from Complaint Filed to COC Disposition (12 mo. rolling avg.)</b>			
Average # Days	505	535	578
Minimum # Days	80	251	252
Median # Days	401	446	425
Maximum # Days	1981	1245	1766

<sup>1</sup> Signed Complaint Form filed with the Registrar.

<sup>2</sup> Days from Complaint Filed to date COC Decision is signed by COC Chair.

## Status of Active Filed Complaints

<b>Active Filed Complaints - Total</b>		<b>132</b>
<b><i>Complaints filed more than 180 days ago</i></b>	<b>64</b>	<b>87</b>
Pending Approval and Reason regarding COC Decision	42	
Complaints under active consideration by COC	12	
Completed Investigation ready for COC consideration	7	
Regulatory Compliance Investigation	26	
<b><i>Complaints filed between 91-180 days ago</i></b>	<b>20</b>	<b>20</b>
Pending Approval and Reason regarding COC Decision	1	
Complaints under active consideration by COC	0	
Completed Investigation ready for COC consideration	5	
Regulatory Compliance Investigation	14	
<b><i>Complaints filed within the past 90 days</i></b>	<b>25</b>	<b>25</b>
Pending Approval and Reason regarding COC Decision	0	
Complaints under active consideration by COC	0	
Completed Investigation ready for COC consideration	0	
Regulatory Compliance Investigation	25	

Note:

### **Review by Complaints Review Councillor (PEAct s. 26. (s))**

Where a complaint respecting a member of the Association or a holder of a certificate of authorization, a temporary licence, a provisional licence or a limited licence has not been disposed of by the Complaints Committee **within ninety days** after the complaint is filed with the Registrar, upon application by the complainant or on his or her own initiative the Complaints Review Councillor may review the treatment of the complaint by the Complaints Committee.

### **Glossary of Terms:**

Complaint Filed – Signed Complaint Form filed with the Registrar.

Investigation Complete – Investigation Summary document prepared and complaint file ready for COC consideration

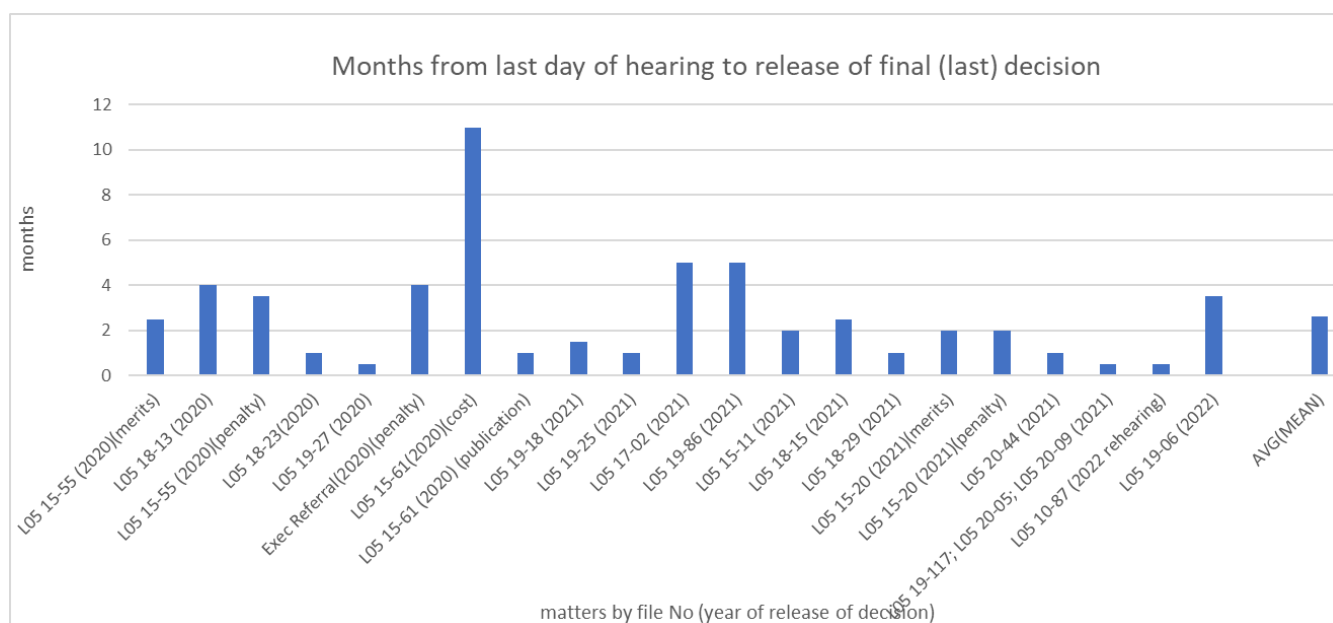
## DISCIPLINE STATISTICS – September 2022 Council Meeting Report

### Discipline Phase

	2020	2021	2022
			(as of Sep 6)
Matters Referred to Discipline	7	5**	9
Matters Pending (Caseload)	9*	5	12
Written Decisions Issued	8	11	2
<i><b>DIC Activity</b></i>			
Pre-Hearing Conferences Held	10	8	9
Hearings Phase commenced (but not completed)	0	0	0
Hearings Phase completed (but no D&R issued)	1	0	0

\*Two or three referrals were combined into 1 and were counted as 1.

\*\* One (1) reinstatement application (s.37 of the Act) was received in late 2021.



2022	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	TOTAL
Members on Register													
Beginning	86,359	86,232	86,318	86,466	86,469	86,743	86,999	87,174					87,174
New Members	214	207	322	368	419	422	459	436					436
Reinstatements	48	43	50	34	65	46	27	68					68
Resignations - Regular	(77)	(47)	(61)	(53)	(67)	(59)	(57)	(69)					(69)
- Retirees	(34)	(31)	(27)	(25)	(41)	(33)	(19)	(39)					(39)
Deceased	(35)	(29)	(29)	(20)	(22)	(10)	(13)	(15)					(15)
Deletion, lapsed, withdrew and other - Regular	(139)	(52)	(97)	(157)	(77)	(96)	(120)	(112)					(112)
- Retirees	(104)	(5)	(10)	(144)	(3)	(14)	(102)	(5)					(5)
<b>Total Ending</b>	<b>86,232</b>	<b>86,318</b>	<b>86,466</b>	<b>86,469</b>	<b>86,743</b>	<b>86,999</b>	<b>87,174</b>	<b>87,438</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>87,438</b>
Members on Register Summary													
Full Fee Members	72,154	72,224	72,341	72,427	72,685	72,898	73,190	73,409					73,409
Partial Fee Remission - Retired	12,081	12,128	12,156	12,026	12,052	12,080	11,997	12,050					12,050
Partial Fee Remission - Health	407	407	409	408	408	406	405	413					413
Maternity and/or Parental Leave, Unemployment, Postgraduate remissions & Others	1,590	1,559	1,560	1,608	1,602	1,615	1,582	1,566					1,566
<b>Total Membership</b>	<b>86,232</b>	<b>86,318</b>	<b>86,466</b>	<b>86,469</b>	<b>86,747</b>	<b>86,999</b>	<b>87,174</b>	<b>87,438</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>87,438</b>
Membership Licence													
Applications Approved	766	867	830	646	705	720	346	404	0	0	0	0	5,284
Applications Approved for FCP													0
Female Members on Register													
Beginning	10,813	10,868	10,907	10,950	11,002	11,055	11,135	11,192					11,192
New Female Engineers	55	39	43	52	53	80	57	48					48
<b>Total Female Engineers</b>	<b>10,868</b>	<b>10,907</b>	<b>10,950</b>	<b>11,002</b>	<b>11,055</b>	<b>11,135</b>	<b>11,192</b>	<b>11,240</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>11,240</b>



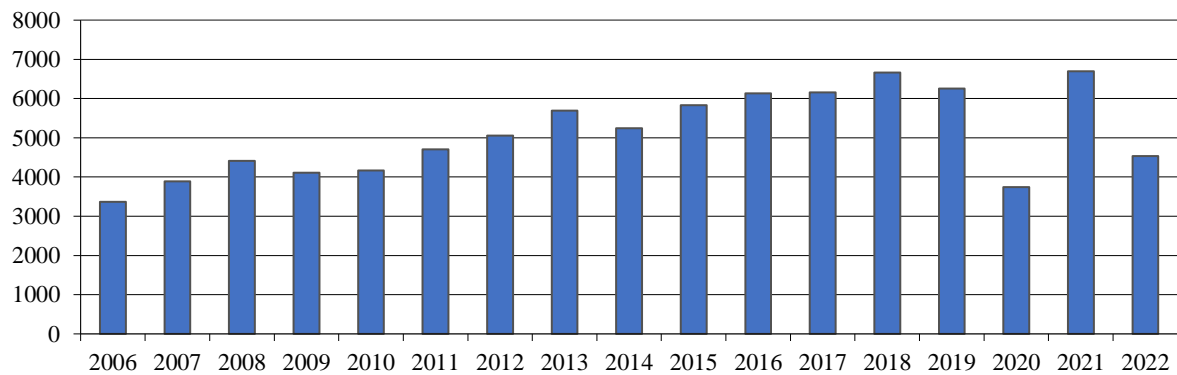
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2022	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	TOTAL
<b>C of A Holders - Beginning</b>													
Regular	5,937	5,944	5,939	5,947	5,960	5,947	5,946	5,946					5,946
Temporary	23	23	21	22	21	21	22	22					22
Sub Total	5,960	5,967	5,960	5,969	5,981	5,968	5,968	5,968	0	0	0	0	5,968
<b>New Certificates Issued</b>													
Regular	51	36	48	48	31	41	34	52					341
Temporary	1		1	1	1	1	0	0					5
Sub Total	52	36	49	49	32	42	34	52	0	0	0	0	346
<b>Reinstatements</b>													
Regular	0		1	2	3	1	3	4					14
Temporary	0	0	0	0	1	0	0	0	0	0		0	1
Sub Total	0	0	1	2	4	1	3	4	0	0	0	0	15
<b>Deletions</b>													
Closed	(42)	(41)	(41)	(37)	(47)	(43)	(37)	(44)					(332)
Suspended, Revoked and other	(2)	0	0	0	0	0	0	(2)					(4)
Temporary	(1)	(2)	0	(2)	(2)	0	0	(1)					(8)
Sub Total	(45)	(43)	(41)	(39)	(49)	(43)	(37)	(47)	0	0	0	0	(344)
<b>Total Ending</b>													
Regular	5,944	5,939	5,947	5,960	5,947	5,946	5,946	5,956	0	0	0	0	5,956
Temporary	23	21	22	21	21	22	22	21	0	0	0	0	21
	5,967	5,960	5,969	5,981	5,968	5,968	5,968	5,977	0	0	0	0	5,977

[illegible]

	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022
JANUARY	316	308	372	336	393	414	397	440	530	561	453	565	599	611	0	582	766
FEBRUARY	319	257	234	338	276	278	384	422	380	422	460	403	422	432	0	534	867
MARCH	316	272	345	379	373	453	398	428	395	368	265	435	436	504	0	594	830
APRIL	291	280	381	294	239	338	297	414	361	356	484	383	472	556	0	691	646
MAY	298	293	278	279	303	314	353	394	324	292	450	415	451	645	0	560	705
JUNE	273	279	332	320	306	322	374	388	356	472	421	485	482	399	0	254	720
JULY	254	355	460	395	332	398	482	529	486	555	554	513	603	624	0	372	346
AUGUST	285	367	413	326	358	493	508	505	495	547	638	601	661	495	836	480	404
SEPTEMBER	251	333	415	402	383	451	388	512	542	466	567	586	557	452	838	628	
OCTOBER	282	396	419	428	372	469	540	646	568	648	566	664	672	603	889	620	
NOVEMBER	226	505	430	340	497	481	503	525	416	565	754	651	802	499	730	564	
DECEMBER	260	248	334	270	336	295	432	491	392	576	525	460	510	436	446	815	
TOTAL	3,371	3,893	4,413	4,107	4,168	4,706	5,056	5,694	5,245	5,828	6,137	6,161	6,667	6,256	3,739	6,694	5,284
MONTHLY AVERAGE	281	324	368	342	347	392	421	475	437	486	511	513	556	521	312	558	661
YEAR TO DATE	3,371	3,893	4,413	4,107	4,168	4,706	5,056	5,694	5,245	5,828	6,137	6,161	6,667	6,256	3,739	6,694	5,284

### Applications Approved - Year To Date



**REGISTRATION STATISTICS – September 2022 Council Meeting Report**Registration Phase

	<b>2020</b>	<b>2021</b>	<b>2022</b> (as of Sep 6)
Requests for Hearing	0	0	3
Premature Applications (No Notice of Proposal)	0	0	0
Matters Pending (Caseload)	5*	3*	5
Written Final Decisions Issued	0	1	0
Appeals to the Divisional Court	0	0	0
<b><i>REC Activity</i></b>			
Pre-Hearing Conferences Held	2	1	2
Hearings Phase completed, but no D&R issued	0	0	1

\* Withdrawals by applicants: 3 withdrawals in 2020, 2021 and 2022.

Mtg	Date	Title	Motion	Status
548-2.3	24-Jun-22	Signing Authority: Policy Direction Regarding By-law Amendment – Recommendation From Audit And Finance Committee AFC	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. CARRIED	In progress
548-2.4	24-Jun-22	2023 Elections – Recommendation From Governance And Nominating Committee (GNC)	That Council defer the recommendations from the Governance and Nominating Committee (GNC) regarding the 2023 elections back to GNC. DEFEATED  Recorded Vote <b>For: 7</b> V. Banday R. Fraser D. Kiguel T. Kirkby L. Notash S. Sung G. Wowchuk <b>Against: 15</b> C. Bellini R. Brunet C. Chahine C. Chiddle J. Chisholm L. Cutler A. Dryland V. Hilborn S. MacFarlane P. Mandel D. Montgomery G. Nikolov L. Roberge S. Schelske R. Walker <b>Abstain: 1</b> P. Shankar	

		<p>That item g) be added to the list of recommendations with respect to the 2023 Council election “include Equity, Diversity and Inclusion (EDI) improvement changes as defined at Council meeting C-548.”</p> <p>CARRIED</p> <p>Council then voted on the original motion as amended.</p> <p>That Council, with respect to the 2023 Council election:</p> <p>a) approve the 2023 Voting Procedures, as presented to the meeting at C-548-2.4, Appendix A;</p> <p>b) approve the 2023 Election Publicity Procedures, as presented to the meeting at C-548-2.4, Appendix B</p> <p>c) approve the 2023 Nomination Form as presented to the meeting at C-548-2.4, Appendix C;</p> <p>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;</p> <p>e) appoint the Regional Election and Search Committees (RESC) for each Region;</p> <p>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.</p> <p>g) include Equity, Diversity and Inclusion (EDI) improvement changes as defined at Council meeting C-548.</p> <p>CARRIED</p>	Complete
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548-2.5	24-Jun-22	Strategic Planning Goals	<p>That Council vote on each of the four strategic planning goals separately. DEFEATED</p> <p>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:</p> <p>Goal 1: Improve PEO's licensing processes, without compromising public safety. We will do this by:</p> <ul style="list-style-type: none"> <li>•Creating a fair, transparent, accessible and efficient application process that maintains competency and complies with FARPACTA by July 1, 2023</li> <li>•Reviewing licensing business processes and implementing changes to improve efficiency without sacrificing public safety or information security by January 1, 2025</li> <li>•Ensuring all licensing activities reflect the values of equity, diversity and inclusion</li> </ul> <p>Goal 2: Optimize organizational performance. We will initiate this by:</p> <ul style="list-style-type: none"> <li>•Updating and developing standards and practice guidelines</li> <li>•Ensuring adequate IT infrastructure, improving our capacity to collect and manage data</li> <li>•Reviewing and improving communication and business processes, including ensuring they reflect the values of equity, diversity and inclusion</li> </ul>	
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			<p>Goal 3: Implement a continuous governance improvement program. We will do this by:</p> <ul style="list-style-type: none"> <li>•Ensuring orientation for Councillors and PEO's Executive Leadership Team</li> <li>•Ensuring Committees and Council have the necessary evidence to support quality decision-making</li> <li>•Establishing metrics for governance performance, which include principles of equity, diversity and inclusion by spring 2023 and implementing an annual review</li> </ul> <p>Goal 4: Refresh PEO's vision to ensure all stakeholders see relevance and value in PEO. We will do this by:</p> <ul style="list-style-type: none"> <li>•facilitating meaningful dialogue with members and other stakeholders</li> <li>•undertaking required research</li> <li>•developing a proposed vision for consultation</li> </ul> <p>CARRIED Recorded Vote</p> <p><b>For: 19</b> C. Bellini R. Brunet C. Chahine C. Chiddle L. Cutler A. Dryland R. Fraser V. Hilborn D. Kiguel S. MacFarlane P. Mandel D. Montgomery G. Nikolov L. Notash L. Roberge S. Schelske P. Shankar S. Sung R. Walker</p> <p><b>Against: 3</b> V. Banday T. Kirkby G. Wowchuk</p> <p><b>Abstain: 1</b> J. Chisholm</p>	
548-2.6	24-Jun-22	CEO/Registrar Goals For 2022-2023 – Recommendation From Human Resources And Compensation Committee (HRCC)	That Council approve the CEO/Registrar goals as presented at C-548-2.6, Appendix A (Performance Review Form). CARRIED	Complete

548-3.2	24-Jun-22	Consulting Engineer Designation Applications	<p>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.</p> <p>2. That Council approve the applications for redesignation as Consulting Engineer as set out in C-548-3.2, Appendix A, Section 2.</p> <p>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.</p> <p>CARRIED</p>	Complete
548-3.3	24-Jun-22	Statutory Committees – Re-appointments Subject To Approval By The Attorney General	<p>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.</p> <p>CARRIED</p>	
548-3.4	24-Jun-22	Central Election And Search Committee	<p>The following motion, approved in-camera, was moved into open session.</p> <p>That:</p> <p>a) Michael Chan, P.Eng., and Dave Estrella, P.Eng. be appointed as the additional members to the 2022-2023 Central Election and Search Committee;</p> <p>b) that the 2021-2022 Central Election and Search Committee be stood down with thanks at the close of this Council meeting; and</p> <p>c) that the 2022-2023 Central Election and Search Committee be constituted at the close of this Council meeting</p> <p>d) Request the CESC to advise Council of decision-making criteria used to recommend the two candidates noted above.</p> <p>CARRIED</p>	In progress

547-4	4-May-22	Special Rules of Order	<p>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 2022 Annual General Meeting.</p> <p>2/3 majority of votes cast required to carry</p> <p>That the Special Rules be amended to include the following:</p> <p>7. MEETING DETAILS AND AGENDAS</p> <p>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.</p> <p>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.</p> <p>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.</p> <p>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. CARRIED</p> <p>AMENDMENT CARRIED</p>	Complete
547-5	4-May-22	Appointment of Council Meeting Chair	<p><del>That the proposed Special Rules of Order, as presented to the meeting at C-547-4,</del></p> <p>That Nick Colucci, P.Eng., be appointed the Council Meeting Chair for the 2022-2023 Council year or until his successor is appointed. CARRIED</p>	Complete

547-6	4-May-22	In-person Council Meeting Protocol	<p>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. Motion 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</p> <p>THE ORIGINAL MOTION WAS THEN VOTED ON AND CARRIED</p>	Complete
547-7	4-May-22	Recommended Appointments to Council to Fill Vacancies	That Council appoint Chantal Chiddle, P.Eng., as a Councillor-at- Large and Luc Roberge, P.Eng., 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	Complete
547-8	4-May-22	Appointment of Chair of Regional Councillors Committee	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	Complete
547-9	4-May-22	Appointment of Vice President	That Lorne Cutler, P.Eng., be appointed as Vice President for the 2022-2023 Council year. CARRIED	Complete

547-10	4-May-22	Appointment of Councillors to Governance Committees for 2022-2023	<p>1. That the Audit and Finance Committee be composed of Council members Vajahat Bandy, P.Eng., Robert Brunet, P.Eng., Nick Colucci, P.Eng., Lorne Cutler, P.Eng., Roydon Fraser, P.Eng., Paul Mandel, P.Eng., Pappur Shankar, P.Eng., Sherlock Sung, and Randy Walker, P.Eng., appointed for the 2022-2023 Council year. CARRIED</p> <p>2. 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</p> <p>3. 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</p> <p>4. 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</p>	Complete
547-11	4-May-22	Appointment of Governance Committee Chairs	<p>1. That Lorne Cutler, P.Eng., be appointed the Audit and Finance Committee Chair for the 2022-2023 Council year or until their successor is appointed. CARRIED</p> <p>2. That Arjan Arenja, P.Eng., be appointed the Governance and Nominating Committee Chair for the 2022-2023 Council year or until their successor is appointed. CARRIED</p> <p>3. That Luc Roberge, P.Eng., be appointed the Human Resources and Compensation Committee Chair for the 2022-2023 Council year or until their successor is appointed. CARRIED</p> <p>4. That Chantal Chiddle, P.Eng., be appointed the Regulatory Policy and Legislation Committee Chair for the 2022-2023 Council year or until their successor is appointed. CARRIED</p>	Complete

547-12	4-May-22	Appointment of Councillors to Executive Committee	<p>1. 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</p> <p>2. That Scott Schelske, P.Eng., 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</p>	Complete
547-13	4-May-22	Appointment of Elected Councillor to the Discipline Committee	<p>That the number of positions to be appointed from amongst the members of Council to the Discipline Committee be fixed at two (2). DEFEATED</p> <p>Recorded Vote  <b>For: 7</b>  V. Banday, C. Chahine, J. Chisholm, R. Fraser, D. Kiguel, L. Notash, G. Wowchuk  <b>Against: 12</b>  C. Bellini, C. Chiddle, L. Cutler, S. MacFarlane, P. Mandel, D. Montgomery, G. Nikolov, L. Roberge, S. Schelske, P. Sankar, S. Sung, R. Walker  <b>Abstain: 1</b>  A. Arenja</p> <p>That Nick Colucci, P.Eng., 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</p> <p>Recorded Vote  <b>For: 12</b>  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  <b>Against: 0</b>  <b>Abstain: 3</b>  P. Mandel, L. Notash, G. Wowchuk</p>	Complete

546-2.5	8-Apr-22	2021 Audited Financial Statements	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	Complete
546-2.6	8-Apr-22	Recommendation of the Appointment of Auditors for 2022	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	Complete
546-2.8	8-Apr-22	Engineers Canada AMM: Direction to PEO Member Representative	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	Complete
546-2.9	8-Apr-22	Engineers Canada – Candidate for President-elect	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	Complete
546-2.10	8-Apr-22	Guideline – Pre-Start Health and Safety Review	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	In progress

546-2.11	8-Apr-22	Anti-racism and Anti-discrimination Exploratory Working Group (AREWG) Update	<p>1. That Council approves the Anti-racism &amp; 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.</p> <p>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.</p> <p>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.</p> <p>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.</p> <p>CARRIED</p>	In progress
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546-2.12	8-Apr-22	Process for Filling Councillor Vacancies	<p>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</p> <p>That Council instruct the Governance and Nominating Committee to adopt the following process for recruiting potential candidates for vacant elected positions:</p> <ul style="list-style-type: none"> <li>- 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</li> <li>- 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</li> <li>- 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</li> </ul> <p>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</p>	In progress
546	8-Apr-22	Gender Neutral Language and Gender Pronouns	<p>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</p>	In progress

546-3.2	8-Apr-22	Consulting Engineer Designation Applications	<p>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.</p> <p>2. That Council approve the applications for redesignation as Consulting Engineer as set out in C-546-3.2, Appendix A, Section 2.</p> <p>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</p>	Complete
546-3.3	8-Apr-22	Changes to the 2022 Statutory and Regulatory Committees’ Membership Lists	<p>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</p>	Complete