



MINUTES

The 548th MEETING of the COUNCIL of PROFESSIONAL ENGINEERS ONTARIO (PEO) was held at the Pan Pacific Toronto on Friday, June 24, 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
- V. Banday, P.Eng., Councillor-at-Large
- R. Brunet, P.Eng., Lieutenant Governor-in-Council Appointee
- C. Chahine, P.Eng., East Central Region Councillor
- C. Chiddle, P.Eng. Councillor-at-Large
- J. Chisholm, P.Eng., West Central Region Councillor
- A. Dryland, CET, Lieutenant Governor-in-Council Appointee
- V. Hilborn, P.Eng., Western Region Councillor
- D. Kiguel, P.Eng., East Central Region Councillor
- T. Kirkby, P.Eng., Eastern Region Councillor
- S. MacFarlane, P.Eng., Western Region Councillor
- P. Mandel, CPA, CBV, 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
- 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:

- A. Arenja, P.Eng., Lieutenant Governor-in-Council Appointee

Staff:

- D. Abrahams, VP Legislation and Policy
- L. Latham, VP Regulatory Operations/Deputy Registrar
- L. Maier, VP Organizational Effectiveness
- C. Mehta, Director, Finance
- D. Smith, Director, External Relations
- M. Solakhyan, Director, Governance
- S. Rose, Director, Program Management
- M. Wehrle, Director, Information Technology
- J. Max, Manager, Policy
- 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. Chui, PEO Director, Engineers Canada
N. Hill, P.Eng., PEO Director, Engineers Canada
A. Kapur, Parliamentary Services
M. Sterling, P.Eng., PEO Director, Engineers Canada
S. Tanchak, Magnetic North Consulting

Council convened at 10:00 a.m. on Friday, June 24, 2022.

CALL TO ORDER

Notice having been given and a quorum being present, President Colucci called the meeting to order at 10:00 a.m. and made announcements applicable to the conduct of the meeting.

12453 – APPROVAL OF AGENDA

Requests were made to remove the following items from the consent agenda: 3.1 Approval of the C-546 and C-547 minutes, 3.3 Central Election and Search Committee, 3.4 Statutory Committees – Re-Appointments Subject to Approval by the Attorney General, and 3.5 Changes to the 2022 Statutory and Regulatory Committees' Membership Lists.

Agenda item 2.10 Notice of Motion was added.

Moved by Councillor Schelske, seconded by Councillor Nikolov:

That:

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

**CARRIED
1 opposed**

12454 – DECLARATION OF CONFLICTS OF INTEREST

There were no conflicts of interest declared.

12455 – PRESIDENT'S REPORT

President Colucci provided a quick recap of events he recently attended as PEO president as follows:

- attended the OSPE Golf Tournament on May 18th.
- on May 26 – 28 he participated in Engineers Canada meetings, including providing PEO's annual regulatory update.
- attended the OACETT conference which took place in early June.

Accomplishments since the April 30th annual general meeting included a kick-off meeting on May 4 that focused on the Council schedule and its priorities for the coming term. The May strategic planning workshop was discussed, and Council made appointments for positions including Council chair, Regional Councillor Committee chair and vice president, as well as appointments to fill Council vacancies, specifically Councillor-at-Large and Northern Region Councillor positions. In addition, Councillors and chairs were appointed to the four governance



committees that support Council's direction and control functions. All councillors were appointed to serve on at least one governance committee; and as per Council's new governance tenets, councillors will only serve on governance committees going forward.

During the 2022-23 term, Council is scheduled to meet four times, along with three plenary sessions, and a transition meeting next April. These meetings will focus on priority items, including:

- Licensing renewal and meeting new requirements set out under amendments to the *Fair Access to Regulated Professions and Compulsory Trades Act (FARPACKTA)*
- Overseeing completion of outstanding elements of the current strategic plan, and ushering in a new plan for 2023 and beyond
- Exploring council remuneration
- Developing a strategic approach to stakeholder relations

The province's recent passage of the Working for Workers Act includes significant changes to FARPACKTA that requires PEO and other affected regulators to make significant changes to PEO's registration processes to remove any potential barriers for internationally trained applicants. This will be a key priority over this term and PEO staff are now working on addressing these changes, which include:

- eliminating the Canadian work experience requirement for licensure
- establishing time limits for compliance for licensing activities, including issuing registration decisions
- expediting registration processes during states of emergency
- And limiting language proficiency testing for applicants

Complying with the new FARPACKTA obligations will form an important part of one of PEO's new strategic plan goals.

On May 12 and 13, Council participated in a two-day strategic planning workshop to lay the groundwork for PEO's 2023-2025 strategic plan.

The sessions were informed by feedback gathered by stakeholder consultations, a licence holder survey, a public focus group, an internal capacity analysis and regulatory environmental scan that were conducted earlier this year to identify the capacity, gaps, and opportunities to be considered in the strategic planning process. As decided at this workshop, PEO's new mission statement will be to "Regulate the practice of professional engineering in Ontario to safeguard life, health, property, economic interests, the public welfare and the environment."

PEO's goals will include:

- Improving PEO's licensing processes, without compromising public safety
- Optimizing organizational performance
- Implement a continuous governance improvement program
- And refreshing PEO's vision to ensure all stakeholders see relevance and value in PEO.

On June 14, PEO celebrated its centennial—100 years regulating the engineering profession in Ontario.

There was a special centennial dinner on May 13 for 130 guests including past and current Council members, chapter chairs and representatives from other regulators.



The dinner featured a preview of PEO's centennial publicity materials and speeches from President Colucci, CEO/Registrar, Johnny Zuccon and keynote speaker Peter Mansbridge—the former broadcaster from CBC's *The National*.

Throughout 2022, PEO will continue its centennial celebrations with:

- an Ontario-wide social media campaign beginning this month that will highlight PEO's role as a modern, effective regulator, and targeting almost 5 million people; and
- a media kit for chapters to host their own centennial events.

12456 – CEO/REGISTRAR'S REPORT

Council posed questions and discussed the information provided in the report. Staff will inform the CEO/Registrar of the questions raised upon his return and he will address these matters as appropriate.

12457 – SIGNING AUTHORITY: POLICY DIRECTION REGARDING BY-LAW AMENDMENT – RECOMMENDATION FROM AUDIT AND FINANCE COMMITTEE (AFC)

Councillor Cutler, Audit and Finance Committee Chair, advised that the signing authority policy has been updated to reflect PEO's current organizational structure. The updates also include signing limits. This was discussed with the auditors to ensure that proper controls were in place.

It was confirmed that all purchasing protocol will be followed.

Council was advised that staff will draft the by-law which will be reviewed by AFC and then brought forward to Council for approval.

Moved by Councillor Cutler, seconded by Councillor Brunet:

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

12458 – 2023 ELECTIONS – RECOMMENDATION FROM GOVERNANCE AND NOMINATING COMMITTEE (GNC)

Past President Bellini, on behalf of Councillor Arenja, Governance and Nominating Committee (GNC) Chair, advised that both the 2021 and 2022 Issues Reports prepared by the Central Elections and Search Committee were referred to the Governance and Nominating Committee for consideration.

The issues of councillors endorsing candidates and consideration of the Caretaker Convention were raised. It was noted that these and other issues will be examined during a holistic review of the election processes, which is included in the GNC workplan for 2023.

Moved by Past President Bellini, seconded by Councillor Walker:

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.

It was noted that the forms require additional editing to make equity, diversity, and inclusion changes to correct, for example, binary references to gender.

Moved by Councillor Notash, seconded by Vice President Wowchuk:

That Council refer the recommendations from the Governance and Nominating Committee (GNC) regarding the 2023 elections back to GNC.

DEFEATED
Recorded vote

For: 7

V. Banday
R. Fraser
D. Kiguel
T. Kirkby
L. Notash
S. Sung
G. Wowchuk

Against: 15

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

Abstain: 1

P. Shankar

Moved by Councillor Walker, seconded by Councillor Schelske to close the debate and call the question.

CARRIED
4 against
1 abstain

Moved by President-elect Fraser, seconded by Councillor Banday:

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.”

CARRIED

Council then voted on the original motion as amended:

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.
- g) include Equity, Diversity and Inclusion (EDI) improvement changes as defined at Council meeting C-548.

CARRIED

Following discussion, suggestions were made for consideration by the GNC, including:

- communicating in Engineering Dimensions that an election review is in place that will be completed by the 2023 election
- digitize the nomination forms so that photocopying or scanning is not necessary
- include other regulators when conducting the holistic best practices review
- consider providing election materials in other languages, i.e., French
- ensure that *Accessibility for Ontarians with Disabilities Act* (AODA) requirements are being met – currently the only way to submit notification for inclusion is via email

A copy of the Regional Election and Search Committee (RESC) Terms of Reference will be sent to the 2022/23 RESC members.

12459 – STRATEGIC PLANNING GOALS

Past President Bellini advised that the strategic planning goals set out in the motion were the goals that were agreed upon at the May retreat. Consensus was reached by the end of the second day of the workshop on four goals. He noted that further details of the plan would be worked on by staff once approved by Council.

S. Tanchak provided an overview of four goals identified by Council for PEO to pursue over the next several years. It was noted that the goals were a result of a lengthy consensus building process aimed at guiding the operations of Council and were the result of a review of the research about stakeholder expectations, including a survey of members and key stakeholder interviews.

Council was advised that at least a couple of goals were already in progress and that the next step for staff is to receive direction from Council to develop a 2023-25 operating plan to bring forward with a timetable during the budgeting process.

A request was made for Council to vote on goal three separately in order to provide for more in-depth discussion. A “friendly” amendment that each of the four goals be voted on separately was offered and accepted.

Moved by President-elect Fraser, seconded by Councillor Notash:

That Council vote on each of the four strategic planning goals separately.

DEFEATED

A request was made to document that the four goals were developed with input from staff.

Moved by Past President Bellini, seconded by Councillor Schelske:

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**

CARRIED
Recorded vote

For: 19

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

Against: 3

V. Banday
T. Kirkby
G. Wowchuk

Abstain: 1

J. Chisholm



L. Roberge
S. Schelske
P. Shankar
S. Sung
R. Walker

12460 – CEO/REGISTRAR GOALS FOR 2022-2023 – RECOMMENDATION FROM HUMAN RESOURCES AND COMPENSATION COMMITTEE (HRCC)

Moved by Councillor Roberge, seconded by Councillor Walker:

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

CARRIED

Councillor Roberge advised that HRCC followed a similar process from the previous year, meeting with the CEO/Registrar to establish some goals as listed in Appendix A which include aligning key points in the strategic plan, addressing FARPACTA and fostering a positive work culture. Councillor Roberge confirmed that implementation of FARPACTA is part of the whole goal.

In response to a question about metrics, including examples regarding a positive work culture, it was noted that more information will be sought regarding the key performance indicators for this goal.

It was noted that staff will revise the *Establishing, Monitoring, Evaluating Goals* where needed to reflect gender neutral language.

12461 – CEO/REGISTRAR SEARCH COMMITTEE UPDATE

Councillor Roberge advised that he was pleased to report that the profile for the CEO/Registrar position has been approved by HRCC and the recruitment process is on schedule. The position has been posted on LinkedIn, several high-profile sites and a targeted list. There have been many applications and a short list is being developed.

Councillor Roberge, when asked if the job description could be shared with Councillors, advised that he would email a copy to Council members.

12462 – GOVERNANCE COMMITTEE REPORTS AND 2022-2023 WORKPLANS

Audit and Finance Committee (AFC)

There were no questions or comments.

Governance and Nominating Committee (GNC)

There was a question regarding clarification on the maximum number of governance committees that a councillor could sit on since one councillor expressed interest to be on two committees. Staff replied that most councillors were not appointed to more than one committee. The Chair advised that clarification will be sought for next year.

Human Resources and Compensation Committee (HRCC)



Clarification was requested regarding options available to PEO employees if they feel they are placed in an uncomfortable position. Council was advised that Human Resources is working to put a process in place to address this concern.

Regulatory, Policy and Legislation Committee (RPLC)

It was noted that the RPLC's workplan is in development and will be reviewed by the Committee at its next meeting.

12463 – ENGINEERS CANADA DIRECTORS REPORT

D. Chui provided an update in addition to the report that was included in the meeting package. The last Engineers Canada meeting was held May 27, 2022. Items discussed included the Executive reports, budget assumptions, board policy updates and board self-assessment report. Standing and Board committee reports included CEAB report, CEQB report, FAR Committee report, Governance Committee report, HR Committee report, 30 by 30 champion report and update on the 50-30 challenge.

Information was provided on a report from the chair of Engineering Deans Canada. In response to a question regarding the 30 x 30 initiative, it was noted that the deans do not have concerns about the initiative itself but rather the 30 x 30 requirements that are included as part of the accreditation process.

Council was advised the acclamation of President-elect Nancy Hill and the appointment of the 2022-23 HR Committee.

The annual meeting of members was held on May 28, 2022. This included a motion raised by Engineers Nova Scotia pertaining to the Engineers Canada Board of Directors being 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. That motion was defeated.

A workshop was held on June 20 and 21, 2022.

12464 – CONSENT AGENDA

All consent agenda items were removed with the exception of 3.2 Consulting Engineer Designation Applications

12465 – CONSULTING ENGINEER DESIGNATION APPLICATIONS

Moved by Councillor Chiddle, seconded by Councillor Walker:

- 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.**

CARRIED

12466 – C-546 AND C-547 MEETING MINUTES

Moved by Councillor Cutler, seconded by Councillor Notash:



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.

Moved by Councillor Notash, seconded by Councillor Chahine:

That the approval of the minutes of the 546th meeting of Council, held April 8, 2022, as presented to the meeting at C-548-3.1, Appendix A, be deferred to the September 23, 2022 Council meeting.

**DEFEATED
3 abstain**

It was agreed that the April 8, 2022 and May 4, 2022 minutes would be approved separately.

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

**CARRIED
1 abstain**

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

**CARRIED
1 opposed
3 abstain**

12467 – CENTRAL ELECTION AND SEARCH COMMITTEE

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.

Vice-President Wowchuk recused himself from the meeting.

There was a discussion regarding the rationale and criteria for the CESC's recommendations. It was noted that the CESC considered the following factors:

- Potential to have someone who can tap into different professional networks outside of the regular or standard PEO networks
- Someone is experienced and will be able to “hit the ground running”
- Non-councillor, as there are already 2 current councillors on the CESC



Moved by President-elect Fraser, seconded by Councillor Kirkby:

That agenda item 3.3 Central Election and Search Committee be tabled to the in-camera session.

CARRIED

Vice-President Wowchuk returned to the meeting.

12468– STATUTORY COMMITTEES – RE-APPOINTMENTS SUBJECT TO APPROVAL BY THE ATTORNEY GENERAL

Staff confirmed that permission was received by those individuals noted in Appendix B to publish their CV's.

Past President Bellini advised that this is part of a standard process that is followed. There are certain appointments that PEO makes to statutory committees that must be approved by the Attorney General's office.

Moved by Past President Bellini, seconded by President-elect Fraser:

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*.

CARRIED

12469 – CHANGES TO THE 2022 STATUTORY AND REGULATORY COMMITTEES' MEMBERSHIP LISTS

This was provided as an information item.

In light of the governance structure adopted in 2021 in which councillors are members of governance and not regulatory committees, there was a discussion regarding the impact on evidence and knowledge-based decision making. It was noted that the decision to adopt this governance direction is a feature of Council's decisions during the 2-year governance renewal project to be a direction and control type of board, primarily setting strategic vision and direction, and monitoring and evaluating results. This allows the statutory committees to have independence.

12470 – NOTICES OF MOTION

The primary themes/discussion points included:

- Examining the CESC's processes and outputs in relation to its regulatory mandate;
- Requests for more information about the removal of Council Meeting Recordings from the PEO's website;
- Suggestions to re-instate sub-offices in universities across the provinces and to explore student scholarships; and
- Request for more discussion and information regarding the move to digital licences.

The Chair advised that these matters would be further examined by staff and/or the relevant governance committee.

Moved by Councillor Walker, seconded by Councillor Nikolov:

That Council move in-camera.

CARRIED



There being no further business the meeting concluded.

These minutes consist of 12 pages and minutes 12453 to 12470 inclusive.

N. Colucci, P.Eng., Chair

M. Solakhyan, Director, Governance