



# Minutes

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## 2021/2022 AFC Meeting No. 5 on November 17, 2021

### Meeting Minutes issued:

Minutes of a meeting of the AFC held via Zoom on November 17, 2021 commencing at 5:02 pm.

### In attendance:

#### AFC Members:

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

#### Committee Members:

Christian Bellini, P.Eng., FEC, President (ex-officio)

Nick Colucci, P.Eng., B.A.Sc., MBA, FEC, President-elect (ex-officio)

Marilyn Spink, P.Eng., CSR-P, Vice President (elected)

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

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

Sherlock Sung, B.A.Sc., (Lieutenant Governor-in-Council Appointee)

#### Staff:

Chetan Mehta, MS, MBA, Director, Finance

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

Lucy Capriotti, Administrative Assistant

#### Guests:

Rob DeRooy, GSI (Observer)

Trevor Ferguson, Deloitte

Erica Vervoort, Deloitte

Tommy Trinh, Jarislowsky Fraser

Trevor Boose, Jarislowsky Fraser

**Regrets:** Johnny Zuccon, P.Eng., CEO/Registrar  
Lolita Holden, CHRP, Director, Human Resources

## **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**

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

#### **MOTION**

That the agenda for the November 17, 2021 meeting be approved as presented.

Moved by M. Spink and seconded by R. Walker

**MOTION CARRIED**

### **2.0 Approval of the Minutes held October 26, 2021**

The members unanimously agreed that the revised draft minutes be approved as presented.

#### **MOTION**

That the minutes for the October 26, 2021 meeting be approved as amended.

Moved by M. Spink and seconded by S. Sung

### **3.0 Presentation of 2021 Audit Plan by Trevor Ferguson from Deloitte**

Trevor Ferguson provided a brief introduction and introduced Erica Vervoort, Senior Manager. He advised he would be performing the 2021 audit as S. Stewart was off on sick leave and would return some time in 2022. Both Trevor Ferguson and Erica Vervoort presented the Audit Plan for the 2021 year-end audit and discussed that Deloitte would be conducting the audit of PEO's financial statements, the CAM audit for the building common area and the audit for the PEO's pension funds. Erica Vervoort then walked the committee through the key highlights of the presentation and answered various questions by the committee members.

### **4.0 Update on Pension Committee**

The AFC did not receive the report on the summary from the pension advisor which they had requested from HR. The AFC requested the Chair of the Pension Committee to provide a written report to the AFC on their meeting and to attend the next AFC meeting in person in 2022.

### **5.0 Presentation from Investment Advisor Tommy Trinh from Jarislowsky Fraser**

T. Trinh walked the committee through the key highlights of the presentation and answered various questions by the committee members.

T. Trinh also proposed certain changes to the SIPP. After extensive discussions, it was proposed that the committee members review and discuss the SIPP (Statement of Investment Policy) at the next meeting of the committee.

### **6.0 Other Business**

There was no other business and no in-camera.

### **7.0 Next Meeting Date**

The next meeting date is to meet with the auditor in February 2022 and a Doodle Poll will be sent.

The committee agreed to have a separate meeting for our Investment Policy in January or early February 2022 and a Doodle Poll will be sent.

**AFC Action Items – as of November 17, 2021**

No	Action Item	Responsible Staff	Status Update
1	Chair of Pension Committee to provide written report on their meeting with pension advisor and to attend the next AFC meeting in person.	HR	Work in progress
2	Review SIPP at next meeting	AFC	Work in progress

**AFC Action Items – as of October 26, 2021**

No	Action Item	Responsible Staff	Status Update
1	Confirming with bank required authority for borrowing and credit card.	Chetan Mehta	Work in progress
2	Seek inputs from Legal Department on the financial and other impact, if any, on PEO by the passing of the recent ONCA legislation	Legal Department	Work in progress

# Minutes

**The 8<sup>th</sup> Meeting of the GOVERNANCE AND NOMINATING COMMITTEE of PROFESSIONAL ENGINEERS ONTARIO was held via ZOOM Videoconference on Friday, February 4, 2022 at 9:30 a.m.**

- Present:** C. Bellini, P.Eng., President (Acting Chair for this meeting)  
M. Chan, P.Eng., Councillor-At-Large  
N. Colucci, P.Eng., President-elect (ex officio)  
L. Cutler, P.Eng., Lieutenant Governor-in-Council Appointee  
S. MacFarlane, P. Eng., Western Region Councillor  
L. Roberge, P.Eng., Northern Region Councillor  
R. Subramanian, P.Eng., Northern Region Councillor
- Regrets:** A. Arenja, P.Eng., Chair and Lieutenant Governor-in-Council Appointee
- Staff:** J. Zuccon, P.Eng., CEO/Registrar  
D. Abrahams, Vice-President (VP), Policy & Governance and Chief Legal Officer  
L. Maier, VP, Organizational Effectiveness  
M. Feres, Supervisor, Council Operations
- Guests:** David Brown, Governance Solutions Inc. (GSI) [until 10:53 a.m.]  
Debra Brown, GSI

## Appointment of Acting Chair and Call to Order

The Chair being absent, the Committee agreed by consensus to appoint President Bellini as acting Chair for this meeting.

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

## Approval of Agenda

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

**That the agenda for the February 4, 2022 meeting be approved as presented.**

**CARRIED**

## Conflicts of Interest

No conflicts were declared.

## Previous Minutes

Moved by Councillor MacFarlane, seconded by Councillor Subramanian:

**That the minutes of the 7<sup>th</sup> open session meeting of the Governance and Nominating Committee, held on January 10, 2022, accurately reflect the business transacted at that meeting.**

**CARRIED**

## Governance Roadmap - Phase 4

### Chapters and Other Activities in the “Neither” Category of Activity Filter

Continuing its stewardship of Phase 4 of the governance roadmap from previous meetings, the Committee discussed feedback received from Council at an informal session on January 28, 2022. At the session, Councillors provided input on GNC’s work on Phase 4, including the preliminary results of a Chapters Activity Filter analysis and the preliminary “neither” outputs analysis and recommendations. In addition, the presentation outlined a series of risk-related questions that will need to be addressed, including:

- What is the risk “neither” activities pose to PEO?
- What risk is Council willing to accept?
- How do we eliminate or mitigate the risk?

The GNC noted in its discussions that Councillors appeared to be generally supportive of GNC’s risk-based policy recommendation to:

- Evaluate existing neither activities and associated outputs for risk and adapt or eliminate as required;
- Operationalize remaining activities and outputs while maintaining volunteer engagement but ensuring more effective organizational control; and
- Roll out with care.

Based on the feedback provided on January 28, the GNC discussed key elements of a recommendation that will be brought forward at the February 18 Council meeting. Among these were that:

- GNC’s recommendations must be connected to and viewed in the context of the 2019 External Regulatory Review;
- In response to this review, Council authorized the use of an Activity Filter to determine which activities and outputs were regulatory, which were governance, and which were neither;
- The Activity Filter suggested that Chapters’ activities and associated outputs are neither regulatory nor governance, nonetheless the continuation of Chapters should be affirmed as an important part of PEO’s structure;
- Risk is the primary lens through which activities and outputs should be assessed; and
- Council should be asked to approve a process whereby the GNC oversees a risk assessment to address activities and outputs of Chapters as well as other activities and outputs that are “neither” regulatory nor governance.

Moved by Councillor MacFarlane, seconded by Councillor Roberge:

**That the Governance and Nominating Committee (GNC) recommends that the following motion be presented to Council at its meeting on February 18, 2022:**

**Whereas Council, responding to a recommendation of the 2019 External Regulatory Review, authorized the use of an Activity Filter to determine which activities and outputs were regulatory, which were governance, and which were neither; and**

**Whereas the application of the Activity Filter suggested that Chapters’ activities and associated outputs are neither regulatory nor governance,**

**Therefore,**

- 1. Council nonetheless affirms the continuation of Chapters as currently referenced in the regulations and by-laws of the Association, and endorses the process recommended by the Governance & Nominating Committee (GNC) to deal with activities and outputs of Chapters as well as other**

activities and outputs that are “neither” regulatory nor governance, as illustrated in the Appendix to this Briefing Note.

2. Council directs that GNC oversee a risk assessment, with a view to eliminating high-risk outputs and operationalizing others so that volunteer engagement is maintained, and more effective organizational control is ensured.
3. Council further directs GNC to bring a report with necessary recommendations to Council for decision.

**CARRIED**

Further, on the assumption that Council will approve the motion on February 18, there was general agreement among members of the Committee that the next step is the development of a work plan for addressing this referral in terms of mapping out the risk assessment approach and content; as well as associated responsibilities and project timelines. It is anticipated that an update will be provided to Council before the next Annual General Meeting.

#### Board Evaluation

In follow-up to a Board Evaluation conducted in 2021 which provide a baseline metric, Debra Brown advised that another evaluation is scheduled to be launched in February 2022 as part of the Phase 4 workplan. A survey will be distributed to Council and GSI will provide a report on the governance scorecard that will show a comparison between 2020 and 2022. It is anticipated that the report will be presented at Council’s April 8, 2022 meeting.

#### **President’s Award**

President Bellini informed the Committee that he is declining to make a nomination this year and will advise Council of this decision at the February 18 meeting.

#### **Actions Summary**

1. Via motion, the GNC has approved a recommendation to Council regarding the activities and outputs of Chapters as well as other activities and outputs that are “neither” regulatory nor governance.
2. GSI will conduct the 2022 Board Evaluation and a report will be presented at Council’s April 8 meeting.

#### **Next Meetings**

The Committee’s next scheduled meeting is March 24, 2022. An additional meeting may be scheduled for an earlier date in late February or early March.

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There being no further business, the meeting concluded at 11:10 a.m.

These minutes consist of 3 pages.

“Christian Bellini”

C. Bellini, P.Eng., Acting Committee Chair

“Ralph Martin”

R. Martin, Corporate Secretary



## Minutes

# Minutes

The 9<sup>th</sup> Meeting of the GOVERNANCE AND NOMINATING COMMITTEE of PROFESSIONAL ENGINEERS ONTARIO was held via ZOOM Videoconference on Monday, March 7, 2022 at 9:00 a.m.

**Present:** A. Arenja, P.Eng., Chair and Lieutenant Governor-in-Council Appointee  
C. Bellini, P.Eng., President (Acting Chair for this meeting)  
M. Chan, P.Eng., Councillor-At-Large  
N. Colucci, P.Eng., President-elect (ex officio)  
L. Cutler, P.Eng., Lieutenant Governor-in-Council Appointee  
S. MacFarlane, P. Eng., Western Region Councillor  
L. Roberge, P.Eng., Northern Region Councillor  
R. Subramanian, P.Eng., Northern Region Councillor

**Regrets:** None

**Staff:** J. Zuccon, P.Eng., CEO/Registrar  
D. Abrahams, Vice-President (VP), Policy & Governance and Chief Legal Officer  
L. Maier, VP, Organizational Effectiveness  
M. Feres, Supervisor, Council Operations

**Guest:** Rob DeRooy, Governance Solutions Inc. (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

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

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

**CARRIED**

## Conflicts of Interest

No conflicts were declared.

## Previous Minutes

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

**That the minutes of the 8<sup>th</sup> open session meeting of the Governance and Nominating Committee, held on February 4, 2022, accurately reflect the business transacted at that meeting.**

**CARRIED**

## 2021 and 2022 Elections: Issues Reports

On February 25, 2022, an email was sent to members of the Committee which included the 2021 Elections Issues Report prepared by the Central Elections and Search Committee (CESC) as well as additional context and information provided by staff since 2021. Committee members were requested to review and provide feedback



by March 4 and were advised that their responses will form the foundation for developing the GNC's official recommendations to Council.

On March 2, 2022, the CESC prepared its 2022 Elections Issues Report and forwarded it to staff with a request to include it on the agenda for the GNC's March 7 meeting.

The Committee discussed some of the specific issues on the 2021 Report and referenced, more generally, aspects of the 2022 Report. The primary themes/discussion points included:

- identifying and addressing potential consequences associated with addressing specific issues individually;
- ensuring that the elections system has the flexibility to function in challenging or adverse technological circumstances; and
- considering the impact of a potential comprehensive system review on the timing or effectiveness of issue-specific changes.

In light of the discussion, the Committee agreed by general consensus to direct staff to:

- Conduct a holistic, phased best practice review aimed at reforming and modernizing the elections system, taking into consideration:
  - the issues and associated recommendations in 2021 and 2022 Elections Issues Reports; and
  - the broader context of existing policies and procedures that comprise PEO's current elections system.
- Report results of the analysis to the GNC in phases, for example:
  - Short-term Results - operational matters that could be included in updated procedures documents for the 2023 elections; and
  - Longer-term Results - matters that would require continued and deeper analysis as part of the review of the elections system, including those that would require regulation or Act changes.

After receiving the results of the first phase of the analysis, the GNC would identify areas requiring recommendations to Council for approval.

## **Educational/Informational Videos**

The GNC discussed its views in response to an action item from the CESC's January 27, 2022 meeting, outlined below in *italics*.

*That the CESC refers to GNC the issues raised with respect to the content of the 3 election videos to ensure they are consistent and align with Council's directions and decisions.*

*The CESC noted in the videos the following issues:*

*i Statements re: practicing engineers vis-à-vis Industry Experience Attributes referenced in the 2022 Election Guide*

*ii Selected vs. Elected (context around usage)*

*iii Photos showing previous Council (significance)*

On February 25, 2022, an email was sent to members of the GNC which included links to the videos; an Election Issues Legal Opinion presented to Council at its February 18, 2022 meeting; and an excerpt from the 2022 *Elections Guide* (Section 2.1.2, page 6, referencing "Industry Experience Attributes").

The primary themes/discussion points included the importance of:

- avoiding the perception of bias, though unintended;
- viewing the videos as valuable educational/informational resources; and
- viewing the highlighted aspects of the videos through the lens of actual or perceived risk and adjusting them accordingly.

In light of the discussion, the majority of Committee members agreed to direct staff to:

- Instruct the producers to edit the videos to:
  - remove the reference: “*Self-regulation is made more effective when engineers who practice in the field are on Council*”; and
  - remove the photo of Council from a previous term
- Report back to the CESC with the outcome of the GNC’s review<sup>1</sup>.

The Committee was advised that, once edited as described above, the videos will be made available in April/May as part of the process of onboarding new Councillors. In addition, they will be posted to the PEO website in September or October.

#### **Governance Roadmap - Phase 4: Risk Assessment Process**

Continuing its stewardship of Phase 4 of the governance roadmap from previous meetings, the Committee discussed the next steps in response to Council’s February 18, 2022 decision, referenced below in *italics* for context.

*Whereas Council, responding to a recommendation of the 2019 External Regulatory Review, authorized the use of an Activity Filter to determine which activities and outputs were regulatory, which were governance, and which were neither; and*

*Whereas the application of the Activity Filter suggested that Chapters’ activities and associated outputs are neither regulatory nor governance,*

*Therefore,*

1. *Council nonetheless affirms the continuation of Chapters as currently referenced in the regulations and by-laws of the Association, and endorses the process recommended by the Governance & Nominating Committee (GNC) to deal with activities and outputs of Chapters as well as other activities and outputs that are “neither” regulatory nor governance, as illustrated in the Appendix to this Briefing Note.*
2. *Council directs that GNC oversee a risk assessment, which includes consultation with the Chapters, with a view to eliminating high-risk outputs and operationalizing others so that volunteer engagement is maintained, and more effective organizational control is ensured.*
3. *Council further directs GNC to bring a report with necessary recommendations to Council for decision.*

In light of the Council’s decision to amend the original motion presented by GNC to add “*which includes consultation with the Chapters*” to item 2, there was general agreement among members of the GNC that the assistance of the Regional Councillors Committee (RCC) during this portion of Phase 4 activity will advance the

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<sup>1</sup> The memorandum from the GNC Chair to the CESC Chair is posted on Diligent Boards in the GNC’s correspondence folder

work of addressing the risk-based policy approved by Council. Thus, it was agreed that the next step in the process is to request the assistance of the RCC to begin the consultation process with Chapters.

It was noted that the series of risk-related questions discussed in previous meetings by the GNC as well as the whole of Council will be important for Chapter participants to consider, including:

- What is the risk “neither” activities pose to PEO?
- What risk is Council willing to accept?
- How do we eliminate or mitigate the risk?

As a member of the RCC, Councillor Roberge agreed to be the liaison between the GNC and RCC. He advised that as a first step, he will request permission from the RCC Chair to add this item to the agenda for the March 9 RCC meeting.

Pending the RCC’s agreement to assist with the risk assessment process, the Chair requested that through its liaison, the RCC provide:

- Components of the risk assessment process to be reviewed by the GNC and recommended to Council for approval, including:
  - The completion plan, associated timelines and work steps
  - The identified risks and their assessment as per the criteria determined by RCC in consultation with chapters
  - The mitigation strategy, including what will be eliminated and what will be operationalized
  - Associated key performance indicators (KPIs) and costs for each identified chapter output
  - Any associated costs to fulfill the mitigation strategy
- A status update at each GNC meeting.

Following the consultation, recommendations from the RCC related to risk mitigation strategies for each of the outputs in the Activity Filter will follow the similar process of GNC review and recommendation to Council for approval.

An informational update will be provided to Council regarding the foregoing before the next Annual General Meeting.

### **Northern Regional Councillor Vacancy as of 2022 Annual General Meeting (AGM)**

The Committee was advised of the intention of Councillor Subramanian to resign from Council at the 2022 AGM and agreed to discuss the matter of filling the vacancy for a Northern Regional Councillor at its next meeting on March 24.

### **Composition of Discipline Committee After 2022 AGM**

The GNC was advised that as a result of the recent election, and as of the 2022 AGM, the Discipline Committee (DIC) would no longer be fully constituted. This is because s.27(1)1 of the *Professional Engineers Act* requires that the DIC be composed of, among others, “[a]t least one elected member of the Council.” The current elected Councillor on DIC will not be a Councillor after the AGM.

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

It was agreed that the VP, Policy and Governance and Chief Legal Officer will follow-up with the GNC to outline the relevant factors and information for GNC's recommendation and for Council to consider in making this appointment at its meeting on May 4, 2022.

### **Governance Advice**

After initial discussion by the Committee, the Chair invited R. DeRooy of GSI to provide governance advice on two topics, outlined below.

1. Soliciting Committee Feedback via Email – specifically regarding the February 25 email communication requesting feedback from individual Committee members on matters that were to be discussed at this meeting.

Advice Provided: Notwithstanding that decision-making was not solicited, it is best practice to limit requests to provide feedback via email on matters that should be deliberated in the context of a meeting, where ideas can be discussed and clarified collectively.

2. Agenda Items – similar to the Council agenda format, there were suggestions to add "Consent Agenda" and "In Camera" as standing items on committee agendas.

Advice Provided: These additions to committee agendas are appropriate and good practice.

### **Actions Summary**

1. 2021 and 2022 Elections Issues Reports: Direction to staff to further analysis and examination of the issues and report back to GNC with the results and potential recommendations that may be made to Council.
2. Educational/Informational Videos: Direction to staff to instruct the producers to edit the videos to remove references to "practicing engineers" and to remove the photo of the previous Council.
3. Governance Roadmap – Phase 4: Request the assistance of the Regional Councillors Committee (RCC) with the risk assessment, beginning with the Chapter consultation plan and associated timelines.
4. Northern Regional Councillor Vacancy as of 2022 AGM: GNC to discuss the matter of filling the vacancy for a Northern Regional Councillor at its next meeting on March 24.
5. Composition of Discipline Committee After 2022 AGM: Staff to follow-up later this week with a memorandum outlining the relevant factors and information for Council to consider in making this appointment at its meeting on May 4, 2022.
6. Agenda Items: Staff to add two items per governance advice provided.

### **Next Meeting**

The Committee's next scheduled meeting is March 24, 2022.

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There being no further business, the meeting concluded at 11:05 a.m.

These minutes consist of 5 pages.

"Arjan Arenja"

A. Arenja, P.Eng., Acting Committee Chair

R. Martin, Corporate Secretary



# Minutes

**C-546 Reports**

The 6<sup>th</sup> (special) Meeting of the **REGULATORY POLICY AND LEGISLATION COMMITTEE of PROFESSIONAL ENGINEERS ONTARIO** was held on **Thursday, February 10, 2022 at 5:00pm.**

**Present:** L. MacCumber, P.Eng., Chair and West Central Region Councillor  
C. Bellini, P.Eng., President (ex officio)  
P. Broad, P.Eng., Western Region Councillor  
T. Bruyere, P.Eng., Lieutenant Governor-in-Council Appointee  
C. Chahine, P.Eng., East Central Region Councillor  
C. Chiddle, P.Eng., Vice President (appointed) and West Central Region Councillor  
J. Chisholm, P.Eng., West Central Region Councillor  
N. Colucci, P.Eng., President-elect  
M. Sterling, P.Eng., Past President

**Regrets:** L. Notash, P.Eng., Councillor-at-Large

**Staff:** J. Zuccon, P.Eng., CEO/Registrar  
D. Abrahams, B.A., LL.B, Vice President, Legislation and Policy  
J. Max, Manager, Policy  
N. Brown, Legal Counsel and Manager, Tribunals  
A. Tapp, Policy Analyst  
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, L. MacCumber, acting as Chair, called the meeting to order at 5:02 p.m. and welcomed everyone.
<b>2.0 APPROVAL OF AGENDA</b>	Moved by J. Chisholm, seconded by P. Broad: <b>That the agenda for the February 10<sup>th</sup> meeting be approved as presented. CARRIED</b>  No conflicts were declared.
<b>3.0 APPROVAL OF JANUARY 24<sup>th</sup>, 2022 MEETING MINUTES</b>	Moved by M. Sterling, seconded by C. Chiddle: <b>That the Minutes of the January 24<sup>th</sup>, 2022 meeting be approved as presented. CARRIED</b>
<b>4.0 ACTION ITEMS FROM THE JANUARY 24<sup>th</sup>, 2022 MINUTES</b>	This item was not discussed.
<b>5.0 2021-2022 WORKPLAN PRIORITIES A. WORKPLAN AND MANDATE</b>	R. DeRooy, VP, Governance and Strategy at GSI, made a presentation on the RPLC's 2021-2022 workplan emphasizing that the items in the workplan were identical to those in the committee's mandate, i.e. if the committee were to change anything in the workplan, it would have to submit a request to the Governance and Nomination Committee (and

<p><b>B. LICENSING CHANGES ROAD MAP</b></p>	<p>subsequently to Council) to change its mandate, and that the committee reviewed/discussed all the items identified in the 2021-2022 workplan.</p> <p>The <i>Licensing Changes Road Map</i> was presented by staff to assist the discussion of the workplan priorities and provide information regarding regulatory implications of the recent changes to the <i>Fair Access to Regulated Professions and Compulsory Trades Act (FARPACTA)</i> as they affect PEO's licensing process, focusing on the following amendments:</p> <ul style="list-style-type: none"> <li>- prohibition of the Canadian experience requirement, and</li> <li>- registration decision-making timelines.</li> </ul> <p>It was noted that the <i>Professional Engineers Act</i> permits PEO to meet the FARPACTA requirements and gives Council the necessary decision-making authority to comply. The next steps included staff presenting:</p> <ul style="list-style-type: none"> <li>- a high-level FARPACTA-driven roadmap (March)</li> <li>- policy directions for regulation changes (June-Dec)</li> <li>- regulation changes proposals (2023), and</li> <li>- sealed regulations for review (Fall 2023).</li> </ul>
<p><b>FUTURE MEETING DATES</b></p>	<p>Monday, March 7<sup>th</sup> @ 5-7pm April – date/time to be confirmed</p>

There being no further business, the meeting concluded at 6:08 p.m.

These Minutes consist of 2 pages.

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L. MacCumber, P.Eng., Committee Chair

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R. Martin, Corporate Secretary

## COMPLAINTS &amp; INVESTIGATION STATISTICS

	2020	2021	2022 (Mar. 18)
<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	22
Total Caseload in the Year	161	175	127
Total Filed Complaints Disposed of by COC in the Year (for details see <i>COC's Disposition of Complaints</i> below)	58	70	21
<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>106</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	4	2
Direct that the matter not be referred. ( <i>PEAct s. 24. 2(b)</i> )	36	38	6
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> )	15	28	13
<b>COC's Timeliness Regarding the Disposition of the Complaint<sup>2</sup></b>			
Complaint disposed of within 90 days of filing	1	0	0
Complaint disposed of between 91-180 days of filing	5	0	0
Complaint disposed of after more than 180 days of filing	52	70	21
<b>COC Processing Time – Days from Complaint Filed to COC Disposition (12 mo. rolling avg.)</b>			
Average # Days	505	535	554
Minimum # Days	80	251	251
Median # Days	401	446	441
Maximum # Days	1981	1245	1322

<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>106</b>
<b><i>Complaints filed more than 180 days ago</i></b>	<b>55</b>	<b>55</b>
Pending Approval and Reason regarding COC Decision	19	
Complaints under active consideration by COC	15	
Completed Investigation ready for COC consideration	6	
Regulatory Compliance Investigation	15	
<b><i>Complaints filed between 91-180 days ago</i></b>	<b>25</b>	<b>25</b>
Pending Approval and Reason regarding COC Decision	3	
Complaints under active consideration by COC	0	
Completed Investigation ready for COC consideration	4	
Regulatory Compliance Investigation	18	
<b><i>Complaints filed within the past 90 days</i></b>	<b>26</b>	<b>26</b>
Pending Approval and Reason regarding COC Decision	2	
Complaints under active consideration by COC	0	
Completed Investigation ready for COC consideration	0	
Regulatory Compliance Investigation	24	

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



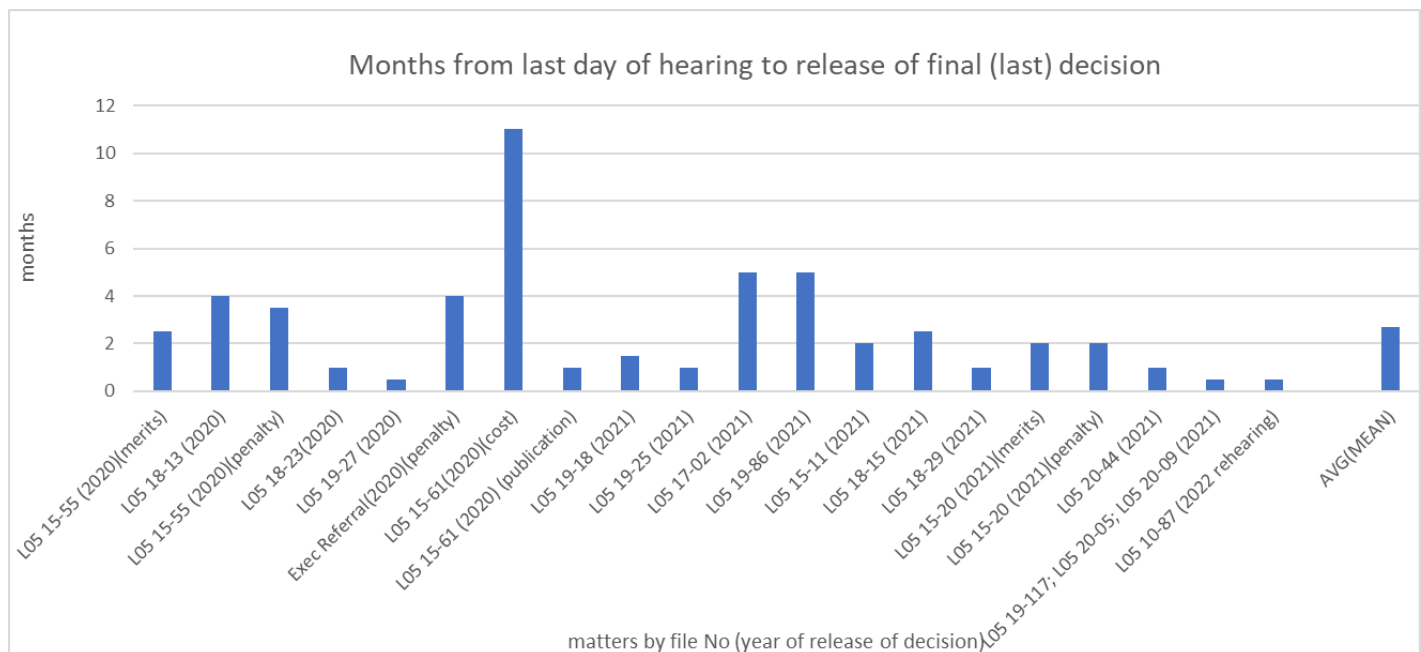
## DISCIPLINE STATISTICS – March 2022 Council Meeting Report

### Discipline Phase

	2020	2021	2022
			(as of Mar. 22)
Matters Referred to Discipline	7	5**	2
Matters Pending (Caseload)	9*	5	6
Written Decisions Issued	8	11	1
<b><i>DIC Activity</i></b>			
Pre-Hearing Conferences Held	10	8	1
Hearings Phase commenced (but not completed)	0	0	0
Hearings Phase completed (but no D&R issued)	1	0	1

\*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.



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

	<b>2020</b>	<b>2021</b>	<b>2022</b> (as of Mar.22)
Requests for Hearing	0	0	1
Premature Applications (No Notice of Proposal)	0	0	0
Matters Pending (Caseload)	5*	3*	4
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	0
Hearings Phase completed, but no D&R issued	0	0	0

\* Withdrawals by applicants: 2 withdrawals in 2020 and 2021.

**PROFESSIONAL ENGINEERS ONTARIO  
P. ENG. STATISTICS  
2021**

[illegible]

## Action Items Log

Finance

Item #	Meeting (MM-DD-YYYY)	Topic	Contact	Status
F1	C-545 - 02-18-2022	Insurance Risk - Minutes	Mehta	Complete
Description	Inquiry: If councillors met in camera and only rudimentary minutes if any have been taken, what's the risk from an insurance perspective?			
Resolution/Comments	"I think this is more of a governance best practices matter as opposed to an insurance issue. However from an insurance perspective, the risk would similar to that of the consequences of any confidential information falling into wrong hands."			
F2	C-545 - 02-18-2022	NFP status risk - Budget Surplus	Mehta	Complete
Description	Inquiry: Does the \$7 mil budget surplus threaten PEO's NFP status?			
Resolution/Comments	"I think this is more of a Governance best practices matter as opposed to an insurance issue. However from an insurance perspective, the risk would similar to that of the consequences of any confidential information falling into wrong hands."			

Licensing and Registration

Item #	Meeting (MM-DD-YYYY)	Topic	Contact	Status
L1	C-545 - 02-18-2022	Self-Employed Engineers	Jordan Max & Pres. Bellini	Open
Description	Follow-up Requested re: Investigation of engineering graduates who become entrepreneurs or self-employed, and engineering graduates without P.Eng. supervision in Ontario and alternative pathways to the experience requirements that do not require a minimum of one year supervision by a P.Eng. - Sep 2020			
Resolution/Comments	Max: "this relates to work around future licensing model and discussed by RPLC so once we look beyond FARPACTA we will examine this along with a whole raft of issues and who we license and when."  Bellini: "There are a # of items related to licencing so we encourage PEO to take a holistic approach as we embark on FARPACTA."			

Regulatory Compliance				
Item #	Meeting (MM-DD-YYYY)	Topic	Contact	Status
R1	C-545 - 02-18-2022	Indigenous Land Acknowledgement	Coun. MacCumber (AREWG Chair) & T. Caruana	In Progress
<b>Description</b>	<p>Last record Feb 2020: "That Council postpone the motion regarding indigenous land acknowledgement until after a strategic planning session." This did not occur.</p> <p>C-545-2.9: Following email inquiry from Past-President Sterling a few days before this Council meeting, AREWG Chair Lisa MacCumber stated that they would be looking into this as part of their action plan.</p>			
<b>Resolution/ Comments</b>				