



## Minutes

# Minutes

C-552-Reports

**10<sup>th</sup> Meeting of the AUDIT AND FINANCE COMMITTEE (AFC) of PROFESSIONAL ENGINEERS ONTARIO was held via ZOOM Videoconference on Thursday, September 8, 2022 at 5:00 p.m.**

**Present:** Lorne Cutler, P.Eng., MBA, Chair, Vice President and Lieutenant Governor-in-Council Appointee  
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  
Paul Mandel, MBA, CPA, CA, CV, CFF, Lieutenant Governor-in-Council Appointee  
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

**Regrets:** Nick Colucci, P.Eng., B.A.Sc., MBA, FEC, President (ex-officio)  
Roydon A. Fraser, Ph.D., P.Eng., FEC, President-Elect (ex-officio)

**Staff:** Johnny Zuccon, P.Eng., CEO/Registrar  
Chetan Mehta, MS, MBA, Director, Finance  
Meilisa Soepiter, CPA, CGA, Controller, Finance  
Peter Cowherd, CPA, CMA, Manager, Financial Services & Procurement  
Nedra Brown, Legal Counsel and Manager Tribunals  
Meg Feres, Supervisor, Council Operations  
Dale Power, Secretariat Administrator

## Call to Order

The meeting was called to order by the Committee Chair at 5:04 pm and the agenda was presented to the members for feedback. It was noted that the main focus of the meeting is to review the draft budget for the September Council meeting.

## Approval of Agenda

Moved by Councillor Brunet and seconded by Councillor Mandel:

**That the agenda for the September 8, 2022 meeting be approved as presented.**

**CARRIED**

## Conflicts of Interest

No conflicts were declared.

## Consent Agenda: Previous Minutes

### Previous Minutes

A revision will be made to the minutes to remove the word "Chair" from the first sentence of page 4.

Moved by Councillor Mandel, seconded by Councillor Brunet:

**That the open session minutes of the Audit and Finance Committee, held on June 9, 2022 as amended, accurately reflect the business transacted at the meeting.**

**CARRIED**

### **Review of 2023 Draft Operating and Capital Budgets for Council Feedback**

Staff reviewed the draft 2023 operating budget.

Further to a query regarding the anticipated reduction for applications, registrations, exams and other fees it was noted that this is due to the Fair Access to Regulated Profession and Compulsory Trades Act (FARPACKTA) which comes into effect on July 1, 2023. The current practice in which there are minimal restrictions on who can apply and pay the applicable fees is likely to change under FARPACKTA, where it is expected that only those who meet certain experience and academic criteria will be allowed to move forward in the application process. The 2023 budgeted amount of \$8,816,221 will be finetuned for the October 18th AFC meeting

Staff discussed key expense lines, including line 9 Salaries and Benefits. A full-time head count of 127 was forecast for 2022 with a full-time head count of 141 forecast in 2023. The bulk of hiring for 2022 is expected to take place in Q3 and Q4. This information will be refined for the October 18th AFC meeting. It was noted that it will be difficult to compare the 2022 budget with the 2023 budget due to the restructure of operations. The 2023 numbers are more in line with the new organizational structure as well as with the 2023 Strategic Plan.

The full scope and spend of IT initiatives will become clearer by the end of September/early October.

The Committee noted the importance of a staffing plan in alignment with PEO's strategic initiatives. This information should be presented to Council via the Human Resources and Compensation Committee or the President's Report.

Staff discussed a number of line items under Expenses – Core Operations.

In response to a request for more information related to PEO's plans for occupying additional vacant space on the 5th and 8th floors the committee was advised that this will be addressed in a more fulsome manner in the next version of the budget.

An update regarding the draft 2023 capital budget was provided.

Staff advised that the building will be fully paid for as of April 2024.

There was an update on environmental initiatives at 40 Sheppard Avenue West. Further information will be provided at the October 18th AFC meeting.

A request was made to provide further detail regarding the Government Liaison Program.

### **Review of the Financial Statements for the Seven Months Ended July 31, 2022**

The financial statements for the period ending July 31, 2022 were presented. Staff responded to questions that arose.

### **Update on Financial Risks and Investments**

Staff provided an update regarding Requests for Proposal that are being issued for various services.

## Update on Pension Plan

The Pension Committee will be meeting the week of September 20th. An update will be provided at the October AFC meeting.

## By-Law Amendments Re: Signatories

The Committee reviewed the proposed by-law amendments that are necessary to reflect changes in the organizational structure. The briefing note captures directives from the June 24th Council meeting.

Moved by Councillor Mandel and seconded by Councillor Shankar:

**That the Audit and Finance Committee recommends an amendment to By-Law 1 relating to updating signatories and recognizing changes in levels of expenditures.**

**CARRIED**

V. Banday abstained

[N. Brown signed off at 7:45 p.m.]

## Motion to Move In-Camera

Moved by Councillor Mandel, seconded by Councillor Walker:

**That the committee go in-camera.**

**CARRIED**

## In-Camera

The Committee met in camera.

## Next Meeting Date

October 18, 2022 - Virtual

## AFC Action Items – as of September 8, 2022

No	Action Item	Responsible Staff	Status Update
1	Include in the variance explanation the basis for the dollar figures noted regarding reduced fees is due to FARPACTA.	Staff	Completed
2	Provide greater detail regarding number of applications in the variance explanation for line 1 P.Eng. revenues and line 2 Application, Registration, Exam and Other fees.	Staff	Completed
3	Make reference in the notes section for the Variance Analysis – 2023 Budget vs. 2022 Forecast referring to projects and Council initiatives that the spend data on strategic plan projects will be presented when available.	Staff	Completed
4	The Statement of Projected Revenues and Expenses to include to note indicating that projected revenues are based on expected inflation rates and will include the percentage increase.	Staff	Completed

No	Action Item	Responsible Staff	Status Update
5	Request to provide further detail regarding the Government Liaison Program.	Staff	Completed

There being no further business, the meeting concluded at 8:20 p.m.

These minutes consist of 4 pages.

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L. Cutler, P.Eng., Committee Chair

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M. Solakhyan, Director, Governance



# Minutes

The 14<sup>th</sup> Meeting of the GOVERNANCE AND NOMINATING COMMITTEE (GNC) of PROFESSIONAL ENGINEERS ONTARIO was held via ZOOM Videoconference on Friday, September 9, 2022 at 1:00 p.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)  
Roydon Fraser, P.Eng., President-Elect (ex officio) – part of meeting  
Susan MacFarlane, P. Eng., Western Region Councillor  
Tim Kirkby, P.Eng., Eastern Regional Councillor
- Regrets:** George Nikolov, P.Eng., Lieutenant Governor-in-Council Appointee  
Greg Wowchuk, P.Eng., Vice President (elected)
- Guest:** David Kiguel, P.Eng., East Central Region Councillor
- 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  
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

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

**That the agenda for the September 9, 2022 meeting be approved as presented.**

**CARRIED**

## Conflicts of Interest

No conflicts were declared.

## Consent Agenda: Previous Minutes

The August 15, 2022 minutes were included in the meeting package. This item was removed from the consent agenda in order to facilitate discussion.

## Previous Minutes

With respect to the update provided on Phase 4 of the Governance Roadmap project, the Committee agreed to an amendment that an additional step be noted to indicate that following the second consultation and before a final report is presented to the GNC, a draft report will be provided to the RCC and the Chapters for peer review.

Further, staff will confirm the membership of the RCC's Working Group.

Moved by Past President Bellini, seconded by Councillor MacFarlane:

**That the minutes of the 13<sup>th</sup> open session meeting of the Governance and Nominating Committee, held on August 15, 2022 and as amended, accurately reflect the business transacted at that meeting.**

**CARRIED**

## Action Items from Previous Meeting

The Committee reviewed the action items chart. It was noted that staff will follow-up with the GNC to provide details regarding the in-person meeting scheduled for October 17, 2022.

M. Solakhyan provided an update on the archival status of audio recordings. It was noted that the official record of committees and Council meetings are the minutes, not the recordings.

Staff confirmed that the posting of audio recordings of Council meetings would not be presented at the September Council meeting in light of requests made at the August 24<sup>th</sup> plenary session to explore components such as French translation as well as compliance to the Accessibility for Ontarians with Disabilities Act (AODA).

## Guideline on Attendance at Council and Governance Committee Meetings

The GNC reviewed and discussed the draft Guideline on *Attendance at Council and Governance Committee Meetings*. Options concerning Committee agendas and materials were discussed and it was agreed that observers, experts, and guest speakers would receive the agenda as well as open session material (subject to confidentiality considerations). Experts could include auditors, consultants, governance, and HR experts, etc.

Further, the Committee agreed that enhancements should be made to the draft guideline, including:

- Description of PEO's "direction and control" governance structure, including role definition of the Council and its governance committees.
- Stipulation of specific guidelines/principles for Chairs to assist them in exercising their discretion as it relates to the parameters of observers' participation (for example, speaking order preference).

With respect to next steps, most Committee members agreed that the revised version could be included in the package of materials for Council's September 23 meeting, pending a final review by the GNC Chair.

[President-Elect Fraser joined the meeting at 2:00 p.m.]

## Review of This Meeting's Actions

Responsible	Action	Date Assigned	Status/Due Date
Staff	Refine wording for the <i>Guideline on Attendance at Council and Governance Committee meetings</i> as discussed and agreed upon for inclusion in the September 23, 2022 Council meeting package.	Sep 9, 2022	Sep 16, 2022

### Motion to Move In-Camera

Moved by President Colucci, seconded by Past President Bellini:

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

**CARRIED**

[L. Maier, M. Solakhyan, M. Feres, and D. Power signed off at 2:10 p.m.]

### In-Camera

The Committee met in camera.

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There being no further business, the meeting concluded at 2:20 p.m.

These minutes consist of 3 pages.

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A. Arenja, P.Eng., Committee Chair

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M. Solakhyan, Director, Governance



# Minutes

The 15<sup>th</sup> Meeting of the GOVERNANCE AND NOMINATING COMMITTEE (GNC) of PROFESSIONAL ENGINEERS ONTARIO was held at 40 Sheppard Avenue West, Toronto, ON and via ZOOM Videoconference on Monday, October 17, 2022 at 1:00 p.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)  
Roydon Fraser, P.Eng., President-Elect (ex officio) (virtual)  
Susan MacFarlane, P. Eng., Western Region Councillor (virtual)  
Tim Kirkby, P.Eng., Eastern Regional Councillor  
George Nikolov, P.Eng., Lieutenant Governor-in-Council Appointee
- Regrets:** Greg Wowchuk, P.Eng., Vice President (elected)
- Guests:** David Kiguel, P.Eng., East Central Region Councillor
- 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  
Ralph Martin, Manager, Secretariat  
Rob Dmochewicz, MPR, Recognition Coordinator  
Meg Feres, Supervisor, Council Operations  
Dale Power, Secretariat Administrator

## Call to Order

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

## Approval of Agenda

Moved by Councillor Nikolov, seconded by Councillor Kirkby:

**That the agenda for the October 17, 2022 meeting be approved as presented.**

**CARRIED**

## Conflicts of Interest

No conflicts were declared.

## **Consent Agenda: Previous Minutes and 2022-2023 Updated Work Plan**

The September 9, 2022 minutes and the updated 2022-2023 Governance and Nominating Committee work plan were included in the meeting package. The Chair noted that a status column has been added to the work plan.

### **Previous Minutes**

Moved by Councillor Nikolov, seconded by President Colucci:

**That the minutes of the 14<sup>th</sup> open session meeting of the Governance and Nominating Committee, held on September 9, 2022, accurately reflect the business transacted at that meeting.**

**CARRIED**

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

There was one action item regarding refined wording for the *Guideline on Attendance at Council and Governance Committee Meetings* which has since been approved by Council on September 23, 2022. This item is complete.

## **Governance Roadmap – Phase 4 Update: Risk Assessment Process (Non-Chapter “Neither” Activities)**

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. 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 portion of the project related to Chapter activities in the “neither” category.

R. Dmochewicz presented information to the Committee outlining a recommendation to: i) stand down a number of committees and subcommittees that are neither governance nor regulatory; and ii) rename the Awards Committee (AWC) the “Order of Honour Selection Committee” (OSC). It was noted that consultations did not take place in some instances since many of the committees and sub committees on the list are inactive with no current members.

The Committee discussed the information presented and agreed that:

- Consultation is needed with the Ontario Society of Professional Engineers (OSPE) regarding the PEO-OSPE Joint Relations Committee (PEO-OSPE-JRC) and with the Ontario Association of Architects (OAA) regarding the PEO-OAA Joint Liaison Committee (PEO-OAA-JLC) before further consideration is given to standing down these committees.
- Further input should be sought from the Experience Requirements Committee (ERC) regarding the interview training ERC members receive to determine the need for an enhanced and more effective training program. The current method of training ERC members according to the table provided in the meeting package involves observing interviews as an observer until they become comfortable enough to conduct interviews themselves.
- The areas of the briefing information that address stakeholder engagement for the Government Liaison Committee, PEO-OAA Joint Liaison Committee, and PEO-OSPE Joint Relations Committee should be integrated into the body of the document so that it is more readily accessible for reference.

Moved by Councillor Nikolov, seconded by Councillor Kirkby:

**That the Governance Roadmap – Phase 4: Recommendations for PEO Committee and Task Force Activities which are neither governance nor regulatory be presented to Council for approval, subject to the recommended changes as discussed by GNC at its October 17, 2022 meeting.**

**CARRIED**

### **CESC Update**

Marisa Sterling, Central Election and Search Committee (CESC) Chair was unavailable and therefore no update was provided.

### **Council Elections Review: Approach and Issues**

The Committee received information related to the proposed approach and timelines for reviewing and making recommendations aimed at reforming and modernizing PEO's elections. It was noted that previous work conducted by various committees and task forces as well as external consultants has resulted in a number of election-related recommendations, and that these works will provide useful background information. The proposed plan and timelines for any resulting recommendations were presented in two categories: i) short-term – those that can be implemented for the 2023/2024 election cycle; and ii) long-term – those that will require Professional Engineers Act ("the Act") or regulation changes.

The Committee discussed several of the issues proposed for review. It was agreed that the approach for the review to reform and modernize PEO elections should be addressed and prioritized in two categories:

#### Category/Priority 1

Election Process: Issues that relate to fair and transparent elections and increasing confidence in the process

#### Category/Priority 2

Other issues related to governance more generally

In addition, the GNC discussed candidate screening/eligibility criteria. Differing views were noted in this area, including the view that eligibility criteria and a focus on qualifications would enhance confidence in the candidates; and the view that this addition would be limiting and present an unnecessary barrier to those who may be seeking office and such training should be undertaken as part of the orientation of new Councillors.

The committee members generally agreed that a candidate must complete a "board basics" type of training/orientation before a nomination is accepted. Staff will undertake an environmental scan of other regulators to explore how this matter is addressed in similar organizations and will include this prerequisite requirement for candidates as part of the election process review.

There was a suggestion that it would be beneficial to consult with current and past complainants regarding issues with the election process. Staff will take this under advisement as work is undertaken to develop the scope and scale of the election process review.

### **Committee Minutes**

It was noted that the current practice at PEO has been to issue committee minutes one week prior to the meeting, and there are occasions when there are several months between some committees' meetings. A request was made

to expedite the issuance of minutes so that meeting participants may review for accuracy within a reasonable period. Staff will report back to the GNC at a future meeting with respect to a proposed standard of delivering draft minutes to committee members.

### **Council Manual Review: Charters and Other Changes**

The Committee was advised that in early 2020, Council decided to prioritize governance reform and an external consultant was engaged to help design and facilitate a two-year governance “roadmap”. Extensive Council energies have been directed towards reforming PEO’s board to ensure that it is appropriate as that of a modern regulator. As part of this process, on March 26, 2021, Council adopted the following charters and protocols including:

1. Council Charter
2. President and Chair Charter
3. CEO/Registrar Charter
4. Councillor Submissions Protocol
5. Delegation of Authorities Charter

All Charters and Protocols were approved subject to their finalization and inclusion in the Council Manual. During the integration process it was noted that PEO’s Council Manual has not been updated since 2011 and included material that was outdated or unnecessary and does not reflect Council’s recent work. A proposed table of contents was presented.

Following discussion there was general agreement that the Council’s Manual be revised as per the proposed table of contents and be presented to the GNC for further discussion.

### **Councillor Training Requests**

Further to discussion at the September Council meeting regarding the draft operating budget and the inclusion of \$75,000.00 for Councillor training in 2023, staff is recommending that the GNC develop a *Councillor Training Protocol* to set out the administrative process to manage Councillors’ requests.

Based on GNC feedback staff will prepare a draft *Councillor Training Protocol* for GNC approval. Implementation of the protocol will be dependent upon Council’s approval of the training funds in the 2023 budget.

There were no objections to this proposal and staff will proceed with the preparation of the protocol document for the Committee’s consideration at its next scheduled meeting.

### **Date of Next Meeting**

The Chair requested that the November 7<sup>th</sup> meeting be rescheduled. Staff will poll Committee members to determine an alternate date. This will be a virtual meeting.

### **Review of This Meeting’s Actions**

Responsible	Action	Date Assigned	Status/Due Date
Staff	Governance Roadmap – Phase 4: Recommendations for PEO Committee and Task Force Activities which are neither governance nor regulatory:	October 17, 2022	January 16, 2023

Responsible	Action	Date Assigned	Status/Due Date
	<ul style="list-style-type: none"> <li>agreed to make recommendation to Council subject to OSPE and OAA feedback and consultation</li> <li>stakeholder engagement integrated into the body of the briefing note</li> <li>ERC consultation regarding interview training program</li> </ul>	October 17, 2022	
Staff	Election Reform - Proceed on the basis of: <ul style="list-style-type: none"> <li>Priority 1: "Election Process" issues</li> <li>Priority 2: General governance issues</li> </ul>	October 17, 2022	Update on January 16, 2023
Staff	Councillor Training Protocol	October 17, 2022	November 9, 2022
Staff	Minutes – commitment to provide draft minutes in a timely manner.	October 17, 2022	Update on January 16, 2023

### In-Camera

The in-camera minutes of the September 9, 2022 meeting contained routine procedural information and thus the Chair noted these can be considered approved.

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There being no further business, the meeting concluded at 4:00 p.m.

These minutes consist of 5 pages.

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A. Arenja, P.Eng., Committee Chair

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M. Solakhyan, Director, Governance



## Minutes

# Minutes

C-552-Reports

The 12<sup>th</sup> Meeting of the REGULATORY POLICY AND LEGISLATION COMMITTEE (RPLC) of PROFESSIONAL ENGINEERS ONTARIO was held via ZOOM Videoconference on Friday, August 12, 2022 at 1:00 p.m.

- Present:** Chantal Chiddle, P.Eng., Chair and Councillor-at-Large  
Christopher Chahine, P.Eng., East Central Region Councillor  
Jim Chisholm, P. Eng., West Central Region Councillor  
Nick Colucci, P.Eng., President (ex officio)  
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:** None
- Staff:** Johnny Zuccon, CEO/Registrar  
Dan Abrahams, Vice-President (VP), Policy & Governance and Chief Legal Officer  
Liz Maier, VP, Organizational Effectiveness  
Stephanie Rose, Director, Program Management  
David Smith, Director, External Relations  
Marina Solakhyan, Director, Governance  
Jordan Max, Manager, Policy  
Meg Feres, Supervisor, Council Operations
- Guests:** Joe Adams, P.Eng., Chair, Enforcement Committee  
Santosh Gupta, P.Eng., Chair, Licensing Committee  
Waguih ElMaraghy, P.Eng., Chair, Academic Requirements Committee  
Lionel Ryan, P.Eng., Vice-Chair, Experience Requirements Committee

## Call to Order

Notice having been given and a quorum being present, the Chair called the meeting to order, welcomed the Committee, staff, and guests; and made procedural announcements related to the conduct of the meeting.

## Approval of Agenda

The Chair reviewed the agenda. The Committee discussed a proposed amendment to add an item related to the confidentiality of RPLC meeting material.

Moved by Councillor Chahine, seconded by Councillor Montgomery:

**That the agenda for the August 12, 2022 meeting be approved as amended.**

**CARRIED**

## Conflicts of Interest

No conflicts were declared.

## **Previous Minutes**

No discussion of the previous minutes took place.

Moved by Councillor Montgomery, seconded by Councillor Kiguel:

**That the minutes of the 11<sup>th</sup> open session meeting of the Regulatory Policy and Legislation Committee, held on July 7, 2022, accurately reflect the business transacted at that meeting.**

**CARRIED**

## **Action Items from Previous Meeting**

The action item noted in the previous meeting's minutes was noted as complete. No further discussion took place.

## **2022-2023 RPLC Work Plan: Status Update**

In addition to the updates made since the last meeting, the Chair noted that the agenda item related to finalizing transition decisions on current regulatory policy projects by non-governance committees is scheduled for the meeting on September 9.

## **FARPACTA Part 1: Academic Assessments and Equivalencies**

The Committee received a report titled "FARPACTA Part One: Academic Assessments and Equivalencies" which outlined PEO's legislative framework for academic requirements for licensure and the current determination process (academic requirements); clarified the impact of FARPACTA timelines on the current licensing process; and described some options with respect to FARPACTA compliance and some anticipated consequences associated with each option. In addition, J. Zuccon delivered a presentation, based on the report, which highlighted:

- Features of PEO's current licensing system, including: applications from the two streams, Canadian Engineering Accreditation Board (CEAB) and non-CEAB; the four serial components of the application system; and the decision to either issue a P.Eng. licence or to issue a Notice of Proposal to Refuse to Issue a Licence ("NOP").
- Academic assessment process details and determinations (by stream) and Academic Requirements Committee (ARC) examination programs and outcomes, based on 12 years of historical data (January 2010 to March 2022).
- An overview of FARPACTA requirements effective July 1, 2023 to: i) acknowledge receipt of application within 10 business days, including a statement about whether the application includes all requirements; and ii) for 90% of applicants, make a written registration decision within 180 days after complete application, including reasons.
- Features of PEO's licensing system with FARPACTA, including: completed applications from the two streams within 10 business days; the four parallel components of the application system; and the decision to either issue a P.Eng. licence or to issue a Notice of Proposal to Refuse to Issue a Licence ("NOP").
- Licensing determinations of completed applications and decisions for the period January to May 2022, as they would be under FARPACTA by applying the ratios calculated from 12 years of historical data.

During the presentation it was noted that PEO's licensing system as currently structured will not achieve compliance with FARPACTA and therefore, to achieve compliance, PEO must change its determination processes to run in

parallel. One option could be a requirement that non-CEAB applicants complete examination(s) as a component of the academic requirements as a precursor for application.

[President Colucci left the meeting at 1:45 p.m.]

### **Discussion Points**

The Committee posed questions and discussed the information provided in the briefing package and the presentation. The primary themes raised during the discussion are highlighted below.

**ARC's Examination Program:** Areas of discussion included:

- rates of completions, withdrawals, and applications remaining in a pending state, and how these will be impacted by the transition to the new licensing system; and
- the significance of the examination program in the newly designed system in terms of the current average time to successfully complete (20-31 months across three exams), and considerations to enable the new system, ideally, to support an average time of six months or less; and
- the importance of designing a new system that complies with both the intent and spirit of FARPACTA and minimizes barriers to achieving a P.Eng. licence.

**Implications of Time Limit Requirements:** A question was asked about the time limit requirements for a decision under FARPACTA, specifically when the six-month clock, which is started when a completed application is received, would stop running. It was noted that the Registrar's decision to either issue a licence or a NOP is the end of the admissions process and the potential start of an appeals process with the Registration Committee, in the case of the issuance of a NOP. Staff will confirm the process post-issuance of a NOP and provide a more detailed response to the Committee.

**Other:** Discussion points related to consultation/stakeholder engagement are summarized in the section below titled "*FARPACTA Compliance Project: Operational Update*".

### **FARPACTA Compliance Project: Operational Update**

S. Rose updated the Committee on the current operational status of the FARPACTA compliance project plan regarding the necessary steps and timeframes, including: evaluating existing IT systems and capabilities; scoping out new or additional IT and other requirements for the new application process; process mapping; and internal consultation. It was noted that consultations are forthcoming with stakeholders such as volunteers of the relevant PEO committees as part of the process for designing a licensing system under FARPACTA.

### **Discussion Points**

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

**Collaboration/Engagement:** It was noted that in-person collaboration and "brainstorming" with key stakeholders/subject matter experts (SME), including the members of ARC and other committees is critically important in enabling PEO to meet key requirements set out in the amended FARPACTA and its regulations. Included among the primary areas of consultation are objectives, criteria, and constraints. It was noted that the extent to

which the licensing system can be re-designed is constrained by time, with the requirement to meet application processing time limits taking effect on July 1, 2023.

It was agreed that there is a need for the formalization of a process for soliciting written and verbal engagement with key stakeholders to benefit from their expertise in relation to the various aspects of the FARPACTA initiative, including the development of proposed solutions. Staff will liaise and assist administratively as required. The ARC Chair, on behalf of the ARC, agreed to participate in such engagement as it relates to Part 1.

**Front End User Testing:** It was suggested that it is also critically important to build front end user testing into the system design to verify its effectiveness from the applicant/client perspective. This cohort could include Engineering Interns (EITs) and relevant SME (such as members for ARC and the Experience Requirements Committee), among others. Staff noted that there are plans to conduct this type of testing to ensure that the system works effectively for applicants.

### **Sharing the RPLC Meeting Material with Observers**

Committee members discussed the confidentiality of meeting material, both in relation to the RPLC specifically and governance committees in general. Areas of discussion included the current unwritten protocol for those considered to be meeting observers; and suggestions for a formal, written protocol. The primary themes/discussion points include those outlined below.

- The current unwritten practice across all governance committees for observers allows only the agenda to be provided ahead of the meeting.
- A formal, written protocol should be developed, with elements including:
  - clear and consistently applied definitions of terms such as “observer”, “subject matter expert” (or “SME”), and “guest speaker” and how these differ in the context of receiving relevant material as well as their roles and levels of participation in a meeting;
  - permission for SME or other stakeholders to 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; and
  - recognition that while committee materials are often “works in progress” or otherwise deemed to be confidential, flexibility should be built in for exceptions from the norm and for the Chair to exercise reasonable discretion regarding the conduct of the meeting.

It was noted that the Governance and Nominating Committee (GNC) will be addressing an item titled “Observer Protocol” at its August 15 meeting and will be addressing the issues related to the unwritten protocol and the potential for a formal, written protocol. The feedback outlined above will be shared with the GNC to aid in their discussion of the matter.

## Actions Summary

Responsible	Action	Date Assigned	Status/Due Date
Staff	Details re: time limit requirements for a decision under FARPACTA <ul style="list-style-type: none"><li>○ when does the six-month clock stop running?</li><li>○ Process for applicant post-issuance of NOP</li></ul>	Aug 12, 2022	Sep 9, 2022
Staff	Share RPLC feedback re: confidentiality of governance committee meeting material with GNC for its consideration of an “Observer Protocol”	Aug 12, 2022	Aug 15, 2022

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There being no further business, the meeting concluded at 3:45 p.m.

These minutes consist of 5 pages.

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C. Chiddle, P.Eng., Committee Chair

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M. Solakhyan, Director, Governance



Minutes

# Minutes

C-552-Reports

The 13<sup>th</sup> Meeting of the REGULATORY POLICY AND LEGISLATION COMMITTEE (RPLC) of PROFESSIONAL ENGINEERS ONTARIO was held via ZOOM Videoconference on Friday, September 9, 2022 at 9:00 a.m.

- Present:** Chantal Chiddle, P.Eng., Chair and Councillor-at-Large  
Christopher Chahine, P.Eng., East Central Region Councillor  
Nick Colucci, P.Eng., President (ex officio)  
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:** Jim Chisholm, P. Eng., West Central Region Councillor
- Staff:** Johnny Zuccon, CEO/Registrar  
Dan Abrahams, Vice-President (VP), Policy & Governance and Chief Legal Officer  
Linda Latham, VP Regulatory Operations/Deputy Registrar  
Stephanie Rose, Director, Program Management  
David Smith, Director, External Relations  
Marina Solakhyan, Director, Governance  
Jordan Max, Manager, Policy  
Adeilton Ribeiro, Manager, Experience Requirement  
Meg Feres, Supervisor, Council Operations
- Guests:** Joe Adams, P.Eng., Chair, Enforcement Committee  
Christian Bellini, P.Eng., Past-President, 2022-23 PEO Council  
Andrew Cornel, P.Eng., Chair, Experience Requirements Committee (ERC)  
Judith Dimitriu, P.Eng., Vice-Chair, Academic Requirements Committee (ARC)  
Waguih ElMaraghy, P.Eng., Chair, ARC  
Santosh Gupta, P.Eng., Chair, Licensing Committee  
Gordon Ip, P.Eng., Vice-Chair, Enforcement Committee  
Wayne Kershaw, P.Eng., Vice-Chair, Licensing Committee  
Lionel Ryan, P.Eng., Vice-Chair, ERC  
Seimer Tsang, P.Eng., ARC Member

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## Call to Order

Notice having been given and a quorum being present, the Chair called the meeting to order, welcomed the Committee, staff, and guests; and made procedural announcements related to the conduct of the meeting.

## Approval of Agenda

The Chair reviewed the agenda. There was a request to remove the Previous Minutes (*Open Session Minutes of August 12, 2022 Meeting*) from the Consent Agenda.

Moved by Councillor Kiguel, seconded by Councillor Hilborn:

**That the agenda for the September 9, 2022 meeting be approved as amended.**

**CARRIED**

## Conflicts of Interest

No conflicts were declared.

## Previous Minutes

There was a discussion of the draft minutes of the August 12, 2022 meeting concerning areas that may require correction or more substantive description. The Committee deferred approval and will consider an amended version at its next meeting.

There was agreement that, time permitting, draft minutes will be circulated to the Committee for comments prior to inclusion in the next meeting's materials package.

## Action Items from Previous Meeting

The action items noted in the previous meeting's minutes were noted as complete. Further to the memorandum provided for the Committee outlining time limit requirements for a decision under FARPACTA, there was a discussion related to what constitutes a complete application. It was noted that a complete application involves both the academic and experience requirements; and the work currently underway with respect to changing PEO's determination processes to comply with FARPACTA will ultimately define the minimum requirements with as much specificity as possible.

## Transition Decisions on Current Regulatory Policy Project Work by Non-Governance Committees

The Committee reviewed proposed actions and next steps related to finalizing transition decisions on current regulatory policy projects by non-governance committees. These actions were informed by:

- 11 governance directions adopted by Council in November 2020 which delineate the "lines" between Council, the CEO/Registrar, and committees;
- 7 governance directions adopted in March 2021 which provide more specificity and clarity to how PEO will use committees in its new governance system; and
- a review of a list of regulatory policy projects that were not finalized by the 2022 AGM, and presentation by the Chairs and Vice-Chairs of non-governance committees at the April 2022 RPLC meeting.

The list of regulatory policy projects was included in the material reviewed as "*2021-22 Committees' Regulatory Policy Project Portfolio – RPLC Decision Worksheet*". The recommendations and proposed actions are summarized below:

- All policy projects by the Professional Standards Committee will be brought to the RPLC for review and recommendation to Council when they are complete (this is already on the RPLC's workplan).
- All policy projects already submitted to the RPLC by Licensing and Enforcement will be put on hold until Council has made its final FARPACTA-related policy recommendations. Enforcement may prepare a memo on its *Emerging Technologies* project addressed to the Chair of the RPLC identifying the problem, risks to the

public, and other relevant issues that will allow the RPLC to determine priority of this item in light of other policy goals.

- All outstanding policy work by ARC and ERC will be put on hold until Council has made its final FARPACTA-related policy recommendations. Depending on what policy direction is set by Council, the policy projects by ARC and ERC may come before the RPLC for review.
- Non-governance committees' Terms of Reference will be brought to the Governance and Nominating Committee (GNC) to be reviewed and revised to reflect Council's governance directives made in 2021. The GNC will also discuss and clarify other questions, including the governance reporting structure, committee mandates, etc.

It was noted that RPLC Decision Worksheet is missing the Enforcement Committee's project related to engineering examples. The list will be amended to correct this omission.

In terms of next steps, it was highlighted that staff will liaise with all non-governance committees that had a policymaking role (i.e., PSC, ARC, ERC, Licensing and Enforcement) to compile their Terms of Reference to be able to bring this item to the Governance and Nominating Committee (GNC) for review and recommendation to Council. Committee input will be sought prior to bringing any information before the GNC. The RPLC requested that this be added as an action item.

### **FARPACTA Part 1: Equivalent Academic Qualifications**

The Chair noted that at its meeting in August, the RPLC considered a report and presentation from the CEO/Registrar regarding Academic Assessments and Equivalencies for PEO to comply with FARPACTA requirements effective July 1, 2023, particularly the six-month timeframe for a licensing decision by the Registrar. The discussion which followed the presentation ultimately led to the proposed consultation with the ARC. Waguih ElMaraghy, Chair of the ARC, was invited to present a report on the activities of the ARC's FARPACTA Compliance & Equivalencies Working Group ("FACE-WG") since its creation shortly after the August 12 RPLC meeting.

Included in the presentation were an overview of FACE-WG's:

- Responses to four questions posed by the RPLC covering varied aspects of equivalent academic qualifications (including type of and eligibility for exam programs; and PEO's limited licence application process vis-à-vis application for a full P.Eng. licence).
- Collaborative efforts to address the academic requirements phase of FARPACTA to propose a conceptual framework for a licensing model which was described as *"Front End Self-Assessment Plus ARC Quality Assurance Review when Application is Complete"*.

The Committee and staff posed questions and discussed the information provided in the briefing package and the presentation. The primary themes raised during the discussion related to examinations based on self-assessment and the differences between the current and proposed system.

In concluding the presentation, the ARC Chair noted that the proposed model contains more details than are shown in the presentation which will assist in more fully addressing the questions and comments raised. At the same time, many more details need to be worked out and thus it is critically important to continue to explore the proposed model in future discussions to develop the details.

The Chair thanked the ARC Chair for his presentation. It was noted that Commissioner Glasberg from the OFC will make a presentation to Council's September 23, 2022 meeting, and aspects of the proposed model may be referenced or addressed at that time.

## **Next Steps**

The Chair noted a series of next steps for the RPLC and Council in the coming weeks.

1. September Council meeting: Commissioner Glasberg from the Office of the Fairness Commissioner is invited to address Council.
2. End of September/early October: RPLC meeting to continue discussions, and review and approve final recommendations to Council. Staff will work with the Committee to schedule.
3. Mid-October: FARPACTA: Part 2 – experience requirements.

## **FARPACTA Compliance Project: Operational Update**

S. Rose updated the Committee on the current operational status of the FARPACTA compliance project plan regarding the necessary steps and timeframes, including the development of an initial statement of work related securing an IT vendor. It was noted that many activities are dependent on the selection of the new model, however some work in this regard is continuing while decisions are pending.

It was highlighted that the communication plan and strategy has been shifted to occur later in the project so that additional planning can occur with respect to targeted stakeholder consultation. It was also noted that work is beginning on the transition plan from a staffing perspective to utilize skills and resources most effectively.

## **Actions Summary**

<b>Responsible</b>	<b>Item</b>	<b>Action</b>	<b>Date Assigned</b>	<b>Status/Due Date</b>
Staff & GNC	Proposed Actions and Next Steps RE: Finalizing Transition Decisions on Current Regulatory Policy Projects by Non-governance Committees	Staff will obtain feedback from all the affected stakeholders, for GNC's consideration.	Sep 9, 2022	GNC meeting: November 2022

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There being no further business, the meeting concluded at 12:00 p.m.

These minutes consist of 4 pages.

"Chantal Chiddle"

C. Chiddle, P.Eng., Committee Chair

"Marina Solakhyan"

M. Solakhyan, Director, Governance



Minutes

# Minutes

C-552-Reports

The 14<sup>th</sup> Meeting of the REGULATORY POLICY AND LEGISLATION COMMITTEE (RPLC) of PROFESSIONAL ENGINEERS ONTARIO was held via ZOOM Videoconference on Wednesday, September 28, 2022 at 9:00 a.m.

- Present:** Chantal Chiddle, P.Eng., Chair and Councillor-at-Large  
Christian Bellini, P.Eng., Past-President (ex officio)  
Christopher Chahine, P.Eng., East Central Region Councillor  
Jim Chisholm, P. Eng., West 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
- Regrets:** Nick Colucci, P.Eng., President (ex officio)  
Leila Notash, P.Eng., Councillor-at-Large
- Staff:** Johnny Zuccon, CEO/Registrar  
Dan Abrahams, Vice-President (VP), Policy & Governance and Chief Legal Officer  
Linda Latham, VP Regulatory Operations/Deputy Registrar  
Stephanie Rose, Director, Program Management  
David Smith, Director, External Relations  
Marina Solakhyan, Director, Governance  
Jordan Max, Manager, Policy  
Nickesha Ayode, Regulatory Policy Research Analyst  
Halley Schaub, Admissions Analyst  
Meg Feres, Supervisor, Council Operations
- Observers:** Andrew Cornel, P.Eng., Chair, Experience Requirements Committee (ERC)  
Judith Dimitriu, P.Eng., Vice-Chair, Academic Requirements Committee (ARC)  
Andy Dryland, Lieutenant Governor-in-Council Appointee, 2022-23 PEO Council  
Waguih ElMaraghy, P.Eng., Chair, ARC  
Lionel Ryan, P.Eng., Vice-Chair, ERC

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## Call to Order

Notice having been given and a quorum being present, the Chair called the meeting to order, welcomed the Committee, staff, and observers; and made procedural announcements related to the conduct of the meeting.

## Approval of Agenda

The Chair reviewed the agenda. There was a request to confirm that the Committee will move *in camera* after completion of the open session items.

Moved by Councillor Kiguel, seconded by Councillor Chahine:

**That the agenda for the September 28, 2022 meeting be approved as presented, with confirmation of an in camera meeting.**

**CARRIED**

### **Conflicts of Interest**

No conflicts were declared.

### **Previous Minutes**

No discussion of the previous minutes took place.

Moved by Councillor Montgomery, seconded by Councillor Hilborn:

**That the minutes of the 12<sup>th</sup> and 13<sup>th</sup> open session meetings of the Regulatory Policy and Legislation Committee, held on August 12, 2022 and September 9, 2022, respectively, accurately reflect the business transacted at those meetings.**

**CARRIED**

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

There were no action items for discussion.

### **FARPACTA Part 1: Equivalent Academic Qualifications**

The Chair highlighted comments and discussion related to the presentation made by Commissioner Glasberg from the Office of the Fairness Commissioner (OFC) at Council's September 23<sup>rd</sup> meeting, including the requirements and recent licensing decisions of other Ontario regulators related to foreign-trained professionals, as well as the ongoing dialogue between PEO staff and the OFC on the topic of FARPACTA.

The Chair invited staff to provide an update on its activities related to FARPACTA Part 1.

D. Abrahams presented information related to operationalizing academics to suit FARPACTA, including:

- An overview of the legal framework and the relevant legislative considerations contained in the Professional Engineers Act, Regulation 941, and the FARPACTA and associated regulations
- An overview of PEO's experience with non-Canadian Engineering Accreditation Board (CEAB) and non-engineering graduates, as it relates to examinations
- The recommended approach that:
  - all academic requirements must be satisfied prior to application;
  - non-CEAB graduates will have a bachelor's degree in engineering that has been certified as legitimate using the International Institutions and Degrees Database (IIDD) list as the standard; and
  - non-CEAB graduates also will have passed confirmatory exams to be specified by PEO and determined in consultation with subject matter experts.

[R. Fraser joined the meeting at 9:25 a.m.]

H. Schaub presented information on the IIDD, a tool developed by Engineers Canada which provides information on an educational institution, the degrees and disciplines that are offered, as well as the country's education, quality assurance, registration, and licensure systems. It was noted that the IIDD was revamped in 2021 to enhance its

capabilities. In addition, information was provided on the areas of an education program that IIDD can and cannot verify or confirm. A live demonstration was provided on the database.

The Committee posed questions related to the information provided in the briefing package and the presentations; and discussed staff's operational recommendations regarding academic requirements for the filing of an application for licensure.

It was noted that the approach outlined above is achievable by July 1, 2023, the date FARPACTA requirements take effect. Other pathways and approaches to licensure were discussed and there were suggestions that there should be consideration of additional or new academic requirements to include applicants without a Bachelor of Engineering degree after July 1, 2023, as part of continuous system improvement.

Moved by Councillor Montgomery, seconded by Councillor Hilborn:

**That RPLC recommend that Council recognize that a Bachelor of Engineering degree, subject to legitimacy confirmation, is the minimum academic requirement for those not applying from programs accredited to Council's satisfaction.**

**CARRIED**

#### **Record of Votes Cast**

For: Christian Bellini, Christopher Chahine, Chantal Chiddle, Jim Chisholm, Vicki Hilborn, David Kiguel, and Dana Montgomery

Against: Roydon Fraser

#### **Next Steps**

1. Mid-October: FARPACTA: Part 2 – The Committee will meet on October 14 to discuss experience requirements.
2. Late October: Council plenary to continue discussions related to the FARPACTA Part 1 recommendation, and begin discussions related FARPACTA Part 2.

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

Moved by Councillor Kiguel, seconded by Councillor Chahine:

**That the Committee move in camera.**

**CARRIED**

J. Chisholm, R. Fraser, and observers signed off at 10:30 a.m.

#### **In Camera**

The Committee met in camera with staff.

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There being no further business, the meeting concluded at 10:45 a.m. These minutes consist of 3 pages.

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C. Chiddle, P.Eng., Committee Chair

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M. Solakhyan, Director, Governance



# Minutes

C-552-Reports

The 15<sup>th</sup> Meeting of the REGULATORY POLICY AND LEGISLATION COMMITTEE (RPLC) of PROFESSIONAL ENGINEERS ONTARIO was held via ZOOM Videoconference on Friday, October 14, 2022 at 1:15 p.m.

**Present:** Chantal Chiddle, P.Eng., Chair and Councillor-at-Large  
Christian Bellini, P.Eng., Past-President (ex officio)  
Christopher Chahine, P.Eng., East Central Region Councillor  
Jim Chisholm, P. Eng., West Central Region Councillor  
Nick Colucci, P.Eng., President (ex officio)  
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:** None

**Staff:** Johnny Zuccon, CEO/Registrar  
Dan Abrahams, Vice-President (VP), Policy & Governance and Chief Legal Officer  
Linda Latham, VP Regulatory Operations/Deputy Registrar  
Stephanie Rose, Director, Program Management  
David Smith, Director, External Relations  
Marina Solakhyan, Director, Governance  
Jordan Max, Manager, Policy  
Adeilton Ribeiro, Manager, Experience Assessment  
Melissa Dean, Policy Analyst  
Meg Feres, Supervisor, Council Operations

**Observers:** Andrew Cornel, P.Eng., Chair, Experience Requirements Committee (ERC)  
Lionel Ryan, P.Eng., Vice-Chair, ERC

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## Call to Order

Notice having been given and a quorum being present, the Chair called the meeting to order, welcomed the Committee, staff, and observers; and made procedural announcements related to the conduct of the meeting.

## Approval of Agenda

The Chair reviewed the agenda. There was a request to remove the previous minutes from the consent agenda.

Moved by Councillor Chahine, seconded by Councillor Montgomery:

**That the agenda for the October 14, 2022 meeting be approved, as amended.**

**CARRIED**

## Conflicts of Interest

No conflicts were declared.

## Previous Minutes

There was a request for more information related to the International Institutions and Degrees Database and other material provided at the September 28 meeting. It was agreed that questions will be addressed by offline.

In response to a query regarding material presented at previous meetings, staff noted that these are duly filed and stored, and are available upon request.

The Committee discussed the motion that was carried in relation to the minimum academic requirement for those who are not applying from programs accredited to Council's satisfaction. There was a request that the motion result show a record of votes and it was agreed that staff will make this amendment when finalizing the minutes.

Moved by Councillor Kiguel, seconded by Councillor Hilborn:

**That the minutes of the 14<sup>th</sup> open session meeting of the Regulatory Policy and Legislation Committee, held on September 28, 2022 and subject to an amendment documenting the record of votes cast, accurately reflects the business transacted at that meeting.**

**CARRIED**

### Roll Call Vote

For: Past-President Bellini, President Colucci, Councillor Hilborn, Councillor Kiguel, and Councillor Montgomery

Against: President-Elect Fraser and Councillor Notash

Abstain: Councillor Chahine and Councillor Chisholm

The Chair reviewed the eight (8) criteria for conducting in camera meetings, per the by-law approved by Council on September 23, 2022. The Chair also noted that since the purpose of the September 28, 2022 in camera meeting was moot, there are no minutes for that portion of the meeting.

## FARPACTA Part 2: Canadian Experience Requirement

The Chair invited staff to make a presentation to supplement information provided in the background briefing received by the Committee. L. Latham presented an overview of the key components and considerations contained in the Committee's background briefing titled: *"FARPACTA Part Two: Background – Experience Assessment and Canadian Experience Requirement"*.

### Experience Assessment (General) and Canadian Experience Requirement

A summary of experience assessment in general and the Canadian requirement specifically was provided, including:

- Experience requirements contained in Ontario Regulation 941 pertaining to the 48-month timeline in which applicants must fulfil certain relevant obligations, including at least 12 months in a Canadian jurisdiction, supervised by a Canadian P.Eng.(professional engineer).
- An overview of the current licensing process, including the 5-criteria assessment approach and the respective roles of staff and the ERC.
- Operational changes being contemplated to take effect by July 1, 2023 to comply with FARPACTA's 180-day registration decision requirement, including some form of Competency Based Assessment ("CBA") to confirm that an applicant has met the content requirement.
- The key consideration as it relates to FARPACTA and Canadian experience is that this type of experience will be prohibited as of December 2, 2023, unless PEO can demonstrate the need for an exemption to this requirement for the purposes of health and safety.

- All current CBA systems in Canada include some “Canadian Environmental Competencies” that do not require “on the ground” Canadian experience. This means that the experience could be gained in a non-Canadian jurisdiction.

### Stakeholder Survey

The results of a recent survey of ERC and Licensing Committee members, conducted by staff, were provided to the Committee as part of its briefing material. The survey included questions on which elements of Canadian experience are uniquely Canadian, defensible in the public interest, and potential alternative mechanisms that would be supported.

A survey of internationally trained licence holders issued a P.Eng. licence in the past five years is also currently underway on how they completed the Canadian experience requirement and results are due by the end of October. A similar survey of recent supervisors/referees for their perspective on the same questions is forthcoming. These research initiatives are intended to inform future discussion and ultimately any recommendations that RPLC might make for Council’s consideration.

### Key Discussion Points

The Committee posed questions and discussed the information provided in the briefing package and the presentation. The primary themes raised during the discussion are outlined below.

**Other Regulators:** It was noted that current research being undertaken by staff includes an examination of how other Canadian regulators are approaching the removal of Canadian Experience from their licensing framework. It was also referenced that there are seven Ontario regulators that currently have the Canadian Experience Requirement. It was suggested that more insight in this area would be of benefit to the Committee and is forthcoming at the next RPLC meeting.

**Health & Safety Exemption to Continue the Canadian Experience Requirement:** There was discussion regarding the importance of researching and identifying the factors and empirical evidence related to health and safety in the practice of professional engineering that would require that applicants demonstrate these while working in Canada, to determine if the factors would support a request for an exemption from the OFC on the health and safety basis. On behalf of ERC, Chair Andrew Cornel noted the ERC is willing to turn its attention to the matter of the three policy options outlined in the briefing and presentation material in the coming weeks to develop suggestions and advice for the RPLC as it prepares to make recommendations to Council in November.

**Experience Verification:** There was a discussion regarding the clarity and consistency of what “supervision” means; and the ways and means for PEO to verify and obtain sign-off on aspects of training including Canadian environmental competencies and ethics, and that a foreign trained/practicing engineer did in fact practice in their home country. More information was requested in this regard. It was noted that PEO currently relies on a Canadian P. Eng., referee or similar.

**Alternative Experience Assessment Models:** It was noted that the CBA is not the only model to objectively assess experience and it would be beneficial for the Committee to review and evaluate those to determine suitability and fit in the context of PEO’s licensure system, including the levels of flexibility and adaptability to ensure success of the licensure model as PEO moves beyond the July 1, 2023 FARPACTA deadline. More information was requested in this area.

**CBA Licensure Model Report:** It was noted that ~2015/2016, an external advisor was engaged and a report was produced regarding a CBA licensure model intended for the PEO context. It was suggested that there are indications that it may have been in the process of being accepted for implementation at PEO as, ~2017/2018, interview training

on using the CBA model was conducted with the ERC. It was noted that information from the report has been made available to staff FARPACTA team. It also would be beneficial for the Committee to receive more information related to this report.

**Engineering Interns Program (“EIT”):** There was a discussion regarding the statistics which show the length of time after graduation that CEAB and non-CEAB graduates apply for licensure and potential impacts when the new FARPACTA-compliant licensure model is in effect. It was noted that the impact likely will relate to the time it takes for an applicant to achieve a complete application; and those who are part of the EIT will be the cohort most affected. This issue is an unintended consequence of complying with FARPACTA and thus further discussion with the Committee and Council is needed regarding communicating and managing expectations with stakeholders.

[L. Notash signed off at 3:20 p.m.]

### **Next Steps**

1. Late October: Council plenary to continue discussions related to the FARPACTA Part 1 recommendation, and begin discussions related FARPACTA Part 2.
2. Early November: FARPACTA: Parts 1 & 2 – The Committee is currently scheduled to meet on November 4 to continue discussions about experience requirements; and, for both FARPACTA Parts 1 and 2, make recommendations for approval at Council’s November 25 meeting.

### **Actions Summary**

Responsible	Item	Action	Date Assigned
Staff	Removal of Canadian Experience	Research how other regulators are approaching the removal of the Canadian Experience requirement.	Oct 14, 2022
Staff	Health & Safety Exemption	Research the factors related to the health & safety exemption received by the CPA of Ontario and any other Canadian regulators.	Oct 14, 2022
Staff	Experience Verification	Research the ways and means for PEO to verify that a foreign trained/practicing engineer did in fact practice in their home country.	Oct 14, 2022
Staff	Alternative Experience Assessment Models	Research alternatives to CBA	Oct 14, 2022
Staff	“FARPACTA Part Two: Experience Assessment and Canadian Experience” Presentation	Circulate to Committee members and observers	Oct 14, 2022
Staff	2018 PEO Report on CBA Model	Provide more information about the report to Committee members and observers	Oct 14, 2022

There being no further business, the meeting concluded at 3:50 p.m. These minutes consist of 5 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 (Oct. 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	82
Total Caseload in the Year	161	175	187
Total Filed Complaints Disposed of by COC in the Year (for details see <i>COC's Disposition of Complaints</i> below)	58	70	59
<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>128</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	11
Direct that the matter not be referred. ( <i>PEAct s. 24. 2(b)</i> )	36	38	24
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	24
<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	3
Complaint disposed of after more than 180 days of filing	52	70	56
<b>COC Processing Time – Days from Complaint Filed to COC Disposition (12 mo. rolling avg.)</b>			
Average # Days	505	535	529
Minimum # Days	80	251	154
Median # Days	401	446	408
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>128</b>
<b><i>Complaints filed more than 180 days ago</i></b>	<b>77</b>	<b>77</b>
Pending Approval and Reason regarding COC Decision	44	
Complaints under active consideration by COC	13	
Completed Investigation ready for COC consideration	0	
Regulatory Compliance Investigation	20	
<b><i>Complaints filed between 91-180 days ago</i></b>	<b>24</b>	<b>24</b>
Pending Approval and Reason regarding COC Decision	4	
Complaints under active consideration by COC	1	
Completed Investigation ready for COC consideration	0	
Regulatory Compliance Investigation	19	
<b><i>Complaints filed within the past 90 days</i></b>	<b>27</b>	<b>27</b>
Pending Approval and Reason regarding COC Decision	1	
Complaints under active consideration by COC	0	
Completed Investigation ready for COC consideration	0	
Regulatory Compliance Investigation	26	

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

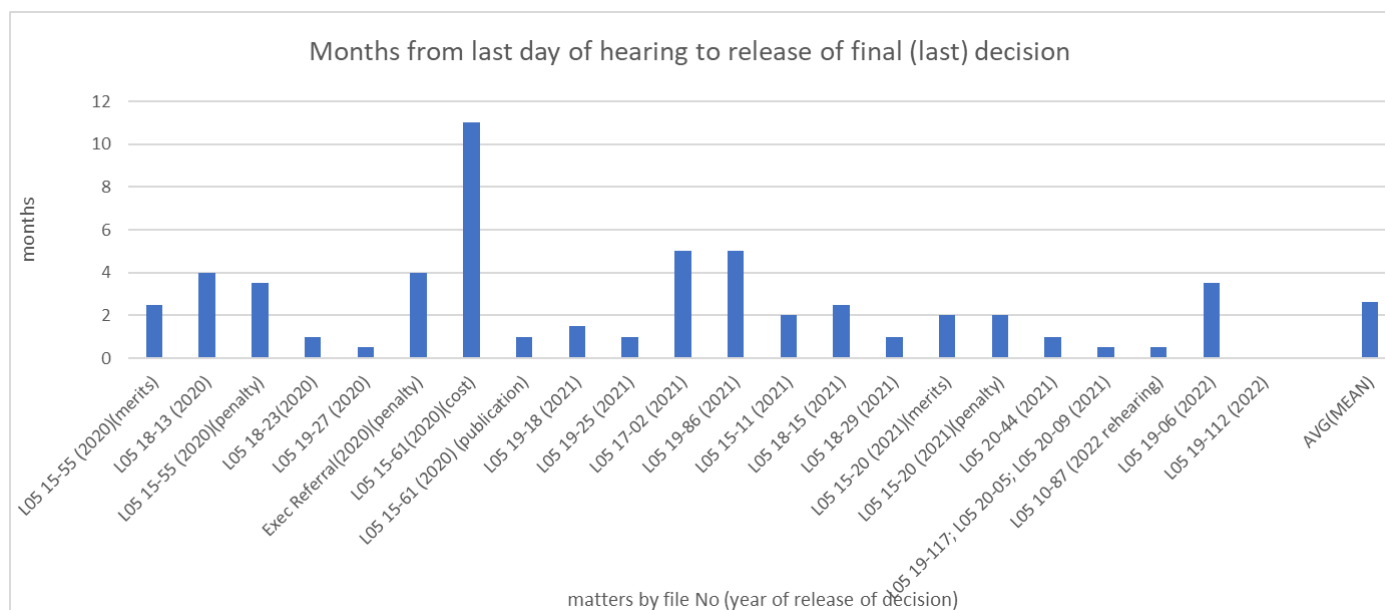
## DISCIPLINE STATISTICS – November 2022 Council Meeting Report

### Discipline Phase

	2020	2021	2022
			(as of Nov. 8)
Matters Referred to Discipline	7	5**	11
Matters Pending (Caseload)	9*	5	13
Written Decisions Issued	8	11	3
<b><i>DIC Activity</i></b>			
Pre-Hearing Conferences Held	10	8	15
Hearings Phase commenced (but not completed)	0	0	0
Hearings Phase completed (but no D&R issued)	1	0	2

\*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.



## C-522-Reports

## C-522-Reports

## 2022 STATS REPORT

EIT

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## 2022 STATS REPORT

CofA and TCofA

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	5,956	5,962			5,962
Temporary	23	23	21	22	21	21	22	22	21	22			22
Sub Total	5,960	5,967	5,960	5,969	5,981	5,968	5,968	5,968	5,977	5,984	0	0	5,984
<b>New Certificates Issued</b>													
Regular	51	36	48	48	31	41	34	52	41	45			427
Temporary	1		1	1	1	1	0	0	1	0			6
Sub Total	52	36	49	49	32	42	34	52	42	45	0	0	433
<b>Reinstatements</b>													
Regular	0		1	2	3	1	3	4	1	4			19
Temporary	0	0	0	0	1	0	0	0	0	0		0	1
Sub Total	0	0	1	2	4	1	3	4	1	4	0	0	20
<b>Deletions</b>													
Closed	(42)	(41)	(41)	(37)	(47)	(43)	(37)	(44)	(36)	(40)			(408)
Suspended, Revoked and other	(2)	0	0	0	0	0	0	(2)	0	(3)			(7)
Temporary	(1)	(2)	0	(2)	(2)	0	0	(1)	0	0			(8)
Sub Total	(45)	(43)	(41)	(39)	(49)	(43)	(37)	(47)	(36)	(43)	0	0	(423)
<b>Total Ending</b>													
Regular	5,944	5,939	5,947	5,960	5,947	5,946	5,946	5,956	5,962	5,968	0	0	5,968
Temporary	23	21	22	21	21	22	22	21	22	22	0	0	22
	5,967	5,960	5,969	5,981	5,968	5,968	5,968	5,977	5,984	5,990	0	0	5,990

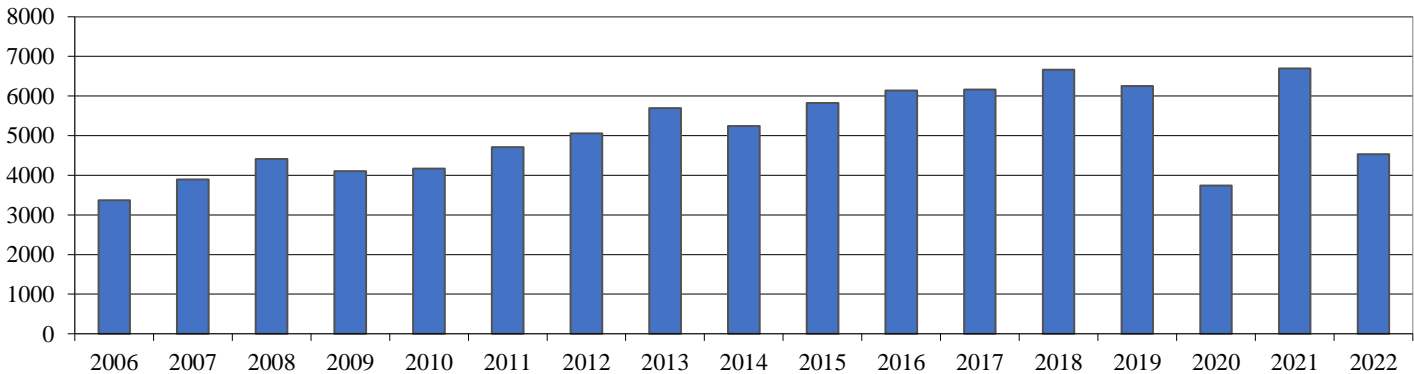
## CONSULTING

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2022 STATS REPORT  
APPLICATIONS

	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	607
OCTOBER	282	396	419	428	372	469	540	646	568	648	566	664	672	603	889	620	501
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	6,392
MONTHLY AVERAGE	281	324	368	342	347	392	421	475	437	486	511	513	556	521	312	558	639
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	6,392

Applications Approved - Year To Date



## REGISTRATION STATISTICS – November 2022 Council Meeting Report

### Registration Phase

	2020	2021	2022 (as of Nov 8)
Requests for Hearing	0	0	4
Premature Applications (No Notice of Proposal)	0	0	0
Matters Pending (Caseload)	5*	3*	5
Written Final Decisions Issued	0	1	1
Appeals to the Divisional Court	0	0	0
<b><i>REC Activity</i></b>			
Pre-Hearing Conferences Held	2	1	4
Hearings Phase completed, but no D&R issued	0	0	0

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

Mtg	Date	Title	Motion	Status
549-3.2	23-Sep-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-549-3.2, Appendix A, Section 1.</p> <p>2. That Council approve the applications for redesignation as Consulting Engineer as set out in C-549-3.2, 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-549-3.2, Appendix A, Section 3. CARRIED</p>	Complete
549-3.1	23-Sep-22	Open Session Minutes – 548th Council Meeting	That the minutes of the 548th meeting of Council, held June 24th 2022, as presented to the meeting at C-549-3.1, Appendix A, accurately reflect the business transacted at that meeting. CARRIED	Complete
549-3.0	23-Sep-22	Consent Agenda	<p>That the consent agenda be approved, consisting of:</p> <p>3.1 Minutes – 549th Council meeting – June 24, 2022</p> <p>3.2 Consulting Engineer Designation Applications</p> <p>3.3 Engineers Canada Directors Report</p> <p>3.4 Governance Committee Reports and 2022-2023 Workplans</p> <p>CARRIED</p> <p><b>For: 19</b>  V. Banday C. Bellini R. Brunet C. Chahine C. Chiddle J. Chisholm L. Cutler A. Dryland R. Fraser V. Hilborn D. Kiguel T. Kirkby S. MacFarlane P. Mandel D. Montgomery L. Roberge S. Schelske P. Shankar R. Walker</p> <p><b>Against: 0</b>  <b>Abstain: 0</b></p>	Complete

549-2.14	23-Sep-22	Reimbursement Policy: Chapter Volunteers	<p>That Council direct the Audit &amp; Finance Committee to consider the inclusion of a chapter-specific appendix in the Reimbursement Policy, to include partner expense reimbursements when a volunteer attends a Regional Congress.</p> <p>Move to refer the motion back to the Regional Congress Committee for further review. DEFEATED</p> <p><b>For: 2</b> T. Kirkby P. Shankar</p> <p><b>Against: 21</b> A. Arenja V. Banday C. Bellini R. Brunet C. Chahine C. Chiddle J. Chisholm L. Cutler A. Dryland R. Fraser V. Hilborn D. Kiguel S. MacFarlane P. Mandel D. Montgomery G. Nikolov L. Roberge S. Schelske S. Sung R. Walker</p> <p><b>Against: 0</b></p> <p>Council then voted on the original motion. CARRIED</p> <p>For: 18 A. Arenja V. Banday C. Bellini C. Chahine C. Chiddle J. Chisholm L. Cutler A. Dryland R. Fraser V. Hilborn D. Kiguel S. MacFarlane P. Mandel D. Montgomery L. Roberge S. Schelske P. Shankar R. Walker</p> <p>Against: 2 R. Brunet T. Kirkby</p> <p>Abstain: 2 G. Nikolov S. Sung</p>	In progress
549-2.13	23-Sep-22	Recommendations on AGM Submissions	<p>That a regulatory impact assessment be conducted as per AGM 2022 Submission #3: Climate Change. DEFEATED</p> <p><b>For: 6</b> V. Banday C. Chahine J. Chisholm R. Fraser V. Hilborn P. Shankar</p> <p><b>Against: 13</b> A. Arenja C. Bellini R. Brunet C. Chiddle C. Cutler A. Dryland S. MacFarlane P. Mandel D. Montgomery G. Nikolov L. Roberge S. Sung R. Walker</p> <p><b>Abstain: 3</b> D. Kiguel T. Kirkby S. Schelske</p>	Complete

549-2.11	23-Sep-22	Data Protection Policy	<p>1. That Council adopts the data protection policy as outlined in the Draft Position Statement presented at C-549, 2.11 Appendix A, to reduce PEO's risks and ensure PEO conforms with all applicable privacy obligations; and</p> <p>2. That Council instructs the CEO/Registrar and/or President to work with impacted parties to examine existing data-sharing activities and ensure they comply with the new policy and provide an information report to Council at its November 2022 meeting. CARRIED</p> <p><b>For: 21</b>  A. Arenja C. Bellini R. Brunet C. Chahine C. Chiddle J. Chisholm C. Cutler A. Dryland R. Fraser V. Hilborn D. Kiguel T. Kirkby S. MacFarlane P. Mandel D. Montgomery G. Nikolov L. Roberge S. Schelske P. Shankar S. Sung R. Walker</p> <p><b>Against: 0</b>  <b>Abstain: 0</b></p>	In progress
549-2.10	23-Sep-22	Workplace Violence and Harassment Policy Update	<p>That Council direct staff to conduct a holistic review of best practices in governance controls vis-à-vis expectations for director behaviour and conduct, forms of director misconduct, and options available to a regulatory board to address director misconduct. This work will be conducted under the oversight of the Human Resources and Compensation Committee (HRCC) and the Governance and Nominating Committee (GNC) in accordance with their respective mandates. CARRIED</p> <p><b>For: 21</b>  A. Arenja C. Bellini R. Brunet C. Chahine C. Chiddle J. Chisholm C. Cutler A. Dryland R. Fraser V. Hilborn D. Kiguel T. Kirkby S. MacFarlane P. Mandel D. Montgomery G. Nikolov L. Roberge S. Schelske P. Shankar S. Sung R. Walker</p> <p><b>Against: 1</b>  V. Banday</p> <p><b>Abstain: 0</b></p>	In progress

549-2.9	23-Sep-22	Guideline on Attendance at Council and Governance Committee Meetings	<p>That Council approve the Guideline on Attendance at Council and Governance Committee Meetings as presented to the meeting at C-549-2.9, Appendix A.</p> <p><b>CARRIED</b></p> <p><b>For: 14</b> A. Arenja C. Bellini R. Brunet C. Chiddle A. Dryland V. Hilborn S. MacFarlane P. Mandel D. Montgomery G. Nikolov L. Roberge S. Schelske S. Sung R. Walker</p> <p><b>Against: 6</b> V. Banday C. Chahine C. Cutler R. Fraser D. Kiguel T. Kirkby</p> <p><b>Abstain: 1</b> P. Shankar</p>	Complete
549-2.8	23-Sep-22	By-law Amendments: Council Directions	<p>That Council be asked to approve the amendments to By-Law No. 1 as presented to the meeting at C-549-2.8, appendices A, B, C and D.</p> <p>2/3 majority of votes cast required to carry</p> <p><b>CARRIED</b></p> <p><b>For: 15</b> A. Arenja C. Bellini R. Brunet C. Chiddle C. Cutler A. Dryland V. Hilborn S. MacFarlane P. Mandel D. Montgomery G. Nikolov L. Roberge S. Schelske S. Sung R. Walker</p> <p><b>Against: 5</b> V. Banday C. Chahine R. Fraser D. Kiguel T. Kirkby</p> <p><b>Abstain: 1</b> P. Shankar</p>	Complete

549-2.7	23-Sep-22	By-Law Amendments: Financial Approvals	<p>That Council approves the amendments to By-Law No. 1 as presented to the meeting at C-549-2.7, Appendices A, B and C.</p> <p>2/3 majority of votes cast required to carry <b>CARRIED</b></p> <p><b>For: 19</b> A. Arenja C. Bellini R. Brunet C. Chahine C. Chiddle L. Cutler A. Dryland V. Hilborn D. Kiguel T. Kirkby S. MacFarlane P. Mandel D. Montgomery G. Nikolov L. Roberge S. Schelske P. Shankar S. Sung R. Walker</p> <p><b>Against: 3</b> V. Banday J. Chisholm R. Fraser</p> <p><b>Abstain: 0</b></p>	Complete
548-2.3	24-Jun-22	Signing Authority: Policy Direction Regarding By-law Amendment – Recommendation From Audit And Finance Committee AFC	<p>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.</p> <p><b>CARRIED</b></p>	Complete
548-2.4	24-Jun-22	2023 Elections – Recommendation From Governance And Nominating Committee (GNC)	<p>That Council defer the recommendations from the Governance and Nominating Committee (GNC) regarding the 2023 elections back to GNC.</p> <p><b>DEFEATED</b></p> <p>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>	Complete

		<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>	Complete
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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>	Complete
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>	Complete
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 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>	

547-4	04-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>	Complete
547-5	04-May-22	Appointment of Council Meeting Chair	<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	04-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	04-May-22	Recommended Appointments to Council to Fill Vacancies	<p>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</p>	Complete
547-8	04-May-22	Appointment of Chair of Regional Councillors Committee	<p>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</p>	Complete
547-9	04-May-22	Appointment of Vice President	<p>That Lorne Cutler, P.Eng., be appointed as Vice President for the 2022-2023 Council year. CARRIED</p>	Complete

547-10	04-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	04-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	04-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	04-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	08-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	08-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	08-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	08-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	08-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	08-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	08-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	08-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	08-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	08-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



## Disposition of Motions

(Subject to subsequent verification of meeting Minutes)

Regional Councillors Committee – November 5, 2022

C-552-Reports

<p>3.1 Open Issues</p> <p>Western Region Open Issue #85 – Western Region moves that RCC address concerns regarding PEO communications and failures due to existing issues with some servers identifying PEO's emails as SPAM, and not providing receiver notification for failed email communications.</p>	<p>RCC moves to request that the FARPACTA-influenced PEng application system maintains a record of all communications to the applicant, accessible by both applicant and PEO staff.</p> <p>Moved by: S. MacFarlane Seconded by: V. Hilborn Motion <b>carried</b>.</p> <p>Action: RCC requests Chapter staff direct this request to appropriate licensing staff for further analysis.</p>
<p>3.2 Chapter Treasurers &amp; Centralized Banking: Eastern Region</p>	<p>RCC moves that chapters require a method of issuing payment in the form of a purchase card ("credit card"), to be held by the assigned chapter designate.</p> <p>Moved by: P. Shankar Seconded by: T. Kirkby Motion <b>carried</b></p>
	<p>RCC moves that chapters are provided approver access to Certify to approve their chapter volunteer expenses.</p> <p>Moved by: P. Shankar Seconded by: T. Kirkby Motion <b>carried</b></p> <p>Action: RCC requests Council direct these motions (method of payment and approver access in Certify) to PEO CEO/Registrar for further analysis.</p>
	<p>RCC requests for Council to direct the creation of a new pathway for RCC to provide chapter related operational recommendations to PEO staff. This pathway should have a report back method to allow RCC to track progress.</p> <p>Moved by: V. Hilborn Seconded by: L. Roberge Motion <b>carried</b></p>

<p>4.2 Thousand Islands Chapter Special Project: Update</p>	<p>RCC moves that chapter spending outside the approved business plan be approved by the Senior Regional Councillor.</p> <p>Moved by: S. MacFarlane Seconded by: P. Shankar Motion <b>carried</b></p>
<p>6.1 Climate Change Survey: Update from Councillor Chisholm</p>	<p>RCC moves that the concerns of chapter volunteer stakeholders be brought to Council; and therefore recommends to Council to adopt the Engineers Canada guideline 'Principles of Climate Adaptation and Mitigations for Engineers' as a posted PEO practice guideline applicable to professional engineers in Ontario.</p> <p>Moved by: J. Chisholm Seconded by: T. Kirkby Motion <b>defeated</b></p>