

# Briefing Note – Confirmation

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C-558-1.1

## **CONFIRMATION OF NOTICE AND QUORUM**

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

**Prepared by:** Eric Chor, Research Analyst

# Briefing Note - Decision

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**APPROVAL OF AGENDA**

**Purpose:** To approve the agenda for the meeting.

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

***That:***

- a) the agenda, as presented to the meeting at C-558-1.2, Appendix A be approved; and***
- b) the Chair be authorized to suspend the regular order of business.***

**Prepared by:** Eric Chor – Research Analyst

**Appendices:**

- Appendix A – 558<sup>th</sup> Council meeting agenda

**C-558-1.2  
Appendix A**

# Draft AGENDA (For Councillors)

Not for distribution.

**558<sup>th</sup> Meeting of the Council of Professional Engineers Ontario**

**Friday, June 23, 2023 / 8:30 am – 4:30 pm / Lunch 12:00 – 12:45 pm**

**In Person Meeting: PEO Offices, 40 Sheppard Avenue West, Toronto**

**Virtual Option: Zoom details are provided via Outlook calendar invitation and Diligent Boards**

<b>Friday, June 23 – 8:30 am to 4:30 pm</b>				
7:45 am	Breakfast and Informal Meeting – 8 <sup>th</sup> Floor Dining Room			
8:00 am	Councillor Check-in; Tech Help (if needed)			
8:30 am	CALL TO ORDER – Formal Public Meeting Begins – Council Chambers			
	ACKNOWLEDGEMENT OF ATTENDEES (COUNCIL, STAFF AND GUESTS)			
<b>1. <u>OPENING</u></b>		<b>Spokesperson/ Moved by</b>	<b>Type</b>	<b>Time</b>
1.1	CONFIRMATION OF NOTICE AND QUORUM	Secretariat	Confirmation	8:30
1.2	APPROVAL OF AGENDA	Chair	Confirmation	
1.3	DECLARATION OF CONFLICTS OF INTEREST: Disclosure of Councillor conflicts, if any	Chair	Exception	
<b>2. <u>CONSENT AGENDA</u></b>		<b>Spokesperson/ Moved by</b>	<b>Type</b>	<b>Time</b>
	Council members may request that an item be removed from the consent agenda for discussion.			8:40
2.1	OPEN SESSION MINUTES – 556 & 557 COUNCIL MEETINGS	Chair	Decision	
	<b>Governance Items</b>			
2.2	CONSULTING ENGINEER DESIGNATION APPLICATIONS	Past-President Colucci	Decision	
2.3	CHANGES TO THE 2023 STATUTORY AND REGULATORY COMMITTEES' MEMBERSHIP LIST	Councillor Kiguel	Decision	
2.4	GOVERNANCE COMMITTEE REPORTS <ul style="list-style-type: none"> <li>2.4a Audit and Finance Committee (AFC)</li> <li>2.4b Governance and Nominating Committee (GNC)</li> <li>2.4c Human Resources and Compensation Committee (HRCC)</li> </ul>	Committee Chairs	Information	

	• 2.4d Regulatory Policy and Legislation Committee (RPLC)			
<b>3.</b>	<b><u>EXECUTIVE REPORTS</u></b>	<b>Spokesperson/ Moved by</b>	<b>Type</b>	<b>Time</b>
3.1	PRESIDENT'S REPORT	Chair	Information	8:45
3.2	CEO/REGISTRAR'S REPORT	CEO/Registrar Quaglietta	Information	9:05
	<b><u>STANDING ITEMS</u></b>	<b>Spokesperson/ Moved by</b>	<b>Type</b>	<b>Time</b>
	No items			
	<b><u>REGULATORY AND GOVERNANCE ITEMS</u></b>	<b>Spokesperson/ Moved by</b>	<b>Type</b>	<b>Time</b>
3.3	APPROVAL OF HRCC WORK PLAN FOR 2023-2024	Councillor Roberge (HRCC Chair)	Decision	9:30
3.4	APPROVAL OF AFC WORK PLAN FOR 2023-2024	Councillor Kirkby (AFC Chair)	Decision	
3.5	APPROVAL OF GNC WORK PLAN FOR 2023-2024	Councillor MacFarlane (GNC Chair)	Decision	
3.6	RPLC WORK PLAN FOR 2023-2024	Councillor Hilborn (RPLC Chair)	Discussion	
<b>BREAK (10:30 – 10:40)</b>				
3.7	APPROVAL OF ELECTION DOCUMENTS <ul style="list-style-type: none"> <li>○ Publicity Procedures</li> <li>○ Voting Procedures</li> <li>○ Nomination Forms</li> <li>○ RESC Appointments</li> </ul>	Councillor MacFarlane (GNC Chair)	Decision	10:40
3.8	CENTRAL ELECTION AND SEARCH COMMITTEE (CESC) MATTERS	Councillor MacFarlane (GNC Chair)	Decision	
3.9	COUNCIL'S ENDORSEMENT OF THE GNC SUBCOMMITTEE TO SELECT AND RECOMMEND ELECTION OFFICIALS (CHIEF ELECTIONS OFFICER AND OFFICIAL ELECTIONS AGENT)	Councillor MacFarlane (GNC Chair)	Decision	
<b>LUNCH (12:00 – 12:45)</b>				
3.10	APPROVAL OF POLICY DEVELOPMENT FRAMEWORK	Councillor Hilborn (RPLC Chair)	Decision	12:45
3.11	NOTICE OF MOTION/COUNCILLOR ITEMS PROPOSED PURSUANT TO S.7.4 OF THE 2023-2024 SPECIAL RULES	Chair	Discussion	

3.12	ENGINEERS CANADA DIRECTORS REPORT	N. Hill EC Director	Information	
3.13	GENERATIVE DISCUSSION: LICENSING	J. Vera	Discussion	
3.14	COUNCILLOR QUESTIONS	Chair	Discussion	
<b>Formal Public Meeting Ends</b> <b>BREAK (2:30 – 2:35)</b>				
<b>4.</b>	<b><u>IN-CAMERA</u></b>	<b>Spokesperson/ Moved by</b>	<b>Type</b>	<b>Time</b>
4.1	DECLARATION OF CONFLICTS OF INTEREST	Chair	Exception	2:35
	<b>Consent Agenda</b>			
4.2	IN-CAMERA MINUTES – 556 and 557 COUNCIL MEETINGS	Chair	Decision	
	<b>Regulatory Items</b>			
4.3	REPORT FROM TRIBUNALS	N. Brown	Information	
4.4	COUNCILLOR REVIEW REPORT	N. Brown	Information	
4.5	LEGAL UPDATE	D. Abrahams	Information	
	<b>Governance Items</b>			
4.6	GOVERNANCE ROADMAP PHASE 4: NEITHER ACTIVITIES – STERLING AWARD	Councillor MacFarlane (GNC Chair)	Decision	
4.7	COUNCILLOR ITEMS Generative discussion		Discussion	
	<b>Human Resources Items</b>			
4.8	PEO'S ANTI-WORKPLACE VIOLENCE AND HARASSMENT POLICY: Council to receive violations, if any	Chair	Exception	3:25
<b>BREAK (3:10-3:15)</b>				
4.9	In-Camera Dialogue with CEO/Registrar		Discussion	3:30
4.10	In-Camera Dialogue without CEO/Registrar		Discussion	4:00
<b>4:30 pm</b>	<b>ADJOURNMENT - Formal Council Meeting Ends</b>			

5. <u>NEXT MEETINGS</u>			
<b>Council Meetings</b> <ul style="list-style-type: none"> <li>○ <b>September 22, 2023</b></li> <li>○ <b>November 17, 2023</b></li> <li>○ <b>February 23, 2024</b></li> <li>○ <b>April 5, 2024</b></li> </ul>			
<b>Governance Committee Meetings</b>			
<b>AFC</b> August xx, 2023	<b>GNC</b> August xx, 2023	<b>HRCC</b> August xx, 2023	<b>RPLC</b> August xx, 2023
<p>Please note that in order to streamline the agenda, additional material for each Council meeting is provided in the Resource Centre area of Diligent Boards (navigate to the folder “Reports” and the sub-folders therein for the applicable year and Council meeting). The additional material includes committee reports, statistics, governance committee minutes, and the Council Decision Log; and can be discussed at the meeting if a Councillor asks to address a specific item. Material submitted/anticipated as of March 24<sup>th</sup> are as follows:</p> <ul style="list-style-type: none"> <li>• AFC Approved Minutes <ul style="list-style-type: none"> <li>○ March 16, 2023</li> <li>○ April 20, 2023</li> </ul> </li> <li>• GNC Approved Minutes <ul style="list-style-type: none"> <li>○ March 13, 2023</li> <li>○ April 18, 2023</li> </ul> </li> <li>• RPLC Approved Minutes <ul style="list-style-type: none"> <li>○ March 10, 2023</li> <li>○ April 14, 2023</li> </ul> </li> <li>• Stats</li> <li>• Council Decision Log</li> </ul>			

### **Councillor Code of Conduct**

PEO expects all volunteers and members of Council to conduct themselves in a manner that honours PEO core values, reputation and in accordance with the applicable laws and regulations. At all times, PEO volunteers and members of Council are expected to:

- carry out duties and responsibilities in a competent, efficient and safe manner;
- comply with the mandatory training requirements including all training required under legislation;
- adhere to PEO policies, procedures and applicable legislation;
- neither use, nor allow the use of, PEO property, resources, information and/or funds other than for authorized purpose(s);
- maintain confidentiality of any information obtained as a result of volunteering with PEO, during volunteer service and after their volunteer commitment is over;
- observe safety procedures, including, but not limited to, keeping themselves and others safe at all times, notifying PEO about any potential or perceived hazards in the working environment; notifying PEO about any accident, incident or property damage, etc.

At all times, PEO volunteers and members of Council shall not:

- act in a way that may bring PEO into disrepute;
- create any liability for PEO without prior authorization;
- engage in any activity that may cause physical or mental harm to another person including but not limited to, verbal abuse, physical abuse, assault, harassment, bullying, etc.);
- engage in any activity that may damage PEO property;
- provide a false or misleading statement, declaration or claim, falsify or change any documents or records;

PEO volunteers and members of Council should avoid all situations in which their personal interests conflict or might conflict with their duties to the Association. They shall, at the first opportunity, disclose any real or perceived conflict of interest. The nature of this reported conflict must be properly documented in the Association's records.

[s. 3.1.8 of the Governance Manual]

# Briefing Note – Exception

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C-558-1.3

## **CONFLICTS OF INTEREST**

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

**No motion required**

**Prepared by:** Eric Chor, Research Analyst

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

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

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

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

[https://www.youtube.com/watch?v=fjebnky\\_j6M](https://www.youtube.com/watch?v=fjebnky_j6M)

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

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



## CONSENT AGENDA

**Purpose:** To approve the items contained in the consent agenda.

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

***That the consent agenda be approved.***

**Prepared by:** Eric Chor, Research Analyst

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

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

Please review the minutes ahead of time for errors or omissions and advise Secretariat at [secretariat@peo.on.ca](mailto:secretariat@peo.on.ca) if there are any required revisions prior to the meeting so that the minutes, when presented, may be considered within the consent agenda.

The following items are contained in the consent agenda:

- 2.1 Minutes – 556<sup>th</sup> and 557<sup>th</sup> Council Meetings
- 2.2 Consulting Engineers Designation Applications
- 2.3 Changes to the 2023 Statutory and Regulatory Committees' Membership Lists
- 2.4 Governance Committee Reports
  - Audit and Finance Committee (AFC)
  - Governance and Nominating Committee (GNC)
  - Human Resources and Compensation Committee (HRCC)
  - Regulatory Policy and Legislation Committee (RPLC)

# Briefing Note - Decision

C-558-2.1

## **OPEN SESSION MINUTES – 556<sup>th</sup> and 557<sup>th</sup> Council Meetings – March 31, 2023 and May 5, 2023**

**Purpose:** To record that the minutes of the open session of the 555th meeting of Council accurately reflects the business transacted at that meeting.

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

***That the minutes of the 556<sup>th</sup> meeting of Council, held March 31, 2023, and the 557<sup>th</sup> meeting held May 5<sup>th</sup>, 2023 as presented to the meeting at C-558-2.1, Appendices A and B respectively, accurately reflect the business transacted at those meetings.***

Prepared by: Eric Chor, Research Analyst

### **1. Need for PEO Action**

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

### **2. Current Policy**

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

### **3. Appendices**

- Appendix A - Minutes – 556<sup>th</sup> Council open session meeting – March 31, 2023
- Appendix B - Minutes – 557<sup>th</sup> Council open session meeting – May 5, 2023



## MINUTES

The 556<sup>th</sup> MEETING of the COUNCIL of PROFESSIONAL ENGINEERS ONTARIO (PEO) was a hybrid meeting held at 40 Sheppard Avenue West, Toronto on Friday, March 31, 2023, at 9:00 a.m.

### Present:

#### (In-Person)

N. Colucci, P.Eng., President and Council Chair  
C. Bellini, P.Eng., Past President  
L. Cutler, P.Eng., Vice President Appointed/Lieutenant Governor-in-Council Appointee  
A. Arenja, P.Eng., Lieutenant Governor-in-Council Appointee  
C. Chahine, P.Eng., East Central Region Councillor  
C. Chiddle, P.Eng. Councillor-at-Large  
D. Kiguel, P.Eng., East Central Region Councillor  
T. Kirkby, P.Eng., Eastern Region Councillor  
L. Notash, P.Eng., Councillor-at-Large  
L. Roberge, P.Eng., Northern Region Councillor  
S. Schelske, P.Eng., Lieutenant Governor-in-Council Appointee  
P. Shankar, P.Eng., West Central Region Councillor  
S. Sung, Lieutenant Governor-in-Council Appointee  
R. Walker, P.Eng., Eastern Region Councillor

### Present

#### (Virtual):

R. Fraser, P.Eng., President-Elect  
G. Wowchuk, P.Eng., Vice President Elected  
V. Banday, P.Eng., Councillor-at-Large  
J. Chisholm, P.Eng., West Central Region Councillor  
A. Dryland, CET, Lieutenant Governor-in-Council Appointee  
V. Hilborn, P.Eng., Western Region Councillor  
S. MacFarlane, P.Eng., Western Region Councillor  
D. Montgomery, P.Eng., Northern Region Councillor  
G. Nikolov, P.Eng., Lieutenant Governor-in-Council Appointee  
U. Senaratne, P.Eng., Lieutenant Governor-in-Council Appointee

### Regrets:

P. Mandel, CPA, CBV, Lieutenant Governor-in-Council Appointee

### Staff

#### (In-Person):

J. Quaglietta, P.Eng., CEO/Registrar  
D. Abrahams, Vice-President, Policy & Governance and Chief Legal Officer  
C. Mehta, Director, Finance  
L. Papagni, Director, Investigations and Prosecution  
K. Praljak, Director, Communications  
S. Rose, Director, Program Management  
M. Solakhyan, Director, Governance  
J. Vera, Director, Licensing  
A. Anowar, Council and Committee Coordinator  
E. Chor, Research Analyst, Secretariat  
M. Feres, Supervisor, Council Operations  
D. Power, Administrator, Secretariat



**Staff**

**(Virtual):** P. Buffone, Director, Human Resources  
D. Smith, Director, External Relations  
N. Brown, Legal Counsel and Manager Tribunals  
J. Max, Manager, Policy  
R. Dmochewicz, Recognition Coordinator  
N. Axworthy, Editor, Engineering Dimensions

**Guests**

**(Virtual):** M. Barzallo, Compliance Analyst, Office of the Fairness Commissioner  
D. Chui, P.Eng., PEO Director, Engineers Canada  
M. Liu, P.Eng., Incoming Eastern Region Councillor  
G. Schjerning, P.Eng., Incoming Councillor-at-Large  
M. Sterling, P.Eng., PEO Director, Engineers Canada  
S. Stewart, Partner, Deloitte

**Guests**

**(In-Person):** H. Brown, Brown & Cohen  
I. Glasberg, Ontario Fairness Commissioner  
N. Hill, P.Eng., PEO Director, Engineers Canada  
L. Lukinuk, Parliamentary Services  
N. Lwin, P.Eng., Incoming East Central Region Councillor  
R. Panesar, P.Eng., Incoming West Central Region Councillor  
S. Perruzza, OSPE Chief Executive Officer

Council convened at 9:00 a.m. on Friday, March 31, 2023.

**CALL TO ORDER**

Notice having been given and a quorum being present, President Colucci called the meeting to order at 9:00 a.m. He welcomed newest Councillor LGA appointee Uditha Senaratne, P.Eng. who was appointed on March 16 for a 3-year term. President Colucci also welcomed the four incoming Councillors: Michelle Liu (Eastern Region); Nanda Lwin (East Central Region); Ravinder Panesar (West Central Region) and Glen Schjerning (Councillor-at-Large) and announced that Irwin Glasberg, the Ontario Fairness Commissioner will be joining the meeting later in the morning.

**12529 – APPROVAL OF AGENDA**

Moved by Councillor Schelske, seconded by Councillor Kiguel:

**That:**

- a) The agenda, as presented to the meeting at C-556-1.2, Appendix A be approved and**
- b) the Chair be authorized to suspend the regular order of business.**

Moved by Councillor Notash, seconded by Councillor Banday:

**That a new agenda item be added to Section 3.10: *Councillor Items*.**

**DEFEATED**  
**Recorded Vote**



**For:9**

V. Banday  
C. Chahine  
J. Chisholm  
D. Kiguel  
T. Kirkby  
L. Notash  
S. Schelske  
P. Shankar  
G. Wowchuk

**Against:11**

A. Arenja  
C. Bellini  
C. Chiddle  
L. Cutler  
A. Dryland  
V. Hilborn  
S. MacFarlane  
G. Nikolov  
L. Roberge  
S. Sung  
R. Walker

**Abstain:1**

U. Senaratne

**No Vote/Absent:3**

R. Fraser  
P. Mandel  
D. Montgomery

Moved by Councillor Chiddle, seconded by Councillor Walker:

**That item 3.10b: *Repealing the Entering PEO Office Protocols* be removed from the agenda.**

**CARRIED  
Recorded Vote**

**For:11**

A. Arenja  
C. Bellini  
C. Chiddle  
L. Cutler  
A. Dryland  
V. Hilborn  
G. Nikolov  
L. Roberge  
S. Schelske  
S. Sung  
R. Walker

**Against:8**

V. Banday  
C. Chahine  
J. Chisholm  
D. Kiguel  
T. Kirkby  
S. MacFarlane  
L. Notash  
P. Shankar

**Abstain:1**

U. Senaratne

**No Vote/Absent:4**

R. Fraser  
P. Mandel  
D. Montgomery  
G. Wowchuk

**The original motion to accept the agenda was then voted on and carried as amended.**

**CARRIED AS AMENDED  
Recorded Vote**

**For:19**

A. Arenja  
V. Banday  
C. Bellini  
C. Chahine  
C. Chiddle  
J. Chisholm  
L. Cutler  
A. Dryland  
D. Kiguel  
T. Kirkby  
S. MacFarlane  
G. Nikolov  
L. Notash

**Against:0**

**Abstain:0**

**No Vote/Absent:5**

R. Fraser  
V. Hilborn  
P. Mandel  
D. Montgomery  
G. Wowchuk



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

#### 12530 – DECLARATION OF CONFLICTS OF INTEREST

There were no conflicts of interest declared.

#### 12531 – CONSENT AGENDA

Requests were made to remove from the consent agenda item 2.1 Minutes – 555 Council Meeting and item 2.3 Governance Committee reports.

Moved by Councillor Chiddle, seconded by Councillor Arenja:

**That the Consent Agenda be approved as amended, consisting of 2.2 Consulting Engineer Designation Applications.**

**CARRIED**  
**Recorded Vote**

##### For: 15

A. Arenja  
C. Bellini  
C. Chiddle  
J. Chisholm  
L. Cutler  
A. Dryland  
D. Kiguel  
T. Kirkby  
S. MacFarlane  
G. Nikolov  
L. Roberge  
S. Schelske  
P. Shankar  
S. Sung  
R. Walker

##### Against: 0

##### Abstain: 2

V. Banday  
U. Senaratne

##### No Vote/Absent: 7

C. Chahine  
R. Fraser  
V. Hilborn  
P. Mandel  
D. Montgomery  
L. Notash  
G. Wowchuk

#### 12532 – MINUTES – 555 COUNCIL MEETING

The February 24, 2023 Council minutes were revised to reflect the following wording on page 14, item 12527 – *Supporting Evolutionary Improvement to FARPACTA Admissions*:

“Based on Council’s November 2022 FARPACTA compliance decision to restrict eligibility to apply for P.Eng licensure only to those who have earned a bachelor degree in an engineering program, Council was requested to pro-actively identify and detail improvements to PEO’s upcoming new FARPACTA admissions processes.”

Moved by Councillor Cutler, seconded by Councillor Arenja:

That:

a) 555th meeting of Council, held February 24, 2023, as amended at C-556-2.1, Appendix A, accurately reflect the business transacted at that meeting.

**CARRIED**  
**Recorded Vote**

**For: 16**

A. Arenja  
C. Bellini  
C. Chahine  
C. Chiddle  
J. Chisholm  
L. Cutler  
A. Dryland  
V. Hilborn  
D. Kiguel  
T. Kirkby  
S. MacFarlane  
G. Nikolov  
L. Roberge  
P. Shankar  
S. Sung  
R. Walker

**Against: 0**

**Abstain: 4**

V. Banday  
L. Notash  
S. Schelske  
U. Senaratne

**No Vote/Absent: 4**

R. Fraser  
P. Mandel  
D. Montgomery  
G. Wowchuk

**12533 – CONSULTING ENGINEER DESIGNATION APPLICATIONS**

That:

Council approve the exemption from examinations and the applications for designation as Consulting Engineer as set out in C-556-2.2, Appendix A, Section 1.

Council approve the applications for redesignation as Consulting Engineer as set out in C-556-2.2, Appendix A, Section 2.

Council grant permission to use the title “Consulting Engineers” (or variations thereof) to the firms as set out in C-556-2.2, Appendix A, Section 3.

**CARRIED**

**12534 – GOVERNANCE COMMITTEE REPORTS**

The governance committee reports were provided for information.

There was a discussion regarding a letter sent by PEO to the Chair of Engineering Deans Ontario to provide information related to the motion carried at the November 25, 2022 meeting with respect to compliance with the FARPACTA legislation. It was confirmed that, as matters currently stand, the letter is in alignment with part 1 of the motion which stipulates that a bachelor’s degree in an engineering program would be the academic standard to meet the requirements of the regulation. It was also noted that the November 2022 motion does not preclude the possibility of future changes with respect to FARPACTA matters.

**12535 - PRESIDENT'S REPORT**

The President welcomed everyone to the last meeting of the 2022-2023 Council term before the AGM on April 29. He reminded those who have not yet pre-registered online for the AGM to do so noting that registration closes on Friday, April 28 at 9:00 a.m. The registration link is on the 2023 AGM page on the PEO website or in the Notice of AGM email that was sent out to licence holders earlier in the week.

President Colucci advised that there will be an orientation and training session for all incoming and returning Councillors on May 4<sup>th</sup> – the day before the first meeting of the 2023/2024 Council term. The invitation was shared by Secretariat on March 29<sup>th</sup> and further details will be provided at a later date.

President Colucci recognized the volunteer service of outgoing Councillors Christian Bellini, Chantal Chiddle, Jim Chisholm and Randy Walker, presenting them with trophies to acknowledge their time and leadership while serving on Council, and noting that they were very deserving of this appreciation. He thanked them for their service to PEO and the profession.

CEO/Registrar Quaglietta, on behalf of staff and Council, thanked President Colucci for his service as PEO's 2022/2023 President, and presented him with some tokens of appreciation including a personalized acrylic trophy. She referred to his approach to good governance and to his compassionate and empathetic leadership which she and PEO staff have greatly appreciated.

President Colucci provided an overview of events he recently attended as PEO president:

- March 6: Attended a meeting on PEO's "strategic visioning" initiative, along with PEO's executive leadership team, Past President Bellini and President-elect Fraser
- March 9: Provided a PEO update at the Ontario Public Works Association's International Women's Day seminar.
- March 21: Attended an HRCC meeting. Over March, all the governance committees met, and their reports are included in this meeting's briefing package.

President Colucci thanked all the committees for their hard work and commended them on what they have accomplished during the year. He then provided a summary of key decisions made by Council since the 2022-23 kickoff meeting on May 4, 2022.

June:

- celebrated PEO's centennial and set future direction by creating and approving PEO's 2023-2025 strategic plan.

September:

- adopted the data protection policy to reduce risks and ensure PEO conforms with all applicable privacy obligations
- approved a bylaw amendment to incorporate the governance committees established in 2021
- approved the Guideline on Attendance at Council and Governance Committee Meetings to outline the rules for observers of Council and committee meetings
- approved a bylaw amendment related to meeting transparency and incorporating the existing Council-approved approach to agendas and minutes to apply to all Council and committee meetings

November:

- approved new academic and competency-based assessments to improve licensure and comply with FARPACTA; and appointed PEO's new CEO/Registrar Jennifer Quaglietta

February:

- as part of the Governance Roadmap – phase 4 risk assessment process, Council stood down several committees and subcommittees which are neither governance nor regulatory.



President Colucci stated that today Council would be making important decisions around directing staff to work with Ministry of the Attorney General to amend Regulation 941 to remove the Canadian experience requirement for licensure, to comply with FARPACTA; and the updated Governance Manual, which integrates the Charters, Protocols, and other directions approved by Council as part of the governance roadmap.

#### **12536– CEO/REGISTRAR'S REPORT**

CEO/Registrar Quaglietta provided highlights of her March 31, 2023 CEO/Registrar's Update. She noted that one of the significant events in March was the lighting of the CN tower in purple on March 1, 2023 acknowledging the engineering profession which was the first time in history, thanking S. Perruzza and his team at the Ontario Society of Professional Engineers (OSPE).

CEO/Registrar Quaglietta discussed the 2023-25 Strategic Plan noting that of the 32 projects in total, 23 were underway for the current year. She also referenced FARPACTA and the updated application process which will be launched on May 15<sup>th</sup> in order to learn and apply continuous improvement methodologies based on feedback and input from PEO applicants so that changes can be made to the application process itself moving closer to the FARPACTA compliance deadline of July 1<sup>st</sup>. CEO/Registrar Quaglietta thanked members of the Academic Requirements Committee (ARC) and Experience Requirements Committee (ERC) for their tireless efforts in carrying out their reviews.

Questions and discussion took place on topics including mandatory continuing professional development/PEAK; PEO's Communicable and Infectious Disease Prevention Policy, taking effect May 1<sup>st</sup>; and matters related to the work of the ARC, ERC, HR/staffing, and PEO's physical assets and ownership of the building at 40 Sheppard Avenue West.

J. Vera, Director, Licensing, provided a FARPACTA update which included P.Eng. applicants and licenses issued in 2022 as well as projections for P.Eng. applicants and licenses issued for 2023 to 2026. In summary:

- There will be a temporary decrease in applications starting in the second half of 2023 due to the "front-end loading" effect of FARPACTA requirements
- The large inventory of applicants in the experience phase of assessment will continue to result in licenses being issued until only applicants who are not gaining engineering experience remain; and
- After 4-5 years a steady state will be reached at which time the number of licenses issued annually will be slightly less than the number of applications received.

Questions and discussion took place regarding the presentation.

#### **12537 – ENGINEERS CANADA ANNUAL MEETING OF MEMBERS: DIRECTION TO PEO MEMBER REPRESENTATIVE**

The motion presented in the briefing note consisted of two components, one related to a bylaw recommendation and the second to a proxy appointment.

##### **Bylaw Recommendation**

A proposal has been submitted by Engineers Nova Scotia for an amendment to EC's "2/3-60% Majority" requirement for resolutions to pass at EC meetings of Members.

##### **Proxy Appointment**

President-elect Roydon Fraser, who will hold the office of President as of PEO's Annual General Meeting (AGM) on April 29, 2023, has indicated that he will not be available to attend the EC AMM on May 27, 2023, due to a scheduling conflict.

Early in March, PEO staff contacted EC staff to inquire about the possibility of using a proxy for voting purposes in the event the PEO President is not in attendance at the AMM; and if EC's governing documents place any restrictions on who can cast PEO's vote as a member organization. Staff at EC replied that PEO's President is able to appoint a proxy; and that a formal delegation letter from the PEO on the proxy is required.

Moved by Councillor Walker, seconded by Councillor Arenja:

**1. That Council direct PEO's Member Representative or their proxy, to vote [in favour of or against or abstain on] the motion as outlined in C-556-3.3, Appendix A:**

***(a) THAT the term and definition of "2/3-60% Majority" in Section 1.1 of the Engineers Canada Bylaw be deleted and replaced with the following:***

***"3/4 Majority" means a resolution passed by a minimum of three-quarters of the Members voting."***

***(b) AND THAT the references to "2/3-60% Majority" in Articles 2.1(m) and 3.4(2) of the Engineers Canada Bylaw be replaced with the term "3/4 Majority".***

**2. That Council appoint Jennifer Quaglietta, P.Eng., CEO/Registrar, as proxy holder to vote for and on behalf of the PEO President at the Engineers Canada Annual Meeting of Members on May 27, 2023, and at any and all adjournments thereof, with full power of substitution in the premises.**

Following discussion, it was proposed that the original motion be divided into two motions and voted on separately. There were no objections.

#### **Part 1**

Moved by Councillor Chiddle, seconded by Councillor Arenja:

**1. That Council direct PEO's Member Representative or their proxy, to vote against the motion as outlined in C-556-3.3, Appendix A:**

***(a) THAT the term and definition of "2/3-60% Majority" in Section 1.1 of the Engineers Canada Bylaw be deleted and replaced with the following:***

***"3/4 Majority" means a resolution passed by a minimum of three-quarters of the Members voting."***

***(b) AND THAT the references to "2/3-60% Majority" in Articles 2.1(m) and 3.4(2) of the Engineers Canada Bylaw be replaced with the term "3/4 Majority".***

**CARRIED  
Recorded Vote**

**For: 16**

A. Arenja  
C. Chahine  
C. Chiddle  
J. Chisholm  
L. Cutler  
A. Dryland

**Against:0**

**Abstain:4**

V. Banday  
C. Bellini  
V. Hilborn  
D. Kiguel

**No Vote/Absent:4**

R. Fraser  
P. Mandel  
D. Montgomery  
G. Wowchuk



T. Kirkby  
S. MacFarlane  
G. Nikolov  
L. Notash  
L. Roberge  
S. Schelske  
U. Senaratne  
P. Shankar  
S. Sung  
R. Walker

## **Part 2**

Moved by Councillor Chiddle, seconded by Councillor Arenja:

**2. That Council appoint Jennifer Quaglietta, P.Eng., CEO/Registrar, as proxy holder to vote for and on behalf of the PEO President at the Engineers Canada Annual Meeting of Members on May 27, 2023, and at any and all adjournments thereof, with full power of substitution in the premises.**

An amendment was proposed with respect to the name of the proxy holder. Council discussed.

Moved by Councillor Notash, seconded by Councillor Banday:

**That Council appoint Nick Colucci, P.Eng., Past President, as proxy holder to vote for and on behalf of the PEO President at the Engineers Canada Annual Meeting of Members on May 27, 2023, and at any and all adjournments thereof, with full power of substitution in the premises.**

**CARRIED  
Recorded Vote**

### **For: 17**

A. Arenja  
V. Banday  
C. Bellini  
C. Chiddle  
J. Chisholm  
L. Cutler  
A. Dryland  
V. Hilborn  
D. Kiguel  
T. Kirkby  
S. MacFarlane  
G. Nikolov  
L. Notash  
L. Roberge  
S. Schelske  
P. Shankar  
R. Walker

### **Against**

### **Abstain: 3**

C. Chahine  
U. Senaratne  
S. Sung

### **No Vote/Absent: 4**

R. Fraser  
P. Mandel  
D. Montgomery  
G. Wowchuk

Council then voted on part two of the original motion as amended.



That Council appoint Nick Colucci, P.Eng., Past President, as proxy holder to vote for and on behalf of the PEO President at the Engineers Canada Annual Meeting of Members on May 27, 2023, and at any and all adjournments thereof, with full power of substitution in the premises.

**CARRIED**  
**Recorded Vote**

**For: 20**

A. Arenja  
V. Banday  
C. Bellini  
C. Chahine  
C. Chiddle  
J. Chisholm  
L. Cutler  
A. Dryland  
V. Hilborn  
D. Kiguel  
T. Kirkby  
S. MacFarlane  
G. Nikolov  
L. Notash  
L. Roberge  
S. Schelske  
U. Senaratne  
P. Shankar  
S. Sung  
R. Walker

**Against: 0**

**Abstain: 0**

**No Vote/Absent: 4**

R. Fraser  
P. Mandel  
D. Montgomery  
G. Wowchuk

**12538 – NOTICE OF MOTIONS/COUNCILLOR ITEMS**

This item was brought forward on the agenda in order to accommodate President-elect Fraser's availability.

**Supporting Evolutionary Improvements to FARPACTA Admissions**

In its November 2022 motion, Council recognized that obtaining a bachelor's degree in an engineering program that is included in the International Institutions and Degrees Database (IIDD) administered by Engineers Canada, subject to successful completion of a confirmatory examination program, is equivalent to a bachelor's degree in a Canadian engineering program that is accredited to the Council's satisfaction.

In the presentation of this item, President-elect Fraser noted that the purpose of the proposal is to support the evolution of the licensure application process by pro-actively identifying possible improvements to PEO's upcoming new admissions process with the objective of attempting to remove new barriers to P.Eng. licensure imposed by the first generation FARPACTA-compliant model.

Further, the proposal contemplates possible expansion of the definition of what is considered equivalent to an engineering bachelor's degree in Canada. This is to address some of the unintended consequences of having to develop and adapt to a FARPACTA-compliant model in a relatively short period of time and to return to some of the equitable and inclusive aspects of PEO's admissions process in terms of those who can receive a P.Eng. References were made to recent letters from McMaster University's School of Engineering Practice & Technology and Engineering Deans Ontario, which outlined the issues raised regarding the impacts of the changes to the admissions process.



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

That:

- a) A Working Group composed of admissions experts from ARC and ERC be asked to provide Council with admissions process directive recommendations to enable Council to provide informed admissions process direction to the CEO/Registrar as part of PEO's ongoing admissions process quality improvement processes. These recommendations will consider, but are not limited to,
  - i. Admissions process guiding principles (with a provincial and national lens).
  - ii. Removal of barriers to P.Eng. licensure introduced by the new FARPACTA admissions processes.
  - iii. Equity, diversity, and inclusivity (EDI) considerations.
  - iv. Impacts on the admission of emerging disciplines.
  - v. Impacts on stakeholders.
  - vi. Impacts on the protection of the public interest.
  - vii. Time to licensure
- b) The ARC and ERC Working Group recommendations should be peer reviewed by the LIC and RPLC prior to coming to Council.
- c) ARC and ERC Working group members will be considered non-voting participants, i.e., not just observers, in RPLC committee meetings when this motion's recommendations proceed through RPLC.

During the discussion, the proposal's intent to focus on being forward-looking and seeking continuous improvement in the licensure application process were duly recognized. It was noted that, while the content and intent of the motion are valid in terms of acknowledging and utilizing the expert knowledge provided by ARC and ERC, the process that was proposed is contrary to good governance and the governance model currently in place.

Following discussion, the mover and seconder of the motion agreed to remove *item c) ARC and ERC Working Group members will be considered non-voting participants, i.e., not just observers, in RPLC committee meetings when this motion's recommendations proceed through RPLC* from the motion.

The original motion as amended was then voted on.

That:

- a) A Working Group composed of admissions experts from ARC and ERC be asked to provide Council with admissions process directive recommendations to enable Council to provide informed admissions process direction to the CEO/Registrar as part of PEO's ongoing admissions process quality improvement processes. These recommendations will consider, but are not limited to,
  - viii. Admissions process guiding principles (with a provincial and national lens).
  - ix. Removal of barriers to P.Eng. licensure introduced by the new FARPACTA admissions processes.
  - x. Equity, diversity, and inclusivity (EDI) considerations.
  - xi. Impacts on the admission of emerging disciplines.
  - xii. Impacts on stakeholders.
  - xiii. Impacts on the protection of the public interest.
  - xiv. Time to licensure
- b) The ARC and ERC Working Group recommendations should be peer reviewed by the LIC and RPLC prior to coming to Council.

DEFEATED  
Recorded Vote

**For: 10**

V. Banday  
C. Chahine

**Against: 11**

A. Arenja  
C. Bellini

**Abstain: 1**

U. Senaratne

**No Vote/Absent: 2**

P. Mandel  
D. Montgomery



J. Chisholm	C. Chiddle
R. Fraser	L. Cutler
D. Kiguel	A. Dryland
T. Kirkby	V. Hilborn
L. Notash	S. MacFarlane
S. Schelske	G. Nikolov
P. Shankar	L. Roberge
G. Wowchuk	S. Sung
	R. Walker

### 12539 – 2022 AUDITED FINANCIAL STATEMENTS

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

Councillor Cutler, Audit and Finance Committee Chair, provided some highlights from the 2022 audited financial statements. This included several background environmental issues that had a major impact on PEO's financial performance such as the quasi post COVID environment which allowed for an increase in PEO activities and the world-wide performance of equity and debt markets which negatively impacted investments. The surplus has decreased from 8 million to 5.5 million which is a significant drop but there was also a much higher level of special projects as referred to in note 8 of the financial statements. He discussed the Council discretionary reserve which is referred to in note 8 of the financial statements as well as an increase in the pension liability of just under 11 million to 13.3 million which is due to the drop in equities.

Questions and discussion took place regarding the presentation.

Moved by Councillor Cutler, seconded by Councillor Arenja:

**That Council:**

- a) **Approve the audited financial statements for the year ended December 31, 2022, and the auditor's report thereon, as presented to the meeting in C-556-3.4, Appendix A; and**
- b) **Authorize the President and President-elect to sign the audited financial statements on Council's behalf.**

**CARRIED**  
**Recorded Vote**

**For: 21**

A. Arenja  
C. Bellini  
C. Chahine  
C. Chiddle  
J. Chisholm  
L. Cutler  
A. Dryland  
R. Fraser  
V. Hilborn  
D. Kiguel  
T. Kirkby  
S. MacFarlane

**Against: 0**

**Abstain: 1**

V. Banday

**No Vote/Absent: 2**

P. Mandel  
D. Montgomery



G. Nikolov  
L. Notash  
L. Roberge  
S. Schelske  
U. Senaratne  
P. Shankar  
S. Sung  
R. Walker  
G. Wowchuk

#### 12540 –RECOMMENDATION OF THE APPOINTMENT OF AUDITORS FOR 2023

It is necessary for Council to recommend the appointment of an auditor for 2023 to the members, for their approval at the upcoming Annual General Meeting.

Section 52 of By-Law 1 states:

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

Council was advised that Deloitte LLP was chosen through a competitive bidding process and that a multi-year contract was signed.

Moved by Councillor Cutler, seconded by Councillor Shankar:

**That Council recommend to members at the April 2023 Annual General Meeting that Deloitte LLP be appointed as PEO's auditor for 2023 and hold office until the next annual general meeting or until a successor is appointed.**

**CARRIED**  
**Recorded Vote**

**For: 20**

A. Arenja  
C. Bellini  
C. Chahine  
C. Chiddle  
J. Chisholm  
L. Cutler  
A. Dryland  
R. Fraser  
V. Hilborn  
D. Kiguel  
T. Kirkby  
S. MacFarlane  
G. Nikolov  
L. Notash  
L. Roberge  
S. Schelske  
U. Senaratne  
P. Shankar  
S. Sung  
R. Walker

**Against: 1**

V. Banday

**Abstain**

**No Vote/Absent: 3**

P. Mandel  
D. Montgomery  
G. Wowchuk

**12541 – ELIMINATION OF CANADIAN EXPERIENCE REQUIREMENT**

Councillor Chiddle, RPLC chair, advised that the purpose of this item is to direct staff to begin working with the Ministry of the Attorney General on amendments to Regulation 941 to remove Canadian experience from licensing requirements to comply with the provisions of section 10.2 of the *Fair Access to Regulated Professions and Compulsory Trades Act* (FARPACTA). These ideally would be completed and ready for Council's consideration in the fall.

Further, in recognition of the significance this change it is being recommended that Council direct staff to also initiate a study to explore and address any unintended consequences of this decision (i.e., elimination of the Canadian experience requirement).

In November 2022, Council took a major step in response to the FARPACTA amendments by passing a motion which clarified the pre-application academic requirements for licensure. The same motion also indicated that the applicant's possession of four years relevant experience in engineering (as required by the current regulation) would be established, again prior to application, via a competency-based assessment. Such a CBA would be similar to that required in other Canadian jurisdictions.

Based on multiple operational updates provided to Council by the CEO/Registrar and other staff, from an operational perspective, PEO is in the process of designing new streamlined processes to apply the motions passed by Council in November 2022. These new operational processes to be rolled out in advance of the July deadline already anticipate that one year of experience in Canada under the supervision of a Canadian professional engineer will no longer be required as part of the overall four-year relevant experience requirement.

It was also noted that as part of its work on the recommendation to formally direct staff to work with the Ministry of the Attorney General to remove the Canadian experience requirement in the regulation, the health and safety exemption to the requirement was explored. Based on efforts to date, none have been identified.

While the regulation under FARPACTA legally override PEO's regulations, PEO would benefit from demonstrating its compliance with FARPACTA in a public manner and amend its regulation to openly acknowledge that it no longer requires Canadian experience as part of its licensing process.

Councillor Chiddle, RPLC Chair thanked Irwin Glasberg, Fairness Commissioner, for his ongoing support to PEO staff on this matter.

Irwin Glasberg congratulated Council on what he viewed to be a courageous proposal for decision. He advised that his office has worked constructively with PEO staff over an extended period of time. The government, with the support of the Fairness Commission, has taken the position that the Canadian experience requirement can be an impediment to many foreign trained professionals. He indicated that he has every confidence that PEO will come up with the right solutions and will be seen as leaders in this field.

Moved by Councillor Chiddle, seconded by Councillor Chahine:

**That Council directs the CEO/Registrar to begin work with the Ministry of the Attorney General on the necessary amendments to Regulation 941 to remove the Canadian experience requirement for licensure in its present form in order to comply with the provisions of section 10.2 of the Fair Access to Regulated Professions**



and Compulsory Trades Act (FARPACTA) with the intent of initiating a further study to explore and address any unintended consequences of this change.

**CARRIED**  
**Recorded Vote**

**For: 23**

A. Arenja  
V. Banday  
C. Bellini  
C. Chahine  
C. Chiddle  
J. Chisholm  
L. Cutler  
A. Dryland  
R. Fraser  
V. Hilborn  
D. Kiguel  
T. Kirkby  
S. MacFarlane  
D. Montgomery  
G. Nikolov  
L. Notash  
L. Roberge  
S. Schelske  
U. Senaratne  
P. Shankar  
S. Sung  
R. Walker  
G. Wowchuk

**Against: 0**

**Abstain: 0**

**No Vote/Absent: 1**

P. Mandel

**12542 – GOVERNANCE ROADMAP – PHASE 4: RISK ASSESSMENT PROCESS**

**a) Order of Honour Review**

Councillor Arenja advised that a presentation was made to the Governance and Nominating Committee (GNC) based on feedback at the February 24, 2023 Council meeting. He acknowledged the hard work of GNC as well as to Councillor Hilborn who worked with R. Dmochewicz, Recognition Coordinator on the revised nomination and selection criteria for the Order of Honour.

Questions and discussion took place regarding the revised guidelines for nomination and selection.

Moved by Councillor Arenja, seconded by Councillor Walker:

That:

Effective immediately, Council hereby approves the revised nomination and selection criteria for the Order of Honour, as proposed by AWC and as presented at C-556-3.6a, Appendix A.

Effective immediately, Council hereby approves the change of the AWC name to the Order of Honour Selection Committee (OSC), as proposed by AWC.

**CARRIED**  
**Recorded Vote**

**For: 16**

A. Arenja  
C. Bellini  
C. Chahine  
C. Chiddle  
J. Chisholm  
L. Cutler  
A. Dryland  
V. Hilborn  
D. Kiguel  
S. MacFarlane  
L. Notash  
L. Roberge  
S. Schelske  
P. Shankar  
S. Sung  
R. Walker

**Against: 2**

T. Kirkby  
D. Montgomery

**Abstain: 4**

V. Banday  
G. Nikolov  
U. Senaratne  
G. Wowchuk

**No Vote/Absent: 2**

R. Fraser  
P. Mandel

**b) Chapter Activities in “Neither” Category**

*(i) General*

Within the 2021-22 Council Year, the Governance and Nominating Committee (GNC) was tasked with overseeing a risk analysis for all activities under the Neither Category. The GNC supported a recommendation that the Regional Councillors Committee (RCC) perform the risk-based assessment of the activities that pertain to chapters. The Committee formed a working group to complete the risk assessment on behalf of RCC.

Using a risk-based approach to review chapter activities, and considering the needs of the regulator and the public, the following conclusions were drawn:

- a) The majority of chapter activities are low-risk;
- b) The risks that are present can be reduced by implementing specific mitigation measures;
- c) The benefits of these activities outweigh the risks;
- d) The chapter system while unique for a regulatory body, provides local PEO presence and public awareness, an avenue for stakeholder communication, and the best method for licence holders to connect with the regulator.

Throughout the consultation process, the working group found that chapter activities, while inconsistent from chapter to chapter, have shown to be an avenue for:

- receiving information (regulatory or governance) from PEO;
- getting involved in PEO regulatory activities by either serving on Committees or Council; and
- networking with other stakeholders.

*(ii) Specific recommendations*

The recommendations being provided have been derived from both the input provided during the stakeholder consultation process and from the working group's observations/experiences from Council.

Many of the consultations indicate that an updated chapters manual is required. This should be developed after consultation with key chapter volunteers, and will address specific topics, including training needs for chapter executives, PEO communication policies (i.e. equity and diversity), meeting management, conflict resolution, mandatory volunteer courses, volunteer code of conduct, confidentiality, incident reports, waivers, image release documents, insurance requirements, etc.

Certain chapter activities should be standardized using event checklists and specific training. The Licence Ceremony activity is an example where event standardization and scheduling will assist PEO in its transition to a modern regulator.

PEO should commit to reviewing and auditing chapter activities on a regular basis to ensure risks are managed. And finally, based on the data obtained, most of the chapter activity risks can be mitigated to a level that is acceptable to continue.

The following changes were recommended for approval:

**Recommend to continue:**

Chapter AGMs, technical seminars/tours, networking events, and scholarships.

**Recommend to continue with modifications:**

Licence chapter ceremonies, education/school outreach activities, Licensure Assistance Program (LAP), chapter social media, GLP chapter activities, and chapter support of community organizations.

**Recommend to re-assign to PEO staff:**

Regulatory seminars, chapter websites

**Recommend to suspend:**

Chapter event sponsorship from external sources

Councillor Roberge thanked the working group consisting of Councillors Christopher Chahine, Chantal Chiddle, Jim Chisholm, Randy Walker, and Chair Luc Roberge) that completed the risk assessment on behalf of RCC. He also thanked and acknowledged Julie Hamilton of the Chapter Office for her support.

There was some discussion regarding the identification of gaps such as chapter license presentations, sponsorships, etc. and the need for a standardized approach. It was noted that this was not part of the working group's mandate but it was acknowledged that the methodology will be developed at a later date and operationalized through RCC working with staff.

Moved by Councillor Roberge, seconded by Councillor Walker:

**That:**

**Council approves to support the following types of chapter activities:**

- Chapter AGMs
- Technical seminars/tours
- Networking events



- 30x30 events
- Scholarships

**Council approves to support with modifications the following types of chapter activities:**

- Licence certificate presentations
- Education/school outreach activities
- Licensure Assistance Program
- Chapter social media
- GLP chapter activities
- Chapter support of community organizations

**Council approves to re-assign the following types of chapter activities:**

- Regulatory seminars
- Chapter websites

and

**Council approves to suspend the following type of chapter activity:**

- Chapter event sponsorship from external sources

**CARRIED**  
**Recorded Vote**

**For: 17**

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

**Against: 0**

**Abstain: 5**

V. Banday  
T. Kirkby  
D. Montgomery  
L. Notash  
U. Senaratne

**No Vote/Absent: 2**

R. Fraser  
P. Mandel

**12543 – GOVERNANCE MANUAL: INCORPORATING CHARTERS/PROTOCOLS AND MAKING OTHER CHANGES**

In early 2020, Council decided to prioritize governance reform, and an external consultant, GSI, 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 (this charter was approved subject to determination of appropriate dollar amounts and requisite by-law amendments).



All Charters and Protocols were approved subject to their finalization and inclusion in the Council Manual (now called the Governance Manual). During the integration process it was noted that PEO's Council Manual has not been updated since 2011. Many sections of the 2011 manual are outdated, and the manual could also be strengthened to support the effective use of the important governance tools that Council has developed during its governance reform process.

In October 2022, the GNC agreed to review and update the manual, and agreed on a draft outline of its format.

The updated version that was presented is consistent with those of other leading professional regulators who have recently undertaken similar projects to update their governance handbooks. This updated document is now called a Governance Manual rather than a Council Manual.

Questions and discussion took place regarding the Governance Manual.

Moved by Councillor Arenja, seconded by Councillor Chiddle:

**That Council approve the updated Governance Manual, which integrates the Charters, Protocols, and other directions approved by Council as part of the 2020-2022 governance roadmap.**

**CARRIED**  
**Recorded Vote**

**For: 13**

A. Arenja  
C. Bellini  
C. Chiddle  
L. Cutler  
A. Dryland  
V. Hilborn  
S. MacFarlane  
G. Nikolov  
L. Roberge  
S. Schelske  
P. Shankar  
S. Sung  
R. Walker

**Against: 8**

V. Banday  
C. Chahine  
J. Chisholm  
D. Kiguel  
T. Kirkby  
D. Montgomery  
L. Notash  
G. Wowchuk

**Abstain: 1**

U. Senaratne

**No Vote/Absent: 2**

R. Fraser  
P. Mandel

**12544 – IMPLEMENTATION OF GOVERNANCE DIRECTIONS RE: NON-GOVERNANCE COMMITTEES**

This item was presented to seek further direction on the implementation of the Council decisions made in March 2021 regarding PEO's non-governance committees, including Council's decision that regulatory policy governance must be centralized within the Regulatory Policy and Legislation Committee.

The governance model established by Council distinguishes between "governance" committees and "statutory" committees and committees that are neither "governance" nor "statutory".

Governance committees relate to the governance, oversight and direction of PEO as an organization. Council has established four governance committees: Governance and Nominating Committee (GNC), Regulatory Policy and Legislation Committee (RPLC), Human Resources and Compensation Committee (HRCC), and Audit and Finance Committee (AFC).



“Statutory” committees relate to core functions of PEO’s mandate as the regulating body for professional engineering (notably Complaints, Discipline, Registration, Academic Requirements, Experience Requirements).

The current committees that are neither “governance” nor “statutory” include: Licensing, Enforcement, Professional Standards. In the previous governance system, they had a policy role. There was a lack of consensus by the Governance and Nominating Committee (GNC) regarding the staff proposal to establish an advisory group.

Moved by Councillor Notash, seconded by Councillor Kirkby:

**That discussion of the implementation of governance directions regarding non-governance committees be postponed to the next regular Council meeting.**

**DEFEATED**  
**Recorded vote**

**For: 8**

V. Banday  
C. Chahine  
J. Chisholm  
D. Kiguel  
T. Kirkby  
D. Montgomery  
L. Notash  
P. Shankar

**Against: 13**

A. Arenja  
C. Bellini  
C. Chiddle  
L. Cutler  
A. Dryland  
V. Hilborn  
S. MacFarlane  
G. Nikolov  
L. Roberge  
S. Schelske  
U. Senaratne  
S. Sung  
R. Walker

**Abstain: 0**

**No Vote/Absent: 3**

R. Fraser  
P. Mandel  
G. Wowchuk

Discussion on the topic included the importance of continuing to benefit from the experience and expertise of volunteers; and to develop a mechanism, perhaps through an advisory body, to leverage effective, meaningful, and relevant stakeholder engagement.

Moved by Past President Bellini, seconded by Councillor Chiddle:

**That Council direct staff to develop one or more Advisory Groups to replace the Licensing, Enforcement, and Professional Standards Committees, as described in the proposed Terms of Reference in C-556-3.9, Appendix C.**

**CARRIED**  
**Recorded vote**

**For: 17**

A. Arenja  
C. Bellini  
C. Chahine  
C. Chiddle  
J. Chisholm  
L. Cutler  
A. Dryland  
V. Hilborn

**Against: 3**

V. Banday  
T. Kirkby  
L. Notash

**Abstain: 1**

U. Senaratne

**No Vote/Absent: 3**

R. Fraser  
P. Mandel  
G. Wowchuk



D. Kiguel  
S. MacFarlane  
D. Montgomery  
G. Nikolov  
L. Roberge  
S. Schelske  
P. Shankar  
S. Sung  
R. Walker

Moved by Councillor Arenja, seconded by Past President Bellini:

**That Council approves the revised Terms of Reference of the Academic Requirements Committee and of the Experience Requirements Committee, as proposed in C-556-3.9, Appendices A & B.**

**CARRIED**  
**Recorded vote**

**For: 18**

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

**Against: 0**

**Abstain:3**

V. Banday  
T. Kirkby  
U. Senaratne

**No Vote/Absent: 3**

R. Fraser  
P. Mandel  
G. Wowchuk

**12545 – NOTICE OF MOTION/COUNCILLOR ITEMS**

No items were discussed.

**12546 –ENGINEERS CANADA DIRECTORS REPORT**

There were no questions or comments.

Moved by Councillor Arenja, seconded by Councillor Chiddle:

**That Council move in-camera.**

**CARRIED**



There being no further business the open session meeting concluded at 3:30 p.m.

The item below was moved from in-camera to open session.

**12547 – PARTICIATION IN ENGINEERS CANADA – SPONSORED HOME AND AUTO INSURANCE PROGRAM**

Moved by President Colucci, seconded by Councillor Shankar:

**Council makes public the in-camera decision from Council's December 21, 2022, meeting directing the CEO/Registrar to negotiate an agreement, in compliance with PEO's Data Protection Policy, for PEO to participate in the Engineers Canada-sponsored home and auto insurance program, and to confirm that such an agreement now exists.**

**That Council direct the CEO/registrar to attempt to negotiate an agreement, in compliance with PEO's Data Protection Policy, for PEO to participate in the Engineers Canada-sponsored home and auto insurance program based on the terms outlined in the official proposal from Engineers Canada received in December 2022 as presented in C-553-1.4, Appendix A.**

**CARRIED**  
**Recorded vote**

**For: 17**

A. Arenja  
C. Chahine  
C. Chiddle  
J. Chisholm  
N. Colucci  
L. Cutler  
A. Dryland  
V. Hilborn  
D. Kiguel  
T. Kirkby  
S. MacFarlane  
L. Roberge  
S. Schelske  
U. Senaratne  
P. Shankar  
S. Sung  
R. Walker

**Against: 0**

**Abstain: 2**

D. Montgomery  
G. Nikolov

**No Vote/Absent: 5**

V. Banday  
R. Fraser  
P. Mandel  
L. Notash  
G. Wowchuk

These minutes consist of 22 pages and minutes 12529 to 12547 inclusive.

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N. Colucci, P.Eng., Chair

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M. Solakhyan, Director, Governance



## MINUTES

The 557<sup>th</sup> MEETING of the COUNCIL of PROFESSIONAL ENGINEERS ONTARIO (PEO) was a hybrid meeting held at 40 Sheppard Avenue West, Toronto on Friday, May 5, 2023, at 9:00 a.m.

**Present:**

**(In-Person)** N. Colucci, P.Eng., Past President (and Interim Council Chair, items 1-4)  
R. Fraser, P.Eng., President (and Council Chair, effective at item 5)  
G. Wowchuk, P.Eng., President-elect  
C. Chahine, P.Eng., Vice President – Elected  
L. Notash, P.Eng., Vice President – Appointed (at item 7) and Councillor-at-Large  
A. Arenja, P.Eng., Lieutenant Governor-in-Council Appointee  
L. Cutler, P.Eng., Lieutenant Governor-in-Council Appointee  
A. Dryland, CET, Lieutenant Governor-in-Council Appointee  
D. Kiguel, P.Eng., East Central Region Councillor  
T. Kirkby, P.Eng., Eastern Region Councillor  
N. Lwin, P.Eng., East Central Region Councillor  
S. MacFarlane, P.Eng., Western Region Councillor  
P. Mandel, CPA, CBV, Lieutenant Governor-in-Council Appointee  
R. Panesar, P.Eng., West Central Region Councillor  
L. Roberge, P.Eng., Northern Region Councillor  
G. Schjerning, P.Eng., Councillor-at-Large  
U. Senaratne, P.Eng., Lieutenant Governor-in-Council Appointee  
P. Shankar, P.Eng., West Central Region Councillor  
S. Sung, Lieutenant Governor-in-Council Appointee

**Present**

**(Virtual):** V. Banday, P.Eng., Councillor-at-Large  
V. Hilborn, P.Eng., Western Region Councillor  
M. Liu, P. Eng., Eastern Region Councillor  
D. Montgomery, P.Eng., Northern Region Councillor  
S. Schelske, P.Eng., Lieutenant Governor-in-Council Appointee

**Regrets:** G. Nikolov, P.Eng., Lieutenant Governor-in-Council Appointee

**Staff**

**(In-Person):** J. Quaglietta, P.Eng., CEO/Registrar  
D. Abrahams, Vice-President (VP), Policy & Governance and Chief Legal Officer  
A. Dixit, P. Eng., VP, Corporate Operations and Digital Transformation  
C. Mehta, Director, Finance  
K. Praljak, Director, Communications  
M. Solakhyan, Director, Governance  
J. Vera, Director, Licensing  
M. Feres, Supervisor, Council Operations (Secretariat)  
E. Chor, Research Analyst (Secretariat)  
A. Anowar, Council and Committee Coordinator (Secretariat)

**Staff**

**(Virtual):** L. Papagni, Director, Investigations and Prosecution  
D. Smith, Director, External Relations  
N. Axworthy, Editor, Engineering Dimensions

**Guests**

**(In-Person):** C. Bellini, P.Eng., PEO Director, Engineers Canada  
L. Lukinuk, Parliamentary Services

**Guests**

**(Virtual):** D. Chui, P.Eng., PEO Director, Engineers Canada  
C. Echlin, Brown & Cohen  
N. Hill, P.Eng., PEO Director, Engineers Canada  
M. Sterling, P.Eng., PEO Director, Engineers Canada

Council convened at 9:00 a.m. on Friday, May 5, 2023.

**CALL TO ORDER**

Notice having been given and a quorum being present, Past President Colucci called the meeting to order at 9:00 a.m. and made procedural announcements related to the conduct of the meeting.

**12549 – APPROVAL OF AGENDA**

There was a request to add an item titled “Legal Update” to the agenda after item 16.

Moved by President-elect Wowchuk, seconded by Councillor Arenja:

**That:**

- a) The agenda, as presented to the meeting at C-557-1, Appendix A be approved as amended; and**
- b) the Chair be authorized to suspend the regular order of business.**

**CARRIED**  
**Recorded vote**

**For: 22**

A. Arenja  
V. Banday  
L. Cutler  
A. Dryland  
R. Fraser  
V. Hilborn  
D. Kiguel  
T. Kirkby  
M. Liu  
N. Lwin  
S. MacFarlane  
P. Mandel  
D. Montgomery

**Against: 0****Abstain: 0****No Vote/Absent: 2**

C. Chahine  
G. Nikolov

L. Notash  
R. Panesar  
L. Roberge  
S. Schelske  
G. Schjerner  
U. Senaratne  
P. Shankar  
S. Sung  
G. Wowchuk

#### 12550 – DECLARATION OF CONFLICTS OF INTEREST

There were no conflicts of interest declared.

#### 12551 – SPECIAL RULES OF ORDER

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

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

The proposed *Special Rules* are the same as the Special Rules from 2022-23.

Moved by Councillor Arenja, seconded by President Fraser:

**That the proposed Special Rules of Order, as presented to the meeting at C-557-4, Appendix A, be approved effective immediately and remain in effect until the close of business at the 2024 Annual General Meeting.**

There was a discussion related to section 7 of the Special Rules, *Meeting Details and Agendas*. With respect to section 7.4 which states, "*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*", matters related to risk, research, and unintended consequences were discussed. It was noted that section 7.4 is not in alignment with section 6.2.2, "*Policy: Councillor Submissions to Council Meetings*", of the Governance Manual approved by Council on March 31, 2023.

Moved by Councillor Arenja, seconded by Councillor Sung:

2/3 majority of votes cast required to carry

**That section 7.4 be struck from the Special Rules.**

**AMENDMENT DEFEATED**  
**Recorded Vote**

**For: 10**      **Against: 13**      **Abstain: 0**      **No Vote/Absent: 1**

A. Arenja	V. Banday		G. Nikolov
L. Cutler	C. Chahine		
A. Dryland	R. Fraser		
V. Hilborn	D. Kiguel		
M. Liu	T. Kirkby		
L. Roberge	N. Lwin		
S. Schelske	S. MacFarlane		
U. Senaratne	P. Mandel		
P. Shankar	D. Montgomery		
S. Sung	L. Notash		
	R. Panesar		
	G. Schjerner		
	G. Wowchuk		

Council then considered a friendly amendment to refer the Special Rules to the Governance and Nominating Committee. The mover and seconder accepted.

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

**That the proposed Special Rules of Order, as presented to the meeting at C-557-4, Appendix A, be approved effective immediately, and**

**That the Special Rules be referred to the Governance and Nominating Committee for review, and to report back to Council before the end of 2023.**

**CARRIED**  
**Recorded vote**

**For: 23**      **Against: 0**      **Abstain: 0**      **No Vote/Absent: 1**

A. Arenja			G. Nikolov
V. Banday			
C. Chahine			
L. Cutler			
A. Dryland			
R. Fraser			
V. Hilborn			
D. Kiguel			
T. Kirkby			
M. Liu			

N. Lwin  
S. MacFarlane  
P. Mandel  
D. Montgomery  
L. Notash  
R. Panesar  
L. Roberge  
S. Schelske  
G. Schjerner  
U. Senaratne  
P. Shankar  
S. Sung  
G. Wowchuk

#### 12552 – APPOINTMENT OF COUNCIL MEETING CHAIR

Since 2011, Council has had a process for selecting a Council Meeting Chair, a role separate from that of President. The current role of the Chair is described in the Governance Manual approved by Council at its March 2023 meeting. The core responsibility of the Chair is to propose the agenda for, and preside over, Council meetings.

Those wishing to put their name forward for the position of Council Meeting Chair for the 2023-2024 term submitted their names prior to the meeting. At its meeting of April 18, 2023, the Governance and Nominating Committee did not make a recommendation for this position.

It was noted that there were two expressions of interest received, one from Past President Colucci and one from President Fraser. Past President Colucci withdrew his name from consideration. There were no nominations from the floor. Nominations were declared closed. President Fraser indicated his willingness to serve as Council meeting Chair.

Moved by Councillor Arenja, seconded by Councillor Notash:

**That Roydon Fraser, P.Eng., be appointed the Council Meeting Chair for the 2023-2024 Council year or until his successor is appointed.**

**CARRIED**  
**Recorded vote**

**For: 23**

**Against: 0**

**Abstain: 0**

**No Vote/Absent: 1**

A. Arenja

G. Nikolov

V. Banday

C. Chahine

L. Cutler

A. Dryland  
R. Fraser  
V. Hilborn  
D. Kiguel  
T. Kirkby  
M. Liu  
N. Lwin  
S. MacFarlane  
P. Mandel  
D. Montgomery  
L. Notash  
R. Panesar  
L. Roberge  
S. Schelske  
G. Schjerner  
U. Senaratne  
P. Shankar  
S. Sung  
G. Wowchuk

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

#### **12553 – APPOINTMENT OF CHAIR TO REGIONAL COUNCILLORS COMMITTEE**

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

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

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

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

Moved by Councillor Arenja, seconded by Vice President Chahine:

**That Pappur Shankar, P.Eng., be appointed as Chair of the Regional Councillors Committee, effective immediately and to hold office until the close of business at the 2024 Annual General meeting.**

**CARRIED**  
**Recorded vote**

**For: 21**                      **Against: 0**                      **Abstain: 0**                      **No Vote/Absent: 3**

A. Arenja  
V. Banday  
C. Chahine  
N. Colucci  
L. Cutler  
A. Dryland  
V. Hilborn  
D. Kiguel  
T. Kirkby  
M. Liu  
N. Lwin  
S. MacFarlane  
P. Mandel  
L. Notash  
R. Panesar  
L. Roberge  
G. Schjerning  
U. Senaratne  
P. Shankar  
S. Sung  
G. Wowchuk

D. Montgomery  
G. Nikolov  
S. Schelske

P. Shankar introduced himself as RCC Chair and thanked the members of the RCC and PEO Council.

**12554 – APPOINTMENT OF VICE PRESIDENT**

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

Those wishing to be considered for the position of Vice President (appointed) submitted their names prior to the meeting. On April 18, 2023 the Governance and Nominating Committee (GNC) met to consider expressions of interest but made no recommendation.

The Chair proposed the suspension of sections 5.9 and 5.10 of the Special Rules to set the threshold for a successful candidate at a majority of the votes instead of a plurality. There were no objections to the suspension.

The Chair advised that four expressions of interest were received. Councillors Banday and Hilborn removed their names from consideration. Councillors Nikolov and Notash remained on the ballot. The Chair asked for further nominations. None being received, he declared nominations closed.

Councillor Notash spoke to her candidacy. Councillor Nikolov was not present and thus did not speak to his candidacy. The Election Runner platform was then used to conduct the secret vote. After the election was closed, it was announced that the successful candidate is Councillor Notash.

Council voted to ratify the results of the secret vote.

Moved by Councillor Arenja, seconded by Councillor Lwin:

**That Leila Notash, P.Eng., be appointed as Vice President for the 2023-2024 Council year.**

**CARRIED  
Recorded vote**

**For: 22                      Against: 0                      Abstain: 0                      No Vote/Absent: 3**

A. Arenja  
V. Banday  
C. Chahine  
N. Colucci  
L. Cutler  
A. Dryland  
R. Fraser  
V. Hilborn  
D. Kiguel  
T. Kirkby  
M. Liu  
N. Lwin  
S. MacFarlane  
P. Mandel  
R. Panesar  
L. Roberge  
S. Schelske  
G. Schjerning  
U. Senaratne  
P. Shankar  
S. Sung  
G. Wowchuk

D. Montgomery  
G. Nikolov  
L. Notash



**12555 – APPOINTMENT OF COUNCILLORS TO GOVERNANCE COMMITTEES FOR 2023-2024**

At its meeting on April 30, 2021, Council formally approved the establishment and initial mandates of four (4) new governance committees. The current terms of reference are described in Section 2.3.3.2 of the PEO Governance Manual approved by Council at its March 2023 meeting. Councillors were invited to specify preferences for serving on governance committees.

On April 18, 2023 the Governance and Nominating Committee (GNC) met to consider expressions of interest and agreed on recommendations to each committee. Individual preferences were accommodated to the extent possible and efforts were made to ensure a reasonable (though not precisely even) distribution of Councillors on each committee. Councillors were provided with the opportunity to revise their preferences before Council finalized the appointments.

There was discussion regarding the possibility of Councillors serving on more than one committee. Without objection, the Chair noted that Council will address this matter on a case by case basis as situations arise during the process of making appointments to the four governance committees.

**Audit and Finance Committee (AFC)**

Councillor Shankar requested that his name be withdrawn from the roster for the Audit and Finance Committee and be added to the list for the Human Resources and Compensation Committee.

Moved by Councillor Arenja, seconded by Councillor Mandel:

**That the Audit and Finance Committee be composed of Council members Lorne Cutler, P.Eng., Tim Kirkby, P.Eng., Paul Mandel, George Nikolov, P.Eng., Ravinder Panesar, P.Eng., and Sherlock Sung, appointed for the 2023-2024 Council year.**

**CARRIED**  
**Recorded vote**

**For: 22**

A. Arenja  
V. Banday  
C. Chahine  
N. Colucci  
L. Cutler  
A. Dryland  
V. Hilborn  
D. Kiguel  
T. Kirkby  
M. Liu  
N. Lwin  
S. MacFarlane  
P. Mandel  
L. Notash

**Against: 0****Abstain: 0****No Vote/Absent: 2**

D. Montgomery  
G. Nikolov

R. Panesar  
L. Roberge  
S. Schelske  
G. Schjerning  
U. Senaratne  
P. Shankar  
S. Sung  
G. Wowchuk

#### Governance and Nominating Committee (GNC)

Councillor Kiguel indicated self-nomination for appointment to the GNC. Council discussed its options to conduct a vote which includes the six (6) recommended names plus the self-nomination; or to split the decision into two votes – one for the six (6) recommended names and another to appoint the self-nominated candidate to the GNC.

Moved by Vice President Notash, seconded by Councillor MacFarlane:

**That Council conduct two separate votes in which the first includes the six (6) recommended names only, and the second considers the appointment of the self-nominated candidate to the GNC.**

**CARRIED**  
**Without objection**

Council then proceeded to conduct the first vote.

Moved by Councillor Arenja, seconded by Councillor Mandel:

**That the Governance and Nominating Committee be composed of Council members Arjan Arenja, P.Eng., Vajahat Banday, P.Eng., Christopher Chahine, P.Eng., Nanda Lwin, P.Eng., Susan MacFarlane, P.Eng., and Glen Schjerning, P.Eng., appointed for the 2023-2024 Council year.**

**CARRIED**  
**Recorded vote**

**For: 22**

A. Arenja  
V. Banday  
C. Chahine  
N. Colucci  
L. Cutler  
A. Dryland  
V. Hilborn  
D. Kiguel  
T. Kirkby

**Against: 0**

**Abstain: 0**

**No Vote/Absent: 2**

D. Montgomery  
G. Nikolov

M. Liu  
N. Lwin  
S. MacFarlane  
P. Mandel  
L. Notash  
R. Panesar  
L. Roberge  
S. Schelske  
G. Schjerner  
U. Senaratne  
P. Shankar  
S. Sung  
G. Wowchuk

Council then discussed the matter of Councillor Kiguel's self-nomination for appointment to the GNC. It was noted that the composition outlined in the governance committee Charters encourages Councillors to serve on at least one governance committee, however there is no prohibition on membership in more than one committee if that is the will of Council.

Moved by Councillor Kiguel, seconded by Councillor Notash:

**That David Kiguel, P.Eng., be added to the approved Governance and Nominating Committee roster.**

**CARRIED**  
**Recorded vote**

**For: 13**

V. Bandy  
C. Chahine  
N. Colucci  
L. Cutler  
D. Kiguel  
T. Kirkby  
N. Lwin  
L. Notash  
R. Panesar  
L. Roberge  
S. Schelske  
P. Shankar  
G. Wowchuk

**Against: 9**

A. Arenja  
A. Dryland  
V. Hilborn  
M. Liu  
S. MacFarlane  
P. Mandel  
G. Schjerner  
U. Senaratne  
S. Sung

**Abstain: 0**

**No Vote/Absent: 2**

D. Montgomery  
G. Nikolov

Human Resources and Compensation Committee (HRCC)

Moved by Councillor Arenja, seconded by Councillor Mandel:

**That the Human Resources and Compensation Committee be composed of Council members Andy Dryland, Dana Montgomery, P.Eng., Luc Roberge, P.Eng., Scott Schelske, P.Eng., and Pappur Shankar, P.Eng., appointed for the 2023-2024 Council year.**

**CARRIED**  
**Recorded vote**

**For: 22**

A. Arenja  
V. Banday  
C. Chahine  
N. Colucci  
L. Cutler  
A. Dryland  
V. Hilborn  
D. Kiguel  
T. Kirkby  
M. Liu  
N. Lwin  
S. MacFarlane  
P. Mandel  
L. Notash  
R. Panesar  
L. Roberge  
S. Schelske  
G. Schjerning  
U. Senaratne  
P. Shankar  
S. Sung  
G. Wowchuk

**Against: 0****Abstain: 0****No Vote/Absent: 2**

D. Montgomery  
G. Nikolov

Regulatory Policy and Legislation Committee (RPLC)

Moved by Councillor Arenja, seconded by Councillor Mandel:

**That the Regulatory Policy and Legislation Committee be composed of Council members Vicki Hilborn, P.Eng., David Kiguel, P.Eng., Michelle Liu, P.Eng., Leila Notash, P.Eng., and Uditha Senaratne, P.Eng., appointed for the 2023-2024 Council year.**

**CARRIED**  
**Recorded vote**

**For: 22**                      **Against: 0**                      **Abstain: 0**                      **No Vote/Absent: 2**

A. Arenja  
V. Banday  
C. Chahine  
N. Colucci  
L. Cutler  
A. Dryland  
V. Hilborn  
D. Kiguel  
T. Kirkby  
M. Liu  
N. Lwin  
S. MacFarlane  
P. Mandel  
L. Notash  
R. Panesar  
L. Roberge  
S. Schelske  
G. Schjerning  
U. Senaratne  
P. Shankar  
S. Sung  
G. Wowchuk

D. Montgomery  
G. Nikolov

#### **12556 – APPOINTMENT OF GOVERNANCE COMMITTEE CHAIRS**

As set out in each committee's Charter, Council appoints the Chairs for each of the four governance committees. On April 18, 2023 the Governance and Nominating Committee (GNC) met to discuss expressions of interest received and made no recommendations.

The Chair proposed the suspension of sections 5.9 and 5.10 of the Special Rules to set the threshold for a successful candidate at a majority of the votes instead of a plurality. There were no objections to the suspension.

### AFC Chair

Councillors Cutler, Kirkby, Mandel, and Shankar had submitted their names for consideration. Councillor Shankar's name was removed from consideration since he is not a member of the AFC. The Chair asked if there were any self-nominations from the floor for the position of AFC Chair. Councillor Sung expressed his interest and his name was added to the list of candidates. Nominations were declared closed. Councillors Cutler and Mandel withdrew their names from consideration. Councillors Kirkby and Sung spoke to their candidacies.

The Election Runner platform was then used to conduct the secret vote. After the close of the election, Tim Kirkby was declared the successful candidate with 57% of the votes.

The Chair noted that ratification of this election will occur after all elections have concluded for governance committee chairs, and after the appointments to the Executive Committee and the Discipline Committee have been determined.

### GNC Chair

Councillors Banday, MacFarlane, and Notash had submitted their names for consideration. Councillor Notash's name was removed from consideration since she is not a member of the GNC. The Chair asked if there were any self-nominations from the floor for the position of GNC Chair. No further expressions of interest were received. Nominations were declared closed. Councillor Banday withdrew his name from the list.

Councillor MacFarlane was acclaimed as GNC Chair. She thanked Council and made remarks related to building on the committee's successes to date and working in collaboration with the members of the GNC and staff.

The Chair noted that ratification of this election will occur after all elections have concluded for governance committee chairs, and after the appointments to the Executive Committee and the Discipline Committee have been determined.

### HRCC Chair

Councillors Roberge and Senaratne were noted as having expressed interest in the position of HRCC Chair. Councillor Senaratne advised that his name was included in error and thus it was removed from consideration. The Chair asked if there were any self-nominations from the floor for the position of HRCC Chair. No further expressions of interest were received.

Councillor Roberge was acclaimed as HRCC Chair. He thanked Council and made remarks related to building on the committee's successes to date and working in collaboration with the members of the HRCC and staff.

The Chair noted that ratification of this election will occur after all elections have concluded for governance committee chairs, and after the appointments to the Executive Committee and the Discipline Committee have been determined.

### RPLC Chair

Vice President Notash and Councillors Hilborn and Senaratne were noted as having expressed interest in the position of RPLC Chair. Councillor Senaratne advised that his name was included in error and thus it was removed from consideration. Vice President Notash also removed her name from consideration. The Chair asked if there were any self-nominations from the floor for the position of RPLC Chair. No further expressions of interest were received. Nominations were declared closed.

Councillor Hilborn was acclaimed as RPLC Chair. She thanked Council and made remarks related to building on the committee's successes to date and working in collaboration with the members of the RPLC and staff.

The Chair noted that ratification of this election will occur after all elections have concluded for governance committee chairs, and after the appointments to the Executive Committee and the Discipline Committee have been determined.

#### 12557 – APPOINTMENTS TO THE EXECUTIVE COMMITTEE

The Executive Committee is required by sections 10 and 11 of the *Professional Engineers Act*. It has the powers and duties set out in section 11 of the Act and section 29 of Regulation 941 under the Act.

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

The Chair proposed the suspension of sections 5.9 and 5.10 of the Special Rules to set the threshold for a successful candidate at a majority of the votes instead of a plurality. There were no objections to the suspension.

Council discussed its options to appoint only one (1) additional member in order to satisfy the legal requirement, or to appoint more than the minimum required.

Moved by Past President Colucci, seconded by Councillor Senaratne:

**That the number of Executive positions to be appointed from amongst the members of Council under s.28(1)(e) of Regulation 941 be more than (1), and in this circumstance, at least one position must be filled by a member of Council appointed by the Lieutenant Governor in Council.**

**CARRIED**  
**Without objection**

Council then discussed the appointments in two phases.

It was noted that the first phase will relate to satisfying the requirement that one appointment must be a Lieutenant Governor in Council (LGA) appointee. Council was advised that, of the expressions of interest received, four (4) are LGA's and are thus eligible candidates. These are: Councillor Cutler, Councillor Mandel, Councillor Nikolov, and Councillor Schelske.

The Chair asked if there were any self-nominations from the floor for the LGA appointment to the Executive Committee. No further expressions of interest were received. Councillor Mandel withdrew his name from consideration. Nominations were declared closed. Councillors Schelske and Cutler spoke to their candidacies. Councillor Nikolov was absent and thus did not speak to his candidacy.

The Election Runner platform was then used to conduct the secret vote. After the close of the election, Lorne Cutler was declared the successful candidate with 57% of the votes.

The Chair noted that ratification of this election will occur after all elections have concluded for determining appointments to the Executive Committee and the Discipline Committee.

The second phase of the discussion related to Council's decision to make one additional appointment over the minimum requirement. Council was advised of the remaining eligible candidates. These are: Councillor Hilborn, Councillor Kiguel, Councillor Liu, Councillor Nikolov, Vice President Notash, Councillor Panesar, Councillor Schjerner, Councillor Shankar, and Councillor Schelske.

The Chair asked if there were any self-nominations from the floor for the additional appointment to the Executive Committee. No further expressions of interest were received. Nominations were declared closed. Vice President Notash and Councillors Hilborn, Schjerner, and Shankar withdrew their names from consideration. Councillors Kiguel, Liu, Panesar, and Schelske spoke to their candidacies. Councillor Nikolov was not present and thus did not speak to his candidacy.

The Election Runner platform was then used to conduct the secret vote. After the close of the election, the results showed that no candidate received a majority of the votes. It was declared that a run-off election will be required in this circumstance. Having received the lowest number of votes in the primary election, Councillor Nikolov was removed from the run-off ballot.

The Election Runner platform was then used to conduct the secret vote for the run-off election. After the close of the run-off election, the results showed that no candidate received a majority of the votes. It was declared that a second run-off election will be required in this circumstance. Having received the lowest number of votes in the run-off election, Councillor Panesar was removed from the ballot for the second run-off election.

The Election Runner platform was then used to conduct the secret vote for the second run-off election. After the close of the second run-off election, the results showed that no candidate received a majority of the votes. Further, the results showed that there was a tie for the lowest percentage of votes between David Kiguel and Scott Schelske, each with 26%. It was announced that a run-off will be required between these two candidates to determine whose name will be removed from the ballot for the third run-off election. David Kiguel removed his name from consideration for the last place run-off. Accordingly, it was declared that a third run-off election will be conducted between the two remaining candidates, Michelle Liu and Scott Schelske.

The Election Runner platform was then used to conduct the secret vote for the third run-off election. After the close of the third run-off election, Michelle Liu was declared the successful candidate with 57% of the votes.

The Chair noted that ratification of this election will occur after the election has concluded for the appointment to the Discipline Committee.

#### **12558 – APPOINTMENT OF ELECTED COUNCILLOR TO THE DISCIPLINE COMMITTEE**

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

The requirement for Council to appoint an elected Councillor to the Discipline Committee to comply with s.27(1)1 of the Act is the sole exception to Council's 2021 direction that, as of the 2022 AGM, Councillors would no longer serve on non-governance committees.

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

- An aptitude for adjudication and optimally some previous adjudicative experience



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

On April 18, 2023 the Governance and Nominating Committee (GNC) met to discuss expressions of interest from elected councillors and made no recommendation.

The Chair turned the gavel to President-elect Wowchuk to chair this item.

Councillor Banday, Past President Colucci, President Fraser, Councillor Kirkby, Councillor Liu, Vice President Notash, and Councillor Schjerner submitted their names for consideration. The Chair asked if there were any self-nominations from the floor. There were none and nominations were declared closed. Councillor Banday, Councillor Kirkby, Councillor Liu, Vice President Notash, and Councillor Schjerner removed their names from consideration.

Past President Colucci and President Fraser spoke to their candidacies. The Election Runner platform was then used to conduct the secret vote.

After the close of the election, President Fraser was declared the successful candidate with 75% of the votes.

Council then voted to ratify the appointments made in relation to Governance Committee Chairs, the Executive Committee, and the Discipline Committee.

Moved by Councillor Arenja, seconded by Councillor Shankar:

**That Tim Kirkby, P.Eng., be appointed Chair of the Audit and Finance Committee for the 2023-2024 Council year or until his successor is appointed.**

**That Susan MacFarlane, P.Eng., be appointed Chair of the Governance and Nominating Committee for the 2023-2024 Council year or until her successor is appointed.**

**That Luc Roberge, P.Eng., be appointed Chair of the Human Resources and Compensation Committee for the 2023-2024 Council year or until his successor is appointed.**

**That Vicki Hilborn, P.Eng., be appointed Chair of the Regulatory Policy and Legislation Committee for the 2023-2024 Council year or until her successor is appointed.**

**That Lieutenant Governor Appointee Lorne Cutler, P.Eng., and Michelle Liu, P.Eng., be appointed as members of the Executive Committee for the 2023-2024 Council year, in accordance with ss.28(1)(e) and 28(1.1) of Regulation 941.**

**That Roydon Fraser, P.Eng., be appointed as a member of the Discipline Committee for the 2023-2024 Council year, in accordance with s.27(1)1 of the *Professional Engineers Act*.**

**CARRIED**  
**Recorded vote**

**For: 24**

A. Arenja

**Against: 0**

**Abstain: 0**

**No Vote/Absent: 1**

G. Nikolov

V. Banday  
C. Chahine  
N. Colucci  
L. Cutler  
A. Dryland  
R. Fraser  
V. Hilborn  
D. Kiguel  
T. Kirkby  
M. Liu  
N. Lwin  
S. MacFarlane  
P. Mandel  
D. Montgomery  
L. Notash  
R. Panesar  
L. Roberge  
S. Schelske  
G. Schjerning  
U. Senaratne  
P. Shankar  
S. Sung  
G. Wowchuk

President-elect Wowchuk returned the gavel to President Fraser.

#### **12559 – CEO/REGISTRAR’S GOALS FOR 2023-2024**

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

CEO/Registrar Quaglietta reviewed the proposed CEO/Registrar’s performance goals and 16 associated objectives for 2023-2024 on which performance will be evaluated, noting that they are a sampling of the projects from the strategic and operational plans. It was noted that the goals and the associated projects and objectives therein align with PEO’s strategic priorities. Further, they are “SMART” (Specific, Measurable, Achievable, Realistic,

Timely) performance goals which further define timelines, what is to be accomplished, and how each is to be measured.

The proposed goals are:

1. Create a fair, transparent, accessible, and efficient application process as it relates to FARPACTA by Q1 2024.
2. Modernize PEO's regulatory processes, including feedback from stakeholders by Q4 2023.
3. Ensure adequate planning for Information Technology and Information Management by Q1 2024.
4. Build organizational capacity and capabilities by continuing to foster a positive work culture and strive to be a high-functioning organization by engaging employees, demonstrating values, and enabling performance throughout 2023.
5. Build Executive Leadership Team (ELT) success, including restoring and reenergizing teams.
6. Continue to develop governance skillsets for both staff and council.
7. Ensure governance performance and oversight.

CEO/Registrar Quaglietta outlined her commitment to achieving a successful outcome for the goals and objectives, which will be evaluated by way of a performance review. Meetings will take place as required with the HRCC.

CEO/Registrar Quaglietta responded to questions and discussion regarding the proposed goals and objectives. It was noted that where timelines are not currently shown, updates will be provided by Q3 through the dashboard metrics to support monitoring of operations.

Moved by Councillor Roberge, seconded by Councillor Arenja:

**That Council approve the CEO/Registrar goals as presented at C-557-12, Appendix A ("CEO/Registrar 2023-2024 Goals Review Form").**

**CARRIED  
Recorded vote**

**For: 22**

**Against: 0**

**Abstain: 0**

**No Vote/Absent: 3**

A. Arenja  
C. Chahine  
N. Colucci  
L. Cutler  
A. Dryland  
R. Fraser  
D. Kiguel  
T. Kirkby  
M. Liu  
N. Lwin

V. Banday  
V. Hilborn  
G. Nikolov

S. MacFarlane  
P. Mandel  
D. Montgomery  
L. Notash  
R. Panesar  
L. Roberge  
S. Schelske  
G. Schjerner  
U. Senaratne  
P. Shankar  
S. Sung  
G. Wowchuk

## **12560 – COUNCILLOR QUESTIONS**

There were responses and discussion related to Councillors' questions, including the following areas:

### **Councillor Training**

There was a reminder provided regarding the 2023 budget allocation for individual Councillor governance training. There was also a suggestion regarding the potential for the Council to receive governance training as a group, including an overview of parliamentary procedure. Staff noted this as business arising and will follow up accordingly.

### **Audio Recordings of Council Meetings**

These used to be available on the PEO website but are no longer posted. When will this practice resume?

In response, staff made a commitment to updating Council on this matter at the June meeting and noted that PEO is committed to the resumption of posting Council meeting recordings as soon as possible.

### **Licence Holder Submissions to Annual General Meeting (AGM)**

There were comments and questions regarding the 2023 submission guidelines, including:

- The suggestion that the guidelines be reviewed and submitted for Council approval ahead of the 2023 AGM;
- The suggestion that future deadlines could accommodate the actual end of the day instead of the close of the traditional business day used in 2023, and that such a change need not be in contravention of the "Right to Disconnect" policy; and
- A question regarding the difference in voting process by licence holders at the AGM between 2022 and 2023.

In response, it was noted that it will be proposed that the GNC's work plan for 2023-2024 include a review of the member submissions process as a vehicle for meaningful stakeholder engagement.

Regarding the voting process on the sole submission received this year, it was noted that Council approved the current submission guidelines in early 2020 in time for that year's AGM; and that the process followed in 2023 is as outlined in the submission guidelines and followed in 2020 and 2021. The process followed in 2022 to provide a de facto approval of all 12 submissions was a deviation from the norm in recognition of the unusually high number of submissions received that year.

#### **"Right to Disconnect" Policy**

There was a question regarding Council and Committee meetings which take place outside of the traditional workday hours and how PEO plans to apply the "Right to Disconnect" policy in this regard.

CEO/Registrar Quaglietta noted that this is an operational matter which is being addressed in the context of business commitments and reasonable expectations as it relates to the availability of both staff and volunteers.

#### **In Person Council Meeting Protocol**

There was a question regarding Council's approval in May 2022 of various safety measures in support of the resumption of in-person Council meetings at PEO's premises at 40 Sheppard Avenue West, Toronto and if there is a need for Council to consider rescinding this motion.

In response, staff noted that the Council motion was linked to a staff policy which was rescinded on May 1, 2023 and replaced by the *Communicable and Infectious Disease Prevention* policy, communicated by email to Council on April 5, 2023, and thus no further Council action is required.

#### **Governance Committee Information on Website**

It was noted that there is limited information on the PEO website and that documents such as the Charters, meeting minutes, and committee membership are not currently posted.

In response, it was noted this matter will be reviewed with an aim to publicly providing the appropriate level of governance committee information, including the finalized Governance Manual which includes information about the governance committees.

#### **High-level Overview of Governance Committees**

A request was made for information in this regard. In response, Councillors were advised to review the *Governance Manual* approved at its March 2023 meeting. Further, it was noted that in the next few weeks there will be a kick-off meeting for the term for each committee, at which additional information will be provided. At that time, Councillors may raise questions and/or request additional support if knowledge gaps exist.

#### **Governance Committee Chairs**

In response to a question, it was noted that staff will be contacting the four governance committee chairs ahead of setting the schedule of meetings for the term.

#### **12561 – MOTION TO MOVE IN CAMERA**

Moved by Councillor Arenja, seconded by Vice President Chahine:

**That Council move in camera at 1:40 p.m.**

**CARRIED**  
**Recorded vote**

**For: 23**

**Against: 0**

**Abstain: 0**

**No Vote/Absent: 1**

A. Arenja

G. Nikolov

V. Banday

C. Chahine  
N. Colucci  
L. Cutler  
A. Dryland  
V. Hilborn  
D. Kiguel  
T. Kirkby  
M. Liu  
N. Lwin  
S. MacFarlane  
P. Mandel  
D. Montgomery  
L. Notash  
R. Panesar  
L. Roberge  
S. Schelske  
G. Schjerning  
U. Senaratne  
P. Shankar  
S. Sung  
G. Wowchuk

**12562 – APPOINTMENT OF INTERIM DEPUTY REGISTRAR**

Moved by Past President Colucci, seconded by Councillor Mandel:

**That Council makes public the in camera decision to appoint Arun Dixit, P.Eng. as Interim Deputy Registrar, effective May 5, 2023, until such time as Council appoints a permanent Deputy Registrar.**

**CARRIED**  
**Recorded vote**

**For: 23**

**Against: 0**

**Abstain: 0**

**No Vote/Absent: 1**

A. Arenja  
V. Banday  
C. Chahine  
N. Colucci  
L. Cutler  
A. Dryland

G. Nikolov

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V. Hilborn  
D. Kiguel  
T. Kirkby  
M. Liu  
N. Lwin  
S. MacFarlane  
P. Mandel  
D. Montgomery  
L. Notash  
R. Panesar  
L. Roberge  
S. Schelske  
G. Schjerner  
U. Senaratne  
P. Shankar  
S. Sung  
G. Wowchuk

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These minutes consist of 23 pages and minutes 12549 to 12562 inclusive.

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R. Fraser, P.Eng., Chair

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M. Solakhyan, Director, Governance

## CONSULTING ENGINEER DESIGNATION APPLICATIONS

**Purpose:** Pursuant to subsection 61(2) of Regulation 941 under the *Professional Engineers Act*, the Consulting Engineer Designation Committee (CEDC) may make recommendations to Council in respect of all matters relating to application for designation as a consulting engineer. The CEDC makes the following recommendations.

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

1. That Council approve the exemption from examinations and the applications for designation as Consulting Engineer as set out in Appendix A, Section 1.
2. That Council approve the applications for redesignation as Consulting Engineer as set out in Appendix A, Section 2.
3. That Council decline the application for designation as a Consulting Engineer as presented to the meeting at C-558, Appendix A, Section 3.
4. That Council decline the application for redesignation as a Consulting Engineer as presented to the meeting at C-558, Appendix A, Section 4.
5. That Council grant permission to use the title “Consulting Engineers” (or variations thereof) to the firms as presented to the meeting at C-558, Appendix A, Section 5.

**Prepared by:** Ian Daniels, P.Eng., Registration Officer; and Imelda Suarez, Staff Support

**Moved by:** Nick Colucci, FEC, MBA, P. Eng., Past President

### 1. Need for PEO Action

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

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

### *Examinations*

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

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



### *Designation Requirements*

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

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

### *Permission to Use the Title*

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

## **2. Next Steps (if motion approved)**

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

## **3. Peer Review & Process Followed**

<b>Process Followed</b>	All applications were reviewed by PEO staff, the Regional Subcommittees of CEDC and later approved by CEDC on May 25, 2023.
<b>Council Identified Review</b>	Not applicable. Required by Regulation.
<b>Actual Motion Review</b>	As stated under above process.

## **4. Appendices**

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

To the 558th Meeting of the Council of  
Professional Engineers Ontario

**REPORT OF THE CONSULTING ENGINEER DESIGNATION COMMITTEE**

**Chair: Adrian Pierorazio, P.Eng.**

- 1. The Committee has reviewed the following applications for DESIGNATION and recommends to Council that these 10 applicants be exempted from examinations pursuant to Section 56(2) of O.Reg.941 and that they be considered for DESIGNATION AS CONSULTING ENGINEER, having met the requirements pursuant to Section 56(1) of O.Reg.941:**

#	P.Eng.	Company Name	Address	Licence #
1.1	Blata, Aaron	RC Spencer Associates Inc.	18 Talbot Street W, Leamington ON, N8H 1M4	100216750
1.2	Di Domenico, Jennifer	Chall.Eng. Corporation	12222 Tecumseh Road E, 2/F, Tecumseh ON, N8N 1L9	100152500
1.3	Miller, Ian	Pretium Engineering Inc.	320 Woolwich St S, Breslau ON, N0B 1M0	100111322
1.4	Qishawi, Mohamed	H&Z Corporation	316 Graham Coughtry Court, Sarnia ON, N7W 0A8	100212313
1.5	Morey, Daniel	Morey Associates Ltd.	2672B County Road 43, Kemptville ON, K0G 1J0	100208030
1.6	MacDonald, Kevin	HSP Consultants Inc.	5715 Warner Dr, Long Sault ON, K0C 1P0	100104601
1.7	McQuaid, Natasha	Roar Engineering	7565 Danbro Cres, Mississauga ON, L5N 6P9	100176538
1.8	Nasiruddin, Shakil	Nasiruddin Engineering Ltd.	6033 Shawson Dr, Mississauga ON, L5T 1H8	100067138
1.9	Rouhani, Farzad	BeStru Engineering Inc.	212 Romain Cres, Oakville ON, L6H 5A4	100511076
1.10	Salih, Nabeel	Lexar Engineering Inc.	183 Nisbet Blvd, Waterdown ON, L8B 0S7	100086028

2. The Committee has reviewed the following applications for **REDESIGNATION** and recommends to Council that these **36** applicants be granted **REDESIGNATION AS CONSULTING ENGINEER**, having met the requirements pursuant to Section 57(2) of O.Reg.941:

#	P.Eng.	Company Name	Address	Licence #
2.1	Agahzadeh, Ramin	ASF Associates Inc.	1-250 Thompson Dr, Cambridge ON, N1T 2H9	100042444
2.2	Alexander, Jason	ProEng Consulting Inc.	101-399 Bayrose Dr, Ottawa ON, K2J 5W3	100081054
2.3	Andrews, Mark	M.E. Andrews and Associates Limited	55 Horner Ave, Toronto ON, M8Z 4X6	1075407
2.4	Asuncion, Hernan	Jilani and Asuncion Consulting Engineers Inc.	156 Oxford St W, London ON, N6H 1S1	90325572
2.5	Asurza Ayvar, Martin	Asurza Engineers Ltd.	7078 Liberty St N, Bowmanville ON, L1C 6K4	100128443
2.6	Behm, Kenneth	K. J. Behm & Associates Inc.	23 Bradley Dr, Kitchener ON, N2A 1K3	3109014
2.7	Clark, Kevin	Ancam Solutions Company Ltd.	2009 Wyecroft Rd, Unit C, Oakville ON, L6L 6J4	90341371
2.8	Clarke, Stephen	Stephen B. Clarke & Associates Ltd.	2675 Wilby Rd, Baden ON, N3A 3M8	8617011
2.9	Cooper, Darren	Renteknik Group Inc.	8-5195 Harvester Rd, Burlington ON, L7L 6E9	90435868
2.10	Cooper, Donald	Remy Consulting Engineers Ltd.	75 Westmore Dr, 2/F, Toronto ON, M9V 3Y6	9259607
2.11	De Carvalho, Rui	Self Employed	20 Shadywood Road, Brampton ON, L6Z 4M6	10899011
2.12	Di Rezze, Carlo	AME-TECH Developments Ltd.	9-346 Newkirk Rd, Richmond Hill ON, L4C 0A9	90337098
2.13	Di Scipio, Riccardo	DiScipio Associates Inc.	9200 Weston Road, PO 92027, Vaughan ON, L4H 3J3	90481052
2.14	Gilbert, David	Paterson Group	9 Auriga Dr, Ottawa ON, K2E 7T9	100116130
2.15	Grainger, Glenn	Vertical Engineering Ltd.	5-5345 Outer Dr, Oldcastle ON, N9G 0C4	90460676
2.16	Gupta, Vijay	Schaeffers & Associates Ltd.	1-6 Ronrose Dr, Concord ON, L4K 4R3	17612110
2.17	Ispas, Horia	Environmental Infrastructure Solutions Inc.	300-600 Alden Rd, Markham ON, L3R 0E7	100154869
2.18	Jones, James	JR Jones Engineering Ltd.	4790 11th Line, Cookstone ON, L0L 1L0	90134727
2.19	Kalishenko, Leonard	Leonard Kalishenko & Associates Ltd.	240-5500 Dufferin St, Toronto ON, M3H 5T5	22780019
2.20	Kantor, David	Thurber Engineering Ltd.	103 - 2010 Winston Park Dr, Oakville ON, L6H 5R7	90478595

2.21	Khalilian, Farid	Worley Canada Services Ltd.	110-11 Allstate Pkwy, Markham ON, L3R 5Y1	90419334
2.22	Lehman, David	A-D Engineering Group Ltd.	75 Main St S, Newmarket ON, L3Y 3Y5	26361014
2.23	Likhite, Milind	Moon Matz Ltd.	2902 South Sheridan Way, Oakville ON, L6J 7L6	90518945
2.24	Majeed, Imran	ABS Advanced Buildings Solutions Inc.	46647 RPO Agincourt, Scarborough ON, M1T 3V8	100070807
2.25	Masongsong, Antonio	Masongsong Associates Engineering Ltd.	201-7800 Kennedy Rd, Markham ON, L3R 2C7	29504503
2.26	Mocan, Nikola	C.F. Crozier & Associates Inc.	200-1 First St, Collingwood ON, L9Y 1A1	100061476
2.27	Ng, Man Chiu (Robert)	Peto MacCallum Ltd.	165 Cartwright Ave, Toronto ON, M6A 1V5	33933086
2.28	Semaan, George	Forward Engineering & Associates Ltd.	15-244 Brockport Dr, Toronto ON, M9W 6X9	90303454
2.29	Shamon, Wamid	Telecon Design Inc.	7777 Weston Rd, 5/F, Vaughan ON, L4L 0G9	100034593
2.30	Stairs, Matthew	MGM Consulting Inc.	201-555 Industrial Dr, Milton ON, L9T 5E1	44048502
2.31	Strajin, Darko	B.I.G. Consulting Inc.	12-5500 Tomken Rd, Mississauga ON, L4W 2Z4	90445651
2.32	Sylvestre-Williams, Nicholas	Aeroustics Engineering Ltd	1100-1004 Middlegate Rd, Mississauga ON, L4Y0G1	100075118
2.33	Tilatti, Louis	Entuitive Corporation	700-200 University Ave, Toronto ON, M5H 3C6	46479515
2.34	Wiebe, Brent	GEMTEC Consulting Engineers and Scientists Limited	32 Steacie Dr, Kanata ON, K2K 2A9	100060438
2.35	Wilson, Montana	GRIT Engineering Inc.	117 Regent St, Stratford ON, N5A 3W2	100136472
2.36	Zajac, Ignac	Tacoma Engineers Inc.	176 Speedvale Ave W, Guelph ON, N1H 1C3	100125617

3. The Committee has considered the following application for **DESIGNATION** and recommends that the application be **DECLINED**.

#	P.Eng.	Company Name	Address	Licence #
3.1	Geoffrey Hempel	Modern Niagara Engineering Inc.	85-95 Denzil Doyle Ct, Kanata ON, K2M 2G8	100078515

The CEDC recommends to the Council of the Association that Mr. Hempel's application for designation be **DECLINED** because he does not currently meet the requirement for designation with respect to being "PRIMARYLY ENGAGED" as captured in Section 60(a)(b) under Regulation 941 and as outlined in the interpretive guideline.

4. The Committee has considered the following application for **REDESIGNATION** and recommends that the application be **DECLINED**.

#	P.Eng.	Company Name	Address	Licence #
4.1	Renata Cynarska	Electric Stars	5395 Thornwood Dr, Mississauga ON, L4Z 3G7	90523127

The CEDC recommends to the Council of the Association that Ms. Cynarska's application for redesignation be **DECLINED** because she does not currently meet the requirement for designation with respect to being "PRIMARYLY ENGAGED" as captured in Section 60(a)(b) under Regulation 941 and as outlined in the interpretive guideline.

5. The Committee recommends to Council that the following **4 FIRMS** be granted **PERMISSION TO USE THE TITLE "CONSULTING ENGINEERS"** (or variations thereof), having met the requirements pursuant to Section 68 of O.Reg.941:

#	Company Name	Address	Designated Consulting Engineer(s)
5.1	Fisher Engineering Limited	15-400 Esna Park Dr, Markham ON, L3R 3K2	Davor Fisher, P.Eng. and Bernard Chan, P.Eng.
5.2	Gilani Geotechnical Services Inc.	5 Aspen Place, London ON, N6P 1C6	Syed Hassan Gilani, P.Eng.
5.3	Parsons Inc.	300 - 625 Cochrane Dr, Markham ON, L3R 9R9	Sylvain Montminy, P.Eng.
5.4	Stephenson Engineering Limited	602-2550 Victoria Park Ave, North York ON, M2J 5A9	Hugh MacCallum, P.Eng., Zoran Tanasijevic, P.Eng., and Sandra Cullen, P.Eng.

## CONSULTING ENGINEER DESIGNATION APPLICATIONS

### Legal Implications/Authority

1. Pursuant to Section 56(2), Council has the authority to exempt an applicant from any of the examinations required by section 56(1) to be taken by an applicant for a Consulting Engineer Designation if Council is satisfied that the applicant has appropriate qualifications.

Pursuant to Section 56(1) Council **shall** designate as a Consulting Engineer every applicant for the Designation who meets the requirements set out in Section 56(1)(a-d). As a result, there does not appear to be any discretion for Council to refuse applicants who meet the requirements.

2. Pursuant to Section 57(2) Council **shall** redesignate as a consulting engineer every applicant who meets the requirements of section 57(2) (a-c). As a result, there does not appear to be any discretion for Council to refuse applicants who meet the requirements.

# Briefing Note – Decision

C-558-2.3

## CHANGES TO THE 2023 COMMITTEES MEMBERSHIP LISTS

**Purpose:** To re-appoint the Chair of the Experience Requirements Committee (ERC), and to inform Council of other in-year changes to the *2023 Committees Membership Lists*.

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

**That Council re-appoint the chair of the Experience Requirements Committee (ERC) as presented to the meeting at C-558-2.3, *Appendix A*.**

**Prepared by:** Eric Chor, Research Analyst

**Moved by:** David Kiguel, East Central Region Councillor

### 1. Need for PEO Action

Subsection 41.(1) and 62.(1) of the *Regulation 941/90* of the *Professional Engineers Act* requires that the chair of the Experience Requirements Committee (ERC) be appointed by Council. The proposed chair was re-elected by the Committee and is presented for Council's approval/re-appointment in *Appendix A*.

*Appendix B* is presented for information only and outlines other changes to the *2023 Committees Membership Lists*.

### 2. Next Steps (if motion approved)

The *2023 Committees Membership Lists* will be updated accordingly. Resigned members will receive digital *Certificates of Appreciation* in accordance with the protocol.

### 3. Appendices

- Appendix A – Names of chair proposed for re-appointment to ERC
- Appendix B – Other changes to the *2023 Committees Membership Lists*.

**Changes to the 2023 PEO Statutory and Regulatory Committees  
Task Forces Membership Roster**

C-558-2.3  
Appendix A

**558<sup>th</sup> Council Meeting**

**Names of Proposed ERC Chair (re-elected by Committee)**

First/Last Name	Service Dates	Committee / Task Force
Andrew Cornel	2 <sup>nd</sup> 1-year term	Experience Requirements Committee (ERC) Chair



**Changes to the 2023 PEO Statutory and Regulatory Committees  
Task Forces Membership Roster**

**C-558-2.3  
Appendix B**

**558<sup>th</sup> Council Meeting**

**Other changes – Chair/Vice-Chair (elected by Committee)**

First/Last Name	Service Dates	Committee / Task Force
Lionel Ryan	2 <sup>nd</sup> 1-year term	Experience Requirements Committee (ERC) Vice-Chair
Rakesh Shreewastav	1 <sup>st</sup> 1-year term	Order of Honour Selection Committee (OSC) Chair
Matthew Xie	1 <sup>st</sup> 1-year term	Order of Honour Selection Committee (OSC) Vice-Chair

**Other changes – New and Returning members**

First/Last Name	Service Dates	Committee / Task Force
Kamyar Ghavam	May 2023 – Dec 2023	Academic Requirements Committee (ARC)
Reza M. Hassabi	May 2023 – Dec 2023	Academic Requirements Committee (ARC)
Sayyed Ali Hosseini	May 2023 – Dec 2023	Academic Requirements Committee (ARC)
Nevin Koshy	May 2023 – Dec 2023	Academic Requirements Committee (ARC)
Jerald Lalman	May 2023 – Dec 2023	Academic Requirements Committee (ARC)
James Lee (Returning Member)	May 2023 - Dec 2023	Academic Requirements Committee (ARC)
Sarbast Rasheed	May 2023 – Dec 2023	Academic Requirements Committee (ARC)
Mahmoud Sayed Ahmed	May 2023 – Dec 2023	Academic Requirements Committee (ARC)
Alireza Saidatan	May 2023 – Dec 2023	Academic Requirements Committee (ARC)
Brian Hein	November 2022-Dec 2023	Consulting Engineer Designation Committee (CEDC) Eastern Subcommittee

**Committee and Task Force Resignations/Retirements:**

First/Last Name	Service Dates	Committee / Task Force
Barna Szabados	2000 – July 2022	Academic Requirements Committee (ARC)
Malgorzata Zwyno	1993- March 17th 2023	Academic Requirements Committee (ARC)
Mary Jane Phillips	1986/93, 1995 - May 8th 2023	Complaints Committee (COC)
Alex Voronov	2020 – May 1 2023	Complaints Committee (COC)

**Changes to the 2023 PEO Statutory and Regulatory Committees and  
Task Forces Membership Roster**

**558<sup>th</sup> Council Meeting**

**Committees Stood Down**

Committee / Task Force	Date Stood Down
Advisory Committee on Volunteers (ACV)	February 24, 2023
Education Committee (EDU) and Education Conference Planning Subcommittee	February 24, 2023
Equity and Diversity Committee (EDC)	February 24, 2023
Awards - External Honours Subcommittee	February 24, 2023
Awards – Gala Advisory Committee	February 24, 2023
PEO-OAA Joint Liaison Committee (PEO-OAA JLC)	February 24, 2023
PEO-OSPE Joint Relations Committee (PEO-OSPE JRC)	February 24, 2023
Volunteer Leadership Conference Planning Subcommittee (VLCPC)	February 24, 2023

## **GOVERNANCE COMMITTEE REPORTS**

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

No motion required.

**Prepared by:** Eric Chor, Research Analyst

The Governance Committee reports are attached as appendices to this Briefing Note.

Appendices:

- A: Audit and Finance Committee (AFC)
- B: Governance and Nominating Committee (GNC)
- C: Human Resources and Compensation Committee (HRCC)
- D: Regulatory Policy and Legislation Committee (RPLC)

## AFC Summary Report to Council – June 23, 2023

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

WHEN:  
06/13/2023

NEXT MEETING:  
TBD (late Aug)

#	WHAT	Items discussed	WHO (Assigned to)	WHEN (Next Steps)	Status <sup>1</sup>
1	Draft AFC Work Plan for 2023-2024	Committee reviewed a proposed work plan and recommended it for Council approval, subject to: <ul style="list-style-type: none"> <li>reference regarding flexibility to re-prioritize or add items</li> <li>adding space for carryover items from previous meetings</li> </ul>	PEO Council and Staff	Council meeting: June 23, 2023 (for approval)	Continue
2	Review of AFC Charter	Committee reviewed its Charter (including mandate) and suggested one minor change to the Charter (under Composition remove a reference to a transitional measure to allow non-Councillors to be members of AFC until the 2022 AGM). GNC to review along with the Charters of other governance committees.	PEO Staff and GNC	GNC meeting in Oct 2023 and Council meeting in Nov 2023	Continue
3	2024 Budget Assumptions	Committee reviewed and provided feedback on budget assumptions to be used to prepare draft operating and capital budgets.	PEO Staff	AFC meeting in late August 2023	Continue
4	Strategic Plan Budget	Committee received a consolidated budget report for PEO's 2023 Strategic Plan, categorized by 4 main goals and their associated sub-goals.	N/A	N/A	Complete
5	Review of Financial Statements for the 4 Months Ended April 30, 2023	Review of Statements: Financial Position Projection, Projected Cash Flows, Revenues & Expenses, Balance Sheet, and Income Statement Variance Analysis.	Staff	Ongoing activity (each meeting)	Continue

<sup>1</sup> Green = Complete; Blue = Continue; Yellow = Modify; Red = Discontinue

Committee  
Name:  
Governance &  
Nominating  
(GNC)

WHEN: 06/09/2023

WHAT:

1. Draft GNC Work Plan for 2023-2024
2. Review of GNC Charter
3. 2024 Election Procedures and Forms
4. Recommendations to Appoint Additional CESC Members

NEXT MEETING:

Late August (TBD)

#	WHAT	Items discussed	WHO (Assigned to)	WHEN (Next Steps)	Status <sup>1</sup>
1	Draft GNC Work Plan for 2023-2024	<p>Committee reviewed a draft Work Plan for 2023-2024. Several changes were proposed and discussed, including:</p> <ul style="list-style-type: none"> <li>○ Adding a reference to the work plan's flexibility to re-prioritize or add items;</li> <li>○ Removing the introductory description of the mandate as this may change pending completion of the process outlined in item 2 below; and</li> <li>○ Changing "best practices" references to "common practices".</li> </ul> <p>Committee voted to recommend the work plan with the changes outlined above, with the understanding that modifications throughout the year are possible, if approved by Council.</p>	PEO Council and Staff	Council meeting: June 23, 2023 (for approval)	Continue
2	Review of GNC Charter	<p>Committee reviewed its Charter and discussed areas for potential amendment including:</p> <ul style="list-style-type: none"> <li>○ Defining what "effective" means</li> <li>○ Inclusion of references to "environmental scan" where relevant; and</li> <li>○ In the context of responsibilities related to elections, replacement of "people" with a more specific term such as "eligible licence holders".</li> </ul>	PEO Staff and GNC	GNC meeting in Oct 2023 and Council meeting in Nov 2023 (for approval).	Continue
3	2024 Election Procedures and Forms	Committee reviewed and agreed to changes to voting and publicity procedures, and nomination forms.	PEO Council and Staff	Council meeting: June 23, 2023 (for approval)	Continue
4	Recommendations to Appoint Additional CESC Members	Committee candidate application packages and agreed to recommend four applicants for appointment to the 2023-2024 CESC.	PEO Council and Staff	Council meeting: June 23, 2023 (for approval)	Continue

<sup>1</sup> Green = Complete; Blue = Continue; Yellow = Modify; Red = Discontinue

## HRCC Summary Report to Council – June 23, 2023

Committee Name:  
Human Resources  
& Compensation  
(HRCC)

WHEN:  
06/13/2023

WHAT:

1. 2023-2024 Work Plan
2. Charter Review
3. CEO/Registrar Succession Planning

NEXT MEETING:

TBD (late Aug)

#	WHAT	Items discussed	WHO (Assigned to)	WHEN (Next Steps)	Status <sup>1</sup>
1	2023-2024 HRCC Work Plan	Committee reviewed a proposed work plan and recommended it for Council approval, subject to adding: <ul style="list-style-type: none"> <li>○ reference regarding flexibility to re-prioritize or add items</li> <li>○ initial discussion regarding CEO/Registrar goal setting, in advance of the April meeting where the goals are discussed</li> <li>○ “lessons learned in 2023-2024” discussion in the context of reviewing priorities for 2024-2025</li> </ul>	PEO Staff	06/23/2023 Council meeting	Continue
2	Charter/Mandate Review	Committee reviewed its Charter (including mandate) and made no suggestions for changes at this time. GNC to review along with the Charter of other governance committees.	PEO Staff & GNC	October 2023 GNC meeting and Council meeting in Nov 2023	Continue
3	CEO/Registrar Succession Planning (In Camera)	Committee received a presentation from the CEO/Registrar on proposed plan.	HRCC and HR Staff	Late August HRCC meeting	Continue

<sup>1</sup> Green = Complete; Blue = Continue; Yellow = Modify; Red = Discontinue

Committee Name:  
**Regulatory Policy and Legislation Committee (RPLC)**

WHEN:

06/09/2023

WHAT:

1. Draft RPLC Work Plan for 2023-2024
2. Review of RPLC Charter
3. Regulatory Process - Ontario

NEXT MEETING:

Late August (TBD)

#	WHAT	Items discussed	WHO (Assigned to)	WHEN (Next Steps)	Status <sup>1</sup>
1	Draft RPLC Work Plan for 2023-2024	<p>Committee reviewed a draft Work Plan for 2023-2024. Several changes were proposed and discussed.</p> <p>It was agreed that staff would update the document and circulate via email to Committee members for approval during the week June 12-16 for inclusion in the Council meeting package.</p>	PEO Staff	Council meeting: June 23, 2023 (for approval).	Continue
2	Review of RPLC Charter	<p>Committee reviewed its Charter and agreed on two amendments to propose to Council, via the GNC:</p> <ul style="list-style-type: none"> <li>○ Inclusion of “stakeholder engagement” in the mandate; and</li> <li>○ Replacement of “effective” with the six specific principles identified in the Policy Development Framework: proportionality, evidence-informed decision making, participation and engagement, equity and inclusion, and transparency and accountability.</li> </ul> <p>Committee discussed other potential changes and agreed further discussion is needed for consideration in the 2024 update of the Charter.</p>	PEO Staff and GNC	GNC meeting in Oct 2023 and Council meeting in Nov 2023 (for approval).	Continue
3	Regulatory Process - Ontario	Committee received a high-level overview of the regulation-making process in Ontario.	N/A	N/A	Complete

<sup>1</sup> Green = Complete; Blue = Continue; Yellow = Modify; Red = Discontinue

# Briefing Note – Information

C-558-3.1

## **PRESIDENT’S REPORT**

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

**Motion(s) to consider:**

none required

President Fraser will provide a report on his recent PEO activities.



# Briefing Note – Information

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C-558-3.2

## **CEO/REGISTRAR'S REPORT**

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

No motion required.

**Prepared by:** Eric Chor, Research Analyst

The CEO/Registrar's Report is attached as Appendix A.

An updated PEO organization chart is attached as Appendix B.



Professional Engineers  
Ontario

C-558-3.2  
Appendix A

# CEO/ REGISTRAR UPDATE

JUNE 23, 2023

## CEO/REGISTRAR UPDATE



I would like to welcome everybody to the second meeting of the 2023–2024 Council term. Building on the momentum generated at May's orientation session, this meeting represents your first opportunity as the new Council to review the organization's agenda and make meaningful decisions that will impact how professional engineering is regulated in Ontario. To all returning councillors, I welcome you back and look forward to continuing our strong working relationship. To our new councillors, I hope your onboarding process was a smooth one. You are joining Council at a very exciting time: PEO has been going through some of the most unprecedented changes in its 101-year history, and the decisions that you make over the coming year will support PEO's continued evolution to be an effective regulator. As the decision-making body for PEO, Council is responsible for making governance decisions. As CEO/registrar, I am ultimately accountable to Council to ensure PEO's operational duties are successfully and effectively carried out. I know the remainder of the Council term will be rewarding, and I look forward to collaborating on the journey ahead with each of you.



Since my last CEO/registrar's report to Council in March, I have had the pleasure of representing PEO at many events. On April 13 and 14, I was invited to attend the North Bay Chapter's Annual General Meeting (AGM) and Engineering Day Symposium, along with Christian Bellini, P.Eng., FEC, in his then-capacity as past president of PEO. We were extended an invitation to attend both events by the North Bay executive team and Northern Region Councillor Luc Roberge, P.Eng., FEC, who also attended the event. We were able to meet many engineers



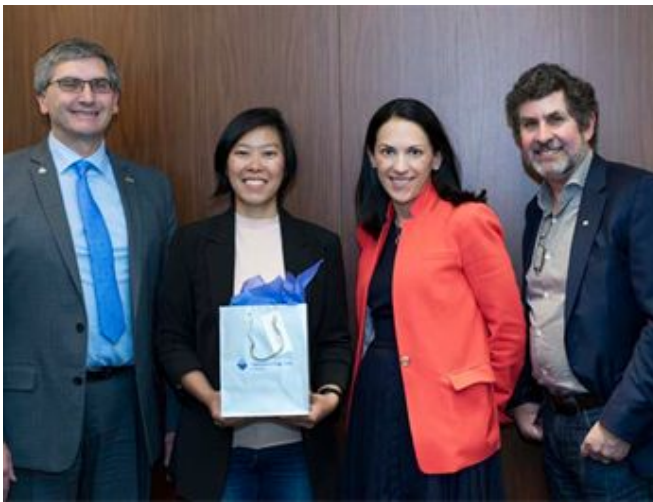
and dignitaries, including Nipissing MPP Vic Fedeli. The North Bay Chapter's 52nd annual symposium addressed pertinent and important topics, including climate change and health in northern Ontario, and it was a privilege to participate in these conversations. The event covered a wide range of topics, and I, along with all attendees, gained a deeper understanding of the role engineers have in protecting the environment and health of our communities.





## 101st Annual General Meeting of Professional Engineers Ontario April 29, 2023

On April 29, I attended my first PEO AGM as CEO/registrar. Past President Nick Colucci, MBA, P.Eng., FEC, and I updated attendees on key PEO events during the previous year, while President Roydon Fraser, PhD, P.Eng., FEC, took the PEO presidential oath of office and introduced the visioning project that forms part of PEO's 2022–2023 Strategic Plan. The event was held virtually for the fourth year in a row, following our shift to an online format in 2020 at the onset of the COVID-19 pandemic. The AGM is an opportunity for all licence holders to learn more about PEO and the changes and improvements that have been introduced over the previous year. Additionally, representatives from other provincial and territorial engineering regulators, other related and allied Ontario regulators and engineering advocacy organizations were in attendance. Ontario Attorney General Doug Downey, LLB, LLM, shared opening remarks, commending PEO for implementing its mandatory continuing professional development program, PEAK, earlier this year; and for the development of PEO's Anti-Racism and Equity Code. I would like to extend my sincere thanks to the entire PEO team for hosting another engaging AGM that was delivered smoothly and professionally.



On May 9, Past President Nick Colucci, previous PEO president Christian Bellini and I attended a volunteer appreciation luncheon held for PEO volunteers who had served on eight PEO committees that were stood down by Council in February 2023. The decision to stand down these committees was based on a recommendation by the Governance and Nominating Committee, tasked with reviewing the 2019 Activity Filter. This work involved the assessment of over 90 PEO committees, subcommittees, chapters and working groups. Letters of appreciation were distributed to the 35 committee mem-



bers on behalf of Nick Colucci, in his then-role as PEO president, and an appreciation luncheon was held at PEO's office to recognize their contributions. In a speech to the committee, Past President Colucci graciously thanked the former committee members for their volunteer service at PEO. PEO recognizes the hard work of all its volunteers—from committee members to PEO Council—and encourages licence holders and other members of the public to consider volunteering at PEO.

From May 23 to May 27, several PEO staff, councillors and I attended Engineers Canada's 2023 Spring Meeting and Annual Meeting of Members in Halifax, NS. Engineers Canada's annual event is a forum for the CEO/registrars of all provincial and territorial engineering regulators to meet and discuss the future of regulation in Canada, and a key focus is continued collaboration and co-operation. This year's event also included an update on Engineers Canada's 30 by 30 initiative. This is an important initiative with the goal of increasing the proportion of newly licensed female-identifying engineers to 30 per

cent by the year 2030, and on May 24, PEO's Tracey Caruana, P.Eng., manager, engineering intern programs, and 30 by 30 representative addressed attendees about PEO's ongoing efforts to support achieving the initiative's goal. Attendees also had the opportunity to listen and learn from speakers on diversity, equity, inclusion, belonging and accessibility (DEIBA), and participants were challenged with important takeaways to measure and define where we are in the DEIBA process and be intentional and bold on continuing to create space for others.



*On the evening of May 25, I was invited to attend the Engineers Canada Award Gala, where I was joined with other representatives from PEO and OSPE, along with representatives of Canada's other engineering regulators.*

*Sandro Perruzza, CEO, OSPE; Stephanie Holko, P.Eng., president and chair, OSPE; Arjan Arenja, MBA, P.Eng., lieutenant governor-appointed councillor; Jennifer, former PEO president Christian Bellini, P.Eng., FEC; Tim Kirkby, P.Eng., FEC, Eastern Region councillor; and Dan Abrahams, LLB, vice president, policy and governance and chief legal officer.*





*Dan Abrahams; Arjan Arenja; Jennifer; and Angela McOrmond, Arjan's wife*



*Jennifer; Engineers Canada CEO Gerard McDonald, MBA, P.Eng., ICD.D*



*Eastern Region Councillor Tim Kirkby, P.Eng., FEC, delivers key remarks at the President's Meeting on behalf of President Roydon Fraser on May 23.*



*PEO representatives and I gather for a social gathering after a long day of meetings on May 23.*

## RECORDING OF COUNCIL MEETINGS

PEO's communications department, together with Secretariat, have been working to upload all audio recordings of PEO Council meetings to the PEO website. A recording of the 557th meeting of Council, which took place on May 5th, 2023, is now available at [Agenda, minutes and audio | Professional Engineers Ontario \(peo.on.ca\)](#).

Efforts to upload all audio files since the 536th meeting of Council are being made, with a goal to have all files uploaded by the end of Q3. Further efforts are being made to determine the feasibility of inserting captions and translating to French for future recordings.

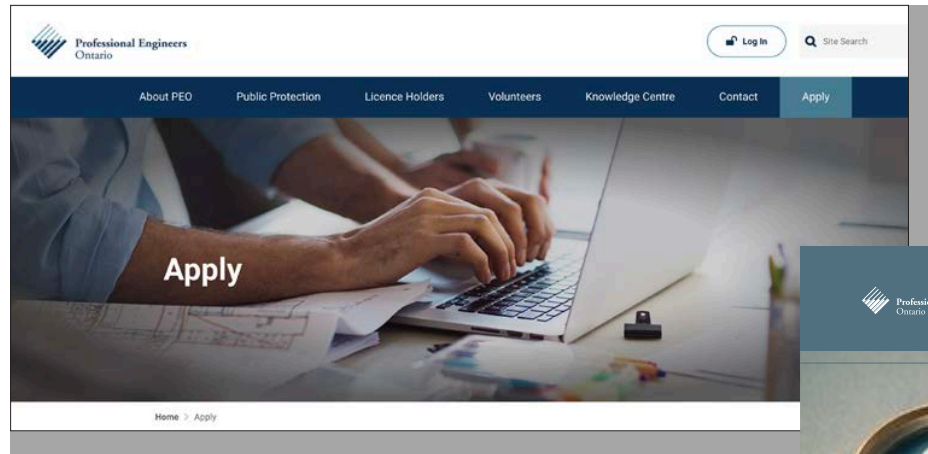
## FARPACTA UPDATE

In support of new FARPACTA-compliant processes, PEO's Licensing unit established two new roles: applicant support representatives and application review representatives. These roles were introduced on May 8, with support and training provided by management in the HR and the Licensing teams. To date, feedback has been positive, and I am delighted that these roles were filled with internal applicants.

On May 15, the new online forms-based application process launched successfully. This project entailed a significant revamp of PEO's website to accommodate the two new licensing streams: pre-May 15 applicants and prospective applicants. Furthermore, forms and guides were published on PEO's website providing

additional information on the competency-based assessment process. On May 18, the new process had its first paid applicant. To support process oversight and management, staff are developing a dashboard of key performance indicators to manage the application inventory and ensure alignment and compliance with all FARPACTA requirements.

As we look ahead, PEO's Information Technology (IT) team has been working diligently to support the launch of the revised online portal in advance of July 1. This work is progressing on schedule, with the teams conducting the final stages of user acceptance testing prior to go-live.



# MANDATORY CONTINUING PROFESSIONAL DEVELOPMENT (PEAK PROGRAM) UPDATE

As Council is aware, PEO introduced phase one of the mandatory Practice Evaluation and Knowledge (PEAK) program on January 1, 2023, with over 86,000 licence holders required to complete the PEAK program this year. As of May 17, 2023, the rate of compliance for the first two PEAK elements is 70 per cent, and an additional

7 per cent continue to work towards completion, representing an uptake of 77 per cent. Engagement activities are planned throughout the rest of the year to support the 23 per cent of applicants who have not yet begun the PEAK program.

INDIVIDUALS WHO	AT THE END OF JANUARY 31, 2023		AT THE END OF MAY 17, 2023	
Complied so far by completing their first two PEAK elements	59%	67%	70%	77%
Are working towards compliance (started PEAK but not yet completed their first two elements)	8%		7%	
Have not yet started PEAK this year	33%		23%	
Declared as "practising"	77%		76%	
Declared as "not practising"	23%		24%	
Already completed their CPD Report (if this element applies)	not available		8%	

Figure 1: 2023 PEAK completions up to May 17



GEOGRAPHICAL DISTRIBUTION OF INDIVIDUALS	PERCENTAGE OF INDIVIDUALS REQUIRED TO COMPLETE PEAK IN 2023
Ontario residents	86%
Other Canadian residents	10%
International residents	4%

Figure 2: Geographical distribution of individuals required to complete PEAK in 2023

The cohort of the 23 per cent of license holders who have not started the PEAK program can be further classified as follows:

- 8 per cent are fee remission registrants, who pay a reduced licence fee, accompanied by a practice restriction. Of this group, 90 per cent are enrolled under the “retired” category.

- 15 per cent pay the full licence fee and have the status of either practising or not practising.

		BREAKDOWN BY FEE REMISSION CATEGORY				
Fee remission registrants who	Percentage out of 20,538 fee remission registrants	Retired	Parental leave	Medical leave	Medical leave Study leave	Study leave Unemployed
Complied so far by completing their first two PEAK elements	45%	32.4%	1.2%	1.3%	0.5%	9.7%
Are working towards compliance (started PEAK but not yet completed their first two elements)	8%	5.18%	0.2%	0.3%	0.1%	1.8%
Have not yet started PEAK this year	47%	40.1%	0.7%	1.6%	0.2%	4.9%

Figure 3: 2023 PEAK completions by fee remission registrants up to May 17

## PEAK CUSTOMER SUPPORT

Since December 2022, PEO received over 9500 requests about the PEAK program via phone and email. Presently, all PEAK requests have been addressed or are being addressed, indicating that the backlog of inquiries has been cleared. PEO is committed to delivering customer support at a high service standard across the organization and is exploring a range of options to further improve. PEO also maintains an up-to-date PEAK web page at [peopeak.ca](https://peopeak.ca), which is available 24/7 to both licence holders and the public, with extensive details about the program.



## PHASE TWO

PEO has begun work on phase two of the mandatory PEAK program, which is planned for release in 2024. In this phase, PEO will introduce the two enforcement measures that are stipulated in section 51.2 of Regulation 941 under the *Professional Engineers Act*—namely the application of administrative licence suspensions to compel compliance with the program and auditing PEAK declarations made by licence holders to ensure the program is being completed correctly. The intent is to introduce these measures in a methodical and incremental manner to encourage licence holders to comply with

the program while allowing PEO to carefully evaluate administration of the program before the introduction of administrative suspensions, which should be considered a last resort. Phase two will also include refinements to the program rules, requirements, user experience and communications, as PEO maintains a commitment to ensuring the PEAK program continues to prioritize the public interest while embracing modern strategies and considering stakeholder feedback.

About PEO   Public Protection   Licence Holders   Volunteers   Knowledge Centre   Contact   Apply						
<p>The new requirements outlined in the new regulation <b>section 51.2 of Regulation 941</b> under the <i>Professional Engineers Act</i> in Ontario took effect on January 1, 2023. This regulation section describes an annual requirement for continuing education and professional development and how PEO will administer, monitor and enforce this requirement. This regulation section means PEO joins all other Canadian engineering regulators in having a mandatory CPD requirement for their licence holders.</p> <p>The following chart indicates the PEO status options and the corresponding PEAK program requirements and licence allowances and restrictions.</p>						
PEO STATUS OPTIONS			LICENCE ALLOWANCES & RESTRICTIONS		PEAK PROGRAM REQUIREMENTS	
SITUATIONS	PRACTICE STATUS	LICENCE STATUS	CAN I PRACTISE, INCLUDING USE THE SEAL?	CAN I USE THE P.Eng. TITLE?	ELEMENT 1 – Practice Evaluation due every January 31	ELEMENT 2 – Professional Practice Module due every January 31
I am practising or intend to practise.	Practising	Permitted to practise	✓	✓	Declaration & Questionnaire	✓
I am not practising and agree to CPD hours for a Licence Status of "Permitted to practise."	Not practising	Permitted to practise	✓	✓	Declaration & Questionnaire	✓
I am not practising and prefer no CPD hours for a Licence Status of "Not permitted to practise."	Not practising	Not permitted to practise	✗	✓	Declaration & Survey	✓
I am on fee remission.	Not practising	Not permitted to practise	✗	✓	Declaration & Survey	✓
My licence is suspended.	Not practising	Not permitted to practise	✗	✗	Declaration & Survey	✓

Licence holders can change their statuses anytime through the PEAK program. Fee remission enrollees cannot change their statuses until they exit fee remission. Holders of a suspended licence cannot change their statuses until the suspension is lifted.

All the latest details about the PEAK program are available on the PEAK web page at [peopeak.ca](https://peopeak.ca).

## STRATEGIC PLAN

PEO's 2023–2025 Strategic Plan includes the four goals of modernizing processes, improving governance, optimizing organizational performance and collaborating with stakeholders. In support of this strategic plan, 23 initiatives were planned and are underway for 2023. An operational plan has been developed and is reviewed regularly to

monitor progress and deliverables against the strategic plan to help ensure we reach our goals and objectives. As of May 2023, four initiatives in the 2023 plan have been completed, and an additional four are more than half completed against the planned deliverables for this year.

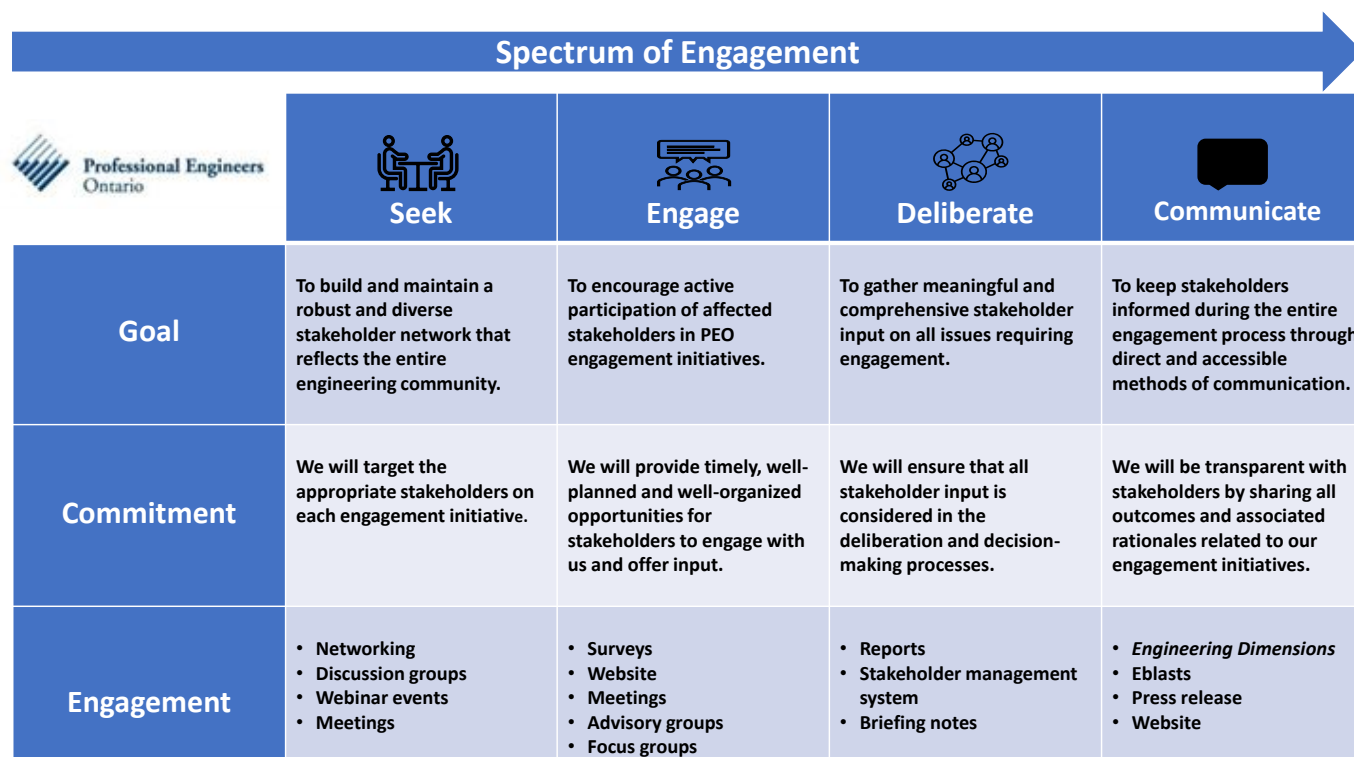
### OPERATIONAL PLAN STATUS REPORT AS OF MAY 2023

Goals	Sub Goals	Activities	Status			
			NYS	< half	> half	Done
1. Improve licensing processes	1.1 Create fair, transparent, accessible, and efficient application process	1.1.0 Present FARPACTA policy/approach				
		1.1.1 FARPACTA tech solution - Phase 1 & 2				
		1.1.2 FARPACTA process				
		1.1.3 Change management and communications				
		1.1.4 Measure FARPACTA compliance				
	1.2 Review licensing processes; implement changes	1.2.1 Implement mandatory CPD - Phase 1 (roll out, reminders)				
2. Optimize organizational performance	1.3. Ensure licensing reflects EDI values	1.3.1 EDI - Phase 1 (audit, supports)				
	2.1 Update/develop standards, guidelines	2.1.1 Establish policy development framework/process				
		2.2.1 Digital transformation roadmap				
	2.2. Ensure adequate IT; data collection & management	2.2.2 Data governance model				
		2.3.1 Organizational EDI strategy				
	2.3 Review/improve comms & business processes; ensure EDI values reflected	2.3.2 HR high performance team roadmap				
		2.3.3 Modernize payroll processes				
		2.3.4 Communications strategy (value, EDI)				
		2.3.5 Modernize budget processes				
		2.3.6 Review financial controls				
		2.3.7 Develop Customer Service Model				
3. Implement governance improvement program	3.1 Ensure councillor & ELT orientation	3.1.1 Review/revise board manual				
	3.2 Ensure committee/council evidence for decision-making	3.2.1 Strategic plan reporting				
		3.2.2 RM framework				
4. Refresh vision; ensure stakeholders see PEO value	4.1 Dialogue with members & stakeholders	4.1.1 Establish Visioning taskforce, workplan				
		4.1.2 Council engagement session				
		4.1.3 Stakeholder engagement session(s)				

## EXTERNAL RELATIONS

The following visual illustrates the framework being implemented as we develop a more comprehensive and diverse engagement process to support discussions and deliberations on significant regulatory issues. It is inspired by the Spectrum of Public Participation

designed by the International Association of Public Participation, an international leader in public participation, to assist with the selection of the level of participation that defines the public's role in any public participation process.



Achieving and maintaining a consistently high level of productive engagement with all our stakeholders will be accomplished through four key steps. These steps include building the appropriate relationships, involving the right stakeholders during each engagement initiative, ensuring stakeholder input is considered by those responsible for making decisions and providing a transparent process in which the results of engagement initiatives are communicated to

stakeholders. Each step of the engagement process is connected to a goal, a commitment and an engagement mechanism.

Ultimately, this process supports PEO's commitment to delivering and communicating well considered and credible regulatory outcomes that align with our mandate of protecting the public interest while also maintaining public confidence in our regulatory role.

## ARC REVIEWS

Staff continue to work with the volunteers on the Academic Requirements Committee (ARC) to manage the increase in new application files requiring assessment. As of mid-May, the inventory of applications requiring academic assessment is over 2400 files. In support of this, nine volunteers have been recruited to join the ARC as of May. Training is now underway to address the accumulation of applications requiring discipline-specific assessments. From January to April 2023, there have been 185 ARC referrals and 141 ARC decisions.

## ERC REVIEWS

The Experience Requirements Committee (ERC) and PEO staff continue to collaborate to review and process the inventory of approximately 11 months of application files. To continue to support timely reviews, work is actively underway to identify opportunities for optimize the experience assessment process while maintaining alignment with requirements for licensure. From January to April 2023, there have been 59 ERC referrals and 240 ERC assessments.

## FINANCE

For the four months ending April 30, 2023, revenues earned were \$12.1 million, and expenses incurred were \$9.4 million, resulting in an excess of revenue over expenses of approximately \$2.8 million, as shown in Figure 6. The increase in revenues by approximately \$2.5 million, in comparison to the prior year actuals for the same period, is largely attributable to a higher-than-expected investment income due to favourable market conditions, and an increase in P.Eng. application revenue, P.Eng. registration fees and other revenues.

Regarding expenses, \$9.4 million in total costs were incurred for the four months ending April 30, 2023, versus a spend of \$8.5 million

during the same period in the prior year, resulting in an unfavourable variance of \$0.8 million. The increase in expenses is mainly due to an increase in spending on salaries and benefits, computers and telephone, contract staff, and chapters.

Figure 7 shows cash reserves of approximately \$8.9 million and an investment portfolio of \$28.0 million as of April 30, 2023, in comparison to cash reserves of \$5.8 million and an investment portfolio of \$26.8 million, respectively as of April 30, 2022.

	2023 Actual	2022 Actual	Variances
<b>TOTAL REVENUES</b>	<b>\$12,145,322</b>	<b>\$9,602,280</b>	<b>\$2,543,042</b>
Operations expenses	\$8,768,415	\$7,772,486	-\$995,929
Special project exp	\$584,513	\$760,343	\$175,830
<b>TOTAL EXPENSES</b>	<b>\$9,352,928</b>	<b>\$8,532,829</b>	<b>-\$820,099</b>
<b>Excess of Rev over Exp</b>	<b>\$2,792,394</b>	<b>\$1,069,451</b>	<b>\$1,722,943</b>

Figure 6: Revenues and Expenses as of April 30, 2022

	2023 Actual	2022 Actual	Variances
Cash	\$8,934,204	\$5,758,697	\$3,175,507
Other current assets	\$651,594	\$589,268	\$62,326
Marketable securities	\$28,009,637	\$26,821,592	\$1,188,045
Capital assets	\$27,986,364	\$29,261,807	-\$1,275,443
<b>Total assets</b>	<b>\$65,581,799</b>	<b>\$62,431,364</b>	<b>\$3,150,435</b>
Current liabilities	\$15,323,658	\$14,696,257	-\$627,401
Long term debt	\$0	\$1,088,768	\$1,088,768
Employee future benefits	\$13,260,100	\$11,089,167	-\$2,170,933
Net assets	\$36,998,041	\$35,557,172	-\$1,440,869
<b>Total liabilities &amp; net assets</b>	<b>\$65,581,799</b>	<b>\$62,431,364</b>	<b>\$3,150,435</b>

Figure 7: Assets and liabilities as of April 30, 2023



## REMISSIONS AND RESIGNATIONS

The data in Figures 8 and 9 show the monthly breakdown of the number of members seeking fee remission in 2023 and 2022, respectively. In 2023, the average monthly number of members seeking remissions as of April 30, 2023, is 251 in comparison to 229 for 2022.

As can be seen in Figures 8 and 9, there was an average 261 resignations in 2023, versus 113 resignations in 2022. Overall, the number of P.Engs as of April 30, 2023, increased by 1157 to 87,626 members in comparison to 86,469 members as of April 30, 2022.

Remission Type	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	Total	Monthly Ave.
Parental leave	22	14	11	16									63	16
Postgraduate	4	4	9	9									26	7
Unemployment	134	78	121	126									459	115
Temporary health	4	1	3	4									12	3
Permanent health	9	7	4	6									26	7
Retired	133	118	99	68									418	105
<b>Total</b>	<b>306</b>	<b>222</b>	<b>247</b>	<b>229</b>									<b>1004</b>	<b>251</b>
<b>Cumm. Total</b>	<b>306</b>	<b>528</b>	<b>775</b>	<b>1004</b>										
<b>Resignations</b>	<b>362</b>	<b>226</b>	<b>188</b>	<b>268</b>									<b>1044</b>	<b>261</b>

Figure 8: Remissions and resignations stats for 2023

Remission Type	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	Total	Monthly Ave.
Parental leave	14	10	20	13	21	13	8	17	15	10	18	12	171	14
Postgraduate	7	8	5	12	14	4	6	2	8	13	6	3	88	7
Unemployment	161	106	146	142	113	107	104	129	109	124	116	83	1440	120
Temporary health	7	4	3	5	5	7	4	0	2	1	2	5	45	4
Permanent health	2	1	9	4	3	1	2	9	3	3	5	3	45	4
Retired	84	99	88	51	80	76	47	93	90	56	93	101	958	80
<b>Total</b>	<b>275</b>	<b>228</b>	<b>271</b>	<b>227</b>	<b>236</b>	<b>208</b>	<b>171</b>	<b>250</b>	<b>227</b>	<b>207</b>	<b>240</b>	<b>207</b>	<b>2747</b>	<b>229</b>
<b>Cumm. Total</b>	<b>275</b>	<b>503</b>	<b>774</b>	<b>1001</b>	<b>1237</b>	<b>1445</b>	<b>1616</b>	<b>1866</b>	<b>2093</b>	<b>2300</b>	<b>2540</b>	<b>2747</b>		
<b>Resignations</b>	<b>111</b>	<b>79</b>	<b>90</b>	<b>79</b>	<b>108</b>	<b>95</b>	<b>77</b>	<b>110</b>	<b>141</b>	<b>84</b>	<b>159</b>	<b>222</b>	<b>1355</b>	<b>113</b>

Figure 9: Remission and resignation stats for 2022

## OPERATIONALIZING OF THE ANTI-RACISM AND EQUITY CODE

Building on the report for anti-racism initiatives provided by past-president Bellini in February, staff are working with the members of the Anti-Racism and Anti-Discrimination Exploratory Working Group (AREWG) to operationalize outcomes from the AREWG project. A key deliverable is to ensure that PEO's policies and operations achieve the aims set out in the Anti-Racism and Equity Code, which Council

adopted in April 2022. PEO is in the process of hiring an equity policy advisor, and we will also be examining our DEIBA capacity with a focus on continued evolution and learning. Presently, the AREWG, with staff support, has contracted Indigenous consultation advisor Indigenous and Community Engagement, Inc., and we hope to finalize a contract for a consultation process to be initiated as soon as it is feasible.

## CUSTOMER SERVICE

Two projects, PEAK and MFA (multi-factor authentication), generated large volumes of inquiries to PEO and have reinforced the need for continued and ongoing enhancements of PEO's customer service model and processes. While current incremental improvements are in progress, PEO is also preparing a roadmap for ensuring effective and timely customer service across the board. PEO staff are conducting an environmental scan of other regulators to see how they address stakeholder requests while maintaining a consistent multi-channel experience. Ultimately any solution put in place must address the needs of our stakeholders and members, with the elasticity and agility

to handle variable volumes of inquiries as they may spike over time. Staff will be exploring a range of options and technologies and will prioritize solutions that continue to improve response times and ensure we are meeting the needs of our licence holders and applicants.

The introduction of FARPACTA legislation on our licensing process will bring an increased number of new users to our portal, and PEO will be positioned to assist them with technical issues and to address their questions about improvements to the licensing process.

## CHAPTER OFFICE

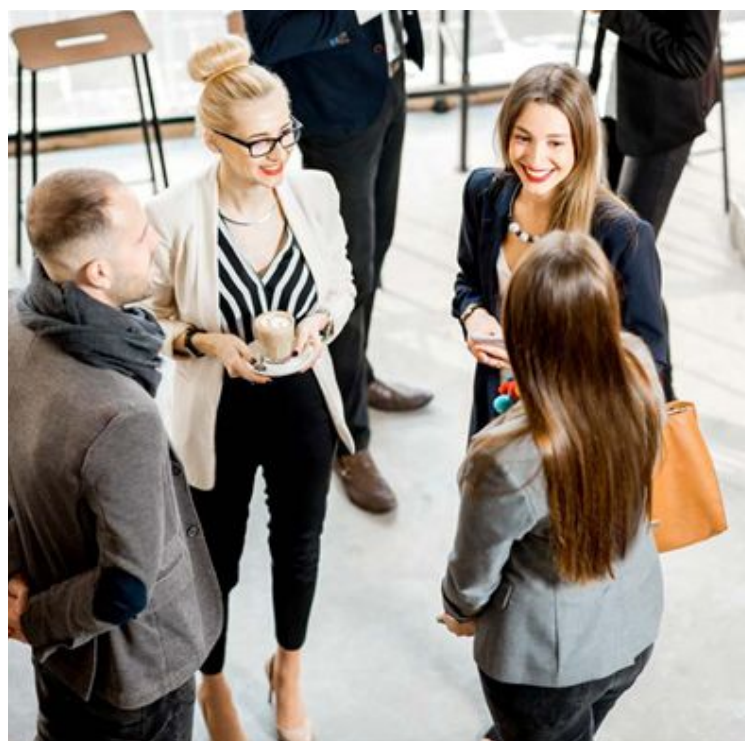
During the first five months of 2023, PEO chapters hosted 96 events, including 25 licence certificate ceremonies. Over 500 newly licensed engineers had their licences presented. Chapters will host at least 25 more events in June, including three certificate ceremonies, where approximately 100 more P.Engs will have their certificates presented.

Additional highlights include:

- A very successful workshop entitled *Project Management Essentials for Professional Engineers*, which has been offered four times;
- Five bridge-busting events, including an overwhelmingly successful competition hosted online by Algoma Chapter, with 580 tickets sold;
- York Chapter, which is consistently offering three to four events per month;
- Approximately 5600 tickets sold for all chapter events, with \$40,000 revenue, covering almost 25 per cent of PEO chapter operational expenses of \$170,000 (in line with business plans)

The Government Liaison Program (GLP) had 34 interactions with members of provincial parliament (MPPs), including six sit-down meetings between a GLP rep and their MPP. Highlights include:

- Laura Smith, MPP (Thornhill) met with the Willowdale-Thornhill Chapter chair and GLP chair, at Smith's constituency office on April 21
- Chris Glover, MPP (Spadina-Fort York) participated in a *Take Your MPP to Work* event by the East Toronto Chapter on April 28
- Dave Smith, MPP (Peterborough-Kawartha) met with Peterborough Chapter GLP Chair, at Smith's constituency office on May 5



## INFORMATION TECHNOLOGY



Our continued commitment to delivering digital services to various stakeholders, including licence holders, remains firm. As such, IT continues to review and update technology related policies, as well as improving PEO's infrastructure systems, accessibility, software and cybersecurity posture.

In this regard, IT is on track to complete the following projects by end of the second quarter of 2023:

### DIGITAL LICENCE CERTIFICATES PHASE 1, WHICH INCLUDES:

- Automated issue of digital certificates for newly approved individual applicants receiving the Professional Engineer (P.Eng.), temporary licence, limited engineering licensee, limited engineering technologist and consulting engineer designations;
- Automated renewal of already issued certificates for the above categories; and
- Automated deletion of already issued certificates when the engineering licence is revoked, cancelled and when the licence holder resigns or is deceased.

### ONLINE NOMINATIONS PROJECT

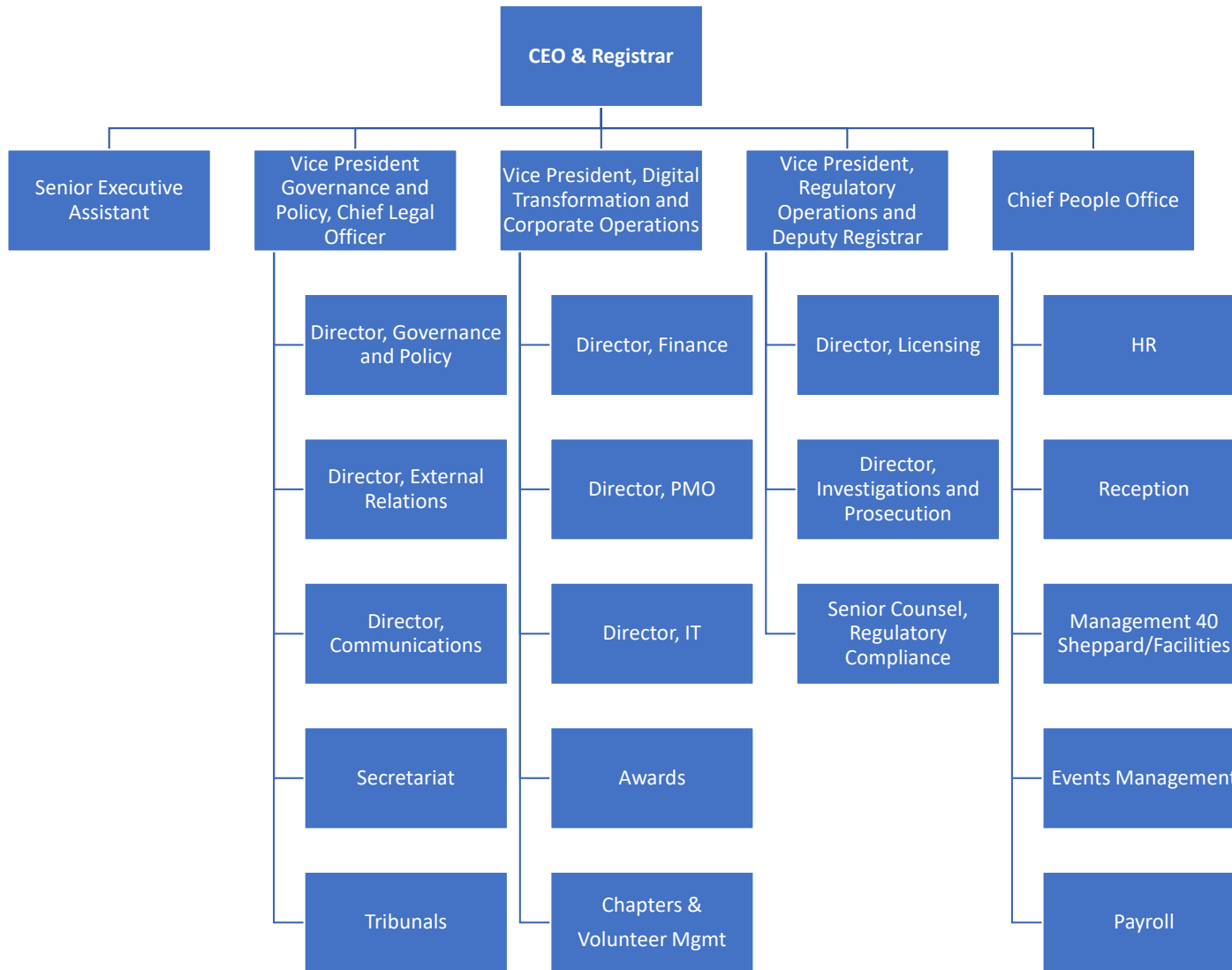
Phase 2 of the Digital Licence Certificates project will commence in the third quarter of 2023, and the rollout date will be determined in due course.

In addition, IT continues to support the delivery of FARPACTA, PEAK phase 2 and operations technology projects.



# Org Chart, PEO

As of May 2023



# Briefing Note – Decision

C-558-3.3

## **APPROVAL OF HRCC WORK PLAN FOR 2023-2024**

**Purpose:** To approve the 2023-2024 Work Plan for the Human Resources and Compensation Committee.

**Motion(s) to consider:**

***That the Work Plan for the Human Resources and Compensation Committee, as submitted to the meeting at C-558-3.3, Appendix A, be approved.***

At its kick-off meeting for the 2023-2024 term on June 13, 2023, the Human Resources and Compensation Committee reviewed a draft work plan and voted to recommend it for Council approval subject to a few revisions. The updated document is provided at Appendix A.

**Appendices:**

App A – HRCC Draft Work Plan for 2023-2024

## HUMAN RESOURCES & COMPENSATION COMMITTEE (HRCC): 2023-2024 WORK PLAN

*Under the governance model adopted by Council, all governance committees propose their annual work plans to Council for approval. A work plan is a living and flexible document intended to be a framework and provide guidance for the committee's activities. Throughout the year, there may be occasions where Council chooses to or must add, remove, or re-prioritize items and shift business focus based on changing priorities or unforeseen circumstances. Consequently, while respecting the firm deadlines imposed by any relevant legislative or strategic initiatives, it is understood that deadlines and deliverables require some leeway and flexibility to allow for committee feedback which may necessitate revisions at a later meeting.*

Meeting 1 (Kick-off) Q2-2023 Date: June 13, 2023			
Items		Description	Status
1.1	Review and Approve Annual Work Plan	Under the governance model, annual work plans are proposed to Council for approval at the beginning of the Council term. New items may be added to the work plan as directed by Council or driven by other priorities.	
1.2	Review the Charter of the Human Resources and Compensation Committee	Under the HRCC Charter, the committee must review the sufficiency of its mandate annually, or sooner if deemed necessary, and propose changes to the Governance and Nominating Committee for their review and onward recommendation to Council for approval.	
1.3	CEO/Registrar Succession Planning	As part of its oversight function, Council is responsible for ensuring that proper senior leadership is in place to run the organization and administer the Act and regulations made under it. This includes hiring, evaluating, and – when circumstances merit – replacing or removing the CEO/Registrar.	



**Meeting 2****Q3-2023****Date: August 2023**

Items		Description	Status
2.1	Workplace Anti-Violence and Harassment Policy (WVHP) as it relates to PEO volunteers	This is a carry-over item from the previous Council term. The policy is being reviewed to clarify what consequences might flow from a violation of PEO policies by a volunteer and who is responsible for considering and imposing such consequences as required. The ability to address violations by volunteers will also depend on who is responsible for their appointment to a volunteer role. All these questions will be considered by the HRCC when they review proposed changes.	

**Meeting 3****Q4-2023****Date: October 2023**

Items		Description	Status
3.1	CEO/Registrar Mid-year Performance Review	Mid-year performance review takes place before the November Council meeting in accordance with the CEO/Registrar Goals and Performance Review Process approved by Council. This review assesses the CEO/Registrar's performance against goals set by the May Council meeting.	
3.2	Risk Management Plan	Review and monitor PEO's risks related to human resources and the steps taken by PEO to mitigate those risks. The overall direction/approach to risk will be set by Council at its September meeting.	
3.3	Workplace Anti-Violence and Harassment Policy (WVHP) as it relates to PEO volunteers	See description above.	

<b>Meeting 4</b> <b>Q1-2024</b> <b>Date: January, 2024</b>		<b>TBD: This meeting will be cancelled if there are no items carried over from previous meetings</b>		
Items			Description	Status
4.1				

<b>Meeting 5</b> <b>Q1-2024</b> <b>Date: March, 2024</b>				
Items			Description	Status
5.1	CEO/Registrar Goal Setting for 2024-2025		Initial discussion. CEO/Registrar goals must be aligned with PEO's strategic plan approved by Council and its regulatory mandate. CEO/Registrar prepares their goals in collaboration with the HRCC. They must be approved by Council at its inaugural meeting (May).	
5.2	CEO/Registrar Year-end Performance Review		<p>The end year review is conducted in accordance with the CEO/Registrar performance review process approved by council and generally includes the following steps:</p> <ul style="list-style-type: none"> <li>- CEO/Registrar prepares a year end self-assessment with input from staff</li> <li>- HRCC conducts a full review</li> <li>- Feedback and results are provided by the President to CEO/Registrar</li> <li>- HR Staff create summary for President, who in turn presents to Council for final approval</li> </ul>	



			- Results approved and Letter to CEO/Registrar provided from President.	
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<b>Meeting 6 (Close-off)</b> <b>Q2-2024</b> <b>Date: April, 2024</b>				
Items			Description	Status
6.1	CEO/Registrar Goal Setting for 2024-2025		Final discussion and recommendation. CEO/Registrar goals must be aligned with PEO's strategic plan approved by Council and its regulatory mandate. CEO/Registrar prepares their goals in collaboration with the HRCC. They must be approved by Council at its inaugural meeting (May).	
6.2	Review Priorities for 2024-2025		To inform development of 2024-2025 work plan. Includes a discussion of lessons learned from the 2023-2024 term.	

# Briefing Note – Decision

C-558-3.4

## **APPROVAL OF AFC WORK PLAN FOR 2023-2024**

**Purpose:** To approve the 2023-2024 Work Plan for the Audit and Finance Committee.

**Motion(s) to consider:**

***That the Work Plan for the Audit and Finance Committee, as submitted to the meeting at C-558-3.4, Appendix A, be approved.***

At its kick-off meeting for the 2023-2024 term on June 13, 2023, the Audit and Finance Committee reviewed a draft work plan and voted to recommend it for Council approval subject to a few revisions. The updated document is provided at Appendix A.

## **Appendices:**

App A – AFC Draft Work Plan for 2023-2024

AUDIT & FINANCE COMMITTEE: 2023-2024 WORK PLAN

*Under the governance model adopted by Council, all governance committees propose their annual work plans to Council for approval. A work plan is a living and flexible document intended to be a framework and provide guidance for the committee's activities. Throughout the year, there may be occasions where Council chooses to or must add, remove, or re-prioritize items and shift business focus based on changing priorities or unforeseen circumstances. Consequently, while respecting the firm deadlines imposed by any relevant legislative or strategic initiatives, it is understood that deadlines and deliverables require some leeway and flexibility to allow for committee feedback which may necessitate revisions at a later meeting.*

Meeting 1 (Kick-off) Q2-2023 Date: June 13, 2023				
Items			Description	Status
1.1	Review and Approve Annual Work Plan		Under the governance model, annual work plans are proposed at the beginning of the Council term to Council for approval. New items may be added to the work plan as directed by Council or driven by other priorities.	
1.2	Review the Charter of the Audit and Finance Committee		Under the AFC Charter, the committee must review the sufficiency of its mandate annually, or sooner if deemed necessary, and recommend changes for Council approval upon recommendation from GNC.	
1.3	Budget Assumptions for 2024		The budget assumptions for FY 2024 will be presented to the AFC for its input.	
1.4	Strategic Plan Budget		The Strategic plan budget for FY 2023 will be presented to the AFC with an update on the various projects underway.	
1.5	Quarterly Review of Financial Statements		The quarterly financial statements will be presented to the AFC with explanations on the key variances.	
1.6	Improvements to Chapter Centralized Banking		To address direct input from the Regional Councillors Committee on Chapters requirements, including items related to: i) detailed reports for each of the 36	

		Chapters; ii) process for Treasurers as approvers in Certify; and iii) requirements for credit cards (staff will consider options and provide recommendations).	
1.7	Approach to Expense Reimbursement Policy Re: Travel (Ontario Association of Certified Engineering Technicians and Technologists [OACETT] as a Model)	Review of the travel section of Expense Reimbursement policy to consider adopting the OACETT policy statement.	

Meeting 2 Q3-2023 Date: August 2023			
Items		Description	Status
2.1	Review of 2024 Draft Operating and Capital Budgets	The draft 2024 operating and capital budgets will be presented to the AFC for its input and recommendation that these be presented to Council for its review and input.	
2.2	Quarterly Review of Financial Statements	The quarterly financial statements will be presented to the AFC with explanations on the key variances.	
2.3	Update on Financial Risks	An update on the known financial risks will be presented to the AFC.	
2.4	Update on Investments	An update on PEO's operating investment portfolio will be presented to the AFC.	
2.5	Update on Pension Plan	An update on the key items discussed at the pension committee meeting will be presented to the AFC.	
2.6	Legal Expense Policy	The policy is intended to address certain situations not envisioned by section 45 of the Professional Engineers Act re: indemnity provision. Once reviewed by the committee, it will be brought to Council for approval.	
2.7	Items carried over from previous meeting	To be determined	

<b>Meeting 3</b> <b>Q4-2023</b> <b>Date: October 2023</b>			
Items		Description	Status
3.1	Presentation of 2023 Audit Plan	The partner from Deloitte will present the audit plan for FY 2023 for the audit of PEO's financial statements, the Common Area Statements for the building, and PEO's pension fund statements, to the AFC. In addition, the auditor will also seek input from the AFC on any additional area/s it may wish to have the auditor focus on during the year-end audit.	
3.2	2024 Draft Operating and Capital Budgets	After incorporating feedback (if any) from Council, the draft 2024 operating and capital budgets will be presented to the AFC for its input and recommendation that these be presented to Council for approval at its Nov meeting.	
3.3	Quarterly Review of Financial Statements	The quarterly financial statements will be presented to the AFC with explanations on the key variances.	
3.4	Update on Financial Risks	An update on the known financial risks will be presented to the AFC.	
3.5	Update on Pension Plan	An update on the key items discussed at the pension committee meeting will be presented to the AFC.	
3.6	Update on Investments	An update on PEO's operating investment portfolio will be presented to the AFC.	
3.7	Items carried over from previous meetings	To be determined	

**Meeting 4**

Q1-2024

Date: March 2024

Items		Description	Status
4.1	Presentation of 2023 Audit Report	The auditor will present the results of the year-end audit and audit findings to the AFC.	
4.2	2023 Audited Financial Statements	The auditor will present the draft audited financial statements for FY 2023 to the AFC for its review and approval that these be presented to Council for approval. Staff will answer questions on the financials and variances.	
4.3	Auditor for FY2024	The AFC is expected to recommend to Council the re-appointment for Deloitte as PEO's auditor for FY 2024.	
4.4	Update on Financial Risks	An update on the known financial risks will be presented to the AFC.	
4.5	Update on Pension Plan and 2023 Pension Fund Audit	An update on the 2023 pension fund audit will be presented to the AFC.	
4.6	Items carried over from previous meetings	To be determined	

**Meeting 5 (Close-off)**

Q2-2024

Date: April 2024

Items		Description	Status
5.1	Update on Investments	Presentation by External Fund Manager on the performance of the investment portfolio and on risks or changes, if any, are necessary to the portfolio <i>Statement of Investment Policies and Procedures</i> ("SIPP").	
5.2	Quarterly Review of Financial Statements	The quarterly financial statements will be presented to the AFC with explanations on the key variances.	
5.3	Update on Financial Risks	An update on the known financial risks will be presented to the AFC.	
5.4	Update on Pension Plan	An update on the key items discussed at the pension committee meeting will be presented to the AFC.	
5.5	CEO/Registrar Annual Expense Review	An update on the CEO/Registrar's expenses will be presented to the AFC in an in-camera session.	
5.6	Items carried over from previous meetings	To be determined	



# Briefing Note – Decision

C-558-3.5

## **APPROVAL OF GNC WORK PLAN FOR 2023-2024**

**Purpose:** To approve the 2023-2024 Work Plan for the Governance and Nominating Committee.

**Motion(s) to consider:**

***That the Work Plan for the Governance and Nominating Committee, as submitted to the meeting at C-558-3.5, Appendix A, be approved.***

At its kick-off meeting for the 2023-2024 term on June 9, 2023, the Governance and Nominating Committee reviewed a draft work plan and voted to recommend it for Council approval subject to a few revisions. The updated document is provided at Appendix A.

**Appendices:**

App A – GNC Draft Work Plan for 2023-2024

## GOVERNANCE & NOMINATING COMMITTEE (GNC): 2023-2024 WORK PLAN

*Under the governance model adopted by Council, all governance committees propose their annual work plans to Council for approval. A work plan is a living and flexible document intended to be a framework and provide guidance for the committee's activities. Throughout the year, there may be occasions where Council chooses to or must add, remove, or re-prioritize items and shift business focus based on changing priorities or unforeseen circumstances. Consequently, while respecting the firm deadlines imposed by any relevant legislative or strategic initiatives, it is understood that deadlines and deliverables require some leeway and flexibility to allow for committee feedback which may necessitate revisions at a later meeting.*

Meeting 1 (Kick-off) Q2-2023 Date: June 9, 2023			
Items		Description	Status
1.1	Review and Approve Annual Work Plan	Under the governance model, annual work plans are proposed at the beginning of the Council term to Council for approval. New items may be added to the work plan as directed by Council or driven by other priorities.	
1.2	Review the Charter of the Governance and Nominating Committee	Under the GNC Charter, the committee must review the sufficiency of its mandate annually, or sooner if deemed necessary, and recommend changes for Council approval. Because GNC is also responsible for reviewing other governance committee Charters, other Charters will be reviewed at a later date and then brought to Council in November 2023 for final review and approval.	
1.3	Council Election Process Review	The review of Council elections started during the 2022-2023 Council term. On Feb 24, 2023 Council received an update on the GNC's ongoing work to review PEO's elections and make short-term and long-term recommendations aimed at reforming and modernizing them. Council expressed general	

			<p>satisfaction with the proposed approach and next steps.</p> <p>The following items will be discussed at this meeting:</p> <ul style="list-style-type: none"> <li>i. Publicity Procedures</li> <li>ii. Voting Procedures</li> <li>iii. Nomination Forms</li> <li>iv. RESC Appointments</li> </ul>	
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**Meeting 2**

**Q3-2023**

**Date: late Aug/early Sept 2023**

Items		Description	Status
2.1	Council Election Process Review	<p>The following items will be presented:</p> <ul style="list-style-type: none"> <li>- To review guidelines for staff, Council members and volunteers regarding principles and ethical conduct during elections.</li> <li>- To receive a report of the Chief Elections Officer and Official Elections Agent subcommittee, including hiring a new Chief Elections Officer to administer PEO elections. The appointment must be made at the September Council meeting.</li> <li>- To review voter turnout data analysis</li> <li>- To receive a presentation on an elections communications strategy with a view to electoral integrity.</li> </ul>	
2.2	Development of one or more Advisory Groups to replace the Licensing, Enforcement, and Professional Standards Committees	To review a framework to establish one or more Advisory Groups to replace the Licensing, Enforcement, and Professional Standards Committees. Direction was set by Council at the March 31, 2023 Council Meeting.	

2.3	<b>Nomination Processes for PEO Appointments to External Organizations</b>		To review nomination processes for appointment to other organizations, including Engineers Canada (EC) Board, Canadian Engineers Qualification Board (CEQB). Recommend improvements to Council. Any EC changes must be approved by Council at its November meeting.	
2.4	<b>Special Rules Review</b>		This item was referred to the GNC at the inaugural meeting of the 2023/2024 Council. As per the motion, GNC must report back to Council before the end of 2023. Depending on the changes proposed to the Special Rules, the committee will consider developing a process for Councillors submissions.	
2.5.	<b>2024 AGM</b>		To propose changes to the AGM Member Submissions Guidelines. Any proposed changes will be brought to Council for approval.	
2.6	<b>Strategic Initiative 3.2: Ensure Governance Performance and Oversight</b>		To review and provide feedback on a dashboard of qualitative and quantitative metrics in support of operational and governance monitoring. This item will be reviewed by the RPLC and GNC before it is presented to Council for discussion (likely in November 2023).	
2.7	<b>Director Conduct Common Practices - Recommendation Report</b>		To review common practices related to appropriate governance controls vis-à-vis expectations for director conduct, forms of misconduct, and options available to a regulatory board to address director misconduct. This direction was set at the September 2022 Council meeting.	
2.8	<b>Budget for Professional Development for Councillors</b>		To make a recommendation to the Audit and Finance Committee regarding a budget for professional development for Councillors. This discussion will involve exploring a collective training opportunity or opportunities.	

**Meeting 3**

Q4-2023

Date: October 2023

Items		Description	Status
3.1	Council Election Process Review	<ul style="list-style-type: none"><li>- To review the Central Election and Search Committee, Regional Election and Search Committee, and Governance and Nominating Committee so that roles and responsibilities are clarified, and gaps, inconsistencies, areas of concern, and possible reforms are identified.</li><li>- To review narrow eligibility criteria for prospective candidates for the 2025 Council election.</li></ul>	
3.2	Risk Management Plan	To review PEO's risks related to governance and the steps taken by PEO to mitigate those risks. The overall direction/approach to risk will be set by Council at its September meeting.	
3.3	Revisions to Governance Committees' Charters	Review at least annually the Charters of the Council and Council Committees and recommend to the Council any amendments. All governance committees will be asked to review and propose changes to their Charters at their kick-off meetings scheduled for June 2023.	
3.4	Update from Central Election and Search Committee (CESC)	To report on the CESC's strategies and measures to increase awareness and encourage licence holders to run for President-elect, Vice President, and Councillor-at-Large in the upcoming PEO election.	

Meeting 4 Q1-2024 Date: January 2024				
Items			Description	Status
4.1	Council Election Process Review		To be determined based on previous discussions.	
4.2	2022-23 Strategic Plan Goal #3: Establishing Metrics for Governance Performance, including principles of equity, diversity and inclusion		To present a framework that will enable Council to objectively evaluate its effectiveness and the effectiveness of its governance committees and to identify opportunities for improvement.	
4.3	Items carried over from previous meetings		To be determined	

<b>Meeting 5</b> <b>Q1-2024</b> <b>Date: March 2024</b>			
Items		Description	Status
5.1	Council Remuneration Framework	To review a report on a proposed framework for Council Remuneration (this direction was set at the Feb 2023 Council meeting)	
5.2	Items carried over from previous meetings	To be determined	

<b>Meeting 6 (Close-off)</b> <b>Q2-2024</b> <b>Date: April 2024</b>			
Items		Description	Status
6.1	Appointments to Committee and Other Board Positions	To recommend appointments to governance committee and other appointments for the 2024/2025 Council term. All recommendations will be approved at the term's inaugural Council meeting.	
6.2	CESC Election Issues Report	To propose changes for the 2025 Council election as needed.	
6.3	Review Priorities for 2024-2025	To inform development of 2024-2025 work plan.	

# Briefing Note – Discussion

C-558-3.6

## **RPLC WORKPLAN FOR 2023-2024**

**Purpose:** To discuss the 2023-2024 Draft Work Plan for the Regulatory Policy and Legislation Committee.

No motion required

**Spokesperson:** Vicki Hilborn, Chair, Regulatory Policy and Legislation Committee

At its kick-off meeting for the 2023-2024 term on June 9, 2023, the Regulatory Policy and Legislation Committee reviewed a draft work plan and discussed several revisions. It was agreed that staff would update the document and circulate via email to Committee members.

Between June 13-16, Committee members reviewed the revised document. By June 16, there were an insufficient number of votes in favour of recommending it to Council for approval. Accordingly, this item is submitted to June Council for discussion only.



## 2024 COUNCIL ELECTION MATTERS

### Purpose:

- To approve procedures and forms for the 2024 Council Elections:
  - 1) Nomination and Voting Procedures,
  - 2) Election Publicity Procedures,
  - 3) Nomination Form,
  - 4) Nomination Acceptance Forms.
- To recommend the appointment of a Regional Election and Search Committee for each Region per section 13(1) of the General Regulation.<sup>1</sup>
- To recommend the appointment of the Junior Regional Councillor in each Region as chair of the Regional Election and Search Committee for their Region per section 13(2) of the General Regulation.<sup>2</sup>

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

#### That Council, with respect to the 2024 Council election:

- a) approve the 2024 Nomination and Voting Procedures, as presented to the meeting at C-558-3.7, Appendix A;
- b) approve the 2024 Election Publicity Procedures, as presented to the meeting at C-558-3.7, Appendix B;
- c) approve the 2024 Nomination Form as presented to the meeting at C-558-3.7, Appendix C;
- d) approve the 2024 Nomination Acceptance Forms for President-Elect, Vice President, Councillor-at-Large, and Regional Councillor as presented to the meeting at C-558-3.7, Appendix D;
- e) appoint the Regional Election and Search Committees (RESC) for each Region;
- f) appoint the Junior Regional Councillor in each Region (Nanda Lwin, P.Eng., Michelle Liu, P.Eng., Luc Roberge, P.Eng., Ravinder Panesar, P.Eng., Susan MacFarlane, P.Eng.) as Chair of the RESC for their Region.

**Prepared by:** Sheetal Rawal, Research & Policy Analyst – Special Projects (with input from Director, Governance)

**Moved by:** Susan MacFarlane, P.Eng., Governance and Nominating Committee Chair

<sup>1</sup> 13. (1) The Council shall in each year appoint a Regional Election and Search Committee for each Region composed of the chair of each Chapter in the Region.

<sup>2</sup> 13. (2) The Junior Regional Councillor in each Region shall act as chair of the Regional Election and Search Committee for that Region and shall be entitled to vote only to break a tie.

## 1. Background

PEO Council elections are held annually in accordance with sections 2 through 26 of Regulation 941 under the *Professional Engineers Act* (the General Regulation).

PEO convention requires that Council annually approve Voting Procedures, Election Publicity Procedures, and Nomination Forms for the following year's election at its June meeting. Once approved, these documents are amended where required by Council, and incorporated into the 2024 Council Elections Guide.

Additionally, Section 13 of the General Regulation requires Council to annually appoint a Regional Election and Search Committee (RESC) for each Region, with the Junior Regional Councillor in each Region acting as chair of the RESC for that Region. Council also deals with these appointments at its June meeting.

The Governance and Nominating Committee (GNC) reviewed draft versions of the procedures and forms for the 2024 election at its meeting of June 9, 2023. Recommendations for substantive changes to the procedural documents and forms for the 2024 election are available below, along with rationales for the amendments. They have also been incorporated into the procedure documents and forms for Council's review.

## 2. Need for PEO Action

The draft 2024 election procedures and nomination forms are based on the 2023 election documents that were approved by Council at its June 24, 2022 meeting. These documents are found at **Appendix A through D**. Substantive changes have been tracked in the appended documents.<sup>3</sup> The proposed amendments flow from two election-related workstreams: the Governance and Nominating Committee's ongoing election process reform, as well as the Central Election and Search Committee's 2023 elections issues review.

As part of its workplan, the GNC has been engaging in a holistic review of the PEO election process. Council has also tasked the GNC with implementing the recommendations of the Succession Planning Task Force (SPTF) from 2020. At its February 24, 2023 meeting, Council was provided with an update on GNC's ongoing election process review, including eleven recommendations grounded in the principles of the Electoral Integrity Framework.<sup>4</sup> Council expressed general satisfaction with the proposed approach and next steps.

In accordance with a Council direction to review elections annually, the Central Election and Search Committee (CESC) for 2022-2023 undertook its review of election procedures and presented its 2023 Council Elections Issues Report at the GNC meeting of April 18, 2023. CESC identified and provided recommendations regarding eight issues. The CESC 2023 Election Issues Report is at **Appendix E**.

Six of the eight issues identified are matters that fit in with the longer-term GNC recommendations for election process improvement. Most of these issues require role clarification and possible reform with

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<sup>3</sup> Minor grammatical edits, updating of dates, and changes made for readability have not been tracked.

<sup>4</sup> Elections Canada's Electoral Integrity Framework comprises the following six principles: Accessibility, Transparency, Reliability, Security, Independence & Fairness.

respect to the CESC, RESC, and GNC.<sup>5</sup> The remaining issues require the development of eligibility criteria,<sup>6</sup> as well as improved communications with stakeholders such as licence holders and Council members.<sup>7</sup> These themes also appear in the eleven recommendations that GNC presented and Council endorsed at its February 24, 2023 meeting. These recommendations are available at **Appendix F**. Work on these recommendations is ongoing.

The GNC and CESC recommendations that could be dealt with in the short-term through procedural changes have been incorporated into the draft election procedure documents and nomination forms:

### **Nomination and Voting Procedures**

- 1) To enhance clarity, the Voting Procedures document has been retitled “Nomination and Voting Procedures” as the document deals with nominations procedures in addition to those for voting. The title has been updated where it appears in both procedural documents.
- 2) To enhance clarity, a line indicating that the “Election Publicity Procedures form part of these Voting Procedures” has been moved from the end of the document to the introductory section.
- 3) To enhance clarity, the term "prospective candidate" is used to refer to someone seeking nomination, and "candidate" to refer to someone whose nomination has been validated.
- 4) Language in the introductory section regarding rule enforcement is changed to be more welcoming to prospective candidates. [second paragraph]
- 5) The procedure for seeking accommodation for a disability that limits a member’s access to electronic communication tools has been updated to provide an option to telephone rather than email. The Chief Elections Officer’s telephone extension will be added to the document when it becomes available. [section 5]
- 6) The deadline for submitting nomination forms for when a candidate or prospective candidate wishes to run for a different position has been clarified. [section 9]
- 7) A provision allowing the Chief Elections Officer to consider exceptional circumstances or undue hardship in relation to the deadline for nomination forms has been added. [section 10]
- 8) At #11, a requirement for candidates to complete PEO’s mandatory compliance training for volunteers has been added, including details that the trainings are free and online. At its meeting of March 20, 2020, Council passed a motion which approved a protocol that requires all prospective PEO volunteers to complete mandatory compliance training prior to, among other things, becoming candidates for election to PEO Council. This training ensures PEO meets its obligations under the *Accessibility for Ontarians with Disabilities Act* and the Workplace Harassment and Violence requirements of the *Occupational Health and Safety Act*. It also minimizes the risk of interruption to Council’s work by ensuring newly elected Councillors have already completed the training.

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<sup>5</sup> See Issues 3, 6, 7, 8 in CESC’s 2023 Election Issues Report.

<sup>6</sup> See Issue 4 in CESC’s 2023 Election Issues Report.

<sup>7</sup> See Issue 5 and 6 in CESC’s 2023 Election Issues Report.

While the Council-approved protocol requires completion “prior to” becoming a candidate, we recommend phasing in this requirement to encourage compliance and ensure the requirement is not an undue barrier for the 2024 election. As such, a December 31, 2023 deadline for completion is proposed, and the consequence for failing to complete the course is not an invalidation of nomination, but a notation on the PEO website and candidates list.

Those who have already completed PEO’s mandatory compliance training for volunteers in previous roles will be considered to have completed the training and will not be required to do them again. A provision allowing the Chief Elections Officer to consider exceptional circumstances or undue hardship in relation to the deadline for the training has been added.

- 9) At #12, a requirement for candidates to complete a PEO “Board Basics” orientation has been added, including details that the training is free and online. SPTF recommendation 2F (approved by Council with a direction to implement) stated: “Enhance candidates and Councillors’ understanding of their roles and responsibilities.” In October 2022, a majority of GNC agreed that prospective candidates should complete a basic PEO governance program before a nomination is accepted. This recommendation was one of the 11 presented to Council at its February 2023 meeting. As with the compliance training, we recommend this requirement be phased in to encourage compliance and ensure it is not an undue barrier for the 2024 election. A December 31, 2023 deadline for completion of “Board Basics” is also proposed, and the consequence for failing to complete the course is not an invalidation of nomination, but a notation on the PEO website and candidates list. A provision allowing the Chief Elections Officer to consider exceptional circumstances or undue hardship in relation to the deadline for the orientation has been added.
- 10) A change has been made to indicate that the Official Elections Agent is “designated” by Council, rather than appointed.<sup>8</sup> [section 19]

## Election Publicity Procedures

- 1) To enhance clarity, a line indicating that the “Election Publicity Procedures form part of the Voting Procedures” has been moved from the end of the document to the introductory section, and a line from the Nomination and Voting Procedures has been added. [section 1]
- 2) The Chief Elections Officer’s role and process for determining candidate material compliance prior to publishing by PEO has been clarified to enhance transparency and fairness. These amendments respond to a CESC recommendation in its 2023 Elections Issues Report,<sup>9</sup> as well as

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<sup>8</sup> "19. (1) A Member who receives a ballot for an election to Council may cast his or her vote by returning, in the manner determined by the Council under section 11, a completed ballot to the Registrar, the general secretary, the Chief Elections Officer or **an agent designated by the Council** for the purpose no later than the date and time set by the Council." [emphasis added]

<sup>9</sup> Recommendation for Issue #1: “1. Develop a process in the Election Publicity Procedures for the CEO to follow, before candidate material is published by PEO, that considers areas beyond libel . This might include a review of material that is inconsistent with PEO values, contrary to the dignity of the profession, contrary to anti-racism and equity codes, not factual and/or not in keeping with councillor attributes. Add/reject the material after the review of facts is so advised by legal counsel.

2. Recognizing that the CEO has the authority to reject campaign material if so advised by legal counsel, develop a more timely and robust accountability process for the CEO to follow.”

the GNC's recommendation that the role of the Chief Elections Officer with respect to candidate materials be more clearly defined to ensure that candidates' expression is not unduly or arbitrarily limited and that any limitations are reasonable and demonstrably justified.<sup>10</sup> [sections 5, 6, 7, 8, 15]

- 3) Staff's limited access to, and dealings with, candidate material was clarified. [sections 17 and 21]
- 4) Section 17 regarding confidentiality as it relates to candidate material was clarified to avoid confusion or unfairness. The section applies to PEO staff. It does not apply to candidates, who may publish their own candidate material prior to publication by PEO.
- 5) Prohibitions on endorsement by Chapters and Councillors are removed as these prohibitions are difficult to enforce and could unduly complicate the election. [sections 26 and 27]
- 6) File format was clarified, and a recommendation that candidates include PDFs or scans that show what the final message should look like was added to improve the process. [section 21]
- 7) The process for candidates raising questions and concerns was made consistent with the Nominations and Voting Procedures. [section 29]

### **Nomination Forms**

- 1) In the Nomination Form, a section in which the nominator makes a declaration about the nominee's citizenship status has been removed. The requirement in the General Regulation is that the *nominee* make a declaration regarding their citizenship status, not the nominator.
- 2) In the Nomination Form, a section in which the nominator makes a declaration about the nominee's willingness to serve if elected has been removed, as the nominee declares their willingness to serve through the Nomination Acceptance Form.
- 3) In the Nomination Acceptance Forms for all positions, a requirement that prospective candidates declare they have read and understand sections 1 and 2 of the *Council Manual* has been replaced with a less cumbersome requirement that the prospective candidate declare they have read and understand the Code of Conduct for Councillors.
- 4) In the Nomination Acceptance Forms, candidates are now required to declare that they already have or will complete PEO's mandatory compliance training and "Board Basics" orientation for candidates by December 31, 2023.
- 5) The Nomination Acceptance Form for President-Elect has been updated to reflect the three roles that the candidate would be expected to fulfill if elected: President-Elect, President, and Past President.
- 6) The word "volunteer" has been added to the Nomination Form and the phrase "for the volunteer position of" has been added to the Nomination Acceptance forms to clarify that Council positions are voluntary.
- 7) A line requiring candidates to accept the results of the election as verified by the Returning Officers has been removed to ensure candidates are free to disagree with election results.

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<sup>10</sup> GNC Elections Review Recommendation #5.

### **3. Proposed Action / Recommendation**

That Council approve the motions noted above.

### **4. Next Steps (if motions approved)**

The 2024 Nomination and Voting Procedures, Election Publicity Procedures, and Nomination Forms will be published on PEO's website and in the September/October *Engineering Dimensions*. The 2024 Council Elections Guide will be updated reflecting the Council approved changes to the election procedures and forms.

Any new requirements will be communicated to members to ensure they are made aware of these changes.

### **5. Stakeholder Engagement/Peer Review**

Longer term changes to address the issues identified by both GNC and CESC will require engagement with stakeholders—including through a survey of licence holders—as part of a larger election communications strategy.<sup>11</sup>

### **6. Appendices**

- Appendix A – Draft 2024 Nomination and Voting Procedures
- Appendix B – Draft 2024 Election Publicity Procedures
- Appendix C – Nomination Form
- Appendix D– Nomination Acceptance Forms for President-Elect, Vice President, Councillor-at-Large, and Regional Councillor
- Appendix E – CESC 2023 Election Issues Report
- Appendix F – GNC Election Recommendations to Council

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<sup>11</sup> GNC Election Process Reform Recommendations #1 and 8

## 2024 Nomination and Voting Procedures for Election to the 2024-2025 Council of the Association of Professional Engineers Ontario (PEO)

The 2024 Voting and Election Publicity Procedures were approved by the Council of PEO on June 23, 2023.

The Election Publicity Procedures form part of these Nomination and Voting Procedures. Candidates and prospective candidates are responsible for familiarizing themselves with these procedures. Any deviation Failure to follow these rules or procedures could result in a nomination being considered invalid.

Candidates and prospective candidates<sup>1</sup> are urged to submit nominations and election material well in advance of published deadlines so that any irregularities may be corrected before the established deadlines. Nominees' names are made available on PEO's website as received; all other election material is considered confidential until published by PEO.

1. The schedule for the elections to the 2024-2025 Council is as follows:

Date nominations open	October 16, 2023
Date nominations close	4 p.m., November 24, 2023
Date PEO's membership roster will be closed for the purposes of members eligible to automatically receive election material <sup>2</sup>	January 5, 2024
Date a list of candidates and voting instructions will be sent to members	no later than January 12, 2024
Date voting will commence	on the date that the voting packages are sent to members, no later than January 12, 2024
Date voting closes	4 p.m., February 16, 2024

All times noted in these procedures are Eastern Time.

2. Candidates' names will be listed in alphabetical sequence by position on the list of candidates sent to members and on PEO's website. However, the order of their names will be randomized when voters sign into the voting site to vote.
3. A person may be nominated for only one position.

<sup>1</sup> A "prospective candidate" is someone seeking nomination and a "candidate" is someone whose nomination has been validated.

<sup>2</sup> Members licensed after this date may call in and request that election information be provided via telephone or, upon prior written consent by the member for use of their email address, via email.

4. A nomination, once withdrawn, may not be re-instated.
5. Nomination papers are to be submitted only by email ([elections@peo.on.ca](mailto:elections@peo.on.ca)) for tracking purposes. Forms will not be accepted by any other format (e.g. personal delivery, courier, fax). If you have a need for accommodation because of a disability that limits your ability to access electronic communications tools, please contact us via email: [elections@peo.on.ca](mailto:elections@peo.on.ca) or [by telephone: 416-224-1100](tel:416-224-1100) or toll-free at 1-800-339-3716 between the hours of 8:30am and 4:30pm.
6. Only nomination acceptance and nomination petition forms completed in all respects, without amendment in any way whatsoever, will be accepted.
7. Signatures on nomination forms may be hand-signed or electronic.
8. Signatures on nomination petition forms do not serve as confirmation that a member is formally endorsing a candidate [or prospective candidate](#).
9. In the event a candidate [or prospective candidate](#) changes their mind on a position and decides to run for a different position after submitting nomination forms, a newly-completed nomination petition form, in addition to a new nomination acceptance form, will be required [to be submitted by the deadline for nominations](#).
10. ~~Candidates~~ [Prospective candidates](#) should allow sufficient time for their emails to go through the system to ensure that the completed papers are, in fact, received by the Chief Elections Officer by 4 p.m. on November 24, 2023. In the event of a dispute as to when the forms were sent vs received, a [prospective](#) candidate can provide the Chief Elections Officer with a copy of their email to PEO that would indicate the time the nomination forms were sent from their computer. [Material must be received by the deadline unless there are exceptional circumstances which warrant an extension. The Chief Elections Officer should consider on a case-by-case basis whether undue hardship or exceptional circumstances exist and how they should be addressed.](#)
11. [A candidate must complete PEO's mandatory compliance training for volunteers by December 31, 2023. This compliance training is free and online. This training helps ensure PEO compliance with the Accessibility for Ontarians with Disabilities Act and the Workplace Violence and Harassment requirements of the Occupational Health and Safety Act. It also minimizes the risk of interruption to Council's work by ensuring those elected for office have completed the requisite training. Failure to complete PEO's mandatory compliance training for volunteers will result in a notation on the candidates list sent to members and the PEO website indicating that the candidate has failed to comply with this requirement. Those who have already completed PEO's mandatory compliance training for volunteers in previous roles will be considered to have completed the training and will not be required to do them again. Training must be completed by the deadline unless there are exceptional circumstances which warrant an extension. The Chief Elections Officer should consider on a case-by-case basis whether undue hardship or exceptional circumstances exist and how they should be addressed.](#)
12. [A candidate must complete PEO's "Board Basics" orientation by December 31, 2023. This orientation is free and online. Failure to complete this orientation will result in a notation on the candidates list sent to members and the PEO website indicating that the candidate has failed to comply with this requirement. The orientation must be completed by the deadline unless there are](#)



exceptional circumstances which warrant an extension. The Chief Elections Officer should consider on a case-by-case basis whether undue hardship or exceptional circumstances exist and how they should be addressed.

13. Council has appointed a Central Election and Search Committee to:
  - encourage members to seek nomination for election to the Council as President-Elect, Vice President or a Councillor-at-Large;
  - assist the Chief Elections Officer as may be required;
  - receive and respond to complaints regarding the procedures for nominating, electing and voting for members to the Council;
  - conduct an annual review of the elections process and report to the June 2024 Council meeting.
14. Candidates will be advised when a member of the Central Election and Search Committee has declared a conflict of interest should an issue arise that requires the consideration of the committee.
15. Council has appointed a Regional Election and Search Committee for each region to encourage members residing in each region to seek nomination for election to the Council as a Regional Councillor.
16. Council has appointed an independent Chief Elections Officer to oversee the election process and to ensure that nomination, election, and voting are conducted in accordance with the procedures approved by Council.
17. The Chief Elections Officer will be available to answer questions and complaints regarding the procedures for nominating, electing, and voting for members to the Council. Any such complaints or matters that the Chief Elections Officer cannot resolve will be forwarded by the Chief Elections Officer to the Central Election and Search Committee for final resolution. Staff is explicitly prohibited from handling and resolving complaints and questions, other than for administrative purposes (e.g. forwarding a received complaint or question to the Chief Elections Officer).
18. Voting will be by electronic means only (internet and telephone). Voting by electronic means will be open at the same time the electronic election packages are sent out.
19. An independent agency has been appointed-designated by Council to receive, control, process and report on all cast ballots. This "Official Elections Agent" will be identified to the members with the voting material.
20. If a candidate withdraws their nomination for election to PEO Council prior to the preparation of the voting site, the Chief Elections Officer shall not place the candidate's name on the voting site of the Official Elections Agent or on the list of candidates sent to members and shall communicate to members that the candidate has withdrawn from the election. If the candidate withdraws from the election after the electronic voting site has been prepared, the Chief Elections Officer will instruct the Official Elections Agent to adjust the voting site to reflect the candidate's withdrawal.
21. All voting instructions, a list of candidates and their election publicity material will be sent to members by the Official Elections Agent. All voters will be provided with detailed voting instructions on how to vote electronically. Control numbers or other access control systems will be sent to members by email

after the election package has been sent out. The Official Elections Agent will send out an eblast with the control numbers (PINs) every Monday during the election period.

22. Election material sent to members electronically will contain information related to the All Candidates Meetings.
23. If the Official Elections Agent is notified that an elector has not received a complete election information package, the Official Elections Agent shall verify the identity of the elector and may either provide a complete duplicate election information package to the elector, which is to be marked "duplicate," by email or provide the voter's unique control number to the voter and offer assistance via telephone. In order to receive such information via email, the elector must provide prior written consent to the use of their email address for this purpose.
24. Elections staff shall respond to any requests for new packages as usual - i.e., if the member advises that they have moved and have not received a package, the member is to be directed to the appropriate section on the PEO website where the member may update their information with Document Management Centre (DMC).
25. DMC staff shall advise elections staff when the member information has been updated; only then shall the elections staff request the Official Elections Agent to issue a replacement package with the same control number.
26. Verification of eligibility, validity or entitlement of all votes received will be required by the Official Elections Agent. Verification by the Official Elections Agent will be by unique control number to be provided to voters with detailed instructions on how to vote by internet and by telephone.
27. Voters need not vote in each category to make the vote valid.
28. PEO will post total votes cast in the election on the PEO website on each Friday of the voting period and will post final vote totals by candidate after voting has closed. No other information related to vote totals will be made available.
29. The Official Elections Agent shall not disclose individual voter preferences.
30. The Official Elections Agent shall keep a running total of the electronic ballot count and shall report the unofficial results to the Chief Elections Officer, who will provide the candidates with the unofficial results as soon as practically possible.
31. There shall be an automatic recount of the ballots for a given candidate category for election to Council or bylaw confirmation where the vote total on any candidate category for election to Council between the candidate receiving the highest number of votes cast and the candidate receiving the next highest number of votes cast is 25 votes or less for that candidate category or where the votes cast between confirming the bylaw and rejecting the bylaw is 25 votes or less.
32. Certification of all data will be done by the Official Elections Agent.
33. On or before the close of nominations on November 24, 2023, the President will appoint three members or Councillors, who are not running in the election, as returning officers to:
  - approve the final count of ballots;

- make any investigation and inquiry as they consider necessary or desirable for the purpose of ensuring the integrity of the counting of the vote and report the results of the vote to the Registrar not later than March 8, 2024.

34. Returning officers shall receive a per diem of \$250, plus reasonable expenses to exercise the duties outlined above.
35. Reporting of the final vote counts, including ballots cast for candidates that may have withdrawn their candidacy after the opening of voting to PEO, will be done by the returning officers to the Registrar, who will advise the candidates and Council in writing at the earliest opportunity.
36. Upon the direction of the Council following receipt of the election results, the Official Elections Agent will be instructed to remove the electronic voting sites from its records.
37. In the event a chapter holds an All Candidates Meeting, the chapter must invite to the meeting all candidates for whom voters in that region are eligible to vote.
38. Candidates for PEO Council may submit expense claims. The travel allowance to enable candidates to travel to chapter events during the period from the close of nominations to the close of voting will be based on the distance between chapters and the number of chapters in each region. Such travel expenses are reimbursed only in accordance with PEO's expense policy.
39. These procedures may only be amended if approved by ~~the current~~ Council.
40. All questions from, and replies to, candidates are to be addressed to the Chief Elections Officer:

By email: [elections@peo.on.ca](mailto:elections@peo.on.ca)

~~The Election Publicity Procedures form part of these Voting Procedures.~~

**2024 Election Publicity Procedures  
for Election to the 2024-2025 Council of the  
Association of Professional Engineers Ontario (PEO)**

**Appendix B**

**Important Dates to Remember**

Deadline for receipt of publicity materials for publication in <i>Engineering Dimensions</i> and on the PEO website, including URLs to candidates' own websites	4 p.m., December 8, 2023
Deadline for submission of candidate material to eblast to members	1. January 8, 2024—1st eblast 2. January 22, 2024—2nd eblast 3. February 5, 2024—3rd eblast
Dates of eblasts to members	1. January 15, 2024 2. January 29, 2024 3. February 12, 2024
Date of posting period	January 12, 2024 to February 16, 2024
Dates of voting period	January 12, 2024 to 4 p.m., February 16, 2024
Dates of All Candidates Meetings	The week of January 1, 2024

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

1. These Election Publicity Procedures form part of the Nomination and Voting Procedures. Candidates are responsible for familiarizing themselves with these procedures. Failure to follow these rules or procedures could result in a nomination being considered invalid.
2. Names of nominated candidates will be published on PEO's website as soon as their nomination is verified.
3. Names of all nominated candidates will be forwarded to members of Council, chapter chairs and committee chairs and published on PEO's website by November 27, 2023.
4. Should a candidate wish to withdraw from the election, their name will remain on the website and the word "withdrawn" will appear beside their name on the PEO website.
5. Candidates will have complete control over the content of all their campaign material, subject to the procedures below, as well as to any applicable legal requirements. including Candidate campaign material includes material for publication in *Engineering Dimensions*, ~~on their~~ additional material on PEO's website, and material on their own websites.

6. Candidate material is readily available to the public and should be in keeping with the dignity of the profession at all times. Material ~~will may~~ be published with a disclaimer. ~~The Chief Elections Officer may seek a legal opinion prior to publishing/posting of any material if the Chief Elections Officer believes campaign material could be deemed libelous. The Chief Elections Officer has the authority to reject the campaign material if so advised by legal counsel.~~
7. In order to be published by PEO, candidate material must comply with these procedures and with any applicable legal requirements. Prior to candidate material being published by PEO, the Chief Elections Officer must assess the material to determine whether it is compliant. Where the Chief Elections Officer determines candidate material does not comply, the amendment process set out in section 8 should be followed. Where the Chief Elections Officer is of the opinion that candidate material may present a legal risk to PEO, the Chief Elections Officer should seek legal advice from, or in consultation with, the Chief Legal Officer to assist in determining whether the material should be published. For example, if the Chief Elections Officer is concerned that a post may be libelous or in violation of PEO's human rights obligations, the Chief Elections Officer should consult with the Chief Legal Officer. Depending on the issue, or to avoid any perception of conflict or bias, the Chief Legal Officer may retain external legal counsel on the Chief Election Officer's behalf. The Chief Elections Officer should provide the candidate an opportunity to amend the materials as set out in section 8. Following the advice of legal counsel, the Chief Elections Officer has the authority to reject the campaign material if the candidate does not amend the non-compliant portion. The Chief Elections Officer should provide reasons to the candidate for the rejection of their material.
8. The Chief Elections Officer is responsible for ensuring that all candidate material (whether for *Engineering Dimensions*, PEO's website or eblasts) complies with these procedures and any applicable legal requirements. Where it is deemed the material does not satisfy these procedures or any applicable legal requirements, the Chief Elections Officer will, within three full business days from receipt of the material by the Chief Elections Officer, notify the candidate, who is expected to be available during this period by telephone or email. The candidate will have a further two full business days to amend the material to bring it into compliance and advise the Chief Elections Officer of the amendment. Candidates are responsible for meeting this deadline. Should a candidate fail to re-submit material that is compliant within the two-business-day period, the candidate's material will be published with a notation explaining any necessary amendments by staff or, following legal advice, the Chief Elections Officer may reject it. Where the Chief Elections Officer rejects material, they should provide reasons for the rejection to the candidate.
9. Candidate material may contain personal endorsements provided there is a clear disclaimer indicating that the endorsements are personal and do not reflect or represent the endorsement of PEO Council, a PEO chapter or committee or any organization with which an individual providing an endorsement is affiliated.
10. Candidate material for publication in *Engineering Dimensions* and any additional material they wish to publish on the website must be forwarded to the Chief Elections Officer via email at [elections@peo.on.ca](mailto:elections@peo.on.ca) no later than 4 p.m. on December 8, 2023, and **must be in accordance with these procedures and Schedule A attached.**

11. Candidates have the option of using one of two templates to present their election material in *Engineering Dimensions*. Both templates are included in Schedule A of these procedures. The size of both templates is the equivalent of one-half page, including border, in *Engineering Dimensions*.
  - a. Option 1: Candidates using the blank template will have discretion over the presentation of their material, including but not limited to font style, size and effects. Candidates using the blank template will be permitted to include their portrait within the template.
  - b. Option 2: Candidates using the fillable template must provide responses to the questions provided in the allotted space. The presentation of the fillable template is fixed and no modifications will be permitted. Candidates using the fillable template must submit their portrait separately for insertion into the designated location by PEO staff.
12. Candidates shall not use the PEO logo in their election material.
13. Candidates may include links to PEO publications but *not* a URL link to a third party in their material on PEO's website. Links to PEO publications are not considered to be a third party. For clarity, besides links to PEO publications, the only URL link that may be included in a candidate's material on PEO's website is a URL link to the candidate's own website. URL links to other websites are not permitted.
14. Fundraising requests are not permitted in a candidate's material.
15. If campaign material is submitted by a candidate without identifying information, PEO staff are authorized to contact the candidate and ask if they wish to resubmit material. ~~If campaign material is received by the Chief Elections Officer and returned to the candidate for amendment to comply with the Election Publicity Procedures, and the amended material is not returned within the prescribed time, staff will publish the material with a notation explaining any necessary amendments by staff.~~
16. Candidate publicity material will be published as a separate insert in the January/February 2024 issue of *Engineering Dimensions* and to PEO's website in January 2024. Links to candidate material on PEO's website will be included in any electronic mailing to eligible voters.
17. Candidate material will be considered confidential by PEO staff and access to it will be restricted to only the staff members required to arrange for publication until published on PEO's website. All candidates' material will be published to PEO's website at the same time. This procedure does not apply to candidates, who may publish their own candidate material prior to its publication by PEO and after.
18. Candidates may submit updates to their material on PEO's website once during the posting period. Any amendments to a candidate's name/designations are to be considered part of the one-time update permitted to their material during the posting period.
19. Candidates may post more comprehensive material on their own websites, which will be linked from PEO's website during the posting period. Candidates may include active links to their social media accounts (Facebook, Twitter, LinkedIn, etc.) in material appearing in *Engineering Dimensions*, published on PEO's election site (i.e. the 1000-word additional information candidates may submit), or included in an eblast of candidate material. Active links to social media accounts other than the candidate's is not permitted.

20. PEO will provide three group email distributions to members of candidate publicity material beyond the material published in *Engineering Dimensions*. Material to be included in an eblast must be submitted to the Chief Elections Officer at [elections@peo.on.ca](mailto:elections@peo.on.ca) in accordance with Schedule A. In the event of a dispute as to when the material was sent vs received, the material will be accepted only if a candidate can provide the Chief Elections Officer with a copy of their email to PEO sent from their computer indicating a sent time before the deadline.
21. All material for the eblast messages must be submitted in a Word or Word compatible document only and must not be included as part of the message in the transmission email. Candidates should support their submission with a PDF or scan that shows what the final version of the message should look like. Where the email message is received in a font size or style that is different from the specifications, but otherwise meets all the requirements, the Chief Elections Officer may authorize staff to change only the size and font of the material so it conforms to specifications. Unless expressly authorized by the Chief Elections Officer to change font style and size, staff are prohibited from amending material in any way except with the written permission of the candidate.
22. Candidates are responsible for responding to replies or questions generated by their email message.
23. PEO will provide candidates the opportunity to participate in All Candidates Meetings, which will be held at PEO offices during the week of January 1, 2024. Candidates are encouraged to participate. The All Candidates Meetings will be video recorded for posting on PEO's website. On the day of the first All Candidates Meeting, an eblast will be sent to members announcing that these video recordings will be posted on the PEO website within two business days.
24. Candidate materials from previous elections will remain on PEO's database as part of the record of the election.
25. Caution is to be exercised in determining the content of issues of membership publications published during the voting period, including chapter newsletters. Editors are to ensure that no candidate is given additional publicity or opportunities to express viewpoints in issues of membership publications distributed during the voting period from January 12, 2024 until the close of voting on February 16, 2024, beyond their candidate material published in the January/February issue of *Engineering Dimensions*, and on the PEO website. This includes photos (with or without captions), references to, or quotes or commentary by, candidates in articles, letters to the editor and opinion pieces. PEO's communications vehicles should be, and should be seen to be, non-partisan. The above does not prevent a PEO publication from including photos of candidates taken during normal PEO activities (e.g. licensing ceremonies, school activities, GLP events, etc.) provided there is no expression of viewpoints. For greater clarity, no election-specific or election-related articles, including Letters to the Editor and President's Message, are to be included in *Engineering Dimensions* during the voting period. *Engineering Dimensions* or other PEO publications may contain articles on why voting is important.
26. ~~Chapters may not endorse candidates, or expressly not endorse candidates, in print, on their websites or through their list servers, or at their membership meetings or activities during the voting period. Where published material does not comply with these procedures, the Chief Elections Officer will cause the offending material to be removed if agreement cannot be reached with the chapter within the time available.~~

27. ~~Councillors may use their positions to encourage candidates to stand for PEO office and members to participate in the election process but may not endorse candidates for PEO election.~~

28. Candidates may attend chapter annual general meetings and network during the informal portion of the meeting. Candidates are permitted to attend chapter functions in their current official capacity but are prohibited from campaigning while operating in their official capacity.

29. The Central Election and Search Committee is authorized to interpret the voting and election publicity guidelines and procedures and to rule on candidates' questions and concerns relating to them. Any such complaints or matters that the Chief Elections Officer cannot resolve will be forwarded to the Central Election and Search Committee for final resolution.

~~These Election Publicity Procedures form part of the Voting Procedures.~~



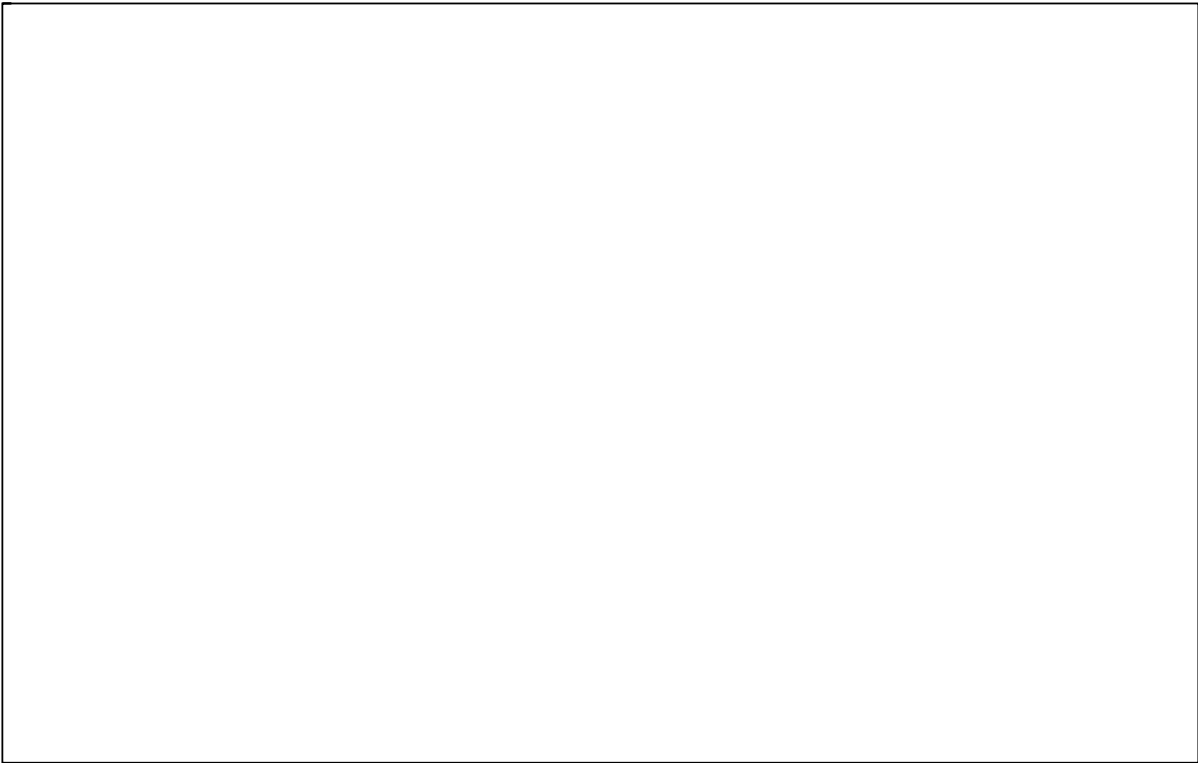
**Schedule A - 2024 Elections Publicity Procedures**

**Specifications for Candidate Materials**


<b>Format for Candidate statements in <i>Engineering Dimensions</i></b>	<p>All submissions will be published with a border. If submissions are received without a border, one will be added as shown on the templates. If submissions do not fit within the chosen template, they will be mechanically reduced to fit.</p> <p><b>Option 1: Blank template</b></p> <p>Candidates using the blank template to present their material for publication in <i>Engineering Dimensions</i> must ensure the content fits in the bordered template provided at the end of these specifications. The template dimensions are 6.531 inches wide and 4.125 inches in height</p> <p>All material for publication must be submitted as a PDF document, with images in place for reference, <u>and</u> in Word format only, showing where images are to be placed. No other formats will be accepted.</p> <p>Portraits must also be submitted as specified in the next section.</p> <p>The publications staff needs both a PDF file and Word file of candidate material so they will know how candidates intend their material to look. If there are no difficulties with the material, the PDF file will be used. The Word file is required in case something isn't correct with the submission (just a bit off on measurement, for example), as it will enable publications staff to fix the problem, if possible. A hard and/or digital copy of a candidate's portrait is required for the same reason and for use on the PEO election website.</p> <p><b>Option 2: Fillable template</b></p> <p>Candidates using the fillable template must provide responses to the questions provided in the allotted space. The completed template must be submitted as a PDF document.</p> <p>Portraits must be submitted separately, as specified in the portraits section below, and will be added to the template by PEO staff.</p> <p>The presentation of the fillable template is fixed and no modifications will be permitted.</p>
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	<p>The profile template will be available on PEO's elections website, <a href="http://www.peovote.ca">www.peovote.ca</a></p> <p>A hard and/or digital copy of a candidate's portrait is also required for use on the PEO Elections website.</p>
<b>Portraits/Photographs</b>	<p>Photographs must be at least 5" x 7" in size if submitted in hard copy form so that they are suitable for scanning ("snapshots" or passport photographs are not suitable).</p> <p>Only pictures taken in the last five years will be accepted.</p> <p>If submitted in digital form, photographs must be JPEG-format files of at least 300 KB but no more than 2MB.</p> <p>Candidates can submit a digital photo at the specifications noted, or hard copy as noted, and preferably both. In case the digital file is corrupted or not saved at a sufficiently high resolution, publications staff can rescan the photo (hard copy) to ensure it prints correctly, as indicated on the PDF.</p>
<b>PEO Website (candidates' additional information)</b>	<p>Candidates may publish additional information on PEO's website by submitting a Word or Word-compatible file of no more than 1,000 words, and no more than three non-animated graphics in JPEG or GIF format. Graphics may not contain embedded material.</p> <p>Candidates may post additional material on their own websites. <del>No link will be provided to candidates' own websites.</del> URLs for candidates' websites must be active by December 8, 2023.</p> <p>Candidates may include links to PEO publications but <i>not</i> a URL link to a third party in their material that is to be posted on PEO's website. Links to PEO publications are not considered to be to a third party. For clarity, the only URL link that may be included in a candidate's material on PEO's website, <u><del>besides links to PEO publications,</del></u> is the URL to the candidate's own website. Candidates may include active links to their social media accounts (Facebook, Twitter, LinkedIn, etc.)</p>
<b>Eblast material</b>	<p>Candidates are permitted a maximum of 300 words for email messages. Messages are to be provided in 11 pt. Arial font; graphics are not permitted. For clarity, a "graphic" is an image that is either drawn or captured by a camera.</p>
<b>Help</b>	<p>Candidates should contact the Chief Elections Officer (<a href="mailto:elections@peo.on.ca">elections@peo.on.ca</a>) if they have questions about requirements for publicity materials.</p>

Option 1: Blank template



Option 2: Fillable template

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



## NOMINATION FORM

I, the undersigned, being a member of Professional Engineers Ontario (PEO), do hereby nominate <name of candidate> as a candidate for the volunteer position of <Council office> in the 2024 PEO Council elections.

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

I attest that:

- (i) I have reviewed the roles and responsibilities for the position of <Council office> as published on PEO's website;
- (ii) Based on my personal experience of the candidate, I believe they possess the desired attributes of a PEO Councillor in the position of <Council position>.

**Name of Nominator** \_\_\_\_\_  
(as it appears in PEO's Register)

**Nominator's PEO Licence Number** \_\_\_\_\_

**Nominator's Address** \_\_\_\_\_  
\_\_\_\_\_

**Nominator's Region** \_\_\_\_\_

**Nominator's Signature** \_\_\_\_\_

**NOMINATION ACCEPTANCE FORM****President-Elect****THIS FORM MUST BE COMPLETED AND SUBMITTED BY NOVEMBER 24, 2023 AT 4:00PM**

I, \_\_\_\_\_, hereby agree to stand as a candidate for election ~~as for the volunteer position of~~ **President-Elect** in the 2024 elections for Council of Professional Engineers Ontario (PEO), and not to withdraw my candidacy except under exceptional circumstances. If elected, I further agree to serve on Council for a three-year term: ~~(2024-2027).~~ as President-Elect (2024-2025), President (2025-2026), and Past President (2026-2027).

I declare that I am a Canadian citizen or have the status of a permanent resident of Canada, and I am currently residing in Ontario.

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

~~I declare that I have read and understand Sections 1 and 2 of the Council Manual, as published on PEO's website, in particular Sections 1.4 – PEO's Core Values, 2.2 – Duties and Responsibilities of Councillors at Law; 2.3 – Duties Under By-Law No. 1; and 2.4 – Councillors' Code of Conduct, and agree to act in accordance with these sections in carrying out my duties as a Councillor if elected to PEO Council.~~

I declare that I have read and understand the Code of Conduct for Councillors located at section 3.1.8 of the PEO Governance Manual and agree to act in accordance with it if elected.

I have completed, or will complete, the PEO mandatory compliance training and "Board Basics" orientation for candidates by December 31, 2023.

I declare that I have familiarized myself with the roles and responsibilities of the offices of President-Elect, President, and Past President, and that I am adequately prepared to serve in ~~that these~~ capacitiesies.

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

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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

NAME AND DESIGNATIONS: \_\_\_\_\_

PEO LICENCE NO. \_\_\_\_\_

PREFERRED MAILING ADDRESS: \_\_\_\_\_

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TELEPHONE: BUS: \_\_\_\_\_ HOME: \_\_\_\_\_

FAX: BUS: \_\_\_\_\_ HOME: \_\_\_\_\_

PUBLIC E-MAIL ADDRESS: \_\_\_\_\_

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

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**NOMINATION ACCEPTANCE FORM****Vice President*****THIS FORM MUST BE COMPLETED AND SUBMITTED BY NOVEMBER 24, 2023 AT 4:00PM***

I, \_\_\_\_\_, hereby agree to stand as a candidate for election ~~as for the volunteer position of~~ **Vice President** in the 2024 elections for Council of Professional Engineers Ontario (PEO), and not to withdraw my candidacy except under exceptional circumstances. If elected, I further agree to serve on Council for a one-year term (2024-2025).

I declare that I am a Canadian citizen or have the status of a permanent resident of Canada, and I am currently residing in Ontario.

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

~~I declare that I have read and understand Sections 1 and 2 of the *Council Manual*, as published on PEO's website, in particular Sections 1.4 – PEO's Core Values, 2.2 – Duties and Responsibilities of Councillors at Law; 2.3 – Duties Under By-Law No. 1; and 2.4 – Councillors' Code of Conduct, and agree to act in accordance with these sections in carrying out my duties as a Councillor if elected to PEO Council.~~

I declare that I have read and understand the Code of Conduct for Councillors located at section 3.1.8 of the *PEO Governance Manual* and agree to act in accordance with it if elected.

I have completed, or will complete, the PEO mandatory compliance training and "Board Basics" orientation for candidates by December 31, 2023.

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

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

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

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

NAME AND DESIGNATIONS: \_\_\_\_\_

PEO LICENCE NO. \_\_\_\_\_

PREFERRED MAILING ADDRESS: \_\_\_\_\_

TELEPHONE: BUS: \_\_\_\_\_ HOME: \_\_\_\_\_



FAX: BUS: \_\_\_\_\_ HOME: \_\_\_\_\_

PUBLIC E-MAIL ADDRESS: \_\_\_\_\_

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

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## NOMINATION ACCEPTANCE FORM

### Councillor-at-Large

**THIS FORM MUST BE COMPLETED AND SUBMITTED BY NOVEMBER 24, 2023 AT 4:00PM**

I, \_\_\_\_\_, hereby agree to stand as a candidate for election ~~as for the volunteer position of~~ **Councillor-at-Large** in the 2024 elections for Council of Professional Engineers Ontario (PEO), and not to withdraw my candidacy except under exceptional circumstances. If elected, I further agree to serve on Council for a two-year term (2024-2026).

I declare that I am a Canadian citizen or have the status of a permanent resident of Canada, and I am currently residing in Ontario.

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

~~I declare that I have read and understand Sections 1 and 2 of the Council Manual, as published on PEO's website, in particular Sections 1.4 – PEO's Core Values, 2.2 – Duties and Responsibilities of Councillors at Law; 2.3 – Duties Under By-Law No. 1; and 2.4 – Councillors' Code of Conduct, and agree to act in accordance with these sections in carrying out my duties as a Councillor if elected to PEO Council.~~

I declare that I have read and understand the Code of Conduct for Councillors located at section 3.1.8 of the PEO Governance Manual and agree to act in accordance with it if elected.

I have completed, or will complete, the PEO mandatory compliance training and "Board Basics" orientation for candidates by December 31, 2023.

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

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

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

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

NAME AND DESIGNATIONS: \_\_\_\_\_

PEO LICENCE NO. \_\_\_\_\_

PREFERRED MAILING ADDRESS: \_\_\_\_\_

TELEPHONE: BUS: \_\_\_\_\_ HOME: \_\_\_\_\_

FAX: BUS: \_\_\_\_\_ HOME: \_\_\_\_\_

PUBLIC E-MAIL ADDRESS: \_\_\_\_\_

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

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## NOMINATION ACCEPTANCE FORM

### Regional Councillor

**THIS FORM MUST BE COMPLETED AND SUBMITTED BY NOVEMBER 24, 2023 AT 4:00PM**

I, \_\_\_\_\_, hereby agree to stand as a candidate for election  
for the volunteer position of as

\_\_\_\_\_ **Regional Councillor** in the 2024 elections for Council of Professional Engineers Ontario (PEO), and not to withdraw my candidacy except under exceptional circumstances. If elected, I further agree to serve on Council for a two-year term (2024-2026).

I declare that I am a Canadian citizen or have the status of a permanent resident of Canada, and I am currently residing in Ontario in the region in which I stand for election.

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

~~I declare that I have read and understand Sections 1 and 2 of the *Council Manual*, as published on PEO's website, in particular Sections 1.4 – PEO's Core Values, 2.2 – Duties and Responsibilities of Councillors at Law; 2.3 – Duties Under By-Law No. 1; and 2.4 – Councillors' Code of Conduct, and agree to act in accordance with these sections in carrying out my duties as a Councillor if elected to PEO Council.~~

I declare that I have read and understand the Code of Conduct for Councillors located at section 3.1.8 of the *PEO Governance Manual* and agree to act in accordance with it if elected.

I have completed, or will complete, the PEO mandatory compliance training and "Board Basics" orientation for candidates by December 31, 2023.

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

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

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

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

NAME AND DESIGNATIONS: \_\_\_\_\_

PEO LICENCE NO. \_\_\_\_\_

PREFERRED MAILING ADDRESS: \_\_\_\_\_

\_\_\_\_\_

TELEPHONE: BUS: \_\_\_\_\_ HOME: \_\_\_\_\_

FAX: BUS: \_\_\_\_\_ HOME: \_\_\_\_\_

PUBLIC E-MAIL ADDRESS: \_\_\_\_\_

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

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## Appendix E

### 2023 Council Elections Issues Report

**Issue 1:** When candidates have complete control over the content of their campaign material that is published by PEO this presents an issue when the content appears not to be backed by facts and/or names another candidate without their consent. Therefore, should election material include names of other candidates without their consent since doing so can be interpreted as an attempt to discredit, disadvantage, mischaracterize and/or interfere with the election?

#### Background:

##### 2023 Election Publicity Procedures

- item 4. states "Candidates will have complete control over the content of all their campaign material, including material for publication in *Engineering Dimensions*, on their additional material on PEO's website, and on their own websites.
- Item 5. Candidate material is readily available to the public and should be in keeping with the dignity of the profession at all times. Material will be published with a disclaimer. The chief elections officer may seek a legal opinion prior to publishing/posting of any material if the chief elections officer believes campaign material could be deemed libelous. The chief elections officer has the authority to reject the campaign material if so advised by legal counsel. There was a situation in the 2023 election whereby it appears that the CEO did not follow this procedure for a candidate's materials that appeared to be libelous.
- While 2.1.2 of the 2023 Council Elections Guide includes Council Attributes which refer to PEO's Core Values of Accountability, Respect, Integrity, Professionalism and Teamwork; there are no such references in the Election Publicity Procedures.
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#### CESC Recommendations and Rationale:

##### Recommendations:

1. Develop a process in the Election Publicity Procedures for the CEO to follow, before candidate material is published by PEO, that considers areas beyond libel. This might include a review of material that is inconsistent with PEO values, contrary to the dignity of the profession, contrary to anti-racism and equity codes, not factual and/or not in keeping with councillor attributes. Add/reject the material after the review of facts is so advised by legal counsel.
2. Recognizing that the CEO has the authority to reject campaign material if so advised by legal counsel, develop a more timely and robust accountability process for the CEO to follow.

**Rationale:** Item 5 of the 2023 Election Publicity Procedures provides the Chief Elections Officer authority to reject campaign material if advised by legal counsel as libelous. It appears that the CEO did not follow this procedure for a candidate's materials that appeared to be libelous. Therefore, there appears to not be checks and balances on the actions/decisions of the CEO with respect to procedure item 5. It should be

noted; however, that PEO's legal counsel advised CESC that determining libel is complex so CESC concluded that this criteria in the election rules would be difficult to ever act on and therefore an ineffective rule in practicality.

**Issue 2:** Sitting members of Council being actively engaging in activities on LinkedIn that may be construed as supporting candidates running in the 2023 election and as against specific candidates. While the CESC has, in the past two years, determined that liking someone on social media is not an endorsement, this has not been proceduralized.

**Background:**

**2023 Election Publicity Procedure #25**

Councillors may use their positions to encourage candidates to stand for PEO office and members to participate in the election process but may not endorse candidates for PEO election.

**2023 Election Publicity Procedure #17**

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

**2023 Election Publicity Procedures #5**

Candidate material is readily available to the public and should be in keeping with the dignity of the profession at all times.

The CESC considered a complaint on February 15, 2023:

**"The CESC, upon review of a complaint alleging councillor endorsement of candidates with a "Like" on LinkedIn, concluded that this was not the case citing the February 2022 CESC decision that a "like" on a social media platform does not constitute endorsement.**

**Carried"**

The procedures are vague on what constitutes a councillor endorsement of an election candidate, including activities on social media such as liking content.

**CESC Recommendations and Rationale:**

**Recommendations:**

1. Formalize that liking on social media is not an endorsement and specify that it be clarified in the election publicity procedures. While CESC has concluded this in other years, this has never been added to the procedures.
2. Provide guidance on social media liking and comments during the election period by councillors.
3. Clarify what actions constitute an endorsement by current councillors of an election candidate (e.g. does this apply to election related posts only or any posts?).

**Rationale:** To clarify the intent of the election publicity procedures with respect to Councillor endorsements of candidates. Given the prominence of social media platforms in the election process, consider what is practicable.

### **Issue 3:**

CESC does not have a written and transparent complaint intake and review process, nor the involvement of the respondent nor a set of actions and/or remedies to take when it finds a complaint has merit.

**Background:** The current process has been for CESC to discuss complaints and to respond to the complainant(s) regarding CESC's findings/decision without notification to the respondent(s) that a complaint had been lodged against them. This lack of communication denied the respondent the opportunity to provide their feedback.

### **CESC Recommendation and Rationale:**

**Recommendation:** Develop a clear complaints review process with a set of outcome tools that is clearly communicated to licence holders.

**Rationale:** To approach and decide on issues in a consistent and transparent manner.

### **Issue 4: Are candidates required to declare conflicts of interest?**

### **Background:**

The CESC identifies that the 2023 Election Publicity Procedures are silent with respect to a requirement for PEO election candidates to declare conflicts-of-interest during the nominations process and the election campaign. There is no request for, nor determination of a conflict of interest for an election candidate with PEO Council business.

### **CESC Recommendations and Rationale:**

#### **Recommendations:**

1. Consider the matter of asking candidates to declare, as part of the nominations process, if they have a conflict of interest with any PEO Council business.



2. Recommend that candidates cannot stand for election and/or sit on PEO Council while they are a board member of an Ontario engineering member service organization, such as OSPE.

**Rationale:** To promote fairness and consistency in the nominations process.

**Issue 5:** There is no operationalized candidate outreach process, nor candidate gap analysis to support the election search process, nor a framework that the Regional Election and Search Committee (RESC) and CESC can follow to be consistent with all licence holders.

**Background:** For the past 2 years, CESC working with RESC has tried to host webinars during the nomination period to outreach to licence holders to explain the councillor role, answer questions and engage diverse communities. This was organized by CESC but late in the cycle in October as CESC does not form earlier, and the webinar resources were very limited to be effective. There was one region with an acclamation so the candidate outreach process is not sufficient yet.

**CESC Recommendation and Rationale:**

**Recommendation:** A candidate outreach process and framework be created, led by PEO staff, initiated early in the election cycle, such as in June, that CESC would then support and participate in. The framework would consider outreach to regions and licence holder communities that have low engagement such as regions with acclamations and/or councillor competencies gaps.

**Rationale:** To establish consistency in the nominations process and to help council expand the diversity of the candidate pool, broaden the skills set of candidates, and increase member engagement in elections.

**Issue 6:** Council appears to perceive that CESC has full oversight over the election and all aspects of the election process.

**Background:** The perception of some Councillors regarding the role of CESC are very different than the committee's actual role. For example, the CESC is not involved in the candidate debates. The expectations are not consistent with the CESC terms of reference.

**CESC Recommendation and Rationale:**

**Recommendation:** Clearly communicate which Council authorities oversee which aspects of the election process and if there are gaps, amend the terms of reference of CESC, GNC, RESC, RCC or other committees as appropriate.

**Rationale:** To promote knowledge and understanding.

**Issue 7:** There does not appear to be clarity on how the Regional Election and Search Committees (RESC) bring election search issues forward to Council. The RESC terms of reference only speak to finding candidates.

**CESC Recommendation and Rationale:**

**Recommendation:** Develop a process by which lines of communication are established between RESC and GNC, considering how CESC could support.

**Rationale:** To establish clarity and consistency in communications.

**Issue 8:** There is no process on how the CESC and RESC interact or collaborate, or whether they should. The RESC terms of reference only speak to finding candidates. How does the RESC bring issues forward when there is no prescribed communication process that outlines or guides the relationship between the two committees?

**CESC Recommendation and Rationale:**

**Recommendation:** Establish clarity on the nature of appropriate interaction between the CESC and the RESCs.

**Rationale:** To establish clarity and consistency in communications.

## Appendix F

### Recommendations from GNC's February 2023 Election Process Review Report to Council

#	Recommendation	Rationale
1	<p>Survey licence holders to gain insight into perceptions regarding voting, standing for election, and other election process-related issues.</p> <p>Solicit feedback from those who have participated in the election process (including Councillors, former candidates, the Chief Elections Officer, and CESC members).</p>	<p>Given low voter turnout and PEO's commitment to ensuring equity and inclusion at the leadership level, PEO's election process ought to be examined for barriers to participation.</p> <p>Meaningful consultation will enhance election integrity.</p> <p><b>Relevant SPTF Recommendation (accepted by Council with a direction to implement<sup>1</sup>):</b></p> <ul style="list-style-type: none"> <li>2H: "Maintain a diverse and robust pipeline of candidates"<sup>2</sup></li> </ul> <p><b>Principles:</b> Accessibility, Fairness</p>
2	<p>Implement a "Board Basics" program for prospective candidates to complete in order for their nomination to be valid.</p>	<p>Ensures candidate awareness as to the requirements of PEO Council, the role of PEO and its public interest mandate, and the duties and responsibilities of Council members.</p> <p>Follows best practices and enhances confidence in PEO elections.</p> <p><b>Relevant SPTF Recommendation (approved by Council with a direction to implement):</b></p> <ul style="list-style-type: none"> <li>2F: "Enhance candidates and Councillors' understanding of their roles and responsibilities"<sup>3</sup></li> </ul>

<sup>1</sup> Carried motion:

"1. That Council receives the Succession Planning Task Force (SPTF) Report and Recommendations as presented to the meeting as C-532-2.6, Appendix A;

2. That Council accepts the SPTF Recommendations 1 and 2A-H (C-532-2.6, Appendix A) and directs the EXE Committee to develop an action plan to implement the recommendations."

<sup>2</sup> SPTF Report Briefing Note to Council at pages 2-3.

<sup>3</sup> SPTF Report Briefing Note to Council at pages 2-3.

		<b>Principles:</b> Accessibility, Transparency, Fairness, Reliability
3	Develop narrow eligibility criteria for prospective candidates.	<p>Council has authority under the Act to make regulations “respecting and governing the qualifications [...] of the members to be elected to the Council.”<sup>4</sup> Despite this regulation-making authority, Council has not yet set out minimum eligibility requirements for candidates.</p> <p>Clearly defined and reasonable criteria can inspire confidence in PEO elections and mitigate conflicts-of-interest (perceived and actual), reputational risk to PEO, and/or risk to the public interest.</p> <p>To ensure accessibility and fairness, eligibility criteria must not create <i>undue</i> barriers or be overly restrictive.</p> <p>Fairness to prospective candidates <b>must</b> be considered, including procedural fairness, and arbitrary application of criteria must be avoided.</p> <p><b>Principles:</b> Accessibility, Transparency, Fairness, Reliability</p>
4	Explore how to ensure that candidates have relevant skills and attributes that meet Council’s requirements.	<p>Ensures that PEO is not falling out of step with best practices, as there is a Canadian and global trend toward professional regulator boards focused on skills, knowledge, and abilities.<sup>5</sup></p> <p>Ensures recruitment priorities are actively identified by Council, so that skills gaps are filled and Council collectively strengthened.</p> <p>Ensures the electorate receives useful and reliable information that allows for an informed choice and comparison of options.</p> <p><b>Relevant SPTF Recommendations (accepted by Council with a direction to implement):</b></p>

<sup>4</sup> *Professional Engineers Act*, section 7(1)2.

<sup>5</sup> See for example "Professional Engineers Ontario Council Succession Best Practice Report, Recommendations & Implementation Framework" 26 February 2020, Laridae Management Consultants at pages 15-20.

		<ul style="list-style-type: none"> <li>• 2C: “Implement a competency-based succession process”;</li> <li>• 2D: “Implement a ‘green light’ pre-election assessment process for all candidates”;</li> <li>• 2F: “Enhance candidates and Councillors’ understanding of their roles and responsibilities.”<sup>6</sup></li> </ul> <p><b>Principles:</b> Accessibility, Transparency, Reliability</p>
5	Clarify the role of the Chief Elections Officer, including with respect to candidate materials.	<p>Ensures that the Chief Elections Officer role is clearly defined and that its functions are exercised in an independent, transparent, proportionate, and consistent manner.</p> <p>Delineating the powers of the Chief Elections Officer ensures that candidates’ expression and democratic debate are not unduly or arbitrarily limited, and that any limitations are reasonable and demonstrably justified.</p> <p>Enshrines the independence of the elections from staff involvement. To ensure a fair and independent election process, staff involvement must be limited to the greatest extent possible.</p> <p><b>Principles:</b> Security, Accessibility, Transparency, Reliability, Fairness, Independence</p>
6	Gather information and report back regarding what measures are in place to ensure that PEO elections are secure.	<p>Monitoring and addressing threats to electoral integrity helps to ensure the security of elections.</p> <p><b>Principles:</b> Security, Reliability</p>
7	Conduct an environmental scan to see how other regulators deal with rule violation, sanction, and disqualification during an election with a view to addressing a policy gap.	<p>Research required. PEO does not have an explicit procedure by which candidates can be sanctioned or disqualified during an election, including in cases where a candidate intentionally violates election rules, or where a candidate engages in egregious behaviour that could seriously harm PEO’s reputation or is categorically counter to the public interest. Nor does PEO have a mechanism by which sitting Councillors can be removed.</p>

<sup>6</sup> SPTF Report Briefing Note to Council at pages 2-3.

		<b>Principles:</b> Transparency, Accessibility, Fairness, Reliability
8	Review existing elections communication materials and develop an elections communications strategy with a view to electoral integrity.	<p>PEO's elections communications strategy and materials have not been reviewed from the perspective of electoral integrity principles.</p> <p><b>Principles:</b> Transparency, Accessibility, Security, Reliability</p>
9	Conduct a global review of election process-related documents to ensure predictability, consistency, and reliability.	<p>Consistency across the documents related to the election process will enhance the reliability with which elections are administered.</p> <p><b>Principles:</b> Reliability, Transparency, Fairness</p>
10	Review the Central Election and Search Committee, Regional Election and Search Committee, and Governance and Nominating Committee so that roles and responsibilities are clarified, and gaps, inconsistencies, areas of concern, and possible reforms are identified.	<p>Clarifying and improving committee structure will enhance confidence in PEO elections.</p> <p>Any changes to the composition or functions of these committees will require regulation change.</p> <p><b>Principles:</b> Reliability, Transparency, Fairness</p>
11	Research what currently guides staff, Council member, and volunteer actions during elections, and develop guidelines regarding principled and ethical conduct during elections.	<p>Ensures that the election process is protected from improper influence or partiality by staff, Council members, or volunteers.</p> <p><b>Principles:</b> Fairness, Independence, Transparency, Reliability</p>

# Briefing Note – Decision

C-558-3.8

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

**Purpose:** To appoint up to four additional members to the 2023-2024 CESC; and to transition CESC from the 2022-2023 Council term to the 2023-2024 Council term

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

**That:**

- a) Isidro Burquiron, P.Eng., Giuseppe (Joseph) Facca, P.Eng., Suresh Khanal, P.Eng., and Mostafa Khosravvelhossaini, P.Eng. be appointed as the the additional members to the 2023-2024 Central Election and Search Committee;
- b) the 2022-2023 Central Election and Search Committee be stood down with thanks at the close of this Council meeting; and
- c) the 2023-2024 Central Election and Search Committee be constituted at the close of this Council meeting.
- d) Council's decisions regarding a), b), and c) be moved out of in-camera into open session in order to permit inclusion in the open session disposition of motions.

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

**Moved by:** Susan MacFarlane, GNC Chair

### 1. Need for PEO Action

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

On April 25, 2023, a notice for the additional positions was posted PEO's website and an eblast calling for applications to the 2023-2024 CESC was sent out on April 27, 2023. The deadline for applications was set for May 11, 2023. Eight eligible applications were received.

### 2. Committee Meetings in June 2023

The penultimate past-president, immediate past-president and president members of the CESC (Christian Bellini (Chair), Nick Colucci, and Roydon Fraser – the "CESC 3Ps") met on June 6, 2023. Before reviewing the candidate application packages, there was a discussion regarding the long-standing practice for the CESC 3Ps to make the appointment recommendations to Council. Section 12 of Regulation 941 and the CESC Terms of Reference were reviewed as part of this discussion and it was noted that these documents do not reference the aforementioned three positions as the group which makes the appointment recommendations to Council. In light of this, there was agreement that any recommendations resulting from the CESC 3Ps discussion should be reviewed by the Governance and Nominating Committee (GNC), which in turn should finalize and bring forward the official appointment recommendations to Council as part of its mandated nominations responsibility.

The CESC 3P's reviewed and discussed the applications and the applicants' stated skills and competencies related to the position as well as their volunteer experience. There was agreement that the two principal criteria in assessing the applications are election experience and networking experience. There was also discussion regarding the number of candidates to recommend for appointment. In this regard, there was agreement that proposing up to four candidates would have the benefit of a CESC with as many or more non-councillor members than current or former councillor members.



On June 9, 2023, the GNC met to review a summary of the CESC's June 6 meeting and to consider the candidate application packages. The CESC Chair was present and available to answer questions.

Between June 7 and June 13, staff requested and received permission from each applicant to make their application information available in the open session Council package.

### **3. Proposed Action / Recommendation**

The GNC is recommending to Council the appointment of the following four individuals as members of the 2023-2024 CESC:

1. Isidro Buquiron
2. Giuseppe (Joseph) Facca
3. Suresh Khanal
4. Mostafa Khosravyelhossaini

### **4. Next Steps**

Pending approval by Council, the successful applicants will be contacted to advise of their appointments.

The CESC will encourage eligible licence holders to seek nomination for election to Council for the President-elect, Vice President, and the Councillor-at-large positions.

### **5. Peer Review & Process Followed**

<b>Process Followed</b>	<ul style="list-style-type: none"><li>• A notice calling for applications for positions on the CESC was posted on the PEO website on April 25, 2023 and an eblast calling for applications was sent on April 27, 2023 with a closing date of May 11, 2023.</li><li>• Eight eligible applications were received and packaged for review by the penultimate past-president, immediate past-president and president.</li><li>• Following CESC and GNC meetings, four applicants were recommended for appointment by Council.</li><li>• Permission was received from each of the eight applicants to make their application information available in the open session Council package.</li></ul>
<b>Council Identified Review</b>	<ul style="list-style-type: none"><li>• Section 12(1) of Regulation 941 requires that Council appoint the CESC each year, to be composed of (a) the penultimate past-president; (b) the immediate past-president; (c) the president; and (d) two or more other Members.</li></ul>
<b>Actual Motion Review</b>	<ul style="list-style-type: none"><li>• PEO Council appoints additional members of the CESC each year (at the June meeting) as part of setting direction for the upcoming Council Elections.</li></ul>

**Appendices:** Appendix A – Summary of Candidate Applications

## 2023 CESC Candidates – Brief Summaries

Name / PEO# / Engineering Discipline	Current Employment/ Position	Applicant's Statements		
		Skills / competencies related to the position	Nature of contribution	Volunteer Experience
<b>Isidro Buquiron</b> 100078239  Civil/Structural	Gordian Group Inc. <i>Facilities  Assessment  Consultant -  Structural</i>	I believe my communication, interpersonal skills, leadership skills, and the commitment to serve can be of great value to CESC. My proficiency in networking and extensive community volunteering experience can help me assist the Committee to successfully perform and deliver its mandates. My core values of respect & trust, integrity, and a passion to serve will enable me to be a valuable member CESC.	I will contribute to this volunteer role by being fully engaged and proactive to all task assigned to me as a member, and in close collaboration with the rest of the committee. My expertise in time management will enable me to available in all CESC events and undertakings to achieve its mandate.	<p>I am currently volunteering to organizations in the immigrant professional community, assisting internationally trained engineers be empowered and leverage their skills to be fully integrated into the Canadian job market and community. The following were my current volunteer work;</p> <ol style="list-style-type: none"> <li>1. Toronto Region Immigrant Employment Council (TRIEC) Mentor (Mar 2020 Present)</li> <li>2. Kababayan Multicultural Centre - Board of Director/EXECOM Vice Chair Oct (New Immigrant settlement NGO) (2019 Present)</li> <li>3. Filipino Construction Professionals of Ontario - President (Y2021), Member since 2018.</li> <li>4. Association of Filipino-Canadian Engineers - Board of Director (2020 - Present)</li> </ol>
<b>Dr. Molham Chikhalsouk</b> 100553741  Mechanical Engineering	Ellis Don PM	Strong understanding of the engineering profession and the role of PEO in regulating and promoting the profession in Ontario Excellent communication and interpersonal skills, including the ability to collaborate effectively in a team environment, facilitate discussions, and provide constructive feedback Experience in project management,	By sharing knowledge and insights with other members of the Central Election and Search Committee. Aalso use their understanding of the profession to help review and recommend changes to election procedures, and to provide guidance to PEO members who are seeking nomination for election to the	As the President of a Graduate Association, I was responsible for managing budgets, overseeing projects, and advocating for the needs of members. I also contributed effectively to a union, promoting fair working conditions and advocating for the rights of workers. Additionally, I have organized academic and professional events, which required

Name / PEO# / Engineering Discipline	Current Employment/ Position	Applicant's Statements		
		Skills / competencies related to the position	Nature of contribution	Volunteer Experience
		with the ability to work independently and manage tasks and deadlines effectively Demonstrated commitment to upholding the values of the PEO, including promoting diversity, equity, and inclusion in the engineering profession Previous involvement in PEO activities, such as serving on committees, attending events, or participating in outreach programs, would be an asset	Council. By contributing by facilitating discussions and ensuring that all members of the Central Election and Search Committee have the opportunity to share their perspectives. Also provide constructive feedback on election procedures and help to resolve any complaints or issues that arise. By contributing by helping to manage the various tasks and deadlines associated with the election process. Also could also assist the Chief Elections Officer as needed, and help to ensure that the election process runs smoothly and efficiently.	strong planning and communication skills, as well as the ability to work collaboratively with others. All of these experiences have helped me develop skills that could be valuable assets to the Central Election and Search Committee. I believe that I could contribute effectively to the committee's work, including reviewing and recommending changes to election procedures, encouraging members to seek nomination for election to the Council, and receiving and responding to complaints regarding the election process. Overall, I am committed to making a positive impact on my community and believe that my previous volunteer experiences could make me a strong candidate for the position. Thank you for considering my application.
<b>Manbir Dhillon</b> 100564374  Electrical, Mechanical, Sales	Gypsum Tech. <i>Sales Application Engineer</i>	excellent at networking and a public speaking Worked within Nuclear Industry in the past to understand and follow policies and procedure and maintain confidentiality	I will use the skill, knowledge and experience from past jobs to apply where ever necessary. I am excellent in political lingo so will be able to handle/respond to complaints regarding the procedures for nominating, electing and voting for members to the Council	I have never volunteered with PEO. This will be my first opportunity and I am looking forward to it. I have volunteered with my University as a student and an Alumni for various events, within my company for the social committee, inclusion and diversity committee etc.
<b>Giuseppe (Joseph) Facca</b> 13577101	Intel Canada (previous employer) <i>Retired, beginning private consulting</i>	Senior Management in multiple large corporations (Intel, AMD, Texas Instruments). Also site leader for AMD Markham site with 3000 employees. All of these positions involved developing collaborative working	Having recently retired, I have the time and the drive to actively engage in this project. I am a natural team player and able to be a team leader. I am willing and able to actively	In my most relevant volunteer experience, I have led the finance council for my parish community which was involved both in managing operational budgets and funds and in leading a successful fund-raising

Name / PEO# / Engineering Discipline	Current Employment/ Position	Applicant's Statements		
		Skills / competencies related to the position	Nature of contribution	Volunteer Experience
Electrical/Semiconductor and System Design		relationships with multiple team leaders and global leaders, to collaboratively across engineering disciplines to achieve key results. As part of these roles, I have developed strong recruitment skills and assessment skills. In my university years at UofT, I was actively involved as a member of the engineering society, both as a member and as a VP of Activities, helping me to develop an understanding of governance procedures and rules.	network with key PEO candidates that may be suitable for the role. The most significant challenge that I may have in this role is that I have not been actively involved in PEO activities recently and may not be aware of many of the key participants or likely candidates.	campaign for the building of our new church building.
<b>Amit Gupta</b> 100204188  Electrical Engineering	Alphawave <i>Director</i>	I am very qualified to do extensive search, pays attention to details and rely on data to make business decisions	Listening to the team members and providing help to the committee	Volunteer with Willowdale/Thornhill Chapter since 2014. Held several executive and non-executive positions
<b>Suresh Khanal</b> 100072277  Civil & Environmental/Civil	MTO <i>Highway Designer</i>	I have worked on a provincial election as an assistant returning officer (worked on Ontario Election 2018).	Given my academic background and experience. I can think and act objectively which is a must for this member position. In addition, as a professional engineer I act with integrity and an utmost ethical standard.	I volunteered as one of the editors for a college technical publication when I was in teaching in Nepal at Nepal Engineering College.
<b>Mostafa Khosravyelhossaini</b>  100509  Mechanical Engineering,  Energy Conservation	Enerva <i>Senior Manager</i>	I am confident that I have the knowledge, abilities, and experience required to succeed in the volunteer position of connecting with other members to find potential candidates for the posts of president-elect, vice-president, or councilor at large on Council. I am a highly motivated individual with a passion for community engagement.	I believe that my enthusiasm for community service, as well as my strong interpersonal and communication abilities, qualify me for this volunteer position. I am dedicated to developing relationships with members and identifying people who have the required abilities, experience, and principles to serve on Council effectively.	Three consecutive times, I had the pleasure of volunteering in the PEO Licensure Assistance Program (LAP) for the East Toronto Chapter. Through my participation in this program, I have been able to mentor number of EITs, sharing my knowledge and experience to help them navigate the licensure process. I always spare my time as a volunteer for other events. Some examples

Name / PEO# / Engineering Discipline	Current Employment/ Position	Applicant's Statements		
		Skills / competencies related to the position	Nature of contribution	Volunteer Experience
		<p>Throughout my career and volunteer work, I have developed my communication and interpersonal abilities, enabling me to form deep bonds with a wide range of people. I am also skilled at identifying and developing potential candidates for diverse roles, having successfully recruited and mentored several people during my professional and volunteer experiences.</p> <p>Additionally, I possess a keen eye for detail and am able to discern which candidates possess the necessary skills, experience, and values to serve effectively on Council. With a strong background in research and analysis, I am also able to conduct thorough investigations and assessments of potential candidates.</p> <p>Overall, I am confident that my skills, competencies, and experience qualify me for this volunteer job, and I eagerly anticipate dedicating my time and efforts to identifying and promoting great candidates for these essential posts.</p>	<p>To attain these objectives, I plan to employ a range of networking tactics, including attending community events and meetings, utilizing social media platforms, and reaching out to my personal and professional networks. In addition, I will perform detailed assessments of possible candidates, obtaining information about their histories, experiences, and values in order to judge their fit for these essential roles.</p> <p>Finally, my goal is to assist in identifying and promoting great candidates for the roles of president-elect, vice-president, and councilor-at-large, as well as to support the Council's continuous success and expansion.</p>	<p>include actively participating in energy efficiency conferences and volunteering at public library events, where I was able to apply my talents and expertise to benefit my community.</p>
<b>Harish Rajput</b> 100542545  Computer Engineering	Copiousaa Inc. <i>President</i>	I have engineering expertise, and also going through P.Eng. process learnt a lot about ethics and what is right thing to do in situations.	If opportunity is provided, I would do my best to justice with the job.	Yet to get for similar work.

# Briefing Note – Decision

C-558-3.9

## ELECTION OFFICIALS MATTERS

### Purpose:

For Council to approve:

- the Chief Elections Officer role description, clarified to enhance fairness and transparency;
- new requirements for the Official Elections Agent, added to enhance election security.

For Council to appoint:

- Council members to the Governance and Nominating Committee’s subcommittee for the selection of election officials (Chief Elections Officer and Official Elections Agent) for the 2024-2026 elections.

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

1. That Council approve the Chief Elections Officer role description and Oath of Office, as presented to the meeting at **C-558-3.9, Appendix A and Appendix B**;
2. That Council approve the Official Elections Agent security requirements, as presented to the meeting at **C-558-3.9, Appendix C**;
3. That the Governance and Nominating Committee’s **Election Officials Subcommittee** be composed of Council members [insert names and “P.Eng” if applicable], appointed in accordance with the terms and procedures presented to the meeting at **C-558-3.9, Appendices D**.

**Prepared by:** Marina Solakhyan – Director, Governance and Sheetal Rawal—Research and Policy Analyst-Special Projects

**Moved by:** Susan MacFarlane, P.Eng., Chair of the Governance and Nominating Committee

## 1. Need for PEO Action

At Council’s February 2023 meeting, the Governance and Nominating Committee (GNC) presented 11 recommendations as part of its election process reform work. These recommendations were grounded in Elections Canada’s Electoral Integrity Framework principles of accessibility, transparency, reliability, fairness, independence, and security. One of the GNC’s recommendations dealt with clarifying the role of the Chief Elections Officer, and another involved ensuring that security measures are in place for Council elections. At that meeting, Council expressed satisfaction with the direction of the GNC’s work.

Regulation 941 under the *Professional Engineers Act* requires that PEO Council appoint a Chief Elections Officer each year to oversee the nomination and election of members to Council.<sup>1</sup> Council is also permitted by Regulation 941 to designate an agent to administer voting in Council elections, referred to at PEO as the “Official Elections Agent.”<sup>2</sup> Both election official roles are filled on the basis of three year terms, and both are currently vacant. Historically, Council appoints PEO’s Chief Elections Officer and

<sup>1</sup> Section 11.1 of Regulation 941.

<sup>2</sup> Section 19(1) of Regulation 941.

designates an Official Elections Agent at its September meeting to ensure there are officials in place for the beginning of an election cycle.

The actions proposed below stem from the GNC's ongoing work to reform the Council election process and support Council in the selection and appointment of election officials.

## **2. Proposed Action / Recommendation**

### **Chief Elections Officer: Role Clarification**

A better-defined Chief Elections Officer enhances the transparency, independence, and overall integrity of PEO elections. Staff presented the GNC with an updated Chief Elections Officer role description, along with an Oath of Office, at its April 2023 meeting. GNC reviewed these documents, and they are now before Council for approval. These documents are available at **Appendices A and B**.

### **Official Elections Agent: Security**

Ensuring a secure election is essential to maintaining confidence in PEO elections. Staff presented the GNC with new security requirements for the Official Elections Agent at its April 2023 meeting. GNC reviewed these security requirements, and they are now before Council for approval. This document is available at **Appendix C**.

### **Subcommittee for the Selection of Election Officials**

To enhance electoral independence, staff recommended at the April 2023 GNC meeting that a subcommittee of the GNC be tasked with selecting a Chief Elections Officer and Official Elections Agent. This Election Officials Subcommittee ("the Subcommittee") would evaluate responses to Requests for Proposals (RFPs) for both positions, conduct interviews as required, and report back to the GNC regarding its preferred vendor for each position. The GNC would then recommend to Council that it appoint a Chief Elections Officer and designate an Official Elections Agent based on the Subcommittee's selections. Staff involvement in this process would be limited to the provision of necessary infrastructure such as communications, managing the procurement process, and providing support to the Subcommittee. Further information about the Subcommittee mandate and terms is available at **Appendix D**.

It is proposed that the Subcommittee be composed of 5 Council members. Historically at PEO, subcommittee membership does not need to be limited to members of the committee under which the subcommittee is established, and GNC recommends that membership of the Subcommittee be open to all Council members to ensure broad representation.

The process for selection and appointment of Council members to the Subcommittee is available at **Appendix D** and would take place at the June 23, 2023 Council meeting. These Subcommittee positions will require a time commitment over the summer so that Council can appoint/designate election officials at its September 22, 2023 meeting in time for the start of the 2024 election cycle.

### **3. Next Steps (if motions approved)**

Following Council's approval of the clarified Chief Elections Officer role and Official Elections Agent requirements, and appointment of the Election Officials Subcommittee, staff will facilitate the convening of the Subcommittee and support its work.

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

None anticipated.

### **5. Peer Review**

N/A

### **6. Appendices**

Appendix A – Chief Elections Officer – Role Description

Appendix B – Chief Elections Officer – Oath of Office

Appendix C – Official Elections Agent – Security Requirements from RFP

Appendix D – GNC Election Officials Subcommittee Terms and Procedure



## **Chief Elections Officer**

### **Authority and Principles**

Professional Engineers Ontario holds Council elections annually. Regulation 941 under the *Professional Engineers Act* requires that Council appoint a Chief Elections Officer each year to oversee the nomination of Members for election to Council, as well as the election of and voting for members to the Council. The Chief Elections Officer also ensures that nomination, election, and voting are conducted in accordance with procedures established under the *Act*.<sup>1</sup>

PEO's Chief Elections Officer plays a key role in maintaining election integrity by preserving the independence, reliability, fairness, transparency, accessibility, and security of PEO elections.

In order to safeguard the independence of the election process, the Chief Elections Officer may not be a PEO member, a Council member or former Council member, an employee or a former employee of PEO.

### **Role and Responsibilities**

Reporting to Council, the Chief Elections Officer is responsible for managing and coordinating activities related to the election of members to Council at Professional Engineers Ontario. Key responsibilities include:

- Preparing an election project plan using the dates provided by PEO;
- Coordinating logistics to ensure voting activities are delivered in a manner that maintains the integrity of PEO elections;
- Supervising the Official Elections Agent and ensuring its technology and practices meet standards for secure, reliable, and accessible voting;
- Responding to questions and complaints regarding the procedures for nominating, electing and voting for members to the Council;
- Ensuring that election participants comply with election requirements, including procedures approved by Council;
- Consistent and principled decision-making in line with the *Act*, regulations, by-law, and Council-approved documents such as the *Elections Publicity Procedures* and *Voting Procedures*;

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<sup>1</sup> Section 11.1 of *Regulation 941*:

**11.1** The Council shall appoint in each year a Chief Elections Officer, who shall for that year,

- (a) oversee the nomination of Members for election to the Council and the election of and voting for members to the Council; and
- (b) ensure that nomination, election and voting are conducted in accordance with the procedures established under the *Act*. O. Reg. 157/07, s. 2.

- Adhering to PEO policies, procedures, and applicable legislation such as the *Ontario Human Rights Code* and the workplace harassment and violence requirements in the *Occupational Health and Safety Act*;
- Ensuring disaster preparedness in case of irregularities with online voting or if the election is hacked; and
- Presenting a final report to Council regarding the election.

### **Skills and Qualifications**

- Knowledge about professional self-regulation and the regulatory framework for professional engineers;
- Familiarity with the Act and relevant regulation, by-law, Governance Manual, and PEO procedural documents;
- Professional;
- Strong decision-making skills;
- Excellent communication skills;
- Previous experience with comparable election processes is an asset;
- Diplomacy, good judgment, reliability and discretion in handling confidential information;
- Ability to respond to issues in a timely manner.

### **Expectations and Remuneration**

- The Chief Elections Officer must:
  - Commit to upholding the principles of the Electoral Integrity Framework: accessibility, transparency, reliability, fairness, independence, and security.
  - Neither use, nor allow the use of, PEO property, resources, information and/or funds other than for authorized purpose(s);
  - Maintain confidentiality of any information obtained as a result of this role;
  - Not provide a false or misleading statement, declaration or claim, falsify or change any document or records;
  - Avoid all situations in which their personal interests conflict or might conflict with their duties to PEO, and at the first opportunity, disclose any real or perceived conflict of interest.
- Available September to March.
- Appointment to be confirmed every year.
- Location: Ontario with the ability to attend at PEO headquarters as required.
- Remuneration: TBD following the procurement process.

**Professional Engineers Ontario  
Chief Elections Officer - Oath of Office**

**C-558-3.9  
Appendix B**

I, [insert name of appointed Chief Elections Officer], having been appointed as Chief Elections Officer of Professional Engineers Ontario, will adhere to the following principles and will take on the following responsibilities in my role.

To the best of my knowledge and ability, and for the duration of my term as Chief Elections Officer, I commit:

1. To strive to faithfully and impartially exercise the powers and perform the duties of the Chief Elections Officer at Professional Engineers Ontario;
2. To act in the best interest of Professional Engineers Ontario and to avoid any real, potential, or apparent conflicts of interest;
3. To respect and adhere to the Electoral Integrity Framework principles of accessibility, transparency, reliability, fairness, independence, and security;
4. To act in good faith, and with due care, competence, and diligence, and without misrepresenting material facts;
5. To respect the confidentiality of information acquired in the course of my service to Professional Engineers Ontario, except when authorized or legally obligated to disclose;
6. To ensure that all records, reports, and other information made available to me in my capacity as Chief Elections Officer are used only in accordance with my role and responsibilities and returned to Professional Engineers Ontario upon completion of the term;
7. To make decisions and carry out responsibilities in compliance with procedures approved by Council;
8. To strive to be effective and professional in my communications with Professional Engineers Ontario staff, Council members, candidates, licence holders, and other stakeholders as well as the Official Elections Agent;
9. To be accountable for adhering to this oath.

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**Name**

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**Signature**

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**Date**

## 2.2 Electoral Integrity and Security of the Vote

As an organization that acts in the public interest, electoral integrity and confidence in its elections are a priority for PEO. Electoral integrity consists of the principles of accessibility, transparency, reliability, security, independence, and fairness. To this end, the successful bidder must demonstrate that, as Official Elections Agent, it can ensure that its elections technology:

- will authenticate voters;
- will accurately count the vote as intended;
- will uphold the secrecy of the vote;
- will tabulate votes in a manner that is verifiable and protected from interference;
- will not result in a breach of confidential and personal information.

The Agent will also be responsible for:

- ensuring the physical security of voting equipment (i.e. controlling who has access to the server and under what conditions);
- testing the accuracy of voting equipment before elections;
- ensuring accessibility for voters, including voters with disabilities, as well as those who do not have email addresses on file;
- maintaining appropriate records as required;
- reporting election results with evidence to support the vote total;
- reporting errors in a transparent manner;
- destroying voting data following an election as directed by Council.

### **Election Officials Subcommittee**

A Governance and Nominating Committee (GNC) subcommittee will be established to support Council in the selection and appointment of a Chief Elections Officer, and the selection and designation of an Official Elections Agent, for the 2024, 2025, and 2026 elections.

To enhance electoral integrity and maintain the independence of the election process, staff will no longer be involved in the selection of these two election officials beyond the provision of necessary administrative support (e.g. managing procurement). Instead, a GNC subcommittee, limited in duration and scope, will be established to assist in the selection of the Chief Elections Officer and the Official Elections Agent. This subcommittee will be composed of members of Council.

#### **Mandate**

Reporting to the GNC, the Election Officials Subcommittee (“the Subcommittee”) will evaluate the responses received to Requests for Proposals for the Chief Elections Officer and for the Official Elections Agent. Where required, the Subcommittee will interview or receive presentations from prospective vendors. The Subcommittee will select its preferred vendor for each role and will report its selections to the GNC.

#### **Composition**

The Subcommittee will be composed of 5 Council members, selected and appointed by Council.

#### **Terms and Responsibilities**

The Subcommittee:

- is accountable to the GNC;
- is advisory in its role and has no decision-making authority as it relates to PEO Council or the GNC;
- will be supported by staff;
- will meet as needed to fulfill its mandate;
- the Subcommittee’s mandate will be fulfilled as determined by the GNC, but must be fulfilled no later than the September 2023 Council meeting;
- will choose a Chair from among itself;
- will make internal decisions based on a simple majority vote where consensus cannot be reached;
- will report back to the GNC with the Subcommittee’s preferred vendors for Chief Elections Officer and for Official Elections Agent, along with rationales for its selections.
- will cease to exist following fulfillment of its mandate.

### **Procedure for Appointment to the Election Officials Subcommittee**

- Council will appoint 5 Council members to the Election Officials Subcommittee.
- All Council members are eligible to be members of the Election Officials Subcommittee, however, members must have summer availability as the Subcommittee is required to fulfill its mandate by the September 2023 Council meeting.
- Council members should familiarize themselves with the Election Officials Subcommittee mandate and terms.

### **Subcommittee Member Selection:**

- 1) At the June 2023 Council meeting, the meeting Chair should ask Council members interested in sitting on the Election Officials Subcommittee to identify themselves as candidates.
- 2) Where there are only 5 candidates for the Subcommittee, Council should appoint all 5 candidates to the Subcommittee.
- 3) If more than 5 Council members are interested in sitting on the Election Officials Subcommittee, Council members will vote, by secret ballot, for up to 5 candidates. The 5 candidates with the most votes should be appointed to the Subcommittee.

## Policy Development Framework

### Purpose:

- To review and approve the proposed Policy Development Framework

**Motion(s) to consider:** That Council adopts the Policy Development Framework as presented.

**Prepared by:** Marina Solakhyan – Director, Governance

**Moved by:** Vicki Hilborn, P.Eng., Chair, RPLC

## 1. Need for PEO Action

Recognizing that policy development is core to PEO’s mandate and operations and is inherent in everything PEO does, it is essential to establish a consistent, coherent, integrated policy framework and guiding principles to be able to develop, implement, monitor, and evaluate policies driven by various internal and external priorities.

## 2. Proposed Action and Recommendations

- The proposed Policy Development Framework (Appendix A) sets out the principles that PEO will follow when preparing new policy initiatives and proposals and when managing and evaluating the existing ones. The following principles are proposed to guide PEO’s regulatory policy development:
  - ✓ Proportionality
  - ✓ Evidence-informed decision-making
  - ✓ Participation and engagement
  - ✓ Equity and inclusion, and
  - ✓ Transparency and accountability
- The Framework is a key tool for policy coherence and will help ensure a rigorous approach to regulatory policy development that is consistent with PEO’s mandate, values, and strategic priorities.
- The framework introduces mandatory policy impact analysis for all regulatory proposals and initiatives that are likely to have significant impacts (including financial impact), and where PEO has a choice of policy options (Appendix B). Impact assessment will not be required only in situations where impacts are known to be small or where there is little or no choice available for PEO.
- This Framework is a part of a series of tools that will be created under the auspices of the Regulatory Policy and Legislation Committee (RPLC) to ensure that PEO’s regulatory policy decisions are based on a proper evaluation of risk, solid evidence, a thorough analysis of options and impacts, avoid unnecessary barriers and involve stakeholders in the policy development process.

### **3. Next Steps**

It is proposed that the Framework be reviewed again in 2024 by Council and every three years thereafter.

It is also recommended that the Policy Impact Analysis tool be piloted for one year before it is adopted as PEO's formal policy management tool (this recommendation does not require approval by Council).

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

None anticipated.

### **5. Stakeholder Engagement/Peer Review**

RPLC reviewed the Framework and provided feedback multiple times before a recommendation was made to bring it to Council for approval.

No external consultation was conducted. The proposed framework is based on the principles of good regulation as defined by expert organizations in regulatory policy and governance, such as the Organization of Economic Cooperation and Development (OECD), the European Commission, the Professional Standards Authority, and many other organizations that specialize in good governance. The proposed principles are exhaustive and applied together, as demonstrated in the Framework, will ensure evidence-based and transparent decision-making based on the views of those that may be affected.

### **6. Appendices**

- Appendix A: Policy Development Framework - draft
- Appendix B: Policy Impact Analysis tool



## POLICY DEVELOPMENT FRAMEWORK

[The formatting and graphics will all be finalized prior to publication, once the content has been approved by Council]

### Preamble

Professional Engineers Ontario (PEO) regulates the practice of engineering in Ontario in the public interest. The role of PEO and its authority and powers are set out in the *Professional Engineers Act* (Act), the primary governing legislation for PEO.

The principal object of PEO is to regulate the practice of professional engineering and to govern its members, holders of certificates of authorization, holders of temporary licences, holders of provisional licences and holders of limited licences in accordance with this Act, the regulations and the by-laws in order that the public interest may be served and protected.<sup>1</sup>

The Act sets out additional objects for PEO for the purpose of carrying out its principal object, including:

- To establish, maintain and develop standards of knowledge and skill among its members
- To establish, maintain and develop standards of qualification and standards of practice for the practice of professional engineering
- To establish, maintain and develop standards of professional ethics among its members
- To promote public awareness of the role of the Association
- To perform such other duties and exercise such other powers as are imposed or conferred on PEO by or under any Act. For example, PEO is also subject to the requirements imposed by various pieces of legislation, such as fair access legislation, labour mobility legislation, and human rights laws.

The Act gives PEO a range of regulatory powers and duties across licensing, registration and authorization, complaints and discipline, enforcement and standards setting, as well as other regulatory areas.<sup>2</sup> “Regulatory policy” relates to licensing, standards, compliance complaints, discipline and enforcement, as well as “public interest related to the regulation of professional engineering”<sup>3</sup>

Regulatory policy is about achieving objectives through the use of legislation, regulations, and other policy instruments to deliver better outcomes for the public. An effective regulatory policy is a cornerstone of good governance.

### Structure of the Framework

Recognizing that policy development is core to PEO’s mandate and operations, and that regulatory policy is inherent in everything PEO does, it is essential to establish a consistent, coherent, integrated policy framework. This framework can then be used to develop, implement, monitor, and evaluate policies driven by the priorities of PEO and its various regulatory functions.

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<sup>1</sup> Professional Engineers Act, s.2(3).

<sup>2</sup> Professional Engineers Act, s. 7.

<sup>3</sup> Activity Filter, approved by PEO Council, September 2019.

The Framework is a key tool for policy coherence and will help ensure a rigorous approach to regulatory policy development that is consistent with PEO's mandate, values, and strategic priorities and that PEO's regulatory policy decisions are based on:

- a proper evaluation of risk
- solid evidence
- a thorough analysis of options and impacts
- avoid unnecessary barriers, and
- involve stakeholders in the policy development process.<sup>4</sup>

The framework consists of the following key elements:

- **Principles:**

The principles that are based on principles of good regulation as defined by expert organizations in regulatory policy and governance, such as the Organization of Economic Cooperation and Development (OECD) and the Professional Standards Authority. While they may evolve over time, it is understood that these principles will remain essential to ensuring PEO's regulatory policy is proportionate, based on evidence, participatory and informed by stakeholder views, equitable and inclusive, and transparent and accountable. The principles are conceptually independent but apply, to varying degrees, at different stages of the policy development cycle.

- **Policy Impact Analysis Tool**

To implement a robust and rigorous policy development approach, a policy impact analysis tool was developed. Moving forward, mandatory impact analysis will be required of all PEO regulatory policy initiatives and proposals that are likely to have significant impacts (including financial), and where PEO has a choice of policy options.

- **Other Tools**

For each principle, various other tools were identified allowing for a clear and specific description of how compliance with each principle can be demonstrated. Many of these tools, are currently under development. This means that much work is still required to ensure that PEO's policy development practices are in line with the principles of good regulation that we are committed to upholding.

## Principles

The following principles guide PEO's regulatory policy development:

1. Proportionality
2. Evidence-informed decision-making
3. Participation and engagement
4. Equity and inclusion, and
5. Transparency and accountability

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<sup>4</sup> These are drawn from the concept of "right-touch regulation" developed by the UK Professional Standards Authority.

## Principle One: Proportionality

As a regulator, it is imperative for PEO to ensure that its regulatory activities are proportionate to the risk of harm to the public and that remedies are appropriate to the risk posed, and costs and administrative impacts are identified and minimised.<sup>5</sup>

An effective regulatory policy means “always asking what risk we are trying to regulate, being proportionate and targeted in regulating that risk or finding ways other than regulation to promote good practice and high-quality [practice].”<sup>6</sup> It must be built around the capacity to anticipate, manage, and respond to complex and continuously evolving regulatory challenges.

Proportionality also focuses on the financial and administrative impacts of proposed regulatory policy, to ensure that regulatory actions do not exceed what is necessary to achieve the legislative and regulatory objectives. Any such impact must be minimised and must be proportionate to the policy objectives.<sup>7</sup>

### Proportionality in practice

To meet the principle of **proportionality**, we will conduct policy impact analysis to identify:

- ✓ if the problem is about risk of harm
- ✓ risks, how great they are and if they are currently managed, or mitigated, by whom or what entity
- ✓ if there are any alternatives to regulation that mitigate identified risks
- ✓ all potential alternative solutions
- ✓ if risks have the potential to adversely impact the ability of PEO to effectively fulfill its public protection mandate and so must be dealt with quickly
- ✓ if the initiative goes beyond what is necessary to mitigate/reduce the risk or solve the problem/objective satisfactorily<sup>8</sup>
- ✓ if the initiative creates financial or other costs or imposes administrative burdens for licence holders or businesses
- ✓ if such costs and burdens are commensurate with the objectives of the initiative or is the burden imposed by regulation greater than the benefits of regulation

### Examples of other tools

**Risk Framework:** To enhance PEO’s ability to identify, assess, monitor, control and report on the risks to the public and PEO’s public protection mandate, a Regulatory Risk Framework will be developed. This framework will allow us to have a clear view on what the risks are to our public protection.

<sup>5</sup> Better regulation taskforce: Principles of good regulation. Available at:

<https://www.rgia.org.uk/RQIA/media/RQIA/Resources/Better-Regulation-Task-Force-Principles-of-Good-Regulation.pdf>

<sup>6</sup> Rethinking Regulation. Available at: <https://www.professionalstandards.org.uk/docs/default-source/publications/thought-paper/rethinking-regulation-2015.pdf>.

<sup>7</sup> Objectives of the better regulation agenda. Available at: [https://commission.europa.eu/law/law-making-process/planning-and-proposing-law/better-regulation\\_en#objectives-of-the-better-regulation-agenda](https://commission.europa.eu/law/law-making-process/planning-and-proposing-law/better-regulation_en#objectives-of-the-better-regulation-agenda).

<sup>8</sup> Right-touch regulation (revised). Available at: [https://www.professionalstandards.org.uk/docs/default-source/publications/thought-paper/right-touch-regulation-2015.pdf?sfvrsn=eaf77f20\\_20](https://www.professionalstandards.org.uk/docs/default-source/publications/thought-paper/right-touch-regulation-2015.pdf?sfvrsn=eaf77f20_20)

mandate and our exposure to them as well as what regulatory controls we are applying to address them, and that these actions are both proportionate and effective.

Data Strategy: To consistently collect, produce, analyze and report quantitative and qualitative data to support accountability and outcomes measurement.

## **Principle Two: Evidence-Informed Decision-Making**

As a regulator it is important that PEO uses quantitative and qualitative evidence rigorously and comprehensively to inform its regulatory policy decisions. Evidence-based policymaking is a well-defined and accepted tenet of good regulatory governance. It can be defined as a process whereby multiple sources of information, including statistics, data, knowledge from multiple sources, stakeholder input and expert advice, and other available research evidence and evaluations, are consulted before making a decision to implement a policy initiative or a proposal. Evidence must be identified, collected and synthesized in a way that minimises subjectivity and bias in decision-making.

Evidence-informed policy- and decision-making has two goals: to use what is already known from existing policy and program evaluation and to build more knowledge to better inform future policy decisions.

### **Evidence-Informed Decision-Making in practice**

To meet the principle of **evidence-informed decision-making**, we will conduct policy impact analysis to:

- Identify the available body of facts and other information related to the initiative
- Conduct research and evaluations to identify options by employing a range of rigorous methodologies.

Examples of other tools:

- Expert Opinions
- Regulatory Data (internal)
- Quantitative Data research (external)
- Qualitative Data research (external)
- Literature Reviews (external)
- Jurisdictional/Best Practices Comparison (external)

## **Principle Three: Participation and Engagement**

To adequately protect the public interest, PEO's regulatory policy must be informed by the perceptions, needs, concerns, ideas, and aspirations of its stakeholders.<sup>9</sup> External and internal stakeholder views, practical experience and expertise and data help validate public risk and deliver higher quality and more credible policy initiatives.

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<sup>9</sup> PEO's Anti-Racism and Equity Code at page 22.

The benefits of participatory policy making are well documented – they include facilitation of constructive information sharing, organizational learning, as well as enhancement of the legitimacy of the policy development process, which contributes to a more successful policy implementation.

Effective consultation must take place before proposals are developed. Proposed initiatives or regulatory changes must be clear and open as to their rationale, allow a reasonable period for comment, and result in a published substantive response. To avoid bias stemming from the interests of specific groups of stakeholders, we will strive to always engage with a well-balanced, representative, and diverse group of stakeholders. For PEO, this includes the broader engineering community, including licence holders, associations that represent the interests of engineers, businesses, engineering societies, engineering firms, labour unions, and workers' associations as well as the government, oversight bodies, equity seeking groups, and the public.

In a rapidly changing world, regulatory policy must itself be dynamic and responsive. PEO cannot consider that policy responses are “once and done”. Reviews must be built into the process to ensure solutions are proportionate, relevant, and timely. Thus, stakeholder participation is not meant to be a one-time event.

#### **Participation and Engagement in practice**

To meet the principle of being **participatory and open to stakeholders' views**, stakeholder and public consultations must be incorporated into the policy development process to give an opportunity for all stakeholders to participate. This provides important information on the costs and benefits of alternatives, including their effectiveness. Stakeholders, especially those affected by regulations, can often provide much of the data needed to complete the regulatory impact assessment. Consultation will provide important information on the feasibility of proposals and on the alternatives that were considered. Generally speaking, the following questions should be considered before an effective consultation strategy can be developed:

- Who must be selected to participate? Is the scope broad and inclusive (e.g., all licence holders), or limited (e.g., licence holders who practise in a particular discipline)
- What are the primary modes of consultation? E.g., web-based public consultations or targeted consultations or both.
- What are the primary modes of communication?
- How much influence does each category of participants have over regulatory policy direction?
- How and when will we engage stakeholders in the future to review policy responses to ensure they are still necessary and working?

#### **Principle Four: Equity and Inclusion**

In keeping with the core themes of PEO's Anti-Racism and Equity Code approved by Council, it is vital to take active measures to apply equity and inclusiveness in policy development and policy decision-making. One focus should be integrating equity seeking groups that have traditionally been

underrepresented in policymaking into a policy development process.<sup>10</sup> In order to guarantee inclusiveness, equity and diversity, including geographic diversity, it is important to ensure regulatory policies advance fairness and spread the burden of regulation fairly.

#### **Equity and Inclusion in practice**

To meet the principle of **equity and inclusion**, we will conduct equity impact assessments (as part of policy impact analysis) to identify:

- if the proposed policy affects compliance with the commitments PEO made under the Anti-Racism and Equity Code and in what ways? If there is a problem or conflict, how might it be resolved?
- If the proposal seeks to reduce disparities for equity seeking groups, including geographically diverse groups.
- If the proposal may have a disparate impact on any equity seeking groups, including geographically diverse groups, and what steps are to be taken to mitigate the disparate impact.
- how the results of the policy will be measured

#### **Other tools:**

##### Stakeholder engagement (in the context of equity and inclusion)

PEO's stakeholder engagement commitments made under the Anti-Racism and Equity Code commitments include:

- first focus regarding populations most impacted by historical disadvantage (Indigenous, Black, and racialized populations).
- high priority through the lenses of gender identity
- continuously expanding focus through all equity lenses, including intersectional identities, sexual orientation, place of origin, citizenship, creed, disability, and other personal characteristics protected under the Ontario Human Rights Code.
- consultations with public officials and oversight bodies regarding fairness, human rights, and the public interest more generally. These include, among others: Ontario's Office of the Fairness Commissioner; and the Ontario Human Rights Commission.
- consultations with engineering associations and industry associations. This stakeholder category includes, among others, associations that represent the interests of engineers, businesses, and workers in Ontario – such as engineering societies, engineering firms, labour unions, and workers' associations.
- processes open to and easily accessible by individual members of the public and of the profession.<sup>11</sup>

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<sup>10</sup> Anti-Racism and Equity Code, at page 6.

<sup>11</sup> PEO's Anti-Racism and Equity Code at page 23.

## Principle Five: Transparency and Accountability

PEO must be transparent about how its regulatory policy is developed and implemented if its policy initiatives are to be credible and understood by licence holders and the public. It is important that we provide appropriate information on our regulatory decisions, including their public interest rationale, and that we are open and accessible to the engineering community and the public. This requires that the results of impact assessments, consultations, data, and evaluations be publicly available.

Transparency also requires explaining internally and externally the reasons for disagreeing with alternative views that were expressed during the consultation process.

Accountability requires that regulators be able to justify decisions and be subject to external scrutiny.<sup>12</sup> PEO must be able to demonstrate how the views of stakeholders were used in developing regulatory proposals. Where the input of stakeholders could not be reflected in the proposed regulations, PEO should clearly explain why. It should also be able to explain publicly how and why final decisions have been reached.

### Transparency and Accountability in practice

To meet the principle of **transparency and accountability**, we will:

- provide a written response to all consultations. Where a survey was conducted, evidence that the findings & analysis will be circulated to licence holders and the public.
- Ensure that Policy impact analysis is publicly available.
- Post to PEO website Council briefing materials, including the public interest rationale, impact assessments and other evidence supporting any recommendations.
- Continue to ensure that Council and committee meetings where deliberations and decisions are made are open to the public, and Council's decisions are published publicly except for where legally required to be in-camera.<sup>13</sup>
- Give notice of all new regulatory initiatives to licence holders (and the public) and partner organizations prior to the implementation date.

## Review of the Framework

The Framework will be reviewed by Council in 2024 and every three years thereafter.

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<sup>12</sup> Better Regulation Taskforce. Available at: <https://www.rqia.org.uk/RQIA/media/RQIA/Resources/Better-Regulation-Task-Force-Principles-of-Good-Regulation.pdf>

<sup>13</sup> PEO Council meeting materials and minutes are publicly available except as provided in s.15(2) of PEO's by-law no. 1.

## **POLICY IMPACT ANALYSIS (PIA)**

### What is PIA?

Policy Impact Analysis (PIA) is a core policy management tool that will allow us to demonstrate compliance with the principles set out in the Framework. It is based on Regulatory Impact Assessment (RIA) used by various governments and regulators as a mandatory step in developing new regulations.

There is evidence that conducting impact assessments within an appropriate policy development framework can strengthen the capacity of regulators and ensure that regulatory policy is efficient and effective. Some form of impact assessment has now been adopted by many regulators in Canada and internationally. According to the OECD<sup>1</sup> :

“[the] most important contribution of [impact assessment] to the quality of decisions is not the precision of the calculations used, but the action of analyzing – questioning, understanding real-world impacts and exploring assumptions. [Policy] impact assessment should be integrated with a consultation process, as this provides better information to underpin the analysis and gives affected parties the opportunity to identify and correct faulty assumptions and reasoning.

### When is PIA required?

To implement a robust and rigorous policy development approach, a mandatory policy impact assessment will be required of all PEO regulatory policy initiatives and proposals that are likely to have significant impacts (including financial) and where PEO has a choice of policy options. Consequently, an impact assessment is not required when impacts are known to be small or when there is little or no choice available for PEO.

### How will PIA comply with the principles set out in the Framework?

For an impact assessment to comply with the principles set out in the Framework, it needs to:

- Start at the inception phase of the regulatory policy development process
- Identify risks of harms to the public interest and attempt to assess all potential costs and benefits, both direct and indirect (principle of proportionality)
- Be based on all available evidence and expertise, and evaluate all potential alternative solutions (principle of evidence-informed decision-making)
- Be developed transparently, in consultation with stakeholders (principle of participation and engagement)
- Have the results explained and clearly communicated (principle of transparency and accountability)

Impact assessment is an iterative process; depending on the complexity of the policy proposal, some of the steps might be performed repeatedly using inputs from the subsequent ones. Less complex proposals or initiatives imposed by the government may contain fewer steps.

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<sup>1</sup> Regulatory Policies in OECD Countries: From Interventionism to Regulatory Governance. OECD (2002), at page 47.



The PIA template consists of three parts. Part 1 assesses the need, if any, for regulatory activity responding to an identified risk of harm or issue. Part 2 aims to explore the issue in detail to propose a recommendation. Part 3 focuses on the monitoring, assessment and implementation of the policy proposal or initiative.

DRAFT

## POLICY IMPACT ANALYSIS (PIA) TOOL

**Title of the Proposal:**

### PART 1: POLICY INITIATION

#### CONTEXT AND PROBLEM DEFINITION

1. Clearly identify and define the problem being addressed. Where did it originate? Whom does it potentially affect?
2. Does PEO have jurisdiction to address this problem (cite section of Act and/or Regulations)? What other organizations (e.g. companies, governments) have shared responsibility for or an interest in this problem?

#### RISK IDENTIFICATION

3. Does this problem create a risk of harm? If yes, explain the risks. How do they arise?  
*(Regulation should not be used if there is no risk of harm)*
4. What are the possible outcomes or consequences of these risks? Explain the potential level of harm (quantify frequency and impact).
5. What information or data about the risk of harm are currently available? From what sources? Does any further information need to be gathered, and from whom?
6. Are the identified risks currently managed or mitigated? How and by whom? To what extent (full/partial)? Will the risks of harm diminish if left unchecked?  
*(If the risks are currently managed, regulation should not be used)*
7. Are there any alternatives to regulation that will mitigate identified risks? If alternatives exist, explain why they have not been pursued.

#### IDENTIFICATION OF NEXT STEPS FOR REGULATORY POLICY DEVELOPMENT

- Which stakeholder group(s) need to be engaged on this problem? How will they be engaged?
- What further research is required? How will it be done?
- What further data analysis needs to be done?
- What further legal analysis needs to be done?
- What is the expected timeframe to complete this policy work?

**RPLC recommendation to Council:** Proceed/Do Not Proceed

## PART 2: POLICY DEVELOPMENT (If Council directs to proceed)

### ANALYSIS REPORT

1. What research, stakeholder engagement, and analysis (data, legal, policy) was conducted, and what were the results?
2. What is the desired regulatory goal in addressing this problem?
3. Which regulatory options were considered? How would they mitigate the identified risks?  
*(List all options and how they would mitigate the identified risks)*

### PROPOSED RECOMMENDATION AND ASSESSMENT OF IMPACTS

4. Which policy option is recommended, and why?
5. Who is potentially impacted by the recommended policy? (e.g., practitioners, companies, clients, end users, suppliers)
6. What are the impacts? (financial, administrative reporting, time delays, etc.)
7. What are the direct and indirect costs or administrative burdens for compliance for this recommendation? What enforcement is required to ensure compliance?
8. What are the potential consequences or impacts for other parties or organizations from regulatory changes?

*(Identify if the initiative creates financial or other costs or imposes administrative burdens for licence holders or businesses and if such costs and burdens are commensurate with the objectives of the initiative or if the burden imposed by regulation greater than the benefits of regulation)*

9. Are there any areas of uncertainty that could impact the final decision?

*(Areas of uncertainty must be discussed openly and assessed for their impact on the final decision)*

### EQUITY IMPACT ASSESSMENT

10. Does the proposal seek to reduce disparities for equity seeking groups, including geographically diverse groups? If so, how?
11. What are the anticipated positive outcomes for equity seeking groups?
12. Could a disparate impact or other unintended consequence result from the proposal?
13. If yes, what steps are/will be taken to mitigate the disparate impact?

## **IMPLEMENTATION PLANNING**

14. How and when will this proposal be implemented? (e.g., phased/all-at-once, supporting materials and tools, training)
15. What stakeholder communication will take place? To whom, and how?
16. How will the success of the proposed recommendation be measured and evaluated? By whom?

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### **PART 3: POST-IMPLEMENTATION REPORT (1 year after implementation date)**

1. How was the policy implemented? Was it successful?
2. How has regulatory change impacted the risk of harm? Please refer to the measures identified in question #6 of the previous section.
3. What can be learned from this policy change and its implementation?
4. When should the policy be reviewed for effectiveness in the future?

**Attachments:**

**Council Decision and Date:**

**Future Policy Review Date:**

# Briefing Note – Discussion

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C-558-3.11

**NOTICE OF MOTION/COUNCILLOR ITEMS PROPOSED PURSUANT TO S.7.4 OF THE 2023-2024  
SPECIAL RULES**

**Purpose:** Discussion of Councillor items as needed.

No motion required.

**Prepared by:** Eric Chor, Research Analyst

# Briefing Note – Information

C-558-3.12

## **ENGINEERS CANADA DIRECTORS REPORT**

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

An update on the Engineers Canada activities is provided in Appendix A.

### **Appendices:**

Appendix A – Director's Update

**Engineers Canada director update  
May 2023****Engineers Canada Board**

The date has now passed to register for the Engineers Canada 2023 Spring Meetings. Engineers Canada Directors are encouraged to review the [microsite](#) for schedule and meeting details. Anyone who has not yet registered or booked their rooms and wish to attend the meetings, either in person or virtually, should contact [boardsupport@engineerscanada.ca](mailto:boardsupport@engineerscanada.ca) for assistance.

At its meeting in March, the Governance Committee revised several Board policies and reviewed its current work plan, outcomes for 2022-2023, and finalized recommendations for the 2023-2024 Governance Committee.

The HR Committee met in March to review the Employee engagement survey results, the Board self-assessment report, Director onboarding, and the final report for 2022-2023 HR Committee contributions, including recommended additions for the 2023-2024 HR Committee work plan.

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

At the end of March, virtual simulations of the Purpose of accreditation and the Academic requirement for licensure kicked off. Participants were assigned to work groups and met to consider their own engineer of the future. This persona will be used as a touchpoint as the groups consider options for the purpose of accreditation and the academic requirement for licensure. Each group will be involved in destructively testing the proposed options, considering why they might or might

not work, and what impact they would have on all the stakeholders in our systems. The simulations include representation from across the country, and from all of key stakeholder groups.

The simulations were designed collaboratively with the project Steering committee and task forces, and the Regulator advisory group. The groups tested a beta-version of the simulation exercises, and then refined the inputs and designed the conditions that will deliver the desired outputs.

The output of the simulations will be a short list of feasible purposes and academic requirements for licensure that the task forces can analyze and discuss with Regulators, leading to final deliverables.

**Strategic Priority 1.2: Strengthen collaboration and harmonization**

Consultations with regulators on this strategic priority are well underway. Up until end of April, we have held sessions with APEGA, APEGS, Engineers Yukon, Engineers Geoscientists Manitoba, Engineers and Geoscientists British Columbia, PEO, and a group session with all four Atlantic regulators (Engineers Nova Scotia, APEGNB, Engineers PEI and PEGNL) in Halifax (and virtually). Every session has been very collaborative, with full engagement of staff and volunteers. Results from each consultation are summarized for the regulator's review and will be shared with all regulators and the Board in advance of our October 2023 national workshop.



The sessions are yielding great ideas about how the federation of regulators can work together to improve the profession, and what it will take for us to get there. With two regulators left to go, we expect to wrap up in June.

The next step in the project will be the national consultation with all regulators, which will be held in conjunction with our fall meetings in Ottawa in October of this year.

### **SP2.1: Accelerate 30 by 30**

On March 8, we celebrated [International Women's Day \(IWD\)](#). Engineers Canada staff gathered for a Teams group photo posted on our social media channels. In line with the theme of "Every woman counts", here is a link to resources on the first steps of [building inclusive workplaces rooted in inclusivity and belonging](#), a link to our [workshop on intersectionality](#), and a link to our [EDI training for Engineers and Geoscientists](#).

Engineers Canada participated in Canada's official delegation to the United Nation's 67th session of the Commission on the Status of Women (i.e., UNCSW67) led by Women and Gender Equality Canada (WAGE) and the federal Minister for WAGE and Youth. Additionally, Engineers Canada joined a virtual panel discussion held by the UNCSW67 titled "Gender equity in Science, Technology, Trades, Engineering, and Mathematics (STEM): barriers and evidence-based solutions". Read a full recap of the event [here](#).

The 30 by 30 annual national conference is coming up in May. [Virtual sessions](#) take place on May 3, 10, and 17. In-person sessions will be held in Halifax on May 24.

### **SP2.2: Reinforce trust and the value of licensure**

In April, we launched our national marketing campaign, [Building Tomorrows](#). This campaign

is the culmination of over 14 months of effort between Engineers Canada and the engineering regulators to align on a strategy and approach to encourage Canadians to expand their perceptions of engineers—not just as builders of bridges and buildings—but as builders of solutions that make our world a better place.

The centerpiece of the campaign is a [30 second spot](#) that has aired on national specialty and conventional television for a duration of seven weeks. It will be supported with digital display, social media, and video advertising. We also distributed a media release and are aiming to publish op-eds in major national outlets. These efforts will drive traffic to our campaign site at [buildingtomorrows.ca](#) and ultimately raise awareness of the importance of the engineering profession in making our lives better.

### **Accreditation Board**

External user acceptance testing is underway for Tandem, our new web-based tool to support the accreditation process. Over the course of 12 weeks, 15 users, including members of our system advisory committee, will complete real-world scenarios and provide end-user feedback on the new system. Testers will use both the institution-facing side and then the visiting team side of the system in both English and French. This is a major milestone for this work as we progress toward implementation of the system later this year in support of the 2024/2025 accreditation visit cycle.

In March, the last accreditation visit on the CEAB's Winter work plan wrapped up. The CEAB will now complete accreditation decision dossiers for Fall 2022 and Winter 2023 visits, with decisions taking place at the June 2-4 meeting.

CEAB Chair Paula Klink presented at the [Canadian Engineering Education Association's \(CEEAA-ACEG\) Graduate Attributes](#)

[Professionals Network \(GAPNet\) Special Interest Group](#) meeting. The presentation focused on the CEAB's new required visit materials which are being implemented for the first time for the 2023/2024 accreditation visit cycle. The new requirements aim to reduce the documentation effort on the part of programs seeking accreditation and the visiting team's workload to review the documentation while maintaining a high level of rigour.

The CEAB held a virtual meeting to advance non-accreditation decision items including implementation of the *Temporary Exemption for Students Going on International Exchange*, CEAB decision making process improvements, and the working group to review the Interpretive statement on dual-discipline programs. The next CEAB meeting will take place in June and will be entirely dedicated to accreditation decisions. Therefore, the meeting is closed to observers except for regulator staff observers.

The CEAB's Policies and Procedures Committee met to advance their 2023 work plan by establishing a working group to review the *Interpretive statement on curriculum content for options and dual-discipline programs*, making improvements to visit tools and templates based on stakeholder feedback, and developing communications to support the implementation of the *Temporary exemption for students going on international exchange*.

### **Qualifications Board**

The CEQB is currently working on three new guidelines, three existing guideline reviews, one feasibility study, two papers, and six syllabi, many of which will come to the Engineers Canada board for approval in May 2023.

The CEQB met in Ottawa for its 122nd meeting. A key focus at the meeting was how best to

integrate CEQB's work—both in the immediate future and the longer term—with the needs of the regulators and the profession. There were several decisions and highlights that came out of the meeting:

- Approval of the revised chemical, complementary studies, and mechatronics syllabi for publication on the Engineers Canada website
- Selection of two potential 2024 work plan items for regulator consultation (opening next week):
  - New Public Guideline on fundamentals of consultation and engagement
  - New Public guideline on the use of new technologies in engineering

In conjunction with the April CEQB meeting, the CEQB was joined by regulators and Board representatives for a workshop on fitness to practice, in support of the forthcoming CEQB guideline on this topic. At the workshop, groups discussed potential guideline content, structure, and audiences, and debated the benefits of designing the guideline for the public vs. regulators only. Results from the workshop will be compiled and used to inform the general direction document, which is planned to go out for regulator consultation in late summer.

### **Belonging and Engagement**

In March, we celebrated [National Engineering Month](#) (NEM) 2023.

The month of events kicked off with a national virtual panel focused on "Reflecting Back and Looking Forward: Engineering Culture and the Future of the Profession. In addition to Engineers Canada, panellists included:

- Association of Consulting Engineering Companies – Canada;
- University of Manitoba’s Engineering Access Program (ENGAP) for Indigenous students;
- Canadian Federation of Engineering Students; and
- Retool the Ring.

In addition to organizing the kick off event, Engineers Canada also hosted a session with the Decolonizing Indigenous Engineering Education Network and a session with MQO Research and Engineers of Tomorrow that outlined the finding of our “Where is the E in STEM” report and recent Collective Impact Project in collaboration with Engineers of Tomorrow and the Leacross Foundation.

Engineers Canada’s Indigenous Advisory Committee met in our offices for its annual in-person meeting and envisioning session looking at the next five years. The envisioning was facilitated by Gina Doxtator of NVision Insight Group, and opened by Claudette Commanda, Algonquin Anishinabeg Elder from Kitigan Zibi First Nation and also Chancellor of the University of Ottawa.

Engineers Canada participated in the CFES Annual Conference on Sustainability in Engineering (CSE) hosted this year by the University of British Columbia with three themes: The Mindful Engineer; The Anthropocene; and People, Places, and Indigeneity. Over 200 students from across Canada participated in CFES CSE. We also participated in their annual Canadian Engineering Competition helping to judge one of the competitions and delivering opening remarks.

Engineers Canada attended the American Indian Science and Engineering Society (AISES) in

Canada National Gathering, particularly as a participant in the meeting of the Canadian Indigenous Advisory Council to AISES (CIAC) meeting. CIAC was created in 2018 out of the identification by AISES and an Engineers Canada working group of the need to have Canadian representation in decision-making to help AISES serve Canadian members more fully.

At the meeting, Engineers Canada also co-presented on the Canadian Engineering Qualifications Board’s forthcoming Guideline for engineers and engineering firms on Indigenous consultation and engagement. Following Board approval, which is planned for May, the guideline will provide guidance for respectful and meaningful engagement with Indigenous communities, outlining methods for learning, pre-engagement, building relationships, developing an engagement plan, and more. Several regulators and members of the engineering academic community have already begun considering how they can use the guideline when it’s published.

The EDI team published the Managing Transition National Guideline on Engineers Canada’s main website. The guideline has been broken down into sections making it easier to navigate and use.

### **Regulatory research**

Work continues on the development of a research paper on the topic of Energy Engineering. The paper will provide information about what the practice of energy engineering is, and what competencies are required. This information will help regulators license, discipline, enforce and create standards and guidelines for practice in this area. The draft guideline is currently out for consultation.

### **Public Affairs and Government Relations**

The Public Affairs and Government Relations team consulted on three National Position

Statements (NPSs). Consultation closed on April 17. The three NPSs were:

- Engineering a Sustainable Future: Role of Engineers in Helping Canada Achieve Net-Zero Emissions by 2050 (New)
- Professional Practice in Biomedical Engineering (New)
- Federal Regulations of Small Fishing Vessel Design (Update)

The House of Commons Standing Committee on Finance released its Pre-Budget Consultations report titled "[Responding to the Challenges of our Time](#)," which includes 230 budget recommendations covering various sectors. Engineers Canada is listed as a contributor to the sections of the report on: Infrastructure; Equity, Diversity and Inclusion; and Indigenous Peoples. This is a result of Engineers Canada's submission to the Standing Committee on Finance for the [Pre-Budget Consultations in Advance of the 2023 Budget](#).

Engineers Canada attended a virtual meeting of the Adaptation Skills Working Group (ASWG) led by Natural Resources Canada under Canada's Climate Change Adaptation Platform. The invitation to this meeting was the direct result of Engineers Canada's request to the federal government to be included as part of the key stakeholder group. The submission is on our website in [English](#) and [French](#).

A [press release](#) was issued concerning the Transportation Safety Board's report on the Chief William Saulis fishing vessel's sinking, elaborating on our standpoint regarding the issue.

In addition, Member of Parliament and professional engineer Sukh Dhaliwal delivered a statement in the House of Commons recognizing National Engineering

Month and its theme, "There's a place for you in engineering".

In March 2023, Canada's Deputy Prime Minister and Minister of Finance, the Honourable Chrystia Freeland, tabled *Budget 2023: A Made-in-Canada Plan: Strong Middle Class, Affordable Economy, Healthy Future*. We issued [a media release](#) and a [summary](#) of the budget, highlighting key areas of relevance to the engineering profession and presenting opportunities for the profession to contribute.

### **Affinity program**

On April 1, Engineers Canada launched a new program with VIA Rail to offer rail travel discounts to engineers, geoscientists, and staff of the engineering regulators. If you wish to customize wording for your website to advise members and staff, please contact Marie-Thérèse Robinson at [marie-therese.robinson@engineerscanada.ca](mailto:marie-therese.robinson@engineerscanada.ca) or visit the [Services for Engineers](#) section of our website.

As announced at the recent Board meeting, Professional Engineers Ontario has agreed to sign on as an affinity partner to the TD Home and Auto Insurance Program. This agreement will give PEO registrants direct access to preferred insurance rates through their member portal in exchange for sponsorship funds.

### **The National Discipline and Enforcement Officials Group**

The National Discipline and Enforcement Officials Group (NDEOG) gathered virtually to share updates and to consult on items from the CEQB and Engineers Canada's Regulatory Research portfolio. They also discussed title enforcement within large companies, properly stated requirements for licensure on regulator's Job Boards, and proposed agenda items for their upcoming June 7-8th face to face meeting in Montreal. NDEOG was also informed of the

CEO Group's request for determining a consistent method for the sharing of discipline orders between regulators. The outcome of these discussions will be reported back to the CEOs once an approach is finalized by NDEOG.

#### **National Admissions Officials Group**

The National Admissions Officials Group convened in Ottawa in hybrid format with over 30 people participating. The group heard updates from each regulator (including the upcoming licensure process changes at PEO) as well as from the CEAB, the CEQB and Engineers Canada staff regarding strategic priorities, project work and services. Other agenda items included discussions on the Competency Based Assessment system, time-based experience requirements, and more.

#### **Software engineering**

At the request of APEGA, Engineers Canada attended a Software Engineering Roundtable discussion in Edmonton, hosted by Bev Yee, Alberta Deputy Minister Skilled Trades and Professions. The discussions centred on concerns expressed by the software industry on the regulated use of the title Software Engineer.

The rationale behind the use of title and the right to practice was defended and options available for consideration were explored. A similar session was held in Calgary on Monday at which EGBC CEO Heidi Yang and Dean of Engineering at University of Calgary, Bill Rosehart were present. The government will be assessing the input they have received and exploring possible policy, regulatory or legislative solutions which might be considered to address the industry concerns.

#### **Special**

La Presse published an interview that they did with CEO Gerard McDonald last month about the iron ring. Read the article [here](#).

The PEGNL Board announced the appointment of Mark Fewer, as PEGNL's Chief Executive Officer and Registrar effective April 30, 2023. Mark replaces PEGNL's current CEO and Registrar, Janet Bradshaw, P. Eng., FEC, ICD.D who will retire on that same date. Mark joined PEGNL in 2002 and has served as Chief Operating Officer and Deputy Registrar since 2010.

Engineers Canada took part in a consultation with the British Columbia Minister of State for Workforce Development regarding the development of fairness legislation in that province. If this legislation is enacted, British Columbia will become the eighth engineering regulator responsible for meeting the requirements of fairness legislation in addition to the requirements set out in their engineering act.

Engineers Canada attended Day 1 of the Global PIEVC (Public Infrastructure Engineering Vulnerability Committee) Forum to share remarks, reflections and observations on behalf of Engineers Canada including on PIEVC's evolution since 2020. In 2020, as part of the 2019-2021 Strategic Plan, we transferred our PIEVC Program to the Institute for Catastrophic Loss Reduction (ICLR), the Climate Risk Institute (CRI), and Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH to jointly operate the PIEVC Program and offer the PIEVC Protocol in Canada and internationally. The transfer has been a successful one. For more information about the transfer and about PIEVC, visit: <https://pievc.ca/about-pievc/> and <https://engineerscanada.ca/news-and-events/news/engineers-canada-reaches-agreement-to-transfer-ownership-of-the-pievc-program-to-the-institute-for-catastrophic-loss->

[reduction](#). Speakers included Senator Rosa Galvez, who is also an engineer. Day 2 Forum co-chairs included Harshan Radhakrishnan of EGBC.

Another CEO has decided to ride off into the sunset! We were informed late last month that Louis Beauchemin, CEO of OIQ, will be retiring this coming summer. We wish him well on his new adventures.

# Briefing Note – Discussion

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C-558-3.13

## **GENERATIVE DISCUSSION: LICENSING**

**Purpose:** To provide a brief update on the new application process that was launched on May 15.

No motion required.

**Prepared by:** Eric Chor, Research Analyst

A presentation will be provided at the Council meeting.

# Briefing Note – Discussion

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C-558-3.14

## **COUNCILLOR QUESTIONS**

**Purpose:** To field questions from Council at the end of the Open session.

No motion required.

**Prepared by:** Eric Chor, Research Analyst