Confirmation of Notice and Quorum

Agenda Item Number	C-565-1
Purpose	Secretariat to confirm notice and quorum of the meeting.

Confirmation Note – Approval of Agenda

Agenda Item Number	C-565-2
Purpose	To approve the agenda for the meeting.
Motion	(simple majority) That: a) The agenda, as presented to the meeting at C-565-2, Appendix A, be approved; and b) The Chair be authorized to suspend the regular order of business.
Attachments	Appendix A – 565th Council meeting agenda

Prepared By: Secretariat

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C-565-1.2
Appendix A

Draft AGENDA

565th Meeting of the Council of Professional Engineers Ontario
Friday, September 27, 2024 / 8:30 am – 5:00 pm / Lunch 12:00 – 12:45 pm
In-Person Meeting: PEO Offices, 40 Sheppard Avenue West, 8th Floor, Toronto

SUMMARY OF TIMINGS	
8:30 am	**CALL TO ORDER – Formal Public Meeting Begins – Council Chambers**
10:20–10:30 am	Approximate time of break
12:00–12:45 pm	Lunch
3:00–3:10 pm	Approximate time of break
5:00 pm	**Meeting concludes**

	ITEM	Spokesperson	Type	Time
1.	**OPENING**	**Spokesperson**	**Type**	**Time**
1.1	WELCOME AND CALL TO ORDER ○ Confirmation of Notice and Quorum ○ Acknowledgement of Attendees (Council, Staff, and Guests) ○ Other Announcements	Chair	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	
2.	**CONSENT AGENDA**	**Spokesperson**	**Type**	**Time**
Council members may request that an item be removed from the consent agenda for discussion.				
2.1	OPEN SESSION MINUTES – 564 COUNCIL MEETING	Chair	Decision	8:40
2.2	CHANGES TO 2024 STATUTORY AND REGULATORY COMMITTEES' MEMBERSHIP LIST ○ 2.2a) Approval of Committee Membership Changes ○ 2.2b) Committee Membership Changes	J. Schembri Director, Volunteer Engagement	Decision Information	
2.3	CONSULTING ENGINEER DESIGNATION APPLICATIONS	J. Vera (Director, Licensing)	Decision	
2.4	REGIONAL COUNCILLORS COMMITTEE (RCC)	Councillor Shankar RCC Chair		

ITEM		Spokesperson	Type	Time
	a) 2024-2025 Work Plan b) RCC Report		Decision Information	
3.	**EXECUTIVE REPORTS**	**Spokesperson**	**Type**	**Time**
3.1	PRESIDENT'S REPORT	Chair	Information	8:50
3.2	CEO/REGISTRAR'S REPORT	CEO/Registrar Quaglietta	Information	9:10
4.	**AUDIT AND FINANCE COMMITTEE ITEMS**	**Spokesperson**	**Type**	**Time**
AFC Summary Report at Tab 4 in Diligent Boards				
4.1	TECHNOLOGY USE AND SECURITY POLICY FOR COUNCIL AND VOLUNTEERS	Councillor Cutler (AFC Chair)	Decision	9:30
4.2	BUDGET REVIEWS a) Draft 2025 Operating Budget b) Draft 2025 Capital Budget	Councillor Cutler (AFC Chair)	Discussion	
5.	**GOVERNANCE AND NOMINATING COMMITTEE ITEMS**	**Spokesperson**	**Type**	**Time**
GNC Summary Report at Tab 5 in Diligent Boards				
5.1	PEO ANNUAL GENERAL MEETING – 3 YEAR PLAN	Councillor MacFarlane GNC Chair	Decision	10:30
5.2	APPOINTMENT TO GOVERNANCE AND NOMINATING COMMITTEE	Councillor MacFarlane GNC Chair	Decision	
6	**HUMAN RESOURCES AND COMPENSATION COMMITTEE ITEMS**	**Spokesperson**	**Type**	**Time**
HRCC Summary Report at Tab 6 in Diligent Boards				
7	**REGULATORY POLICY AND LEGISLATION COMMITTEE ITEMS**	**Spokesperson**	**Type**	**Time**
RPLC Summary Report at Tab 7 in Diligent Boards				
7.1	PRACTICE STANDARD REVISION: TOWER CRANE INSPECTIONS & REQUEST FOR REGULATION CHANGE TO 0.REG. 260/08 (PERFORMANCE STANDARDS)	Councillor Hilborn RPLC Chair	Decision	
7.2	PROFESSIONAL PRACTICE GUIDELINE REVIEW: HUMAN RIGHTS IN PROFESSIONAL PRACTICE	Councillor Hilborn RPLC Chair	Decision	
7.3	FITNESS TO PRACTICE	Councillor Hilborn RPLC Chair	Decision	
8	**REGULATORY ITEMS**	**Spokesperson**	**Type**	**Time**
8.1	TRIBUNAL ACTIVITY REPORT	N. Brown	Information	

ITEM		Spokesperson	Type	Time
		Legal Counsel & Manager, Tribunals		
LUNCH: 12:00-12:45				
9	**OTHER ITEMS**	**Spokesperson**	**Type**	**Time**
9.1	2025-2026 COUNCIL AND COMMITTEE CALENDAR	M. Solakhyan Director, Governance	Decision	12:45
9.2	VISIONING FOR RELEVANCE UPDATE	Past President Fraser	Information	
9.3	COMMUNICATIONS AUDIT FINDINGS PRESENTATION	Daniel Roukema, CEO, MDR Strategy Group & Collette Deschenes, Director, Communications Strategy	Information	
9.4	ENGINEERS CANADA DIRECTORS REPORT	N. Hill Past President, Engineers Canada	Information	
9.5	COUNCILLOR QUESTIONS	Chair	Discussion	
9.6	MOTION TO MOVE IN CAMERA	Chair	Decision	
PUBLIC OPEN SESSION MEETING CONCLUDES				
10	**IN CAMERA**	**Spokesperson**	**Type**	**Time**
10.1	IN CAMERA MINUTES – 564 COUNCIL MEETING	Chair	Decision	2:00
10.2	DIRECTOR ACCOUNTABILITY FRAMEWORK AND ACCOMPANYING POLICIES	Councillor MacFarlane GNC Chair	Decision	
10.3	CONSEQUENTIAL AMENDMENTS – BUILDING CODE CHANGE a) Consequential Amendments to Professional Engineers Act b) Consequential Amendments to Ontario Regulation 260/08	Councillor Hilborn RPLC Chair	Information Decision	
10.4	RE-APPOINTMENT OF CHIEF ELECTIONS OFFICER	Councillor MacFarlane GNC Chair	Decision	
10.5	CYBERESECURITY AND IT UPDATE	A. Dixit VP, Corporate Operations & Digital Transformation	Information	

ITEM		Spokesperson	Type	Time
10.6	LEGAL UPDATE	D. Abrahams VP, Policy & Governance and Chief Legal Officer	Information	
10.7	COUNCILLOR QUESTIONS	Chair	Discussion	
10.8	PEO'S ANTI-WORKPLACE VIOLENCE AND HARRASMENT POLICY: Council to receive violations, if any	Chair	Exception	
10.9	IN CAMERA DIALOGUE WITH CEO/REGISTRAR ○ HRCC Recommendation	Chair HRCC Chair Councillor Roberge	Discussion Decision	4:00
10.10	IN CAMERA DIALOGUE WITHOUT CEO/REGISTRAR	Chair	Discussion	4:30

COUNCIL MEETING ENDS: 5:00 PM

NEXT MEETINGS/EVENTS

Council Meetings

- **November 29, 2024**
- **February 21, 2025**

Council Plenary

- **November 28, 2024**

Volunteer Symposium

- **November 30, 2024**

Governance Committee Meetings

AFC	GNC	HRCC	RPLC
Nov 12, 2024 Mar 20, 2025	Nov 13, 2024 Feb 4, 2025	Nov 14, 2024 Feb 4, 2025	Nov 12, 2024 Feb 6, 2025

ADDITIONAL MATERIAL PROVIDED SEPARATELY

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 governance committee minutes, the Council Decision Log, and the Council Open Issues Registry. These can be discussed at the meeting if a Councillor asks to address a specific item. Material submitted/anticipated as of September 13, 2024 are as follows:

AFC Approved Minutes (June 4, 2024); GNC Approved Minutes (June 3, July 10, Aug 6, and Aug 19, 2024); RPLC Approved Minutes (June 3, 2024); and Council Decision Log.

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]

Exception Note – Conflicts of Interest

Agenda Item Number	C-565-3
Purpose	Councillors are requested to identify any potential conflicts of interest related to the open session Council agenda.
Strategic/Regulatory Focus	
Motion	*None required*

Summary

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.

Decision Note – Approval of Agenda

Agenda Item Number	C-565-2.0
Purpose	To approve items in the Consent agenda.
Motion	(simple majority) That the Consent Agenda, as presented to the meeting at C-565-2.0 be approved.

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 if there are any required revisions prior to the meeting so that the minutes, when presented, may be considered within the consent agenda.

The Consent Agenda consists of:

2.1 – Open Session Minutes C-564, June 21, 2024

2.2 – Changes to 2024 Statutory and Regulatory Committees' Membership List

a) Approval of Committee Membership Changes
b) Committee Membership Changes

2.3 – Consulting Engineer Designation Applications

2.4 – Regional Councillors Committee

a) 2024-2025 Work Plan
b) RCC Report

Prepared By: Secretariat

Decision Note - Open Session Minutes – 564th Council Meeting

Agenda Item No.	C-565-2.1
Purpose	To record that the minutes of the open session of the 564th meeting of Council accurately reflects the business transacted at that meeting.
Strategic/Regulatory Focus	Governance
Motion	That the minutes of the 564th meeting of Council, held June 21, 2024, as presented to the meeting at C-564-2.1, Appendix A, accurately reflect the business transacted at this meeting.
Attachments	Appendix A – Minutes C-564

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."

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C-565-1.2
Appendix A

MINUTES

The 564th MEETING of the COUNCIL of PROFESSIONAL ENGINEERS ONTARIO (PEO) was a hybrid meeting held at 37 King Street East, Sovereign Ballroom, Toronto on Friday, June 21, 2024 at 8:30 a.m.

Present:

(In-Person) G. Wowchuk, P.Eng., President
R. Fraser, P.Eng., Past President
F. Saghezchi, P.Eng., President-elect
G. Boone, P.Eng., Vice President (elected)
N. Lwin, P.Eng., Vice President (appointed), East Central Region Councillor and Vice President
C. Chiddle, P. Eng., Eastern Region Councillor
L. Cutler, P.Eng., Lieutenant Governor-in-Council Appointee
A. Dryland, CET., Lieutenant Governor-in-Council Appointee
H. Ehtemam, P.Eng., East Central Region Councillor
A. Elshaer, P.Eng., Northern Region Councillor
V. Hilborn, P.Eng., Western Region Councillor
M. Liu, P. Eng., Eastern Region Councillor
S. MacFarlane, P.Eng., Western Region Councillor
G. Nikolov, P.Eng., Lieutenant Governor-in-Council Appointee
R. Panesar, P.Eng., West Central Region Councillor
L. Roberge, P.Eng., Northern Region Councillor
S. Schelske, P.Eng., Lieutenant Governor-in-Council Appointee
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): R. Walker, P.Eng., Councillor-at-Large

Regrets: P. Mandel, CPA, CBV, Lieutenant Governor-in-Council Appointee
L. Notash, P.Eng., Councillor-at-Large
R. Prudhomme, 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
A. Viola, P.Eng., VP, Regulatory Operations and Deputy Registrar
D. Sikkema, Chief People Officer
K. Praljak, Director, Communications
M. Rusek, Director, Investigations and Prosecutions
J. Schembri, Director, Volunteer Engagement
D. Smith, Director, External Relations
M. Solakhyan, Director, Governance
J. Vera, Director, Licensing
M. Feres, Manager, Council Operations (Secretariat)
E. Chor, Research Analyst (Secretariat)
G. Pedregosa, Council and Committee Coordinator (Secretariat)

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A. Vijayanathan, Council and Committee Coordinator (Secretariat)

Staff (Virtual):
P. Habas, Director, Program Management Office
A. Kwiatkowski, Director, Digital Transformation & Information Technology
C. Mehta, Director, Finance
N. Axworthy, Manager, Communications
N. Brown, Legal Counsel and Manager, Tribunals
J. Max, Manager, Policy
K. Mehrizi, Manager, Equity, Diversity, and Inclusion
S. Rawal, Policy Counsel

Guests (In-Person):
C. Bellini, P.Eng., Ontario Director, Engineers Canada
H. Brown, President, Brown & Cohen
A. Eisner, Compliance Analyst, Office of the Fairness Commissioner
I. Glasberg, Ontario Fairness Commissioner
B. Kates, Partner, WeirFoulds LLP
T. Kirkby, P.Eng., Ontario Director, Engineers Canada
L. Lukinuk, Parliamentary Services
S. Perruzza, CEO, OSPE

Guests (Virtual):
S. Cameron, Counsel, Ministry of the Attorney General
Nada Fahmy, Consultant, Crestview Strategy
Nour Fahmy, Consultant, Crestview Strategy
N. Hill, Past President, Engineers Canada
H. Rice, ICE Indigenous & Community Relations
H. Swan, P.Eng., ICE Indigenous & Community Relations

Council convened at 8:36 a.m. on Friday, June 21, 2024.

CALL TO ORDER

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

12725 – APPROVAL OF AGENDA

The following changes were requested:

- Correct the item type for 10.2 ("Recommendations for Addressing the Truth and Reconciliation *Calls to Action*: Final Report") from "Discussion" to "Decision".
- Move 11.5 ("Update on Licensing Process and Academic Requirements Committee") to be addressed as the second item in camera.

Moved by Councillor Schelske, seconded by Councillor Chiddle:

That:

a) The agenda, as presented to the meeting at C-564-1.2, Appendix A be approved as amended; and

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b) the Chair be authorized to suspend the regular order of business.

CARRIED
Unanimous consent

For: 22	**Against: 0**	**Abstain: 0**	**Absent: 3**
G. Boone			P. Mandel
C. Chiddle			L. Notash
L. Cutler			R. Prudhomme
A. Dryland			
S. H. Ehtemam			
A. Elshaer			
R. Fraser			
V. Hilborn			
M. Liu			
N. Lwin			
S. MacFarlane			
G. Nikolov			
R. Panesar			
L. Roberge			
F. Saghezchi			
S. Schelske			
G. Schjerning			
U. Senaratne			
P. Shankar			
S. Sung			
R. Walker			
G. Wowchuk			

12726 – DECLARATION OF CONFLICTS OF INTEREST

Councillor Hilborn declared a perceived Conflict of Interest due to her employment with the Government of Ontario, and that participation in the meeting is representative of Councillor Hilborn and not the councillor's employer.

12727 – CONSENT AGENDA

The Chair proposed that a motion be approved by unanimous consent.

Moved by Councillor Sung, seconded by Councillor Senaratne:

That the Consent Agenda be approved, consisting of:

2.1 Open Session Minutes – 563 Council Meeting
2.2 Changes to the Statutory and Regulatory Committees Membership List
a) Approval of Committee Membership Changes
b) Committee Membership Changes

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2.3 Consulting Engineer Designation Application
a) Approving
b) Declining

CARRIED
Unanimous consent

For: 22	**Against: 0**	**Abstain: 0**	**Absent: 3**
G. Boone			P. Mandel
C. Chiddle			L. Notash
L. Cutler			R. Prudhomme
A. Dryland			
S. H. Ehtemam			
A. Elshaer			
R. Fraser			
V. Hilborn			
M. Liu			
N. Lwin			
S. MacFarlane			
G. Nikolov			
R. Panesar			
L. Roberge			
F. Saghezchi			
S. Schelske			
G. Schjerning			
U. Senaratne			
P. Shankar			
S. Sung			
R. Walker			
G. Wowchuk			

12728 – PRESIDENT'S REPORT

President Wowchuk highlighted the results of Engineers Canada's Spring Meetings and Annual Meeting of Members (AMM) during the period May 21-25, 2024. Key highlights at the meetings included:

- The status of the 30 by 30 objectives and recognizing the difficulty of meeting 30% of females in the engineering profession by 2030 while continuing the principles of the initiative and striving to encourage more females to join the engineering profession.

- A request from the President of the Association of Professional Engineers and Geoscientists of Alberta (APEGA) to support the Association's opposition to exempt the title of "software engineer" from Alberta's *Engineering and Geoscience Professions Act*, which would allow non-engineers in the technology industry to legally call themselves "software engineers". It was noted that this issue may affect the Software Engineering profession in Ontario and other jurisdictions.

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President Wowchuk answered questions related to Engineers Canada's Spring Meetings, potential discussions on the Future of Engineering Accreditation, and PEO's current support and further actions needed to support APEGA on their current case with the Alberta Government.

12729 – CEO/REGISTRAR'S REPORT

CEO/Registrar Quaglietta acknowledged that June 21 is Indigenous Peoples' Day which honours and celebrates the cultural heritage and resilience of Indigenous peoples across Canada. Quaglietta also noted that today is a time to listen, educate, and reflect upon the historical injustices and ongoing challenges faced by Indigenous communities; and that later in this meeting Council will have an opportunity to review recommendations from consultants on the topic of indigenization.

CEO/Registrar Quaglietta provided highlights of the CEO/Registrar's Report. A summary is provided below.

- Participation at Engineers Canada's Spring Meetings and AMM during the period May 21-25, 2024 and highlighted the current work that needs to be done to further improve representation among genders and underrepresented communities in the engineering profession, through the principles of the 30 by 30 program.

- PEO has prepared an action plan on the current Anti-Racism & Equity (ARE) Code which will be presented in the September CEO/Registrar's Report.

- In July 2023, PEO had a total of 34,700 legacy P.Eng. applicants and thanks to the continued progress against the Inventory Management Plan, the total number of legacy applicants has decreased by over 10,000 due to the closure of inactive applications to date. Of these applicants, the number of processable legacy files is approximately 20,000, excluding applicants who haven't yet accumulated 48 months of engineering experience.

- PEO's Strategic Stakeholder Advisory Group (SSAG) held its inaugural meeting on May 29, 2024. The SSAG is a new and intentional way to engage with stakeholders to support PEO's regulatory policy development process.

- For the full year 2023 the PEAK compliance rate for the program's first two elements was at 76.5% and as of late May 2024 is at 73.9%, which suggests there will be significant year-over-year improvement by the end of 2024.

- Further engagement with chapters, with a target of visiting 12 this year and ultimately all 36 over three years, ensuring all chapters are visited at least once.

- Key data points and updates on areas of the business, including:

    - Status of the operational plan and association projects/initiatives;
    - remissions and resignations;
    - customer service metrics and inquiry resolutions;
    - a special thank you and recognition to PEO's volunteers during National Volunteer Week in April; and
    - revenues and expenses for the three months ending March 31, 2024.

[N. Hill joined the meeting at 9:01 a.m.]

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[A. Kwiatkowski joined the meeting at 9:04 a.m.]

The CEO/Registrar and Staff provided additional information and answered questions related to the current legacy applicants and EIT applications; the Strategic Stakeholder Advisory Group; the increase and volume of complaints and a future lean review to improve the complaints process; annual reports from the regulatory and statutory committees; and the internal EDI committee.

12730 – "VISIONING FOR RELEVANCE" INITIATIVE

[Nada Fahmy and Nour Fahmy joined the meeting at 9:16 a.m.]

Past President Fraser provided a status update on the "Visioning for Relevance" Initiative with the assistance of Crestview Strategy. In October 2023, 99 PEO member volunteers were organized into 10 advisory groups and met 60 times and generated 62 preliminary vision statements. Ten common themes were identified, with the top five themes being:

- Empowerment and Excellence in Engineering
- Equity, Diversity, and Inclusivity
- Public Safety and Trust
- Leadership in Innovation and Change
- Self-governance.

Crestview Strategy then compiled the common themes and summarized the multiple sessions that were conducted to create 20 vision statements for the working group to consider in its efforts to select a shortlist of vision statements and put together an interpretive document.

In Spring 2024, the advisory groups were tasked with interpreting and providing feedback on the assigned themes and were prompted to create challenge questions to further test and refine the vision statements.

Several visioning statements were selected through feedback from the working group, stakeholders, student organizations, engineering societies, and councilors. The next steps are to improve on the current selected visioning statements and gather input from current members of Council and finalize two statements.

[S. Cameron joined the meeting at 9:41 a.m.]

Past President Fraser answered questions on the purpose of the vision statement and its importance for PEO, the current timelines and financial cost of the project so far, the demographics of volunteers who participated in the advisory group, and the possibility of having a referendum of PEO's membership on a preferred vision statement. Past President Fraser also collected feedback from Councillors, including emphasis on wordings such as "the practice of engineering", "respect", and "safety".

It was noted that the feedback collected at the June Council meeting will be sent to Crestview, more feedback will be collected in the next month, and it is anticipated that a motion will be presented at the September Council meeting on finalizing the process. Past President Fraser encouraged members of Council to send written comments and input over the summer if they have any further feedback on the visioning process.

President Wowchuk thanked Past President Fraser and the volunteers who participated in the Visioning for Relevance initiative and noted that the work being done on a new vision statement will be very beneficial for PEO in the future.

[Nada Fahmy and Nour Fahmy left the meeting at 9:55 a.m.]

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12731 – AUDIT AND FINANCE COMMITTEE WORK PLAN FOR 2024-2025

AFC Chair, Councillor Cutler, presented the proposed 2024-2025 AFC work plan including an overview of priority items and topics organized by committee meeting and the associated Council meeting date. The 2024-2025 work plan consists of the annual review of PEO's budget, audit, and investments, and issues of cybersecurity and the risk register. It was also noted that, further to discussions at the June 4, 2024 AFC meeting, a review of the Expense Reimbursement Policy will be initiated at the committee's September meeting.

The AFC Chair answered questions regarding the use of PEO's current surplus, and cybersecurity budget for the work that will be done in the fall of 2024.

Moved by Councillor Nikolov, seconded by Councillor Hilborn:

That the Work Plan for the Audit and Finance Committee, as submitted to the meeting at C-564-4.1, Appendix A, be approved.

CARRIED
Unanimous Consent

For: 22	**Against: 0**	**Abstain: 0**	**Absent: 3**
G. Boone			P. Mandel
C. Chiddle			L. Notash
L. Cutler			R. Prudhomme
A. Dryland			
S. H. Ehtemam			
A. Elshaer			
R. Fraser			
V. Hilborn			
M. Liu			
N. Lwin			
S. MacFarlane			
G. Nikolov			
R. Panesar			
L. Roberge			
F. Saghezchi			
S. Schelske			
G. Schjerning			
U. Senaratne			
P. Shankar			
S. Sung			
R. Walker			
G. Wowchuk			

12732 – 2025 ANNUAL GENERAL MEETING: DATE

[M. Liu left the meeting at 10:10 a.m.]

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Council considered a recommendation from the Governance and Nominating Committee regarding the date for the 2025 Annual General Meeting.

Moved by Councillor Chiddle, seconded by Councillor Nikolov:

That Council selects Saturday, April 26, 2025, as the date for the 2025 Annual General Meeting.

CARRIED
Unanimous Consent

For: 21	**Against: 0**	**Abstain: 0**	**Absent: 4**
G. Boone			M. Liu
C. Chiddle			P. Mandel
L. Cutler			L. Notash
A. Dryland			R. Prudhomme
S. H. Ehtemam			
A. Elshaer			
R. Fraser			
V. Hilborn			
N. Lwin			
S. MacFarlane			
G. Nikolov			
R. Panesar			
L. Roberge			
F. Saghezchi			
S. Schelske			
G. Schjerning			
U. Senaratne			
P. Shankar			
S. Sung			
R. Walker			
G. Wowchuk			

12733 – APPROVAL OF 2025 ELECTION DOCUMENTS

PEO Council Elections are held annually in accordance with sections 2 through 26 of Regulation 941 under *The Professional Engineers Act* (the General Regulation). Each year at its June meeting, Council approves the Voting Procedures, Election Publicity Procedures, and Nomination Forms for the following year's election. Once approved, these documents are amended where required and incorporated into the 2025 Council Election Guide. Additionally, Section 13 of the General Regulation requires Council to annually appoint the Regional Election and Search Committees (RESC) and the Chairs for each region.

Council reviewed and considered a draft version of the procedures and forms for the 2025 election that the Governance and Nominating Committee (GNC) reviewed at its June 3, 2024 meeting. There was a discussion regarding the sentence *"I understand that a false statement or misrepresentation could result in disciplinary action under the Professional Engineers Act",* found on the Nomination Acceptance Forms at Appendix D.

Moved by Past President Fraser, seconded by Vice President Lwin:

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That the Nomination Acceptance Forms be amended to remove the phrase *"I understand that a false statement or misrepresentation could result in disciplinary action under the Professional Engineers Act."*

CARRIED

For: 12	**Against: 8**	**Abstain: 1**	**Absent: 4**
G. Boone	C. Chiddle	G. Wowchuk	M. Liu
L. Cutler	V. Hilborn		P. Mandel
A. Dryland	G. Nikolov		L. Notash
S. H. Ehtemam	R. Panesar		R. Prudhomme
A. Elshaer	L. Roberge		
R. Fraser	G. Schjerning		
N. Lwin	P. Shankar		
S. MacFarlane	S. Sung		
F. Saghezchi			
S. Schelske			
U. Senaratne			
R. Walker			

Staff answered questions from Councillors on proof of residency in Ontario, nomination rules, and potential modifications of the time frames of the election process to allow the campaign portion to allow candidates to have more time to engage with the membership while shortening the voting period as elections are now administered online.

Moved by Councillor MacFarlane, seconded by Councillor Chiddle:

That Council, with respect to the 2025 Council election:

a) approves the 2025 Nomination and Voting Procedures as presented to the meeting at C-564-5.2, Appendix A.

b) approves the 2025 Election Publicity Procedures as presented to the meeting at C-564-5.2, Appendix B.

c) approves the 2025 Nomination Form as presented to the meeting at C-564-5.2, Appendix C.

d) approves the 2025 Nomination Acceptance Forms for President-Elect, Vice President, Councillor-at-Large, and Regional Councillor as amended at meeting C-564-5.2, Appendix D.

e) appoint the Regional Election and Search Committees for each Region.

f) appoints the Junior Regional Councillor in each Region (Chantal Chiddle, P.Eng., Shahandeh Hannah Ehtemam, P.Eng., Ahmed Elshaer, P.Eng., Vicki Hilborn, P.Eng., Pappur Shankar, P.Eng.) as Chair of the Regional Election and Search Committee for their Region.

ORIGINAL MOTION CARRIED WITH FORM AMENDMENT

For: 21	**Against: 0**	**Abstain: 0**	**Absent: 4**
G. Boone			M. Liu
C. Chiddle			P. Mandel
L. Cutler			L. Notash
A. Dryland			R. Prudhomme
S. H. Ehtemam			
A. Elshaer			

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R. Fraser
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S. Schelske
G. Schjerning
U. Senaratne
P. Shankar
S. Sung
R. Walker
G. Wowchuk

[I. Glasberg joined and M. Liu returned to the meeting at 10:45 a.m.]

12734 – GOVERNANCE AND NOMINATING COMMITTEE WORK PLAN FOR 2024-2025

GNC Chair, Councillor MacFarlane, presented the proposed 2024-2025 GNC work plan including an overview of priority items and topics organized by committee meeting and the associated Council meeting date. Highlights of the proposed work plan include the Director Accountability Framework which will be discussed later during the in-camera session, the establishment of metrics for governance performance, and the Council Remuneration Framework.

The GNC Chair answered questions relating to term limits and Council composition and noted that a broader discussion related to election matters will be undertaken at a future plenary session and may include these topics.

Moved by Councillor MacFarlane, seconded by Vice President Lwin:

That the Work Plan for the Governance and Nominating Committee, as submitted to the meeting at C-564-5.1, Appendix A, be approved.

CARRIED
Unanimous Consent

For: 22	**Against: 0**	**Abstain: 0**	**Absent: 3**
G. Boone			P. Mandel
C. Chiddle			L. Notash
L. Cutler			R. Prudhomme
A. Dryland			
S. H. Ehtemam			
A. Elshaer			
R. Fraser			
V. Hilborn			
M. Liu			

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P. Shankar
S. Sung
R. Walker
G. Wowchuk

12735 – FARPACTA DISCUSSION WITH ONTARIO'S FAIRNESS COMMISSIONER

Fairness Commissioner Irwin Glasberg made a presentation regarding the roles and responsibilities of the Office of the Ontario Fairness Commissioner (OFC). The Ontario Fairness Commissioner receives annual reports on PEO's registration practices and acts as a strategic advisor for the organization and other regulators.

In 2021, the OFC launched its new Risk-Informed Compliance Framework (RICF) which considers risk factors that could impact a regulator's ability to achieve better registration outcomes for applicants. The OFC has conferred a moderate to high-risk rating on PEO for both the first and second iterations of the RICF. The Commissioner noted, however, that PEO has taken several important steps to improve its registration practices to reduce its risk profile and he recognized the significant milestones PEO has accomplished, including:

- migrating away from the Canadian experience requirement to a competence-based assessment scheme;
- meeting the time limits for the registration of domestic labour mobility applicants;
- reducing the inventory of legacy applicants;
- digitalizing the application process; and
- the consideration of a 4-year work experience component as part of the registration process.

[N. Brown joined the meeting at 11:24 a.m.]

[D. Sikkema left the meeting at 11:49 a.m.]

The Fairness Commissioner answered questions relating to:

- the current risk rating by the OFC and how it is published and changed;
- criteria, rules, and factors impacting competency-based and individualized assessment processes/approaches;
- potential mental health supports for applicants getting certified;
- dealing with applicants that have been affected by the FARPACTA changes;
- how different regulators have special rules compared to engineering (i.e., healthcare regulators); and
- how OFC encourages and advises regulatory bodies to be compliant with FARPACTA legislation.

On behalf of Council, President Wowchuk, thanked the Fairness Commissioner for his time and his presentation on best practices for fair registration.

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[A. Elshaer and I. Glasberg left the meeting at 12:20 p.m.]

12736 – HUMAN RESOURCES AND COMPENSATION COMMITTEE WORK PLAN FOR 2024-2025

[H. Swan joined the meeting at 1:00 p.m.]

HRCC Chair, Councillor Roberge, presented the proposed 2024-2025 HRCC work plan including an overview of priority items and topics organized by committee meeting and the associated Council meeting date. It was noted that the overarching responsibility of HRCC is to oversee the employment relationship with the CEO/Registrar, including the areas of goal-setting and performance evaluation.

Moved by Councillor Roberge, seconded by Councillor Dryland:

That the Work Plan for the Human Resources and Compensation Committee, as submitted to the meeting at C-564-7.1, Appendix A, be approved.

CARRIED
Unanimous Consent

For: 21	**Against: 0**	**Abstain: 0**	**Absent: 4**
G. Boone			A. Elshaer
C. Chiddle			P. Mandel
L. Cutler			L. Notash
A. Dryland			R. Prudhomme
S. H. Ehtemam			
R. Fraser			
V. Hilborn			
M. Liu			
N. Lwin			
S. MacFarlane			
G. Nikolov			
R. Panesar			
L. Roberge			
F. Saghezchi			
S. Schelske			
G. Schjerning			
U. Senaratne			
P. Shankar			
S. Sung			
R. Walker			
G. Wowchuk			

12737 – REGULATORY POLICY AND LEGISLATION COMMITTEE WORK PLAN FOR 2024-2025

[A. Elshaer returned to the meeting at 1:10 p.m.]

RPLC Chair, Councillor Hilborn, presented the proposed 2024-2025 RPLC work plan including an overview of priority items and topics organized by committee meeting and the associated Council meeting date. It was noted

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that the work plan is flexible and that items can be added, deleted, or moved throughout the year according to changing business priorities.

Moved by Councillor Hilborn, seconded by Vice President Boone:

That the Work Plan for the Regulatory Policy and Legislation Committee, as submitted to the meeting at C-564-8.1, Appendix A, be approved.

CARRIED
Unanimous Consent

For: 22	**Against: 0**	**Abstain: 0**	**Absent: 3**
G. Boone			P. Mandel
C. Chiddle			L. Notash
L. Cutler			R. Prudhomme
A. Dryland			
S. H. Ehtemam			
A. Elshaer			
R. Fraser			
V. Hilborn			
M. Liu			
N. Lwin			
S. MacFarlane			
G. Nikolov			
R. Panesar			
L. Roberge			
F. Saghezchi			
S. Schelske			
G. Schjerning			
U. Senaratne			
P. Shankar			
S. Sung			
R. Walker			
G. Wowchuk			

12738 – TRIBUNAL ACTIVITY REPORT

Council received an update about the activities of the Tribunals Office, and related Committees (Discipline – DIC and Registration – REC).

In response to a question, the Chief Legal Officer summarized the tribunals process, the types of tribunals, the circumstances under which case information is made public, and how PEO handles hearings related to allegations of professional misconduct.

[H. Rice joined the meeting at 1:20 p.m.]

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12739 – ENGINEERS CANADA DIRECTORS REPORT

There were no questions or discussion with respect to this item.

12740 – RECOMMENDATIONS FOR ADDRESSING THE TRUTH AND RECONCILIATION CALLS TO ACTION: FINAL REPORT

Council was presented with a report and recommendations for addressing the Truth and Reconciliation Commission's (TRC) Calls to Action and increasing Indigenous representation in engineering in Ontario, prepared by Indigenous & Community Engagement (ICE). Advisors from ICE were engaged to implement a Council motion passed in April 2022, directing the Anti-Racism and Equity Working Group (AREWG) to evaluate PEO's role in TRC and accountabilities to answer Calls to Action through engagement with Indigenous Peoples, license holders and other communities in Ontario.

Representatives from ICE, summarized their final report and recommendations that were included in the Council package. Stakeholder engagement was conducted by ICE to ensure meaningful engagement with Indigenous engineers and Indigenous firms in Ontario that offer engineering services.

ICE presented 20 recommendations based on its findings for PEO to consider and adopt and the next steps for PEO revolve around the TRC Calls to Action:

- An emphasis on the importance of Indigenous representation in the field of engineering.
- Underscoring the significance of preserving and revitalizing Indigenous languages and cultures.
- Highlighting the necessity of providing professional development opportunities for public servants, including those in engineering, to better understand Indigenous history, rights, and cultures.
- An emphasis on the importance of partnerships and collaboration between government, Indigenous peoples, and other stakeholders to advance reconciliation, suggesting that initiatives to increase Indigenous representation in engineering should prioritize community driven and culturally appropriate approaches.

[B. Kates joined the meeting at 2:00 p.m.]

Staff and ICE answered questions from councillors related to potential deadlines and legal obligations for PEO's actions relating to the TRC, Indigenous identification of applicants, and PEO's staff and resource capacity to implement the proposed recommendations.

Moved by Councillor Hilborn, seconded by Councillor Chiddle:

That Council accepts the recommendations outlined in the report entitled *Recommendations for addressing the TRC Calls to Action and Increasing Indigenous Representation in Engineering in Ontario* and directs staff to integrate them into PEO's EDI Action Plan.

Council discussed an amendment to the motion to change the word *accept* to *receive*, with the understanding that staff continue in its efforts to develop more detail and specificity in relation to the recommendations.

Moved by Past President Fraser, seconded by Councillor Schelske:

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That Council *receives* the recommendations outlined in the report entitled *Recommendations for addressing the TRC Calls to Action and Increasing Indigenous Representation in Engineering in Ontario*.

AMENDMENT CARRIED
Unanimous Consent

For: 22	**Against: 0**	**Abstain: 0**	**Absent: 3**
G. Boone			P. Mandel
C. Chiddle			L. Notash
L. Cutler			R. Prudhomme
A. Dryland			
S. H. Ehtemam			
A. Elshaer			
R. Fraser			
V. Hilborn			
M. Liu			
N. Lwin			
S. MacFarlane			
G. Nikolov			
R. Panesar			
L. Roberge			
F. Saghezchi			
S. Schelske			
G. Schjerning			
U. Senaratne			
P. Shankar			
S. Sung			
R. Walker			
G. Wowchuk			

Council then voted on the main motion, as amended.

For: 22	**Against: 0**	**Abstain: 0**	**Absent: 3**
G. Boone			P. Mandel
C. Chiddle			L. Notash
L. Cutler			R. Prudhomme
A. Dryland			
S. H. Ehtemam			
A. Elshaer			
R. Fraser			
V. Hilborn			
M. Liu			
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S. MacFarlane			
G. Nikolov			
R. Panesar			

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MOTION CARRIED AS AMENDED

[H. Rice and H. Swan left the meeting at 2:25 p.m.]

12741 – COUNCILLOR QUESTIONS

No questions or discussion took place for this item.

12742 – MOTION TO MOVE IN CAMERA

Moved by Councillor Chiddle, seconded by Councillor Elshaer:

That Council move in camera at 2:30 p.m.

CARRIED
Unanimous Consent

For: 22	**Against: 0**	**Abstain: 0**	**Absent: 3**
G. Boone			P. Mandel
C. Chiddle			L. Notash
L. Cutler			R. Prudhomme
A. Dryland			
S. H. Ehtemam			
A. Elshaer			
R. Fraser			
V. Hilborn			
M. Liu			
N. Lwin			
S. MacFarlane			
G. Nikolov			
R. Panesar			
L. Roberge			
F. Saghezchi			
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P. Shankar			
S. Sung			

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R. Walker
G. Wowchuk

The meeting concluded on June 21, 2024 at approximately 5:10 p.m.

These open session minutes consist of 17 pages and minutes 12725 to 12742 inclusive.

_____
Gregory P. Wowchuk, P.Eng., Chair

Decision Note – Approval of Committee Membership Changes

Agenda Item Number	C-565-2.2(a)
Purpose	To bring forward committee membership changes requiring Council approval
Strategic/Regulatory Focus	Committee membership to support PEO's regulatory focus
Motion	That Council approve the changes to Committee Membership as presented

Summary
Council is asked to approve committee changes.

Public Interest Rationale
Statutory committees assist PEO in meeting the principal object of the association in accordance with the *Professional Engineers Act* (PEA).

Background
Council has the responsibility for ensuring that the committees required in the PEA (s. 10) are continued so they can do the work of governing the profession and protecting the public in accordance with PEO's principal object "to regulate the practice of professional engineering and to govern…in order that the public interest may be served and protected". Under the Regulation, Registration Committee (REC) Members must be approved by Council.

Next Steps
The Committee membership rosters will be updated following approval by Council.

New Committee Members:

First/Last Name	Dates	Committee / Task Force
Evelyn Spence, LL.B	September 2024 – December 2027	Registration Committee (REC)

Prepared By: Volunteer Engagement

Information Note – Committee Membership Changes

Agenda Item No.	C-565-2.2b)
Purpose	To inform council of the committee membership changes since the last council meeting.
Strategic/Regulatory Focus	Committee membership to support PEO's regulatory focus.

Summary
Resignations and other changes to committee membership lists not requiring Council approval since the last Council meeting.

Public Interest Rationale
To inform the public of updates in committee membership.

Background
Changes to committee membership not requiring Council approval are presented for information.

Committee and Task Force Resignations/Retirements/Passings:

First/Last Name	Date of Change	Committee / Task Force
Matt Weaver, P.Eng.	December 2024	Consulting Engineer Designation Committee (CEDC) - Vice-Chair
Matt Weaver, P.Eng.	December 2024	Consulting Engineer Designation Committee (CEDC) Northern Subcommittee - Chair

New Committee Members:

First/Last Name	Date of Change	Committee / Task Force
Gisele Azimi, P.Eng.	September 2024 – December 2025	Consulting Engineer Designation Committee (CEDC) Toronto Subcommittee

Prepared By: Volunteer Engagement

Decision Note – Consulting Engineer Designation Applications

Agenda Item Number	C-565-2.3
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.
Strategic/Regulatory Focus	Consulting Engineer designation
Motion	(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 grant permission to use the title "Consulting Engineers" (or variations thereof) to the firms as set out in Appendix A, Section 3.
Attachments	Appendix A – Report of the Consulting Engineer Designation Committee Appendix B – Legal Implications

Summary
The Consulting Engineer Designation Committee submits the following recommendations to Council. All applications were reviewed by PEO staff, the Regional Subcommittees of CEDC and later approved by CEDC on August 29, 2024.

Public Interest Rationale
One of PEO's key roles is to confer the 'Consulting Engineer' designation upon professional engineers who meet specific criteria. This designation acknowledges engineers who have demonstrated a high level of expertise and experience in delivering engineering consulting services, often surpassing the requirements for obtaining a Professional Engineer (P.Eng.) license. The consulting designation directly relates to PEO's principal mandate of regulating the practice of professional engineering and governing its members to serve and protect the public interest. By designating or re-designating only qualified professionals with the 'Consulting Engineer' designation, PEO ensures that those individuals possess the necessary qualifications, competence, and ethical standards to provide engineering consulting services to the public.

Background
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.

Considerations

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.

Stakeholder Engagement

Not applicable.

Recommendation(s)

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

Next Steps

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

Prepared By: Licensing and Registration

C-565-2.3
Appendix A

To the 565th 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	Licence #
1.1	Baren, Steven	Tacoma Engineers Inc	100179269
1.2	Benyamin, Maged	MKM Engineering Inc.	100086649
1.3	Ebtekar, Afshin	TDMT and Associates	100052319
1.4	Gambino, Vincenzo	Vintec Acoustics Inc.	15457500
1.5	Gayowsky, Theodore	RTG Systems Inc.	90378944
1.6	Hartfiel, Matthew	CF Crozier & Associates	100202416
1.7	Jacklin, Ryan	Tacoma Engineers Inc	100209228
1.8	Kasemi, Damoon	Haddad Geotechnical Inc.	100217232
1.9	Mikhail, Michael	JSW+ Associates	100228602
1.10	Pandey, Deepak	Valdez Engineering Ltd	100528616

2. **The Committee has reviewed the following applications for REDESIGNATION** and recommends to Council that these **40** applicants be granted **REDESIGNATION AS CONSULTING ENGINEER**, having met the requirements pursuant to Section 57(2) of O.Reg.941:

#	P.Eng.	Company Name	Licence #
2.1	Ahuja, Dharam Pal	Millennium Engineering Inc.	90373861
2.2	Barrios, Jose	GHD Limited	100047124
2.3	Bazante Pelaez, Oscar	WSP Canada Inc.	100077627
2.4	Behboudi, Ramin	Thornton Tomasetti Canada	90471764
2.5	Burgess, Andrew	Burgess Engineering Inc.	90280348
2.6	Chou, Quan-Ban (Jordan)	Canadian Power Utility Services Ltd	8192015
2.7	Cyr, Robert	Explotech Engineering Ltd	90476227
2.8	DadaOrtiz, Michelle	MNT Consulting Group Inc.	100115813
2.9	Edwards, Elizabeth	University of Toronto	90528993
2.10	Emeljanow, John	Valcoustics Canada Ltd.	90283599

2.11	Fung, Philemon	SRS Consulting Engineers Inc.	90363847
2.12	Gomes, Ignatius (Mike)	Micro Consulting Inc.	16525016
2.13	Gyoergy Fejes, Gyoergy	Self Employed	90444118
2.14	Hava Jouharchi, Hava	YCA Engineering Ltd	100010925
2.15	Hooshang Hejazi, Hooshang	AH Design Inc.	100021772
2.16	Jaeger, Jeffrey	Kerry T. Howe Engineering Ltd.	21639505
2.17	Jambakhsh, Reza	Rakowski Energetics & Engineering Ltd.	90218355
2.18	John Ash, John	WSP Canada Inc	90411042
2.19	Johnson, Brian	Johnson Engineering Consultants Inc	90417510
2.20	Kannout, Mhd-Khaled	Afamia Engineering Inc	100104654
2.21	Katakkar, Sharad	Katakkar Engineering Associates Inc.	22997019
2.22	Kostyniuk, Michelle (Micheka)	Caskanette & Associates Consulting Engineers	100147108
2.23	Ladislav Rak, Ladislav	MCR Engineers Ltd	38011011
2.24	Lejcar, Peter	Associated Engineering (Ont.) Ltd.	90491549
2.25	MacDowall, Graham	John Angus & Associates Inc	28039501
2.26	Malone, Matthew	Root Cause Forensic Science and Engineering Inc	90504788
2.27	McCartney, MichaelMc	M.E. McCartney Engineering Ltd.	29974011
2.28	Medeiros, Jose	Eaglebrook Engineering Ltd	90221557
2.29	Merat, Soorena	Silkatech Consulting Engineers Inc.	100109715
2.30	Munn, William (Ryan)	B.M. Ross and Associates Limited	100104573
2.31	Murray, Allan	Concentric Associates	90279373
2.32	Paznar, Matthew	Neegan Burnside Ltd.	100098945
2.33	Sacco, Rosario	Urban Ecosystems Ltd	40295305
2.34	Shirer, Robert	RJ Shirer and Associates Inc	42151506
2.35	Smith, Kenneth	DM Wills Associates Ltd	100149006
2.36	Smolej, Marijan	JS Held LLC	43420504
2.37	Spriet, Andrew	Spriet Associates London Ltd	43923010
2.38	Sturm, Milos	Shoreplan Engineering Limited	44908507
2.39	Witherspoon, James	WT Infrastructure Solutions Inc.	90460346
2.40	Zhenyong Li, Zhenyong	ZEL Consulting Inc.	100043976

3. The Committee recommends to Council that the following **2 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	Designated Consulting Engineer(s)
3.1	Domson Engineering & Inspection Ltd.	Yaser Abu-Renneh, P.Eng.
3.2	Gaia Assessment Inc.	Rabia Mady, P.Eng.

CONSULTING ENGINEER DESIGNATION APPLICATIONS

C-565-2.3
Appendix B

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.

Decision Note – RCC Work Plan for 2024-2025

Agenda Item Number	C-565-2.4a)
Purpose	To approve the 2024-2025 Work Plan for the Regional Councillors Committee.
Strategic/Regulatory Focus	The item is neither regulatory nor governance.
Motion	That Council approve the Work Plan for the Regional Councillors Committee (RCC), as recommended by RCC, and as submitted to the meeting at C-565-xx, Appendix A.
Attachments	Appendix A – Draft RCC Work Plan, 2024-2025

Summary

Council is asked to review and approve the 2024-2025 Work Plan for the Regional Councillors Committee (RCC).

Public Interest Rationale

Good practice that allows RCC to prioritize items that are focused on PEO's mandate and strategic priorities.

Background

The work plan provides a meeting by meeting roadmap and overview of the committee's duties and responsibilities in support of PEO's mandate and strategic priorities, as planned for the 2024-2025 term.

At its meeting on July 8, 2024, the RCC reviewed the draft work plan and recommended it for Council approval.

Considerations

- Meeting responsibilities are grouped into the following categories:
    - Regional issues;
    - Chapter policies, processes and operations;
    - Annual budget;
    - Additional discussion issues related to Regional Councillor role;
    - Items carried over from previous meetings.

- Timing and subject matter for meetings reflect chapter and Council operations
- 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 items are added, removed, or re-prioritized based on changing priorities or unforeseen circumstances.

Stakeholder Engagement

N/A

Next Steps

- Work Plan will be updated throughout the year based on the activities, recommendations, and decisions of the committee and Council.

Prepared by: Volunteer Engagement

C-565-2.4a)
Appendix A

REGIONAL COUNCILLOR COMMITTEE:
2024-2025 WORK PLAN

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 : Hybrid
Q3-2023
Date: July 8, 2024, 9:00 a.m. - 3:00 p.m.

Items			Description
1.1	Regional issues		Regional Congresses are the main channel of consultation with the chapters and the meetings engage diverse groups in an equitable manner. RCC reviews congress issues and decides what issues should be brought forward to Council/committee, and then provides updates for the next congress.
1.2	Chapter policies, processes and operations		RCC is the governing body of PEO chapters. Regional Councillors discuss and make recommendations for improved chapter operations. July 2024: • Chapter websites • Regional congresses and networking forums • Use of space and rental agreements • Scholarship program • Volunteer Symposium • Volunteer background checks • Organization Chart and chapters

1.3	Annual Budget		RCC reviews and makes recommendations for all chapter-related budget items. July 2024: • RCC scholarships • Regional congresses • Regional Councillors Committee • Regional Business • Special Projects • Chapter Office Administration • Chapter Business Plans
1.4	Additional discussion issues related to the Regional Councillor role		Regional Councillors seek consensus on matters affecting their position of Regional Councillor. July 2024: • RCC Work Plan for 2024-2025 • RCC Terms of Reference • PEO election candidate travel maximum • Chapter communications with individuals working toward licensure • Chapter Procedures Manual Advisory Group (CPMAG) • EIT role within chapters
1.5	Items carried over from previous meeting		RCC reviews Business Arising from previous meetings.

Meeting 2: Virtual
Q4-2024

Date: November 5, 2024, 1:00 – 5:00 p.m.

Items		Description
2.1	Regional issues	Regional Congresses are the main channel of consultation with the chapters and the meetings engage diverse groups in an equitable manner. RCC reviews congress issues and decides what issues require should be brought forward to Council/committee, and then provides updates for the next congress.
2.2	Chapter policies, processes and operations	RCC is the governing body of PEO chapters. They discuss and make recommendations for improved chapter operations. November 2024: • Licence Ceremonies • Chapter Expenses and deadlines • Regional Congresses • Volunteer background checks • Engineering graduate communications • CPMAG consultation, review proposed manual • Upcoming Volunteer Symposium • Chapter websites • Chapter social media • Additional items as needed
2.3	Annual Budget	RCC reviews and makes recommendations for all chapter-related budget items. November 2024: • 2024 regional business YTD • RCC scholarship 2024 review • 2024 chapter budget assessments and YTD • 2025 chapter budgets
2.4	Additional discussion issues related to the Regional	Regional Councillors seek consensus on matters affecting their position of Regional Councillor.

	Councillor role		November 2024: • Committee meeting schedules and location • Regional Election Search Committee • Additional items as needed
2.5	Items carried over from previous meeting		RCC reviews Business Arising from previous meetings.

Motion: To recommend the 2024-25 RCC Work Plan to Council for approval

Meeting 3: Hybrid
Q1-2025
Date: March 31, 2025, 9:00 a.m. – 3:00 p.m.

Items		Description
3.1	Regional issues	Regional Congresses are the main channel of consultation with the chapters and the meetings engage diverse groups in an equitable manner. RCC reviews congress issues and decides what issues require should be brought forward to Council/committee, and then provides updates for the next congress.
3.2	Chapter policies, processes and operations	RCC is the governing body of PEO chapters. They discuss and make recommendations for improved chapter operations. March 2025: • New Chapters Manual • Additional items as needed
3.3	Annual Budget	RCC reviews and makes recommendations for all chapter-related budget items. March 2024: • Regional business actuals • RCC Special Projects • 2024 Chapter Actuals • 2026 Chapter Business Plan Process
3.4	Additional discussion issues related to the Regional Councillor role	Regional Councillors seek consensus on matters affecting their position of Regional Councillor.
3.5	Items carried over from previous meeting	RCC reviews Business Arising from previous meetings.

Information Note – Regional Councillors Committee (RCC) Summary Report

Agenda Item No.	C-565-2.4b)
Purpose	To inform Council of the recent activities of the Regional Councillors Committee.
Strategic/Regulatory Focus	This item is neither regulatory nor governance.
Motion	No motion required
Attachments	Appendix A – RCC Summary Report

Prepared By: Digital Transformation & Corporate Operations

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C-565-2.4b)
Appendix A

Regional Councillors Committee (RCC)

Summary Report to Council

September 27, 2024

1. Committee Meeting Date: July 8, 2024

Item/Topic	Discussion Summary	Assigned to	Next Steps	Status[1]
RCC Scholarship	**Background**: Chapters (via regional congresses) are interested in exploring opportunities for increasing RCC Scholarships from $1500 to $3000 per PEO Chapter. **Discussion**: RCC is supportive of proposing an increase of Chapter Scholarships to be included in 2025 budget. RCC is also interested in receiving staff guidance for introducing more EDI principles in the selection process for recipients.	Staff	**Request**: Staff have included a request on behalf of RCC for a scholarship budget increase for 2025. 2 RCC members have volunteered to work alongside PEO's EDI Manager for input of potential revisions to the scholarship application and process.	Continue
Chapter Procedures Manual Advisory Group (CPMAG)	**Background**: RCC has developed a working group for the redevelopment of PEO's Chapter Manual which will provide updated operational guidance and standard operating procedures for all PEO Chapters. **Discussion**: Advisory Group members continue to work on compiling information pertaining to the relevant sub-sections of PEO's Chapter Procedure Manual.	Staff	**Next Steps:** CPMAG to continue drafting assigned sections into early 2025; PEO Staff will review first draft to ensure alignment with other PEO policies.	Continue
Chapter Websites	**Background**: Chapter websites are being updated to ensure AODA compliance and standardize web presence across Chapter network. **Discussion**: Engagement activities are underway to finalize website content and information requirements from Chapter web administrators and members.	Staff	Updates to Chapter websites and revisions to ensure compliance will be completed throughout the summer and Fall 2024.	Continue
Chapter Activities	**Background**: PEO Chapters have indicated interest in having further clarity on the previously approved *Recommendations for PEO Chapter Activities*, which was approved by PEO Council in March 2023 (C-556-3.6b).	Staff	To be discussed further through CPMAG meetings and planned Chapter Activity Visioning Session.	Continue

[1] Green=Complete; Blue=Continue; Yellow=Modify; Red=Discontinue

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Item/Topic	Discussion Summary	Assigned to	Next Steps	Status[1]
	Discussion: RCC highlighted opportunity to provide further clarity through CPMAG.			
Engineers in Training (EIT) Program	**Background**: Various congresses identified concern regarding the pause of the EIT program and its impact on PEO Chapters (refer to open issues for further details) **Discussion**: RPLC Chair clarified that the RPLC workplan will address this topic. A decision on the future of the EIT program will be made by Council through recommendations from RPLC.	Staff + RPLC	Staff to complete a current state assessment of information collected from new graduates. RCC moves to request that RPLC bring a motion to Council on the future status of the EIT program and the use of the EIT title, as soon as possible (Moved by S. MacFarlane, Seconded by N. Lwin)	Continue
Volunteer Background Check	**Background**: RCC's Risk-Assessment working group made a recommendation in consultation with chapters to explore the need of background checks for PEO volunteers. **Discussion**: Environmental scan is underway with internal and external stakeholders with regards to best practices on conducting background checks for volunteers.	Staff	Complete environmental scan; staff to provide updates to support operationalizing as required.	Continue
2025 Chapter Budget	**Background**: PEO Chapters submitted 2025 Business Plan to Regional Councillors for review and approval of activities. **Discussion**: Discussion included review of 2023 and 2024 Chapter budgets in relation to proposed 2025 budgets. Regional Councillors indicated a need for further review of their respective Chapters' proposed activities. Staff highlighted existing mechanisms to support budget flexibility within and between Chapters to support overall Chapter budget management.	Regional Councillors + Staff	Regional Councillors to review Chapter Business plans; Chapter budgets to be included as a part of PEO draft budget to be reviewed by AFC in September 2024.	Complete
Sponsorship	**Background**: As discussed at the October 2023 RCC meeting and confirmed in March, due to inherent risks including perceived conflicts of interest and reputational risk, as well as the availability of adequate funding to support	N/A	For specific inquiries, Chapter leaders are directed to contact Chapter Office staff.	Complete

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Item/Topic	Discussion Summary	Assigned to	Next Steps	Status[1]
	chapter operations, chapters are advised to not accept sponsorships **Discussion**: further discussion and clarity provided regarding the complimentary use of academic spaces for programming not pertaining to student outreach.			
Endorsement of Travel Expense Allowance for PEO Council Candidates	RCC endorsed the 2025 travel expense allotment for PEO Council candidates.	RCC	No further action required.	Complete
RCC Charter (Terms of Reference) Approval + 2024/25 Work Plan Approval	RCC reviewed and endorsed the drafted committee charter/terms of reference and RCC 2024/2025 work plan.	Staff	No further action required.	Complete
Regional Open Issues	See next table			

2. Regional Open Issues

Item/Topic	Regional Open Issue	RCC Update	Status[2]
Application process	**Northern** NRC moves to request RCC consider bringing a discussion to Council/HRCC on whether there is a need to hire temporary staff to process the high volume of applications.	Requested topics include information such as how many backlog applications are older than 3 yrs, 5 yrs, and 10 yrs. Further updates to be provided in CEO Registrar's Report.	Remain Open
	Western WRC moves for RCC to request PEO Registrar to provide chapters more transparency into the legacy application process including the causes of extended review periods; and by the end of Q3 2024 to provide an open-forum opportunity for chapter leaders to provide input into strategies to reduce the legacy backlog.		Remain Open
Regulatory seminars	**East Central** ECRC moves to request an updated timeline and staff capacity for providing regulatory seminars to the chapters, including PEAK and the Pathway to Licensure.	Chapter Office to work with outreach teams to standardize, schedule and market offerings for chapters.	Remain Open

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Engineering Intern program	**East Central** ECRC moves to request progress updates for a possible replacement for the EIT program, on a quarterly basis.	Chapter Office to review and advise at next RCC.	Remain Open
	Western WRC moves to request RCC discuss and confirm with Council a formal replacement for the EIT program, and for PEO to request an Act change (and related Regulation changes) by January 2025.	RCC understands that requesting an Act change falls under RPLC as per their 2024-25 Work Plan that was approved on June 21st, 2024. RCC expressed interest in an immediate conversation on an EIT replacement and use of the EIT title at Council. Motion: RCC moves to request RPLC bring a motion to Council on the future status of the EIT program and the use of the EIT title, as soon as possible.	Remain Open
	Western WRC moves to request the creation of graduate mailing lists for each chapter to bridge the gap between graduation and licensure.	Staff to complete a current state assessment of information collected from new graduates.	Remain Open

[2] Green=Recommend Close; Blue=Remain Open

Information Note – President's Report

Agenda Item Number	C-565-3.1
Purpose	To inform Council of the recent activities of the President.
Strategic/Regulatory Focus	
Motion	No motion required.
Attachments	

President Wowchuk will provide a report on his recent PEO activities at the meeting.

Information Note – CEO/Registrar's Report

Agenda Item Number	C-565-3.2
Purpose	CEO/Registrar Quaglietta will present the CEO/Registrar's Report to Council.
Strategic/Regulatory Focus	
Motion	None
Attachments	Appendix A – CEO/Registrar's Report

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C-565-3.2
Appendix A

CEO/ REGISTRAR'S REPORT

SEPTEMBER 27, **2024**

INTRODUCTION

For over a decade, June 23rd has marked International Women in Engineering Day (INWED), an event that celebrates the achievements of pioneering women engineers around the world. This year, I had the honour of meeting with hundreds of women, both engineers and aspiring engineers, who shared their experience pursuing a career in the field of engineering. One of them shared with me that she was inspired to do so after attending a 30 by 30 Check-in meeting. Such stories encourage us to apply what we've learned from PEO's 30 by 30 initiative, especially in our relationship-building efforts with underrepresented and marginalized groups.

In 2022, Council committed to an Anti Racism and Equity (ARE) Code which would encompass all aspects of our work as a regulator, an employer, and an association with an active volunteer cohort. Our team has continued to make progress on an action plan that advances the Code's eight principles. This action plan includes activities and engagement initiatives for both internal and external audiences. The plan, together with the EDI Framework (see Appendix A), supports embedding Code principles into our future policy work for Council as well as our ongoing operations. I encourage councillors and stakeholders to review the full EDI Action Plan in the appendix of this report (see Appendix B).

We have made many significant accomplishments under PEO's current strategic plan. In 2023, at the behest of the government, our licensing processes became more fair and equitable through the removal of the Canadian experience requirement for licence applicants. In addition, through our gender audit, we have been identifying specific barriers women must overcome before they can be licensed. Our External Relations team continues to build and maintain connections with a vast network of stakeholders, including through recent discussions with Black Engineers of Canada, Women in Science and Engineering, and several newcomer and settlement agencies committed to assisting international engineering graduates. Internally, we are building an inclusive culture and learning from experts about the history and cultures of marginalized communities.

PEO is on a journey to create a culture of belonging so every engineer and aspiring engineer can see a place for themselves in the profession. As we move forward on our EDI journey, I look forward to sharing further progress with you.

On August 24, PEO staff attended the AGM and fireside chat of Black Engineers of Canada, which advocates on behalf of Black engineers.

Panelists who participated in a discussion moderated by CEO/Registrar Jennifer Quaglietta, MBA, P.Eng., ICD.D, at the launch of the Toronto chapter of the Council on Women in Energy & Environmental Leadership on July 17.

On August 22, CEO/Registrar Jennifer Quaglietta, MBA, P.Eng., ICD.D, was invited to attend a girls' STEM summer camp, where she shared advice with girls interested in pursuing an education or career in STEM fields.

On June 25, CEO/Registrar Jennifer Quaglietta, MBA, P.Eng., ICD.D was invited to speak at a Women in Engineering Day event organized by Siemens Canada.

On June 7, PEO co-hosted the Women in Engineering Summit at PEO's head office; Alberta's engineering and geoscience regulator, APEGA, co-hosted a similar event on the same day in Edmonton, AB.

OPERATIONAL PLAN STATUS REPORT

PEO's Council-approved 2023–2025 strategic plan reflects a commitment to modernizing processes, improving governance, optimizing organizational performance and collaborating with stakeholders. In support of achieving goals within the strategic plan, PEO's operational plan includes 21 initiatives for 2024. As of September 2024, 10 per cent of the initiatives have been completed, with an additional 80 per cent over half completed against progress plans for the year.

PEO has now passed the halfway mark in its current strategic plan. Staff are now preparing to support the development of PEO's next plan, set to be launched in 2026. Beginning in the fall and throughout the spring of 2025, environmental scans and engagement activities will help inform development of the next strategy. Council will have the opportunity to review, debate and ultimately provide approval for an updated strategy in late spring 2025.

Goals	Sub Goals	Activities	Status			
			NYS	< half	> half	Done
1. Improve licensing processes	1.1 Create fair, transparent, accessible and efficient application process	1.1.1 FARPACTA tech solution - Phase 1 & 2	■	■	■	
		1.1.2 FARPACTA process (licensing and compliance)	■	■	■	
		1.1.3 Change management and communications	■	■	■	
	1.2 Review licensing processes; implement changes	1.2.2 Implement mandatory CPD - Phase 2 (business rules, sanctions)	■	■	■	
	1.3. Ensure licensing reflects EDI values	1.3.1 EDI - Phase 1 (audit, supports)	■	■	■	
2. Optimize organizational performance	2.2. Ensure adequate IT; data collection/mgt	2.2.1 Digital transformation roadmap	■	■	■	
		2.2.2 Data governance model	■	■	■	
	2.3 Review/improve comms & business processes; ensure reflects EDI values	2.3.1 Organizational EDI strategy	■	■	■	
		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	3.1.2 Review/revise board orientation	■	■	■	■
	3.2 Ensure committee/council evidence for decision-making	3.2.2 RM framework	■	■	■	
	3.3 Establish metrics for governance performance	3.3.1 Review governance committee evaluations	■	■		
4. Refresh vision; ensure stakeholders see PEO value	4.1 Dialogue with members & stakeholders	4.1.3 Stakeholder engagement session(s)	■	■	■	
	4.2 Undertake research	4.2.1 Legislative/reg/legal review	■			
	4.3. Develop proposed vision for consultation	4.3.1 Draft new vision	■	■	■	
		4.3.2 Post vision consultation	■	■	■	
		Status Counts:	5%	5%	80%	10%

Figure 1: PEO's Operational Plan Status Report as of September 2024

IMPROVING THE LICENSING PROCESS

1.1 Create Fair, Transparent, Accessible and Efficient Application Process

1.1.1 FARPACTA Tech Solution

Recent initiatives completed under PEO's Digital Transformation strategy have helped enable real-time data collection, analysis and business intelligence of PEO's legacy and FARPACTA-compliant processes. These improved reporting capabilities allow Licensing staff to prioritize objectives and continue to make data-driven, evidence-informed decisions with improved efficiency.

1.1.2 FARPACTA Process (Licensing and Compliance)

FARPACTA-Compliant Process

As of August 5, PEO issued a total of 80 P.Eng. licences in the FARPACTA-compliant process and has received a total of 191 complete P.Eng. applications. The Licensing team continues to meet and even surpass the registration timelines as set out in FARPACTA legislation.

Legacy Process—Inventory Management Plan Update

As of August 19, the number of legacy applicants has decreased to 20,801, an improvement of 34,700 from its highest point in July 2023. Further, the number of applications awaiting academic assessment has decreased to 1107 files, an improvement from 4866 in August 2023. Most active legacy applicants are currently either writing technical exams or completing the NPPE:

- 4178 applicants writing technical exams;
- 5191 applicants have met academic requirements and are eligible to write or are currently scheduled to write the National Professional Practice Exam (NPPE).

Licensure timelines for these applicants depend on how long it will take them to complete their exams. We are confident that once legacy applicants write the NPPE and submit their competency-based assessment, the expected timeline for staff to issue a decision—late 2024—will be within the six-month period as laid out in FARPACTA.

PEO has also reduced the time for applicants waiting for a receipt from PEO that their experience requirements for licensure have been received, as well as confirmation that their validators or referees have submitted their responses. Average response times have dropped from 20 weeks to 12 weeks.

GROUP	CURRENT TOTAL	(%)
Academic Assessment	1107	5%
Writing technical exams	4178	20%
Met Academics (Writing NPPE)	5191	25%
Accumulating Experience–pending verification	623	3%
Accumulating Experience–active inventory	2426	12%
Accumulating Experience–inactive inventory	4118	20%
Other	3158	15%
GRAND TOTAL	20,801	100%

Figure 2: Inventory of Legacy Applicants

1.2 Review Licensing Process; Implement Changes

1.2.2 Implement Mandatory Continuing Professional Development (CPD)—Phase 2 (Business Rules, Sanctions)
In 2024, about 72,000 licence holders are required to complete the Practice Evaluation and Knowledge (PEAK) program. As of January 31, 51 per cent of eligible licence holders were in compliance. By August 15, 86 per cent of licence holders had started PEAK—with 82 per cent having completed their first two PEAK requirements and 4 per cent working towards completing those two requirements. We continue to see the numbers improve, with support from ongoing awareness campaigns via email, letter and phone calls.

We have committed to continuous improvement in the development of mandatory CPD. We expect the PEAK program to efficiently achieve its regulatory objectives and account for licence holder feedback. Adjustments include the simplification of rules and enhancement of user experience which will be demonstrated in a new, more user-friendly PEAK platform, to be launched in 2025. We are also developing processes and tools for compliance measures, such as administrative licence suspensions and compliance audits to help ensure that those licence holders who are required to complete their CPD obligations actually do so. We will be taking a 'facilitative' approach to compliance measures, with exemptions and/or extensions of deadlines granted where appropriate, and warning notices sent out well in advance of any suspensions being imposed. We also continue to collaborate with other regulators on strengthening and respecting our respective CPD programs and support our licence holders who are registered in multiple jurisdictions.

OPTIMIZE ORGANIZATIONAL PERFORMANCE

2.2 Ensure Adequate IT; Data Collection/Management

2.2.1 Digital Transformation Roadmap and 2.2.2 Data Governance Model
Throughout 2024, PEO has made significant progress on its Digital Transformation strategy. In alignment with evidence-based standards, we continue to strengthen our cybersecurity posture, through improved policies, practices and tools. Our business intelligence and analytics capabilities continue to improve at a rapid pace. This occurs through enhanced data warehousing and data insight capabilities, supported by improvements to our technology infrastructure. These transformative changes support PEO's modernization efforts. They are consistent with Council's 2019 Action Plan as well as various subsequent strategic plan initiatives.

2.3 Review/Improve Communications and Business Processes; Ensure They Reflect EDI Values

2.3.2 HR High Performance Team Roadmap
Individual Development Plans (IDPs) and Career Advancement
Learning and development opportunities help to keep employees engaged. They contribute to the retention of skilled staff and support increased productivity and improved performance. PEO's learning and development strategy includes education activities, mentoring and on-the-job learning, with a focus on EDI, cultural transformation, values, leadership competencies, and many other topics that relate to our work.

86%

By August 15, 86% of licence holders had started PEAK

Employee Engagement
To date, 13 of 18 items in the 2024 employee engagement action plan have been completed, with the remaining 5 to be launched in the fall. PEO will continue to measure employee engagement to help support continued advances in staff productivity, retention and performance.

2.3.4 Communications Strategy (Value, EDI)
We have completed an audit of PEO's communication practices and channels. The audit included feedback from PEO staff, Council, committee members, chapter leaders, association executives, licensing applicants, EITs and nearly 5500 licence holders. The recommendations are reflected in PEO's Action Plan (see Appendix C) and communication strategy. The audit outlined positive feedback on our communication channels, such as LinkedIn, *Engineering Dimensions* and email correspondence, and identified focus areas for improvement. For instance, we will be paying greater attention to Chapter communications. We will also make a more deliberate effort to develop and maintain relationships with key media contacts.

Significantly, in response to stakeholder feedback, starting in October, licence holders will once again have the option to subscribe to receive a print copy of *Engineering Dimensions*.

2.3.6 Review Financial Controls
Having clear financial policies, including those pertaining to the management of expense reimbursements, is a key control for ensuring sound and defensible financial management. As such, a review of financial policies is in progress under the oversight of the Audit and Finance Committee, which will report to Council in due course.

REGULATORY OPERATIONS LEAN REVIEW PROJECT

As part of PEO's transformation to become a modern regulator, we are conducting a Lean review of PEO's entire Regulatory Operations division to identify improvement opportunities to improve our organizational effectiveness.

Through this project, we have documented the current end-to-end business processes for our core regulatory functions and developed business cases with performance measurements to streamline activities across our Licensing, Registration, Investigation and Complaints, Unlicensed Practice, Prosecutions, and Tribunal departments.

Participating staff received a half-day orientation on Lean methodologies to build upon our continuous improvement culture at PEO with the aim of strengthening value generating activities, reducing processing times, and improving performance excellence to better serve our applicants, complainants, respondents, and employees.

Currently, we are consulting with stakeholders which improvement opportunities to pursue and will start implementation of the approved opportunities as early as Oct 2024.

GOVERNANCE SCORECARD

The PEO Governance Scorecard plays a key role in the management and oversight of PEO's operational activities and priorities. This Scorecard reports on 12 quantitative indicators aligned to PEO's core functions of Regulatory Operations, Policy, Strategy and Finance, and Talent Management and Corporate Administration.

To support transparency and accountability, PEO recently updated the reporting frequency of seven annual indicators to a quarterly basis. The affected indicators are here: Mandatory PEAK Compliance Rate, 30x30 Licensure Rate, Updated Standards and Guidelines, Strategic Initiative Completion, Year to Date Forecast Budget Revenue Variance, Year to Date Forecast Budget Spend Variance, and Staff Turnover.

The September 2024 PEO Governance Scorecard reports on the reporting period of January to June 2024.

For PEO's internal targets, six indicators are reporting as green for favourable against their target with two indicators reporting as yellow for slightly below target. The remaining four indicators are milestone-based in nature or are not reportable for this reporting period.

SEPT 2024 PEO GOVERNANCE SCORECARD - COUNCIL INDICATORS

Reporting Period: Q2 2024

#	Indicator Name	Operational Definition	Reporting Frequency	Category	Status	Desired Direction	2024 Target	2024 Threshold	Q2 2024 Value	Status Descriptions
1	**Acknowledgment of Complete Applications Within Target (C), (F)**	Number of received applications acknowledged as complete within 10 days divided by all applications received during the reporting period.	Quarterly	Regulatory Operations		⇧	90%	80%	100%	All completed applications reviewed within 10-day period.
2	**Registration Decisions Within Target (C), (F)**	Number of P.Eng. and Limited Licence applications for whom a registration decision is made within the required timeframe divided by all registration decisions made during the reporting period.	Quarterly	Regulatory Operations		⇧	90%	80%	96%	PEO continues to develop and implement process improvements to meet compliance requirements and improve staff processing times.
3	**Registration Decisions Within Target – P.Eng. Transfers (C), (F)**	Number of registration decisions made within 30 days for the P. Eng. transfer applications divided by all registration decisions received during the reporting period.	Quarterly	Regulatory Operations		⇧	100%	90%	95%	The 100% target was set by the Ontario Fairness Commissioner, pending further modification. PEO has exceeded our internal target of 90% and continues to implement process improvements to meet the legislated compliance requirement.
						⇧	90%	80%		
4	**Mandatory PEAK Compliance Rate (C)**	Compliance rate, expressed as a percent, for elements 1 and 2 of the mandatory Practice Evaluation and Knowledge (PEAK) Program. The program has three elements: 1) practice evaluation, 2) professional practice module, 3) the continuing professional development report.	Quarterly	Regulatory Operations		⇧	90%	80%	82%	As referenced in the Continuing Professional Development section, the PEAK Program became enforceable as of 2024. We expect the completion rate will significantly increase towards the end of this year.
5	**30x30 Licensure Rate (C)**	Number of newly licensed female-identifying engineers divided by the total number of newly licensed engineers.	Quarterly	Policy		⇧	30%	21%	21.1%	The 30 by 30 initiative was promulgated by Engineers Canada as a national goal of raising the percentage of newly licensed engineers who are women to 30 per cent by the year 2030. PEO supports this effort through Council's commitment to annually track and measure progress toward the 30 by 30 goal.
6	**Updated Standards and Guidelines (C)**	The percent of standards, guidelines and policies reviewed within the last five years.	Quarterly	Policy		⇧	90%	70%	0%	The review of all six standards, guidelines, and policies scheduled for 2024 are progressing well and are on track to be reviewed by staff by the end of this year.
7	**Strategic Initiative Completion (C)**	The total number of strategic initiatives completed during the reporting period divided by the total number of strategic initiatives planned for the year.	Quarterly	Finance and Strategy		⇧	90%	80%	10%	As referenced in the Operational Plan Status Report, over 80% of the 21 strategic initiatives are more than half complete and are progressing per schedule.
8a	**Year to Date Budget Revenue Variance (C)**	The variation, in percent, of the actual year-to-date **revenue** compared to the year-to-date budget.	Quarterly	Finance and Strategy		⇧	0.1%	-10%	0.4%	Target and threshold are set to allow for the monthly spend variations in both revenues and expenses during the course of the year. Target values for indicators 8a and 8b have been updated to address a carryover error.
8b	**Year to Date Budget Spend Variance (C)**	The variation, in percent, of the actual year-to-date **spend** compared to the year-to-date budget.				⇧	1.25%	-10%	10.5%	
9	**Days Cash on Hand (C)**	This indicator is calculated by first determining the total amount of unrestricted cash / cash equivalent funds available and dividing it by annual operating expenses minus depreciation expenses. This denominator is then divided by 365.	Quarterly	Finance and Strategy		⇧	180	90	499	PEO has a strong financial position where the organization possesses cash on hand to sustain its core operations.
10	**Employee Engagement Rate (C)**	Engagement score is calculated by adding the agree and strongly agree scores and dividing it by the number of questions.	Annually	Talent Management and Corporate Administration		⇧	68%	68%	N/A	Update to be provided after the reporting year has passed.
11	**Staff Turnover (C)**	The number of full-time permanent employees at the start of the reporting period minus the number of voluntary departures at the end of reporting period divided by the total number of full-time permanent employees at the start of the reporting period.	Quarterly	Talent Management and Corporate Administration		⇩	15%	18%	2.3%	Turnover rate is lower than industry standard due to high employee engagement levels. The average voluntary turnover rate in Canada is 15.5% (Mercer 2023 Canada Turnover Trends).
12	**Year-End Performance Review Completion (C)**	The number of completed performance management forms completed by December 31 divided by the total number of eligible employees.	Annually	Talent Management and Corporate Administration		⇧	99%	95%	N/A	Update to be provided after the reporting year has passed.

Legend

Status Definitions:

- Performance on target
- Performance slightly below target
- Performance significantly below target
- No update this quarter or indicator is milestone-based

Notes:

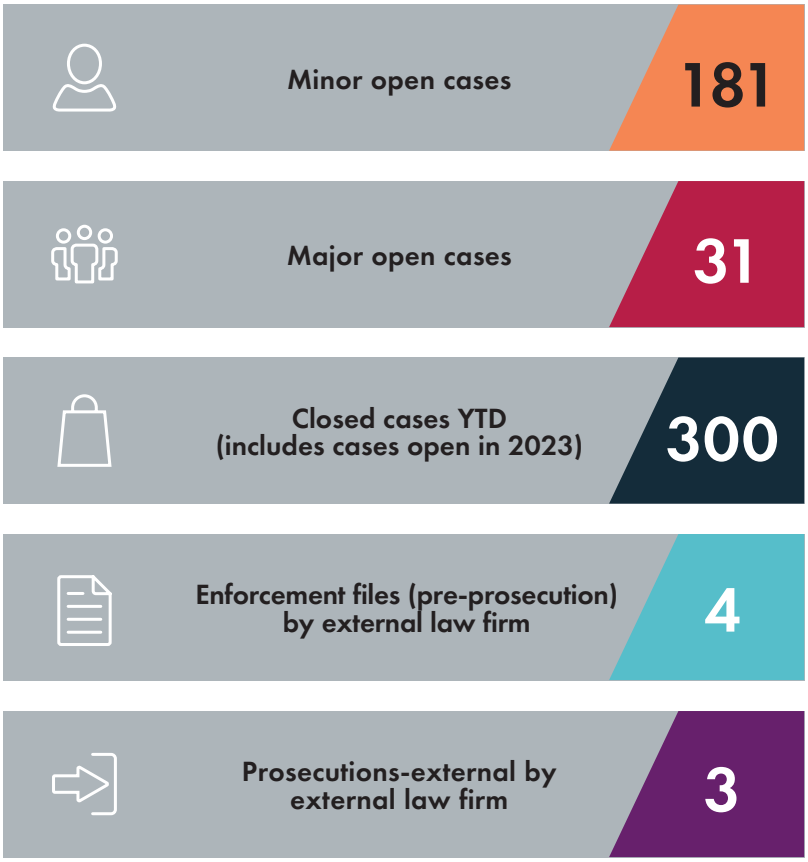
1) Indicators required under FARPACTA legislation are identified with an (F) label
2) Indicators reported to Council are identified with a (C) label
3) For text in *italics* , we have provided the most recent information

Figure 3: Governance Scorecard

Unlicensed Practice

Throughout 2024, Unlicensed Practice has made significant progress to reduce the time it takes to process, investigate and conclude a file involving allegations of improper use of a restricted title or of unlicenced individuals illegally practicing engineering. As of July 2024, the median time a file is open is 63 days, reduced by over 54 per cent from 139 days in 2023. The Unlicensed Practice team is streamlining processes and re-balancing workloads. Open files are tracked and assessed regularly. PEO staff continue to explore appropriate technology supports to enable effective workflows. The ongoing LEAN review of the Regulatory Operations Division's processes is expected to assist with this, and to provide additional recommendations for improvement.

The Unlicensed Practice team recently collaborated with the Ministry of Environment, Conservation and Parks on a cross-jurisdictional file involving an unlicensed individual to ensure that violations of multiple provincial legislation are properly addressed. The team is also pursuing prosecution of a long-cancelled former licence holder choosing to offer engineering services with neither a PEO licence nor a certificate of authorization.



Complaints and Investigations

The Complaints and Investigations department continues to see an increase in the number, and the complexity, of complaints filed with PEO against licence holders. All filed complaints that are within PEO's jurisdiction are investigated and eventually referred to the Complaints Committee to decide whether the matter should be put before the Discipline Committee for adjudication or whether some other regulatory response, such as a letter of advice and/or a voluntary undertaking to comply with the applicable rules or required practices in future, is more appropriate.

Various steps, including the need to assemble and review evidence, communicate in writing with the complainant, witnesses and the licence or certificate holder, and ensure compliance with any undertaking, will add to the overall processing time of a complaint file. An ongoing LEAN review will assist staff and the Complaints Committee in identifying opportunities for efficiencies, the elimination of redundancies, and more timely dispositions of complaints files. These will likely involve technological solutions as well as the reorganization of current business processes.

Additionally, staff are exploring changing the way Investigation and Complaints metrics are collected and reported with the goal of providing Council and other stakeholders a more accurate and meaningful overview of the department's efficiency and effectiveness. In particular, a focus will be put on highlighting the number of days staff spend on investigating and processing a file, in addition to the time spent waiting for an external task or process to be completed and the overall time it takes for a complaint file to be closed.

	2022	2023	2024 (August 16)
Complaints Committee (COC) Caseload			
Filed Complaints[1] not disposed of by COC at previous year-end	105	120	160
Complaints Filed (PEA s. 24. 1(a)) during the Year	96	90	73
Total Caseload in the Year	201	210	233
Total Filed Complaints Disposed of by COC in the Year (for details see COC's *Disposition of Complaints* below)	81	50	9
Total Filed Complaints Pending for COC Disposition (for details see *Status of Active Filed Complaints* below)	120	160	224
COC's Disposition of Complaints			
Direct that the matter be referred, in whole or in part, to the Discipline Committee. (PEA s. 24. 2(a))	13	11	0
Direct that the matter not be referred. (PEA s. 24. 2(b))	35	30	8
Take such action as COC considers appropriate in the circumstances and that is not inconsistent with this Act or the regulations or by-laws. (PEA s. 24. 2(c))	33	9	1
COC's Timeliness Regarding the Disposition of the Complaint[2]			
Complaint disposed of within 90 days of filing	0	0	0
Complaint disposed of 91–180 days of filing	3	1	0
Complaint disposed of after more than 180 days of filing	78	49	9
COC Processing Time – Days from Complaint Filed to COC Disposition (12 mo. rolling avg.)			
Average # Days	554	509	614
Minimum # Days	154	176	252
Median # Days	414	427	593
Maximum # Days	1766	1761	1761

Figure 4: Complaints and Investigations Statistics

[1] Signed Complaint Form filed with the registrar.

[2] Days from Complaint Filed to date COC Decision is signed by COC chair.

STATUS OF ACTIVE COMPLAINTS

Active Filed Complaints–Total		224
Complaints filed more than 180 days ago	**157**	**157**
Pending Approval and Reason regarding COC Decision	77	
Complaints under active consideration by COC	23	
Completed Investigation ready for COC consideration	9	
Regulatory Compliance Investigation	48	
Complaints filed 91–180 days ago	**29**	**29**
Pending Approval and Reason regarding COC Decision	0	
Complaints under active consideration by COC	0	
Completed Investigation ready for COC consideration	0	
Regulatory Compliance Investigation	29	
Complaints filed within the past 90 days	**38**	**38**
Pending Approval and Reason regarding COC Decision	0	
Complaints under active consideration by COC	0	
Completed Investigation ready for COC consideration	0	
Regulatory Compliance Investigation	38	

Figure 5: Status of Active Filed Complaints

Review by Complaints Review Councillor *(PEA s. 26. (s))*
Under section 26 of the Act, the Complaints Review Councillor may review the treatment of a complaint against a licence or certificate holder if it has not been disposed of within 90 days after it has been filed. This may occur at the behest of the complainant or on the CRC's own initiative. The CRC review of how the complaint was handled can also be triggered by the complainant after the Complaint Committee has disposed of it. Under the Act, the CRC is not permitted to inquire into the merits of the complaint, only the process used to address it.

Glossary of Terms
Complaint Filed–Signed Complaint Form filed with the registrar.
Investigation Complete–Investigation Summary document prepared and complaint file ready for COC consideration

COMPLAINTS AND INVESTIGATION STATISTICS AS OF AUGUST 16, 2024

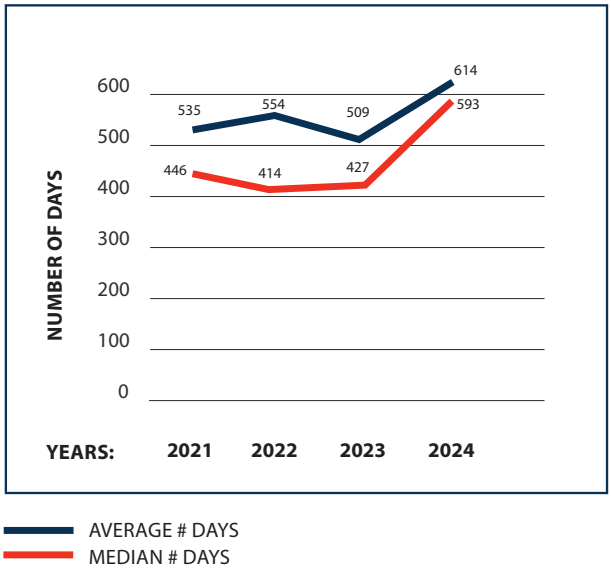


Figure 6: Complaint File Processing Times (12 month rolling average)

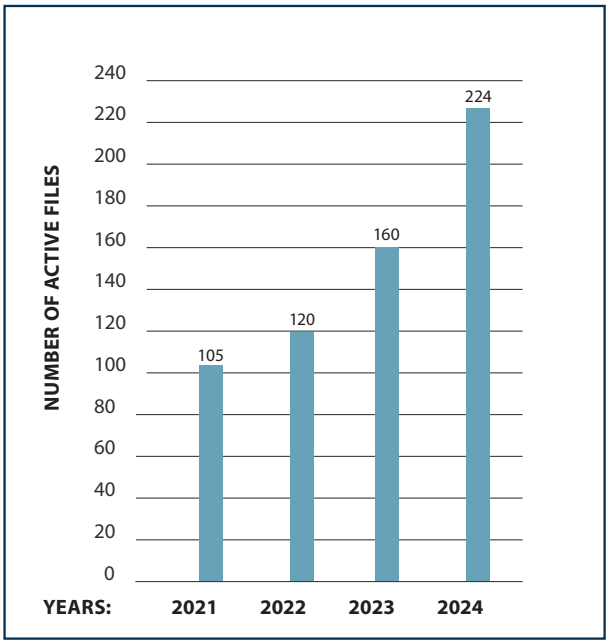
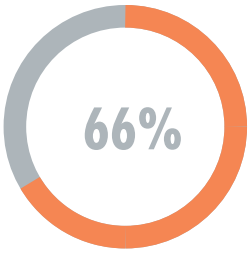


Figure 7: Number of Active Complaints Files, Year End 2021–2023 and YTD 2024

Complaints volumes have more than doubled since 2021.

REGULATORY COMPLIANCE LEGAL DEPARTMENT

There have been 5 Discipline Committee hearings in 2024, all of which were resolved on consent, with the respondent(s) pleading guilty to professional misconduct. Notable penalties included relatively serious suspensions and practice restrictions, all justified by the circumstances.



of legacy process Notices of Proposal were closed as of Q3 2024.

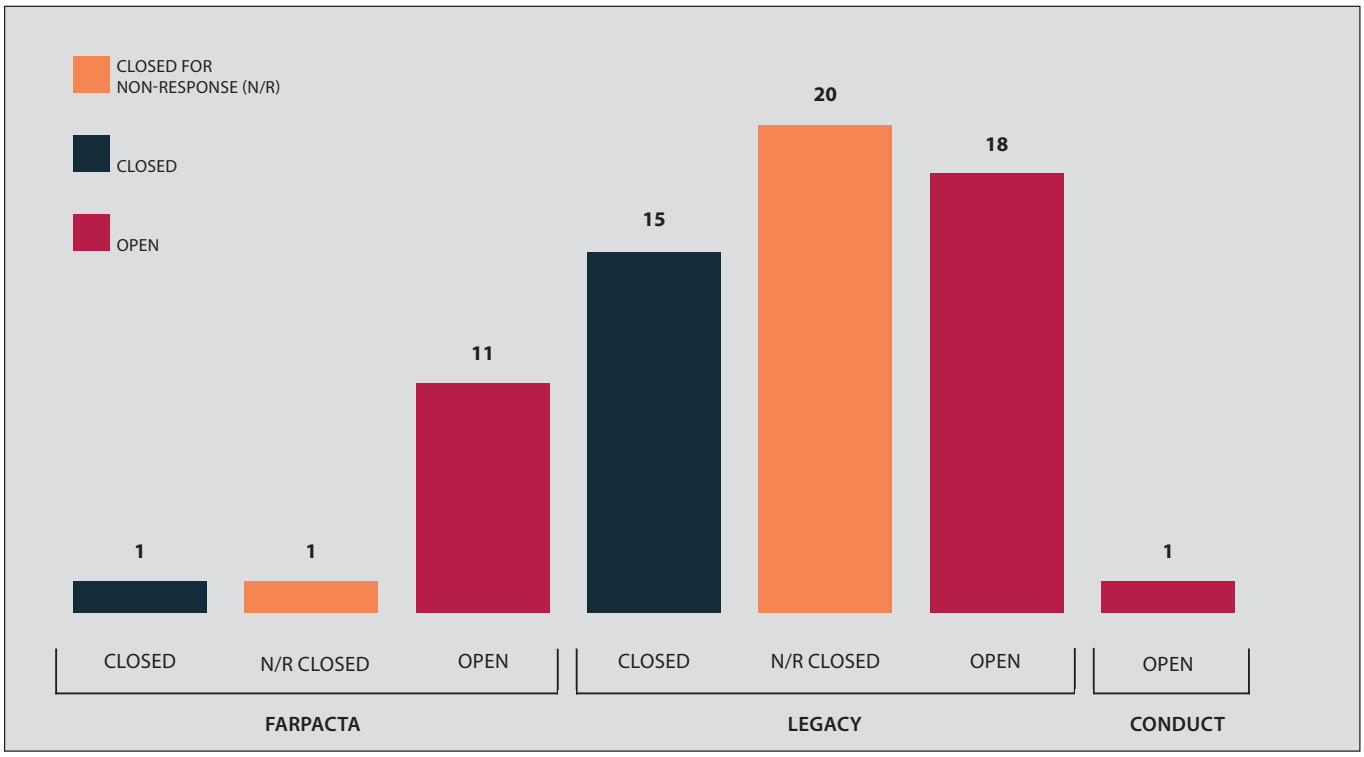


Figure 8: Number of NOPs which are open, closed and closed for non-response between Q1 2023 and Q3 2024 in the legacy and FARPACTA processes.

FINANCE

For the seven months ending July 31, 2024, revenues earned amounted to $22.2 million, while expenses incurred totaled $19.3 million. This resulted in an excess of revenue over expenses of approximately $2.9 million, as shown in Figure 9. The $1.5 million favourable variance in revenue is largely attributable to a higher-than-expected investment income and 40 Sheppard revenue.

On the expense side, total expenses for the seven months ending July 31, 2024, amounted to $19.3 million. This compared to a budgeted spend of $21.3 million, resulting in a favourable variance of $2 million. This favourable variance is mainly due to lower expenses incurred by PEO chapters, and lower than expected spend on legal expenses, staff salaries and benefits, contract staff, purchased services and volunteer business expenses.

	2024 Actual	2024 Budget	Variance Actual vs Budget
TOTAL REVENUES	**$22,172,299**	**$20,691,485**	**$1,480,814**
Operations expenses	$17,720,656	$19,519,060	$1,798,404
Sp. projects and strategic plan exp	$1,587,971	$1,796,000	$208,029
TOTAL EXPENSES	**$19,308,626**	**$21,315,060**	**$2,006,434**
EXCESS OF REV OVER EXP	**$2,863,672**	**($623,576)**	**$3,487,248**

Figure 9: Revenues and expenses as of July 31, 2024

	2024 Actual	2023 Actual	Variance Actual Vs Actual
Cash	$10,467,121	$9,806,274	$660,847
Other current assets	$1,008,310	$901,484	$106,826
Marketable securities	$30,579,954	$28,068,215	$2,511,739
Capital assets	$26,492,752	$27,663,718	($1,170,966)
TOTAL ASSETS	**$68,548,137**	**$66,439,691**	**$2,108,446**
Current liabilities	$13,917,609	$14,532,705	($615,096)
Employee future benefits	$12,061,100	$13,260,100	($1,199,000)
Net assets	$42,569,428	$38,646,886	$3,922,542
TOTAL LIABILITIES & NET ASSETS	**$68,548,137**	**$66,439,691**	**$2,108,446**

Figure 10: Assets and liabilities as of July 31, 2024

Remissions and Resignations

As of July 31, 2024, the data in Figure 7 shows that the total number of P.Engs in fee remissions was approximately 13,216, in comparison to 13,048 as of the same period in 2023. The number of resignations as of July 31, 2024, was 801 as compared to 1547 resignations as of July 31, 2023. Additionally, the number of P.Engs as of July 31, 2024, remained largely unchanged at approximately 88,237 in comparison to 87,361 reported on July 31, 2023.

	YTD JULY 2024	YTD JULY 2023
Members seeking remission	1934	1569
Total members in fees remission	13,216	13,048
Members resigned	801	1547
Total P.Engs	88,237	87,361

Figure 11: Estimated Remissions and Resignations as of July 31, 2024

CUSTOMER SERVICE

From January 1 to July 31, 2024, PEO's Customer Service team handled 17,596 tickets, including 15,398 emails, 2098 calls and 100 walk-ins, and were able to resolve 71.75 per cent of all inquiries. Most inquiries were relating to PEAK and technical support.

As part of efforts to expand the customer service model, PEO's level one service team's coverage will be expanding in 2024 to include some enforcement-related queries and FARPACTA inquiries.

Feedback on post-query feedback surveys continues to be positive, with an overall satisfaction rating of 7.4 out of 10.

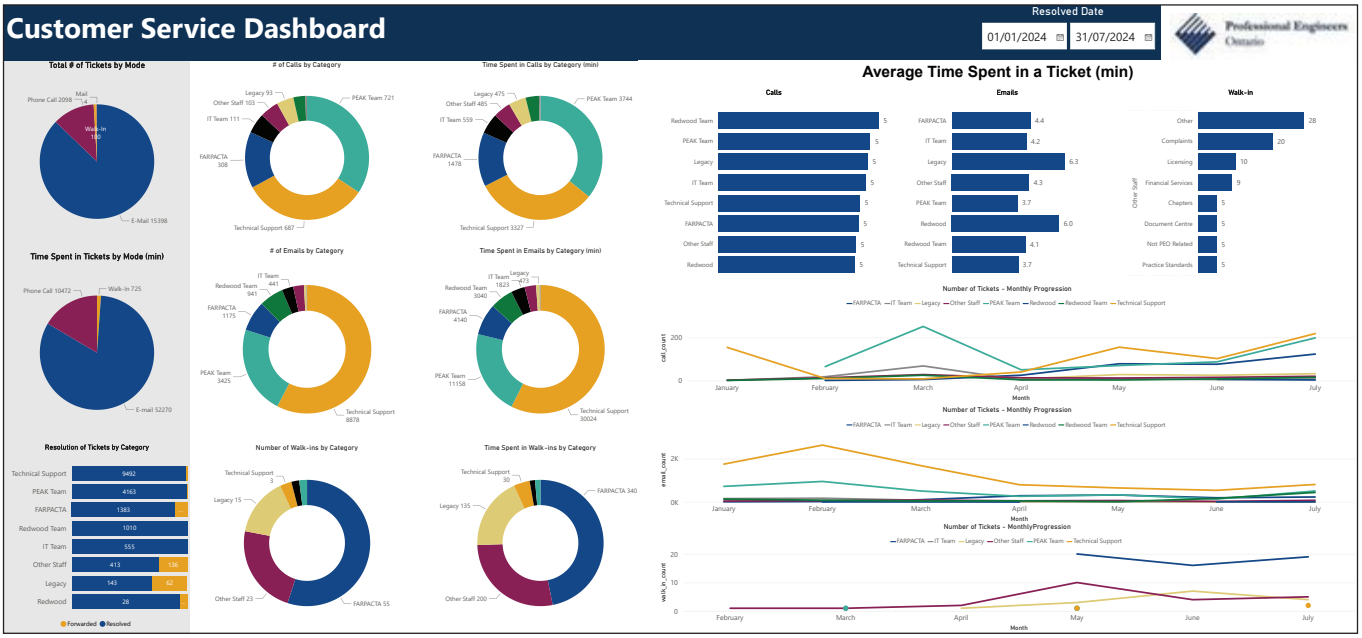
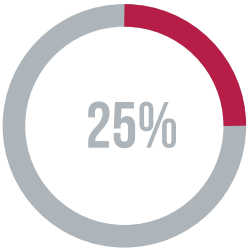


Figure 12: Customer Service Dashboard

EVENT ENGAGEMENT MODEL

PEO's Event Engagement Model continues to be a success, with 11 visits having been completed already against a target of 12 in the program's inaugural year. Under this program, senior PEO staff attend Chapter events, including a licence ceremony as shown below. Licence ceremonies hosted by chapters provide individuals with the option to receive their licence certificate by a licensed engineer and member of the PEO chapter network in an environment surrounded by family, friends and other licensed engineers.

Brantford-Brant MPP Will Bouma, PhD, for Brantford-Brant, poses with P.Eng. licence certificate recipients at PEO's Brantford Chapter license certificate ceremony in May 2024.



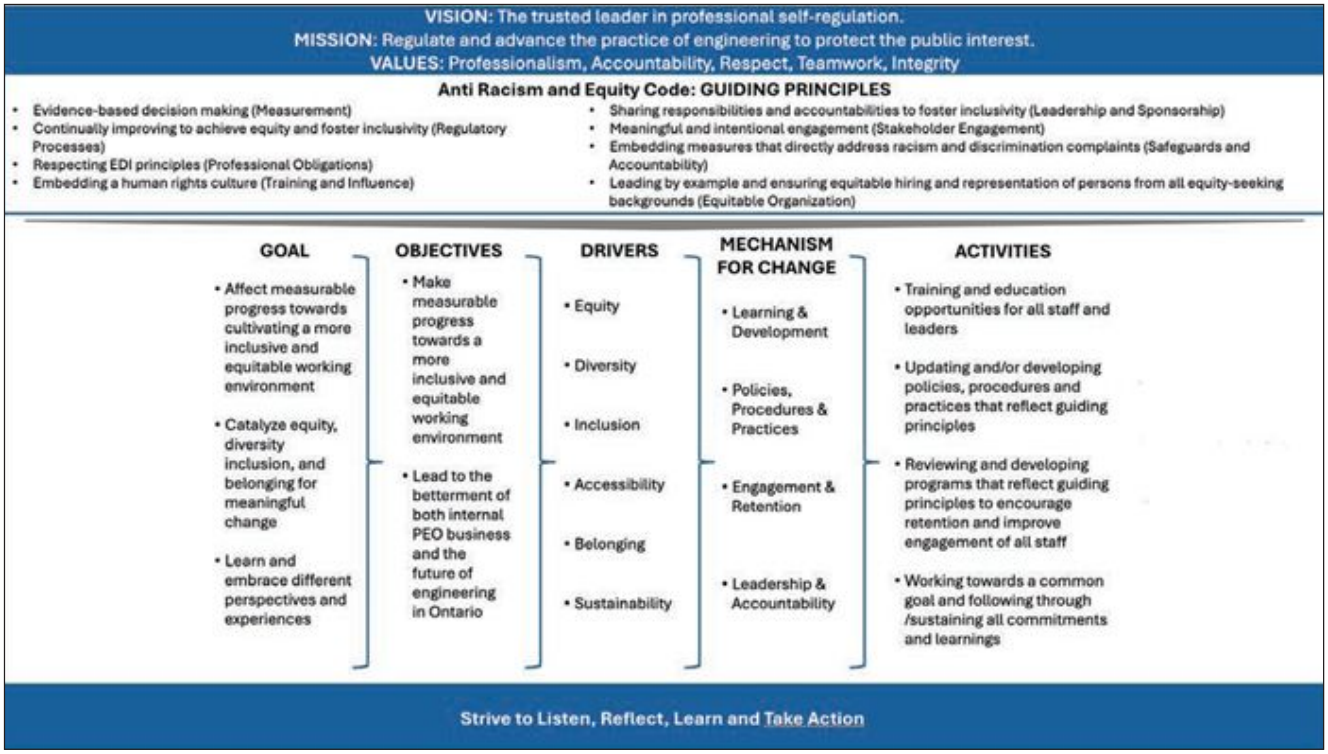
Did you know?

Approximately 25 per cent of engineers choose to receive their licence certificate at a PEO licence ceremony.

REGION	2024 ACTUAL
East Central	3
Eastern	2
Northern	1
West Central	3
Western	2
ALL CHAPTERS	11

Figure 13: EEM Program Target: Minimum 2 visits per region annually and 12 unique chapter visits

2024–2025 EDI ACTION PLAN



2024–2025 EDI ACTION PLAN

ARE Code Categories	Activities	Completion Date
Raising Awareness ***(Principle 4)***	• Create a storytelling series in issues of *Engineering Dimensions* to amplify the voices and experiences of equity-seeking practitioners and communities. • Create an EDI subsection on PEO's website. • Create social media posts that bring awareness to EDI-related issues and barriers and explain how we are bridging gaps within the profession. • Deliver consistent messages from the CEO/registrar about EDI issues and our commitment to EDI work (including in the CEO/Registrar's Report to Council; *Engineering Dimensions*, etc.). • Create EDI Corner in PEO's monthly staff newsletter, covering various EDI concepts and education pieces. • Create an EDI calendar that includes various initiatives and events being planned and already underway, including appropriate staff to support each item.	Q4/2024 - Ongoing Q1/2025 Ongoing Ongoing Q2/2024 Q1/2025 & ongoing updates
Education and Training ***(Principle 4)***	• Provide training on EDI topics to Council and tribunals. • Deliver the Council-approved Engineers Canada EDI webinar to PEO staff and volunteers. • Create governance orientation modules for new Council members to help them understand how they can embed EDI into their work.	Q1-Q2/2025 Q1/2025 Q1/2025
Regulatory Policy and Regulatory Programs ***(Principle 2)***	• Ensure that every policy proposal impacting the interests of licence holders is accompanied by an Equity Impact Assessment. • Undertake a comprehensive review of all existing PEO program policies prioritizing licensing, complaints and discipline processes to identify gaps and propose strategies that will enable PEO to achieve equity and foster inclusivity in its core regulatory functions. • Work with the call centre to create a mechanism to provide over-phone interpreting (e.g., partnership with MCIS interpretation services). • Create and translate documents into various languages for applicants and licence holders. Documents will include: ▪ PEO's role and public protection mandate ▪ How to apply to become licenced ▪ How to file a complaint and the complaints process • Produce a video for CBA assessment to increase accessibility and enhance visual understanding. • Ensure all newly created and revised documents meet accessibility regulations and use gender-neutral language.	Ongoing Q2/2025 Q1/2025 Q4/2025-Q2/2026 Q4/2024 Ongoing
Professional Obligations ***(Principle 3)***	• Review PEO's Guideline on Human Rights in Professional Practice. • Undertake a comprehensive review of all existing PEO regulations, policies, standards, and guidelines to determine if and how they should promote EDI principles so that principles are reflected in the conduct and services provided by licence holders.	Q4/2024 Q2/2025
Engagement and Partnership ***(Principle 6)***	• Continue to collaborate with other Canadian engineering regulators on the 30 by 30 initiative and other Engineers Canada EDI strategic initiatives to raise "the percentage of newly licensed engineers who are women to 30 per cent by the year 2030". • Ensure that the Strategic Stakeholders Advisory Group represents a variety of identities, backgrounds, perspectives and abilities to support the objectives of the Anti-Racism and Equity (ARE) Code. • Develop meaningful community partnerships with agencies to inform our EDI work and to raise awareness of existing gaps within equity-seeking communities.	Ongoing Ongoing Ongoing

Accountability (*Principle 7*)	• Create an EDI Action Plan to implement the commitments made under the ARE Code adopted by Council in April 2022. • Publicly report on the progress of PEO's EDI Action Plan annually. • Develop EDI-related metrics to incorporate into PEO's Governance Scorecard. • Implement recommendations prepared by Indigenous & Community Engagement (ICE) for addressing the Truth and Reconciliation Commission's (TRC) Calls to Action and increasing Indigenous representation in Ontario engineering.	Q2/2024 Q2/2025 Q4/2024 TBD
Equitable organization *(Principle 8)*	Integrate the below internal EDI pillars to ensure equitable hiring and representation of persons from all equity-seeking backgrounds and to foster retention, inclusion, advancement, belonging and equity regarding equity-seeking persons and everyone at all levels in the organization. • Learning & Development: Deploy training and education opportunities for all staff and leaders. • Policies & Procedures: Update and/or develop policies, procedures and practices that reflect guiding principles. • Engagement & Retention: Review and develop programs that reflect guiding principles to encourage retention and improve staff engagement. • Leadership & Accountability: Work towards a common goal, following through and sustaining all commitments and learnings.	Q3/2024
Establish internal and external reporting and data collection. *(Principle 1/7)*	• Gather and publicly report disaggregated race-based data, other identity-based data, and EDI metrics, based on voluntarily expressed consent to better understand the diversity of the profession and the challenges experienced.	Q1 2026 & ongoing
Stakeholder engagement *(Principle 6)*	• Partner with external organizations that serve underrepresented populations to gain a better understanding of the work that needs to be done to support the ARE Code.	Q3/2024
Leadership and Decision-Making *(Principle 5)*	• Join the federal government's 50-30 challenge and identify ways to improve access to positions of influence and leadership on Council and in senior management to support diversity at PEO.	Q3/2025

COMMUNICATIONS AUDIT RECOMMENDATIONS AND EXECUTION TACTICS–ACTION PLAN

Recommendation 1: Clearly define PEO and its role

RECOMMENDATION	TACTICS	TIMELINE
1. Create and adopt language that clearly describes PEO's legislative mandate and activities.	-Include messaging in PEO external communications stating that PEO advocates for compliance and excellence in the profession but does not represent the interests of or serve as the voice of the engineering profession.	Ongoing
	-Strive to amend language in the *Professional Engineers Act*, R.S.O. 1990 to replace "association" with relevant regulatory terminology.	Under consideration
	-Clearly describe PEO and its role on the organization's website and in all external communications.	Ongoing
2. Adopt consistent language describing PEO and its role.	-Key message document development -Presentation coaching & media training for PEO's official spokespeople	2025 2025
3. Engage chapters in promoting PEO, its mandate, and role.	-Develop communication plan with a goal to strengthen strategic alignment between PEO & chapters	2025

APPENDIX C

Recommendation 2: Implement standard communication structures, protocols, and practices

RECOMMENDATION	TACTICS	TIMELINE
1. Implement strategies to communicate to the public. • Determine PEO's "public". • Identify your public's preferred communication choices. • Communicate the role of PEO.	-Conduct public perception/confidence study -Conduct a public protection marketing campaign to promote PEO, its mandate, and role.	2025 Under consideration
2. Create and update necessary communications policies governing public relations, public affairs.	-Communications & media policy -Social media policy -Accessible communications policy -Canada Anti-Spam Law (CASL) policy -AI policy	2025 2025 2025 2025 Under consideration
3. Establish crisis communications protocols.	-Develop and test crisis communications plan -Media training (every two years) for PEO spokespersons	2025 2025
4. Refresh style guides.	-Refresh brand guidelines -Produce style guidelines (to reflect accessible, inclusive and plain language principles)	2024 2025
5. Create a formal working relationship with chapters.	-Establish communication parameters -Centralize websites on one site and manage in-house -Approve major external communications from chapters -Ban use of social media beyond sharing HQ's messages	 2024 Under consideration Under consideration
6. Include media monitoring in daily operations.	-Subscribe to media monitoring platform for daily press and social media coverage reports	Complete
7. Align communications strategy with PEO's next three-year strategic plan.		2026

Recommendation 3: Commit to greater openness and transparency

RECOMMENDATION	TACTICS	TIMELINE
1. Strategically communicate change and transformation. • Regulatory changes - highlight the purpose, explaining how they contribute to PEO's public protection mandate, provide examples of how the changes will enhance public safety, improve professional standards, or streamline processes. • Emphasize how the changes align with PEO's mandate and align with strategic goals. • Engage stakeholders early and often: Conduct informational sessions, webinars, and Q&A forums to address concerns and provide detailed explanations of the changes. • Ensure that the information is accessible and easy to understand, avoiding technical jargon where possible.	-Establish a robust communication planning framework to strategically outline and implement key changes, ensuring clear, consistent, and transparent communication to prevent confusion, miscommunication, and mistrust among licence holders and other stakeholders.	2024–2025
2. Establish service standards.	-Create realistic, but short response to reply to the public, licence holders, and all stakeholders, and encourage an organization-wide commitment to communication turnaround time.	2024–2025
3. Leverage associations to share PEO's messaging to licence holders.		Ongoing

Recommendation 4: Support PEO's commitment to modernize

RECOMMENDATION	TACTICS	TIMELINE
1. Communicate with an ongoing commitment to Equity, Diversity, and Inclusion.	-Adopt plain language in all internal and external communications.	Ongoing (formally reflected in style guidelines and accessible communications policy by 2025)
2. Recommit to producing a print version of *Engineering Dimensions* for licence holders.	-Maintain a digital publication as the primary format and provide licence holders with an option to opt-in to receive a print version.	Q4 2024
3. Develop a plan to communicate externally in both of Canada's official languages.		Under consideration
4. Adopt principles of kindness in regulation to improve tone in communication to licence holders.	-To be done in conjunction with the development of style guidelines (to reflect accessible, inclusive and plain language principles)	Ongoing (formally reflected in style guidelines by 2025)
5. Commit to two-to-three-year plan to rebuild PEO's website.		2025

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Summary Report to Council of Audit and Finance Committee (AFC) Activity
September 27, 2024

Committee Meeting Date: September 12, 2024

Item/Topic	Discussion Summary	Assigned to	Next Steps	Status[1]	Separate Council Agenda Item?
Technology Use and Security Policy for Council and Volunteers	Staff provided an overview of the proposed changes to PEO's IT Policy for Council and Volunteers.	Staff	For Council approval on Sep 27, 2024.-	Continue	Yes
Review of 2025 Draft Operating and Capital Budgets	The committee was presented with the 2025 Draft Operating and Capital Budget along with two key considerations: • Administrative Fees for payments made to PEO by Credit Cards • NPPE Exam Administrative Fees The committee has requested: • Further exploration of the NPPE Exam pricing and the process and its administrative process • To include the topic of Administrative Fees for payments to PEO by credit card on the AFC report for the September Council meeting to ensure Council is aware of the discussion at the AFC meeting on Sep 12 and that it is a topic for future AFC meetings.	Staff	For Council review on Sep 27, 2024	Continue	Yes
Review of Expense Reimbursement Policy	A preliminary review of the current policy was presented to the committee. The committee advised staff to explore additional examples of reimbursement policies within	Staff	Staff to present additional examples of reimbursement policies from various organizations	Continue	No

[1] Green=Complete; Blue=Continue; Yellow=Modify; Red=Discontinue

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Item/Topic	Discussion Summary	Assigned to	Next Steps	Status[1]	Separate Council Agenda Item?
	the private sector, including additional focus with on child care and late submission reimbursement policies.		including the private sector, to the AFC		
Quarterly Review of Financial Statements	The committee was provided with financial statements for the quarter ending on July 31, 2024 The committee took the opportunity to engage with staff and discuss various aspects of the financial statements.	Staff	NA	Complete	No
Update on Investments	The committee received an update on the current investments and noted significant increase in its portfolio. It was also noted that a meeting with the investment manager is scheduled for the next AFC meeting.	NA	NA	Complete	No
Investments on Pension Plans	The committee received an update on the status of the pension plan investments and noted that were no concerns at this time.	NA	NA	Complete	No
Cybersecurity & IT Update (In Camera)	Staff updated the committee on the progress made towards PEO's Digital Transformational Strategy.	Staff	For Council review on Sep 27, 2024	Continue	Yes
Risk Management Program: Financial and IT Risks (In Camera)	Staff presented an overview of the risks related to PEO's finance, IT and cybersecurity. The committee will review the overall risk register at an upcoming AFC Meeting.	Staff	To review the overall risk register at the next AFC meeting	Continue	No

Next Committee Meeting: November 12, 2024

Discussion – IT Policy for Council & Volunteers

Agenda Item No.	C-565-4.1
Purpose	To review proposed changes to PEO's IT policy for Council and volunteers.
Strategic/Regulatory Focus	Policy revisions in support of PEO's Digital Transformation strategy
Motion	That Council approve the revised information technology (IT) policy.
Attachments	Appendix A - Council and Volunteer Technology Use and Security Policy Appendix B - Council and Volunteer Technology Use and Security Policy Presentation

Summary
In support of PEO's Digital Transformation strategy, staff are proposing changes to the information technology (IT) policy for Council and Volunteers. The policy was reviewed by the Audit and Finance Committee, and is being discussed by Council at its September meeting, with a request for its approval.

Public Interest Rationale
Cybersecurity in a complex threat landscape is a growing and evolving concern. Organizations must employ many diverse tools to enable secure computing environments and support appropriate technology, including the maintenance of appropriate, comprehensive policies. To support risk mitigation, reflect rapid changes in technology, and in alignment with IT best practices, revisions to PEO's IT policy have been proposed.

Background
While progress is being made to deliver upon the Digital Transformation strategy, key foundational changes to policies are essential to ensure security of PEO's critical technology infrastructure and sensitive licence-holder, applicant, and other data.

PEO's IT policies were last refreshed in 2020, and as such require revisions to reflect changes in a rapidly changing technological landscape. Maintenance of relevant and updated policies is an important organizational control to support risk operational risk management. Correspondingly, revisions to PEO's IT policy for staff were introduced and came into effect in August, 2024.

Considerations
Revisions to the policy were made in alignment with evidence-based international standards, including the National Institute of Standards and Technology (NIST) Cybersecurity Framework. Further, a thorough environmental scan and literature review was conducted of similar policies and best practice standards from comparable organizations. This scan included a review of policies from other regulators, several public-sector entities including local, provincial and federal Government entities. In addition, templates and resources were consulted by leveraging communities of practice for IT professionals. Drafts of the proposed policy underwent multiple review iterations by PEO staff and were made in alignment with changes to the revised IT policy for staff.

Notable changes to the policy are summarized below. Please note that PEO assets refer to all technological resources including, but not limited to tablets and iPads, emails, SharePoint sites, network, servers, printers, software, data and other technology solutions provided by PEO.

General Technology Asset Use:

- Councillors and Volunteers are asked to use PEO IT assets primarily to conduct PEO's business activities.
- Councillors and Volunteers should not copy, destroy, or alter any data, documentation, or other information that belongs to PEO nor disclose confidential information unless required for specific business functions they support.
- Councillors and Volunteers should not allow any unauthorized external or internal users to access PEO's IT assets.
- Councillors and Volunteers are responsible for the physical security of their laptops, iPads and mobile devices.
- PEO confidential corporate data should not be stored on any non-corporate devices.
- Councillors and Volunteers are reminded to lock PEO devices when not in use and to store any paper documents in a secure location.
- Personal devices should not be connected to PEO's corporate networks or Wi-Fi. Limited personal use of Guest WI-FI networks is permitted.
- Upon completion of service, all PEO IT assets (with the exception of iPads issued to Councillors) should be returned, and systems will be wiped/reset.

Email/Internet + Laptops/Devices:

- Councillors and Volunteers may not use the Internet or email for illegal or unlawful purposes or in a way that violates PEO policies.
- Councillors and Volunteers are strongly discouraged from using PEO email for personal use.
- Unauthorized bulk exporting or downloading of PEO emails, calendars, etc. is not permitted.
- Councillors and Volunteers should submit a request to the IT helpdesk before installing additional software on any PEO-issued devices.
- Security controls on PEO-issued devices should not be compromised via hacks, jailbreaks, software changes, & security setting alterations.
- Councillors and Volunteers should not host open (non-password-protected) Wi-Fi hotspots on corporate mobile devices.

Cybersecurity:

- Altering or turning off any anti-malware and firewall software is prohibited.
- Activities to create and distribute malicious programs are strictly forbidden.
- Councillors and Volunteers are discouraged from using corporate passwords for personal accounts and vice versa.
- Councillors and Volunteers are strongly encouraged to ensure that wireless networks are protected and to avoid using public hotspots.

Recommendation(s)

That Council approve the proposed IT Policy for Councillors and Volunteers.

Next Steps

- Develop communication plans to support dissemination of the policy as appropriate.

Prepared By:

Digital Transformation & Information Technology

Professional Engineers Ontario

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C-565-4.1
Appendix A

Technology Use and Security Policy	Date of Policy: September 12, 2024
	For approval
	Review Date: Sept 12, 2027

Statement of Principles	This policy establishes information technology (IT) best practices and security protocols for the appropriate usage and management of technology systems at Professional Engineers Ontario (PEO). The policy is in alignment with Section 38 of the Professional Engineers Act. In addition, this policy outlines appropriate standards and procedures for use of PEO IT assets and accessing PEO networks, systems, databases, servers, and other technology infrastructure.
Purpose	The purpose of this policy is to establish specific requirements to support efficient, reliable, and secure use of PEO's IT assets and resources. It also outlines the acceptable use of technology resources at PEO.
Application and Scope	This policy sets out the rules for the use of computer equipment, hardware, software, operating systems, storage media, network accounts, electronic mail, internet browsing, communications equipment and any other IT assets that is and remains PEO property. • This policy applies to all PEO volunteers and Councillors
Definitions	**Bring Your Own Device (BYOD) –** Use of personal devices, such as smartphones, laptops, and tablets, for work purposes. **Cloud Services** – cloud computing model in which data is stored on remote servers and is made available over the Internet. It is maintained, operated, and managed by a cloud storage service provider. **Councillors** – Council is made up of both elected professional engineers and members appointed by the Office of the Attorney General of Ontario. **Digital identity** – online or digital representation of an individual or entity. It includes all the personal and professional information of an individual that is stored digitally. This information may consist of login credentials, passwords, biometric data, and other sensitive information that helps to identify and authenticate an individual's digital presence. The security and privacy of digital identities are critical, and it is essential that they be safeguarded against unauthorized access or theft.

	End of Life – describes the end of useful life of operating systems, applications, IT assets, firmware, services, or subscriptions. After this period, a vendor will stop updating, supporting, marketing, or selling a particular technology. **Endpoint Protection** – refers to the security measures and technologies implemented to protect PEO IT assets, such as computers, laptops, mobile devices, and servers from cybersecurity threats. Cybersecurity threats include malware, ransomware, phishing attacks, and other malicious activities. **Intranet** – refers to PEO's private network of internal communication and collaboration and provide a single starting point to access internal and external resources. **IT Assets** – refers to all technological resources including but not limited to iPads, SharePoint, network, phone numbers, servers, routers, switches, printers, scanners, software (e.g. Diligent boards), data and other peripherals. **IT Department** – refers to PEO Digital Transformation and Information Technology Services staff. **Malware** is a combination of two words "malicious" and "software". It is a generic term used to describe all the hostile and intrusive program codes including viruses, spyware, worms, Trojans, or anything that is designed to perform malicious operations on IT assets. **Mobile devices** – are electronic devices designed to be portable. They include smartphones (e.g. iPhones), tablets (including iPads), and portable media players, among others. **PEO** – refers to Professional Engineers Ontario. **Phishing** – is a cyber-attack where attackers attempt to trick individuals into divulging sensitive information, such as usernames, passwords, credit card numbers, or other personal details. This is typically done by posing as a trustworthy entity in electronic communication, such as email or instant messaging. **Social media** – refers to websites and applications that enable users to create and share content or to participate in social networking. (i.e. Facebook, X **{**formerly Twitter**}**, Pinterest, Instagram etc.) **Spam** – refers to the indiscriminate sending of unsolicited, usually commercial, messages to many users over the internet. These messages are often sent in bulk and can take various forms, such as emails, instant messages, website comments, or social media posts.

	Storage media – refers to any external/removable device that information can be stored including, but not limited to, USB flash drives, portable hard drives, etc. **Technology** – refers to all IT assets (workstations, laptops, tablets and iPads, servers), application software, storage media, phones, websites, and accessories. **Volunteers** - Volunteers provide valuable services and participate on numerous committees, task forces and with PEO's 36 Chapters in support of the organization. **Vulnerabilities** – a state that could lead to risk or exposure through various forms including, but not limited to, viruses, spyware, adware, malware, ransomware, or hackers
Policy Statement	This policy covers the following key areas:
Approved By	PEO Council
Approval Date	TBD

1. Acceptable Use

1.1. General PEO Technology Asset Use

- While occasional personal use (e.g., making personal phone calls, using the internet or email) that does not interfere with PEO's ability to conduct business is permitted, Councillors and Volunteers are asked to utilize PEO IT assets to primarily conduct PEO's business activities.

- Councillors and Volunteers shall not copy, destroy, or alter any data, documentation, or other information that belongs to PEO unless required for specific business functions they support. Further, Councillors and Volunteers must ensure they do not disclose confidential information collected by or about PEO or its partner organizations on social media platforms or public forums (see Appendix for data classification details).

- Councillors and Volunteers shall not allow any unauthorized external or internal users to access PEO's IT assets.

- Councillors and Volunteers are responsible for ensuring adequate physical security of the PEO assets assigned to them. Councillors and Volunteers are responsible for protecting any devices provided by PEO and are strongly advised to take reasonable precautions to prevent loss, theft or damage.

- Councillors and Volunteers are advised to not store confidential corporate data (in an unencrypted form) on any non-corporate device including but not limited to laptops, mobile device or smartphone, etc.

- Devices that require user authentication, such as laptops, mobile devices, etc. should not be left in an unlocked state while unattended.

- PEO data and information should be stored and locked securely when not in use.

- Councillors and Volunteers are strongly advised to not connect personal devices to PEO's corporate networks (e.g. to access the internet) using the local area network (LAN) or the wireless network (Wi-Fi). Limited personal use of the Guest WI-FI is permitted.

- All PEO IT assets, with the exception of tablets and iPads issued to Councillors, will be returned to the IT department upon completion of service. Upon return, the IT Department will wipe and reset PEO IT Assets without forwarding or backing up personal data. Furthermore, access rights will be immediately disabled or removed.

1.2. Internet & Email

- PEO's Internet and email may not be used for illegal or unlawful purposes or in violation of PEO policies, including, but not limited to, copyright infringement, obscenity, libel, slander, fraud, defamation, plagiarism, harassment, intimidation, forgery, impersonation, illegal gambling, soliciting for illegal pyramid schemes, and tampering of IT assets (e.g. spreading computer viruses).

- Councillors and Volunteers should not disclose confidential information about the organization or its clients on social media platforms or public forums (see Appendix for data classification details).

- Councillors and Volunteers are strongly discouraged from using PEO email addresses for personal use (e.g., creating accounts with third-party services for personal use).

- Unauthorized mass exporting and downloading of PEO email files is not permitted.

1.3. Laptops & Mobile Devices

- Councillors and Volunteers should submit a request to the IT helpdesk before installing additional software on any PEO-issued devices.
- Councillors and Volunteers should immediately notify the IT Helpdesk if a PEO device is lost or stolen. The device will be remotely wiped of all data and locked to prevent access by anyone other than PEO's IT Department. If the device is recovered, it can be submitted to PEO's IT Team for reprovisioning.
- Councillors and Volunteers should not compromise security controls of PEO-issued devices via hacks, jailbreaks, software changes, and security setting alterations.
- Councillors and Volunteers should regularly allow installation of updates deployed by PEO, device manufacturers or approved software vendors.
- Councillors and Volunteers should not host open (non-password-protected) Wi-Fi hotspots on corporate mobile devices.

1.4. Access Cards

- Councillors and volunteers must use their access cards when entering PEO facilities.
- Access Cards are non-transferable, and Councillors and Volunteers should not share them with others.
- Lost or stolen cards must be reported to PEO immediately.
- Councillors and volunteers should not alter their access cards in any way.
- Councillors and volunteers must return their access cards at the end of their tenure with PEO.

2. Cybersecurity

- All IT assets connected to the PEO's technology environment are equipped with endpoint protection to secure against malware. It is strictly prohibited for Councillors and Volunteers to attempt to alter or turn off any anti-malware and firewall software installed on any IT asset attached to the IT network without the direction of the IT department.
- Activities to create and distribute malicious programs, such as ransomware, viruses, worms, Trojan horses, email bombs, etc., into PEO's environment or onto PEO assets are strictly forbidden. If Councillors or Volunteers receive an attachment that they believe to be malicious or suspect they have received malware, they should report it to the IT Helpdesk as soon as possible.
- Councillors and volunteers cannot install personal VPN services/solutions (including but not limited to Express VPN, IPVanish, NordVPN, etc.) or leverage anonymous communication/encryption technology to masks online traffic (e.g. Tor, Onion, Brave) on or when accessing relevant PEO IT Assets.
- Councillors and Volunteers are discouraged from using corporate passwords for personal accounts (i.e. banking, personal email, social media) and vice versa.

- Councillors and Volunteers are strongly encouraged to ensure that their home wireless network is protected and that they avoid using public hotspots (such as coffee shops or airport Wi-Fi) to access PEO networks.

Appendices

Information Security Classification

PEO data can be classified using one of the following 4 classifications:

Public Data

Information which poses no risk to PEO if it is made generally available. Public information can be viewed or copied without restriction.

Examples: Press releases, information published on PEO's external or Chapter websites, publicly available reports or documents

Internal Data

Information whose loss, corruption or unauthorized disclosure is of importance only inside the organization and, therefore, would not result in a business, financial or legal loss. By default, all information should be assumed classified as internal data, unless otherwise labeled.

Examples: policies, standards, procedures and guides, internal newsletters

Confidential Data

Information that is intended for use by a specific audience only. This information is for use solely within the organization or by its designated recipients and is limited to those with a "need to know".

Examples: Committee or Board materials, materials provided in Diligent Boards

Restricted Data

Information whose loss, corruption or unauthorized disclosure would severely harm the organization's reputation or business position, resulting in financial, reputation and legal loss.

This classification also includes any information that would be considered "insider information" or required to be classified as such in compliance with applicable laws and regulations.

Example: Draft budget documentation, in-camera materials

Revision History

Version	Date	Author/Editor	Description/Comments	Approved by
1.0				
.02				
.03				
.04				
.05				

Professional Engineers Ontario

Technology Use Policy for Council & Volunteers

For Council - September 2024

This presentation supports a review of the IT Policy for Council & Volunteers

Goal: Staff are requesting approval of the proposed changes to PEO's IT policy for Council and Volunteers by Council

Agenda

- Background
- Key Considerations
- Discussion

Background: Proposed policy changes support risk mitigation in an evolving cyber landscape

- Policy changes informed by IT best practices, standards, environmental scan
- Policy changes are consistent with revisions made to staff IT policy
- Appropriate and comprehensive policies are a tool to support cyber risk mitigation

Key Considerations

General Technology Asset Use

Councillors and Volunteers are asked to use PEO IT assets primarily to conduct PEO's business activities.

Councillors and Volunteers should not copy, destroy, or alter any data, documentation, or other information that belongs to PEO nor disclose confidential information unless required for specific business functions they support.

Councillors and Volunteers are responsible for the physical security of their laptops, iPads and mobile devices.

Councillors and Volunteers should not allow any unauthorized external or internal users to access PEO's IT assets.

General Technology Asset Use (continued)

PEO confidential corporate data should not be stored on any non-corporate devices.

Remember to lock your PEO devices when not in use & any paper documents

Personal devices should not be connected to PEO's corporate networks or Wi-Fi. Limited personal use of Guest WI-FI networks is permitted.

Upon completion of service, all PEO IT assets (with the exception of iPads issued to Councillors) should be returned, and systems will be wiped/reset.

Email/Internet + Laptops/Devices

Councillors and Volunteers may not use the Internet or email for illegal or unlawful purposes or in a way that violates PEO policies.

Councillors and Volunteers are strongly discouraged from using PEO email for personal use.

Unauthorized bulk exporting or downloading of PEO emails, calendars, etc. is not permitted.

Councillors and Volunteers should submit a request to the IT helpdesk before installing additional software on any PEO-issued devices.

Security controls on PEO-issued devices should not be compromised via hacks, jailbreaks, software changes, & security setting alterations.

Councillors and Volunteers should not host open (non-password-protected) Wi-Fi hotspots on corporate mobile devices.

Cybersecurity

Altering or turning off any anti-malware and firewall software is prohibited.

Activities to create and distribute malicious programs are strictly forbidden.

Councillors and Volunteers are strongly encouraged to ensure that wireless networks are protected and to avoid using public hotspots.

Councillors and Volunteers are discouraged from using corporate passwords for personal accounts and vice versa.

Generative Dialogue

Council input requested following guidance from Audit and Finance Committee

Thank You.

Professional Engineers
Ontario

Information Note – 2025 Draft Budgets

Item	C-565-4.2
Purpose	For the Audit and Finance Committee (AFC) to review the initial draft of PEO's 2025 budget
Strategic/Regulatory Focus	Governance
Motion	No motion required
Attachments	Appendix A – 2025 Draft Budgets

Summary

In accordance with the Council-approved PEO business planning cycle, the initial draft of PEO's 2025 budgets (Appendix A) are being presented to Council for feedback, after having been presented to the AFC on Sept 12, 2024 for input. These budgets consist of PEO's operating, capital, Council special project and strategic plan budgets and include expenses required to fulfill PEO's regulatory objectives. Feedback provided by Council will be incorporated into revisions of the 2025 budget, which will be presented to AFC in November for final review. Following this, the budgets will be presented to Council with a request for approval at its November 2024 meeting.

Public Interest Rationale

Budgets are a critical tool for PEO to translate its regulatory mandate under the *Professional Engineers Act* into actionable, measurable, and financially sustainable activities.

Background

In June 2024, AFC reviewed and provided staff with preliminary feedback on assumptions for the 2025 budget. During this meeting, key budgetary priorities, revenue projections, and expenditure expectations were discussed. Following this discussion, PEO's leadership team, along with other relevant staff, initiated the budget preparation process. This process involved applying the budget assumptions, projecting financial outcomes, and aligning resources with PEO's operational needs and strategic goals for the upcoming fiscal year.

Considerations

Total revenues in 2025 are projected to be $36.7m and total expenses to sustain operations, including council and strategic project spends are budgeted at $37.1m, resulting in an anticipated deficit of approximately $317k. Details of the 2025 budget are provided in **Appendix A – 2025 Draft Budgets**. The spend on council and strategic projects is $1.08m and 1.09m, respectively.

Table 1 – Summary of key financials (rounded to the nearest thousand)

	2025 Budget[1]	2024 Forecast[2]	2024 Budget[3]
Revenue	$36,734	$35,846	$34,636
Expenses - core operations	$34,893	$32,299	$34,761

[1] This column represents the first draft of PEO's 2025 budget, based on the best available data and estimates as of August, 2024.
[2] The 2024 forecast is as of August, 2024, and represents a combination of incurred year-to-date expenses and estimated projections for the remainder of the year.
[3] These amounts represent the totals approved by Council for PEO's 2024 budget.

	2025 Budget[1]	2024 Forecast[2]	2024 Budget[3]
Project and Council Initiatives	$1,075	$1,036	$796
Strategic Plan Projects	$1,086	$2,452	$3,522
Excess of revenue over expenses	**($317)**	**$59**	**($4,443)**
Cash & Mkt Securities (Reserve[4])	**$39,672**	**$38,998**	**$32,183**

Revenue

The estimated 2025 revenue is expected to be $36.7 million. This represents an increase of $891k or 2.5% over the 2024 forecasted revenue. The main factors contributing to this increase are a $550k rise in P.Eng. revenue and a $133k increase in funds collected from application, registration, exam, and other fees.

This projected revenue increase is partially offset by a $70k decrease in revenue from 40 Sheppard due to the likelihood that two tenants, occupying approximately 5,104 sq. ft., will not renew their leases, which are due for renewal in Q4 2024.

Expenses

The forecasted 2025 expenses for operations, council and strategic projects are expected to be $37.1m vs $35.8m in 2024. This represents an increase of $1.3m, or 3.5% as compared to 2024 forecasted expenses. In addition to compounded inflationary pressures, key reasons for the increase are:

- A net increase in employee salaries and benefits and retiree and staff future benefits of $1.5m, or 9%, over the 2024 forecast. This increase reflects transfers of contract staff to full-time positions in alignment with the Employment Standards Act (ESA), a global merit increase of 4%, and salary adjustments in 2025 to apply the recommendations of an external consultant to ensure that PEO continues to remain viable in the employment marketplace. The FT headcount in 2025 is expected to be 149 vs a budgeted headcount of 142 in FY 2024.
- An increase of $507k, or 25%, in spending for Computers and Telephones, driven by critical service contracts for essential security support and monitoring activities, software applications, backup and failover processes, server maintenance, etc.
- An increase of $362k or 34% in Legal corporate, prosecution, and tribunal expenses, largely due to an expected increase in costs for independent legal counsel for discipline, and complaints investigations.
- An increase of $238k in Chapter activities, driven by higher spending on various Chapter events and initiatives. This spend is partially offset by cost recoveries of $205k for Chapter events by way of ticket sales, and is recorded as Chapter revenues in the income statement.

The above increases are partially offset by:

- A reduction of $443k, or 41%, in spending on Contract staff. In 2025, PEO plans to transfer 7 of its Contract staff to permanent roles in alignment with the ESA, as noted above.
- An expected decrease in combined spending on Council and strategic projects of $1.3m in 2025, as compared to 2024.
- A projected reduction of $72k, or 12%, of spending on Consultants for various initiatives.

[4] This amount represents the total reserve, which comprises of cash in the bank and PEO's investment portfolio, which consists of various securities.

Capital improvements for 40 Sheppard
An amount of $275k has been budgeted for capital improvements that are part of Common Area Maintenance (CAM) costs which are recoverable from tenants and recommended by AY (Avison & Young), PEO's property manager. Planned improvements in 2025 include:

- $165k for a new access card system; and
- $110k for replacing heat pumps.

Facilities
The expenditures for 2025 consist of $50k for replacing old office furniture and for misc. contingencies.

The spend on a proposed renovation project is not included as part of these materials and will be presented to the AFC and Council as a separate item once further information is available.

Stakeholder Engagement
The initial draft budgets, which were shared with the AFC on Sept 12, 2024, are being presented to Council at its September meeting for feedback. Separate to the budgets, guidance was sought from the AFC for assessing an increase in exams fees. Following guidance from the AFC, it was agreed that further information and analysis on this topic was warranted, which staff will undertake for a future date and for further input from the AFC, as required.

Recommendation(s)
None – These materials are shared for collaborative dialogue and guidance from AFC and Council.

Next Steps
After incorporating feedback from the AFC at the Sept 12, 2024 meeting, the budgets are being presented to Council at its Sept 22, 2024 meeting for further feedback.

Prepared By:
Finance

Professional Engineers Ontario - DRAFT 2025 OPERATING BUDGET

Variance Analysis - 2025 Budget Vs 2024 Forecast

Reviewed by AFC on Sept 12, 2024

REF. NO	DESCRIPTION	2025 Bud	2024 Fcst	2024 Bud	2023 Act	Variances			
						2025 Bud Vs 2024 Fcst		2024 Fcst Vs 2024 Bud	
		$	$	$	$	$	%	$	%
	REVENUE	(A)	(B)	(C)	(D)	(E)	(F)	(G)	(H)
1	P. Eng Revenue	20,999,000	20,449,000	20,521,567	20,419,085	550,000	2.7%	(72,567)	(0.4)%
2	Appln, regn, exam and other fees	8,701,887	8,569,042	8,630,357	10,799,527	132,844	1.6%	(61,315)	(0.7)%
3	40 Sheppard Revenue	2,471,235	2,540,921	2,058,461	2,522,215	(69,686)	(2.7)%	482,460	23.4%
4	Affinity Revenue	2,299,391	2,079,977	1,941,596	1,140,377	219,414	10.5%	138,381	7.1%
5	Investment income	2,000,000	2,000,000	1,200,000	2,450,361	-	-	800,000	66.7%
6	Chapter revenues	205,405	148,169	221,865	183,548	57,235	38.6%	(73,696)	(33.2)%
7	Advertising income	60,000	59,164	63,000	56,266	836	1.4%	(3,836)	(6.1)%
	TOTAL REVENUE	**36,736,917**	**35,846,274**	**34,636,846**	**37,571,379**	**890,644**	**2.5%**	**1,209,428**	**3.5%**
	EXPENSES - CORE OPERATIONS								
8	Salaries and benefits / Retiree and staff future benefits	19,406,146	17,868,111	18,542,167	14,755,423	(1,538,035)	(8.6)%	674,056	3.6%
9	40 Sheppard expenses	2,073,737	2,042,723	2,143,641	2,181,367	(31,014)	(1.5)%	100,918	4.7%
10	Purchased services	2,352,431	2,262,560	2,185,148	2,029,833	(89,872)	(4.0)%	(77,411)	(3.5)%
11	Computers and telephone	2,501,280	1,993,878	2,050,289	1,502,568	(507,402)	(25.4)%	56,411	2.8%
12	Chapters	1,171,100	932,602	1,312,234	987,561	(238,498)	(25.6)%	379,632	28.9%
13	Engineers Canada	815,800	809,203	809,976	1,033,732	(6,597)	(0.8)%	773	0.1%
14	Occupancy costs	1,124,970	1,068,165	873,760	870,104	(56,805)	(5.3)%	(194,405)	(22.2)%
15	Legal (Corporate, Prosecution & Tribunal)	1,445,800	1,083,343	1,422,747	1,889,585	(362,457)	(33.5)%	339,404	23.9%
16	Transaction fees	799,521	769,174	865,775	795,656	(30,347)	(3.9)%	96,600	11.2%
17	Contract staff	619,572	1,062,652	1,085,144	1,155,291	443,080	41.7%	22,492	2.1%
18	Amortization	476,902	469,907	503,031	471,094	(6,995)	(1.5)%	33,124	6.6%
19	Professional development	387,559	343,149	374,896	221,746	(44,410)	(12.9)%	31,747	8.5%
20	Volunteer expenses	365,205	330,766	828,200	297,730	(34,439)	(10.4)%	497,434	60.1%
21	Consultants	550,520	622,255	940,981	510,595	71,735	11.5%	318,726	33.9%
22	Insurance	136,164	129,691	184,875	144,885	(6,473)	(5.0)%	55,184	29.8%
23	Postage and courier	201,199	134,832	131,590	177,842	(66,367)	(49.2)%	(3,242)	(2.5)%
24	Recognition, grants and awards	101,429	99,527	84,692	138,143	(1,902)	(1.9)%	(14,835)	(17.5)%
25	Staff expenses	135,288	84,728	94,303	66,710	(50,560)	(59.7)%	9,575	10.2%
26	Office supplies	101,638	75,096	102,547	72,264	(26,542)	(35.3)%	27,452	26.8%
27	Advertising	45,000	40,000	147,500	30,583	(5,000)	(12.5)%	107,500	72.9%
28	Printing & photocopying	81,900	76,477	77,917	57,000	(5,423)	(7.1)%	1,440	1.8%
	TOTAL EXPENSES - CORE OPERATIONS	**34,893,162**	**32,298,840**	**34,761,414**	**29,389,711**	**(2,594,322)**	**(8.0)%**	**2,462,574**	**7.1%**
	EXCESS OF REV OVER EXP BEFORE UNDERNOTED	**1,843,755**	**3,547,433**	**(124,569)**	**8,181,668**	**(1,703,678)**	**(48.0)%**	**3,672,002**	**2947.8%**
	EXPENSES - NON CORE OPERATIONS								
29	**Projects and Council initiatives**	**1,075,000**	**1,036,205**	**796,425**	**3,080,512**	**(38,795)**	**(3.7)%**	**(239,780)**	**(30.1)%**
30	**Strategic Plan Project**	**1,085,532**	**2,451,979**	**3,522,345**	**799,346**	**1,366,447**	**55.7%**	**1,070,366**	**30.4%**
	EXCESS OF REVENUE OVER EXPENSES	**(316,777)**	**59,250**	**(4,443,339)**	**4,301,810**	**(376,026)**	**(634.6)%**	**4,502,588**	**101.3%**

Professional Engineers Ontario - DRAFT 2025 OPERATING BUDGET

Variance Analysis - 2025 Budget Vs 2024 Forecast

Reviewed by AFC on Sept 12, 2024

Ref. No.	Variance Explanation
1	Increase of 2.7% in P.Eng revenues due to the expected growth in membership.
2	Slight increase in application, registration, exam, and other fees revenue is mainly due to an expected increase in registration revenue.
3	Decrease in 40 Sheppard revenues is anticipated as two of our tenants whose leases expire in 2024 may not renew, potentially leading to an additional 5,104 sq ft, or 4%, in vacancy.
4	Expected affinity revenue from TD Meloche.
5	Expected investment income.
6	Expected cost recoveries from Chapters operations, which will partially offset spend on Chapter activities, as shown in line 12.
7	A slight increase in advertising revenue due to the expected improvement in market conditions.
8	Increase in salaries and benefits is due to the transfer of 7 contract staff to permanent roles, a 4% merit increase, and salary adjustments in 2025 based on the recommendation of an external consultant. The total expected full-time staff in 2025 is 149. The budgeted headcount for FY 2024 is 142.
9	Higher 40 Sheppard expenses largely due to higher utilities, property taxes, and amortization costs.
10	Increase in spend on Purchased services largely due to higher costs for printing dimension, catering, accommodation, audio visual expenses, etc. for various in-person events / meetings such as the hybrid AGM, Council workshop, Regional Congresses.
11	Higher costs for Computers and telephones due to increase in spend on costs for secure online platform, various service maintenance contracts for software support, network security, server maintenance, IT equipment, etc.
12	An increase in spend on various Chapter activites in 2025. This spend is partially offset by cost recoveries from activities such as ticket sales which are reflected in Chapter revenues (line 6).
13	The Engineers Canada assessment rate is $8 per member in 2025 and is expected to increase to $10 per member in 2026.
14	Slight increase in Occupancy costs due to increase in operating costs.
15	Increase in Legal (corporate, prosecution and tribunal) expenses largely due to an expected increase in costs for independent legal counsel for discipline, and complaints investigations.
16	An increase in transaction fees mainly driven by higher credit card commissions and related transaction costs, which constitute approx. 80% of the total spend on transaction fees. Currently, over 90% of payments are made via credit card, and this trend is expected to continue. Additionally, transaction costs for the payroll system are anticipated to rise, along with slightly higher costs for bank service fees.
17	Expected spend on contract staff.
18	An increase in Amortization costs due to spend on new capital projects and the continued amortization of spend on capital items such as furniture, IT and telecon equipment, etc. which were purchased in prior years.
19	Expected spend on Professional Development in 2025.
20	Higher Volunteer expenses for travel, accommodation, mileage, and air/train fare, registrations etc. for in-person attendance at various committee meetings and events, such as AGM, Council election, Council meetings, etc.
21	Expenses for Consultants include spend on consultants for Council workshop, human resources, IT initiatives such as security consultant to sustain and support operations, etc.
22	Increase in Insurance costs due to higher premiums for property, errors & omissions/directors & officers, and cyber liability insurance.
23	Postage and courier costs are higher in 2025 due to an expected increase in postage expenses related to the mail-out of Engineering Dimensions.
24	Slightly higher spend on Recognition, grants and awards in 2025 for events and PR items.
25	Increase in spend on Staff business expenses related to travel for in-person attendance at various events, meetings.
26	Increase in spend on office supplies.
27	Increase in advertising expenses due to expected higher spend on corporate communications.
28	Slightly higher costs on printing and photocopying in 2025 are due to increase in leasing costs for photocopying equipment.

Professional Engineers Ontario

Statement of financial position projection

for the years ending December 31

Reviewed by AFC on Sept 12, 2024

	2024 FORECAST	2025 BUDGET	2026 PROJECTION	2027 PROJECTION	2028 PROJECTION	2029 PROJECTION
ASSETS						
CURRENT						
Cash	9,886,168	9,886,168	9,886,168	9,886,168	9,886,168	9,886,168
Marketable securities at fair value	29,112,173	29,785,842	28,978,388	28,013,471	26,884,097	25,583,003
Cash & marketable securities	38,998,341	39,672,009	38,864,556	37,899,639	36,770,264	35,469,171
Accounts receivable	914,468	914,468	914,468	914,468	914,468	914,468
Prepaid expenses and deposits	471,016	471,016	471,016	471,016	471,016	471,016
Other assets	11,873	4,181	(3,511)	(11,203)	(18,895)	(26,587)
Prepaid expenses, deposits & other assets	482,889	475,197	467,505	459,813	452,121	444,429
	40,395,698	41,061,675	40,246,529	39,273,920	38,136,854	36,828,068
Capital assets	26,034,597	25,051,843	25,212,519	25,340,279	25,433,712	25,491,344
	66,430,295	**66,113,518**	**65,459,049**	**64,614,199**	**63,570,566**	**62,319,412**
LIABILITIES						
CURRENT						
Accounts payable and accrued liabilities	2,233,693	2,233,693	2,233,693	2,233,693	2,233,693	2,233,693
Fees in advance and deposits	12,370,498	12,370,498	12,370,498	12,370,498	12,370,498	12,370,498
	14,604,191	14,604,191	14,604,191	14,604,191	14,604,191	14,604,191
LONG TERM						
Employee future benefits	12,061,100	12,061,100	12,061,100	12,061,100	12,061,100	12,061,100
	12,061,100	12,061,100	12,061,100	12,061,100	12,061,100	12,061,100
Net Assets	39,765,004	39,448,227	38,793,758	37,948,908	36,905,275	35,654,121
	66,430,295	**66,113,518**	**65,459,049**	**64,614,199**	**63,570,566**	**62,319,412**

Professional Engineers Ontario

Statement of projected cash flows

for the years ending December 31

Reviewed by AFC on Sept 12, 2024

	2024	2025	2026	2027	2028	2029
Operating	**FORECAST**	**BUDGET**	**PROJECTION**	**PROJECTION**	**PROJECTION**	**PROJECTION**
Excess (deficit) of revenue over expenses - operations	59,250	(316,777)	(654,469)	(844,850)	(1,043,633)	(1,251,154)
Add (deduct) items not affecting cash						
Amortization	1,283,806	1,307,753	1,339,324	1,372,240	1,406,567	1,442,368
Amortization - other assets (leasing)	24,623	7,692	7,692	7,692	7,692	7,692
Total Operating	**1,367,679**	**998,669**	**692,547**	**535,082**	**370,626**	**198,906**
Financing						
Repayment of mortgage	(362,904)	-	-	-	-	-
Total Financing	(362,904)	-	-	-	-	-
Investing						
Additions to Capital Assets:						
Additions to Building	(55,000)	(275,000)	(1,000,000)	(1,000,000)	(1,000,000)	(1,000,000)
Additions to other Capital Assets (F&F, IT, Phone, AV, etc.)	(50,000)	(50,000)	(500,000)	(500,000)	(500,000)	(500,000)
Total Investing	(105,000)	(325,000)	(1,500,000)	(1,500,000)	(1,500,000)	(1,500,000)
Net Cash Increase/(Decrease) during the year	899,775	673,669	(807,453)	(964,918)	(1,129,374)	(1,301,094)
Cash, beginning of year	8,986,393	9,886,168	10,559,836	9,752,383	8,787,466	7,658,091
Cash, end of year	**9,886,168**	**10,559,836**	**9,752,383**	**8,787,466**	**7,658,091**	**6,356,998**
Cash/Investments, end of year	**38,998,341**	**39,672,009**	**38,864,556**	**37,899,639**	**36,770,264**	**35,469,171**
Comprised of:						
Cash	9,886,168	9,886,168	9,886,168	9,886,168	9,886,168	9,886,168
Investments	29,112,173	29,785,842	28,978,388	28,013,471	26,884,097	25,583,003
	38,998,341	**39,672,009**	**38,864,556**	**37,899,639**	**36,770,264**	**35,469,171**

Professional Engineers Ontario

Statement of Projected revenues and expenses

for the years ending December 31

Reviewed by AFC on Sept 12, 2024

	2024 FORECAST	2025 BUDGET	2026 PROJECTION	2027 PROJECTION	2028 PROJECTION	2029 PROJECTION
REVENUE						
P. Eng Revenue	$20,449,000	$20,999,000	$21,313,985	$21,633,695	$21,958,200	$22,287,573
Appln, regn, exam and other fees	8,569,042	8,701,887	9,136,981	9,593,830	10,073,521	10,577,198
40 Sheppard Revenue	2,540,921	2,471,235	2,507,144	2,543,771	2,581,131	2,619,238
Investment income	2,000,000	2,000,000	2,030,000	2,060,450	2,091,357	2,122,727
Advertising income	59,164	60,000	60,450	60,903	61,360	61,820
Chapter revenues	148,169	205,405	208,486	211,613	214,787	218,009
Affinity Revenue	2,079,977	2,299,391	2,414,361	2,535,079	2,661,833	2,794,924
	$35,846,274	**$36,736,917**	**$37,671,406**	**$38,639,341**	**$39,642,189**	**$40,681,490**
EXPENSES						
Salaries and benefits / Retiree and staff future benefits	17,868,111	19,406,146	19,794,269	20,190,154	20,593,957	21,005,837
40 Sheppard expenses	2,042,723	2,073,737	2,104,024	2,134,916	2,166,426	2,198,567
Purchased services	2,262,560	2,352,431	2,470,053	2,593,556	2,723,233	2,859,395
Amortization	469,907	476,902	500,747	525,784	552,074	579,677
Engineers Canada	809,203	815,800	1,019,750	1,070,738	1,124,274	1,180,488
Computers and telephone	1,993,878	2,501,280	2,626,344	2,757,661	2,895,544	3,040,321
Chapters	932,602	1,171,100	1,229,655	1,291,138	1,355,695	1,423,479
Occupancy costs	1,068,165	1,124,970	1,147,469	1,170,419	1,193,827	1,217,704
Legal (Corporate, Prosecution & Tribunal)	1,083,343	1,445,800	1,474,716	1,504,210	1,534,295	1,564,980
Transaction fees	769,174	799,521	839,497	881,472	925,545	971,823
Volunteer expenses	330,766	365,205	372,509	379,959	387,558	395,310
Contract staff	1,062,652	619,572	650,551	683,078	717,232	753,094
Postage and courier	134,832	201,199	211,259	221,822	232,913	244,559
Consultants	622,255	550,520	578,046	606,948	637,296	669,161
Recognition, grants and awards	99,527	101,429	106,500	111,825	117,417	123,288
Professional development	343,149	387,559	406,937	427,284	448,648	471,081
Office supplies	75,096	101,638	106,720	112,056	117,659	123,542
Insurance	129,691	136,164	142,972	150,121	157,627	165,508
Printing & photocopying	76,477	81,900	85,995	90,295	94,809	99,550
Staff expenses	84,728	135,288	142,052	149,155	156,613	164,443
Advertising	40,000	45,000	47,250	49,613	52,093	54,698
	32,298,840	**34,893,162**	**36,057,316**	**37,102,204**	**38,184,737**	**39,306,503**
EXCESS OF REVENUE OVER EXPENDITURE before undernoted	**$3,547,433**	**$1,843,755**	**$1,614,090**	**$1,537,137**	**$1,457,453**	**$1,374,986**
EXPENSES - NON CORE OPERATIONS	3,488,184	2,160,532	2,268,559	2,381,987	2,501,086	2,626,140
EXCESS OF REVENUE OVER EXPENDITURE	**$59,250**	**($316,777)**	**($654,469)**	**($844,850)**	**($1,043,633)**	**($1,251,154)**

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40 Sheppard Ave. - Statement of projected revenues and expenses

for the years ending December 31

Reviewed by AFC on Sept 12, 2024

Description	2024 FORECAST	2025 BUDGET	2026 PROJECTION	2027 PROJECTION	2028 PROJECTION	2029 PROJECTION
Rental income	848,631	830,531	847,142	864,084	881,366	898,993
Operating cost	1,900,041	1,940,646	1,979,459	2,019,048	2,059,429	2,100,618
Property tax	425,591	432,816	432,816	432,816	432,816	432,816
Parking income	154,200	138,600	138,600	138,600	138,600	138,600
Other space rent	104,359	104,362	104,362	104,362	104,362	104,362
TOTAL REVENUE	**3,432,822**	**3,446,955**	**3,502,378**	**3,558,911**	**3,616,573**	**3,675,389**
Less PEO Share of CAM & Tax	893,292	975,720	995,234	1,015,139	1,035,442	1,056,151
TOTAL REVENUE excluding PEO share of CAM & Tax	**2,539,530**	**2,471,235**	**2,507,144**	**2,543,771**	**2,581,131**	**2,619,238**
Utilities	457,582	471,312	480,738	490,353	500,160	510,163
Property taxes	454,986	469,824	479,220	488,805	498,581	508,553
Amortization	369,876	386,251	393,976	401,856	409,893	418,091
Payroll	155,522	159,812	163,008	166,268	169,593	172,985
Janitorial	235,764	246,824	251,760	256,795	261,931	267,170
Repairs and maintenance	214,629	206,626	210,758	214,973	219,273	223,658
Property management and advisory fees	104,560	103,408	105,476	107,586	109,737	111,932
Road and ground	16,262	18,028	18,389	18,756	19,131	19,514
Administration	47,338	54,680	55,774	56,889	58,027	59,187
Security	327,100	333,284	339,950	346,749	353,684	360,757
Insurance	38,186	40,001	40,801	41,617	42,449	43,298
TOTAL RECOVERABLE EXPENSES	2,421,804	2,490,049	2,539,850	2,590,647	2,642,460	2,695,310
Amortization of building	366,372	388,296	388,296	388,296	388,296	388,296
Amortization of leasing costs	24,623	7,692	7,692	7,692	7,692	7,692
Amortization of non-recov cap	77,653	56,304	56,304	56,304	56,304	56,304
Other non-recoverable expenses	45,562	107,116	107,116	107,116	107,116	107,116
TOTAL OTHER EXPENSES	512,820	559,408	559,408	559,408	559,408	559,408
TOTAL EXPENSES	**2,934,624**	**3,049,457**	**3,099,258**	**3,150,055**	**3,201,868**	**3,254,718**
Less PEO Share of CAM & Tax	893,292	975,720	995,234	1,015,139	1,035,442	1,056,151
TOTAL EXPENSES excluding PEO share of CAM	**2,041,332**	**2,073,737**	**2,104,024**	**2,134,916**	**2,166,426**	**2,198,567**
NET INCOME	**498,198**	**397,498**	**403,120**	**408,855**	**414,705**	**420,672**

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Council and Special Projects

Reviewed by AFC on Sept 12, 2024

S. No	Projects and Council initiatives	2024 Budget	2024 Forecast	2025	2026
1	HR related expenses	$500,000	$499,886	$450,000	-
2	Governance related expenses	$40,425	$304,800	$350,000	-
3	Anti-Racism WG	$106,000	$69,450	$30,000	-
4	Council Action Plan Recommendation	-		$50,000	-
5	Transformation and Other Initiatives	$50,000	$62,069	$125,000	-
6	Policy development initiatives	$30,000	$30,000	-	-
7	Councillor Training	$70,000	$70,000	$70,000	$73,500
		$796,425	**$1,036,205**	**$1,075,000**	**$73,500**

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PEO Strategic Plan 2024-2025
Consolidated budget report for all goals

Reviewed by AFC on Sept 12, 2024

Goals		Activities	2024 Budget	2024 Forecast	2025 Budget
1. Improve licensing processes	1.1 Create fair, transparent, accessible and efficient application process	1.1.0 Present FARPACTA policy/timeline	$2,000	-	-
		1.1.1 FARPACTA tech soln - Phase 1 & 2	$710,000	$448,982	$50,000
		1.1.2 FARPACTA process	$250,000	$150,000	-
		1.1.3 Change management and communications	$20,000	-	-
		1.1.4 Measure FARPACTA compliance	$21,250	-	-
	1.2 Review licensing processes; implement changes	1.2.1 Implement mandatory CPD - Phase 1 (roll out, reminders)	$140,500	$35,000	$140,500
		1.2.2 Implement mandatory CPD - Phase 2 (business rules, sanctions)	$289,895	$161,655	$130,800
2. Optimize organizational performance	2.2. Ensure adequate IT; data collection/mgt	2.2.1 Digital transformation roadmap	$850,000	$749,768	$500,000
		2.2.2 Data governance model	$450,000	$150,000	$75,000
	2.3 Review/improve comms & business processes; ensure reflects EDI values	2.3.1 Organizational EDI strategy	$20,000	$530	-
		2.3.2 HR high performance team roadmap	$100,000	$100,000	$13,500
		2.3.3 Modernize payroll processes	$30,000	$16,365	-
		2.3.4 Communications strategy (value, EDI)	$20,000	$20,000	$20,000
		2.3.5 Modernize budget processes	$63,700	$46,000	$70,732
		2.3.7. Develop Customer Service Model	$300,000	$300,000	$15,000
3. Implement governance improvement program	3.3 Establish metrics for governance performance	3.3.1 Review governance committee evaluations	$80,000	$80,000	-
		3.3.2 Annual assessment council effectiveness	$40,000	$40,000	$70,000
4. Refresh vision; ensure stakeholders see PEO value	4.1 Dialogue with members & stakeholders	4.1.3 Stakeholder engagement session(s)	$60,000	$153,680	-
	4.3. Develop proposed vision for consultation	4.3.1 Draft new vision	$25,000	-	-
		4.3.2 Post vision consultation	$50,000	-	-
		Total	**$3,522,345**	**$2,451,979**	**$1,085,532**

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2025 Capital Budget

Reviewed by AFC on Sept 12, 2024

S. No		Project	2024		2025
			Budget	Forecast	Budget
	Spend on 40 Sheppard	**40 Sheppard Ave - Recoverable expenses**			
1		Waterproof Transformer Vault	137,500	-	-
2		Parking Garage repair	165,000	-	-
3		New Card Access System	126,500	-	165,000
4		CO2 Sensors	31,002	-	-
5		Overhaul Chiller	71,500	-	-
6		5 Unit Heat Pump Replacement	55,000	55,000	-
7		ARC Flash Study	17,600	-	-
8		Phased Replacement of Original Heat Pumps		-	110,000
		TOTAL 40 Sheppard- Common Area	**604,102**	**55,000**	**275,000**
		40 Sheppard Ave - Non-Recoverable			
9		Tenant inducements for leasing space on 2nd Floor	59,825	-	-
		Total 40 Sheppard Ave - Non-Recoverable	**59,825**	**-**	**-**
		Facilities			
10		Facilities Capital Expenditure	375,000	50,000	50,000
		Total Facilities	**375,000**	**50,000**	**50,000**
		TOTAL Spend on Capital Assets	**$1,038,927**	**$105,000**	**$325,000**

Professional Engineers Ontario

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Summary Report to Council of Governance and Nominating Committee (GNC) Activity September 27, 2024

Committee Meeting Date: September 10, 2024

Item/Topic	Discussion Summary	Assigned to	Next Steps	Status[1]	Separate Council Agenda Item?
Director Accountability Framework and Accompanying Policies	The committee reviewed the proposed Director Accountability Framework (DAF) and accompanying policies[2] and decided to bring DAF to Council in September.	Staff	Recommen-dation to Council at Sep 27, 2024	Continue	Yes
PEO Annual General Meeting – 3 Year Plan	The committee reviewed a three-year plan relating to PEO's Annual General Meeting with respect to dates, locations, and format	Staff	Recommen-dation to Council for approval at Sep 27, 2024	Continue	Yes
Recommendation for Appointment to Governance and Nominating Committee	The committee reviewed an appointment to the Governance and Nominating Committee for the remainder of the 2024-2025 term.	Staff	Recommen-dation to Council for approval ont Sep 27, 2024	Continue	Yes
Appointment of Chief Electoral Officer (In Camera)	The committee reviewed the re-appointment of a Chief Electoral Officer for the 2025 Election.	Staff	Recommen-dation to Council for approval on Sep 27, 2024	Continue	Yes
Risk Management Program: Governance Risks (In Camera)	The committee reviewed the PEO Enterprise Risk Management Policy, on PEO's governance risks. The committee provided feedback on the risk register relating to PEO's governance operations.	Staff	Staff to collect feedback to be integrated into PEO's comprehensive risk register for the AFC's and Council's review at their respective Nov meetings.	Continue	No

Next Committee Meeting: November 13, 2024

[1] Green=Complete; Blue=Continue; Yellow=Modify; Red=Discontinue
[2] Reviewed line-by-line at special July and August GNC meetings

Decision Note – Annual General Meeting 3-Year Plan

Item	5.1
Purpose	For Council to consider GNC's recommendation for a 3-year plan for PEO's 2025, 2026, and 2027 Annual General Meetings (AGMs).
Strategic/Regulatory Focus	By-law requirement
Motion	**That Council approves the 3-Year Plan for PEO AGMs as outlined in the "Recommendations" section of the briefing note presented to the meeting at C-565-5.1.**
Attachments	None

Summary

Council is asked to approve a 3-year plan for PEO's 2025, 2026, and 2027 AGMs with respect to dates, locations, and format.

Public Interest Rationale

N/A

Background

Council's specific role in the decision-making process as it relates to the date and location aspect of the AGM is outlined in Section 17 of PEO's Bylaw No. 1, shown below in *italics*.

> 17. *An annual general meeting of the members of the association shall be called by Council and shall be held at such place and at such time as shall be determined by Council* for the purpose of laying before the members the reports of the Council and committees of the association and of informing members of matters relating to the affairs of the association and for the purpose of ascertaining the views of the members present at the meeting on such matters, and other general meetings of the members of the association may be held for the same purposes.

In late 2023, Council discussed the value of planning ahead for its AGMs. The indented and *italicized* paragraph below is an excerpt from the minutes of Council's November 16-17, 2023 meeting.

> *Following discussion related to future AGMs, it was agreed that the GNC's work plan for 2023-2024 should be amended to include a 3-year plan to develop options and a recommended policy or approach for deciding the place and time.*

Other GNC priorities precluded the plan's development by the end of the 2023-2024 term and thus it was deferred to the next Council year. On June 21, 2024, Council approved the GNC's 2024-2025 work plan which includes the item *"PEO AGM – 3-Year Plan"* to develop a plan for the location and format of the 2025 AGM; and the date, location, and format of the 2026 and 2027 AGM's.

Considerations

General

An approved 3-year plan will provide additional clarity as it relates to matters of planning and organizing not only the AGM and any same-day events or activities, but also other PEO activities which are scheduled to avoid conflicting with the AGM date.

Budget for the AGM's will be determined via the annual budgeting process and based on specific factors in any given year.

Dates

The Saturday dates proposed do not conflict with major statutory holidays or observances; avoid disrupting the work week of Members and other participants; and align with the timing of other meetings for a smooth transition from one Council term to the next.

Locations

Location recommendations that alternate in a 3-cycle pattern recognize the importance of including multiple Ontario communities as well as the ease of planning closer to PEO's main location in Toronto.

In 2025, Toronto is recommended considering that the 2024 AGM was held outside of the Greater Toronto Area (GTA) in Barrie. In 2026, Ottawa is recommended because the city was selected for the 2020 AGM which ultimately transitioned to a strictly virtual format due to public health measures which restricted in-person gatherings. In 2027, a community outside of Toronto but in the GTA is recommended considering that the 2026 AGM will have been held in Ottawa.

Format

Hybrid structure provides maximum accessibility and choice as it allows for both in-person and virtual participation.

High-Level Schedule

Day Before AGM

Afternoon: Meeting space configuration; technical set-up and testing
Evening: Working Dinner and Full "Dress" Rehearsal

Day of AGM

Morning: AGM
Lunch
Afternoon: Post-AGM Activities (arranged in collaboration with President), for example:

i) Keynote speaker
ii) Generative discussion

Stakeholder Engagement

N/A

Recommendation

Date	Location	Format*	Budget
Sat April 26, 2025*	Toronto	Hybrid	Via budgeting process in late 2024
Sat April 25, 2026	Ottawa	Hybrid	Via budgeting process in late 2025
Sat May 1, 2027	GTA (neighbouring communities outside of Toronto)	Hybrid	Via budgeting process in late 2026

*Approved by Council in June 2024

Next Steps

- Pending Council approval, planning for the 2025 AGM will commence.

Prepared By: Secretariat Team

Decision Note – Appointment to GNC

Item	C-565-5.2
Purpose	To consider the appointment of Rachel Prudhomme to the Governance and Nominating Committee.
Strategic/Regulatory Focus	Governance
Motion	**That Council approves the appointment of Rachel Prudhomme, P.Eng., to the Governance and Nominating Committee for the remainder of the 2024-2025 Council term, as outlined in the "Recommendation" section of the briefing note presented to the meeting at C-565-5.2.**
Attachments	None

Summary

Council is asked to appoint Rachel Prudhomme, P.Eng., to the GNC for the remainder for the 2024-2025 Council term.

Public Interest Rationale

N/A

Background

At its May 3, 2024 meeting, Council made appointments to its four governance committees for the 2024-2025 term. On June 6, 2024, Rachel Prudhomme, P.Eng., was appointed to PEO Council by the Lieutenant Governor. At her orientation meeting on August 14 with PEO staff, Ms. Prudhomme expressed an interest in being appointed to the GNC.

Considerations

Appointing Ms. Prudhomme to a governance committee will afford her the opportunity to be a fully participating member of Council.

Stakeholder Engagement

N/A

Recommendation

That Council appoint Rachel Prudhomme to the GNC for the remainder of the 2024-2025 term.

Next Steps

- Pending approval of the motion, staff will take the administrative steps to invite Ms. Prudhomme to all remaining meetings of the GNC in 2024-2025 and update governance records accordingly.

Prepared By: Secretariat Team

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Summary Report to Council
Human Resources and Compensation Committee (HRCC) Activity
September 27, 2024

Committee Meeting Date: September 10, 2024

Item/Topic	Discussion Summary	Assigned to	Next Steps	Status[1]	Separate Council Agenda Item?
CEO/Registrar Performance Evaluation & Succession Planning	The committee discussed the CEO/Registrar Performance Evaluation & Succession Planning and scheduling an additional committee meeting in addition to its Nov 14 meeting to conduct the year-end review prior to the November Council meeting.	Staff	Committee to conduct the CEO/Registrar Performance Evaluation prior to the November Council Meeting.	Continue	No
Risk Management Program: Human Resource Risks	The committee reviewed the PEO Enterprise Risk Management Policy, on PEO's Human Resource Risks. The committee provided feedback on the risk register relating to PEO's HR operations.	Staff	Staff to collect feedback to be integrated into PEO's comprehensive risk register for the AFC's and Council's review at their respective Nov meetings.	Continue	No
Annual Organization Succession Planning (In Camera)	The committee received an update on the Annual Organization's Succession Planning and the status of HR-related matters.	Staff	Staff to provide an update at the next HRCC meeting.	Continue	No

Next Committee Meeting: November 14, 2024

[1] Green=Complete; Blue=Continue; Yellow=Modify; Red=Discontinue

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Summary Report to Council of Regulatory Policy and Legislation Committee (RPLC) Activity September 27, 2024

Committee Meeting Date: September 11, 2024

Item/Topic	Discussion Summary	Assigned to	Next Steps	Status[1]	Separate Council Agenda Item?
Practice Standard Revision: Tower Crane Inspections & Request Regulation Change To 0.Reg. 260/08 (Performance Standards)	The committee reviewed staff's recommendation to update PEO's 2015 Tower Crane practice standard along with a recommendation for staff to work with the Ministry of the Attorney General to draft amendments to Ontario Regulation 260/08 (Performance Standards) to reference the updated standard. These changes are required due to amendments made to the Construction Projects Regulation made under the Occupational Health and Safety Act. The committee has accepted this recommendation to be sent to Council for consideration at the upcoming Council meeting.	Staff	For Council approval on Sep 27, 2024	Continue	Yes
Fitness to Practice	For consideration, staff presented Part 1 of the Policy Impact Analysis, highlighting gaps in PEO's current regulatory framework managing incapacity related issues and the potential risks of not addressing them.	Staff	For Council approval on Sep 27, 2024	Continue	Yes
Adding Classes of Licence	Staff confirmed that are prepared to begin exploring a revised system of licence classes. The committee discussed the different approaches to addressing this matter.	Staff	Staff to explore and present different options on this matter at an upcoming RPLC meeting.	Continue	No
Professional Practice Guideline Review: Human Rights in Professional Practice	Staff presented an update to the committee on the review of the Guideline on Human Rights in Professional Practice. In line with the commitments made by Council through the Anti-Racism and Equity Code, staff recommended a review of PEO's regulatory and non regulatory measures to assess human rights risks within the engineering profession.	Staff	For Council approval on Sep 27, 2024	Continue	Yes

[1] Green=Complete; Blue=Continue; Yellow=Modify; Red=Discontinue

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Item/Topic	Discussion Summary	Assigned to	Next Steps	Status[1]	Separate Council Agenda Item?
2024-2025 Schedule of RPLC Meetings	The Chair of RPLC requested further follow up from staff regarding the set schedule for the RPLC members. Staff gave an overview of the process for selecting meeting dates. The committee seeks to explore additional options for meeting dates for the current committee members.	Staff	Poll to determine availability and potential alternatives, as needed.	Continue	No
Changes to the Building Code (In Camera)	Staff informed the committee of the provincial government's intention to make consequential amendments to section 12 of the Professional Engineers Act (PEA) to add a new Occupancy Class G (Farm Buildings), as described under the amended Building Code Act, as well as to amend PEO's annual reporting requirement under section 48 of the PEA as proposed by the Ministry of the Attorney General.	Staff	For Council information on Sep 27, 2024	Continue	Yes
Consequential Amendments to Ontario Regulation 260/08 under the Professional Engineers Act Due to Building Code Change (In Camera)	Staff provided the committee with an overview of the provincial government regulation change of (O. Reg. 163/24) to replace the Ontario Building Code (O. Reg. 332/12) effective January 1, 2025. As Section 1 of Part I of PEO's O. Reg. 260/08 (Performance Standards) defines "building code" as O. Reg. 332/12, staff advised that it would be necessary to update that section reference. Staff also advised that this amendment had no impact on PEO's regulation of performance standards in relation to engineering responsibilities under the Ontario Building Code. The committee recommended including "PEO" in the report to further clarify any staff references.	Staff	For Council approval on Sep 27, 2024	Continue	Yes
Risk Management Program: Regulatory Policy Risks	Staff presented the Risk Register related to PEO's regulatory policy and requested feedback.	Staff	Staff will gather feedback from committee members for	Continue	No

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Item/Topic	Discussion Summary	Assigned to	Next Steps	Status[1]	Separate Council Agenda Item?
	This feedback would then be provided to the AFC which has the overarching responsibility review of organizational risk register to ensure that high probability and impact risks are appropriately prioritized.		the next AFC Meeting.		

Next Committee Meeting: November 12, 2024

Decision Note – Practice Standard Revision: Tower Crane Inspections & Request for Regulation Change To 0.Reg. 260/08 (Performance Standards)

Item	C-565-7.1
Purpose	For Council to consider RPLC's recommendation to approve an update to the 2015 Tower Crane practice standard and direct staff to work with the Ministry of the Attorney General to draft amendments to Ontario Regulation 260/08 (Performance Standards) to reference the updated standard
Strategic/ Regulatory Focus	Regulatory/Strategic: 2.1 Updating and developing standards and practice guidelines
Motion	1. That Council approves the "Engineering Inspection Practice Standard for Tower Cranes as required by Ontario Regulation 213/91 under the *Occupational Health and Safety Act*" as presented in Appendix A, to address the Ontario Regulation 213/91 changes which came into effect on January 1, 2024, and 2. That Council directs staff to work with the Ministry of the Attorney General to draft amendments Ontario Regulation 260/08 (Performance Standards) to reference this updated Practice Standard.
Attachments	**Appendix A** – Engineering Inspection Practice Standard for Tower Cranes as Required by Ontario Regulation 213/91 under the *Occupational Health and Safety Act* (2024) **Appendix B** – Stakeholder Engagement and Consultation Record **Appendix C** – Tower Crane Practice Standard – marked changes from 2015

Summary
On January 1, 2024, the Ministry of Labour, Immigration, Training and Skills Development ("Ministry") amended Ontario Regulation 213/91 (Construction Projects) made under the *Occupational Health and Safety Act* (OHSA) to increase the scope and role of engineers in tower crane inspections. The amended regulation references Ontario Regulation 260/08 (Performance Standards) made under the *Professional Engineers Act,* which in turn references PEO's Tower Crane Review Practice Standard approved by Council in November 2015. PEO staff have been working collaboratively with the Ministry, engineers, and the tower crane industry to update the 2015 Practice Standard (Appendix A) to align it with the changes to O. Reg. 213/91 and to reflect common industry practices which enhance public safety. O. Reg. 260/08 must be amended to make the revised Practice Standard effective.

Public Interest Rationale
Secondary to its primary obligation to regulate the practice and govern the members, one of PEO's additional objectives under the *Professional Engineers Act* is "establishing, maintaining and developing standards practice for the practice of professional engineering."

Background
PEO's Performance Standards in O. Reg. 260/08 include a reference to our 2015 Tower Crane Review Practice Standard (https://www.peo.on.ca/sites/default/files/2019-09/PracticeStandard-TowerCranes.pdf). The amended subsections 158, 159 and 165(3) of O. Reg. 213/91 under the OHSA came into effect on January 1, 2024 now refer expressly to inspections by engineers in accordance with

PEO's Performance Standards. PEO must therefore update its 2015 Practice Standard to reflect those changes, which include:

- expanding inspections to add electrical, mechanical and control components to structural ones;
- adding "self-erecting" and travelling base tower cranes, annual inspections of all tower cranes, track and track foundation and a requirement in a written inspection report for the engineer to confirm all components are in "adequate condition";
- replacing "competent person" with "person directed by an engineer" to perform part of some tower crane inspections and updating references for CSA and ESA technical standards.

Considerations

- **Risks**

The inherent risks associated with maintaining an outdated Practice Standard, which does not adequately align with the revised Ontario Regulation 213/91 and its direct reference to PEO's Performance Standards, would be exacerbated by undue delays in its revision and approval.

- **Key strategic issues**

This effort supports achieving a Strategic Goal to update Guidelines and Standards. For the first time, a ministry has delegated performance standards for engineering work to PEO in its Regulation. PEO's collaborative approach in updating the Practice Standard will improve public safety and PEO's relationship with the Ministry, professional engineers, and the Tower Crane industry.

Stakeholder Engagement

PEO staff have worked collaboratively with Darin Richards, P.Eng. of Kova Engineering (vendor) and the Ministry (professional engineers, legal, and policy staff) throughout the Practice Standard revision process.

PEO staff have consulted positively with the Residential Construction Council of Ontario, the Ontario Formwork Association, the Ontario Society of Professional Engineers, manufacturers, insurers, crane owners, and professional engineers from Certificate of Authorization firms. The majority (76%) were professional engineers in the tower crane industry. PEO held 17 meetings with the Ministry and 6 meetings with the other stakeholders listed above. The Ministry endorses and supports PEO's goals of aligning the practice standard with the O. Reg.213/91 tower crane amendments and has agreed that the revised practice standard is consistent with their view of the amended O. Reg. 213/91 requirements.

The more significant concerns raised by stakeholders were with non-engineer technicians performing parts of inspections, distinguishing stages of climbing systems inspections and those persons performing them, the role of the tower crane design engineer, directed personnel types, mandatory non-destructive testing requirements, the need for additional compliance statements in written reports, additional safety requirement during climbing, more clarity on the compilation of multiple engineers' reports, education and compliance initiatives, and insufficient time for review and comment. Some of these concerns relate to the Ministry's regulation (hence they are out of scope for our purposes), while others have been addressed by staff where possible in the final draft and agreed to by the Ministry. (Refer to Appendix B for more details on the process and participants)

Recommendation(s)

That Council approves the "Engineering Inspection Practice Standard for Tower Cranes as Required by Ontario Regulation 213/91 under the *Occupational Health and Safety Act*" (Appendix A) to reflect the

January 1, 2024 changes, and to request the Attorney General to amend Ontario Regulation 260/08 (Performance Standards) to reference the revised Practice Standard.

Next Steps:
After Council approval of the updated Practice Standard, staff will work with the Ministry of the Attorney General on the O. Reg 260/08 changes to ensure they align with Council's direction re the Practice Standard. Ideally, assuming the process moves smoothly, draft amendments to O. Reg. 260/08 will be presented under seal, as is customary, at the November RPLC meeting.

Prepared By: Policy staff

C-565-7.1
Appendix A

Engineering Inspection Practice Standard for Tower Cranes as Required by Ontario Regulation 213/91 under the *Occupational Health and Safety Act*

Published by Professional Engineers Ontario, <XXXXXXX>, 2024

Final Version – September 4, 2024

1. Purpose and Scope of Practice Standard

This Practice Standard updates and prescribes the responsibilities for professional engineers, limited licence holders and those persons directed by them in inspecting tower cranes as required by sections 158, 159 and 165 of Ontario Regulation 213/91 (O. Reg. 213/91) under the *Occupational Health and Safety Act* and referenced in Ontario Regulation 260/08 (Performance Standards) made under the *Professional Engineers Act*.

The primary purpose of the required inspections is to ensure that a tower crane can safely be put into service or to continue service. Sections 158, 159 and subsection 165(3) of O. Reg. 213/91 require professional engineers, limited licence holders and those persons directed by them to perform inspections and to document that all inspections specified under subsections 158(3), 159(2) and 165(3) have been completed in accordance with the PEO Performance Standard in Part IV of O. Reg. 260/08, and to confirm that specified components are in adequate condition.

The specific objectives of this Practice Standard are to:

1. Describe the standard of practice for professional engineers, limited licence holders or other persons directed by them when performing Tower Crane inspections, and confirming that all components are in adequate condition, in accordance with ss. 158 (3) and 159 (2) of Ontario Regulation 213/91.

2. Specify the tasks and services that engineers must complete to meet the appropriate standard of practice and to fulfill their professional obligations under the *Professional Engineers Act.* These obligations include the engineer's primary duty to protect the safety, health and welfare of the public and the environment.

3. Describe the engineer's skill sets and competencies that are consistent with the training and experience required to carry out these professional activities.

Note: This document should be read in conjunction with Ontario Regulation 213/91: Construction Projects

1.1 Definitions for terms used in this Practice Standard

Note: Unless noted below, all terms used in this Practice Standard have the same meaning as given in subsection 1(1) of Ontario Regulation 213/91 or section 1 of the *Occupational Health and Safety Act.*

"client" means the person or entity that has retained the services of the engineer. Examples of clients may include:

- equipment operators (tower crane owner or entity leasing the equipment); or
- third-party maintenance facilities (who perform the preventive maintenance tasks).

"demarcation point" means the point at which the electricity provider's distribution system ends at the customer's transformer or disconnect switch.

"electrical component" means any component that is used as part of the electrical system of a tower crane.

"equipment operator" means the entity that operates the equipment. This could be the tower crane owner or a separate entity leasing the equipment.

"load test" means a process of putting weight on the load block or hook to verify a tower crane's ability to operate at its designated maximum operating capacity, as specified by the original equipment manufacturer or an engineer.

"mechanical component" means any component that is used as part of the mechanical system for a tower crane.

"modification" means any change, repair or replacement that results in a deviation from the original specifications provided by the original equipment manufacturer.

"original equipment manufacturer" ("OEM") means the company or commercial entity that originally manufactured the equipment, or the entity that assembled the equipment from multiple original equipment manufacturers to sell under its own brand name.

"qualified electrician" means a person holding a valid certificate of qualification for "Electrician – construction and maintenance" issued under the *Ontario College of Trades and Apprenticeships Act, 2009.*

"qualified NDT technician" means a person certified by Natural Resources Canada to the appropriate level in accordance with the version of the CAN/CGSB Standard 48.9712-2014, Non-destructive Testing — Qualification and Certification of Personnel, as it may be amended from time to time and that was in effect at the time of certification, and whose certification is valid at the time the test is carried out and interpreted.

"qualified technician" means a person qualified as competent by a tower crane owner, client, operator or original equipment manufacturer through their training and experience to perform the work on specific components of a tower crane; and who carries out such work on an ongoing basis for a tower crane owner or the original equipment manufacturer.

"structural component" means any load-bearing or load-transferring components of the equipment.

"structural repair" means any modification, alteration or addition required to restore a damaged structural component to its original or rated capacity.

2. Inspection Requirements of the Standard

The inspection of a tower crane may involve completing one or more inspection processes described separately in Part A, Part B, Part C, Part D or Part E, which follows. The sequence is based on the structure of sections 158, 159 and 165 of O. Reg. 213/91.

Note: Reference to the singular (for example, "engineer" or "person directed by the engineer") includes reference to the plural and vice versa or "he/she" or "they", are taken as interchangeable and therefore as referring to same.

A standardized inspection report format should be implemented for the initial, periodic and annual inspections to enable consistency across different assessments, making it easier to track over time. When an engineer obtains a report in the course of performing the inspection requirements contained in the Parts below, and reviews the report's contents, the engineer shall determine whether the report meets the requirements of the Practice Standard, CSA Standard Z248-17 or OEM specifications and shall prepare a compliance report summarizing the findings.

The findings shall be presented to the tower crane owner in a clear, logical format that identifies any deficiencies in reports or findings that require immediate action as soon as possible. Inspections shall only continue after the tower crane owner corrects the identified deficiencies.

2.1 Part A: Inspection Requirements Prior to Use

Note: This Part refers to tower cranes **other than** self-erecting ones, which are addressed in Part D below**,** and rail-mounted tower cranes, which are addressed in Part E.

The following are prescribed as the Practice Standard with respect to inspection of a tower crane as provided for in subparagraphs 1i. and ii. of s.158(1) of O. Reg. 213/91 under the *Occupational Health and Safety Act* by an engineer or by person(s) directed by the engineer.

Inspections of a tower crane must be conducted:

a) before the tower crane is erected at a project,
b) after the tower crane is erected and before it is used, and
c) thereafter at intervals not greater than 12 months or as often as is recommended by the tower crane's original equipment manufacturer, whichever is more frequent, while the tower crane is erected at a project. (**Note:** this is addressed in Part B)

Pre-Inspection Review of Tower Cranes Prior to Erection

Documentation Review

(1) Before conducting an on-site review of a tower crane, the engineer shall:

(a) request the tower crane owner, operator or client to make available to the engineer: foundation, shoring and bracing design drawings (s.157 of O. Reg 213/91), all available technical information, full manuals, original equipment manufacturer recalls, tower crane logs (s.152), previous pre-erection and post-erection reports, records of previous non-destructive testing, original equipment manufacturer's recommendations for inspections, repairs and replacement of components as requested in ss.158(1), maintenance records, previous daily, weekly and monthly inspections performed under s.161.1, operational test results performed under ss.161(1), parts replacement records and details of any structural repairs, any non-routine maintenance, and all records of modifications for the tower crane to be reviewed that provides information for each major component or sub assembly, including, but not limited to, the following:

(i) tower crane original equipment manufacturer, model and serial numbers;

(ii) unique marks for each component;

(iii) basic dimensional information to aid identification of components;

(iv) height under hook;

(v) reeving specifications;

(vi) tower height (type and number of sections);

(vii) boom length (type and number of sections);

(viii) anchor bolt specifications;

(ix) counterweight specifications, including arrangement and weight of each counterweight;

(x) central base ballast weight specifications, including arrangement, dimensions and weight of each ballast component, if applicable;

(xi) travelling base and track bed, if applicable;

(xii) foundation, shoring and bracing design drawings;

(xiii) building or structure tie-ins;

(xiv) electrical wiring diagram, including control circuits, electronic schematics, transformer specifications, and electric motor specifications;

(xv) power supply or generator specifications;

(xvi) hydraulic schematics and manuals;

(xvii) original equipment manufacturer's or engineer's welding procedure specifications;

(xviii) software verification documentation, if available;

(xix) documentation of all modifications;

(xx) load test criteria;

(xxi) record of the original equipment manufacturer, mark of the original equipment manufacturer and technical specifications of the tower crane anchorages, anchor bolts and nuts;

(xxii) slew ring bolt specifications, performance specifications on slew ring, torque requirements and bolt maintenance history;

(xxiii) wire rope certifications and wire rope termination proof tests results;

(xxiv) all the mechanical and electrical repair records; and

(xxv) hook block specification and maintenance record.

(b) ensure that the information provided under (a) is sufficiently detailed to enable the engineer to confirm that the specified components have been assembled correctly;

(c) verify that the components made available for inspection are those identified in the information provided in (a);

(d) verify that, according to the tower crane log, the tower crane operator has, at a minimum, carried out equipment maintenance according to a pre-existing schedule;

(e) request the tower crane owner, operator or client to provide all wire rope documentation and verify that the ropes conform to the tower crane manufacturer's specifications or specifications prepared by an engineer; and

(f) request the tower crane owner, operator or client to provide all recall notices and technical bulletins from the original equipment manufacturer of the tower crane being reviewed; and verify from the tower crane log book that all recalls and warranty matters for the tower crane have been dealt with.

Defects

(2) Where a previous review report has identified defects requiring repair, the engineer shall obtain evidence that the necessary remedial action has been taken before a new pre-erection review is completed.

(3) If there is no evidence or record that defects have been repaired, the engineer shall immediately inform the tower crane owner of the outstanding repairs.

(4) Upon receiving notice from the tower crane owner that repairs have been completed, the engineer must either:

(a) carry out all inspections or tests needed to verify defects have been corrected; or

(b) provide updated instructions to directed personnel for the inspections.

Pre-Erection Inspections

Examinations and Tests

(5) The engineer shall select appropriate non-destructive test methods from the approved methods and shall provide this information to the qualified NDT technician or firm carrying out these tests.

(6) The engineer, if certified to CAN/CGSB 48.9712-2014 or an amended version of this standard that was in effect at the time of certification shall perform, or direct a qualified NDT technician to perform, visual examination and non-destructive test of each of the following components:

(a) tower fasteners;

(b) apex fasteners;

(c) boom fasteners;

(d) bridle fasteners;

(e) pendant fasteners;

(f) turntable-to-tower fasteners;

(g) counterweight jib;

(h) reusable foundation anchor bolts;

(i) counterweight suspension points;

(j) boom/jib;

(k) counter jib;

(l) tower sections;

(m) apex;

(n) pendant line or bars;

(o) travelling base;

(p) trolley;

(q) hook block; and

(r) turntable.

(7) The engineer, if certified to CAN/CGSB 48.9712-2014 or an amended version of this standard that was in effect at the time of certification, shall perform or direct a qualified NDT technician to perform a complete visual examination and non-destructive test of a representative sample of the following components as accessible, including, but not limited to, the following:

(a) access platforms;

(b) stairways;

(c) ladders;

(d) signs and sign connections;

(e) tower crane cabin connection; and

(f) guardrails.

(8) The engineer shall request additional non-destructive testing or dismantling and inspection of any other tower crane component, if justified on the basis of:

(a) the content of the previous inspections; or

(b) the result of a visual examination.

(9) The engineer shall require the technician who carries out the tests described in subsections (6), (7) and (8) to provide evidence of certification to CAN/CGSB 48.9712-2014 or an amended version of this standard that was in effect at the time of certification.

(10) The engineer shall request, obtain and review the reports of non-destructive testing detailed in subsections (6) and (7) and shall confirm that the report includes:

(a) date and location where the tests were conducted;

(b) name, qualifications and position of the person conducting the tests;

(c) description, serial number or identifying mark of the components examined;

(d) details of the test method employed and reference to appropriate standards;

(e) calibration details of any test equipment used; and

(f) results of the examination.

Inspections

(11) The engineer shall verify that the person(s) they direct to perform any inspections in subsections (12) through (17) are qualified to perform the inspections and shall obtain copies of the person's credentials including the name, qualifications and employing organization of the person completing the inspection and tests.

(12) The engineer or qualified NDT technician directed by the engineer shall inspect pin holes for roundness and excessive wear.

(13) The engineer or qualified NDT technician directed by the engineer shall verify that all pin retainers are in good condition.

(14) The engineer shall request and obtain a report from the master electrician, qualified electrician or qualified technician who has reviewed the electrical schematic drawings to visually inspect panels, operator controls and power wiring for compliance with the original equipment manufacturer's specifications, local standards and the Electrical Safety Authority SPEC-009 R0, Electrical Safety for Tower Cranes, and to confirm that all electrical components have been approved by a recognized authority.

(15) In assessing the slew ring, the engineer shall:

(a) obtain the serial number or unique identifying mark of the slew ring;

(b) observe the condition of the gear teeth on bearing and pinion; or alternatively, review the report of a qualified NDT technician or a qualified technician;

(c) observe the condition of the slew ring greasing systems, including the condition of the grease, grease lines, nipples and lip seals; or alternatively, review the report of a qualified NDT technician or a qualified technician;

(d) verify the torque of bolts by a qualified technician is done according to the original equipment manufacturer's specifications;

(e) verify that bolts needing replacement as a result of the pre-erection review comply with the original equipment manufacturer's specifications or engineer's direction; and

(f) verify that the bearing clearance and backlash of the slew ring, when loaded in its most critical orientation, is within limits set by the original equipment manufacturer.

(16) The engineer shall request and obtain a report from a qualified technician who has inspected the brake system, gear box, hook block and the hydraulic system (including pumps and motors); and shall report any improper or inadequate connections, corroded elements, leaks, hose wear and other deficiencies. The engineer shall review this report, confirm whether it complies with the requirements in this Practice Standard, CSA Standard Z248-17 and OEM specifications, and inform the owner about any deficiencies.

(17) The engineer or qualified NDT technician shall inspect wire ropes and end terminations as per CSA Standard Z248-17.

(18) The results of the examination of wire ropes described in subsection (17) shall be included in the pre-erection inspection written report.

Pre-Erection Inspection Written Report

(19) The engineer shall prepare a written pre-erection inspection report that includes:

(a) date and location where the examinations were completed;

(b) record of observations made by all personnel involved in subsections (12) through (16);

(c) the non-destructive testing report, including the name, qualifications and employing organization of the person completing the inspection and tests, and parts tested along with results; and

(d) a statement that the tower crane parts comply with the requirements of this Practice Standard, CSA Standard Z248-17 and OEM specifications.

(20) The engineer shall immediately notify the tower crane owner in writing of any defects found during the inspection of the tower crane.

(21) The engineer shall verify that all defects have been corrected before the tower crane is erected and provide a report.

Post-Erection Inspections

Inspection of Tower Cranes During Erection, But Prior to Operation

Structural Components

(22) For tower crane components where the pre-erection inspection was completed at location(s) other than the construction site, following delivery of the tower crane components to the site and before the tower crane is erected, the engineer shall inspect any items identified by the tower crane owner, erector or contractor as having been damaged, and provide instructions for dealing with this damage and provide a report.

(23) The engineer shall verify that the components are the same ones inspected during the pre-erection inspection.

(24) The engineer shall request and obtain from the tower crane owner, client or operator the pre-erection inspection report as prepared by that engineer and confirm that the information remains valid and that any instructions have been followed. The engineer shall review this report and confirm whether it complies with the requirements in this Practice Standard, CSA Standard Z248-17 and OEM specifications, and inform the owner about any deficiencies.

(25) The engineer shall request and obtain a report from the tower crane owner, client or operator prepared by the erector and confirm that the installed configuration and counterweights conform to the

installation design drawings prepared by an engineer or the original equipment manufacturer. If they do not conform, the engineer shall notify the tower crane owner.

(26) The engineer shall request and obtain a report from the tower crane owner, client or operator prepared by the erector confirming that, if tower sections are bolted together, tower bolts have been preloaded to the OEM-specified torque. The engineer shall confirm that the tower bolt preload report includes the following information:

(a) date the work was completed;

(b) the name of the person preparing the report;

(c) details of the equipment used, including the serial numbers or identifying marks;

(d) calibration details for the equipment used;

(e) settings used on the torque or stretching device; and

(f) the applied torque and original equipment manufacturer's specifications.

(27) The engineer shall provide the tower crane owner's instructions for dealing with any damage in subsection (22), incorrect installation noted in subsections (25) or (26), or missing information required in the report under subsection (26).

(28) The engineer shall ensure that swivel on any rope is installed in accordance with the tower crane original equipment manufacturer's specifications.

(29) Following erection, the engineer, or qualified NDT technician directed by the engineer, shall climb the tower crane and visually inspect structural components of the tower crane that are accessible from access platforms and guardrails, which were examined by non-destructive testing during the pre-erection review. The purpose of the inspection is to confirm that the components have not been damaged during erection of the tower crane.

(30) The engineer shall request and obtain a report from the tower crane owner, client or operator prepared by the erector, confirming that the following components have been properly installed:

(a) all parts of the tower crane structure;

(b) ladders, landings, guardrails and access walkways;

(c) pins and pin retainers;

(d) bolt head and nut locking means, if specified by the original equipment manufacturer;

(e) counterweights; and

(f) tower crane supports shown on the installation drawing (including, but not limited to, shoring, bracing and tie-ins).

(31) The engineer shall confirm that the tower crane has been installed in accordance with the installation configuration drawing in accordance with the requirements of s.157 of O. Reg. 213/91.

(a) for a fixed tower crane installation, the engineer shall confirm that the foundation and tower crane supports shown on the drawing, including, but not limited to, shoring, bracing and tie-ins, have been designed and inspected by an engineer.

(b) for a tower crane installed on a travelling base, the engineer shall confirm that the foundation, rail bed, rails and tower crane base support shown on the drawing have been designed and inspected by an engineer in accordance with Part E of this standard.

(32) The post-erection report shall identify any deficiencies in the structural components of the tower crane and the engineer shall verify these components have been repaired to their original equipment manufacturer's specifications or engineer's instructions prior to submitting the final report.

Electrical Components

(33) The engineer shall request and obtain a report from the tower crane owner, client or operator who provided inspection findings from a qualified electrician who has carried out a grounding continuity test for both the tower crane and power supply grounding systems, and confirm that the report contains the following in accordance with the Electrical Safety Code:

(a) the name, qualifications and employing organization of the person completing the test;

(b) results of the test;

(c) comparison of the test results with standard requirements;

(d) identification and calibration details of the test equipment used; and

(e) the date the test was completed.

(34) The engineer shall request and obtain, prior to the tower crane being put into service, a report provided by the tower crane owner, client or operator of any repairs to electrical components or tests done to the tower crane since the last time the tower crane was in operation. The engineer shall confirm that the report contains:

(a) the name, qualifications and employing organization of the person completing the inspection and tests;

(b) results of the inspection and tests;

(c) comparison of the test results with the original equipment manufacturer's specifications; and

(d) the date the inspection and tests were completed.

(35) The engineer shall request and obtain a report from a qualified electrician, a master electrician or a qualified technician and confirm that the report contains the following:

(a) the qualifications of all inspection personnel performing these inspections to the engineer for verification;

(b) verification of the demarcation point with the local power authority or general contractor;

(c) visual inspection of the entire electrical system from the demarcation point or generator to the electrical components on the tower crane, looking for damage or violations of the Electrical Safety Code and compliance with the original equipment manufacturer's specifications;

(d) verification that the electrical system was powered up and all operating electrical components checked for vibration and excessive heat, and verification that the components are functioning as intended;

(e) verification that the electrical equipment and its components are appropriate for the environment in which it will be operating;

(f) verification that each in-use limit switch, overload limit device, and any other limiting device specified by the original equipment manufacturer, was properly located, set and operating as intended;

(g) verification that emergency stops functioned as intended;

(h) verification that the tower crane structure was grounded separately from the power system via grounding rods, plates or other means of distributing charge to the earth;

(i) verification, if power is supplied by a generator, that the generator was separately grounded in accordance with the Electrical Safety Code and the original equipment manufacturer's instructions;

(j) visual check of the control wiring and report damage or improper installation;

k) visual check of the condition of electronic components; and

(l) a statement that the tower crane electrical system complies with the requirements of this Practice Standard, CSA Standard Z248-17, OEM specifications, and local legislation, and there is no outstanding electrical issue with the tower crane.

Mechanical Components

(36) The engineer shall request and obtain a report from a qualified technician and confirm that the report contains the following:

(a) the qualifications of all inspection personnel performing these inspections to the engineer for verification;

(b) confirmation that all control levers operate the appropriate function, move smoothly, return to neutral position when released, and are properly identified;

(c) verification that calibration of the load moment system (load indicator, angle indicator, height indicator, radius indicator) has been completed;

(d) check of the functioning, integrity and condition of limit switches and operator's controls;

(e) witnessing of the functional tests for all control components at the extreme limits of use, as described by the original equipment manufacturer or in the most unfavourable position determined by the engineer for these components;

(f) recording in the post-erection report and provided the engineer with the results of the verification and inspection tasks listed in (a) through (e); and

(g) a statement that the crane mechanical system complies with the requirements of this Practice Standard, CSA Standard Z248-17, OEM specifications, and local legislation, and there is no outstanding mechanical issue with the tower crane.

(37) Prior to the load test, the engineer shall request and obtain a report provided by the client that provides inspection findings from a qualified technician on the condition of the mechanical components tested under normal operating conditions, including, but not limited to, motors, gears, brakes, sheaves and bearings, and the engineer shall confirm specific reports of occurrences of any of the following:

(a) abnormal vibration;

(b) unusual noise or temperature of tower crane components;

(c) corrosion;

(d) missing, improperly installed or misaligned components;

(e) worn or damaged brake linings, brake shoes or brake pads;

(f) distorted or damaged brake drums, plates, calipers or other components;

(g) insufficient brake solenoid stroke reserve;

(h) wire rope improperly spooling onto the drum;

(i) incorrect sheave size and excessive wear;

(j) incorrect functioning of floating sheave;

(k) incorrect functioning of tensioning sheave;

(l) leaking lubricants;

(m) wear, play or damage of moving equipment;

(n) loose or defective bolts or pins;

(o) missing cotter pins, retaining or locking devices;

(p) missing, improperly installed or damaged guards on exposed moving parts;

(q) loose or unsecured materials left on the tower crane; or

(r) any other hazards not herein listed but deemed important by the engineer.

(38) If, as a result of the inspection described in subsection (37), the engineer finds evidence of any of the occurrences specified in (a) to (r), the engineer shall arrange for further testing, disassembly, inspection or other appropriate action.

(39) The engineer shall request and obtain a report provided by the client from the erector or qualified technician who performed the tests on all brake systems appropriate for the tower crane under review;

shall confirm that the results are compliant with the original equipment manufacturer's specifications or with CSA Standard Z248-17; and shall record this information in the post-erection test report. The engineer will provide direction to the erector to correct any items found to be deficient in the report.

(40) The engineer, or person within the engineering firm's organization directed by the engineer, shall witness the load test in accordance with the original equipment manufacturer's specifications or with CSA Standard Z248-17 performed by the erector and shall include the following information in the post-erection report:

(a) location of the tower crane;

(b) date the test and subsequent examination was completed;

(c) weather conditions at time of test;

(d) the configuration of the tower crane at time of test;

(e) the serial number or unique identifying mark of the tower crane;

(f) specifications of main test block/blocks and the kicker test block used and radii tested;

(g) the load test procedure; and

(h) details of any defects, unexpected behaviour or abnormal deformation observed during or due to testing.

Post-Erection Inspection Written Report

(41) The engineer shall include the following information in every written tower crane post-erection inspection report required by ss. 158(3) of O. Reg. 213/91:

(a) name and location of the project;

(b) make, model and serial number of the tower crane reviewed;

(c) owner of the tower crane;

(d) the time period in which the review took place;

(e) the date on which the report was completed;

(f) the parties to whom the report is addressed;

(g) contact information for the engineer who prepared the report;

(h) the purpose of the report;

(i) specific identification of drawings, blueprints, photographs, documents, manuals and other reference material used;

(j) references to legislation, codes, standards or guidelines that have relevance to the work;

(k) where judgments or opinions are made, details of the reasoning that led to the report's conclusion or findings;

(l) list of defects discovered during review;

(m) all reports obtained from qualified NDT technicians, qualified technicians or third parties, including, but not limited to:

(i) all engineers involved in the inspection;
(ii) electrical inspections identified in subsections (33), (34) and (35);
(iii) mechanical and controls inspections identified in subsections (36) and (37); and
(iv) tower crane erector inspections described in subsections (25), (26), (39) and (40);

(n) the qualifications of all inspection personnel performing the inspections that were provided to the engineer for verification;

(o) all directions for repairing damage or incorrect installation that were provided to the tower crane owner;

(p) identification of any modifications made to the electrical, mechanical or structural systems of the tower crane, and confirmation that the modifications are documented by either the OEM or by an engineer;

(q) installed configuration of the tower crane, results of functionality tests and counterweights installed;

(r) identification and contact information for everyone contributing to the report; and

(s) a statement that the tower crane is ready to be put into service, including confirmation that all components comply with this Practice Standard, CSA Standard Z248-17 and OEM specifications, are in adequate condition, is ready to put into service with specific limitations, or is not ready to be put into service due to specific deficiencies.

(42) The engineer shall provide a copy of the report to the client and shall keep a copy for their records.

2.2 Part B: Annual In-Use Inspections

The following are prescribed as the Practice Standard with respect to the annual inspection of an in-use tower crane as provided for in subparagraphs 1iii and 2ii. of ss. 158(1) of O. Reg. 213/91 under the *Occupational Health and Safety Act,* by an engineer or by person(s) directed by the engineer.

Note: This inspection is to be performed on the equipment in the fully assembled, erected operational condition at least once every 12 months or as often as recommended by the tower crane original equipment manufacturer, whichever is more frequent.

Documentation Review

(1) Before conducting an on-site inspection of an in-use tower crane, the engineer shall:
(a) request and obtain from the tower crane owner, operator or client written reconfirmation of the initial installation of the tower crane and drawings (s.157), all available technical information, manuals, tower crane logs (s. 152), previous pre-erection and post-erection reports, records of previous non-destructive testing, original equipment manufacturer's recommendations, maintenance records, previous daily, weekly and monthly inspections performed under section 161.1, operational test results performed under ss. 161(1), parts replacement records and details of any structural repairs, any non-routine maintenance, and all records of modifications for the tower crane to be reviewed that provide information for each major component or subassembly, including, but not limited to the following:

(i) tower crane original equipment manufacturer, model and serial numbers;

(ii) unique marks for each component;

(iii) basic dimensional information to aid identification of components;

(iv) height under hook;

(v) reeving specifications;

(vi) tower height (type and number of sections);

(vii) boom length (type and number of sections);

(viii) anchor bolt specifications;

(ix) counterweight specifications, including arrangement and weight of each counterweight;

(x) central base ballast weight specifications, including arrangement and weight of each ballast component, if applicable;

(xi) travelling base and track bed, if applicable;

(xii) foundation drawings;

(xiii) building tie-ins;

(xiv) electrical wiring diagram, including control circuits, electronic schematics, transformer specifications, and electric motor specifications;

(xv) power supply or generator specifications;

(xvi) hydraulic schematics and manuals;

(xvii) original equipment manufacturer's or engineer's welding procedure specifications;

(xviii) software verification documentation, if available;

(xix) documentation of all modifications;

(xx) load test criteria; and

(xxi) record of the original equipment manufacturer, mark of original equipment manufacturer and technical specifications of the tower crane anchorages, anchor bolts and nuts.

(b) ensure that the information provided under (a) is sufficiently detailed to enable the engineer to confirm that the specified components have been assembled correctly;

(c) verify that the components made available for inspection are those identified in the information provided, and verify that the components are the same ones inspected during the initial pre-erection inspection the year prior or added during climbing operations;

(d) verify that, according to the tower crane log, the tower crane operator has, at a minimum, carried out equipment maintenance according to a pre-existing schedule;

(e) request and obtain from the tower crane owner, operator or client all wire rope documentation and verify that the ropes conform to the tower crane original equipment manufacturer's specifications or specifications prepared by an engineer;

(f) request and obtain from the tower crane owner, operator or client all available recall notices and technical bulletins from the original equipment manufacturer of the tower crane being reviewed and verify from the tower crane log book (refer to s.152. (1)) that all recalls and warranty matters for the tower crane have been dealt with; and

(g) where it is not possible to verify that matters identified in (f) have been dealt with, take whatever steps are necessary to resolve the matter or withdraw services until the necessary information has been provided.

Defects

(2) Where a previous review report has identified defects requiring rectification, the engineer shall obtain evidence that the necessary remedial action has been taken.

(3) If there is no evidence or record that defects have been repaired, the engineer shall immediately inform the tower crane owner of the outstanding repairs.

(4) Upon receiving notice from the owner that repairs have been completed, the engineer must either:

(a) carry out all inspection(s) or tests needed to verify defects have been corrected; or

(b) provide updated instructions to directed personnel for the inspections.

Examinations and Testing

(5) The engineer, or a person directed by the engineer, shall perform a visual examination on the erected tower crane as assembled in the erected configuration. Supplemental non-destructive tests are to be performed as accessible and to further evaluate any items requiring further evaluation as a result of the visual examination. The engineer may perform the NDT inspection if certified to CAN/CGSB 48.9712-2014 or an amended version of this standard that was in effect at the time of certification or direct a qualified NDT technician to perform the inspection including, but not limited to, the following:

(a) access platforms;

(b) stairways;

(c) ladders;

(d) signs and sign connections;

(e) tower crane cabin connection;

(f) boom;

(g) counter jib;

(h) tower sections;

(i) apex;

(j) pendant;

(k) travelling base;

(l) trolley;

(m) hook block;

(n) tower fasteners;

(o) apex fasteners;

(p) boom fasteners;

(q) turntable-to-tower fasteners;

(r) counterweight jib;

(s) reusable foundation anchor bolts; and

(t) counterweight suspension points.

(6) The engineer shall determine the type of supplemental non-destructive testing to be done and shall provide this information to the qualified NDT technician carrying out these tests.

(7) The engineer shall request the client to conduct non-destructive testing or dismantling and inspection of any other tower crane component, if justified on the basis of:

(a) the content of the previous inspections; or

(b) the result of the current visual examination.

(8) The engineer, if certified to CAN/CGSB 48.9712-2014 or an amended version of this standard that was in effect at the time of certification shall perform, or direct a qualified NDT technician to perform, the inspections described in subsections (5) and (6). The engineer shall also obtain evidence from the qualified NDT technician that the technician is certified to CAN/CGSB 48.9712-2014 or an amended version of this standard that was in effect at the time of certification.

(9) The engineer shall obtain and review the reports of inspections detailed in subsections (5) and (6), and shall verify that the report includes:

(a) date and location where the tests were conducted;

(b) name, qualifications and position of the person conducting the tests;

(c) description, serial number or identifying mark of the components examined;

(d) details of the test method employed and reference to appropriate standards;

(e) calibration details of any test equipment used; and

(f) results of the examination.

(10) The engineer, or a qualified technician directed by the engineer, shall verify that all pin retainers are in good condition and are properly installed.

Reviews - General

(11) The engineer shall request, obtain and review reports provided by the tower crane owner, client or operator of any electrical, mechanical or structural repairs, modifications or tests done to the tower crane since the last time the tower crane was certified at erection. The engineer shall confirm that the report(s) contain the following:

(a) the name, qualifications and employing organization of the person completing the inspection and tests;

(b) results of the inspection, repair, modifications and/or tests;

(c) documentation relating to any modifications performed by an engineer or the original equipment manufacturer; and

(d) comparison of the test results with the original equipment manufacturer's specifications.

Review of Electrical components

(12) The engineer shall review, or direct a qualified electrician, master electrician or qualified technician to review, the electrical schematic drawings, visually inspect panels, operator controls, power wiring for compliance with the original equipment manufacturer's specifications, local standards, the Electrical Safety Authority SPEC-009 R0, Electrical Safety for Tower Cranes, and to verify that all electrical components are approved by a recognized authority. The engineer shall direct the qualified electrician, master electrician or qualified technician (as the case may be) to provide a report to the engineer in writing that confirms the foregoing.

(13) The engineer shall reaffirm, or direct a qualified electrician, master electrician or qualified technician to reaffirm, the grounding continuity test for both the tower crane and power supply grounding systems in accordance with the Electrical Safety Code; and the engineer shall direct the qualified electrician, master electrician or qualified technician (as the case may be) to provide a report which the engineer will confirm as containing the following:

(a) the name, qualifications and employing organization of the person completing the test;

(b) results of the test;

(c) comparison of the test results with standard requirements;

(d) identification and calibration details of the test equipment used; and

(e) the date the test was completed.

(14) The engineer shall perform the following functions, or direct a qualified electrician, master electrician or qualified technician, to:

(a) verify the demarcation point with the local power authority or general contractor;

(b) visually inspect the entire electrical system from the demarcation point or generator to the electrical components on the tower crane, looking for damage or violations of the Electrical Safety Code and compliance with original equipment manufacturer's specifications;

(c) power up the electrical system and check all operating electrical components for vibration and excessive heat, and verify that the components are functioning as intended;

(d) verify that the electrical equipment and components are appropriate for the environment in which it will be operating;

(e) verify that each in-use limit switch, overload limit device, and any other limiting device specified by the original equipment manufacturer, is properly located, set and operating as intended;

(f) verify that emergency stops function as intended;

(g) verify that the tower crane structure is grounded separately from the power system via grounding rods, plates or other means of distributing charge to the earth;

(h) verify, if power is supplied by a generator, that the generator is separately grounded in accordance with the Electrical Safety Code and original equipment manufacturer's instructions; and

(i) record in the post-erection report the results of the verification and inspection tasks listed in (a) though (h).

Review of Mechanical Components

(15) The engineer shall inspect, or direct a qualified technician to inspect, the rotational bearing or slew ring and:

(a) obtain the serial number or unique identifying mark of the slew ring;

(b) observe the condition of the gear teeth on bearing and pinion;

(c) observe the condition of the slew ring greasing systems including the condition of the grease, grease lines, nipples and lip seals;

(d) verify torquing of the rotational bearing bolts is done according to the original equipment manufacturer's specifications; and

(e) verify that bolts needing replacement as a result of the inspection comply with the original equipment manufacturer's specifications or engineer's direction.

(16) The engineer shall inspect, or direct a qualified technician to inspect, the brake system, gearbox, hook block, the hydraulic system (including pumps and motors), and report to the engineer any improper or inadequate connections, corroded elements, leaks, hose wear and other deficiencies.

(17) The engineer shall perform the following functions, or direct a qualified technician, to:

(a) confirm that all control levers operate the appropriate function, move smoothly, return to neutral position when released, and are properly identified;

(b) verify that calibration of the load moment system (load indicator, angle indicator, height indicator, radius indicator) has been completed;

(c) check the functioning, integrity and condition of limit switches and operator's controls;

(d) visually check control wiring and report damage or improper installation;

(e) visually check the condition of electronic components;

(f) witness functional tests for all control components at the extreme limits of use, as described by the original equipment manufacturer or in the most unfavourable position determined by the engineer for these components; and

(g) prepare an inspection report for the engineer of the results of the verification and inspection tasks listed in (a) through (f).

(18) The engineer shall inspect, or direct a qualified technician to inspect, the condition of the mechanical equipment tested under normal operating conditions, including, but not limited to, motors, gears, brakes, sheaves and bearings; and shall specifically report to the engineer occurrences of any of the following:

(a) abnormal vibration;

(b) unusual noise or temperature of tower crane components;

(c) corrosion;

(d) missing, improperly installed or misaligned components;

(e) worn or damaged brake linings, brake shoes or brake pads;

(f) distorted or damaged brake drums, plates, calipers or other components;

(g) insufficient brake solenoid stroke reserve;

(h) wire rope improperly spooling onto the drum;

(i) incorrect sheave size and excessive wear;

(j) incorrect functioning of floating sheave;

(k) incorrect functioning of tensioning sheave;

(l) leaking lubricants or incorrect type of lubricants;

(m) wear, play or damage of moving equipment;

(n) loose or defective bolts or pins;

(o) missing cotter pins, retaining or locking devices;

(p) missing, improperly installed or damaged guards on exposed moving parts;

(q) loose or unsecured materials left on the tower crane; or

(r) any other hazards not herein listed but deemed important by the review engineer.

(19) If, as a result of the inspection described in subsection (18), the engineer finds evidence of any of the occurrences specified in (a) to (r), the engineer shall specify further testing, disassembly, inspection, or other appropriate action.

(20) The engineer shall verify that the persons performing the inspections in subsections (12) through (18) are qualified to perform the inspections and obtain copies of the person's credentials including the name, qualifications and employing organization of the person completing the inspection and tests.

Annual Inspection Written Report

(21) The engineer shall include the following information in every annual tower crane inspection report required by subsection 158(3) of O. Reg. 213/91:

(a) name and location of the project;

(b) make and model of the tower crane reviewed;

(c) owner of the tower crane;

(d) the time period in which the review took place;

(e) the date on which the report was completed;

(f) the parties to whom the report is addressed;

(g) contact information for the engineer who prepared the report;

(h) the purpose of the report;

(i) specific identification of drawings, blueprints, photographs, documents, manuals and other reference material used;

(j) references to legislation, codes, standards or guidelines that have relevance to the work;

(k) where judgments or opinions are made, details of the reasoning that led to the report's conclusion or findings;

(l) record of observations made in subsections (13) through (19) including the name, qualifications and employing organization of the person completing the inspection and tests;

(m) results of the visual and supplemental non-destructive inspection, including the name, qualifications and employing organization of the person completing the inspection and tests;

(n) all directions for repairing damage or incorrect installation that were provided to the tower crane owner:

(o) Identification of any modifications made to the electrical, mechanical or structural systems of the tower crane; and that the modifications are documented by either the OEM or by an engineer:

(p) identification and contact information for everyone contributing to the report; and

(q) a statement that the tower crane complies with the requirements of this Practice Standard, CSA Standard Z248-17 and OEM specifications; and the tower crane is ready to be put into service including confirmation that all components are in adequate condition, is ready to put into service with specific limitations, or is not ready to be put into service due to specific deficiencies.

(22) The engineer report shall immediately notify the tower crane owner in writing of any defects found during the inspection of the tower crane.

(23) The engineer shall verify that all defects have been corrected.

2.3 Part C: Inspection of Climbing Systems

Note: While outside of the scope of this Practice Standard, the engineer shall ensure that other requirements in relation to climbing operation in O. Reg. 213/91 are met. The regulation mandates the minimum requirements for shoring and bracing, building or structure that supports tower crane, inspection of tie-ins, shoring and bracing, confirmation report that the that shoring, bracing and tie-ins are installed in accordance with the drawings, instruction for additional inspection, and inspection frequency of the shoring, bracing and tie-ins after each climbing operation. For reference, these requirements are listed in subsections 157(2), (4), (10), (11), (12) and (13) of O. Reg. 213/91.

The following are prescribed as the Practice Standard with respect to inspection of a tower crane's climbing system as provided for in s.159 of O. Reg. 213/91 under the *Occupational Health and Safety Act* by an engineer, or by person(s) directed by the engineer. A climbing system must be inspected:

(a) prior to the initial climbing operation of the tower crane at the project; and

(b) thereafter at intervals not greater than 12 months while the tower crane is erected at a project.

Note: The inspection of a climbing system is to be performed in addition to the requirements of Parts A and B, and **prior to each use** of the climbing system [as also required on clause 159 (1)(b) for climbing system as per CSA Standard Z248-17, section 5.9.8.8 "Climbing section"]. The expectation of inspection **prior to each use** is a higher inspection frequency than those described in annual inspections of Parts A and B above. As such, the requirement for inspection prior to each use may require these components to be inspected more frequently than the annual interval.

(1) The engineer shall conduct, or direct a qualified NDT technician to conduct, a visual examination and non-destructive test on areas of concern or representative samples based on visual examination of the climbing system prior to the erection and initial climbing operation of the tower crane at the project.

(2) The engineer shall direct a qualified technician to inspect the hydraulic system, including pumps and motors, and report any improper or inadequate connections, corroded elements, leaks, hose wear and other deficiencies; and the qualified technician shall provide a written report to the engineer.

(3) The engineer shall verify that the climbing system used is the one specified by the OEM and shall verify that the erector has installed the climber with the parts specified by the original equipment manufacturer or approved by an engineer.

Climbing System Inspection Written Report

(4) Under the requirements, of ss.159(2) of O. Reg. 213/91, the engineer, in accordance with subsections (1) through (3), shall prepare a written report for the tower crane owner that contains the results of all inspections and provides a statement that the climbing components comply with the requirements of this Practice Standard, is ready to be put into service, including confirmation that all components are in adequate condition, is ready to put into service with specific limitations, or is not ready to be put into service due to specific deficiencies.

2.4 Part D: Inspection of Self-Erecting Tower Cranes

The following are prescribed as the Practice Standard with respect to inspection of a self-erecting tower crane as provided for in subparagraph 2 of ss. 158(1) of O. Reg. 213/91 under the *Occupational Health and Safety Act* by an engineer, or by person(s) directed by the engineer.

For self-erecting tower cranes, inspections must be conducted:

- before the tower crane is put into service for the first time;
- at least once every 12 months while the tower crane is in use at a project; and
- after every 12 erections of the tower crane, or as often as is recommended by the tower crane original equipment manufacturer, whichever occurs first. (**Note:** this is addressed in Part B)

Documentation Review

(1) Before conducting an on-site inspection of a self-erecting tower crane, the engineer shall:

(a) request and obtain from the tower crane owner, client or operator all available technical information, manuals, tower crane logs (s. 152), previous engineer certification reports, records of previous non-destructive testing, maintenance records, previous daily, weekly and monthly inspections performed under s. 161.1, operational test results performed under ss. 161(1), parts replacement records and details of any structural repairs and any non-routine maintenance, and all records of modifications for the self-erecting tower crane to be reviewed that provides information for each major component or sub assembly, including, but not limited to, the following:

(i) tower crane original equipment manufacturer, model and serial numbers;
(ii) unique marks for each component;
(iii) load block and reeving specifications;
(iv) counterweight specifications, including arrangement and weight of each counterweight;
(v) central base ballast weight specifications, including arrangement and weight of each ballast component, if applicable;
(vi) hydraulic schematics and manuals;
(vii) original equipment manufacturer's or engineer's welding procedure specifications;
(viii) software verification documentation, if available;
(ix) documentation of all modifications;
(x) load test criteria; and
(xi) turn table specifications, inclusive of bolts and installation torque requirements.

(b) ensure that the information provided under (a) is sufficiently detailed to enable the engineer to confirm that the specified components have been assembled correctly;

(c) verify that the components made available for inspection are those identified in the information provided in (a);

(d) verify that, according to the tower crane log, the tower crane operator has, at a minimum, carried out equipment maintenance according to a pre-existing schedule;

(e) request and obtain from the tower crane owner, client or operator all wire rope documentation, and verify that the ropes conform to the tower crane original equipment manufacturer's specifications or specifications prepared by an engineer; and

(f) request and obtain from the tower crane owner, client or operator all recall notices and technical bulletins from the original equipment manufacturer of the tower crane being reviewed and verify from the tower crane log book (refer to ss.152**.** (1)) that all recalls and warranty matters for the tower crane have been dealt with.

Defects

(2) Where a previous inspection report has identified defects requiring rectification, the engineer shall obtain evidence that the necessary remedial action has been taken before an inspection is completed.

(3) If there is no evidence or record that defects have been repaired, the engineer shall immediately inform the tower crane owner of the outstanding repairs.

(4) Upon receiving notice from the tower crane owner that repairs have been completed, the engineer must either:

(a) carry out all inspection(s) or tests needed to verify defects have been corrected; or

(b) provide updated instructions to directed personnel for the inspections.

Examinations and Testing

(5) The engineer shall determine the type of visual or non-destructive testing to be done and shall provide this information to the qualified NDT technician or firm carrying out these tests.

(6) The engineer shall perform, if certified to CAN/CGSB 48.9712-2014 or an amended version of this standard that was in effect at the time of certification, or direct a qualified NDT technician to perform, a visual examination and non-destructive test of all accessible areas of each of the following components:

a) outrigger beams and support pads;
b) carrier frame or assembly;
c) boom pins;
d) bridle pins;
e) pendant pins;
f) slew ring fasteners;
g) counterweight connection;
h) tower sections;
i) boom/jib;
j) gantry /live mast;
k) counterweight suspension points;
l) pendant lines or bars;
m) trolley;
n) hook block;
o) load line;

p) access platforms;
q) signs and sign connections, and
r) tower crane cabin connection.

(7) The engineer shall request the tower crane owner, client or operator to conduct additional visual or non-destructive testing, dismantling and inspection of any other tower crane component, if justified on the basis of:

(a) the content of the previous reviews; or

(b) the result of the current NDT examination.

(8) The engineer shall require the technician who carries out the tests described in subsection (5) to provide evidence of certification to CAN/CGSB 48.9712-2014 or an amended version of this standard that was in effect at the time of certification.

(9) The engineer shall request and obtain the reports of non-destructive testing detailed in subsection (6) and shall confirm that the report includes:

(a) date and location where the tests were conducted;

(b) name, qualifications and position of the person conducting the tests;

(c) description, serial number or identifying mark of the components examined;

(d) details of the test method employed and reference to appropriate standards;

(e) calibration details of any test equipment used; and

(f) itemized results of the examination.

(10) The engineer, or qualified NDT technician directed by the engineer, shall verify that all pin retainers are in good condition and properly installed.

(11) In assessing the slew ring, the engineer shall:

(a) obtain the serial number or unique identifying mark of the slew ring;

(b) observe the condition of the gear teeth on bearing and pinion, or alternatively, review the report of a qualified NDT technician or a qualified technician;

(c) observe the condition of the slew ring greasing systems, including the condition of the grease, grease lines, nipples and lip seals, or alternatively, review the report of a qualified NDT technician or a qualified technician; and

(d) verify torquing of bolts by a qualified technician has been done according to the original equipment manufacturer's specifications.

(12) The engineer shall request and obtain from the tower crane owner, client or operator a report prepared by a qualified technician that details the inspection of the hydraulic system, including pumps and motors, and that reports any improper or inadequate connections, corroded elements, leaks, hose wear and other deficiencies.

Defect Correction

(13) The engineer shall immediately notify the tower crane owner in writing of any defects found during the inspection of the tower crane.

(14) The engineer shall verify that all defects are corrected before the tower crane is returned to service.

Inspections – Mechanical Components

(15) The engineer, or qualified NDT technician directed by the engineer, shall inspect wire ropes and end connections as per CSA Standard Z248-17.

(16) The engineer shall ensure that the swivel and/or end terminations on any rope is installed in accordance with the tower crane original equipment manufacturer's specifications.

(17) The engineer shall request and obtain from the tower crane owner, client or operator a report prepared by a qualified technician, and the engineer shall confirm that the report:

(a) provided the qualification of all inspection personnel performing these inspections to the engineer for verification;

(b) verified that calibration of the load moment system (load indicator, angle indicator, height indicator, radius indicator) has been completed;

(c) checked the functioning, integrity and condition of limit switches and operator's controls;

(d) visually checked the control wiring and report damage or improper installation;

(e) visually checked the condition of electronic components;

(f) witnessed the functional tests for all control components at the extreme limits of use, as described by the original equipment manufacturer, or in the most unfavourable position determined by the engineer for these components;

(g) recorded in the inspection report and provide the engineer the results of the verification and inspection tasks listed in (a) through (f); and

(h) confirmed that all control levers operate the appropriate function, move smoothly, return to neutral position when released, and are properly identified.

(18) The engineer shall request and obtain a report from a qualified technician on the condition of the mechanical components tested under normal operating conditions, including, but not limited to, motors, gears, brakes, sheaves and bearings; and the engineer shall confirm if this report specifically reported occurrences of any of the following:

(a) abnormal vibration;

(b) unusual noise or temperature of tower crane components;

(c) corrosion;

(d) missing, improperly installed or misaligned components;

(e) worn or damaged brake linings, brake shoes or brake pads;

(f) distorted or damaged brake drums, plates, calipers or other components;

(g) insufficient brake solenoid stroke reserve;

(h) wire rope improperly spooling onto the drum;

(i) incorrect sheave size and excessive wear;

(j) incorrect functioning of floating sheave;

(k) incorrect functioning of tensioning sheave;

(l) leaking lubricants;

(m) wear, play or damage of moving equipment;

(n) loose or defective bolts or pins;

(o) missing cotter pins, retaining or locking devices;

(p) missing, improperly installed or damaged guards on exposed moving parts; or

(q) loose or unsecured materials left on the tower crane.

(19) If, as a result of the inspection described in subsection (18), the engineer finds evidence of any of the occurrences specified in (a) to (q), the engineer shall arrange for further testing, disassembly, inspection, or other appropriate action.

Self-Erecting Tower Crane Inspection Written Report

(20) The engineer shall prepare a written self-erecting tower crane inspection report as required by subsection 158(3) of O. Reg 213/91 and include the following information:

(a) name and location of the project;

(b) make and model of the tower crane reviewed;

(c) owner of the tower crane;

(d) the time period in which the review took place;

(e) the date on which the report was completed;

(f) the parties to whom the report is addressed;

(g) contact information for the engineer who prepared the report;

(h) the purpose of the report;

(i) specific identification of drawings, blueprints, photographs, documents, manuals and other reference material used;

(j) references to legislation, codes, standards or guidelines that have relevance to the work;

(k) where judgments or opinions are made, details of the reasoning that led to the report's conclusion or findings;

(l) list of defects discovered during review;

(m) all reports obtained from qualified NDT technicians, qualified technicians or third parties, including:

(i) record of observations made by all involved personnel in subsections (9), (10) and (11) and;

(ii) the non-destructive testing report described in subsection (8), including the name, qualifications and employing organization of the person(s) completing the inspection and tests.

(n) all directions for repairing damage or incorrect installation that were provided to the tower crane owner;

(o) identification and contact information for everyone contributing to the report; and

(p) a statement that the tower crane is ready to be put into service including confirmation that all components comply with the requirements of this Practice Standard, CSA Standard Z248-17, and OEM specifications, are in adequate condition, is ready to put into service with specific limitations, or is not ready to be put into service due to specific deficiencies.

(21) The engineer shall provide a copy of the report to the tower crane owner and shall keep a copy for their records.

2.5 Part E: Inspection of the track foundation and track (of a tower crane mounted on a travelling base)

The following is prescribed as the Practice Standard with respect to an inspection by an engineer of the track foundation and track of a tower crane mounted on a travelling base, as provided for in subsection 165(3) of Ontario Regulation 213/91 under the *Occupational Health and Safety Act*:

Note: When a tower crane is mounted on a travelling base foundation system rather than a fixed foundation, there are additional inspection requirements beyond those detailed in Parts A and B above. The engineer shall inspect the track foundation and track at time of installation at the construction site and then at each 12-month interval to follow in accordance with subsection 165(3) of O. Reg. 213/91.

(1) The engineer shall perform the inspection to verify that the foundation, rails bed and rails have been installed in accordance with the original equipment manufacturer's specifications or installation drawings provided by an engineer.

(2) The engineer, if certified to CAN/CGSB 48.9712-2014 or an amended version of this standard that was in effect at the time of certification, shall perform, or instruct a qualified NDT technician to perform, a visual examination and non-destructive testing of all accessible areas of each of the following components as accessible:

(a) wheel trucks and wheels/bogies;

(b) wheel axles and wheel truck connection pins;
(c) knee braces and connection pins;
(d) travelling base section and bolted or pinned connection;
(e) track rails; and
(f) track rail splice connections.

(3) The engineer shall inspect or supervise the inspection of the electrical drive motor, and wheel truck braking systems of the travelling base.

(4) The engineer shall include the inspection findings in the Part A pre-erection inspection report and/or Part B post-erection inspection report detailed in this Practice Standard.

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Appendix B

Stakeholder Engagement and Consultation Report

- PEO contracted with Kova Engineering from January to August 2024 to undertake a Gap Analysis of the current "Tower Crane Review" Practice Standard against the O. Reg. 213/91 changes and industry practices.
- Kova Engineering contacted Crane manufacturers, Crane rental companies, and Standards Authorities (i.e. ESA) during the Gap analysis process.
- PEO consulted with Ministry of Labour, Immigration, Training and Skills Development (MOLITSD) and members of the Electrical Safety Authority, Canadian Standards Association, OSPE, Bruce Power, RESCON, Ontario Formwork Association and Canadian Crane Rental Association, and 35 companies from the industry;
    - MOLITSD frequently (19 times) from March through August 2024
    - the Residential Construction Council of Ontario (RESCON), Ontario Formwork Association (OFA), OSPE, and Delcore (a crane rental company) on several occasions at their request during 2024: on March 14th, June 28th, August 6th. They are supportive of the revised Practice Standard.
    - Practitioners who subscribed on the PEO website to be involved in construction matters, previous standard contributors, and stakeholders provided from PEO's vendor and the MOL on August 12th, 2024 (381 invitations sent, 64 positive responses; 38 of whom attended live virtual Q&A sessions). This consultation included 25 companies from the industry.
    - Certificate of Authorization holders in Ontario who declared they are working in the Crane industry, on Aug 15th, 2024. (57 invitations sent, 11 positive responses; 13 of whom attended). This consultation included 9 companies from the industry.

The Ministry has endorsed and supported PEO's goals of aligning the practice standard with the O. Reg.213/91 tower crane amendments and agreed that the revised practice standard is consistent with their view of the amended O. Reg. 213/91 requirements. All feedback received during or following the consultations were provided to the RPLC unfiltered, accompanied by how the feedback was addressed by staff in the final version.

C-565-7.1
Appendix C

Engineering Inspection Practice Standard for Tower Cranes as Required by Ontario Regulation 213/91 under the *Occupational Health and Safety Act*

Published by Professional Engineers Ontario, <XXXXXXX>,2024

Final Version – September 4, 2024-marked changes (new content in bold)

(needs to be updated as per agreed MOLITSD changes)

1. Purpose and Scope of Practice Standard

This **Practice** Standard **updates and** prescribes the responsibilities for professional engineers, **limited licence holders, and those persons directed by them in inspecting** tower cranes as required by sections 158, 159 **and 165** of Ontario Regulation 213/91 (O. Reg. 213/91) under the *Occupational Health and Safety Act* **and referenced in Ontario Regulation 260/08 (Performance Standards) made under the *Professional Engineers Act*.**

The primary purpose of the **required inspections** is to ensure that a tower crane can **safely** be put into service **or to continue service**. Sections 158, 159, **and subsection 165(3)** of O. Reg. 213/91 require professional engineers, **limited licence holders and those persons directed by them to perform inspections and** to document that all **inspections** specified under subsections 158(3), 159(2) **and 165(3)** have been completed **in accordance with the PEO Performance Standard in Part IV of O. Reg. 260/08, and to confirm that specified components are in adequate condition.**

The specific objectives of this Practice Standard are to:

1. Describe the standard of practice for professional engineers, limited licence holders, or other persons directed by them when performing Tower Crane inspections and confirming that all

components are in adequate condition, in accordance with ss. 158 (3) and 159 (2) of Ontario Regulation 213/91.

2. Specify the tasks and services that engineers must complete to meet the appropriate standard of practice and to fulfill their professional obligations under the *Professional Engineers Act.* These obligations include the engineer's primary duty to protect the safety, health, and welfare of the public and the environment.

3. Describe the engineer's skill sets and competencies that are consistent with the training and experience required to carry out these professional activities.

Note: This document should be read in conjunction with Ontario Regulation 213/91: Construction Projects

1.1 Definitions for terms used in this Practice Standard

Note: Unless noted below, all terms used in this Practice Standard have the same meaning as given in subsection 1(1) of Ontario Regulation 213/91 or section 1 of the *Occupational Health and Safety Act.*

"client" means the person or entity that has retained the services of the engineer. Examples of clients may include:

- **equipment operators (tower crane owner or entity leasing the equipment); or**
- **third party maintenance facilities (who perform the preventive maintenance tasks).**

"demarcation point" means the point at which the electricity provider's distribution system ends at the customer's transformer or disconnect switch.

"electrical component" means any component that is used as part of the electrical system of a tower crane.

"equipment operator" means the entity that operates the equipment. This could be the tower crane owner or a separate entity leasing the equipment.

"load test" means a process of putting weight on the load block or hook to verify a tower crane's ability to operate at its designated maximum operating capacity as specified by the original equipment manufacturer or an engineer.

"mechanical component" means any component that is used as part of the mechanical system for a tower crane.

"modification" means any change, repair, or replacement that results in a deviation from the original specifications provided by the original equipment manufacturer.

"original equipment manufacturer" ("OEM") means the company or commercial entity that originally manufactured the equipment, or the entity that assembled the equipment from multiple original equipment manufacturers to sell under its own brand name.

"qualified electrician" means a person holding a valid certificate of qualification for "Electrician – construction and maintenance" issued under the *Ontario College of Trades and Apprenticeships Act, 2009.*

"qualified NDT technician" means a person **certified by Natural Resources Canada to the appropriate level in accordance with the version of the CAN/CGSB Standard 48.9712-2014, Non-destructive Testing — Qualification and Certification of Personnel, as it may be amended from time to time and that was in effect at the time of certification, and whose certification is valid at the time the test is carried out and interpreted.**

"qualified technician" means a person **qualified by the tower crane owner, client, operator or original equipment manufacturer as** competent by training and experience to perform **the work** on **specific** components of a tower crane and who carries out such work on an ongoing basis for a tower crane owner or **original equipment** manufacturer.

"structural component" means any load-bearing or load-transferring components of the equipment.

"structural repair" means any modification, alteration or addition required to restore a damaged structural component to its original or rated capacity.

2. Inspection Requirements of the Standard

The inspection of a tower crane may involve completing one or more inspection processes described separately in Part A, Part B, Part C, Part D or Part E, which follows. The sequence is based on the structure of sections 158, 159 and 165 of O. Reg. 213/91.

Note: Reference to the singular (for example, "engineer" or "person directed by the engineer") includes reference to the plural and vice versa or "he/she" or "they", are taken as interchangeable and therefore as referring to same.

A standardized inspection report format should be implemented for the initial, periodic, and annual inspections to enable consistency across different assessments, making it easier to track over time. When an engineer obtains a report in the course of performing the inspection requirements contained in the Parts below, and reviews the report's contents, the engineer shall determine whether the report meets the requirements of the Practice Standard, CSA Standard Z248-17 or OEM specifications and shall prepare a compliance report summarizing the findings.

The findings shall be presented to the tower crane owner in a clear, logical format that identifies any deficiencies that require immediate action as soon as possible. Inspections shall only continue after the tower crane owner corrects the identified deficiencies.

2.1 Part A: **Inspection Requirements Prior to Use**

Note: This Part refers to tower cranes other than self-erecting ones, which are addressed in Part D below, and rail-mounted tower cranes, which are addressed in Part E.

The following are prescribed as the Practice Standard with respect to **inspection** of a tower crane as provided for in **subparagraphs 1i. and ii. of** s.158**(1**) of O. Reg. 213/91 under the *Occupational Health and Safety Act* by an engineer **or by person(s) directed by the engineer**.

Inspections of a tower crane must be conducted:

a) **before the tower crane is erected at a project,**
b) **after the tower crane is erected and before it is used, and**
c) **thereafter at intervals not greater than 12 months or as often as is recommended by the tower crane original equipment manufacturer, whichever is more frequent, while the tower crane is erected at a project. (Note: this is addressed in Part B)**

Pre-Inspection Review of Tower Cranes Prior to Erection

Documentation Review

(1) Before conducting an on-site review of a tower crane, the engineer shall:

(a) **request the tower crane owner, operator or client to make available to the engineer: foundation, shoring and bracing design drawings (s.157 of O. Reg 213/91),** all available technical information, **full** manuals, **original equipment manufacturer recalls**, tower crane logs **(s.152**), previous pre-erection and post-erection reports, records of previous non-destructive testing, **original equipment manufacturer's recommendations for inspections**, **repairs and replacement of components as requested in ss.158(1),** maintenance records, **previous daily, weekly and monthly inspections performed under s.161.1, operational test results performed under ss.161(1),** parts replacement records and details of any structural repairs, any non-routine maintenance, and all records of modifications for the tower crane to be reviewed that provides information for each major component or sub assembly, including, but not limited to the following:

(i) tower crane **original equipment** manufacturer, model, **and serial numbers**;

(ii) unique marks for each component;

(iii) basic dimensional information to aid identification of components;

(iv) height under hook;

(v) reeving specifications;

(vi) tower height (type and number of sections);

(vii) boom length (type and number of sections);

(viii) anchor bolt specifications;

(ix) counterweight specifications, including arrangement and weight of each counterweight;

(x) central base ballast weight specifications, including arrangement and weight of each ballast component, if applicable;

(xi) travelling base and track bed, if applicable;

(xii) foundation, **shoring and bracing design** drawings;

(xiii) building **or structure** tie-ins;

(xiv) electrical wiring diagram, including control circuits, electronic schematics, transformer specifications, and electric motor specifications;

(xv) power supply or generator specifications;

(xvi) hydraulic schematics and manuals;

(xvii) **original equipment** manufacturer's or engineer's welding procedure specifications;

(xviii) software verification documentation, if available;

(xix) documentation of all modifications;

(xx) load test criteria;

(xxi) record of the **original equipment** manufacturer, mark of **original equipment** manufacturer and technical specifications of the tower crane anchorages, anchor bolts and nuts;

(xxii) slew ring bolt specifications, performance specifications on slew ring, and bolt maintenance history;

(xxiii) wire rope certifications and wire rope termination proof tests results;

(xxiv) all the mechanical and electrical repair records; and

(xxv) hook block specification and maintenance record.

(b) ensure that the information provided under (a) is sufficiently detailed to enable the engineer to confirm that the specified components have been assembled correctly;

(c) verify that the components made available for inspection are those identified in the information provided in (a);

(d) verify that, according to the tower crane log, the tower crane operator has, at a minimum, carried out equipment maintenance according to a pre-existing schedule;

(e) request the tower crane owner, operator, or client to provide all wire rope documentation and verify that the ropes conform to the tower crane **original equipment** manufacturer's specifications or specifications prepared by an engineer; and

(f) **request the tower crane owner, operator, or client to provide** all recall notices and technical bulletins from the **original equipment** manufacturer of the tower crane being reviewed and verify from the tower crane log book that all recalls and warranty matters for the tower crane have been dealt with.

Defects

(2) Where a previous review report has identified defects requiring rectification, the engineer shall obtain evidence that the necessary remedial action has been taken before a new pre-erection review is completed.

(3) If there is no evidence or record that defects have been repaired, the **engineer shall immediately inform the crane owner of the outstanding repairs**.

(4**) Upon receiving notice from the tower crane owner that repairs have been completed**, the engineer must either:

(a) carry out all inspections or tests needed to verify defects have been corrected; or

(b) provide updated instructions **to directed personnel** for the **inspections**.

Pre-Erection Inspections

Examinations and Tests

(5) The engineer shall **select appropriate** non-destructive test methods **from the approved methods** and shall provide this information to the qualified NDT technician or firm carrying out these tests.

(6) The engineer, if certified **to CAN/CGSB 48.9712-2014 or an amended version of this standard that was in effect at the time of certification** shall perform, or direct a qualified NDT technician to perform **visual examination and** non-destructive test of each of the following components:

(a) tower fasteners;

(b) apex fasteners;

(c) boom fasteners;

(d) bridle fasteners;

(e) pendant fasteners;

(f) turntable-to-tower fasteners;

(g) counterweight jib;

(h) reusable foundation anchor bolts;

(i) counterweight suspension points;

(j) boom/jib;

(k) counter jib;

(l) tower sections;

(m) apex;

(n) pendant line or bars;

(o) travelling base;

(p) trolley;

(q) hook block; and

(r) turntable.

(7) The engineer if certified to **CAN/CGSB 48.9712-2014 or an amended version of this standard that was in effect at the time of certification** shall perform or direct a qualified NDT technician to perform a **complete visual examination** and non-destructive test of **a representative sample** of the following components as accessible, including, but not limited to, the following:

(a) **access platforms;**

(b) stairways;

(c) ladders;

(d) signs and sign connections;

(e) tower crane cabin connection; and

(f) **guardrails.**

(8) The engineer shall request non-destructive testing or dismantling and inspection of any other tower crane component if justified on the basis of:

(a) the content of the previous **inspections**; or

(b) the result of a visual examination.

(9) The engineer shall require the technician who carries out the tests described in subsections (6), (7) and (8) to provide evidence of certification to CGSB 48.9712.

(10) The engineer shall **request,** obtain and review the reports of non-destructive testing detailed in subsections (6) and (7) and shall verify that the report includes:

(a) date and location where the tests were conducted;

(b) name, qualifications, and position of the person conducting the tests;

(c) description, serial number or identifying mark of the components examined;

(d) details of the test method employed and reference to appropriate standards;

(e) calibration details of any test equipment used; and

(f) results of the examination.

Inspections

(11) The engineer shall verify that the person(s) they direct to perform any inspections in subsections (12) through (17) are qualified to perform the inspections and shall obtain copies of the person's

credentials including the name, qualifications and employing organization of the person completing the inspection and tests.

(12) The engineer **or qualified NDT technician directed by the engineer** shall **inspect** pin holes for roundness and excessive wear.

(13) The engineer **or qualified NDT technician directed by the engineer** shall verify that all pin retainers are in good condition.

(14) The engineer **shall request and obtain a report from the master electrician**, qualified electrician **or qualified technician who has reviewed the electrical schematic drawings** to visually inspect panels, operator controls, and power wiring for compliance with the **original equipment** manufacturer's specifications, local standards and the **Electrical Safety Authority SPEC-009 R0, Electrical Safety for Tower Cranes** and to verify that all electrical components have been approved by a recognized authority.

(15) In assessing the slew ring, the engineer shall:

(a) obtain the serial number or unique identifying mark of the slew ring;

(b) observe the condition of the gear teeth on bearing and pinion **or alternatively, review the report of a qualified NDT technician, or a qualified technician;**

(c) observe the condition of the slew ring greasing systems including the condition of the grease, grease lines, nipples, and lip seals **or alternatively, review the report of a qualified NDT technician or a qualified technician**;

(d) **verify the torque of bolts by a qualified technician is done according to the original equipment manufacturer's specifications;**

(e) verify that bolts needing replacement as a result of the pre-erection review comply with the original equipment manufacturer's specifications or engineer's direction; **and**

(f) verify that the bearing clearance and backlash of the slew ring, when loaded in its most critical orientation is within limits set by the original equipment manufacturer.

(16) The engineer shall **request and obtain a report from a qualified technician who has inspected the brake system, gear box, hook block**, **and** the hydraulic system, including pumps and motors, and shall report any improper or inadequate connections, corroded elements, leaks, hose wear and other deficiencies. **The engineer shall review this report, confirm whether it complies with the requirements in this Practice Standard, CSA Standard Z248-17, and OEM specifications, and inform the owner about any deficiencies.**

(17) The engineer **or qualified NDT technician** shall inspect wire ropes and end **terminations** as per CSA Standard Z248-17.

(18) The results of the examination of wire ropes described in subsection (17) shall be included in the pre-erection **inspection written** report.

Pre-Erection Inspection Written Report

(19) The engineer shall prepare a written pre-erection **inspection** report that includes:

(a) date and location where the **examinations** were completed;

(b) record of observations **made by all personnel involved** in subsections (12) through (16);

(c) the non-destructive testing report, including the name, qualifications and employing organization of the person completing the inspection and tests **and parts tested along with results; and**

(d) a statement that the tower crane parts comply with the requirements of this Practice Standard, CSA Standard Z248-17 and OEM specifications.

(20) The engineer shall immediately notify the tower crane owner in writing of any defects found during the inspection of the tower crane.

(21) The engineer shall verify that all defects have been corrected before the tower crane is erected **and provide a report**.

Post-Erection Inspections

Inspection of Tower Cranes During Erection But Prior to Operation

Structural Components

(22**) For tower crane components where the pre-erection inspection was completed at location(s) other than the construction site**, following delivery of the tower crane components to the site and before the tower crane is erected, the engineer shall inspect any items identified by the tower crane owner, erector or contractor as having been damaged, and provide instructions for dealing with this damage **and provide a report**.

(23) The engineer shall verify that the components are the same ones inspected during the pre-erection inspection.

(24) The engineer shall request and obtain **from the tower crane owner, client, or operator the pre-erection inspection report as** prepared by **that** engineer and **confirm that** the information remains valid and that any instructions have been followed. **The engineer shall review this report and confirm whether it complies with the requirements in this Practice Standard, CSA Standard Z248-17, and OEM, and inform the owner about any deficiencies.**

(25) The engineer shall request and obtain a report **from the tower crane owner, client or operator** prepared by the erector and verify that the installed configuration and counterweights conform to the installation design drawings prepared by an engineer **or the original equipment manufacturer. If they do not conform, the engineer shall notify the tower crane owner.**

(26) The engineer shall **request and** obtain a report **from the tower crane owner, client or operator prepared by** the erector confirming that, if tower sections are bolted together, tower bolts have been preloaded to the **OEM-**specified **torque**. The engineer shall confirm that the tower bolt preload report includes the following information:

(a) date the work was completed;

(b) the name of the person preparing the report;

(c) details of the equipment used, including the serial numbers, or identifying marks;

(d) calibration details for the equipment used;

(e) settings used on the torque or stretching device; and

(f) the applied torque and original equipment manufacturer's specifications.

(27) The engineer shall provide the tower crane owner's instructions for dealing with any damage **in subsection (22)**, incorrect installation noted in subsections (25) or (26), **or missing information required in the report under subsection (26).**

(28) The engineer shall ensure that swivel on any rope is installed in accordance with the tower crane **original equipment** manufacturer's specifications.

(29) Following erection, the engineer **or qualified NDT technician directed by the engineer** shall visually inspect structural components of the tower **that are** accessible **from access platforms and guardrails, which were** examined by non-destructive testing during the pre-erection review, to confirm that the parts have not been damaged **during erection of the tower crane.**

(30) The engineer shall **request and obtain a report from the tower crane owner, client or operator prepared by the erector, confirming** that the following components have been properly installed:

(a) **all** parts of the tower crane structure;

(b) ladders, landings, guardrails, and access walkways;

(c) pins and pin retainers;

(d) bolt head and nut locking means, if specified by the original equipment manufacturer;

(e) counterweights; and

(f) tower crane supports shown on the installation drawing (including, but not limited to, shoring, bracing and tie-ins).

(31) The engineer shall confirm that the tower crane has been installed in accordance with the installation configuration drawing in accordance with the requirements of s.157 of O. Reg. 213/91.

(a) for a fixed tower crane installation, the engineer shall **confirm** that the foundation and tower crane supports shown on the drawing including, but not limited to, shoring, bracing and tie-ins, have been **designed and** inspected by an engineer.

(b) for a tower crane installed on a travelling base, the engineer shall confirm that the foundation, rail bed, rails and tower crane base support shown on the drawing have been designed and inspected by an engineer in accordance with Part E of this standard.

(32) The post-erection report shall identify any deficiencies in the structural components of the tower crane and the engineer shall verify these components have been repaired to their **original equipment** manufacturer's specifications or engineer's instructions prior to submitting the final report.

Electrical Components

(33) The engineer shall **request and obtain a report from the tower crane owner, client or operator who provided inspection findings from** a qualified electrician who has carried out a grounding continuity test for both the tower crane and power supply grounding systems, **and confirm that the report contains the following** in accordance with the Electrical Safety Code:

(a) the name, qualifications and employing organization of the person completing the test;

(b) results of the test;

(c) comparison of the test results with standard requirements;

(d) identification and calibration details of the test equipment used; and

(e) the date the test was completed.

(34) The engineer shall **request** and obtain, prior to the tower crane being put into service, a report **provided by the tower crane owner, client, or operator** of any repairs to **electrical components** or tests done to the tower crane since the last time the tower crane was in operation. The **engineer** shall **confirm that** the report **contains**:

(a) the name, qualifications and employing organization of the person completing the inspection and tests;

(b) results of the inspection and tests;

(c) comparison of the test results with original equipment manufacturer's specifications; and

(d) the date the inspection and tests were completed.

(35) The engineer shall **request and obtain a report from a qualified electrician, a master electrician or a qualified technician, and confirm that the report contains the following:**

(a) **the qualifications of all inspection personnel performing these inspections to the engineer for verification;**

(b) **verification of** the demarcation point with the local power authority or general contractor;

(c) visual **inspection of** the entire electrical system from the demarcation point or generator to the electrical **components** on the tower crane, looking for damage or violations of the Electrical Safety Code and compliance with **original equipment** manufacturer's specifications;

(d) **verification that** the electrical system **was powered up** and all operating electrical components checked for vibration and excessive heat, and **verification** that the components are functioning as intended;

(e) **verification** that the electrical equipment **and its components** are appropriate for the environment in which it will be operating;

(f) **verification** that each in-use limit switch, overload limit device and any other limiting device specified by the **original equipment** manufacturer **was** properly located, set, and operating as intended;

(g) **verification** that emergency stops function**ed** as intended;

(h) **verification** that the tower **crane structure was** grounded separately from the power system via grounding rods, plates, or other means of distributing charge to the earth;

(i) **verification**, if power is supplied by a generator, that the generator **was** separately grounded in accordance with the Electrical Safety Code and the **original equipment** manufacturer's instructions;

(j) visual check of the control wiring and report damage or improper installation;

(k) visual check of the condition of electronic components; and

(l) a statement that the tower crane electrical system complies with the requirements of this Practice Standard, CSA Standard Z248-17, OEM specifications, local legislation, and there is no outstanding electrical issue with the tower crane.

Mechanical Components

(36) The engineer shall **request and obtain a report from a qualified technician and confirm that the report contains the following:**

(a) **the qualifications of all inspection personnel performing these inspections to the engineer for verification;**

(b) **confirmation** that all control levers operate the appropriate function, move smoothly, return to neutral position when released, and are properly identified;

(c) **verification** that calibration of the load moment system (load indicator, angle indicator, height indicator, radius indicator) has been completed;

(d) check **of the** functioning, integrity and condition of limit switches and operator's controls;

(e) witness**ing of the** functional tests for all control components at the extreme limits of use, as described by the **original equipment** manufacturer or in the most unfavourable position determined by the engineer for these components;

(f) recording in the post-erection report **and provided the engineer with** the results of the verification and inspection tasks listed in (b) through (e); and

(g) a statement that the crane mechanical system complies with the requirements of this Practice Standard, CSA Standard Z248-17, OEM specifications, local legislation, and there is no outstanding mechanical issue with the tower crane.

(37) Prior to the load test, the engineer shall **request and obtain a report provided by the client that provides** inspection **findings** from a qualified technician on the condition of the mechanical components

tested under normal operating conditions, including, but not limited to, motors, gears, brakes, sheaves and bearings, and **the engineer** shall confirm specific reports of occurrences of any of the following:

(a) abnormal vibration;

(b) unusual noise or temperature of tower crane components;

(c) corrosion;

(d) missing, improperly installed or misaligned components;

(e) worn or damaged brake linings, brake shoes or brake pads;

(f) distorted or damaged brake drums, plates, calipers, or other components;

(g) insufficient brake solenoid stroke reserve;

(h) wire rope improperly spooling on to the drum;

(i) incorrect sheave size and excessive wear;

(j) incorrect functioning of floating sheave;

(k) incorrect functioning of tensioning sheave;

(l) leaking lubricants;

(m) wear, play or damage of moving equipment;

(n) loose or defective bolts or pins;

(o) missing cotter pins, retaining or locking devices;

(p) missing, improperly installed or damaged guards on exposed moving parts;

(q) loose or unsecured materials left on the tower crane; or

(r) any other hazards not herein listed but deemed important by the engineer.

(38) If, as a result of the inspection described in subsection (37), the engineer finds evidence of any of the occurrences specified in (a) to (r), the engineer shall arrange for further testing, disassembly, inspection, or other appropriate action.

(39) The engineer shall **request and obtain a report provided by the client from the erector or qualified technician** who performed the tests on all brake systems appropriate for the tower crane under review, shall **confirm** that the results are compliant with the original equipment manufacturer's specifications or with CSA Standard **Z248-17** and shall record this information in the post-erection test report. The engineer will provide direction to the erector to correct any items found to be deficient in the report.

(40) The engineer **or person within the engineering firm's organization directed by the engineer** shall witness the load test **in accordance with original equipment manufacturer's specifications or with CSA Standard Z248-17** performed by the erector and shall include the following information in the post-erection report:

(a) location of the tower crane;

(b) date the test and subsequent examination was completed;

(c) weather conditions at time of test;

(d) the configuration of the tower crane at time of test;

(e) the serial number or unique identifying mark of the tower crane;

(f) **specifications of main** test **block/blocks and the kicker test block used** and radii tested;

(g) the load test procedure; and

(h) details of any defects, unexpected behaviour or abnormal deformation observed during or due to testing.

Post-Erection Inspection Written Report

(41) The engineer shall include the following information in every written tower crane post-erection inspection report required by ss. 158(3) of O. Reg. 213/91:

(a) name and location of the project;

(b) make, model, **and serial number** of the tower crane reviewed;

(c) owner of the tower crane;

(d) the time period in which the review took place;

(e) the date on which the report was completed;

(f) the parties to whom the report is addressed;

(g) contact information for the engineer who prepared the report;

(h) the purpose of the report;

(i) specific identification of drawings, blueprints, photographs, documents, manuals, and other reference material used;

(j) references to legislation, codes, standards, or guidelines that have relevance to the work;

(k) where judgments or opinions are made, details of the reasoning that led to the report's conclusion or findings;

(l) list of defects discovered during review;

(m) all reports obtained from **qualified NDT technicians, qualified technicians**, or third parties, including, but not limited to:

(i) all engineers involved in the inspection;
(ii) electrical inspections identified in subsections (33), (34) and (35);
(iii) mechanical and controls inspections identified in subsections (36) and (37); and

(iv) tower crane erector inspections described in subsections (25), (26), (39) and (40);

(n) the qualifications of all inspection personnel performing the inspections that were provided to the engineer for verification;

(o) all directions for repairing damage or incorrect installation that were provided to the tower crane owner;

(p) identification of any modifications made to the electrical, mechanical, or structural systems of the tower crane and confirmation that the modifications are documented by either the OEM or by an engineer:

(q) installed configuration of the tower crane, results of functionality tests, and counterweights installed;

(r) identification and contact information for everyone contributing to the report; **and**

(s) a statement that the tower crane is ready to be put into service, **including confirmation that all components comply with this Practice Standard, CSA Standard Z248-17 and OEM specifications, are in adequate condition, is** ready to put into service with specific limitations, or **is** not ready to be put into service due to specific deficiencies.

(42) The engineer shall provide a copy of the report to the client and shall keep a copy for **their** records.

2.2 Part B: Annual In-Use Inspections

The following are prescribed as the Practice Standard with respect to the annual inspection of an in-use tower crane as provided for in subparagraphs 1iii and 2ii. of ss. 158 (1) of O. Reg. 213/91 under the *Occupational Health and Safety Act,* by an engineer or by person(s) directed by the engineer.

Note: This inspection is performed on the equipment in the fully assembled, erected operational condition at least once every 12 months or as often as is recommended by the tower crane original equipment manufacturer, whichever is more frequent.

Documentation Review

(1) Before conducting an on-site inspection of an in-use tower crane, the engineer shall:
(a) request and obtain from the tower crane owner, operator or client written reconfirmation of the initial installation of the tower crane and drawings (s.157), all available technical information, manuals, tower crane logs (s. 152), previous pre-erection and post-erection reports, records of previous non-destructive testing, original equipment manufacturer's recommendations, maintenance records, previous daily, weekly and monthly inspections performed under section 161.1, operational test results performed under ss. 161(1), parts replacement records and details of any structural repairs, any non-routine maintenance, and all records of modifications for the tower crane to be reviewed that provide information for each major component or subassembly, including, but not limited to the following:

(i) tower crane original equipment manufacturer, model, and serial numbers;

(ii) unique marks for each component;

(iii) basic dimensional information to aid identification of components;

(iv) height under hook;

(v) reeving specifications;

(vi) tower height (type and number of sections);

(vii) boom length (type and number of sections);

(viii) anchor bolt specifications;

(ix) counterweight specifications, including arrangement and weight of each counterweight;

(x) central base ballast weight specifications, including arrangement and weight of each ballast component, if applicable;

(xi) travelling base and track bed, if applicable;

(xii) foundation drawings;

(xiii) building tie-ins;

(xiv) electrical wiring diagram, including control circuits, electronic schematics, transformer specifications, and electric motor specifications;

(xv) power supply or generator specifications;

(xvi) hydraulic schematics and manuals;

(xvii) original equipment manufacturer's or engineer's welding procedure specifications;

(xviii) software verification documentation, if available;

(xix) documentation of all modifications;

(xx) load test criteria; and

(xxi) record of the original equipment manufacturer, mark of original equipment manufacturer and technical specifications of the tower crane anchorages, anchor bolts and nuts.

(b) ensure that the information provided under (a) is sufficiently detailed to enable the engineer to confirm that the specified components have been assembled correctly;

(c) verify that the components made available for inspection are those identified in the information provided and verify that the components are the same ones inspected during the initial pre-erection inspection the year prior or added during climbing operations;

(d) verify that, according to the tower crane log, the tower crane operator has, at a minimum, carried out equipment maintenance according to a pre-existing schedule;

(e) request and obtain from the tower crane owner, operator, or client all wire rope documentation and verify that the ropes conform to the tower crane original equipment manufacturer's specifications or specifications prepared by an engineer;

(f) request and obtain from the tower crane owner, operator or client all available recall notices and technical bulletins from the original equipment manufacturer of the tower crane being reviewed and verify from the tower crane log book (refer to s.152. (1)) that all recalls and warranty matters for the tower crane have been dealt with; and

(g) where it is not possible to verify that matters identified in (f) have been dealt with, take whatever steps are necessary to resolve the matter or withdraw services until the necessary information has been provided.

Defects

(2) Where a previous review report has identified defects requiring rectification, the engineer shall obtain evidence that the necessary remedial action has been taken.

(3) If there is no evidence or record that defects have been repaired, the engineer shall immediately inform the tower crane owner of the outstanding repairs.

(4) Upon receiving notice from the owner that repairs have been completed, the engineer must either:

(a) carry out all inspection(s) or tests needed to verify defects have been corrected; or

(b) provide updated instructions to directed personnel for the inspections.

Examinations and Testing

(5) The engineer or a person directed by the engineer shall perform a visual examination on the erected tower crane as assembled in the erected configuration. Supplemental non-destructive tests are to be performed as accessible and to further evaluate any items requiring further evaluation as a result of the visual examination. The engineer may perform the inspection if certified to CAN/CGSB 48.9712-2014 or an amended version of this standard that was in effect at the time of certification, or direct a qualified NDT technician to perform the inspection including, but not limited to, the following:

(a) access platforms;

(b) stairways;

(c) ladders;

(d) signs and sign connections;

(e) tower crane cabin connection;

(f) boom;

(g) counter jib;

(h) tower sections;

(i) apex;

(j) pendant;

(k) travelling base;

(l) trolley;

(m) hook block;

(n) tower fasteners;

(o) apex fasteners;

(p) boom fasteners;

(q) turntable-to-tower fasteners;

(r) counterweight jib;

(s) reusable foundation anchor bolts; and

(t) counterweight suspension points.

(6) The engineer shall determine the type of supplemental non-destructive testing to be done and shall provide this information to the qualified NDT technician carrying out these tests.

(7) The engineer shall request the client to conduct non-destructive testing or dismantling and inspection of any other tower crane component if justified on the basis of:

(a) the content of the previous inspections; or

(b) the result of the current visual examination.

(8) The engineer, if certified to CAN/CGSB 48.9712-2014 or an amended version of this standard that was in effect at the time of certification shall perform or direct a qualified NDT technician to perform the inspections described in subsections (5) and (6). The engineer shall also obtain evidence from the qualified NDT technician that the technician is certified to CAN/CGSB 48.9712-2014 or an amended version of this standard that was in effect at the time of certification.

(9) The engineer shall obtain and review the reports of inspections detailed in subsections (5) and (6), and shall verify that the report includes:

(a) date and location where the tests were conducted;

(b) name, qualifications, and position of the person conducting the tests;

(c) description, serial number or identifying mark of the components examined;

(d) details of the test method employed and reference to appropriate standards;

(e) calibration details of any test equipment used; and

(f) results of the examination.

(10) The engineer or a qualified technician directed by the engineer shall verify that all pin retainers are in good condition and are properly installed.

Reviews - General

(11) The engineer shall request, obtain, and review reports provided by the tower crane owner, client, or operator of any electrical, mechanical, or structural repairs, modifications or tests done to the tower crane since the last time the tower crane was certified at erection. The engineer shall confirm that the report(s) shall contain the following:

(a) the name, qualifications and employing organization of the person completing the inspection and tests;

(b) results of the inspection, repair, modifications, and/or tests;

(c) documentation relating to any modifications performed by an engineer or the OEM; and

(d) comparison of the test results with the original equipment manufacturer's specifications.

Review of Electrical components

(12) The engineer shall review or direct a qualified electrician, master electrician or qualified technician to review the electrical schematic drawings and visually inspect panels, operator controls, and power wiring for compliance with the original equipment manufacturer's specifications, local standards, and the Electrical Safety Authority SPEC-009 R0 Electrical Safety for Tower Cranes Cranes, and to verify that all electrical components are approved by a recognized authority. The engineer shall direct the qualified electrician, master electrician, or qualified technician (as the case may be) to provide a report to the engineer in writing that confirms the foregoing.

(13) The engineer shall reaffirm or direct a qualified electrician, master electrician or qualified technician to reaffirm the grounding continuity test for both the tower and power supply grounding systems in accordance with the Electrical Safety Code, and the engineer shall direct the qualified electrician, master electrician or qualified technician (as the case may be) to provide a report which the engineer will confirm as containing the following:

(a) the name, qualifications and employing organization of the person completing the test;

(b) results of the test;

(c) comparison of the test results with standard requirements;

(d) identification and calibration details of the test equipment used; and

(e) the date the test was completed.

(14) The engineer shall perform the following functions or direct a qualified electrician, master electrician or qualified technician to:

(a) verify the demarcation point with the local power authority or general contractor;

(b) visually inspect the entire electrical system from the demarcation point or generator to the electrical components on the tower crane, looking for damage or violations of the Electrical Safety Code and compliance with original equipment manufacturer's specifications;

(c) power up the electrical system and check all operating electrical components for vibration and excessive heat, and verify that the components are functioning as intended;

(d) verify that the electrical equipment and components are appropriate for the environment in which it will be operating;

(e) verify that each in-use limit switch, overload limit device and any other limiting device specified by the original equipment manufacturer is properly located, set, and operating as intended;

(f) verify that emergency stops function as intended;

(g) verify that the tower crane structure is grounded separately from the power system via grounding rods, plates, or other means of distributing charge to the earth;

(h) verify, if power is supplied by a generator, that the generator is separately grounded in accordance with the Electrical Safety Code and original equipment manufacturer's instructions; and

(i) record in the post-erection report the results of the verification and inspection tasks listed in (a) though (h).

Review of Mechanical Components

(15) The engineer shall inspect or direct a qualified technician to inspect the rotational bearing or slew ring and:

(a) obtain the serial number or unique identifying mark of the slew ring;

(b) observe the condition of the gear teeth on bearing and pinion;

(c) observe the condition of the slew ring greasing systems including the condition of the grease, grease lines, nipples, and lip seals;

(d) verify torquing of the rotational bearing bolts is done according to the original equipment manufacturer's specifications; and

(e) verify that bolts needing replacement as a result of the inspection comply with the original equipment manufacturer's specifications or engineer's direction.

(16) The engineer shall inspect or direct a qualified technician to inspect the brake system, gearbox, hook block, the hydraulic system, including pumps and motors, and report to the engineer any improper or inadequate connections, corroded elements, leaks, hose wear and other deficiencies.

(17) The engineer shall perform the following functions or direct a qualified technician to:

(a) confirm that all control levers operate the appropriate function, move smoothly, return to neutral position when released, and are properly identified;

(b) verify that calibration of the load moment system (load indicator, angle indicator, height indicator, radius indicator) has been completed;

(c) check the functioning, integrity and condition of limit switches and operator's controls;

(d) visually check control wiring and report damage or improper installation;

(e) visually check the condition of electronic components;

(f) witness functional tests for all control components at the extreme limits of use, as described by the original equipment manufacturer or in the most unfavourable position determined by the engineer for these components; and

(g) prepare an inspection report for the engineer of the results of the verification and inspection tasks listed in (a) through (f).

(18) The engineer shall inspect or direct a qualified technician to inspect the condition of the mechanical equipment tested under normal operating conditions, including, but not limited to, motors, gears, brakes, sheaves, and bearings and shall specifically report to the engineer occurrences of any of the following:

(a) abnormal vibration;

(b) unusual noise or temperature of tower crane components;

(c) corrosion;

(d) missing, improperly installed or misaligned components;

(e) worn or damaged brake linings, brake shoes or brake pads;

(f) distorted or damaged brake drums, plates, calipers, or other components;

(g) insufficient brake solenoid stroke reserve;

(h) wire rope improperly spooling on to the drum;

(i) incorrect sheave size and excessive wear;

(j) incorrect functioning of floating sheave;

(k) incorrect functioning of tensioning sheave;

(l) leaking lubricants or incorrect type of lubricants;

(m) wear, play or damage of moving equipment;

(n) loose or defective bolts or pins;

(o) missing cotter pins, retaining or locking devices;

(p) missing, improperly installed or damaged guards on exposed moving parts;

(q) loose or unsecured materials left on the tower crane; or

(r) any other hazards not herein listed but deemed important by the review engineer.

(19) If, as a result of the inspection described in subsection (18), the engineer finds evidence of any of the occurrences specified in (a) to (r), the engineer shall specify further testing, disassembly, inspection, or other appropriate action.

(20) The engineer shall verify that the persons performing the inspections in subsections (12) through (18) are qualified to perform the inspections and obtain copies of the person's credentials including the name, qualifications and employing organization of the person completing the inspection and tests.

Annual Inspection Written Report

(21) The engineer shall include the following information in every annual tower crane inspection report required by subsection 158(3) of O. Reg. 213/91:

(a) name and location of the project;

(b) make and model of the tower crane reviewed;

(c) owner of the tower crane;

(d) the time period in which the review took place;

(e) the date on which the report was completed;

(f) the parties to whom the report is addressed;

(g) contact information for the engineer who prepared the report;

(h) the purpose of the report;

(i) specific identification of drawings, blueprints, photographs, documents, manuals, and other reference material used;

(j) references to legislation, codes, standards, or guidelines that have relevance to the work;

(k) where judgments or opinions are made, details of the reasoning that led to the report's conclusion or findings;

(l) record of observations made in subsections (13) through (19) including the name, qualifications and employing organization of the person completing the inspection and tests;

(m) results of the visual and supplemental non-destructive inspection, including the name, qualifications and employing organization of the person completing the inspection and tests;

(n) all directions for repairing damage or incorrect installation that were provided to the tower crane owner:

(o) Identification of any modifications made to the electrical, mechanical, or structural systems of the tower crane and that the modifications are documented by either the OEM or by an engineer:

(p) identification and contact information for everyone contributing to the report; and

(q) a statement that the tower crane complies with the requirements of this Practice Standard, CSA Standard Z248-17 and OEM specifications, and the tower crane is ready to be put into service including confirmation that all components are in adequate condition, is ready to put into service with specific limitations, or is not ready to be put into service due to specific deficiencies.

(22) The engineer report shall immediately notify the tower crane owner in writing of any defects found during the inspection of the tower crane.

(23) The engineer shall verify that all defects have been corrected.

2.3 Part C: Inspection of Climbing **Systems**

Note: While outside of the scope of this Practice Standard, the engineer shall ensure that other requirements in relation to climbing operation in O. Reg. 213/91 are met. The regulation mandates the minimum requirements for shoring and bracing, building or structure that supports tower crane, inspection of tie-ins, shoring and bracing, confirmation report that the that shoring, bracing and tie-ins are installed in accordance with the drawings, instruction for additional inspection, and inspection frequency of the shoring, bracing and tie-ins after each climbing operation. For reference these requirements are listed in subsection 157(2), (4), (10), (11), (12) and (13) of O. Reg. 213/91.ADD reference to s. 157.

The following are prescribed as the Practice Standard with respect to inspection of a tower crane's climbing system as provided for in s.159 of O. Reg. 213/91 under the *Occupational Health and Safety Act* by an engineer or by person(s) directed by the engineer. A climbing system must be inspected:

(a) prior to the initial climbing operation of the tower crane at the project; and

(b) thereafter at intervals not greater than 12 months while the tower crane is erected at a project.

Note: The inspection of a climbing system is to be performed in addition to the requirements of Parts A and B, and prior to each use of the climbing system [as also required on clause 159 (1)(b) for climbing system as per CSA Standard Z248-17, section 5.9.8.8 "Climbing section"]. The expectation of inspection prior to each use is a higher inspection frequency than those described in annual inspections of Parts A and B above. As such, the requirement for inspection prior to each use may require these components to be inspected more frequently than the annual interval.

(1) The engineer shall **conduct or direct a qualified NDT technician to conduct** a visual **examination and non-destructive test on areas of concern or representative samples based on visual examination** of the climbing system prior to the **erection and** initial climbing operation of the tower crane at the project.

(2) **The engineer shall direct a qualified technician to inspect the hydraulic system, including pumps and motors and report any improper or inadequate connections, corroded elements, leaks, hose wear and other deficiencies and the qualified technician shall provide a written report to the engineer.**

(3) The engineer shall **verify** that the climbing system used is the **one specified by the OEM** and shall **verify that the erector has** installed **the climber** with the parts specified by the **original equipment** manufacturer or approved by an engineer.

Climbing System Inspection Written Report

(4) Under the requirements, of ss.159(2) of O. Reg. 213/91, the engineer in accordance with subsections (1) through (3) shall prepare a written report for the tower crane owner that contains the results of all inspections and provides a statement that the climbing components comply with the requirements of this Practice Standard, is ready to be put into service, including confirmation that all components are in adequate condition, is ready to put into service with specific limitations, or is not ready to be put into service due to specific deficiencies.

2.4 Part D: Inspection of Self-Erecting Tower Cranes

The following are prescribed as the Practice Standard with respect to inspection of a self-erecting tower crane as provided for in subparagraph 2 of ss. 158(1) of O. Reg. 213/91 under the *Occupational Health and Safety Act* by an engineer or by person(s) directed by the engineer.

For self-erecting tower cranes, inspections must be conducted:

- **before the tower crane put into service for the first time;**
- **at least once every 12 months while the tower crane is in use at a project; and**
- **after every 12 erections of the tower crane, or as often as is recommended by the tower crane original equipment manufacturer, whichever occurs first. (Note: this is addressed in Part B)**

Documentation Review

(1) Before conducting an on-site inspection of a self-erecting tower crane, the engineer shall:

(a) request and obtain from the tower crane owner, client, or operator all available technical information, manuals, tower crane logs (s. 152), previous engineer certification reports, records of previous non-destructive testing, maintenance records, previous daily, weekly and monthly inspections performed under s. 161.1, operational test results performed under ss. 161(1), parts replacement records and details of any structural repairs and any non-routine maintenance, and all records of modifications for the self-erecting tower crane to be reviewed that provides information for each major component or sub assembly, including, but not limited to, the following:

(i) tower crane original equipment manufacturer, model, and serial numbers;
(ii) unique marks for each component;
(iii) load block and reeving specifications;

(iv) counterweight specifications, including arrangement and weight of each counterweight;
(v) central base ballast weight specifications, including arrangement and weight of each ballast component, if applicable;
(vi) hydraulic schematics and manuals;
(vii) original equipment manufacturers or engineer's welding procedure specifications;
(viii) software verification documentation, if available;
(ix) documentation of all modifications;
(x) load test criteria; and
(xi) turn table specifications, inclusive of bolts and installation torque requirements.

(b) ensure that the information provided under (a) is sufficiently detailed to enable the engineer to confirm that the specified components have been assembled correctly;

(c) verify that the components made available for inspection are those identified in the information provided in (a);

(d) verify that, according to the tower crane log, the tower crane operator has, at a minimum, carried out equipment maintenance according to a pre-existing schedule;

(e) request and obtain from the tower crane owner, client, or operator all wire rope documentation and verify that the ropes conform to the tower crane original equipment manufacturer's specifications or specifications prepared by an engineer; and

(f) request and obtain from the tower crane owner, client or operator all recall notices and technical bulletins from the original equipment manufacturer of the tower crane being reviewed and verify from the tower crane log book (refer to ss.152. (1)) that all recalls and warranty matters for the tower crane have been dealt with.

Defects

(2) Where a previous inspection report has identified defects requiring rectification, the engineer shall obtain evidence that the necessary remedial action has been taken before an inspection is completed.

(3) If there is no evidence or record that defects have been repaired, the engineer shall immediately inform the tower crane owner of the outstanding repairs.

(4) Upon receiving notice from the tower crane owner that repairs have been completed, the engineer must either:

(a) carry out all inspection(s) or tests needed to verify defects have been corrected; or

(b) provide updated instructions to directed personnel for the inspections.

Examinations and Testing

(5) The engineer shall determine the type of visual or non-destructive testing to be done and shall provide this information to the qualified NDT technician or firm carrying out these tests.

(6) The engineer shall perform, if certified to CAN/CGSB 48.9712-2014 or an amended version of this standard that was in effect at the time of certification, or direct a qualified NDT technician to perform a visual examination and non-destructive test of all accessible areas of each of the following components:

- **a) outrigger beams and support pads;**
- **b) carrier frame or assembly;**
- **c) boom pins;**
- **d) bridle pins;**
- **e) pendant pins;**
- **f) slew ring fasteners;**
- **g) counterweight connection;**
- **h) tower sections;**
- **i) boom/jib;**
- **j) gantry /live mast;**
- **k) counterweight suspension points;**
- **l) pendant lines or bars;**
- **m) trolley;**
- **n) hook block;**
- **o) load line;**
- **p) access platforms;**
- **q) signs and sign connections, and**
- **r) tower crane cabin connection.**

(7) The engineer shall request the tower crane owner, client, or operator to conduct additional visual or non-destructive testing, dismantling and inspection of any other tower crane component if justified on the basis of:

(a) the content of the previous inspections; or

(b) the result of the current NDT examination.

(8) The engineer shall require the technician who carries out the tests described in subsection (5) to provide evidence of certification to CAN/CGSB 48.9712-2014 or an amended version of this standard that was in effect at the time of certification.

(9) The engineer shall request and obtain the reports of non-destructive testing detailed in subsection (6) and shall confirm that the report includes:

(a) date and location where the tests were conducted;

(b) name, qualifications, and position of the person conducting the tests;

(c) description, serial number or identifying mark of the components examined;

(d) details of the test method employed and reference to appropriate standards;

(e) calibration details of any test equipment used; and

(f) itemized results of the examination.

(10) The engineer or qualified NDT technician directed by the engineer shall verify that all pin retainers are in good condition and properly installed.

(11) In assessing the slew ring, the engineer shall:

(a) obtain the serial number or unique identifying mark of the slew ring;

(b) observe the condition of the gear teeth on bearing and pinion or alternatively, review the report of a qualified NDT Technician or a qualified technician;

(c) observe the condition of the slew ring greasing systems including the condition of the grease, grease lines, nipples, and lip seals or alternatively, review the report of a qualified NDT technician or a qualified technician; and

(d) verify torquing of bolts by a qualified technician has been done according to the original equipment manufacturer's specifications.

(12) The engineer shall request and obtain from the tower crane owner, operator, or client a report prepared by a qualified technician that details the inspection of the hydraulic system, including pumps and motors and that reports any improper or inadequate connections, corroded elements, leaks, hose wear and other deficiencies.

Defect Correction

(13) The engineer shall immediately notify the tower crane owner in writing of any defects found during the inspection of the tower crane.

(14) The engineer shall verify that all defects are corrected before the tower crane is returned to service.

Inspections – Mechanical Components

(15) The engineer or qualified NDT technician directed by the engineer shall inspect wire ropes and end connections as per CSA Standard Z248-17.

(16) The engineer shall ensure that the swivel and/or end terminations on any rope is installed in accordance with tower crane original equipment manufacturer's specifications.

(17) The engineer shall request and obtain from the tower crane owner, client or operator a report prepared by a qualified technician, and the engineer shall confirm that the report:

(a) provided the qualification of all inspection personnel performing these inspections to the engineer for verification;

(b) verified that calibration of the load moment system (load indicator, angle indicator, height indicator, radius indicator) has been completed;

(c) checked the functioning, integrity and condition of limit switches and operator's controls;

(d) visually checked the control wiring and report damage or improper installation;

(e) visually checked the condition of electronic components;

(f) witnessed the functional tests for all control components at the extreme limits of use, as described by the original equipment manufacturer or in the most unfavourable position determined by the engineer for these components:

(g) recorded in the inspection report and provide the engineer the results of the verification and inspection tasks listed in (a) through (f) and;

(h) confirmed that all control levers operate the appropriate function, move smoothly, return to neutral position when released, and are properly identified.

(18) The engineer shall request and obtain a report from a qualified technician on the condition of the mechanical components tested under normal operating conditions, including, but not limited to, motors, gears, brakes, sheaves and bearings and the engineer shall confirm if this report specifically reported occurrences of any of the following:

(a) abnormal vibration;

(b) unusual noise or temperature of tower crane components;

(c) corrosion;

(d) missing, improperly installed or misaligned components;

(e) worn or damaged brake linings, brake shoes or brake pads;

(f) distorted or damaged brake drums, plates, calipers, or other components;

(g) insufficient brake solenoid stroke reserve;

(h) wire rope improperly spooling on to the drum;

(i) incorrect sheave size and excessive wear;

(j) incorrect functioning of floating sheave;

(k) incorrect functioning of tensioning sheave;

(l) leaking lubricants;

(m) wear, play or damage of moving equipment;

(n) loose or defective bolts or pins;

(o) missing cotter pins, retaining or locking devices;

(p) missing, improperly installed or damaged guards on exposed moving parts; or

(q) loose or unsecured materials left on the tower crane.

(19) If, as a result of the inspection described in subsection (18), the engineer finds evidence of any of the occurrences specified in (a) to (q), the engineer shall arrange for further testing, disassembly, inspection, or other appropriate action.

Self-Erecting Tower Crane Inspection Written Report

(20) The engineer shall prepare a written self-erecting tower crane inspection report as required by subsection 158(3) of O. Reg 213/91 and include the following information:

(a) name and location of the project;

(b) make and model of the tower crane reviewed;

(c) owner of the tower crane;

(d) the time period in which the review took place;

(e) the date on which the report was completed;

(f) the parties to whom the report is addressed;

(g) contact information for the engineer who prepared the report;

(h) the purpose of the report;

(i) specific identification of drawings, blueprints, photographs, documents, manuals, and other reference material used;

(j) references to legislation, codes, standards, or guidelines that have relevance to the work;

(k) where judgments or opinions are made, details of the reasoning that led to the report's conclusion or findings;

(l) list of defects discovered during review;

(m) all reports obtained from qualified NDT, technicians, qualified technicians, or third parties, including:

(i) record of observations made by all involved personnel in subsections (9), (10) and (11) and;

(ii) the non-destructive testing report described in subsection (8), including the name, qualifications and employing organization of the person completing the inspection and tests.

(n) all directions for repairing damage or incorrect installation that were provided to the tower crane owner;

(o) identification and contact information for everyone contributing to the report; and

(p) a statement that the tower crane is ready to be put into service including confirmation that all components comply with the requirements of this Practice Standard, CSA Standard Z248-17, and OEM specifications are in adequate condition, is ready to put into service with specific limitations, or is not ready to be put into service due to specific deficiencies.

(21) The engineer shall provide a copy of the report to the tower crane owner and shall keep a copy for their records.

2.5 Part E: Inspection of the track foundation and track (of a tower crane mounted on a travelling base)

The following is prescribed as the Practice Standard with respect to an inspection by an engineer of the track foundation and track of a tower crane mounted on a travelling base, as provided for in subsection 165(3) of Ontario Regulation 213/91 under the *Occupational Health and Safety Act*:

Note: When a tower crane is mounted on a travelling base foundation system rather than a fixed foundation, there are additional inspection requirements beyond those detailed in Parts A and B above. The engineer shall inspect the track foundation and track at time of installation at the construction site and then at each 12-month interval to follow in accordance with subsection 165(3) of O. Reg. 213/91.

(1) The engineer shall perform the inspection to verify that the foundation, rails bed and rails have been installed in accordance with the original equipment manufacturers specifications or installation drawings provided by an engineer.

(2) The engineer if certified to CAN/CGSB 48.9712-2014 or an amended version of this standard that was in effect at the time of certification shall perform, or instruct a qualified NDT technician to perform, a visual examination and non-destructive testing of all accessible areas of each of the following components as accessible:

(a) wheel trucks and wheels/bogies;
(b) wheel axles and wheel truck connection pins;
(c) knee braces and connection pins;
(d) travelling base section and bolted or pinned connection;
(e) track rails; and
(f) track rail splice connections.

(3) The engineer shall inspect or supervise the inspection of the electrical drive motor, and wheel truck braking systems of the travelling base.

(4) The engineer shall include the inspection findings in the Part A pre-erection inspection report and or Part B post-erection inspection report detailed in this Practice Standard.

Decision Note – Human Rights Guideline Review

Agenda Item No.	C-565-7.2
Purpose	For RPLC to report to Council on the review of the *Guideline on Human Rights in Professional Practice* and recommend that Council approve the motion below.
Strategic/Regulatory Focus	Regulatory/standards
Motion	Whereas Council has committed in the Anti-Racism & Equity Code to "reforming rules, licence-holder reporting, and regulatory oversight process and practices to reinforce the professional obligations of all licence holders to uphold human rights law" and the review of the Guideline on Human Rights in Professional Practice indicates further analysis of PEO's regulatory tools is warranted to address human rights issues affecting the profession, That Council directs staff to review whether PEO's regulatory and non-regulatory measures adequately address human rights issues within its jurisdiction and to propose measures for improvement where appropriate.
Attachments	**Appendix A** – Human Rights in Professional Practice Policy Impact Analysis

Summary

Following a review of PEO's *Guideline on Human Rights in Professional Practice*, and given commitments made by Council through the Anti-Racism & Equity (ARE) Code, staff recommend reviewing PEO's regulatory and non-regulatory measures in terms of human rights risks in professional engineering. It has been nearly 25 years since "harassment" was added to the definition of "professional misconduct" in Regulation 941. That regulatory amendment and the human rights guideline were introduced as a two-pronged approach to address human rights issues. Human rights issues continue to be documented in the profession. As discussed in the policy impact analysis at Appendix A, a review of regulatory and non-regulatory measures will help to ensure that human rights concerns are appropriately addressed by PEO and that PEO meets its commitments as articulated within the ARE Code.

Public Interest Rationale

Regulating the profession in the public interest includes ensuring equal access to the profession, equal opportunity within it, and that professional standards reflect fundamental human rights, such as freedom from harassment and discrimination.

Background

RPLC has been tasked with reviewing practice guidelines. One of the guidelines subject to review is the *Guideline on Human Rights in Professional Practice* (Guideline), introduced in 2000 and last reviewed in 2009. The current review has found the following (please see Appendix A for more detail):

- Human rights issues such as harassment and discrimination remain a problem in professional engineering, as documented and reported by members of the profession.
- This problem affects the profession in many ways, ranging from violations on an individual level to systemic issues such as barriers to the profession, attrition from the profession, and the undermining of public trust in the profession.

- PEO has the jurisdiction and a responsibility to address the problem, and indeed, has attempted to do so through the Guideline and regulation (professional misconduct).
- A major development since the introduction of the Guideline and harassment regulation has been Council's commitment in 2022 to reform rules and regulatory oversight to reinforce the professional obligations of licence holders to uphold human rights law.
- The Guideline has potential gaps when it comes to managing human rights risks:
    - It is unenforceable as it is a guidance document, not a standard.
    - It is outdated and does not include guidance regarding the workplace violence and harassment amendments to the *Occupational Health and Safety Act*, the addition of gender identity and gender expression as protected characteristics under the *Ontario Human Rights Code* and *Canadian Human Rights Act*, nor does it address the *Accessibility for Ontarians with Disabilities Act*.
    - It does not address human rights with respect to clients, nor does it address human rights concepts in the practice of engineering (e.g. accessible design).
    - In being presented in a guideline separate from the *Professional Engineering Practice Guideline*, human rights may be positioned as marginal to the 'core' of professional engineering practice.
- The regulation may also have gaps when it comes to mitigating human rights risks.

Considerations

- Are the current regulatory interventions to manage and mitigate human rights risks appropriate and/or are there others that PEO should consider?
- Are there further non-regulatory interventions to manage and mitigate human rights risks that PEO should consider?

Stakeholder Engagement

The policy impact analysis provides an overview of next steps for stakeholder engagement.

Recommendation

Staff recommend that both PEO's regulatory and non-regulatory measures be reviewed in terms of the management and mitigation of human rights issues within its jurisdiction. The Guideline review, along with the commitments of the ARE Code, indicate that a specific review of the regulation from a human rights perspective is warranted.

Next Steps

To be determined based on Council's direction. To canvass a variety of regulatory and non-regulatory options, the policy impact analysis proposes areas for further research and analysis, including an environmental scan of other regulators' approaches.

Prepared By: Policy Staff

C-565-7.2
Appendix A

Human Rights in Professional Practice: Policy Impact Analysis

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?

This policy impact analysis emerges from a review of PEO's *Guideline for Human Rights in Professional Practice* (Guideline), which was approved by Council and published in 2000. The Guideline was last reviewed in 2009. This review, and the review of other professional practice guidelines, is a part of the RPLC's 2024-2025 workplan.

In 1998, following four years of effort by PEO's Women in Engineering Advisory Committee, PEO approached the provincial government for approval of an amendment to Regulation 941 under the *Professional Engineers Act* that would see "harassment" included in the definition of "professional misconduct."[1] This change was initiated in concert with other measures aimed at addressing human rights concerns in professional engineering, particularly harassment and discrimination. In 2000, that amendment was made, and "harassment" could now constitute professional misconduct for practitioners.[2] That same year, the Guideline was published to outline legal responsibilities in employment settings for licensees and Certificate of Authorization holders under the Ontario *Human Rights Code* (*Code*) and *Canadian Human Rights Act* for federal workplaces (CHRA).

On April 8, 2022, Council approved the Anti-Racism & Equity (ARE) Code proposed by Council's Anti-Racism and Anti-Discrimination Exploratory Working Group (AREWG) and committed PEO to abide by it.[3] The ARE Code was written with the assistance and guidance of Shashu Clacken and Patricia DeGuire, who is now the Chief Commissioner of the Ontario Human Rights Commission. It was developed in response to AREWG's findings in a 2021 report. The report identified potential risks related to systemic racism and discrimination in relation to PEO's role as a regulator and the practice of professional engineering. Through the Code, Council established "certain commitments to advance its fairness, human rights, and public interest obligations under the law."[4]

Human rights measures aim to recognize the dignity and worth of every individual by providing for equal rights and opportunities without discrimination. Human rights protections enacted in law are of such significance to the public interest, that the Supreme Court of Canada has recognized they hold "quasi-constitutional" status as a higher order of law than other legislation.

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[1] Nancy Hill and Peter Hiscocks, "Changing an Act, Establishing Guidelines: How the Ontario Engineering Profession is Incorporating Harassment in its Regulatory Mandate." 1997.

[2] As defined in Regulation 941, "'practitioner' means holder of a licence, a temporary licence, a provisional licence, a limited licence or a certificate of authorization, as the case requires."

[3] Council's resolution states in part: "That Council approves the **Anti-racism & Equity (ARE) Code v.1.1.** – included in the Council package – and commits PEO to abide by it and ensure that: (i) its final form is prominently posted as an official PEO policy on PEO's website, and easily accessible by the public and PEO's licence holders; and (ii) PEO prominently announces to the public before the 2022 AGM that Council has approved the ARE Code."

[4] Page 4, ARE Code.

As a profession entrusted with self-regulation in the public interest, the harassment regulation, as well as the Guideline, were developed by members of the profession as a response to harassment and discrimination involving the profession. Nearly twenty-five years into the existence of the harassment regulation and the Guideline, human rights issues continue to be well-documented in the profession. Licensees can be vulnerable to harassment and discrimination. Licensees can also engage in this conduct. Certificate of Authorization holders can maintain poisoned environments.

Recent findings include:

- 1 in 2 women engineers report having been the victim of some form of gender-based discrimination during their career[5]
- "Two out of three women [in STEM] report discrimination based on gender and one in four experiences both gender and age discrimination"[6]
- "one in four women report facing harassment, 45 per cent of International Engineering Graduates (IEG) are underemployed in Ontario, and since 2000, there has only been a two per cent increase in the number of women who are retained in the engineering profession. Widespread discrimination, on the level of gender, race, and sexuality continue to affect the engineering community."[7]
- "misogynistic and sexist attitudes are common, and there is a high degree of unconscious bias and microaggression towards women in the workplace."[8]
- "Currently, women constitute over half of the Canadian population but remain significantly underrepresented in the engineering profession, making up only 14 percent of practicing engineers and 23.4 percent of undergraduate engineering students. Research shows that gender-based discrimination and harassment continue to be significant barriers for women's participation in engineering, creating a toxic work environment. This exclusionary culture also upholds systemic oppression that affects Indigenous peoples, Black people, people of colour, socio-economically disadvantaged individuals, 2SLGBTQI+ individuals, and persons with disabilities"[9]
- "One Black engineer said, 'there are lots of Black engineers, but they can't get jobs.' They said they joined an organization that was recently formed by Black engineers precisely to try to assist these Black engineer jobseekers. The interviewee said '99.5% of Black engineers have to struggle. They all have the stories.'"[10]

[5] Page 17, "Women in Engineering: An employer's guide to a more diversified, inclusive and equitable workplace" Ordre des ingènieurs du Québec, 2022.

[6] Page 13, "Breaking Barriers for Women in STEM," Ontario Society of Professional Engineers, 2018.

[7] "Engineering for change in Ontario," Réjeanne Aimey, P.Eng., then president of the Ontario Society of Professional Engineers, 2020.

[8] Page 21, "Women in the Workplace: A Shift in Industry Work Culture," Association of Professional Engineers and Geoscientists of Alberta White Paper, 2021.

[9] Page 1, "Equity, Diversity, and Inclusion: Fostering a Welcoming and Representative Engineering Profession," Engineers Canada, 2023.

[10] Page 22, "Anti-Racism & Anti-Discrimination: A Bridge to PEO's More Successful Future," Patricia DeGuire and Shashu Clacken, Anti-Racism & Anti-Discrimination Exploratory Working Group Report for Professional Engineers Ontario, 2021.

Human rights issues in the profession can affect clients, other practitioners, students, and colleagues, among others.

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?

Under the *Professional Engineers Act*, PEO has jurisdiction to address this problem, and indeed, has used its authority to do so in establishing harassment as professional misconduct in the regulations.[11]

PEO also has a responsibility to address this problem. As noted in the ARE Code, "the possibility of remedies from human rights tribunals and courts does not remove an organization's own human rights responsibilities."[12]

Further to jurisdiction and responsibility, Council has committed PEO to addressing the problem. Principle 3 of the ARE Code states that "PEO commits to reforming rules, licence-holder reporting, and regulatory oversight process and practices to reinforce the professional obligations of all licence holders to uphold human rights law, and to encourage them to respect DEI principles."[13] The commentary to the principle elaborates:

> "In fulfilling Principle 3, PEO will perform actions that will include, among other things:
>
> i) clarifying language in regulations, rules, policies, and procedures to articulate PEO's commitments, expectations of the profession, and consequences for non-compliance."[14]

Another significant development since the introduction of the harassment prohibition in the regulation and the Guideline has been the Supreme Court of Canada's recognition in 2018 that the Law Society of Ontario—and by implication other professional regulators—is a public actor with "an overarching interest in protecting the values of equality and human rights in carrying out its functions."[15]

Others, including provincial and federal governments, engineering and other civil society organizations, private companies, and practitioners, have shared responsibility and interest in this problem. For example, governments have responsibility for education and enforcement with respect to human rights legislation, and employers and service providers have duties under that legislation.

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[11] PEO's enabling statute mandates it with an overarching object of serving and protecting the public interest in the regulation of the practice of professional engineering and governing its licensees and Certificate of Authorization holders. This primary object of PEO is supported by additional objects, such as the establishment of standards of the profession, including ethical and practice standards.

[12] Page 15, ARE Code.

[13] Page 7, ARE Code, Principle 3.

[14] Page 16, ARE Code.

[15] *Trinity Western University* v. *Law Society of Upper Canada*, 2018 SCC 33, [2018] 2 S.C.R. 453.

Organizations like the Ontario Society of Professional Engineers (OSPE) and Engineers Canada also have roles to play in addressing human rights problems in professional engineering.

RISK IDENTIFICATION

3. **Does this problem create a risk of harm? If yes, explain the risks. How do they arise?**

   As a risk-based regulator, PEO must ensure that any regulatory action is based on evidence of risk of harm to the public interest and is proportionate to the risk of harm being managed. The following risks have been identified by the engineering community in relation to human rights issues in the profession:

   - Violation of individual's autonomy and sense of safety;
   - Violation of individual's dignity;
   - Unequal access to the profession;
   - Unequal opportunity within the profession;
   - Violation of fundamental human rights to be free from harassment and free from discrimination;
   - Risk that a practitioner can engage in harassment (including sexual harassment) and discrimination without professional consequences.

4. **What are the possible outcomes or consequences of these risks? Explain the potential level of harm (quantify frequency and impact).**

   Possible outcomes include:

   - Barriers to the profession (e.g. if a student or engineering graduate experiences harassment or discrimination before licensing);
   - People, especially members of certain groups, leaving the profession;[16]
   - The undermining of public trust in professional engineering and self-regulation;
   - Psychological and emotional impacts, such as stress, anxiety, or reduced productivity due to discrimination or harassment;
   - A loss of innovation and alternative perspectives in the profession.

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?**

   At this stage, further information or data about the risk of harm does not need to be gathered. As mentioned above, this problem and its attendant risks are well-documented in and by the engineering community.

[16] "Some female interviewees said that over the years there has been some progress with women. However, they also said: many women leave engineering roles 'because of the treatment they are getting;' 'some people don't believe women are competent;' 'arrogant men;' 'many women take a business course and exit;' 'it is difficult for women to navigate the profession because of its maleness'"; 'it is still an old boys club; I am sure other groups are facing the same challenge'" – page 29, AREWG Report.

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?**

   Efforts are made by a range of actors to manage and mitigate risks related to harassment and discrimination:

   - The Ministry of Labour with respect to workplace violence and workplace harassment under the *Occupational Health and Safety Act* (OHSA).
     - The locus of regulation for OHSA is the "employer" and "workers" with respect to workplaces (as defined in the OHSA).
   - The Ontario Human Rights Commission and the Human Rights Tribunal under the *Code*.
     - The *Code* prohibits harassment and discrimination on protected grounds with respect to particular social areas such as employment and the provision of services.
   - Similar to its provincial counterparts, the Canadian Human Rights Commission and the Canadian Human Rights Tribunal for federally regulated workplaces.
   - Workplaces through their own policies.

None of the above entities can impose professional consequences for prohibited conduct, and there may be conduct by a practitioner outside of the application of these legislation and policies that warrant regulatory intervention by PEO.

While PEO aims to manage and mitigate human rights risks in the profession, its efforts appear to have potential gaps:

Guideline on Human Rights in Professional Practice
Approved by Council and published in 2000, last reviewed in 2009.

Unenforceable

- Guidelines are meant to assist practitioners by providing advice on best practices. They are not standards of practice and are not enforceable. A recommendation that came out of the review of PEO's regulatory performance in 2019 was that PEO should engage with setting standards, as "[t]he status of guidance when it comes to complaints and discipline is not always clear and in the absence of standards there is a risk that complaints which relate only to guidance will not be adequately addressed or enforced through discipline."[17]

Outdated

- The Guideline was last revised in 2009, pre-dating the amendments to the *Occupational Health and Safety Act* (OHSA) regarding workplace violence and workplace harassment (including workplace sexual harassment), the addition of gender identity and gender expression as protected grounds under the *Code* and the CHRA, and the taking effect of certain standards under the *Accessibility for Ontarians with Disabilities Act*.
- It also pre-dates important related developments such as the Truth and Reconciliation Commission Reports, PEO's ARE Code, the 30 x 30 initiative, and FARPACTA.

[17] Page 54, Cayton, Webb, Williams, "A review of the regulatory performance of Professional Engineers Ontario." 2019. Page 65 recommendations 9 and 11.

Scope

- Specifically excludes discussion regarding human rights in relation to an engineer's clients.[18] Guideline documents should address concerns related to how practitioners can affect members of the public and clients.
- The Guideline does not provide guidance on human rights concepts in the practice of engineering. This is an area that may be worth exploring.

Marginalization

- PEO has a Professional Engineering Practice (PEP) Guideline, which acts as a central document, providing overall guidance regarding the profession and its practice. There is a question as to whether the existence of the Guideline as separate from the PEP Guideline positions human rights obligations in professional practice as peripheral to the core of what it means to be a practitioner. The PEP Guideline does not address human rights or practitioners' obligations of non-harassment and non-discrimination. From July 2023-June 2024, the Guideline received 325 'clicks' on PEO's website. In that same period, the PEP Guideline received 2583.

<u>Regulation</u>

Harassment

Section 72(2)(n) of the general regulation establishes that harassment constitutes professional misconduct. Harassment is defined at 72(1) as:

> "engaging in a course of vexatious comment or conduct that is known or ought reasonably to be known as unwelcome and that might reasonably be regarded as interfering in a professional engineering relationship"

- Could the limiting of harassment to "interfering in a professional engineering relationship" lead to the exclusion of conduct that ought to be captured as harassment? If a practitioner engages in a course of vexatious comment or conduct against:
    - a prospective client
    - a placement student
    - the client of a contractor for whom the practitioner is subcontracted to provide a service
    - someone doing masonry on a job site at which the practitioner is consulting on soil quality
    - an administrative staff member at their office
    - a community member with whom they sit on a board

    … has a "professional engineering relationship" been interfered with?

[18] Page 4 of the Guideline.

- It should be noted that while the definition of harassment refers to "a course of" comment or conduct (as do the definitions in the *Code* and OHSA), human rights jurisprudence has established that a single incident, if sufficiently serious, can constitute harassment.

- When harassment is related to a protected characteristic (i.e. a prohibited ground of discrimination), it is a form of discrimination.

- Reprisal for complaints of harassment is not addressed in Regulation 941.

Discrimination

While non-discrimination is a foundation of human rights law, PEO does not directly address discrimination in its regulations. Regulated professionals such as lawyers in Ontario are subject to professional conduct rules that prohibit them from discriminating on protected grounds in the provision of services or in their employment practices. PEO's professional misconduct rules and Code of Ethics do not proscribe discrimination.

To address allegations of (non-harassment) discrimination by a practitioner, it is likely that the "disgraceful, dishonourable or unprofessional" basket clause in the professional misconduct regulation at 72(2)(j) would be relied upon:

> "conduct or an act relevant to the practice of professional engineering that, having regard to all the circumstances, would reasonably be regarded by the engineering profession as disgraceful, dishonourable or unprofessional"

In this case, the language of "relevant to the practice of professional engineering" may create a barrier to addressing some discriminatory conduct and practices. For example, if a non-licensee Certificate of Authorization holder fires a member of its finance team because they have become pregnant, is this "relevant to the practice of professional engineering"?

PEO issues Certificates of Authorization to allow individuals and business entities to offer and provide professional engineering services to the public, as distinct from a licence issued to individuals to practise professional engineering. Access to services is one of the social areas in which discrimination based on protected characteristics is prohibited. There is currently no assurance made to members of the public by PEO that holders of certificates have professional obligations to not discriminate in the provision of services, nor is it clear in the regulation that they can be held to a professional standard of non-discrimination.

Code of Ethics

PEO's Code of Ethics contains some provisions that could apply to situations of harassment or discrimination,[19] however, by the operation of 72(2(g), an action that is solely a breach of the Code of Ethics is excluded from qualification as professional misconduct.

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[19] For example, at 77 in the general regulation:

"1. It is the duty of a practitioner to the public, to the practitioner's employer, to the practitioner's clients, to other members of the practitioner's profession, and to the practitioner to act at all times with,

i. fairness and loyalty to the practitioner's associates, employer, clients, subordinates and employees,

ii. fidelity to public needs,

iii. devotion to high ideals of personal honour and professional integrity,"

7. **Are there any alternatives to regulation that will mitigate identified risks? If alternatives exist, explain why they have not been pursued.**

   As discussed above, PEO's approach has engaged both a regulatory intervention ("harassment" defined as professional misconduct) and the guideline as a key non-regulatory tool.

   Other non-regulatory options include:

   - Convert the current Guideline into an Advisory Statement that provides information regarding statutory obligations for practitioners with respect to human rights legislation.

   - Add a section regarding human rights obligations to the Professional Engineering Practice Guideline.

   - Create a Position Statement regarding how PEO will exercise or apply its discretion with respect to the interpretation and application of the Professional Misconduct regulation in relation to harassment and/or discrimination.

   - Create a Guideline that considers human rights concepts such as human dignity, equality, and non-discrimination in the practice of engineering, given the impact on society that engineers can have. For example, in designing a particular engineering project, how might the needs of people with disabilities be considered.

   - The Ontario Human Rights Commission has recognized that education plays an essential role in the mitigation of risks related to human rights. Specialized human rights training for those involved in the complaints and discipline process is one example of an educational measure.

   Alternatives can be pursued, based on Council's direction.

IDENTIFICATION OF NEXT STEPS FOR REGULATORY POLICY DEVELOPMENT

Given Council's commitment through Principle 3 of the ARE Code to reform rules and regulatory oversight to reinforce the professional obligations of all licence holders to uphold human rights law, further analysis of PEO's regulatory regime is warranted. Next steps would be aimed at "clarifying language in regulations, rules, policies, and procedures to articulate PEO's commitments, expectations of the profession, and consequences for non-compliance."[20]

To develop a proposal for regulatory and non-regulatory intervention that is proportionate and appropriate, next steps include: consultation with members of the profession, a more comprehensive review of what other regulators do, and further analysis based on Council's direction.

"7. A practitioner shall,

i. act towards other practitioners with courtesy and good faith,"

"8. A practitioner shall maintain the honour and integrity of the practitioner's profession and without fear or favour expose before the proper tribunals unprofessional, dishonest or unethical conduct by any other practitioner."

[20] Page 16, ARE Code.

If Council directs to proceed:

- **Which stakeholder group(s) need to be engaged on this problem? How will they be engaged?**

  Engagement is essential to human rights policy development and will require outreach to OSPE and Engineers Canada, as well as associations representing various groups in engineering, such as Black Engineers of Canada, the Ontario Network of Women in Engineering, IndigeSTEAM, and Engiqueers, among others. Members of the engineering community with lived and learned experience regarding human rights issues in the profession should also be engaged.

  A consultation plan will be developed in collaboration with External Relations and the Equity, Diversity, and Inclusion Manager to ensure meaningful consultation with these groups and individuals.

- **What further research is required? How will it be done?**
  An environmental scan of other regulators is required to determine approaches and canvas a variety of options. For example, Engineers and Geoscientists BC offers a comprehensive guideline regarding equity, diversity, and inclusion in engineering practice. The Law Society of Ontario offers a free Discrimination and Harassment Counsel program to support members of the public who have experienced or witnessed discrimination or harassment by a lawyer, paralegal, or lawyer licensing candidate, based on the grounds prohibited by the *Code*. As of 2020, the Ontario College of Teachers recognizes fomenting hatred based on a prohibited ground of discrimination under the *Code* as professional misconduct.

- **What further data analysis needs to be done?**
  Disaggregated demographic data could assist in establishing baseline metrics as PEO moves forward.

- **What further legal analysis needs to be done?**
  This will be determined based on Council's direction.

- **What is the expected timeframe to complete this policy work?**
  To ensure meaningful consultation takes place and any regulatory proposals are fully considered, we propose a timeline in which the work begins in the fall of 2024 and the item is brought back to RPLC in early 2025.

RPLC recommendation to Council: Proceed/Do Not Proceed

Whereas Council has committed in the Anti-Racism & Equity Code to "reforming rules, licence-holder reporting, and regulatory oversight process and practices to reinforce the professional obligations of all licence holders to uphold human rights law" and the review of the Guideline on Human Rights in Professional Practice indicates further analysis of PEO's regulatory tools is warranted to address human rights issues affecting the profession,

That Council directs staff to review whether PEO's regulatory and non-regulatory measures adequately address human rights issues within its jurisdiction and to propose measures for improvement where appropriate.

Decision Note – Fitness to Practice

Item	C-565-7.3
Purpose	For Council to consider RPLC's recommendation to develop a Fitness to Practice process to manage incapacity-related issues.
Strategic/Regulatory Focus	Regulatory
Motion	That Council directs the CEO/Registrar to develop a formal fitness to practice process specifically designed to address issues of incapacity, for consideration by the Regulatory Policy and Legislation Committee (RPLC) and Council.
Attachments	*Appendix A: Policy Impact Analysis – Fitness to Practice* *Appendix B: Interjurisdictional Comparison Of FTP Regimes*

Summary
Fitness to Practice (FTP) issues relate to concerns about a licence holder's ability to perform their professional duties competently and safely due to physical or mental health conditions. Although FTP processes are standard across most regulated professions in Ontario, PEO presently addresses incapacity issues only through Discipline. Under the *Professional Engineers Act,* a licence holder who has a physical or mental condition may be found "incompetent." As such, PEO's current regime is not designed to effectively address situations where an individual's incapacity impairs their ability to meet professional obligations. Staff proposes that this gap be addressed by establishing a formal FTP process specifically aimed at managing incapacity concerns.

Public Interest Rationale
Similar to disciplinary proceedings, the FTP process prioritizes public safety, which is a core part of PEO's statutory mandate. Concurrently, it ensures that any regulatory actions taken regarding a licence holder and their ability to practise are measured and equitable in cases involving incapacity.

Background

- Fitness to Practice (FTP) refers to having the necessary physical and mental health to provide safe, competent, careful, diligent and ethical services to the public. FTP concerns can result from illness, disability, and mental health issues. Where such concerns are severe, they can render the licence holder incapable of responsibly fulfilling their professional obligations. This form of incapacity is the problem that FTP policies are meant to address.

- Under the *Professional Engineers Act*, the Discipline Committee may find a licence holder to be "incompetent" if in its opinion a licence holder is "suffering from a physical or mental condition or disorder of a nature and extent making it desirable in the interests of the public or the member or holder that the member or holder no longer be permitted to engage in the practice of professional engineering or that his or her practice of professional engineering be restricted". The resulting process was not specifically designed to address circumstances where an individual is unable to fulfill their obligations as a licence holder due to physical or mental disability or other infirmities. There has not been a single disciplinary case addressing incapacity adjudicated in the past 20 years.

- Many professional regulators in Ontario, including all health regulators, have fitness to practice processes with the authority to manage incapacity related concerns (see Appendix A of the Policy Impact Analysis). No Canadian engineering regulator has established a formal fitness to practice regime, although the Canadian Engineering Qualifications Board (CEQB) has approved a national guideline which is expected to be reviewed by the Engineers Canada board on October 10th. The

guideline covers methods to identify FTP issues, investigations, alternative methods of resolution, and FTP hearings. For additional information, please refer to the attached Policy Impact Analysis.

- **Considerations**
  - **Risks:** There is a risk to licence holders because the current disciplinary process lacks any method to address or account for an FTP issue that may have played a role in the actions or decisions under adjudication but that does not represent incompetence. In the absence of such procedures, licence holders remain subject to the disciplinary procedure but may be hesitant to report such problems from fear of the negative professional consequences.

  - **Equity:** The fitness to practice process promotes equity by upholding a non-punitive approach. It acknowledges that incapacity attributable to mental or physical health conditions does not, in itself, correspond to professional misconduct or incompetence. The FTP process ensures equitable access to resources and rehabilitative measures, thereby providing fair and equitable opportunities for individuals to resolve their health concerns to be able to return to practise. PEO has a responsibility to address this problem, as noted in the Anti-Racism and Equity Code adopted by Council in 2022. One of the principles of the Code states that "PEO commits to reforming rules, licence-holder reporting, and regulatory oversight processes and practices to reinforce the professional obligations of all licence holders to uphold human rights laws, and to encourage them to respect DEI principles."

  - **Key Strategic Issues:** This project will bring PEO into alignment with other Ontario professional self-regulators who have had FTP procedures for decades. PEO also has an opportunity to show leadership to other Canadian engineering regulators.

  - **Costs and Financial Implications:** There will be some administrative costs associated with developing the new FTP process, costs associated with training PEO staff and volunteers to perform their roles within the process, and communications costs associated with creating materials to inform licence holders about the new FTP process. However, these should not be significant.

Stakeholder Engagement
The Strategic Stakeholder Advisory Group, licence holders and other key stakeholders will be consulted and invited to provide input and suggestions on this project. PEO will encourage a wide range of perspectives on this important issue.

Recommendation(s):
That Council directs staff to develop a policy and process for FTP for review by the RPLC.

Next Steps
Staff develops a discussion paper for review by RPLC in November 2024.

Prepared By: Policy staff

POLICY IMPACT ANALYSIS (PIA) TOOL

C-565-7.3
Appendix A

Title of the Proposal: Fitness to Practice

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?

Fitness to Practice and Our Current Regime

Fitness to Practice (FTP) refers to having the necessary physical and mental health to provide safe, competent, careful, diligent and ethical services to the public.[1] FTP concerns can result from illness, disability, substance abuse, addictions, fatigue, and physical and mental health issues. Where such concerns are severe, they can render the licence holder incapable of responsibly fulfilling their professional obligations.

The licence holder is not deemed incapacitated simply by virtue of the fact that they have a disability, condition, or illness that has impacted or has the potential to affect their practice. For a licence holder to be found incapacitated, there must be a health issue and evidence that it impacts their practice.

Under the *Professional Engineers Act*, the Discipline Committee may find a licence holder to be "incompetent" if in its opinion a licence holder is "suffering from a physical or mental condition or disorder of a nature and extent making it desirable in the interests of the public or the member or holder that the member or holder no longer be permitted to engage in the practice of professional engineering or that his or her practice of professional engineering be restricted". As such, this process was not specifically designed to address circumstances where an individual is unable to fulfill their obligations as a license holder due to physical or mental disability or other infirmities. Similarly, neither the Complaints Committee nor the Registrar possesses the authority to make preliminary determinations before a matter is formally referred to the Discipline Committee.

Fitness to Practice vs Discipline

There are several notable differences between FTP and disciplinary processes, which are outlined below:

- The primary goal of an FTP process is to evaluate whether an individual's physical or mental incapacity affects their ability to perform their professional duties safely and competently. This process prioritizes public safety, while simultaneously supporting the practitioner's recovery and ability to return to practice. In contrast, disciplinary proceedings address issues of professional misconduct and incompetence, which may not be pertinent in cases where incapacity is a factor.

- Incapacity arising from mental health or physical illness is often beyond the individual's control. The FTP process is specifically designed to address health-related concerns by offering support

[1] This definition is drawn from the draft Regulators Guideline on Fitness to Practice developed by Engineers Canada's Canadian Engineering Qualifications Board.

and rehabilitative options. FTP adopts a non-punitive approach, recognizing that such incapacity may not entail fault or wrongdoing on the part of the licence holder. The process aims to balance the licence holder's ability to practise safely with the protection of the public.

- FTP generally affords greater flexibility, allowing for tailored responses to incapacity, such as setting specific conditions for practice, mandating ongoing treatment, or establishing particular terms for reinstatement. This approach ensures that the response is proportionate to the licence holder's condition and the associated risks to the public. The disciplinary process, in contrast, often lacks such flexibility and is predominantly concerned with imposing consequences for misconduct, which may not represent an appropriate or equitable response in cases of incapacity.

What Do Other Regulators Do?

FTP policies and procedures have been quite common among Ontario health regulators[2] and some non-health regulators for decades. Many professional regulators in Ontario, including all health regulators, have Fitness to Practice committees (see Appendix A).

Although Canadian engineering regulators do not have FTP requirements, Engineers Canada's Canadian Engineering Qualifications Board (CEQB) has recently drafted and circulated a Guideline on FTP for comment, which provides guidance on the principles and procedures by which FTP issues may be addressed. The finalized document is expected to be published following approval at the February 2025 Engineers Canada board meeting. Although the guideline is not binding on PEO, it is informative and lays out the major policy and design issues.

Incapacity due to FTP concerns has the potential to affect any licence holder and PEO should be prepared to address this issue when it arises, in a respectful and sensitive manner, regardless of the projected volume of cases.

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?

Section 2(4) of the Act states that the primary 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". However, as noted above, incapacity issues are dealt with through discipline. Legislative changes will be needed to implement this policy.

PEO also has a responsibility to address this problem, as noted in the Anti-Racism and Equity Code adopted by Council in 2022. One of the principles of the Code states that "PEO commits to reforming rules, licence-holder reporting, and regulatory oversight processes and practices to reinforce the professional obligations of all licence holders to uphold human rights laws, and to encourage them to respect DEI principles." Addictions, disabilities and medical infirmities are all protected categories in human rights legislation. As such, an FTP process informed by principles of Equity, Diversity, Equity, and

[2] The *Regulated Health Professions Act*, which governs 27 health colleges, has had a requirement for a Fitness to Practice Committee since at least 2007.

Inclusion would facilitate the consideration of these factors, enabling decisions to be adjusted to address the underlying incapacity rather than adopting a punitive approach typical of traditional disciplinary proceedings.

RISK IDENTIFICATION

3. Does this problem create a risk of harm? If yes, explain the risks. How do they arise?

PEO has a legislated mandate to protect the public interest, including safeguarding life, health, property, economic interests, the public welfare, and the environment. PEO regulates the practice of the profession and governs licence holders so that the public interest is served and protected. Where a licence holder is dealing with an FTP issue that impacts their ability to practice in a safe manner, PEO needs to take action proportionate to the risk, pursuant to its public interest mandate.[3] We should take a balanced approach that takes into account the licence holder's privacy and human rights. In many cases, PEO may be able to take steps to ensure that a licence holder is able to manage their illness, condition or disorder in a way that permits them to continue carrying out their professional responsibilities safely and effectively.

4. What are the possible outcomes or consequences of these risks? Explain the potential level of harm (quantify frequency and impact).

The potential consequence of this risk is that a licence holder experiencing an FTP issue may be subjected to a disciplinary process that is ill-suited to their circumstances. As a result, a license holder who could potentially continue or resume practice with appropriate FTP interventions might instead face suspension or revocation of their licence through a disciplinary proceeding that may find them "incompetent."

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?

Relatively little information about the risk of harm from incapacitated licence holders is currently available. While there has not been a single disciplinary case addressing incapacity adjudicated in the 20 years, it does not mean that FTP issues have not arisen. As such, incapacity must be assessed as it occurs, regardless of the potential volume of complaints/reports.

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?

As demonstrated above, the identified risks are presently unmanaged and unmitigated. Furthermore, the risk of harm will not be reduced if PEO continues to maintain the current status quo.

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[3] The Canadian Mental Health Association states that in any given year 1 in 5 Canadians will experience a mental health problem. The absence of clear criteria for addiction or impairment means that only general statistics are available about their prevalence. However, the most recent Canadian Census reported that over 21% of Canadians aged 15 or older reported at least one form of alcohol-related harm in the past year, while over 5% reported at least one form of harm due to drug use.

7. **Are there any alternatives to regulation that will mitigate identified risks? If alternatives exist, explain why they have not been pursued.**

This issue cannot be addressed except through legislation.

IDENTIFICATION OF NEXT STEPS FOR REGULATORY POLICY DEVELOPMENT

Summary of Next Steps

1. **Which stakeholder group(s) need to be engaged on this problem? How will they be engaged?**

The Strategic Stakeholder Advisory Group, licence holders and key stakeholders will be engaged on this project. This engagement will begin once a White (discussion) Paper has been developed, including background research, an outline of the structure of an FTP process for PEO, and the key procedural decisions to be addressed. The discussion paper present different policy and procedural design options that will form the basis for the stakeholder engagement process.

2. **What further research is required? How will it be done?**

The definitions of "incapacity" used by other regulators will also be reviewed for the applicability to the engineering field. The draft Engineers Canada Fitness to Practice Guideline will be reviewed to assist in identifying policy and design issues for consideration.

Research about the criteria used by other regulators to determine a licence holder's fitness to practice and best practices will be sought. All research will be performed by staff, primarily by working with regulators in other professions that have already adopted fitness to practice policies and can share their experience and good practices.

3. **What further data analysis needs to be done?**

None at this stage.

4. **What further legal analysis needs to be done?**

Legal analysis based on RPLC and Council direction.

5. **What is the expected timeframe to complete this policy work?**

It should be possible to complete the policy work needed for the next stage of the policy-development process within two months of the approval of this document by RPLC, followed by two months of stakeholder engagement and staff recommendations to RPLC, and up to two months for Council approval, for a total of seven months; followed by Government approval of proposed Act changes (according to its priorities and timing) and implementation.

RPLC recommendation to Council: Proceed/Do Not Proceed

That Council directs staff to develop policy options for consideration by the Regulatory Policy and Legislation Committee (RPLC) and Council, with the objective of establishing a formal fitness to practice process specifically designed to address issues of incapacity.

Appendix B – Interjurisdictional Comparison of FTP Regimes

C-565-7.3
Appendix B

Appendix B – Interjurisdictional Comparison of FTP Regimes

Organization	Tribunal	Tribunal Composition	Referral	Transparency with Members	Independent Medical Examinations	Tribunal Powers
All Regulated Health Professions	Fitness to Practice Committee	A panel of the Fitness to Practice Committee is appointed to hold hearings to determine whether a registrant is incapacitated. The panel must have at least three members with one appointed by the government and the remainder appointer by the chair of the Fitness to Practice Committee.	Either the registrar or a previously constituted ICRC panel may refer an incapacity case to a Health Inquiry Panel.	* Members must be notified about ICRC incapacity inquiries. * Members must be given a copy of the Health Inquiry Panel's report.	* A Health Inquiry Panel may require a member to undergo physical or mental examinations by a health professional specified by the panel. * The member's registration may be suspended if they refuse to comply.	The Fitness to Practice Committee may: * revoke the member's certification * suspend the member's certification * impose terms and conditions on the member's certification * specify the criteria to be satisfied for the removal of a suspension or certificate restrictions
College of Early Childhood Educators	Fitness to Practice Committee	The Fitness to Practise Committee is appointed by Council - at least one member must be an elected Council member and at least 1/3 of the members must be appointed Council members. Fitness to Practise hearings are heard by	Cases may be referred to the Fitness to Practice Committee by the Complaints Committee, Council or the Executive Committee regarding allegations of incapacity on the part of members of the College.	* The Committee must provide its decision with reasons to the registrant.	The Fitness to Practice Committee may make reinstatement conditional on the presentation of medical evidence.	The Fitness to Practice Committee may direct the Registrar to: * revoke the member's certificate of registration * suspend the member's certificate of registration for a specified period, not exceeding 24 months * impose specified terms, conditions or limitations on the member's certificate of registration * not carry out a direction for a specified period and not carry out the

Organization	Tribunal	Tribunal Composition	Referral	Transparency with Members	Independent Medical Examinations	Tribunal Powers
		three-member panels of the Fitness to Practise Committee. Each panel is comprised of both elected and appointed Council members.				direction at all if specified terms are met within that period
Human Resources Professionals Association	Capacity Committee	Capacity Committee members are appointed by the Board.	The Association may apply to the Capacity Committee for a determination of whether the member is incapacitated.	* Registrants must receive a Notice of Application at least 30 days prior to a hearing. * The Committee must provide its decision with reasons to the registrant.	* A Health Inquiry Panel may require a member to undergo physical or mental examinations by a health professional specified by the panel. * The member's registration may be suspended if they refuse to comply. * Following the examination of a member, the physician or psychologist shall provide to the capacity committee, (a) an assessment of	If the Capacity Committee determines that a registrant is incapacitated, the registrant may be suspended, or restrictions or conditions may be put on their right to practice HR.

Organization	Tribunal	Tribunal Composition	Referral	Transparency with Members	Independent Medical Examinations	Tribunal Powers
					whether the member is incapacitated; (b) an assessment of the extent of any incapacity; and (c) any further information respecting the medical or psychological issues in the case.	
Ontario College of Teachers	Fitness to Practice Committee	Fitness to Practice Committee members are appointed by Council.	The Adjudicative Body of Chairs may direct the Fitness to Practise Committee to hold a hearing and determine any allegation of incapacity on the part of a member of the College. The Investigation Committee may also refer cases to the Fitness to Practice Committee.	* The Investigation Committee shall give notice to the member that it intends to inquire into whether the member is incapacitated. * The Committee must provide its decision with reasons to the registrant.	* The Investigation Committee may order the registrant to undergo a physical or psychological evaluation and impose an interim suspension if they refuse. * The Fitness to Practice Committee may make reinstatement conditional on the presentation of medical evidence.	If a member is found to be incapacitated, the panel may, among other things: * direct the Registrar to revoke a member's certificate * direct the Registrar to suspend a member's certificate for up to 24 months * direct the Registrar to impose specific terms, conditions or limitations on a member's certificate * fix a period during which a member is ineligible for reinstatement
Chartered Professional Accountants of Ontario	Capacity Committee	There are 10-15 members of Capacity Committee appointed by Council. They may	The registrar may apply to the Capacity Committee for a determination of	The Capacity Committee must provide its decisions and	* The Capacity Committee may order the registrant to undergo a physical or	If the capacity committee determines that the member is incapacitated, the committee may by order, (a) suspend the member’s membership;

Organization	Tribunal	Tribunal Composition	Referral	Transparency with Members	Independent Medical Examinations	Tribunal Powers
		not be Council members. The Head, Adjudicative Tribunals is an ex officio member of the Capacity Committee. Cases are heard by panels of at least three members.	whether a member is incapacitated.	reasons to the registrant.	psychological evaluation by a professional selected by the Committee and impose an interim suspension if they refuse. * The results of this evaluation are only admissible in proceedings related to the case under review.	(b) impose restrictions or conditions on the member's right to practise as a Chartered Professional Accountant; or (c) make any other order, other than revoking the member's membership, that the committee considers necessary to protect the public interest
Ontario Professional Foresters Association	Discipline Committee	Incapacity hearings are held by the general Discipline Committee rather than a dedicated body. The Discipline Committee is made up of 6-10 people, at least one of whom must be an appointed member of Council, 1-2 of whom must by elected members of Council and the rest of which must be regular members. Committee members are appointed by Council.	The Executive Committee may direct the Discipline Committee to hold a hearing and determine any allegation of incapacity on the part of a member.		Not addressed	The Discipline Committee may direct the registrar to: * revoke the member's certificate of registration * to withdraw recognition of the specialist status of the member * to suspend the member's certificate of registration or suspend recognition of the specialist status of the member, or both, for a stated period * to impose specified terms, conditions or limitations upon the member's certificate of registration indefinitely or for such period of time as is specified by the Committee * impose a fine in an amount that the Committee considers appropriate, to a maximum of $10,000

Organization	Tribunal	Tribunal Composition	Referral	Transparency with Members	Independent Medical Examinations	Tribunal Powers
		The panels hearing individual case are appointed by the Chair of the Committee.				* direct that the imposition of a penalty be postponed for a specified period and not be imposed if specified terms are met within that period * require that the member be reprimanded by the Committee or its delegate and, if considered warranted, direct that the fact of the reprimand be recorded on the register for a specified or unlimited period * directing that the finding and the order of the Committee be published, in detail or in summary, with or without the name of the member, in the official publication of the Association, and in any other manner or medium that the Committee considers appropriate * fix costs and expenses to be paid by the member
Law Society of Ontario	Hearing Division of the Tribunal	Fitness-to-practice cases are heard by the Hearing Division of the Tribunal. Members of the Hearing Division are elected by convocation at law society meetings. At least one member must no be a licensee and at last one member must be a member of the board	With the authorization of the Proceedings Authorization Committee, the Society may apply to the Tribunal for a determination by the Hearing Division of whether a licensee is or has been incapacitated.		* The Hearing Division may order the registrant to undergo a physical or psychological evaluation by a professional selected by the Division and impose an interim suspension if they refuse. * The results of this	The Hearing Division can make one or more of the following orders: 1. An order suspending the licensee's licence, i. for a definite period, ii. until terms and conditions specified by the Hearing Division are met to the satisfaction of the Society, or iii. for a definite period and, after that, until terms and conditions specified by the Hearing Division are met to the satisfaction of the Society 2. An order that the licensee obtain or

Organization	Tribunal	Tribunal Composition	Referral	Transparency with Members	Independent Medical Examinations	Tribunal Powers
		of directors (a *bencher*).			evaluation are only admissible in proceedings related to the case under review. * Following the examination of a member, the physician or psychologist shall provide to the capacity committee, (a) an assessment of whether the member is incapacitated; (b) an assessment of the extent of any incapacity; and (c) any further information respecting the medical or psychological issues in the case.	continue treatment or counselling, including testing and treatment for addiction to or excessive use of alcohol or drugs, or participate in other programs to improve his or her health 3. An order restricting the areas of law that the licensee may practise or in which the licensee may provide legal services 3. An order restricting the legal services that the licensee may provide. 4. An order that the licensee practise law or provide legal services only, i. as an employee of a person approved by the Society, ii. as an employee or partner, and under the supervision, of a licensee approved by the Society, or iii. under the supervision of a licensee approved by the Society 5. An order that the licensee report on his or her compliance with any order made under this section and authorize others involved with his or her treatment or supervision to report thereon 6. Any other order that the Hearing Division considers appropriate.

Information Note (Discussion if required) – Tribunal Activity Report

Agenda Item No.	C-565-8.1
Purpose	To update Council about the activities of the Tribunals Office and related Committees
Strategic/Regulatory Focus	*The Tribunals are required under the PEA.*
Motion	*N/A*
Attachments	N/A

Summary

This is a status update on the activities undertaken by the tribunals since the last council meeting.

Public Interest Rationale

Tribunals assists PEO in meeting the principal object of the association in accordance with the *Professional Engineers Act,* R.S.O. 1990, c. P. 28, s. 2(3).

Background

Tribunals staff work with Committee chairs to arrange and provide training in adjudication for the members of the committee and to support them in all their activities as pre-hearing chairs, panel members and decision writers. The staff and committee members work on improving the materials that parties appearing before them can access.

Activity Update

Discipline Committee:

- The Discipline Committee handbook sub-committee continues to work on updating their handbook. This work will be complete by the end of 2024.
- The Committee held 3 PHC and three hearings on the merits since the last meeting of Council.
- The Committee held their first of 2 annual business meetings for 2024, which included training by ILC.

Registration Committee

- The Registration Committee held 5 PHC and 3 hearings on the merits since the last meeting of Council.
- The Committee held their first of 2 annual business meetings for 2024, which included training by ILC.

Complaints Review Councillor

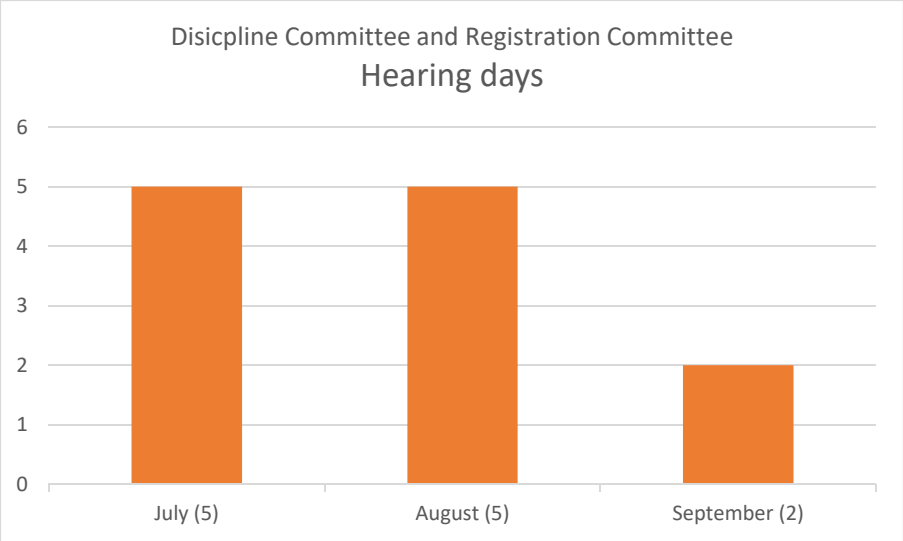
- The Complaints Review Councillor did not receive any requests for review since the last meeting of Council.
- Where the CRC investigates, a report is filed for Council's information.

Fee Mediation Committee

- There have been no requests for fee mediation assistance.

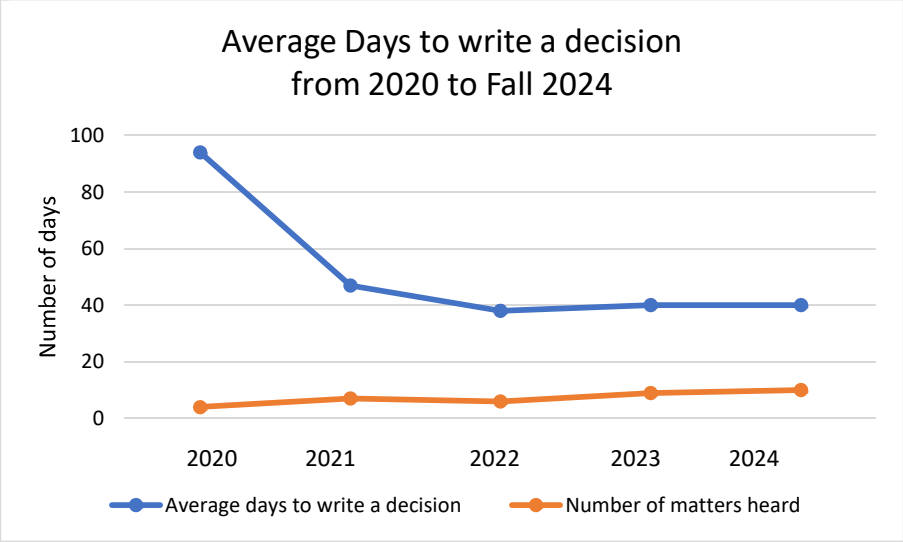
Adjudicator Days since last Council meeting

These are the number of days when the committees have held a hearing or pre-hearing conference.



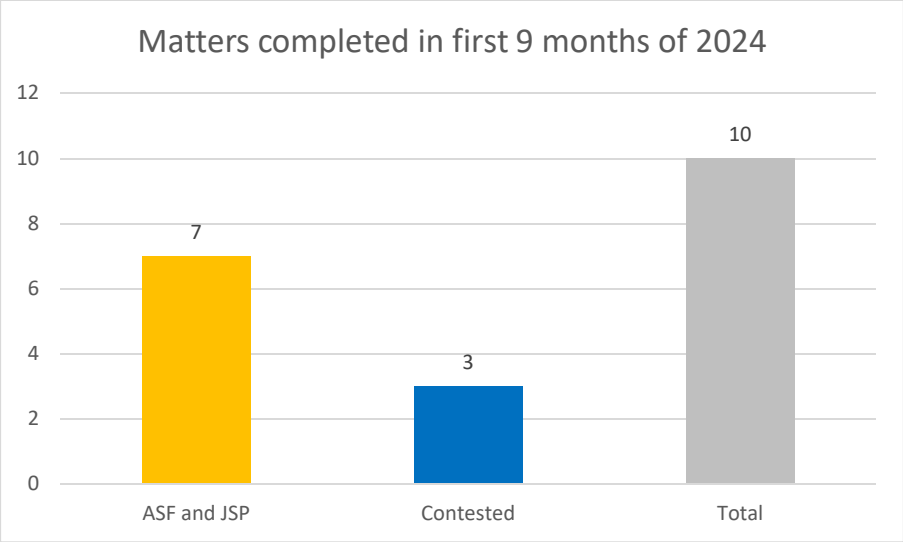
Discipline Committee

Average number of days to provide decision after the end of the hearing.



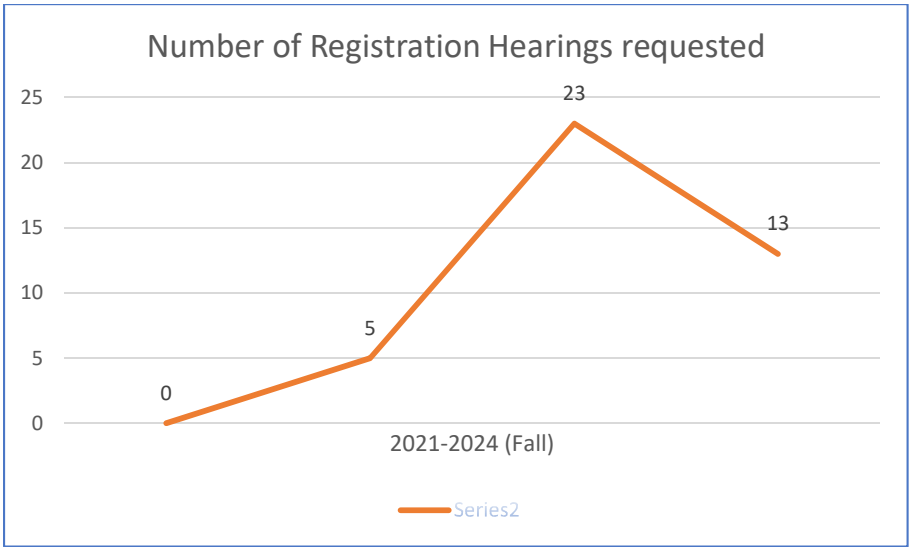
Discipline Committee

Matters completed in the first 6 months of 2024 that were either contested or resolved with the assistance of an Agreed Upon Statement of Facts (ASF) and Joint Submission on Penalty (JSP)



Registration Committee – Requests for hearings.

The number of hearings requested before the Registration Committee.



Decision Note – 2025-2026 Council and Committee Calendar

Item	C-565-9.1
Purpose	To propose a 2025-2026 calendar of meetings and other events for PEO Council, governance committees, and the Regional Councillors Committee.
Strategic/Regulatory Focus	Governance
Motion	**That Council approves the proposed *2025-2026 Calendar of Council and Governance Committee Meetings and Events*, included at C-565-9.1, Appendix A, subject to quorum requirements and availability of Councillors with respect to specific meetings.**
Attachments	Appendix A: 2025-2026 Calendar of Council and Committee Meetings and Events

Summary

Council is asked to approve the proposed 2025-2026 calendar of meetings and other events for PEO Council, governance committees, and the Regional Councillors Committee. The proposed calendar takes into consideration factors such as: operational effectiveness; availability of information for PEO elections; prioritizing regular business hours for most meetings; the understanding that meetings and events may need to be re-scheduled if it becomes apparent that quorum will not be reached; and reasonable spacing between meetings, statutory and other holidays/events, and proximity to long weekends.

Public Interest Rationale

N/A

Background

At its March 31, 2023 meeting, Council received a report from the CEO/Registrar concerning the calendar of meetings and events for the 2023-2024 and 2024-2025 terms and agreed to an approach for scheduling Council and committee meetings and events 6-8 months in advance of the new term. The new approach was implemented beginning with the *2024-2025 Calendar of Council and Governance Committee Meetings and Events*, which was approved by Council at its November 2023 meeting. The approved calendar was posted on the website and was available as information for candidates in the 2024 election cycle.

Considerations

Operational Effectiveness

Planning and scheduling 6-8 months before the start of a term supports operational effectiveness and provides clarity as to the meetings and events that will happen in each Council term. It allows PEO to proactively manage its calendar rather than conducting multiple polls on a regular basis to find mutually agreeable dates, given the diverse priorities of councillors both within and outside of PEO. It also provides meeting participants and other interested attendees the opportunity to schedule placeholder invitations in their individual calendars until such time official invitations are issued by PEO's Secretariat team.

Further, many organizations that require PEO presence, (Engineers Canada, for example), set their meetings and events well in advance due to the necessity of coordinating the availability of attendees, who must participate in these events.

Since the implementation of a fixed calendar for Council and committee meetings last year, PEO staff have observed the same or improved attendance at committee meetings.

Supporting Election Information and Communication
Planning and scheduling 6-8 months before the start of a Council term also means that those standing for election will know, in general, how much time they need to commit to PEO Council activities and what those are.

Regular Business Hours and Right to Disconnect Policy
It is proposed that meetings be scheduled Monday-Friday during regular business hours (morning and afternoon). This practice is in alignment with that of 22 Canadian Engineering Regulators, other regulators in Ontario, and engineering partner organizations which all, apart from one, conduct their regularly scheduled meetings Monday to Friday during morning and afternoon business hours. Further, this practice complies with PEO's *Right to Disconnect Policy*, which supports each employee in disconnecting from work outside of their normal working hours, subject to reasonable exceptions.

Re-scheduling if Required
Once committee appointments are made at Council's kick-off meeting (typically early May), calendar invitations will follow within roughly six weeks. If it becomes apparent that quorum will not be reached, meetings and events will be re-scheduled and participants consulted via an online poll.

Appropriate Intervals: The proposed calendar has been developed to factor in reasonable and appropriate spacing and intervals between meetings and events, statutory and other holidays/events, and proximity to long weekends.

The table below provides an overview of key dates being proposed. Details are set out at **Appendix A**.

Governance Committee Meetings	Corresponding Council Meeting	RCC Meetings	Council Orientation	Council Workshop	Annual General Meeting
April 15-17, 2025[1]	May 2, 2025 (Kick-off)	Apr 30, 2025 June 10, 2025 July 14, 2025 Oct 22, 2025 Mar 6, 2026 Apr 29, 2026	May 1, 2025	May 29 & 30, 2025	April 26, 2025
June 2-5, 2025	June 20, 2025				
September 8-11, 2025	September 26, 2025				
November 5-12, 2025	November 28, 2025				
February 3-5, 2026	February 20, 2026				
March 11-18, 2026	March 27, 2026 (Close-off)				
April 13-16, 2026	May 1, 2026 (Kick-off)				

[1] These meetings have already been scheduled as part of the approved 2024-2025 calendar.

Stakeholder Engagement

A jurisdictional scan of 22 Canadian Engineering Regulators, other regulators in Ontario, and engineering partner organizations was conducted in August 2024.

Recommendation

That Council approve the proposed *2025-2026 Calendar of Council and Governance Committee Meetings and Events*, subject to quorum requirements and availability of Councillors with respect to specific meetings.

Next Steps

- Pending Council approval, make the calendar available on the relevant parts of the PEO website.

Prepared By: Secretariat Team

DRAFT -
For Council Approval on
Sep 27, 2024

Professional Engineers Ontario

101-40 Sheppard Ave. W.,
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T: 416 224-1100 800 339-3716
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2025-2026 Calendar of Council and Committee Meetings and Events

AFC=Audit & Finance Committee; GNC=Governance & Nominating Committee;
HRCC=Human Resources & Compensation Committee; RPLC=Regulatory Policy & Legislation Committee

Committees & Council	April/May 2025	June 2025	Jul/Aug 2025	September 2025	October 2025	November 2025
AFC Meetings		Kick-off: June 2 1:00-4:00 pm		Sep 8 1:00-4:00 pm		Nov 5 1:00-4:00 pm
GNC Meetings		Kick-off: June 4 1:00-4:00 pm		Sep 9 1:00-4:00 pm		Nov 13 9:00 am-12:00 pm
HRCC Meetings		Kick-off: June 4 9:00 am-12:00 pm		Sep 12 9:00 am-12:00 pm		Nov 6 9:00 am-12:00 pm
RPLC Meetings		Kick-off: June 5 1:00-4:00 pm		Sep 11 9:00 am-12:00 pm		Nov 12 9:00 am-12:00 pm
Regional Councillors Committee (RCC) Meetings	Pre Kick-off Apr 30 4:00–5:00 pm (Virtual)	Orientation June 10 3:30-5:00 pm (Virtual)	Kick-off: July 14 9:00-3:00 pm (In-Person)		Oct 22 1:00-4:00 pm (Virtual)	
Council Meetings	Kick-off May 2, 9:00 am	June 20, 8:30 am		Sep 26, 8:30 am		Nov 28, 8:30 am
Other Meetings/Events	Annual General Meeting (AGM) April 26 Council Orientation May 1 Council Workshop May 29 & 30					Order of Honour Nov 27 (evening) Volunteer Symposium Nov 29

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Committees & Council	December 2025	January 2026	February 2026	March 2026	April 2026	May 2026
AFC Meetings		N/A	N/A	Mar 18 1:00-4:00 pm	Apr 16 9:00 am-12:00 pm (Tentative)	
GNC Meetings			Feb 3 1:00-4:00 pm	Mar 10 1:00-4:00 pm	Apr 15 1:00-4:00 pm	
HRCC Meetings			Feb 4 1:00-4:00 pm	Mar 9 1:00-4:00 pm	Apr 14 1:00-4:00 pm	
RPLC Meetings			Feb 5 9:00 am-12:00 pm	Mar 11 1:00-4:00 pm	Apr 13 1:00-4:00 pm	
RCC Meetings				Mar 6 9:00-3:00 pm (In-Person)	Pre Kick-off (2026-2027) Apr 29 4:00-5:00 pm (Virtual)	
Council Meetings			Feb 20, 8:30 am	Transition/ Close-off Mar 27, 8:30 am		2026-2027 Kick-off May 1, 8:30 am
Other Meetings/Events					AGM April 25 (TBC via separate agenda item) Council Orientation Apr 30	Council Workshop May 28 & 29

Information Note – "Visioning for Relevance" Update

Agenda Item No.	C-565-9.2
Purpose	
Strategic/Regulatory Focus	
Motion	
Attachments	none

Past President Fraser will give a verbal report on this item at the meeting.

Information Note – Communications Audit Findings Presentation

Agenda Item Number	C-565-9.3
Purpose	A presentation of the findings of the Communications audit.
Strategic/Regulatory Focus	
Motion	
Attachments	None

This item will be presented by Daniel Roukema, CEO of MDR Strategy Group, and Collette Deschenes, Director, Communications Strategy.

Information Note – Engineers Canada Directors Report

Agenda Item Number	C-565-9.4
Purpose	To provide an update on the activities of Engineers Canada
Strategic/Regulatory Focus	
Motion	
Attachments	Appendix A – Director's Update (En) Appendix B – Director's Update (Fr)

C-565-9.4
Appendix A

Engineers Canada Director's update
June to August 2024

Engineers Canada Board

Engineers Canada's fall meetings will be held in Ottawa, ON, from October 8 – 10. If you are planning to attend the meetings, either in person or virtually, please complete the registration form and reserve your hotel room by 5:00pm ET on September 6, 2024. Questions about the registration process can be sent to boardsupport@engineerscanada.ca.

The FAR Committee met in August to review the draft budget and the quarterly financials. They also received a briefing on the planning and budgeting process and discussed the Corporate Risk Profile and risk registers. The Q2 financial statements are available to Directors in the Resources section of OnBoard.

Strategic Priority 1.1: Investigate and Validate the Purpose and Scope of Accreditation

The Futures of Engineering Accreditation Steering Committee (FEA) held their final meeting to discuss their Path Forward Report Recommendations. The project team will now take the lead on drafting the final report which will be presented to the Board this Fall.

Accreditation Board (CEAB)

The CEAB's Accountability in Accreditation Committee is currently collecting feedback from regulators on the effectiveness, trustworthiness, transparency, and efficiency of the accreditation system. A survey was circulated to all CEOs and Admissions Officials requesting one survey be completed per regulator by September 2, 2024.

Qualifications Board (CEQB)

In July, CEQB held its 127th meeting, where the committee reviewed and finalized its recommendations for its 2025 work plan and also approved two guidelines for final consideration by the Engineers Canada Board in October:

- New Regulators Guideline on fitness to practice.
- Revised Public Guideline on good character (now combined with former Guideline on character investigations)

The CEQB Syllabus Committee met and approved draft revisions to the Mining and mineral engineering syllabus for regulator consultation. The committee also held an initial discussion on the regulator Guideline on the academic assessment of non-CEAB applicants, work which will help work being undertaken under SP 1.1.

The CEQB's Admissions Issues Committee met to review and approve the Draft Engineers Canada paper on the regulation of emerging disciplines. When complete, this paper will provide a robust framework for identifying and monitoring emerging disciplines as well as introducing regulation in a timely, proactive manner. Following CEQB approval in September, the draft paper will go for regulator consultation.

The CEQB Practice Committee noted its appreciation for the considerable engagement received during consultation—a total of 32 comments coming from PEO, EGBC, and ENS. Regulator engagement in CEQB consultations is critical to ensuring that the documents stay relevant and valuable for their end users, so

please remember to share consultations with the relevant interest holders.

Belonging and Engagement

As part of our work on Core purpose 9 (CP9): Promote diversity and inclusion in the profession that reflects Canadian society, and our CP9 sub-strategy on Indigenous access to engineering, our Indigenous Advisory Committee met in our offices for its annual in-person meeting. The agenda included: Engineers Canada's Strategic Plan 2025-2029; IAC plans for 2025 and beyond; and advocacy, government relations, and national position statements.

Public Affairs and Government Relations

As part of our work on Core purpose 5 (CP5): Advocating to the federal government, Engineers Canada shared the following four National Position Statement (NPS) updates for consultation.

- Regulation of Coastal, Ocean and Related Subsurface Engineering
- Artificial Intelligence Engineering Technology in Autonomous and Connected Vehicles
- The Role of Engineers in Protecting and Advancing the Public Interest (Demand-Side Legislation)
- Labour Mobility in Canada (National and International Labour Mobility)

These NPSs will be considered for approval by the Board in October.

In June, Engineers Canada attended the June meeting of the Federal Industry Real Property Advisory Council (FIRPAC). Agenda items included updates on Building Information Modeling, industry engagement activities, contract modernization, official languages in federal procurement, and quality-based selection.

Engineers Canada joined the Insurance Bureau of Canada (IBC) and the Institute for Catastrophic Loss Reduction (ICLR) in a submission to the Canadian Board for Harmonized Construction Codes, requesting that resiliency be incorporated as an objective in the National Building Code of Canada. This request advances a key recommendation to the federal government from our NPS "Building a Safer and more Resilient Future: Engineers' Role in Strengthening Canada's Building Code." Engineers Canada will continue collaborating with IBC, ICLR, and other partners to advocate that building codes incorporate climate resilience measures.

In June, APEGA received the decision from the Court of Appeal on the application by Getty & Jobber concerning the title of software engineering, and their appeal was declared moot. This decision is available here: https://canlii.ca/t/k5fvh. An assessment of the decision from APEGA CEO, Jay Nagendran is attached (both the web link and the assessment available in English only).

In July, Engineers Canada provided a written submission to the House of Commons Standing Committee on International Trade (CIIT) for consideration during their ongoing study in advance of the 2026 Review of the Canada-United States-Mexico Agreement (CUSMA). Our submission focuses on preserving the positive additions to CUSMA that Engineers Canada successfully advocated during the 2017-18 review of the then-called North America Free Trade Agreement (NAFTA). These include preserving a modernized definition of professional services and project-specific licenses, and including language respecting efforts to establish Mutual Recognition Agreements that enhance mobility for engineers. Engineers Canada will be engaged with the federal government and other

stakeholders throughout the 2026 CUSMA review. Our submission is available at this link.

Engineers Canada also attended a briefing with Public Services and Procurement Canada (PSPC) on Policy Notification 48R2 – Requirements in respect of the official languages act. PSPC has launched a public consultation on a draft policy which will replace the existing policy. The policy requires that all procurement and related tender documents posted on the Government's Electronic Tendering Service (GETS) are in both official languages, including documents requiring a professional seal. Engineers Canada will develop a written submission in consultation with the regulators. As we communicated in June, PSPC intends to directly engage each regulator to verify their understanding of existing approaches to translating sealed documents. PSPC was delayed in launching this consultation until July. Therefore, regulators received direct outreach from PSPC Wednesday, August 7.

Engineers Canada's comments to the House of Commons Standing Committee on Finance regarding the Pre-Budget Consultations in Advance of the 2025 Federal Budget were submitted and posted on our public website at the following link. A draft version of this submission was shared with Engineers Canada's Public Affairs Advisory Committee (PAAC), which includes a representative of the CEO Group. Comments from PAAC members were incorporated into the submission. These pre-budget recommendations advance the positions Engineers Canada has advocated in our NPSs.

In upcoming news, Engineers Canada will participate in public consultations regarding the Canada-United States-Mexico Agreement (CUSMA). We recently submitted a written brief to the House of Commons Standing Committee on International Trade outlining our priorities for the 2026 CUSMA Review, based on the achievements made to Chapter 15 – Cross Border Trade in Services, during the 2018 updates.

Engineers Canada has also been invited to participate in a public consultation focused on accelerating innovation and productivity in the homebuilding industry. We will provide a submission focused on our national positions, including the importance of resiliency, climate mitigation and adaptation, and energy efficiency in new housing construction and the important role engineers play in the building process. Individuals may access the federal government consultation here; responses are due September 13.

International mobility

In August, Engineers Canada met with Engineers Australia in our offices to discuss their and our strategic plans, directions and priorities. Discussions focused on: accreditation; inclusion, diversity, equity and accessibility (IDEA); pathway to licensure; sustainability; member services; and the promotion of engineering licensure and raising awareness of the engineering profession.

C-565-9.4
Appendix B

Compte rendu à l'intention des administrateurs et administratrices d'Ingénieurs Canada
De juin à août 2024

Conseil d'Ingénieurs Canada

Les réunions d'automne d'Ingénieurs Canada se tiendront à Ottawa du 8 au 10 octobre. Si vous prévoyez d'assister aux réunions, en personne ou virtuellement, veuillez remplir le formulaire d'inscription et réserver votre chambre d'hôtel avant le 6 septembre à 17 h (HE). Les questions relatives au processus d'inscription peuvent être envoyées à boardsupport@ingenieurscanada.ca.

Le Comité FAGR s'est réuni en août pour examiner le budget préliminaire et les états financiers trimestriels. Il a également été informé sur le processus de planification et de budgétisation et a discuté du profil de risques de l'organisation et des registres des risques. Les états financiers du deuxième trimestre sont accessibles aux administrateurs et administratrices dans la section « Ressources » de la plateforme OnBoard.

Priorité stratégique 1.1 Examiner et valider le but et la portée de l'agrément

Le Comité directeur du projet Avenir de l'agrément en génie (AAG) a tenu sa dernière réunion afin de discuter de ses recommandations dans le Rapport sur la voie à suivre. L'équipe du projet prendra désormais l'initiative pour rédiger le rapport final qui sera présenté au conseil cet automne.

Bureau canadien d'agrément des programmes de génie (BCAPG)

Le Comité sur la responsabilité en matière d'agrément du BCAPG recueille actuellement les commentaires des organismes de réglementation sur l'efficacité, la fiabilité, la transparence et l'efficience du système d'agrément. Un sondage a été envoyé à tous les chefs de la direction et aux responsables de l'admission. Chaque organisme de réglementation doit remplir un sondage d'ici le 2 septembre.

Bureau canadien des conditions d'admission en génie (BCCAG)

En juillet, le BCCAG a tenu sa 127e réunion, au cours de laquelle il a examiné et finalisé ses recommandations pour son plan de travail de 2025 et approuvé deux guides en vue de l'examen final du conseil d'Ingénieurs Canada en octobre.

- Nouveau Guide sur l'aptitude à l'exercice à l'intention des organismes de réglementation
- Version révisée du Guide public sur la bonne moralité (qui intègre désormais le Guide sur les enquêtes sur la moralité)

Le Comité des programmes d'examens du BCCAG s'est réuni pour approuver les révisions du programme d'examens de génie minier et minéralogique pour consultation auprès des organismes de réglementation. Le comité a également tenu une première discussion au sujet du Guide sur l'évaluation de la formation universitaire des titulaires de diplômes non agréés par le Bureau d'agrément (guide destiné aux organismes de réglementation), un travail qui contribuera aux travaux entrepris dans le cadre de la PS 1.1.

Le Comité sur la question de l'admission du BCCAG s'est réuni pour examiner et approuver l'ébauche du document d'Ingénieurs Canada sur

la réglementation des nouvelles disciplines. Une fois terminé, ce document servira de cadre solide pour identifier et surveiller les nouvelles disciplines et pour introduire la réglementation de façon proactive et en temps opportun. À la suite de son approbation par le BCCAG en septembre, l'ébauche du document sera soumise à la consultation des organismes de réglementation.

Le Comité sur l'exercice de la profession du BCCAG a apprécié la rétroaction considérable reçue au cours de la consultation, soit un total de 32 commentaires provenant de PEO, d'EGBC et d'ENS. La participation des organismes de réglementation aux consultations du BCCAG étant essentielle pour faire en sorte que les documents restent pertinents et utiles pour leurs utilisateurs finaux ; n'oubliez donc pas de les partager avec les parties intéressées.

Appartenance et Engagement

Dans le cadre de notre travail en lien avec l'Objectif fondamental 9 (OF9) : Promouvoir au sein de la profession une diversité et une inclusion qui reflètent celles de la société canadienne et notre sous-stratégie Accès des Autochtones au génie, nous avons rencontré notre Comité consultatif autochtone (CCA) dans nos bureaux à l'occasion de sa réunion annuelle en personne. Parmi les points à l'ordre du jour, mentionnons : le Plan stratégique 2025-2029 d'Ingénieurs Canada ; les projets du CCA pour 2025 et au-delà ; la défense des intérêts, les relations gouvernementales et les énoncés de principe nationaux.

Affaires publiques et relations gouvernementales

Dans le cadre de notre travail en lien avec l'Objectif fondamental 5 (OF5) : Faire valoir les intérêts de la profession auprès du gouvernement fédéral, Ingénieurs Canada a diffusé les quatre énoncés de principe nationaux (EPN) suivants mis à jour aux fins de consultation.

- Réglementation de l'ingénierie en milieu côtier, océanique et en sous-sol connexe
- Technologie du génie de l'intelligence artificielle dans les véhicules autonomes et connectés
- Le rôle des ingénieurs dans la protection et l'avancement de l'intérêt public (Lois en lien avec la profession)
- Mobilité de la main-d'œuvre au Canada (Mobilité nationale et internationale).

Ces EPN seront examinés par le conseil à des fins d'approbation en octobre.

En juin, Ingénieurs Canada a assisté à la réunion du Conseil consultatif sur les biens immobiliers du gouvernement fédéral et de l'industrie (FIRPAC). Les points à l'ordre du jour comprenaient des mises à jour sur la modélisation des données du bâtiment, les activités d'engagement de l'industrie, la modernisation des contrats, les langues officielles dans les marchés publics fédéraux et la sélection fondée sur la qualité.

Ingénieurs Canada s'est joint au Bureau d'assurance du Canada (BAC) et à l'Institut de prévention des sinistres catastrophiques (IPSC) pour soumettre au Comité canadien de l'harmonisation des codes de construction une demande visant l'intégration de la résilience en tant qu'objectif du Code national du bâtiment du Canada. Cette demande fait avancer une recommandation importante soumise au gouvernement fédéral dans notre Énoncé de principe national : Construire un avenir plus sécuritaire et plus résilient : Le rôle des ingénieurs dans le renforcement du Code national du bâtiment du Canada. Ingénieurs Canada continuera de collaborer avec le BAC, l'IPSC et d'autres partenaires pour promouvoir l'intégration des mesures de résilience climatique dans les codes du bâtiment.

En juin, l'APEGA a reçu la décision de la Cour d'appel de l'Alberta concernant la demande de Getty & Jobber au sujet du titre « ingénieur en logiciel » : l'appel de l'APEGA a été déclaré sans objet. Vous pouvez consulter la décision ici : https ://canlii.ca/t/k5fvh. Vous trouverez ci-jointe une évaluation de la décision par Jay Nagendran, chef de la direction de l'APEGA (la décision et l'évaluation sont en anglais seulement).

En juillet, Ingénieurs Canada a soumis au Comité permanent du commerce international de la Chambre des communes un mémoire pour considération dans le cadre de son étude en cours en vue de l'examen de l'Accord Canada – États-Unis-Mexique (ACÉUM) prévu pour 2026. Notre mémoire est axé sur la préservation des ajouts positifs à l'ACÉUM qu'Ingénieurs Canada a préconisés avec succès lors de l'examen de 2017-2018 de ce qui était alors l'Accord de libre-échange nord-américain (ALÉNA). Parmi ces ajouts, mentionnons la préservation d'une définition modernisée des services professionnels et des permis d'exercice propres à un projet et l'inclusion d'un libellé concernant les efforts d'établissement d'ententes de reconnaissance mutuelles qui améliorent la mobilité des ingénieurs. Ingénieurs Canada collaborera avec le gouvernement fédéral et d'autres parties prenantes tout au long de l'examen de l'ACÉUM prévu pour 2026. Vous pouvez consulter le mémoire ici.

Ingénieurs Canada a également assisté à une séance d'information organisée par Services publics et Approvisionnement Canada (SPAC) sur l'*Avis relatif aux politiques 48R2 – Exigences relatives à la Loi sur les langues officielles.* SPAC a lancé une consultation publique sur une ébauche de politique qui remplacera la politique actuelle. La politique proposée exige que tous les documents d'approvisionnement et d'appel d'offres connexes affichés dans le Service électronique d'appel d'offres du gouvernement (SEAOG) soient présentés dans les deux langues officielles, y compris les documents nécessitant un sceau professionnel. Ingénieurs Canada préparera un mémoire à ce sujet en concertation avec les organismes de réglementation. Comme nous l'avons indiqué en juin, SPAC a l'intention de communiquer directement avec chaque organisme de réglementation pour vérifier sa compréhension des approches existantes en matière de traduction, y compris la traduction de documents nécessitant un sceau professionnel. Le lancement de cette consultation ayant été retardé jusqu'en juillet, les organismes de réglementation ont été contactés directement par SPAC le mercredi 7 août.

Ingénieurs Canada a fait parvenir au Comité permanent des finances de la Chambre des communes ses commentaires pour les consultations prébudgétaires en vue du budget fédéral de 2025. Ces commentaires ont été publiés dans notre site public ici. Le Comité consultatif des affaires publiques d'Ingénieurs Canada (CCAP), qui comprend un représentant du Groupe des chefs de la direction, a reçu une ébauche de ce mémoire. Les commentaires des membres du CCAP ont été intégrés dans le mémoire. Ces recommandations dans le cadre des consultations prébudgétaires font avancer les principes présentés par Ingénieurs Canada dans ses EPN.

Dans d'autres nouvelles, Ingénieurs Canada participera aux consultations publiques concernant l'Accord Canada-États-Unis-Mexique (ACÉUM). Nous avons récemment présenté un mémoire au Comité permanent du commerce international de la Chambre des communes dans lequel nous exposons nos priorités pour l'examen de l'ACÉUM prévu pour 2026, en nous fondant sur les modifications apportées en 2019 au chapitre 15 – Commerce transfrontières des services.

Ingénieurs Canada a également été invité à participer à une consultation publique axée sur l'accélération de l'innovation et de la productivité dans l'industrie de la construction de logements. Nous présenterons un mémoire fondé sur nos énoncés de principe nationaux, notamment sur l'importance de la résilience, de l'atténuation et de l'adaptation aux changements climatiques et l'efficacité énergétique dans la construction de nouveaux logements, ainsi que le rôle important que jouent les ingénieurs dans le processus de la construction. Vous pouvez lire la consultation lancée par le gouvernement fédéral ici. La date limite pour les réponses est le 13 septembre.

Mobilité internationale

En août, Ingénieurs Canada s'est réuni avec Engineers Australia dans nos bureaux afin de discuter de nos plans stratégiques, orientations et priorités respectifs. Les discussions étaient axées sur : l'agrément ; l'inclusion, la diversité, l'équité et l'accessibilité (IDEA) ; le parcours vers l'obtention du permis d'exercice ; la durabilité ; les services aux membres et la promotion du permis d'exercice en génie et la sensibilisation à la profession.

Discussion Note – Councillor Questions

Agenda Item Number	C-565-9.5
Purpose	To field questions from Council at the end of the Open session.
Strategic/Regulatory Focus	
Motion	None required
Attachments	