

Minutes

Consulting Engineer Designation Committee

Meeting: October 26, 2023, Thursday

Present: Santosh Gupta, P.Eng.
Andrew Lawton, P.Eng.
Adrian Pierorazio, P.Eng. – Chair
Michael Rosenblitt, P.Eng.
Steve van der Woerd, P.Eng.
Matt Weaver, P.Eng. – Vice Chair

Regrets: Gord Debbert, P.Eng.
Dalila Giusti, P.Eng.
Don Plenderleith, P.Eng.

Staff: Jose Vera, P.Eng.
Ian Daniels, P.Eng.
Imelda Suarez

Call to Order

The meeting was called to order by the Chair at 10:01 am.

1. Agenda

Approved by consensus.

2. Minutes

Steve van der Woerd moved to adopt the minutes of the August 24, 2023 meeting; seconded by Michael Rosenblitt. CARRIED

3. Regional Sub-Committee Reports – Designation/Redesignation

3.1 Western Region

Steve van der Woerd moved that applicant 1.1 from the Western Subcommittee report be recommended for **designation**; seconded by Michael Rosenblitt.

CARRIED

Steve van der Woerd moved that applicants 2.1 to 2.4 from the Western Subcommittee report be recommended for **redesignation**; seconded by Andrew Lawton.

CARRIED

3.2 Eastern Region

There are no applicants for designation.

Steve van der Woerd moved that applicants 2.1 to 2.3 from the Eastern Subcommittee report be recommended for **redesignation**; seconded by Matt Weaver.

CARRIED

3.3 Toronto

Michael Rosenblitt moved that applicants 1.1 to 1.4 from the Toronto Subcommittee report be recommended for **designation**; seconded by Santosh Gupta.

CARRIED

Michael Rosenblitt moved that applicants 2.1 to 2.11 from the Toronto Subcommittee report be recommended for **redesignation**; Andrew Lawton.

CARRIED

3.4 Southern Region – *Matt Weaver acts as Chair for this section of the meeting.*

There are no applicants for designation.

Steve van der Woerd moved that applicants 2.1 to 2.2 from the Southern Subcommittee report be recommended for **redesignation**; seconded by Santosh Gupta.

CARRIED

3.5 Northern Region – *Adrian Pierorazio resumes the role of Chair of the meeting.*

Matt Weaver moved that applicants 2.1 to 2.2 from the Northern Subcommittee report be recommended for redesignation; seconded by Santosh Gupta.

CARRIED

4. Permission to Use the Title “Consulting Engineers”

Michael Rosenblitt moved that applicant 1.1 be **approved** for the Permission to Use the Title “Consulting Engineers”; seconded by Steve van der Woerd.

CARRIED

5. Activity Reports

Jose Vera reported the following:

- The CEDC Briefing Note for the September Council meeting addressed the Council’s question regarding the evaluation of applications for the designation and redesignation.
- The New Deputy Registrar, Americo Viola, will be invited to next meeting.

6. Committee Members as References

Committee and subcommittee members may serve as references for applicants seeking designation and redesignation.

7. Application Form

Adrian Pierorazio and Michael Rosenblitt have proposed changes to the application form to enhance its ease of completion for applicants and facilitate the review process for committee members. Draft documents are attached as Appendix A. Committee members are requested to provide feedback by December 31, 2023. Once feedback is collected, Jose Vera will present the proposed changes to the Communications team for the development of an updated fillable PDF form.

Adjournment

The meeting adjourned at 10:44 am.

APPENDIX A



Professional Engineers
Ontario

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Application for Redesignation as a Consulting Engineer

INSTRUCTIONS: Please read the enclosed sections 56 to 71, inclusive, of Ontario Regulation 941. Complete and return one copy of this form to the association. Please type or print legibly in ink.

Along with documentation of recent projects

Personal	Family Name	First Name	Second Name	PEO Licence Number
	Street Number/Street Name/Unit, Suite or Apartment			City
	Province	Postal Code	Country	Telephone Number

Employment	Present Employer's Name	Title of Position		
	Street Number/Street Name/Unit or Suite	City		
	Province	Postal Code	Country	Business Phone Number / Extension

References	List below the names and complete addresses of three referees who have agreed to answer inquiries concerning your recent engineering experience. These shall include one client and two registered professional engineers, at least one of whom is a designated consultant , and one who is not affiliated with your company. Identify those who are client(s). Consulting Engineer			
	Name		Company	
	Company Address			
	Position		PEO #	
	Name		Company	
	Company Address			
	Position		PEO #	
	Add space for a 4th reference. Add a question for "is a designated consulting engineer"			
	Name		Company	
	Company Address			
Position		PEO #		

Have you ever been refused membership by any professional engineering association? Has your licence to practise ever been revoked? Is there recorded on the register of any professional engineering regulatory or licensing body or equivalent organization, or has there ever been recorded, any finding of guilt against you for professional misconduct, negligence, or incompetence? No Yes (If yes, please attach details.)

Move to personal or declaration

Practice

During the course of the next five years, I intend to practise as follows (please be specific):

Details of Engineering Experience

Provide in chronological order a list of engineering projects completed during the last five years (two or three projects ^{for each year} a year), including details of project descriptions, with engineering roles and responsibilities. Details should relate to all technical, business, executive/administrative and supervisory aspects. Although you must provide this information, to the extent that you include personal information about an individual (e.g. a non-business client), as opposed to business information, you must obtain the individual's consent to include the personal information. (If necessary, continue on a separate sheet.)

Location	Name of Client & Contact Person	Completion Date	Description of my Duties
(Change request to attach documentation, change this table to a suggested format)			

Declarations

1. I am a member listed on my firm's application for a Certificate of Authorization.
2. I certify that the information contained on this form, including any attachments hereto, is true and correct.
3. I am engaged in the practice of consulting engineering

Date _____ Signature _____

The information collected on this form is used for the purpose of regulating the profession and practice of professional engineering. The immediate purpose for collecting this information is primarily to assist PEO in pursuing its regulatory activities and providing basic professional information to members of the public. For more information, see PEO's Privacy Policy at www.peo.on.ca, or contact PEO's Privacy Office at 416-224-1100.

Fees

Redesignation Application Fee of \$265.00 + \$34.45 HST (R 106733066) in Canadian dollars, cheque or money order made payable to the Association of Professional Engineers of Ontario, must be attached. **The fee is not refundable.**

Examination Fee of \$200.00 is payable for each examinations, **where these are required by Council.** (Is this relevant?)

Redesignation Fee of \$265.00 + \$34.45 HST (R 106733066) for the period of redesignation is **payable following redesignation by Council.** NOTE: As the applicable fee may have changed by the time you submit your application, please pay the latest fee plus any applicable taxes as posted on PEO's website at [this hyperlink: PEO Fee Schedule.](#) (Combine with other fee comment)

PEO USE ONLY

YY/MM/DD Yes No YY/MM/DD YY/MM/DD YY/MM/DD YY/MM/DD Yes No YY/MM/DD
 Received C of A Checked Effective Date Date of Issue Acknowledged Job Change Expiry Date

(Include Imelda's usual checklist items)

GENERAL INSTRUCTIONS

Must be electronically completed using on-line fillable form. Handwritten application forms will no longer be accepted.

DETAILS OF ENGINEERING EXPERIENCE

A minimum of three projects per year are required, starting with the most recent year, and progressing in reverse chronological order back to the least recent year.

A project across multiple years may only be submitted for a maximum of three consecutive years.

OUTLINE FORM

YEAR	LOCATION	CLIENT/CONTACT PERSON	DESCRIPTION OF PROJECT	MY DUTIES ON PROJECT

YEAR Year for which you are submitting projects. If project has not yet been completed, state "ONGOING".

- 2023
- 2022
- 2021
- 2020
- 2019

LOCATION

Jurisdiction where project is located.

For initial Application to be designated as a Consulting Engineer;

90% of projects must be in Ontario.

Example: Lively, Ontario

Township of Adjala, Ontario

For Redesignation as a Consulting Engineer for those PEO licensees working outside Ontario, some Ontario projects are required. Due to Ontario Designated Consulting Engineers working in many jurisdictions outside Ontario, projects in other jurisdictions will be accepted; providing clear details, details on client contacts, project description, and duties are provided. If all work has been outside Ontario, provide attestation to this effect.

CLIENT/CONTACT PERSON:

Entity for whom the project is for (e.g. RFP issuer, Owner, Project Manager, Person or organization who has engaged your services). This person is not required to be a Professional Engineer.

Person who can attest to your participation in the project, description of project, and duties on project.

The contact's position in the organization referenced, a current email address is mandatory. A contact telephone number is optional. This person cannot be your employer or work colleague at your place of employment.

DESCRIPTION OF PROJECT:

Brief outline of project. Project value is not necessary, as this may conflict with Client confidentiality.

Projects should indicate variety, depth of experience, and development. Multiple entries for the same type of project may be subject to a personal committee interview for evaluation.

MY DUTIES ON PROJECT:

A description of what you actually did on this project. This allows an evaluation of your duties in comparison with the stated duties of a Consulting Engineer and definitions of Consulting Engineering.

A SAMPLE COMPLETED "DETAILS OF ENGINEERING EXPERIENCE" FORM

YEAR	LOCATION	CLIENT/CONTACT PERSON	DESCRIPTION OF PROJECT	MY DUTIES ON PROJECT
2021	ANYTOWN, ONTARIO	REGIONAL MUNICIPALITY OF ANYTOWN. Mr. JOHN DOE, P.Eng. Director of Municipal Works Jdoe01@anytown.on.ca 705-000-9999	Construction of new beaver dam on waterway through municipal area, to encourage flooding in low lying areas. Part of Ontario Ministry of Environment and Environment Canada partnership in climate change acceleration initiative. Total cost \$53,000,000.00	Senior structural engineer, chief cook, and bottle washer. Responsible for all technical, administrative, supervisory, and business decisions. Overall responsibility for strategic decisions. Preparation of monthly report to regulatory and funding bodies outlining progress and conformance to climate change acceleration initiatives. Preparation of contractual tender documents, tender evaluation. Direct supervision of construction work, and review and certification of construction progress draws.