



Minutes

The 520th MEETING of the COUNCIL of PROFESSIONAL ENGINEERS ONTARIO (PEO) was held at PEO Offices, 40 Sheppard Avenue West, Toronto, Ontario on Friday, September 21, 2018 at 9:00 a.m.

- Present: D. Brown, P.Eng., President and Council Chair
B. Dony, P.Eng., Past President
N. Hill, P.Eng., President-Elect
M. Sterling, P.Eng., Vice-President (Elected)
K. Reid, P.Eng., Vice-President (Appointed)
I. Bhatia, P.Eng., Eastern Regional Councillor
G. Boone, P.Eng., Eastern Regional Councillor
M. Chan, P.Eng., Lieutenant Governor-In-Council Appointee
T. Chong, P.Eng., East Central Regional Councillor [minutes 12016 to 12039 a-c only]
L. Cutler, P.Eng., Lieutenant Governor-In-Council Appointee
R.A. Fraser, P.Eng., Councillor at Large [minutes 12016 to 12039 a-e only]
L. Hidalgo, P.Eng., Western Regional Councillor [via teleconference 12016 to 12019 – in person 12020 to 12044]
G. Houghton, P.Eng., Western Regional Councillor
Q. C. Jackson, Barrister & Solicitor, Lieutenant Governor-In-Council Appointee
T. Kirkby, P.Eng., Lieutenant Governor-In-Council Appointee
L. Lederman, Q.C., Lieutenant Governor-In-Council Appointee [minutes 12016 to 12039 a-c only]
L. MacCumber, P.Eng., West Central Regional Councillor
T. Olukiyesi, P.Eng., Lieutenant Governor-In-Council Appointee
S. Robert, P.Eng., Northern Regional Councillor [minutes 12016 to 12038 only]
M. Spink, P.Eng., Lieutenant Governor-In-Council Appointee
R. Subramanian, P.Eng., Northern Regional Councillor
W. Turnbull, P.Eng., Western Regional Councillor
G. P. Wowchuk, P.Eng., Councillor at Large
- Regrets: N. Rush, C.E.T., Lieutenant Governor-In-Council Appointee
K. Torabi, P.Eng., East Central Regional Councillor
- Staff: S. Clark, LL.B., Chief Administrative Officer and Corporate Secretary
B. Ennis, P.Eng., Director, Policy and Professional Affairs
M. Farag, P.Eng., Acting Deputy Registrar, Licensing and Registration
L. Latham, P.Eng., Deputy Registrar, Regulatory Compliance
C. Mehta, Director, Finance
D. Smith, Director, Communications
M. Wehrle, Director, Information Technology
R. Martin, Manager, Secretariat
D. Power, Secretariat Administrator
N. Axworthy, Editor, Engineering Dimensions
J. Chau, Manager, Government Liaison
J. Max, Manager, Policy
B. St. Jean, Executive Assistant

- Guests:
- A. Bergeron, P.Eng., PEO Director, Engineers Canada [minutes 12016 to 12038 only]
 - C. Bellini, P.Eng, PEO Director, Engineers Canada [minutes 12016 to 12038 only]
 - H. Brown, Brown & Cohen [minutes 12016 to 12038 only]
 - D. Chui, P.Eng., PEO Director, Engineers Canada [minutes 12016 to 12038 only]
 - E. Lee, EIR Program/EDU Committee [minutes 12018 to 12027 (in part) only]
 - B. Matthews, CEO, Consulting Engineers of Ontario [minutes 12016 to 12038 only]
 - J. Obaid, P.Eng., PEO AGM Member motion [minutes 12016 to 12038 only]
 - R. Shreewastav, P.Eng., PEO Director, Engineers Canada [minutes 12016 to 12038 only]
 - D. Steeves, P.Eng., EDU Committee member [minutes 12016 to 12027 only]
 - H. Wojcinski, P.Eng., Chair, PEO 30 x 30 Task Force [minutes 12018 to 12038 only]

On Thursday evening, Council held an in-camera plenary session on the Registrar’s profile. This session was attended by Council and representatives from Western Management Consultants (WMC) only.

Council convened at 9:00 a.m. Friday, September 21, 2018.

CALL TO ORDER

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

**12016
APPROVAL OF AGENDA**

Moved by Councillor Subramanian, seconded by Councillor Spink:

That:

- a. the agenda, as presented to the meeting at C-520-1.1, Appendix A be approved as amended by removing item 2.6 PEO Webmail Accounts for Active Volunteers from the agenda; and**
- b. the Chair be authorized to suspend the regular order of business.**

CARRIED

**12017
REGISTRAR PROFILE**

This was an in-camera item discussed at the September 20th Plenary session. There were no staff present at this session.

Moved by President-elect Hill, seconded by Councillor Bhatia:

That Council approve in principle the draft Registrar’s profile as presented in the Plenary session on September 20, 2018.

**CARRIED
1 abstain**

**12018
2019 OPERATING BUDGET**

In accordance with the Council approved PEO business planning cycle, the draft operating budget was provided to Council for review.

L. Latham, acting Interim Registrar, provided information regarding declining revenue based on future demographics in which younger license holders are not replacing older license holders at the same rate.

Council discussed revenue generating options as well as cost cutting

options which were noted by the Director of Finance. Staff were directed to provide additional information on the revenue enhancements and cost cutting options.

**12019
2019 CAPITAL BUDGET**

In accordance with the Council approved PEO business planning cycle, the draft capital budget was provided to Council for review. Key highlights of the 2019 draft capital budget were summarized. These included capital improvements to 40 Sheppard, information technology services and facilities.

**12020
NON-BUDGETED SUBSTANTIVE
EXPENDITURES**

This item was deferred to the November 2018 Council meeting.

**12021
2018 AGM SUBMISSION – LEADERSHIP
DEVELOPMENT PROGRAM**

This item was deferred to the November 2018 Council meeting.

**12022
2018 AGM SUBMISSION – PEO WEBMAIL
ACCOUNTS FOR ACTIVE VOLUNTEERS**

This item was removed from the agenda.

**12023
EXTERNAL REGULATORY PERFORMANCE
REVIEW**

Recently, many professional regulatory bodies in Canada have commissioned reviews of various aspects of their organizations; some were voluntarily undertaken, while others were directed by governmental oversight.

At the 2018 Council Workshop, Councillors agreed that an external review of PEO's regulatory performance was necessary.

The majority of reviews of other professional regulatory bodies have been conducted by external reviewers. The type and extent of the reviews depended on the type of reviewers involved. Reviews by lawyers tend to focus on the compliance of organizational processes with statute. Reviews by business management firms tend to focus on assessing the effectiveness of procedures and practices at carrying out the mandated functions of the regulator.

Staff recommended that the Professional Standards Authority in the U.K. be contracted to carry out the work due to their expertise in developing international standards for regulatory effectiveness and in applying them for professional regulatory bodies around the world, including Canada.

On September 7, 2018, PSA informed PEO that the organization would no longer directly carry out reviews of regulatory bodies outside the UK, however, Harry Cayton, the current CEO of PSA, will leave that position at the end of October to lead a new private company that will provide these reviews for regulators outside the UK using the same methodology and standards that the PSA has been using. B. Ennis advised that he

would provide the quotation and scope of work to Council following the September Council meeting.

Moved by President-elect Hill, seconded by Past President Dony:

That:

- A. Council approve an external review of PEO’s Regulatory Performance at a maximum cost of \$125,000, with a report on recommendations to Council to be received by June 2019.**
- B. Harry Cayton, an International Consultant to the Professional Standards Authority, be contracted to conduct the Regulatory Performance Review under the terms in motion A.**

President Brown passed the gavel to President-elect Hill.

Required a 2/3 majority of votes cast to carry.

Moved by Councillor Fraser, seconded by Councillor Boone:

That the approval of an external regulatory performance review be referred to the November 2018 Council meeting.

DEFEATED

Moved by Past President Dony, seconded by Councillor Turnbull:

Required a 2/3 majority of votes cast to carry.

That the vote on the original motion be taken immediately.

CARRIED

The original motion was then voted on.

That:

- A. Council approve an external review of PEO’s Regulatory Performance at a maximum cost of \$125,000, with a report on recommendations to Council to be received by June 2019.**
- B. Harry Cayton, an International Consultant to the Professional Standards Authority, be contracted to conduct the Regulatory Performance Review under the terms in motion A.**

**CARRIED
Recorded Vote**

<u>For</u>	<u>Against</u>
D. Brown	I. Bhatia
M. Chan	G. Boone
T. Chong	L. Cutler
B. Dony	R. Fraser
L. Hidalgo	L. Lederman
G. Houghton	T. Olukiyesi

Q. Jackson
T. Kirkby
L. MacCumber
S. Robert
M. Spink
M. Sterling
R. Subramanian
W. Turnbull
K. Reid
G. Wowchuk

President-elect Hill returned the gavel to President Brown.

**12024
2018 – 2020 STRATEGIC PLAN – 2019
STRATEGY SELECTION**

This item was deferred to the November 2018 Council meeting.

**12025
FINAL REPORT OF THE PUBLIC
INFORMATION CAMPAIGN TASK FORCE**

This item was deferred to the November 2018 Council meeting.

**12026
30 BY 30 TASK FORCE TERMS OF
REFERENCE AND ACTION PLAN**

The original 30 x 30 Task Force Terms of Reference was written when it was believed that the Task Force would be working on a joint action plan with the Ontario Society of Professional Engineers (OSPE).

Since then, it has been determined that PEO will be working on a separate complementary action plan to the one developed by OSPE, and each organization would inform the other of their progress.

Therefore, Council was asked to review and approve the revised 30 x 30 Task Force Terms of Reference which has been modified to remove the references of a joint action plan and the complementary PEO Action Plan that is based on the plan presented to the meeting at C-514-2.5 but modified to remove OSPE actions and align with Engineers Canada's revised 30 x 30 strategic objectives per its Strategic Plan 2019-2021.

Moved by Past President Dony, seconded by Councillor Hidalgo:

That Council:

1. **Approves the revised 30 x 30 Task Force Terms of Reference as presented to the meeting at C-520-2.10, Appendix A.**
2. **Approves the 30 x 30 PEO Action Plan as presented to the meeting at C-520-2.10, Appendix C.**

CARRIED

**12027
ENGINEER-IN-RESIDENCE (EIR) PROGRAM**

The EIR program is PEO's flagship outreach program, operating since 1997. It matches Professional Engineers and EITs with Ontario high schools and elementary schools to assist teachers with curriculum through hands-on engineering presentations. There are currently 206 EIRs paired with 197 schools. The EIR program budget is \$68,700. The amount spent to date (end of July) is approximately \$46,700.

The Engineers Without Borders (EWB) service provider contract ended July 31, 2018. EWB has indicated that they will no longer be acting as the service provider. Therefore, the EIR program has been suspended with staff seeking direction from Council regarding the future of the EIR program.

The following issues were identified for Council's consideration:

Service Provider and End of Contract: Engineers of Tomorrow, on behalf of EWB has been the service provider since August 2014. EWB is refocusing programs on poverty and inequality issues and has recommended that the EIR contract be transitioned to Engineers of Tomorrow who are managing the program on behalf of EWB. Engineers of Tomorrow are prepared to continue serving the EIR program. The contract between PEO and EWB concluded July 31, 2018. As the service provider is no longer managing the program, there has been no renewal of the contract for the remainder of 2018 and 2019.

Toronto District School Board (TDSB) Agreement and Legal Review: There are 94 EIRs in 91 classes throughout the TDSB representing almost 50% of the EIRs and schools participating in the program. Without the TDSB agreement, EIRs will not be able to enter TDSB schools. The agreement requires a legal review (estimated to cost \$3000-\$5000 - unbudgeted).

TD sponsorship: TD provides an annual sponsorship (\$10,000 for 2018). Direction on the future of the Program is required before PEO can invoice TD for the sponsorship money.

E. Lee Garcia was invited to the table by the chair to present the Engineers of Tomorrow proposal and to explain various options.

Moved by Councillor Fraser, seconded by Councillor Chong:

That Council approves the proposal submitted by Engineers of Tomorrow as presented at the Council meeting, C-520-2.11, Appendix B.

This motion was withdrawn by consensus of the meeting.

E. Lee Garcia was recused from the meeting.

Moved by Councillor Sterling, seconded by Councillor Chong:

- 1. That Council approve signing a contract with Engineers of Tomorrow as the service provider for the Engineer-in-Residence (EIR) program funded from the remaining budget of \$22,000 for the remainder of 2018.**

2. That an RFP be conducted to transfer the program to a third-party provider.

DEFEATED

Moved by Councillor Spink, seconded by Councillor Chong:

1. That Council transfer the Engineer-in-Resident (EIR) program to Engineers of Tomorrow as of July 31, 2018.
2. That PEO transfer the remaining \$22,000 that was approved in the 2018 budget for the EIR program to Engineers of Tomorrow in support of their EIR program that they are taking over from Engineers Without Borders.
3. That PEO will willing to consider future requests for sponsorship by Engineers of Tomorrow.

CARRIED

**12028
APTIFY UPGRADE UPDATE AND REQUEST
FOR ADDITIONAL FUNDS**

The Aptify Upgrade project budgeted \$150,000 (US) in 2018 and requires additional funds to complete the project.

The Aptify Upgrade Project consists of two main parts;

- a. Upgrade of the Aptify database and desktop client, first from Aptify 5.5 to 6.0, then to the 6.0 web client, for which PEO partnered with Aptify to complete.
- b. Integrations are the responsibility of PEO and involve reconfiguring all applications that either push or pull Aptify data, including PEO Portal, 212 reports, PEO directories, PC banking, etc. Integrations impact schedule and PEO staff resources.

The additional funds being requested are for Aptify to complete the upgrade of the Aptify database and desktop client only.

Moved by Councillor Chan, seconded by Councillor Olukiyesi:

That Council approve additional funds of \$100,000 U.S. needed to complete the Aptify upgrade.

CARRIED

**12029
COUNCIL ACTION LOG**

In June, 2018 Council tasked staff with developing a Council Action Log. The log is designed to capture Action items from Council meetings as well as identify the lead responsibility and provide Council with updates on steps taken on each issue.

**12030
RISK REGISTER**

A risk register is a record of identified risks that an organization may face and encompasses not only the identified risk and its description, but also

includes an assessment of the likelihood and impact of such a risk occurring, when action may be required to address the risk, who or what aspects of the organization are accountable as well as the response and/or mitigation strategy to address the risk

The purpose of a risk register is to provide Council with a structured approach to managing risks. It provides an approach to addressing risks rather than an ad hoc or reactionary response framework. A risk register strengthens organizational governance through the identification and assignment of risk management accountability. Finally, it enhances the communication of risk across an organization and thus broadens the understanding throughout the organization of current and emerging risks.

Staff have been tasked to develop operational and regulatory risk registers based on the risk register presented to Council in 2017. Council received the updated regulatory risk register through a standing item on the Council agenda.

**12031
BRIEFING NOTE PROTOCOL**

At Council's request President Brown prepared a report that addresses the current briefing note protocol. In addition, a proposed process as a pilot project for Council that addresses and ensures that all future briefing notes are truly ready to be presented to Council was provided. The main focus of this proposal is to allow Council to work more effectively and efficiently as a board and focus its time on substantive items that have been properly peer reviewed and vetted amongst PEO's committees and volunteer base.

President Brown advised that Councillor Fraser would be submitting two white paper briefing notes for the November Council meeting under the proposed briefing note protocol.

**12032
CONSENT AGENDA**

Moved by Past President Dony, seconded by Councillor Chong:

That the Consent Agenda be approved as presented.

CARRIED

Included on the consent agenda:

- 3.1 Minutes – 251ST Executive meeting – January 16, 2018
- 3.2 Minutes – 519th Council meeting – June 22, 2018
- 3.3 Approval of Consulting Engineer Designation (CEDC) Applications
- 3.4 Changes to the 2018 PEO Committees and Task Forces
Membership Roster
- 3.5 Legislation Committee 2018-2019 Work Plan
- 3.6 Canadian Engineering Accreditation Board (CEAB) Accreditation
Decisions

[Note: minutes 12033 to 12038 reflect the motions provided in the briefing notes presented to the meeting.]

**12033
MINUTES –251ST EXECUTIVE MEETING –
JANUARY 16, 2018**

Council directed that moving forward, Executive Committee meeting minutes be received by Council as information.

That the minutes of the 251st meeting of the Executive Committee, held on January 16, 2018, as presented to the meeting at C-520-3.1, Appendix A, be received as information.

CARRIED

**12034
MINUTES – 519th COUNCIL MEETING –
JUNE 22, 2018**

That the minutes of the 519th meeting of Council, held June 22, 2018, as presented to the meeting at C-520-3.2, Appendix A, accurately reflect the business transacted at that meeting.

CARRIED

**12035
APPROVAL OF CEDC APPLICATIONS**

1. That Council approve the exemption from examinations and the applications for designation as Consulting Engineer as presented to the meeting at C-520-3.3, Appendix A, Section 1.

2. That Council approve the applications for re-designation as Consulting Engineer as presented to the meeting at C-520-3.3, Appendix A, Section 2.

3. That Council grant permission to use the title “Consulting Engineers” (or variations thereof) to the firms as presented to the meeting at C-520-3.3, Appendix A, Section 3.

CARRIED

**12036
CHANGES TO THE 2018 PEO COMMITTEES
AND TASK FORCES MEMBERSHIP ROSTER**

That Council approve changes to the 2018 PEO Committees and Task Forces Membership Roster as presented to the meeting at C-520-3.4, Appendix A.

CARRIED

**12037
LEGISLATION COMMITTEE 2018-2019
WORK PLAN**

That Council approve the Legislation Committee (LEC) Work Plan as presented to the meeting at C-520-3.5, Appendix A.

CARRIED

It was noted that the template for committee terms of reference need to be revised to include performance metrics and deliverables, succession planning, how the terms of reference align with the strategic directives, plan outline for providing continuous learning and reasons for no term limits if none are identified.

Responding to a query regarding the status of outstanding work plans S. Clark advised that a table is included as part of the roster briefing note in the November agenda package which outlines what committees or task forces have or have not submitted their work and human resources plans. It was noted that this only provides information at that point in

time, it does not indicate to Council what plans are outstanding throughout the year. S. Clark replied that Volunteer Management would look at this matter further.

**12038
CANADIAN ENGINEERING
ACCREDITATION BOARD (CEAB)
ACCREDITATION DECISIONS**

That Council approve the list of academic programs as presented to the meeting at C-520-3.6, Appendix A, that have been accredited (by CEAB) and that meet the intent of Section 33.(1) 1.i of the Regulations.

CARRIED

Moved by Vice-President Reid, seconded by Past President Dony:

That Council move in-camera.

CARRIED

**12039
IN-CAMERA SESSION**

While in-camera, Council:

- a) ratified the in-camera minutes from the 251st meeting of the Executive Committee held January 16, 2018 as presented;
- b) verified the in-camera minutes from the 519th meeting of Council held June 22, 2018 as presented;
- c) approved the nomination to the Canadian Engineering Accreditation Board
- d) approved the Succession Planning Task Force appointments
- e) approved the appointment of additional members to the 2018-2019 Central Election and Search Committee
- f) approved the requirement for completion of the examination program for McMaster University – Faculty of Engineering – Unaccredited Bachelor of Technology Programs
- g) received decisions and reasons of the Discipline Committee
- h) received a legal update on legal actions in which PEO is involved
- i) noted there were no issues reported regarding PEO's Anti-Workplace and Violence Policy

**12040
COUNCILLOR ITEMS**

a. Committee Reports

Councillor Spink requested that the committee reports be listed as part of the agenda package.

b. Indemnification

S. Clark provided an update advising that the insurance broker has provided a considerable amount of information regarding indemnification and that it is recommended that Council, at its next opportunity, invite the broker to speak to Council on this subject.

**12041
NOMINATION TO THE CANADIAN
ENGINEERING ACCREDITATION BOARD**

The following item was moved from the in-camera agenda into open session:

That Council approves the nomination of Ramesh Subramanian, Ph.D, P.Eng. to serve on the Canadian Engineering Accreditation Board (CEAB) as a member from Ontario, for a three-year term.

CARRIED

**12042
SUCCESSION PLANNING TASK FORCE
APPOINTMENTS**

The following item was moved from the in-camera agenda into open session:

That Council approve the appointment of Paul Ballantyne, P.Eng., Cassie Frengopoulos, P.Eng., Ken McMartin, P.Eng., Michael Wesa, P.Eng. and Rob Wilson, P.Eng. to the Succession Planning Task Force.

CARRIED

**12043
APPOINTMENT OF ADDITIONAL
MEMBERS TO THE 2018-2019 CENTRAL
ELECTION AND SEARCH COMMITTEE.**

The following item was moved from the in-camera agenda into open session:

That Wen (Selina) Di, P.Eng., and Javeed Khan, P.Eng., be appointed as the additional members to the 2018-2019 Central Election and Search Committee.

CARRIED

**12044
MCMASTER UNIVERSITY – FACULTY OF
ENGINEERING – UNACCREDITED
BACHELOR OF TECHNOLOGY PROGRAMS**

The following item was moved from the in-camera agenda into open session:

That Council approve that, to fulfill PEO’s academic requirements for licensure, applicants who hold a McMaster University Bachelor of Technology degree in Automotive & Vehicle Engineering Technology, Civil Engineering Infrastructure Technology, and Power & Energy Engineering Technology must successfully complete the examination program as presented to the meeting at C-520-4.6, Appendix A.

CARRIED

Moved by Councillor Chan, seconded by Councillor Hidalgo:

That the meeting be adjourned.

CARRIED

These minutes consist of eleven pages and minutes 12016 to 12044 inclusive.

D. Brown, P.Eng., Chair

S. Clark, LL.B., Chief Administrative Officer and
Corporate Secretary